

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

Date: October 16, 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  
Jeff Bybee, Deputy Chief, Operations  
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 October 16, 2018.

**B. Pledge of Allegiance – Led by Director Murphy**

**C. Additions/Deletions to Agenda**

None.

**D. Public Comment (Agenda Items Only)**

None.

**Presentations**

1. Citizens Academy Graduates

Chief Gosselin complimented Life Safety Education Officer Pam Kutchen and Life Safety Education Specialist Sasha Story on the success of the Citizens Fire Academy. LSEO Kutchen discussed the objectives of the Academy. She reviewed each week's theme and exercises. She noted that the citizens completed an evaluation after each session. She thanked the citizens who

participated. Chief Gosselin shared a few binders from the Academy with the Board. A video recapping the events of the Academy was shown.

Chief Ramos and President Abboud distributed certificates to the citizens. Chief Ramos thanked the citizens for their participation in the Academy. President Abboud thanked the citizens as well and noted that the District may call on them to serve as volunteers at District events in the community. He asked the citizens to share what they found interesting or surprising during the Academy. One citizen's father was a firefighter, and he was surprised at the changes that have occurred and how physically hard the job is now. Another has a son who wants to be an EMT, and he wanted to know what he could expect.

President Abboud recessed the meeting to celebrate the Citizens Academy graduates.

## 2. PIO Presentation

PIO Farris reviewed Fire Prevention week activities in Northglenn and Broomfield. Upcoming events include Halloween celebrations, CPR and Stop the Bleed classes and the mobile mammography van as well as Christmas events on the horizon.

President Abboud asked about the mobile mammography van and whether citizens could schedule an appointment in advance. PIO Farris responded that citizens can call St. Joseph's in advance to schedule an appointment but there is also availability for walk-ups. President Abboud asked if the mammogram was free. PIO Farris replied that if the citizen has insurance, it is used. If they do not have insurance, there is a lower cost payment plan. This used to be a free service supported by grants, but this is no longer the case.

## E. Staff Reports

### 1. September 30, 2018, YTD Financial Statements – All Funds

CFO Lisa Willis discussed the quarterly financials for the end of September. She noted that the Board had decided to increase the General Fund contribution to the Old Hire Pension to \$500,000, which will make the line item over budget for the year. This may require a Supplemental Budget for this fund. Overtime for Emergency Services will probably hit the budgeted amount of \$550,000. Two injured firefighters have recently returned to work. Fire Prevention community overtime is also over budget, partly due to Friends and Family CPR classes and the quantity of community events this year. CFO Willis next reviewed the Old Hire Pension Fund. There was an unrealized investment loss this past month as well as the previous month. The Fund's investment advisor is predicting a rough month in October. The District is required to record the value of the investments compared to fair market value. She reviewed the Capital Improvements Fund statements. She plans to review the 2019 Budget later in the meeting. She closed out the Station 63 renovation payments in September. She discussed the CAD-to-CAD software project, which will be \$400,000 under budget, according to Chief Ramos. For the Ambulance Fund, the usage is almost at the full year budgeted expenses. She will budget to cover this deficit in the 2019 Budget. For the Mutual Aid Trust, the Adams Jefferson County Hazardous Response Authority has requested an increase of 5%, which will require an updated IGA from Adams County.

Director Long asked about the Capital Improvements Fund and increased funding for bunker gear. Chief Ramos noted that this fund has multiple year projects, like the CAD-to-CAD software, where

only part of the total project is paid in the year. There will be expenditures for bunker gear and the Station 62 remodel in the last two months of the year. Director Long summarized that there is a cushion that will be used in November and December.

## 2. 2019 Proposed Revenue Budget

Chief Ramos announced that CFO Willis would be presenting a few budget topics in advance of the Budget Hearing next month. There will be more details provided next month. CFO Willis reviewed a chart of all revenues from 2011 to 2019, divided by category. She remarked that since President Abboud was elected in 2012, the District's revenues have almost doubled from \$12.6 million to \$24 million, due to assessed valuation increases as well as the mill levy increase of 3.5 mills in 2015. She next displayed a pie chart of the 2019 budgeted revenues by category. She discussed property taxes and the refund and abatement mill levy. She reviewed the two-year cycle average percentage changes, based on assessed value changes over the past ten years. The 10-year average annual percentage change is 3.23%. She noted the impact of the residential assessment rate decreases had on the percentage changes. CFO Willis reviewed ambulance billing statistics for the past three years, including breakouts by payor type. Call volume had increased by 10% from 2016 to 2017. Director Long would like to see net collected dollars by type of payor.

For specific ownership tax, CFO Willis budgets conservatively based on the previous year. There would be an investment strategy presentation in February or March 2019, reviewing cash flow for new revenue. She has had many discussions with investment advisors to understand how to budget investment earnings for 2019.

## 3. 2019 Proposed Capital Budget

Chief Ramos noted that prior to 2014, most of the District's capital purchases were funded by bonds, general fund or other forms of debt. After the election, the District's goal was to fund the entire Budget through the general mill levy. The Capital Improvements Fund was created in 2015. He anticipated heavy expenditures in the first four or five years, then less for the last years of the initial 10-year capital plan. In the capital fund are large expenses, such as vehicles, apparatus, firefighter equipment like air packs and bunker gear. There are a couple big projects to complete before the decline in expenditures, such as the remodel of Stations 61 and 62. He is hoping to complete the remodel of Station 61 in 2020. He is budgeting for upfront architect work and working with the City in 2019. He added that the Board would have time to dig deeper into the Capital Improvements Fund portion of the Budget at the Study Session.

CFO Willis reviewed the Capital Improvements Fund portion of the Budget, in the state required format. All grants are run through this Fund. Historically, she estimates \$100,000 in grant revenue, offset by \$200,000 in expenditures because it is difficult to know this far in advance which grants will be awarded to the District. There had not been much grant money received in 2018. She reviewed the General Fund contributions to the Capital Improvements Fund. She has estimated a transfer of \$4.5 million in 2019. The big expenditures for 2019 are air packs, extrication equipment, opticom, the remodel of Station 62, early costs for the Station 61 remodel, and a new quint truck. These items will be discussed in detail next month. Director Long noted that there were blanks in the Budget with no dollar amounts. CFO Willis noted that the blanks are for Budget items from previous years. The blanks are placeholders from previous budgets, not a wish list for future Budget items. When there is no historical data in any of the years, these lines will be removed from the final Budget.

CFO Willis reminded the Board the 10-year Capital Improvement Plan is updated each year.

4. Proposed Amendment 2 to IGA for Adams County

Chief Ramos noted there is an action item for the Board to consider approval of a proposed Amendment to the IGA with Adams County, entitled Amendment 2 to Intergovernmental Agreement Concerning Mutual Aid for Hazardous Substance Incidents between North Metro Fire Rescue District and Adams County. CFO Willis noted that the Mutual Aid Trust is a pass through Fund for money Adams County pays to the District, and which the District, in turn, pays to Jefferson/Adams County HAZMAT. The Jefferson/Adams County team requested a 5% increase for 2019, which has been supported by the counties. Since the District holds the funds from Adams County in the Trust, the District Board must consider and, if appropriate, approve the amendment to the IGA. The 5% increase in the amount of Adams County's contribution does not result in any cost or expense to the District. Staff recommends approval of the Amendment.

5. Proposed 2019 Board Meeting Calendar

Chief Ramos informed the Board that the proposed 2019 Board meeting calendar was in the Board Packet. If there are no changes, he will ask the Board to approve the meeting calendar at the November Board meeting. Chief Ramos noted that the proposed calendar is very similar to the 2018 Board Meeting Calendar and included two meetings in November 2019 to review the proposed 2020 Budget. Chief Ramos noted that he avoided the week of Thanksgiving for budget meetings. President Abboud asked about the dates of the SDA conference. Chief Ramos replied that the conference has not yet been scheduled, and the Board can make adjustments to the meeting schedule if there is a conflict with the SDA conference.

Director Long asked Attorney Shearer about the signature line on the IGA amendment with Adams County. There is a signature line for the Adams County Attorney to approve the agreement, but no place for the District's attorney to sign. Attorney Shearer replied that he thinks the County Attorney is being overly careful. Attorney Shearer will, if requested, sign the Amendment as to form.

6. Project Updates

Chief Ramos invited Board members to join him at the A Precious Child luncheon. He asked Board members to let him know if they are interested. President Abboud noted that he enjoys the luncheon and would be sitting at the Rotary table this year. Director Miller said he would like to attend.

Chief Ramos requested an Executive Session to discuss a proposed Intergovernmental Agreement concerning Mutual Aid and to discuss a personnel issue.

**F. Action Items**

1. A MOTION TO APPROVE THE CONSENT CALENDAR WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.

- a) Approval of accounts payable checks 47099 through 47201 and online Bill Pay 2018-91 for a net total of \$99,117.04. Voided checks: 47145 and 47181.
  - b) Approval of minutes from the September 25, 2018 regular district board meeting.
2. A MOTION TO APPROVE THE AMENDMENT 2 TO INTERGOVERNMENTAL AGREEMENT CONCERNING MUTUAL AID FOR HAZARDOUS SUBSTANCE INCIDENTS BETWEEN NORTH METRO FIRE RESCUE DISTRICT AND ADAMS COUNTY WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

**G. Attorney's Report**

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

Director Long asked about the District's occupational medical provider and medical records. He noted that Centura does not have the greatest history for patient confidentiality. Attorney Shearer replied that one alternative is to keep baseline records at headquarters, but recommends against the District taking responsibility for doing so. Attorney Shearer stated that he believes employee medical records should be kept by the current healthcare provider. Attorney Shearer noted that with the new statutes concerning emergency responder presumptions related to on-the-job circulatory issues, cancer and PTSD, the District and its employees should have all employee medical records in the possession of the current health care provider. The historical records are needed to form a baseline for the purpose of the statutory presumptions.

**H. Public Comment**

None.

**I. Directors' Reports**

Director Murphy was pleased to see the Citizens Academy graduates and thinks the District will gain some great volunteers.

Director Billera echoed Director Murphy and thanked PIO Farris for her work with the Citizen Academy.

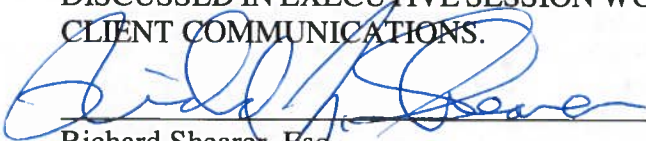
Director Long said he enjoyed meeting the Citizens Academy graduates. He noted that the information that was provided during the Academy may help with transparency, and it may be a great reality check for other citizens when the participants share the information with their families and friends.

Director Miller noted that he was involved with something similar in law enforcement. He appreciates the work and effort needed to make the information interesting and meaningful to the public.

President Abboud said he too was impressed with the Citizens Academy. He also said he hopes the District will have the resources to increase the number of citizens that can participate next year. He thought it was a great way to get information about the District to the public.

**J. Executive Session**

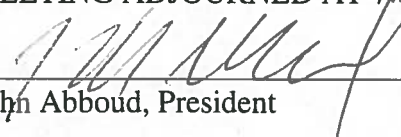
A MOTION WAS MADE BY DIRECTOR MILLER AND SECONDED BY DIRECTOR BILLERA TO GO INTO EXECUTIVE SESSION AT 6:28 P.M. PURSUANT TO C.R.S. § 24-6-402(4) (B), (E) AND (F) TO RECEIVE ADVICE OF LEGAL COUNSEL, TO INSTRUCT CONTRACT NEGOTIATORS CONCERNING INTERGOVERNMENTAL AGREEMENT FOR AUTOMATIC AID WITH NEIGHBORING JURISDICTIONS, TO DISCUSS A PERSONNEL MATTER AND TO ADDRESS A BUDGET ISSUE FOR DIRECTOR LONG. 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.

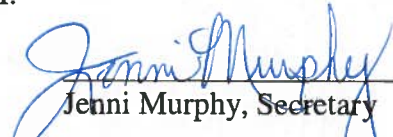
  
Richard Shearer, Esq.

A MOTION WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MURPHY TO COME OUT OF EXECUTIVE SESSION AT 7:35 P.M. THE MOTION PASSED UNANIMOUSLY.

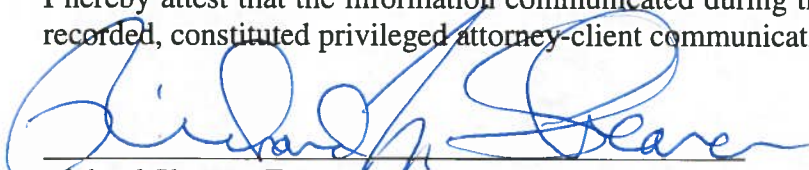
**K. Recess/Adjournment**

A MOTION TO ADJOURN THE MEETING WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR MILLER. THE MOTION PASSED UNANIMOUSLY. THE MEETING ADJOURNED AT 7:35 P.M.

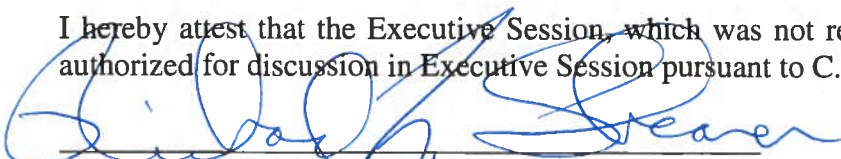
  
John Abboud, President

  
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), (e) and (f).

  
John Abboud, President

