

**MINUTES
BOARD OF DIRECTORS REGULAR MEETING
NORTH METRO FIRE RESCUE DISTRICT
ADMINISTRATIVE HEADQUARTERS
101 SPADER WAY, BROOMFIELD, CO 80020**

Date: August 14, 2018

BOARD MEMBERS PRESENT:

John Abboud, President
Peter Billera, Vice President
Tim Long, Treasurer
Jenni Murphy, Secretary
Richard Miller, Asst. Secretary

STAFF PRESENT:

David Ramos, Fire Chief
David Anderson, Deputy Chief, Support Services
Lisa Willis, Chief Financial Officer
Eileen Gomez, Human Resources Manager
Steve Gosselin, Division Chief, Fire Prevention
Sara Farris, PIO

LEGAL COUNSEL:

Richard Shearer, Esq.
Joan Fritsche, Esq.

A. Call to Order

President Abboud called the Board of Directors meeting to order at 5:00 p.m. on August 14, 2018.

B. Pledge of Allegiance – Led by Director Murphy

C. Additions/Deletions to Agenda

None.

D. Public Comment (Agenda Items Only)

None.

E. Presentations

1. Citizen Awards

Chief Ramos announced two citizens' awards for Matt Yoho and Miles Ward, two teenagers who put out a grass fire that was approaching a home on Midway in Broomfield. The teens are junior park rangers in Broomfield and were riding their bikes home after their shift when they noticed the fire under a large pine tree. Captain Steve Pelster from Station 61 was dispatched to the grass fire and encountered the teenagers using garden hoses to put out the fire. Because of their quick actions, there was no property damage. President Abboud presented the teenagers with Citizens' awards and gift cards.

2. Introduce Sasha Story, new Life Safety Education Specialist

Chief Gosselin introduced Sasha Story, the new Life Safety Education Specialist. Sasha had been serving as the District's receptionist. The selection process was competitive and not an easy decision with nineteen candidates. Sasha will begin shadowing Pam Kutchen soon to begin her new responsibilities. Sasha commented that she loves the organization and thanked everyone who had a part in her promotion. She is excited to work in Fire Prevention. President Abboud noted that Sasha has teaching in her background that will serve her well in her new position.

3. Awards for David Waller, Deputy Fire Marshal

Chief Gosselin notified the Board that David Waller, Deputy Fire Marshal, was nominated by his industry peers as Fellow of the Society of Fire Protection Engineers. He was also awarded a Hats Off Award for advancing the profession locally in the Rocky Mountain chapter. These are two prestigious awards in one year. He will be formally recognized at their annual conference in Nashville at the end of October.

4. Citizens Fire Academy

The Citizens Fire Academy will educate the community about community risk reduction strategies and create awareness through community engagement. Pam Kutchen reviewed the upcoming Citizens Fire Academy. There are six sessions, ending with graduation at the October Board meeting. There are two goals for the academy: education and engagement. Ms. Kutchen reviewed the weekly themes of the academy. President Abboud asked how many applications the District had received. Ms. Kutchen replied that she had received 30 applications and could only accept 15 participants. President Abboud asked how she would narrow down the pool. Ms. Kutchen replied that she would use the applications to choose the participants, giving preference to District residents and date of application as some of the criteria. Ms. Kutchen invited the Board to attend any of the sessions. Ms. Kutchen noted that each participant would complete an evaluation each week. Director Murphy noted that she had participated in the Citizen Police Academy in Northglenn. She thinks this will be a successful endeavor.

President Abboud announced that Chief Bybee was not present because he was requested to attend a Broomfield City Council meeting.

5. Technical Rescue Team

Lt. Matt O'Leary, program lead for Technical Rescue, reviewed the program and its involvement regionally and nationally. There are 15 members on the team, five per shift. Three are stationed at Station 66, where the resources and equipment are also housed. Lt. O'Leary discussed the five disciplines of technical rescue: rope rescue, trench rescue, structural collapse (vehicles into buildings is the most common), confined space and water rescue. In addition, the team is knowledgeable in heavy vehicle extrication, large animal rescue and machinery entanglement. The District participates in the North Area Technical Rescue Team (NATRT) with neighboring departments. There are quarterly trainings for the NATRT. Every other year, the District hosts a heavy rescue academy. The District also participates in Colorado Task Force 1, with four North Metro Fire members. The Task Force offers specialized trainings such as Structural Collapse Specialist course and Medical Specialist course. The Task Force was deployed for Hurricanes Harvey and Irma in 2017.

President Abboud asked if there is backup for the 15 team members. Lt. O'Leary replied that there are no backup members, but there is succession planning to replace members. Engine companies are trained to an awareness level. Director Long asked if the team cross trains with law enforcement. Lt. O'Leary replied that they do. Director Miller asked if swift water rescue is handled by law enforcement. Lt. O'Leary responded that swift water rescue is handled by fire departments. Director Miller asked if there are dive teams. Lt. O'Leary replied that the closest dive team to North Metro Fire is in Thornton or Westminster. North Metro Fire does not participate in the dive team. Chief Ramos thanked Lt. O'Leary for his significant role as team lead at North Metro Fire and in the north area.

6. Bunker Gear

Chief Anderson introduced three firefighters who demonstrated some new bunker gear that the District is considering. He discussed challenges with bunker gear, including contamination during fires and the time it takes to wash the gear afterwards. In order to keep these firefighters in service, they need an additional set of gear. It can be difficult to find appropriate sizes of gear in the District's pooled gear. The new norm is to issue a second set of gear to each firefighter. This has been in the Capital Budget to complete in 2019. The District would like to accelerate this plan to complete the purchase of a second set of bunker gear for each firefighter in 2018. The firefighters demonstrated samples of bunker gear and the new safety features. Director Murphy asked if the District has chosen one of the samples yet. Lt. Devine replied that they are still testing the gear. President Abboud asked what is the average time for firefighters to put on bunker gear. Lt. Devine replied that it takes about one minute to don the bunker gear and an additional minute to put on the air pack. Chief Anderson added that the firefighters already have hoods. Director Billera asked

if he was looking to purchase back up sets. He clarified that the question before the Board is to purchase enough bunker gear so that every firefighter has two personal sets of the jacket and pants. Some firefighters already have two sets so the District would need to purchase approximately 70 additional sets to complete the project. He noted that bunker gear has a shelf life of 10 years for live fires and is rotated to the Training Center for use for everything except live fire training. The Academy is able to use this retired gear for training. Director Billera was surprised to learn that the firefighters did not already have a second set of bunker gear. Chief Anderson noted that the District had been planning to complete the program in 2019 but has decided to accelerate this timeline. Director Murphy asked how long it would take to obtain the new gear. Capt. Pelster replied that it would take two months to receive the new bunker gear. He noted that receiving the new gear would also allow firefighters to send out their damaged gear for repair more easily.

Director Long asked about the bunker gear washing procedures. Chief Anderson replied that there is one extractor at each fire station except for Station 61. This station will get an extractor during its upcoming remodel. The extractor fits three sets of gear, and it takes an entire shift to wash and dry all the gear. The gear needs to be inspected for damage after each fire. Director Long asked if the firefighters need bunker gear while on an EMS call. Chief Anderson replied that they could get a fire call while they are out of the station on another call. The District is trying to close the gap on extended down times and get back in service faster. Chief Hanlon added that there have been several fires in the District that required all engines in the District. The firefighters did not have enough clean gear to respond to the next emergency call, which prolongs the use of contaminated gear. He also noted that with more calls, the bunker gear takes more abuse. Director Long asked if there is a station that is more problematic, knowing that Station 61 does not have an extractor. Chief Anderson responded that it used to be a problem in Northglenn. Prior to a few years ago, there was only one extractor at Station 65. The program has been improved as new stations were built and extractors installed. Station 63 just received an extractor with its remodel project. Capt. Pelster added that having a second set would be huge for the crews. It is a hassle to bag up the gear and take it to another station to wash, but finding the right size gear for firefighters to wear during the washing process is the biggest issue.

Director Miller asked if the firefighters assume that every structure fire they work has contaminants and carcinogens. Chief Anderson replied that this is a scientific proven fact that there are toxins involved at every fire.

7. PIO Presentation

PIO Farris reviewed fire activities from the previous month. She showed pictures from National Night Out in both cities. Upcoming events include Friends and Family CPR, Citizens Fire Academy, Fill the Boot campaign and 9/11 Ceremony. She noted that the District has a crew deployed to wildland fires in the mountains. She discussed the Great Broomfield Beerfest at The

Old Man. The District will receive a percentage of food sales and silent auction proceeds from this event.

F. Staff Reports

1. June 30, 2018, YTD Financial Statements – All Funds

CFO Lisa Willis discussed the financials for the end of June. Director Long asked about TIF revenue for the year. CFO Willis noted that TIF revenue is tough to budget. Based on history, she slightly reduces the projection from the City and County of Broomfield. She expects the District may receive another \$30,000 during the remainder of the year. Director Long confirmed that this is tied to property tax payments. She remarked that Emergency Services overtime is going well, even with several long-term firefighter injuries. She noted that she had completed the Capital Improvements inter-fund transfers in early July. For the Pension Fund, there is an unrealized loss of \$60,000 for the year so far. CFO Willis completed a second transfer of \$230,000 from the General Fund to the Pension Fund in early July for a total of \$500,000 for the year, per the Board's request. For the Capital Improvements Fund, she discussed an item for Station 63 that crossed from 2017 to 2018 and was not budgeted in 2018. This would be discussed in more detail later in the meeting. The Ambulance Membership Fund expenses are running high for the year and may exceed revenues.

2. Station 63 Final Cost Recap

CFO Willis reviewed the summary of the final costs for the construction at Station 63. The contingency was 6% or \$163,000. The final change order amount was \$121,669. There are projected liquidated damages of about \$30,000. The First-In Alerting system was over budget by \$16,000. In total, the project was 3% under budget.

3. Construction Repairs at Station 62

Chief Ramos announced that he had received a settlement offer from the insurance adjuster. He has some contract negotiation questions for the Board and Legal Counsel in Executive Session.

4. Fire Prevention Week

Chief Gosselin noted that there is a resolution for Board consideration regarding Fire Prevention Week. This year's theme is "Look. Listen. Learn. Be aware - fire can happen anywhere".

5. National Fallen Firefighters Memorial Day

Chief Ramos noted that there is a resolution for Board consideration to recognize National Fallen Firefighters Memorial Day on October 7, 2018.

6. Firefighter Hiring Process

Chief Ramos announced that five new firefighters would begin their career at North Metro Fire on Thursday, August 16. The Academy begins on the follow Monday. He will keep the Board apprised of their progress and graduation plans.

7. September Board Meeting date

Chief Ramos requested moving the Board meeting to September 25 to accommodate Chief Staff being in Keystone for the SDA conference the week before the original scheduled meeting. Director Murphy asked if the Board meeting could be held in Keystone. Chief Ramos replied that legally the meeting should be held in the boundaries of the District.

The Board concurred to move the September Board meeting date to September 25.

8. Project Updates

None.

G. Action Items

1. A MOTION TO APPROVE THE CONSENT CALENDAR WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MILLER. THE MOTION PASSED UNANIMOUSLY.
 - a) Approval of accounts payable checks 46763 through 46910 and online Bill Pay 2018-61 through 2018-70 for a net total of \$415,781.09. Voided checks: 46787, 46802, 46832, 46844 and 46845.
 - b) Approval of minutes from the July 10, 2018 regular district Board meeting.
 - c) Approval of minutes from the July 19, 2018 special district Board meeting.
2. A MOTION TO APPROVE RESOLUTION #NM18-005 – FALLEN FIREFIGHTERS MEMORIAL DAY – WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR MILLER. THE MOTION PASSED UNANIMOUSLY.
3. A MOTION TO APPROVE RESOLUTION #NM18-006 – NATIONAL FIRE PREVENTION WEEK – WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

H. Attorney's Report

Attorney Shearer advised the Board that other than the anticipated discussion in Executive Session, he had nothing to add to his written report.

I. Public Comment

None.

J. Directors' Reports

Director Miller noted that there have been discussions the past few months about funding for the District. He thanked President Abboud for leading the Board through that issue. This was not an exercise in futility in his opinion.

Director Long recognized the talent in the District, both officers and firefighters. He had the opportunity to walk through a fire zone at Weston Pass. He was amazed at the path of the fire and destruction.

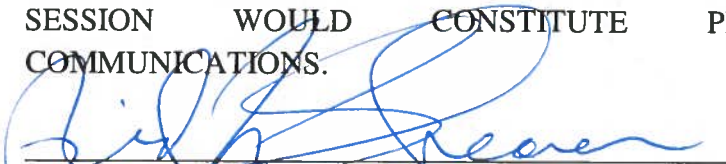
Director Billera recognized the caliber of people working for the District and an amazing organization.

Director Murphy agreed with Director Long. She noted that the City of Northglenn Pirate Fest is coming up in September and this weekend is Magic Fest.

President Abboud acknowledged David Waller. He enjoyed hearing how people outside the District appreciated his contributions. He also acknowledged Pam Kutchen and commented that he looks forward to sitting in on some of the Citizens Fire Academy sessions. He added that there is nothing more important than public education and awareness for a public organization.

K. Executive Session

A MOTION WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR MURPHY TO GO INTO EXECUTIVE SESSION AT 6:33 P.M. PURSUANT TO C.R.S. § 24-6-402(4) (B) AND (D) TO RECEIVE ADVICE OF LEGAL COUNSEL AND FOR THE PURPOSE OF ESTABLISHING THE DISTRICT'S POSITION ON SUBJECTS TO BE NEGOTIATED PARTICULARLY THE CONTRACTS FOR STATION 63 AND STATION 62 AND RELATED TO BUNKER GEAR. THE MOTION PASSED UNANIMOUSLY. ATTORNEY SHEARER CERTIFIED FOR THE RECORD THAT THE RECORDING DEVICE COULD BE TURNED OFF, AS THE MATTERS TO BE DISCUSSED IN EXECUTIVE SESSION WOULD CONSTITUTE PRIVILEGED ATTORNEY-CLIENT COMMUNICATIONS.



Richard Shearer, Esq.

A MOTION WAS MADE BY DIRECTOR MILLER AND SECONDED BY DIRECTOR MURPHY TO COME OUT OF EXECUTIVE SESSION AT 7:44 P.M. THE MOTION PASSED UNANIMOUSLY.

A MOTION TO APPROVE THE PURCHASE OF SUFFICIENT BUNKER GEAR TO ENSURE ALL LINE FIREFIGHTERS HAVE A SECOND SET OF BUNKER GEAR AT AN APPROXIMATE COST OF \$210,000 AND AUTHORIZE THE FIRE CHIEF TO SIGN THE PURCHASE AGREEMENT FOR THE BUNKER GEAR NOT TO EXCEED \$210,000 WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

A MOTION TO AUTHORIZE CHIEF RAMOS TO NEGOTIATE A SOLE SOURCE EMERGENCY CONTRACT TO PROTECT THE HEALTH, SAFETY AND WELFARE OF CITIZENS AND EMPLOYEES FOR THE REPAIR OF THE ROOF AT STATION 62 WITH JIM BLACK CONSTRUCTION, WITH THE UNDERSTANDING THAT JIM BLACK WILL WORK WITH THE DISTRICT'S INSURANCE PROVIDER AND ITS CONSULTANT TO MAKE SURE THE CONTRACT AMOUNT IS REASONABLE, AND IN NO EVENT WILL IT EXCEED \$400,000 WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR BILLERA.

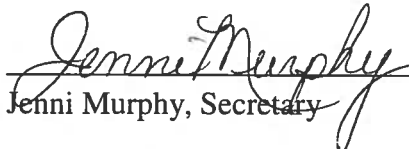
It was discussed that the delay in signing a contract was caused in part due to difficulties in negotiating with insurance claims adjusters. The Board considered putting this contract to a bid process, but the Board decided, on advice from Staff, that doing so would put the repairs into the winter and would be inconsistent with the need to complete the station repairs as soon as possible. Under the circumstances, the Board agreed to raise the previously approved contract amount to allow the station to be repaired with upgrades to begin by mid October.

THE MOTION PASSED UNANIMOUSLY.

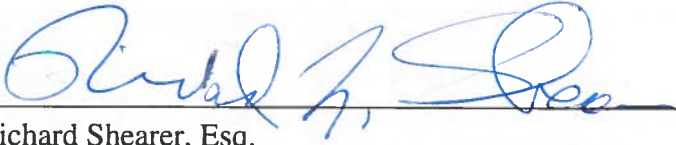
L. Recess/Adjournment

A MOTION TO ADJOURN THE MEETING WAS MADE BY DIRECTOR MILLER AND SECONDED BY DIRECTOR LONG. THE MOTION PASSED UNANIMOUSLY. THE MEETING ADJOURNED AT 7:48 P.M.


John Abboud, President

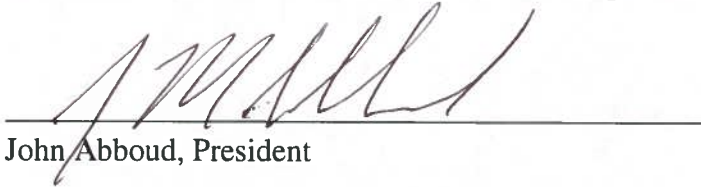

Jenni Murphy, Secretary

I hereby attest that the information communicated during the Executive Session, which was not recorded, constituted privileged attorney-client communications.



Richard Shearer, Esq.

I hereby attest that the Executive Session, which was not recorded, was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4) (b) and (d).



John Abboud, President