



SOUTH METRO FIRE RESCUE
Regular Board of Directors' Meeting
January 9, 2023
9195 East Mineral Avenue, Centennial, CO

I. REGULAR BOARD MEETING – 6:00 P.M. – Board Room

A. MEETING CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. PUBLIC COMMENT

Public Conduct at Meetings. Comments by members of the public shall be made only during the “Public Comment” portion of the meeting or a specified “Public Hearing,” and shall be limited to three minutes per individual and five minutes per group spokesperson unless additional opportunity is given at the Board's discretion. Each member of the public wishing to speak shall identify themselves by name, address, and agenda item, if any, to be addressed. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or any other means are prohibited. Such conduct may result in removal of person(s) responsible for such behavior from the meeting, a request for assistance from law enforcement, and criminal charges filed against such person(s).

E. CONSENT AGENDA

Consent Agenda items are provided for study in the Board packets and introduced in the General Session for the Board's review. They can be adopted by a single motion. All resolutions and proposed actions must be read by title prior to a vote on the motion. Any Consent Agenda items may be removed at the request of a Director and heard separately or tabled.

1. December 5, 2022 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes

F. ACTION ITEMS

1. November 2022 Financial Statements – Miskimins
2. SMFR Resolution No. 2023-01 Adopting 2023 Regular Board Meeting Schedule – Dell’Orfano
3. SMFR Resolution No. 2023-02 Designating Location to Post Notice – Dell’Orfano
4. SMFR Resolution No. 2023-03 Integrated Project Delivery for Station 15 – Milan
5. Station 15 Elevator Requirements– Milan

G. DISCUSSION ITEMS

1. Board Vacancy – Chair Albee
2. Board Committees – Charter Updates – Dell’Orfano

H. INFORMATION ITEMS

1. Annual Acknowledgement of Board Bylaws – Dell’Orfano
2. Service Plan Status - Dell’Orfano
3. IGA Update – Dell’Orfano

I. EXECUTIVE SESSION (upon motion)

J. NEXT MEETING(S)

Special Board of Directors' Meeting to be held on January 23, 2023, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

Regular Board of Directors' Meeting to be held on February 6, 2023, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

K. ADJOURNMENT

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
December 5, 2022

Present:	Jim Albee, Chair	Bob Baker, Fire Chief
	Renee Anderson, Vice Chair	Mike Dell'Orfano, Chief Govt. Affairs Officer
	William Shriver, Treasurer	John Curtis, Deputy Chief – Emergency Services
	Sue Roche, Secretary	Jon Adams, Deputy Chief - Internal Services (absent)
	Cindy Hathaway (excused absence)	Kristin Eckman, Deputy Chief – Community Services (absent)
	Kevin Leung	Dillon Miskimins, CFO Business Services
	Rich Sokol	Camie Chapman, CHRO Employee Services
		Bob Cole, Legal Counsel

Others Present: SMFR Staff Members

MEETING CALL TO ORDER

Chair Albee called the Regular Meeting of the South Metro Fire Rescue Fire Protection District to order at 6:04 p.m. and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

Chair Albee led the Pledge of Allegiance to the Flag of the United States of America.

ROLL CALL

Director Hathaway's absence was excused. All of the other Board members were present in person.

PUBLIC COMMENT

N/A

CONSENT AGENDA

November 7, 2022 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes

November 28, 2022 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

A motion was made by Sue Roche and seconded by Renee Anderson to approve the consent agenda as presented. All were in favor and the motion carried.

ACTION ITEMS

Adoption of 2023 Budget – CFO Miskimins provided a short overview of the resolutions to both Adopt the 2023 budget and Appropriate Sums and to set the 2023 Mill Levies, included in the Board's packet and reminded that the finalized versions are required to be approved by December 15th.

At Director Sokol's request, CFO Miskimins informed that the assessed valuations have been received from Arapahoe and Douglas Counties, but not from Jefferson County, so the resolution has preliminary assessed valuations for that county & requested the Board delegate him or the Fire Chief to file the resolution when the final assessed valuations are received. CFO Miskimins added that the abatements came in at \$540,000, \$400,000 less than anticipated, so some adjustments were made related to expenditures. Once open enrollment closed, the total benefit costs were approximately \$400,000 less than expected and that savings will counter the lower abatements and maintain the \$3M budget overage.

A motion was made by Renee Anderson and seconded by William Shriver to approve SMFR Resolution No. 2022-11 To Adopt 2023 Budget and Appropriate Sums as presented. All were in favor and the motion carried.

A motion was made by Kevin Leung and seconded by Renee Anderson to approve SMFR Resolution No. 2022-12 Levying General Property Taxes for the Year 2022, to Help Defray the Costs of Government for the South Metro Fire Rescue Fire Protection District, Colorado, for the 2023 Budget Year and further delegate the Board Chair and Treasurer to work with staff and legal counsel to finalize the abatement mill levy upon final publication of assessed values from Jefferson County. All were in favor and the motion carried.

SMFR Resolution No. 2022-13 Calling for the 2023 Regular District Election and Appointing a Designated Election Official
– Chief Dell’Orfano reported that the resolution calls for the May 2, 2023 mail-ballot election of board members in districts 1,3,4 and 5, designates Barb Andrews as the Designated Election Official, specifies that the election will be conducted by board district, and other related matters.

At Director Anderson’s request, Legal Counsel Cole confirmed that the three days between the February 24th last day for Self-Nomination and Acceptance forms to be filed and February 27th is to allow filing of Affidavits of Intent to be a Write-In Candidate.

Director Sokol stated that it is a travesty that we hold our elections in May and at his request, Chief Dell’Orfano stated that during the election discussion in 2020 the direction was to wait to see if there was any benefit to having the county clerks assist us and it is still unknown their abilities to help us. At the same time, the SDA Legislative Committee is working on the potential legislation for coordinated elections. Director Sokol recalled big discussions and SDA being opposed to moving to November and his take was incumbents have a higher chance of reelection in May than in November, even though November would obviously be a cost savings. Chief Dell’Orfano reported that Douglas County was pretty willing to conduct an election for special districts in May, but 2023 is probably not going to be the year for it to be possible. Preliminary discussions were held with SDA this fall, but no follow up to see if it is going to be supported or if we want to hold our own election.

At Director Leung’s request, Chief Dell’Orfano stated that when the inclusion elections were done it was part of a general election & we are on track for the same kind of costs. Originally, our cost would have been close to \$1M, but the costs have remained similar to the cost of the general election. He stated he is not sure if we have become the size to keep our mailing and printing costs down, but we would still have to do some of the work ourselves; they would coordinate ballot questions, create the ballots and print them, so not sure whether that would be a similar savings. This year we had three ballots and next year we will have four, so that should give us some insight into the costs but does not believe it would be a huge cost savings.

Director Sokol stated that he would like to start discussions again with SDA. Director Anderson stated that not all special districts want to conduct a mail-in ballot election & not sure how that would play out when other special districts aren’t involved.

Chair Albee stated that the Board has seen some of the cost breakdowns for the recent elections & the printing of ballots is a significant cost, but not the entire cost. He would assume that there would be some sort of an IGA needed & would need the clerks’ assistance. If the environment has changed, we can make discussions with SDA a priority of the board but reminded that SDA is a tool for us to use but not the only one. We could work with legislators to support our desire. Director Anderson stated that those discussions would be interesting. With the thought that the clerk & recorders would get behind us in odd year elections, we changed the Board terms for the last two elections to a three-year term, and it turns out they can’t help us. We can use their ballot boxes but not have the authority to open them, as well as other issues that have been identified.

Director Sokol suggested Staff reopen the discussions with SDA and bring the information back to the Board. Director Anderson stated that she talked to anyone who would listen at the 2021 SDA Conference and did not hear much back about it.

At Director Sokol's request, Chief Dell'Orfano estimated the election cost to be about \$450,000 being that there are four director seats up for election and there has been an increase in the cost of paper used for the ballots. At Director Anderson's request, Chief Dell'Orfano stated that sending ballots to just the people within the districts that are up for election is unknown. It would be the cost between one ballot to all electors versus four ballots to four different districts.

Director Sokol gave a shout out to the Local for their support in 2015 to help pass CO Bill 15-1348, which enacts several changes related to urban renewal authorities.

A motion was made by Sue Roche and seconded by Renee Anderson to approve SMFR Resolution No. 2022-13 Calling for the 2023 Regular District Election for Districts 1,3,4, and 5 and Appointing a Designated Election Official as presented. All were in favor and the motion carried.

October 2022 Financial Statements - CFO Miskimins reviewed the financial statements, highlighting:

1. Fund balance decreased by approximately \$14.5M compared to the prior month bringing the fund balance to a total of \$86.5M.
2. Through October, the District has collected \$124.7M in property taxes and \$8M in specific ownership tax revenue, which reflects 99.2% collection vs. 99.34% at this time last year for property taxes, and 75.12% vs. 91.76% for specific ownership taxes. A total of \$739,449 of property taxes have been diverted to TIF in 2022.
3. As of October 31st, the District has expended \$125.8M in the General Fund related to operations or 81.82% of the annual budget not including Capital Project transfers.
4. Ambulance transports have exceeded 2022 budget expectations by 1,634 transports, for a total number of transports of 18,850 through October. The District's net revenue is \$1.04M over the year-to-date budgeted amount and \$1.36M more than the same period last year. Total bad debt has increased in 2022 as compared to 2021. Through October this year, bad debt as a % of net revenue is at 22.3% as compared to 21.3% in 2021. Collections received as % of bad debt is at 9.9% through October this year as compared to 12% in 2021. Due to the increase in bad debt, we are projecting to end this year close to the total budget for ambulance revenue. The increase in net sales collection is being offset by the increase in bad debt.
5. Through October, the District has billed \$2.1M in Plan Review Fees or 113.15% of the total budgeted amount.
6. Through October, the District has expended approximately \$6.3M or 46.64% of our total budgeted expenditures in the Capital Fund.

CFO Miskimins stated that this is the second month that Staff has included the year-to-date column in the budget report which is a percentage of the year's budget; for example, October would be 10/12ths of the annual budget.

At Chair Albee's request, CFO Miskimins stated that the lower amounts in the prepaid expense schedule are expenditures which are equipment-related for units that will be put into service at a future date. CFO Miskimins added that some of the projects listed will not be put in service in 2022, so next month's prepaid schedule will include which projects will be put in service in 2022 and which ones will be rolled into 2023.

At Director Anderson's request, Chief Milan stated that the \$10,000 water heater is for a commercial quick recovery heater and Facilities needed a quick turnaround time, so thought it was a reasonable cost compared to the two larger units replaced at the JSF at a cost of about \$25,000.

A motion was made by William Shriver and seconded by Kevin Leung to accept the October 2022 Financial Statements as presented. All were in favor and the motion carried.

DISCUSSION ITEMS

Board Vacancy – Chair Albee stated there is the potential for a vacancy on the Board. When and if a formal resignation is received, the Board will need to begin filling the vacancy. Several approaches to filling the vacancy were discussed and the Board agreed to use Board members, social media and Staff to find potential candidates with possible interviews in January, including a potential special meeting on January 23rd. No action will be taken until a formal resignation has been delivered to the Board.

January 2023 Meeting – Chief Dell’Orfano stated that in anticipation of formally approving the 2023 Board Meeting schedule in January, a copy of the proposed schedule was included in the packet, and Staff recommends a January 9th meeting & can add a special meeting on January 23rd if needed.

Chair Albee suggested moving the July 3rd meeting & Chief Dell’Orfano suggested moving the December meeting to the 11th so the assessed valuations would be known to compute the mill levy.

Chair Albee suggested the Board look at the proposed meeting schedule for approval at the January meeting and to make sure everything works for their schedules or if comfortable not being in attendance.

It was agreed the next meeting would take place on January 9th. Director Sokol will not be able to attend.

INFORMATION ITEMS

Station 15 Update – Chief Milan reported that Staff received the schematic drawings back and the numbers came in a little high, so Staff did some value engineering with the architect and about 2,000 square feet was trimmed. The biggest change is the reduction from two to one decontamination corridor and there may be some other changes made to reduce the cost. The architects have been charged to provide an updated set of drawings. The contracting method that allows flexibility to select the best value is integrated project delivery, which requires a resolution from the board which will be presented in January. CFO Miskimins provided an overview of the integrated project delivery process. Chief Milan provided an outline of the next steps and planning to keep the project on track for a January 2024 opening.

Director Sokol reported that Centennial Mayor Piko informed him that they are still discussing the requirement for an elevator at the station, but can’t make a decision because we have not submitted anything, and recommended that the City’s contact, Bill, will be getting in touch with Chief Milan. Chief Milan reported that the schematic drawings were submitted to the city. Legal Counsel Cole stated that the elevator requirement has been in place for years as a part of the ADA. Director Sokol stated that for \$100,000 it is worth asking whether or not it is required.

IGA Update – Chief Dell’Orfano reported two IGA were approved last month, one with Douglas County for use of their Emergency Vehicle Operations Course and with Denver Water for GIS Data. Staff is preparing for the ISO review, somewhere around the first or second quarter of next year so other water IGAs will likely be executed in the next few months.

Correspondence items in the Board’s packet are summarized below as well as other information items that were communicated:

- Chief Baker stated that Kevin Leung, Paul Russell and he attended Sheriff Spurlock’s retirement party last Friday. He was presented a custom axe representing the relationship between DC SWAT Medics and SMFR.
- Chief Baker stated that Chief Dell’Orfano has been appointed to the Arapahoe County Commissioner Redistricting Advisory Committee & Selena Silva has been appointed to the Colorado Department of Public Health and Environment Colorado Child Fatality Prevention System as the representative for the entire State of Colorado. Both of these appointments are pretty significant and congratulations to both of them
- Chief Curtis apprised the Board that Staff successfully acquired a grant for approximately \$127,000 which will be helping fund the ARM Program & allow Staff to start utilizing the program with more of a focus on mental health, homelessness, and similar issues.
- The November Dispatch Statistics KPI Report for November 2022 was included in the Board packet.

- Chief Milan received a thank you note from the Africa Fire Mission for the continued support of their mission through the donation of equipment to ensure their team is well equipped to provide quality service in Kenya.
- Chief Baker received a thank you letter from Neil Rampe, who temporarily filled in for Kent Bultemeier in Wellness while he was away on paternity leave. Over his seven-weeks of service, he said he experienced the aura of a safe space and refuge for the line employees as well as a unique synergy and reciprocation between the Wellness group and the line members.
- An email from EMS Division Chief Pietrzyk regarding Firefighter Jason Teribery's retirement from the US Army after 25 years of honorable service. We have many members within the organization who served honorably and were remembered on Veterans Day.
- Chief Baker received a letter from GVPD Chief Dustin Varney thanking Captain Chris Wells and Paramedic Dave Hysmith for assistance instructing their ICS course, which received positive feedback and that the officers got a lot out of the training.
- Chief Milan received a thank you letter from the Poudre Fire Authority to Local 2086 for their support of and generous donation to the 9/11 Memorial at Spring Park in Fort Collins.
- Chief Baker received a thank you note from Retired Paramedic Todd Parson thanking the operations staff from Medic 13 and Engine 13 for participating & Lieutenant Ryan Shelton for coordinating the participation in the non-profit MC1 foundation kick off fundraising drive at Columbine High School on September 25, 2022.
- A thank you note was received for Tower 32 and Medic 32, who assisted with bringing an individual back to life on the night of September 11, 2022.
- Mark Dzengelewski:
 - Attended a state meeting where there was a lot of grant and FAMLI discussions, noting that not a single entity has opted in to the program.
 - Mark thanked the board for their support and attending events.

Chair Albee thanked everyone for a great year. There was a ton of hard work done to make the board successful and expressed appreciation for everyone and everything that they do & please pass along the thanks to the Staff on behalf of the Board.

EXECUTIVE SESSION (UPON MOTION)

A motion was made by Jim Albee and seconded by Renee Anderson at 7:47 p.m. to convene to Executive Session, Pursuant to §24-6-402(4)(f), C.R.S., for the purposes of discussing personnel matters related to the Fire Chief's performance evaluation. All were in favor and the motion carried.

A break was taken at 7:47 p.m.

The executive session convened at 8:08 p.m.

The regular meeting reconvened at 10:15 p.m. with no action taken.

NEXT MEETING

The next Regular South Metro Fire Rescue District Board of Directors' meeting will take place on January 9 2023, at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

The meeting was adjourned by Chair Albee at 10:15 pm.

Attested by: _____

Date: _____



South Metro Fire Rescue

Monthly Financial Reports

For the Month Ending
November 30, 2022

November 2022 Financial Update

Executive Summary



1. Fund balance decreased by approximately \$8.8 million compared to the prior month bringing fund balance to a total of \$77.7 million.
2. Through November, the District has collected \$125 million in property and \$8.8 million in specific ownership tax revenue, which reflects 99.43% collection vs. 99.51% at this time last year for property taxes, and 82.61% vs. 100.65% for specific ownership taxes. A total of \$741,685 of property taxes have been diverted to TIF in 2022.
3. As of November 30th, the District has expended \$137.6 million in the General Fund related to operations or 89.51% of the annual budget not including Capital Project transfers.
4. Ambulance transports have exceeded 2022 budget expectations by 1,860 transports, for total number of transports of 20,853 through November. The District's net revenue is \$1.28 million over the year-to-date budgeted amount and \$1.6 million more than the same period last year. Total bad debt has increased in 2022 as compared to 2021. Through November this year, bad debt as a % of net revenue is at 22.3% as compared to 21.3% in 2021. Collections received as % of bad debt is at 9.6% through November this year as compared to 12% in 2021. Due to the increase in bad debt, we are projecting to end this year slightly above budget for ambulance revenue. The increase in net sales collections is being offset by the increase in bad debt.
5. As of November 30th, the CSIP monthly distribution yield is 3.85% compared to 0.82% in May when the District transferred all funds held in Colotrust to CSIP. In November, the District has collected \$232k in interest income from the \$25 million invested in a 3-month term maturity.
6. Through November, the District has billed approximately \$2.3 million in Plan Review Fees or 125.37% of the total budgeted amount.
7. In 2022, the District billed for 24 wildfire deployments with total reimbursement of \$1.2 million and 1 hurricane deployment of \$37k via Emergency Management Assistance Compact (EMAC).
8. Through November, the District has expended approximately \$6.5 million or 47.47% of our total budgeted expenditures in the Capital Fund. The schedule of expenditures from the capital projects fund is included on page 12.
9. In December, prepaid vehicles will be adjusted to align with apparatus put into service through the end of the year. In service apparatus will be expensed to the Capital Fund.
10. Self-Insured Medical Fund will require a budget amendment due to higher claims volume than originally budgeted.

November 2022 Financial Update Executive Summary



11. Included at the end of the financial reports:
- a. Schedule of taxes collected by month.
 - b. Schedule of capital outlay expenditures.
 - c. Schedule of COVID-19 expenditures.
 - d. Schedule of Prepaid Capital Project Expenditures.

South Metro Fire Rescue
Balance Sheet
November 30, 2022



	General	Capital Projects	Building Rental	Self Insured Medical	Total	Prior Month Totals	Variance from Prior Month
Assets							
Checking	\$ 2,973,169	\$ 552,810	\$ 551,567	\$ 200,650	\$ 4,278,196	\$ 8,537,605	\$ (4,259,409)
Money market	604,514	-	-	-	604,514	49,782	554,732
CSIP	22,232,448	15,009,417	17,955	1,369,482	38,629,302	46,261,210	(7,631,908)
Investments	21,171,251	-	-	-	21,171,251	21,007,317	163,934
Accounts receivable	6,767,265	40,770	36,858	-	6,844,893	6,496,764	348,129
Interest receivable	90,139	-	-	-	90,139	81,711	8,428
Due from other funds	-	-	-	606,530	606,530	-	606,530
Prepays	1,089,065	8,288,715	-	-	9,377,780	9,722,771	(344,991)
Inventory	1,482,678	-	-	-	1,482,678	1,444,369	38,309
Total Assets	56,410,529	23,891,712	606,380	2,176,662	83,085,283	93,601,529	(10,516,246)
Liabilities							
Accounts payable - general	902,968	342,392	98,330	778,729	2,122,420	2,086,384	36,036
Accounts payable - payroll and benefits	2,580,027	-	-	-	2,580,027	4,938,182	(2,358,155)
Deferred revenue	93,317	-	-	-	93,317	93,317	-
Due to other funds	606,530	-	-	-	606,530	-	606,530
Total Liabilities	4,182,842	342,392	98,330	778,729	5,402,294	7,117,883	(1,715,589)
Nonspendable:						Current Year Subtotals	
Prepaid Items	1,089,065	8,288,715	-	-	9,377,780		
Inventory	1,482,678	-	-	-	1,482,678		
						10,860,458	
Restricted:							
TABOR Reserve (3%)	4,808,308	-	-	-	4,808,308		
Excise Tax Reserve	-	1,363,417	-	-	1,363,417		
Self Insurance	-	-	-	1,397,933	1,397,933		
						7,569,658	
Committed:							
Capital Projects Reserve	-	13,897,188	-	-	13,897,188		
Operating Reserve (20%)	30,755,152	-	-	-	30,755,152		
						44,652,340	
Assigned:							
Building Rental	-	-	508,050	-	508,050		
JACC Projects	134,361	-	-	-	134,361		
						642,411	
Unassigned	13,958,123	-	-	-	13,958,123	13,958,123	
Fund Balances	\$ 52,227,687	\$ 23,549,320	\$ 508,050	\$ 1,397,933	\$ 77,682,989	\$ 77,682,989	

South Metro Fire Rescue FPD
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual
General Fund
For the period ending November 30, 2022



	Current Period Actuals	YTD Actuals	YTD Budget	Annual Budget	Annual Variance	92% % Received	PY Actual YTD	Variance CY to PY
Revenues								
Property tax	\$ 284,682	\$ 125,004,252	\$ 115,246,126	\$ 125,723,047	\$ (718,795)	99.43%	\$ 114,615,422	\$ 10,388,830
Specific ownership tax	800,296	8,827,715	9,795,921	10,686,459	(1,858,744)	82.61%	8,694,240	133,475
Ambulance transport services	1,187,317	11,775,817	11,340,347	12,371,288	(595,471)	95.19%	10,712,138	1,063,679
Medicare/medicaid supplemental payment	-	6,951,772	5,845,945	6,377,395	574,377	109.01%	6,191,645	760,127
Net investment earnings	460,552	(398,995)	430,833	470,000	(868,995)	-84.89%	(26,820)	(372,175)
Rental income	17,901	200,742	174,323	190,171	10,571	105.56%	182,848	17,894
Permit / Plan review	222,862	2,286,209	1,671,542	1,823,500	462,709	125.37%	1,653,796	632,413
Reimbursements	255,718	1,530,553	1,935,060	2,110,974	(580,421)	72.50%	1,530,392	161
Dispatch fees	-	121,721	111,578	121,721	-	100.00%	116,726	4,995
Miscellaneous	2,966	210,608	368,854	402,386	(191,778)	52.34%	197,948	12,660
Total Revenues	3,232,294	156,510,394	146,920,529	160,276,941	(3,766,547)	97.65%	143,868,335	12,642,059
Expenditures						% Used		
Salaries	6,688,788	74,959,293	76,685,486	85,682,083	10,722,790	87.49%	73,204,267	(1,755,026)
Overtime - minimum staffing	434,168	6,629,931	4,762,630	5,909,516	(720,415)	112.19%	5,157,327	(1,472,604)
Overtime - other	249,887	3,143,809	4,055,890	3,546,127	402,318	88.65%	2,408,306	(735,503)
Benefits	2,686,503	31,691,669	32,192,399	34,622,496	2,930,827	91.53%	28,344,805	(3,346,864)
Supplies	170,699	1,579,723	1,805,162	1,805,162	225,439	87.51%	1,519,273	(60,450)
Equipment	328,100	1,963,625	1,936,449	1,936,449	(27,176)	101.40%	1,189,909	(773,716)
Memberships and certifications	21,730	201,422	290,267	290,267	88,845	69.39%	168,324	(33,098)
Awards and recognition	10,849	118,828	163,365	163,365	44,537	72.74%	111,946	(6,882)
Uniforms	60,524	1,582,306	1,391,442	1,391,442	(190,864)	113.72%	403,536	(1,178,770)
Software maintenance	261,823	2,316,572	2,942,310	2,942,310	625,738	78.73%	1,988,488	(328,084)
Hardware maintenance	7,671	817,290	797,050	797,050	(20,240)	102.54%	129,259	(688,031)
Utilities	156,618	1,522,262	1,543,143	1,543,143	20,881	98.65%	1,319,839	(202,423)
Fuel	76,184	931,912	703,775	703,775	(228,137)	132.42%	673,736	(258,176)
Fleet supplies	31,148	597,474	590,000	590,000	(7,474)	101.27%	673,581	76,107
Physicals	-	433,727	525,770	525,770	92,043	82.49%	383,899	(49,828)
Bank and credit card fees	10,658	141,983	185,000	185,000	43,017	76.75%	140,135	(1,848)
Equipment lease	4,794	50,986	71,000	71,000	20,014	71.81%	57,078	6,092
Vehicle lease	34,402	417,542	420,000	420,000	2,458	99.41%	387,728	(29,814)
Audit	-	49,000	59,000	59,000	10,000	83.05%	57,000	8,000
Legal	8,808	149,312	350,000	350,000	200,688	42.66%	273,776	124,464
Professional services	379,205	3,092,650	4,298,845	4,298,845	1,206,195	71.94%	1,953,222	(1,139,428)
Insurance	59,210	748,710	782,618	782,618	33,908	95.67%	674,799	(73,911)
Seminars, conferences and travel	29,499	578,995	693,634	693,634	114,639	83.47%	395,945	(183,050)
Meeting expense	7,663	75,350	99,576	99,576	24,226	75.67%	75,193	(157)
Repairs and maintenance	77,323	1,175,747	1,355,578	1,355,578	179,831	86.73%	1,113,321	(62,426)
Outside rental	5,067	40,776	19,500	19,500	(21,276)	209.11%	12,626	(28,150)
Tuition assistance, EAP, and other programs	36,586	427,359	426,509	426,509	(850)	100.20%	426,042	(1,317)
Treasurer's fees	4,614	1,877,712	1,885,846	1,885,846	8,134	99.57%	1,720,614	(157,098)
Buildings and grounds	(12,624)	327,608	679,700	679,700	352,092	48.20%	57,339	(270,269)
Total Expenditures	11,829,897	137,643,573	141,711,944	153,775,761	16,132,188	89.51%	125,021,313	(12,622,260)

South Metro Fire Rescue FPD
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual
General Fund
For the period ending November 30, 2022



	Current Period Actuals	YTD Actuals	YTD Budget	Annual Budget	Annual Variance		PY Actual YTD	Variance CY to PY
Excess of Revenues Over (Under) Expenditures	(8,597,603)	18,866,821	5,208,585	6,501,180	12,365,641	92%	18,847,022	19,799
Other Financing Sources (Uses)								
Transfers to other funds	-	(15,000,000)	(15,000,000)	(15,000,000)	-	100.00%	(16,364,817)	1,364,817
Total Other Financing Sources (Uses)	-	(15,000,000)	(15,000,000)	(15,000,000)	-		(16,364,817)	1,364,817
Net Change in Fund Balances	(8,597,603)	3,866,821	(9,791,415)	(8,498,820)	12,365,641		2,482,205	1,384,616
Fund Balances - Beginning of Year	48,360,866	48,360,866	49,541,009	49,541,009	(1,180,143)			
Fund Balances - End of Year	\$ 39,763,263	\$ 52,227,687	\$ 39,749,594	\$ 41,042,189	\$ 11,185,498			

South Metro Fire Rescue FPD
Schedule of Expenditures - Budget to Actual - Salaries and Benefits
General Fund
For the period ending November 30, 2022



	Current Period Actuals	YTD Actuals	YTD Budget	YTD Variance	Annual Budget	Annual Variance	% Used	PY Actual YTD	Variance CY to PY
Expenditures									
Salaries	\$ 6,629,788	\$ 74,023,555	\$ 75,683,390	\$ 1,659,835	\$ 83,418,135	\$ 9,394,580	88.74%	\$ 70,754,215	\$ (3,269,340)
Buyouts	59,000	935,738	1,002,096	66,358	2,263,947	1,328,209	41.33%	2,450,052	1,514,314
Overtime - minimum staffing	390,070	6,009,974	4,762,630	(1,247,344)	5,159,516	(850,458)	116.48%	4,501,873	(1,508,101)
Overtime - FLSA	44,097	619,957	704,868	84,911	750,000	130,043	82.66%	655,453	35,496
Overtime - Wildland deployment	-	684,377	825,000	140,623	825,000	140,623	82.95%	724,229	39,852
Overtime - USAR deployment & training	3,247	6,131	184,760	178,629	184,760	178,629	3.32%	33,246	27,115
Overtime - other	246,640	2,453,302	2,341,262	(112,040)	2,536,367	83,065	96.73%	1,650,830	(802,472)
Benefits	2,686,170	30,219,919	30,561,401	341,482	32,991,499	2,771,580	91.60%	26,794,055	(3,425,864)
HSA contributions	333	1,471,750	1,630,998	159,248	1,630,998	159,248	90.24%	1,550,750	79,000
Total Expenditures	\$ 10,059,345	\$ 116,424,703	\$ 117,696,405	\$ 1,271,702	\$ 129,760,222	\$ 13,335,519	89.72%	\$ 109,114,703	\$ (7,310,000)

South Metro Fire Rescue
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual
Capital Projects Fund
For the period ending November 30, 2022



	Current Period Actuals	YTD Actuals	Annual Budget	Annual Variance		PY Actual YTD	Variance CY to PY
Revenues					% Received		
Excise tax	\$ -	\$ 420,612	\$ 480,000	\$ (59,388)	87.63%	\$ 362,905	\$ 57,707
Net investment earnings	94,762	225,303	-	225,303	0.00%	-	225,303
Wildland apparatus reimbursement	46,928	195,311	-	195,311	0.00%	-	195,311
ARFF units reimbursement	-	1,000,000	-	1,000,000	0.00%	-	1,000,000
Total Revenues	141,690	1,841,226	480,000	1,361,226	383.59%	362,905	1,478,321
Expenditures					% Used		
Buildings and grounds	103,415	1,983,151	8,099,825	6,116,674	24.48%	2,444,992	461,841
Vehicles and apparatus	359	4,347,831	5,386,499	1,038,668	80.72%	1,668,162	(2,679,669)
Equipment	8,859	121,653	106,311	(15,342)	114.43%	92,132	(29,521)
Total Expenditures	112,633	6,452,635	13,592,635	7,140,000	47.47%	4,205,286	(2,247,349)
Excess of Revenues Over (Under) Expenditures	29,057	(4,611,409)	(13,112,635)	8,501,226		(3,842,381)	(769,028)
Other Financing Sources (Uses)							
Transfers from other funds	-	15,000,000	15,000,000	-		15,364,817	(364,817)
Sale of assets	595	1,694,680	1,635,000	59,680		-	1,694,680
Total Other Financing Sources (Uses)	595	16,694,680	16,635,000	59,680		15,364,817	1,329,863
Net Change in Fund Balances	29,652	12,083,271	3,522,365	8,560,906		11,522,436	560,835
Fund Balances - Beginning of Year		11,466,049	10,847,459	618,590			
Fund Balances - End of Year		\$ 23,549,320	\$ 14,369,824	\$ 9,179,496			

South Metro Fire Rescue
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual
Building Rental Fund
For the period ending November 30, 2022



	Current Period Actuals	YTD Actuals	Annual Budget	Annual Variance		PY Actual YTD	Variance CY to PY
Revenues					% Received		
Rental income	\$ 53,445	\$ 676,514	\$ 757,138	\$ (80,624)	89.35%	\$ 710,081	\$ (33,567)
Total Revenues	53,445	676,514	757,138	(80,624)	89.35%	710,180	(33,666)
Expenditures					% Used		
Supplies	1,124	13,996	29,771	15,775	47.01%	3,844	(10,152)
Utilities	30,712	260,774	272,823	12,049	95.58%	246,467	(14,307)
Professional services	-	2,200	5,000	2,800	44.00%	-	(2,200)
Routine maintenance	10,637	86,379	130,114	43,735	66.39%	83,090	(3,289)
Outside services	9,364	89,918	116,444	26,526	77.22%	94,765	4,847
Outside repairs	2,268	57,630	93,150	35,520	61.87%	22,471	(35,159)
Equipment	1,791	8,492	10,100	1,608	84.08%	6,105	(2,387)
Building and grounds	-	51,606	69,875	18,269	73.85%	207,470	155,864
Total Expenditures	55,896	570,995	727,277	156,282	78.51%	664,212	93,217
Net Change in Fund Balances	(2,451)	105,519	29,861	75,658		45,968	(126,883)
Fund Balances - Beginning of Year		402,531	402,531	-			
Fund Balances - End of Year		\$ 508,050	\$ 432,392	\$ 75,658			

South Metro Fire Rescue FPD
Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget to Actual
Self-Insured Medical Fund
For the period ending November 30, 2022



	Current Period Actuals	YTD Actuals	Annual Budget	Annual Variance		PY Actual YTD	Variance CY to PY
Revenues					% Received		
Premiums	\$ 1,211,405	\$ 13,058,739	\$ 14,148,627	\$ (1,089,888)	92.30%	\$ 12,175,130	\$ 883,609
Miscellaneous revenue	-	539,046	600,000	(60,954)	89.84%	569,306	(30,260)
Stop loss refunds	-	631,725	50,000	581,725	1263.45%	-	631,725
Net investment earnings	5,192	24,850	500	24,350	4970.00%	558	24,292
Total Revenues	1,216,597	14,254,360	14,799,127	(544,767)	96.32%	12,744,994	1,509,366
Expenditures					% Used		
Medical payments	1,332,385	12,493,456	12,559,619	66,163	99.47%	10,384,900	(2,108,556)
Stop loss insurance / admin fees	114,456	1,017,663	1,120,381	102,718	90.83%	935,672	(81,991)
Total Expenditures	1,446,841	13,511,119	13,680,000	168,881	98.77%	11,320,572	(2,190,547)
Excess of Revenues Over (Under) Expenditures	(230,244)	743,241	1,119,127	(375,886)		1,424,422	3,699,913
Net Change in Fund Balances	(230,244)	743,241	1,119,127	(375,886)		2,424,422	2,699,913
Fund Balances - Beginning of Year		654,692	1,239,669	(584,977)			
Fund Balances - End of Year		\$ 1,397,933	\$ 2,358,796	\$ (960,863)			

South Metro Fire Rescue
Schedule of Property Tax Collections
Arapahoe, Douglas, and Jefferson Counties
2022



Month	Property Taxes			Interest	Specific Ownership	Treasurer's Fee	2022 Total	Percent Collected	2021 Collections	Percent Collected
	Current Year	PY Adj	TIF							
January	1,797,993	(3,791)	(7,083)	311	756,109	(26,807)	2,516,732	1.87%	3,196,435	2.61%
February	41,433,986	1,227	(297,996)	235	758,769	(617,064)	41,279,156	32.55%	35,958,757	32.00%
March	10,950,988	9,323	(72,828)	3,342	816,460	(163,364)	11,543,921	41.13%	13,837,755	43.31%
April	24,847,257	9,660	(110,541)	4,808	880,319	(370,358)	25,261,144	59.90%	20,736,209	60.26%
May	11,400,132	(9,518)	(99,308)	9,072	764,639	(171,118)	11,893,898	68.74%	10,215,396	68.60%
June	32,926,754	11,910	(123,156)	17,283	732,194	(492,481)	33,072,505	93.32%	31,556,526	94.39%
July	1,433,449	26,530	(26,720)	40,936	762,734	(22,139)	2,214,790	94.97%	1,951,581	95.99%
August	465,717	1,074	(1,469)	18,695	992,127	(7,270)	1,468,874	96.06%	1,350,320	97.09%
September	83,441	(2,140)	(385)	2,914	780,699	(1,281)	863,247	96.70%	941,798	97.86%
October	76,679	(1,648)	37	3,203	783,371	(1,216)	860,425	97.34%	944,099	98.63%
November	287,135	(218)	(2,236)	21,503	800,296	(4,614)	1,101,866	98.16%	979,066	99.43%
December	-	-	-	-	-	-	-		692,530	100.00%
Total	125,703,529	42,408	(741,685)	122,302	8,827,715	(1,877,712)	132,076,557		122,360,471	
sum of all Property Tax sub categories =										
Budget	126,553,201	-	(830,154)	30,000	10,686,459	(1,885,846)	134,553,660			

South Metro Fire Rescue
Schedule of TIF Diverted By County
2022

Month	Arapahoe County	Douglas County	2022 Total TIF
January	-	(7,083)	(7,083)
February	(134,493)	(163,503)	(297,996)
March	(6,592)	(66,236)	(72,828)
April	(38,310)	(72,231)	(110,541)
May	(33,808)	(65,500)	(99,308)
June	-	(123,156)	(123,156)
July	(90)	(26,630)	(26,720)
August	-	(1,469)	(1,469)
September	-	(385)	(385)
October	-	37	37
November	-	(2,236)	(2,236)
December	-	-	-
Total	(213,293)	(528,392)	(741,685)

South Metro Fire Rescue
Excise Tax Collections
2022

Quarter	Amount
Q1	151,544.94
Q2	162,467.96
Q3	106,598.68
Q4	-
Total	420,611.58

Year	Amount
2019	17,761.00
2020	347,055.96
2021	577,987.65

Grand total	1,363,416.19
-------------	--------------

South Metro Fire Rescue
Capital Details
11/30/2022



Project	Expenses to Date
Buildings and Grounds - General Fund	
Hilltop Tower - Generator	\$ 27,947
Station 12 - Bay cabinets	1,400
Station 13 - Concrete repair	4,150
Station 14 - New gas line for oven	2,590
Station 15 - Program development & review	5,885
Station 16 - Replaced skylights, feasibility study	6,576
Station 21 - Shower remodel, exterior painting, tuff shed	17,666
Station 22 - Interior painting, new carpet, fire alarm system, fence	35,011 *
Station 23 - Interior painting	8,400
Station 31 - Water heater	10,252
Station 34 - Trees install and rocks	6,110
Station 35 - Remodel	21,922
Station 36 - Exterior painting	13,250
Station 37 - Generators, shower remodel	36,406
Station 41 - Generators	65,758
Station 44 - Ground cover install, carpet	8,545 *
Station 46 - Exterior painting	7,200
Station 47 - Replace 3 septic tanks	4,285
Multiple Stations - Interior review & development	3,200
LED Bay lighting	4,696
Quartermaster - Painting, flooring	15,605 *
JSF - Wayfinding signage - 50%	6,591
JSF - Gym/office outlets, interior painting	5,662
TJTC - Roof repairs	8,500
Total Buildings and Grounds	327,608
Buildings and Grounds - Capital Projects Fund	
Station 13 - Concrete repairs	1,300
Station 14 - Roof remodel	5,301
Station 15 - Roof remodel	2,978
Station 15 - New station build	154,016 *
Station 18 - Sleep room remodel	72,972
Station 32 - New sealants	2,335
Station 34 - Concrete repairs, flooring	4,575
Station 41 - Restrooms remodel	76,625
Station 41 - New sealants & epoxy coating	12,315
Station 47 - New sealant	1,265
JSF - Locker room remodel	724,061
JSF - "Beautification Project"	267,437
TJTC - Buy out Englewood portion of TJTC	192,304
TJTC - Design fees	9,684
MHQ - Remodel	2,550
Sleep Initiative	105,865 *
Warehouse tenant finishes	119,423
Total Buildings and Grounds	1,755,005
Vehicle and Apparatus - Capital Projects Fund	
2 Oshkosh Stricker ARFF Units	1,908,425
Pierce Type 1 Engines X 3	2,439,406 *
Total Vehicle and Apparatus	4,347,831
Leases - Capital Projects Fund	
Ambulance pram lease	97,453 *
Royal Restrooms rental	24,200
Warehouse lease	228,146 *
Total Lease	349,799
Building and Grounds - Buiding Rental Fund	
Mineral HQ - HVAC upgrade	10,200
Mineral HQ - Parking lot sealant replacement, asphalt project	30,714
Mineral HQ - UPS battery replacement	10,692
Total Building and Grounds	51,606
Total Capital Purchases	\$ 6,831,849

*Current period expenses.

**South Metro Fire Rescue
Budget Worksheet**

Department(s): Operations

Fund(s): General Fund

Program/Location: COVID-19



Account	Account Description	2020 Actual	2021 Actual	2022 YTD Actual	Total
Revenues					
4700	Contributions/Donations	(501,731)	(50,690)	-	(552,421)
	Total	(501,731)	(50,690)	-	(552,421)
Expenditures					
5000	Salaries	-	168	675	843
5200	Minimum Staffing	866,403	530,805	539,432	1,936,640
5400	Project/Meeting OT	13,299	6,284	7,202	26,785
	Salary and Benefit Sub-total	879,701	537,257	547,310	1,964,268
7000	Supplies	248,486	17,412	3,270	269,169
7100	Equipment	17,346	1,828	-	19,174
8125	Accounting/Auditing	-	10,000	-	10,000
8175	Professional Services	21,315	26,100	-	47,415
8250	Travel/Lodging	5,995	-	-	5,995
8300	Business/Meeting Expense	1,522	531	-	2,053
	Sub-total	294,664	55,871	3,270	353,805
	Total expenditures	1,174,365	593,128	550,580	2,318,073

South Metro Fire Rescue
Prepaid Capital Project Expenses Schedule

As of 11/30/22

Description	Board Approved	Original Budgeted Year	Anticipated In Service (Budget Year)			
			2022	2023	2024	Total
Pierce KW Tender 3000 Gallons - TN41 Unit# 3205	2/1/2021	2022	\$ 443,905.90	\$ -	\$ -	\$ 443,905.90
AEV Ambulance Purchase - Nine Units	9/13/2021	2022	1,872,631.89	-	-	1,872,631.89
2023 Freightliner M2 Hazmat	11/1/2021	2023	-	753,287.26	-	753,287.26
Heavy Rescue - Tiller Unit# 3395	1/24/2022	2024	-	-	1,700,074.67	1,700,074.67
Type I Fire Engine Purchase - Four Units# 3391, 3392, 3393, 3394	4/4/2022	2022-2024*	-	-	3,357,446.04	3,357,446.04
Type 6 Brush Engine - Two Units# 2280, 2281	12/6/2021	2021	21,576.45	-	-	21,576.45
Type 3 Brush Engine Unit #2282	12/6/2021	2022	-	6,121.26	-	6,121.26
Dive Unit	12/5/2022	2023	-	6,121.26	-	6,121.26
2023 BC vehicles - Three Units	12/5/2022	2023	-	33,914.71	-	33,914.71
2023 AEV Medics - Five Units	1/10/2022	2023	-	29,845.98	-	29,845.98

Total **\$ 2,338,114.24 \$ 829,290.47 \$ 5,057,520.71 \$ 8,224,925.42**

*1 unit for 2022, 1 unit for 2023, 2 units for 2024

Original Budgeted Year: The year the Board can expect the purchase to be included in the budget.

Anticipated in Service (Budget Year): Cost of the purchase in the anticipated budget year the purchase will go into service.

SOUTH METRO FIRE RESCUE

BOARD AGENDA

MEETING DATE: 1/9/2023

AGENDA ITEM TYPE: ACTION ITEM

SUBJECT: 2023 Board Meeting Date/Time/Location Schedule

BACKGROUND: Attached is the 2023 Board Meeting schedule, based on the 2022 schedule that the Regular Board meeting be held on the first Monday of each month, and a Special Meeting to be held on the third Monday of each month February through October, at the South Metro Fire Rescue Mineral Headquarters beginning at 6:00 p.m. The Meeting dates in January, February, and September have been adjusted and noted to avoid conflict with national holidays & December to accommodate the Budget deadlines, at the Board's direction.

RECOMMENDATION: Staff recommends approval.

SUBMITTED BY: Mike Dell'Orfano

APPROVED BY: Bob Baker



**SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS
&
SOUTH METRO VOLUNTEER FIREFIGHTER PENSION BOARD OF TRUSTEES
REGULAR MEETING SCHEDULE
2023**

**SMFR
Regular District
Meetings**

January 9*
February 6
March 6
April 3
May 1
June 5
July 10*
August 7
September 11*
October 2
November 6
December 11*

**SMFR
Special District
Meetings**

February 27*
March 20
April 17
May 15
June 19
July 17
August 21
September 18
October 16

**Volunteer
FF Pension BOT
Meetings**

May 1

August 7

November 6

**Meeting dates have been adjusted to avoid conflict with New Year's, Presidents', Memorial and Labor Day Holidays & December Mill Levy Certification.*

**All meetings are scheduled to be held at
9195 East Mineral Avenue, Centennial, CO**

**South Metro Fire Rescue Fire Protection District Board of Directors &
South Metro Fire Rescue Fire Protection District Volunteer FF Pension Board of Trustees
meetings will begin at 6:00 p.m. and will run in succession, unless scheduled otherwise.**

SOUTH METRO FIRE RESCUE

BOARD AGENDA

MEETING DATE: 1/9/2023

AGENDA ITEM TYPE: ACTION ITEM

SUBJECT: Approve Resolution Designating Location to Post Meeting Notice

BACKGROUND: Intergovernmental authorities are required to designate annually at the Board's first meeting of each calendar year, the place at which notice will be posted at least 24 hours prior to each meeting.

RECOMMENDATION: Designate posting location as www.southmetro.org or South Metro Fire Rescue Fire Protection District Headquarters.

SUBMITTED BY: Mike Dell'Orfano

APPROVED BY: Bob Baker

SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

RESOLUTION NO. 2023-02

RESOLUTION DESIGNATING LOCATION TO POST NOTICE

WHEREAS, pursuant to §§24-6-402(2)(c) and 32-1-903(2) C.R.S., notice and the agenda, with specific information to the extent possible, of the South Metro Fire Rescue Fire Protection District (“District”) Board of Directors (“Board”) meetings at which the adoption of any formal action is to occur or at which a majority or quorum of the body is in attendance, or is expected to be in attendance, shall be posted within the boundaries of the District at least 24 hours prior to each meeting at a location designated at the first regular meeting of each year.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Metro Fire Rescue Fire Protection District as follows:

Notices of meetings (regular, special and work/study session) of the Board, together with specific agenda information to the extent possible, required pursuant to §24-6-401, *et seq.*, C.R.S., shall be posted at least 24 hours prior to each meeting at:

www.southmetro.org

In the event of an exigent or emergency circumstance such as a power outage or an interruption in internet service, the District will post notice of public meetings at least 24 hours prior to a meeting at the following physical location within the District:

South Metro Fire Rescue Fire Protection District
9195 E. Mineral Avenue
Centennial, Colorado 80112

ADOPTED this 9th day of January 2023.

**SOUTH METRO FIRE RESCUE FIRE
PROTECTION DISTRICT**

By _____
Jim Albee, Chair

ATTEST:

Sue Roche, Secretary

SOUTH METRO FIRE RESCUE

BOARD AGENDA

MEETING DATE: 1/9/2023

AGENDA ITEM TYPE: ACTION ITEM

SUBJECT: Resolution to use Integrated Project Delivery (IPD) Construction Bidding Process for Station 15

BACKGROUND: Utilizing the Integrated Project Delivery (IPD) bidding process allows the District to award a contract to the proposal that represents the *best value* to the District as opposed to only the *lowest cost proposal*. A resolution approving the use of IPD is required by state statute. Also included, is an overview of the Construction Contracting Process for the Board's information. Specific methods of bidding during construction will be discussed at a later date.

RECOMMENDATION: Staff recommends Board approval of the resolution to utilize the IPD process for Station 15.

SUBMITTED BY: Kevin Milan, Assistant Chief

APPROVED BY: Dillon Miskimins, CFO

MEMORANDUM

October 21, 2022

VIA E-MAIL

**TO: Brittany Segner, Budget Manager
South Metro Fire Rescue Fire Protection District**

FROM: Allison C. Ulmer 

RE: Overview of the Construction Contracting Process

This memorandum provides an overview of the construction contracting process for Special Districts and a brief explanation of the contract documents you are likely to use. This Firm has prepared a variety of form contract documents that we can provide to you.

Threshold Issue: Selecting a Project Delivery Method

At the outset of the construction contracting process, the District must determine how the project will be delivered. The project delivery method is the process by which the project is designed and constructed, including development of the scope of work, the relationships between designers, contractors and other consultants, and the scheduling and sequencing of design and construction work.

No single project delivery method works best for all projects. Each project must be individually evaluated to determine which project delivery method is most appropriate. Factors to consider include the District's experience with construction projects and the size and complexity of the project. Exhibit A to this memorandum contains a brief explanation of the project delivery methods regularly used by Special Districts (Design-Bid-Build, Cost-Plus, Design-Build, and CM/GC), with Design-Bid-Build being by far the most common. We suggest consulting with your architect, engineer, or Owner's Representative to identify the appropriate project delivery method for your project.

Bidding the Project

There are two separate bidding processes set forth by Colorado law: traditional, competitive bidding and Integrated Project Delivery (IPD). The project delivery method

will dictate which bidding process the District must follow, except in the case of Design-Bid-Build, which can be used under both statutory bidding processes.

Traditional, Competitive Bidding

Special Districts are required to solicit competitive bids on construction contracts for work and/or material of \$60,000 or more by publishing notice for such bids. § 32-1-1001(1)(d), C.R.S. The contract is awarded to the ***lowest responsive, responsible bidder***. Traditional, competitive bidding is the simplest and most common form of construction contracting. It may only be used for Design-Bid-Build projects. Special Districts need *not* solicit competitive bids for construction contracts under \$60,000.

Integrated Project Delivery

Special Districts are authorized to use IPD under the Integrated Delivery Method for Special District Public Improvements Act. § 32-1-1801 *et seq.*, C.R.S. Parties interested in an IPD project submit proposals to the District, and the contract is awarded to the proposal that represents the ***best value*** to the District.

To be eligible for IPD, the District must contract with a single “participating entity” for the “design, construction, alteration, operation, repair, improvement, demolition, maintenance, or financing, ***or*** any combination of these services, for a public project.” § 32-1-1803(4), C.R.S. A “participating entity” can be any legal entity that provides appropriately licensed planning, architectural, engineering, development, construction, operating ***or*** maintenance services as needed in connection with an IPD contract. § 32-1-1803(6), C.R.S. Almost all types of project delivery methods can be fit under the IPD umbrella, including Design-Bid-Build, Cost-Plus, CM/GC, and Design-Build.

Bidding and Contract Documents

To reduce the cost of document preparation, we have prepared a standard package of bidding and construction contract documents for traditional, competitive bidding and IPD, including Design-Bid-Build, Design-Build, CM/GC (architect-designed), and Cost-Plus (engineer-designed) projects. These documents comply with various State laws applicable to Special District construction contracting and contain several provisions that favor the District. They need to be tailored to your particular project, so you will find several project-specific blanks that need to be filled in, and optional provisions that need to be incorporated or deleted. We recommend that your Owner’s Representative, architect, or engineer review the documents to confirm they are suitable for your particular project.

The following are commonly used bidding and contract documents. The documents identified in **bold** are available from the Firm.

1. **Bidding Documents**. Certain contract bidding and award formalities must be followed. Failure to do so can result in damage to the District's reputation in the contracting community (resulting in higher construction costs on its next project), a delayed project, or a lawsuit from a disgruntled taxpayer.

(a) *Traditional, Competitive Bidding.*

(i) An **Invitation to Bid** must be published in the District's legal newspaper, meaning a newspaper of general circulation that is printed or published at least weekly in the county where the District is located and has been in continuous publication for a certain period of time depending on the publishing frequency of the newspaper. The District may also publish the Invitation to Bid in other newspapers and trade journals to reach a wider or more targeted audience of potential bidders (to be clear: this is in addition to publishing in the District's legal newspaper).

(ii) The District will provide the **Bid Form** and **Instructions to Bidders** to interested bidders. The District can attempt to solicit qualified bidders by sending the Bid Form and Instructions to Bidders to potentially qualified bidders without a formal request.

(iii) While not required by law, we recommend requiring bidders to submit a **Bid Bond** with their bids for larger and time-sensitive projects. The bond protects the District in the event the low bidder on a project gets "cold feet" after the bids are opened and fails to enter into a contract.

(b) *Integrated Project Delivery.*

(i) A **Board Resolution** authorizing IPD is required prior to awarding the contract.

(ii) The District has the option of prequalifying proposers (thereby limiting the number of contractors who can submit a proposal for the project) by publishing **Notice of Request for Qualifications** in the District's legal newspaper. Upon reviewing the responses to the **Request for Qualifications**, the District prepares a short list of the most qualified proposers. The District solicits proposals only from the short-listed entities through a **Request for Proposals**.

(iii) If a prequalification process is not used, the District must publish **Notice of Request for Proposals** in its legal newspaper.

(iv) Note that IPD procurement is more nuanced than traditional, competitive bidding and up-front consultation with legal counsel is advised in order to properly structure the procurement process.

2. Notice of Award. The **Notice of Award** is used to inform the successful contractor that its bid or proposal has been accepted.

3. Performance and Payment Bonds. For contracts over \$50,000, contractors are required by law to provide a bond in the amount of at least one-half of the contract price, or other security guaranteeing payment of subcontractors and laborers and performance of the terms of the contract documents. We recommend a separate **Performance Bond** and **Payment Bond** for each project.

4. Agreement. The **Agreement** is the document that “controls” all other contract documents. It is to be signed by the District and the contractor or, in the case of a Design-Build project, by the District and the Design-Build team, which consists of the contractor and the architect/engineer. It includes statutory requirements regarding appropriations, change orders, final payment, retainage, bonds, and employment of illegal aliens. The form of the Agreement will vary depending on the project delivery method (e.g., Design-Bid-Build, Design-Build, CM/GC, Cost-Plus), the complexity of the project, and whether the project was designed by an engineer or an architect. We have prepared modified versions of the EJCDC contract documents for engineer-designed projects, and the AIA contract documents for architect-designed projects. We have also prepared a simpler “short form agreement” for small or straightforward projects.

5. General Conditions. The **General Conditions** establish the “mechanics” of conducting the project, including inspection, approval and payment procedures. The form of the General Conditions will vary depending on the form of the Agreement.

6. Supplementary Conditions. The **Supplementary Conditions** contain modifications to the General Conditions. Again, the form of the Supplementary Conditions will vary depending on the form of the General Conditions.

7. Notice to Proceed. The **Notice to Proceed** authorizes the contractor to begin performing work and “starts the clock ticking” on certain project deadlines.

8. Change Order. A **Change Order** is executed when there is a change in the scope of work, the contract price, or the contract times. The General Conditions and Supplementary Conditions regulate Change Orders.

9. Notice of Final Payment. The **Notice of Final Payment** must be published at least twice in a newspaper of general circulation published in the counties where the work was contracted for or performed. The last publication must be at least 10 days prior

to making final payment. At any time up to the time of final payment, persons with claims (i.e., unpaid subcontractors and suppliers) must submit a “verified statement” of the amount due and unpaid to them. If you receive a verified statement of claim, we will advise you further. Before payment is made, the District must determine that satisfactory and substantial reasons exist for the payment and should verify that the contractor has provided the District written approval from any surety bond provider as is required by most forms of construction contract and bonds. Failure to comply with the Notice of Final Payment process can lead to the District paying twice for the same work.

Owner’s Representative

Before you proceed with your project, you may wish to consider hiring an Owner’s Representative. An Owner’s Representative can provide a broad range of construction-related services to the District, such as assisting with the selection of the project delivery method, inspecting and monitoring the contractor’s work and materials for conformance with the plans, approving payments, and certifying that the work is complete. These services can be provided by the architect or engineer, an independent consultant, or a competent staff member.

Please do not hesitate to contact us as questions arise during the planning, administration, and close-out of your construction project.

EXHIBIT A

PRIMER ON PROJECT DELIVERY METHODS

The following is a brief description of project delivery methods commonly used by Special Districts.

Design-Bid-Build

Design-Bid-Build is the most traditional method of project delivery and is uniformly considered to be acceptable for Special Districts. It typically involves competitively bid, lump sum construction contracts that are based on complete contract documents prepared by a licensed architect or engineer; however, IPD may also be used if the District wants to award the Design-Bid-Build contract on a “best value” basis. The phases of work are usually conducted in linear sequence: the District contracts with an architect or engineer for design and oftentimes construction management; then the District uses the completed design documents to solicit competitive bids from contractors for construction of the project; finally, the District contracts with the “lowest responsive, responsible” bidder for construction of the project.

Design-Build

Design-Build is a form of IPD. In a Design-Build project, a single contract is entered into between the Special District and the Design-Build entity (consisting of the architect/engineer and contractor). The Design-Build approach requires an explicit determination of the roles and responsibilities of the Design-Build team. Overlapping design and construction phases are common on Design-Build projects.

CM/GC

CM/GC is a form of IPD. Construction Manager/General Contractor (CM/GC or Construction Management At Risk) is a project delivery method in which the Construction Manager acts as a consultant to the District during the development and design phases. Once the final pricing is agreed to, the Construction Manager acts as the General Contractor during the construction phase and assumes the financial responsibility for building the project.

Cost-Plus

Cost-Plus is a pricing variation of Design-Bid-Build; it is a form of IPD. Under Cost-Plus, the contractor is paid all of its costs plus a fee (representing overhead and profit) for work performed. Cost-Plus contracts are best suited for projects where the scope of work cannot be fully defined until after construction begins.

SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

RESOLUTION NO. 2023-03

A RESOLUTION AUTHORIZING INTEGRATED PROJECT DELIVERY

WHEREAS, South Metro Fire Rescue Fire Protection District (“District”) is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Article 1, Colorado Revised Statutes; and

WHEREAS, pursuant to Part 18 of the Special District Act, the District is authorized to procure public improvements via integrated project delivery and award contracts on a “best value” rather than “lowest responsible, responsive bid” basis; and

WHEREAS, the Board of Directors (“Board”) of the District has reviewed and considered the various challenges and opportunities relevant to the delivery of construction of a new fire station to be known as Station 15 (“Project”), including but not limited to the following:

1. Maximizing collaboration between design professionals, contractor, and the District throughout the Project; and
2. Continuity of the various parties involved in the Project from start to finish which increases efficiency; and
3. Minimizing probability of adversarial relationships and legal issues; and
4. Time and/or money savings by integration of budget, schedule, and constructability of the project from the outset; and
5. Incorporating constructability considerations into the design of the project; and
6. Minimizing probability of excessive change orders; and
7. Ability to fast-track design and construction and/or utilize concurrent design and construction phases for different segments of the project; and
8. Greater focus on quality control and quality assurance through all phases of the project; and

WHEREAS, the Board hereby finds and determines that integrated project delivery represents a timely and cost-effective alternative for delivery of the Project.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Metro Fire Rescue Fire Protection District as follows:

1. Authority to Use Integrated Project Delivery. The Board hereby finds and determines that integrated project delivery represents a timely and cost-effective alternative for the Project.

2. Effective Date. This Resolution shall take effect and be enforced immediately upon its approval by the Board.

ADOPTED this 9th day of January, 2023.

SOUTH METRO FIRE RESCUE FIRE
PROTECTION DISTRICT

By _____
Jim Albee, Chairman

Attest:

Sue Roche, Secretary

SOUTH METRO FIRE RESCUE

BOARD AGENDA

MEETING DATE: 1/9/2023

AGENDA ITEM TYPE: ACTION ITEM

SUBJECT: Station 15: 2nd Floor Elevator Requirements

BACKGROUND: The 2021 International Code Council (ICC) Building Code, the 2021 ICC Fire Code, the 1990 Americans with Disabilities Act (ADA), and the Authorities Having Jurisdiction (AHJ's) enforcing these codes and laws will influence the District's decision on the need for an elevator to the second floor of the newly constructed Fire Station 15. To gather information for the Board, input was solicited by staff from the City of Centennial Chief Building Official, the SMFR Fire Marshal's office, the station architect, and a 3rd party code consultant. Attached please find the SMFR Attorney's opinion on the information gathered. **This memo is CONFIDENTIAL and won't be visible by the public on the website; please do not distribute.** Formal action is requested to capture the direction of the Board on the future access to the fire station, as well as the costs and risks associated with a particular direction.

RECOMMENDATION: Staff recommends Board consider the information gathered and the resulting legal opinion and provide formal direction to staff on including or not including an elevator to access the second floor of St. 15.

SUBMITTED BY: Kevin Milan, Assistant Chief

APPROVED BY: Dillon Miskimins, CFO

SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

BOARD AGENDA

MEETING DATE: 1/9/2023

AGENDA ITEM TYPE: DISCUSSION ITEM

SUBJECT: Board Committees

BACKGROUND: Staff has attached the charters for each of the committees established by the board. The purpose of this discussion is to update board member assignments, modify the charters as needed, and determine if the committee is still beneficial.

RECOMMENDATION: N/A

SUBMITTED BY: Mike Dell'Orfano

APPROVED BY: Bob Baker

Chartering Group	Sponsor	Chair	Committee Inception Date
Board of Directors	Board Chair	Chief Financial Officer	03/01/2021

Mission Statement	The mission of the committee is to serve as the 'Audit Committee' in accordance with the SMFR Board Bylaws and act as a board liaison and focus group to the Chief Financial Officer on financial matters in order to help develop policies, strategies, and presentations for the consideration of the full Board of Directors.
Scope	Per the Bylaws, "The Audit [and Finance] Committee shall be responsible for the appointment, compensation, recommendation (to be approved by the Board), retention, and oversight of the work of an independent certified public accountant engaged to prepare the audit report or perform other audit, review or attest services for the District. The Committee may, as necessary and to the extent of its ability, provide independent review and oversight of the District's financial reporting processes, internal controls and independent auditors. All auditors thus engaged shall report directly to the Audit Committee." Additionally, the Committee acts as an advisory group to the Chief Financial Officer to discuss various financial initiatives such as policies, budget, financial reporting, board presentations, and financial strategies that may be considered by the full Board of Directors.
Goals & Objectives	<ul style="list-style-type: none"> • Oversee the auditor and auditing process on an annual basis. • Conduct, or cause to be conducted, independent reviews of the District's financial reporting processes and internal controls as needed. • Provide recommendations to the District concerning the organization's annual financial audit. • Provide feedback on policies that maintain and improve the financial health and integrity of the District. • Provide feedback on long-range financial plans for the District. • Provide feedback on annual budget strategies consistent with long-range financial plans and policies.
Success Indicators	<ul style="list-style-type: none"> • Obtain an unmodified opinion as a result of the external financial audit. • Achieve 75% committee member meeting attendance and participation per year. • Other measures deemed necessary in the financial success and health of the District; to be evaluated periodically and agreed upon by the committee.
Feedback Plan (How are we to be communicating)	Provide updates as necessary at regular board meetings and help describe recommendations that are presented for board review/approval.
Meeting Frequency & Schedule Posting	Quarterly meetings or as needed based on the needs of the auditing process or other discussions.
Decision Making Process	The Committee has the authority specified in the Bylaws and makes recommendations to the Board of Directors for approval & implementation. The Committee also acts as a focus group to the Chief Financial Officer during financial strategy discussions and provides feedback and recommendations but does not make decisions on behalf of the full Board of Directors.
Team Members	Board Chair (Jim Albee); Board Treasurer (Bill Shriver), and/or other board members as determined by the Board Chair; Chief Financial Officer; finance staff as determined by the Chief Financial Officer; community members with financial expertise on a voluntary basis.

Team Review Schedule	Annual review by Board of Directors or as needed following elections or other changes in board members/personnel.
-----------------------------	---

Chartering Group	Sponsor	Chair	Committee Inception Date
Board of Directors	Mike Dell'Orfano	N/A	10/07/2019

Mission Statement	The mission of the committee is to help craft a vision for the conduct and characteristics of board members in order to provide clear expectations to future board members and continue to build a strong team of elected officials that represent the community and help to lead the organization.
Goals & Objectives	<ul style="list-style-type: none"> • Prepare an updated draft of bylaws for the South Metro Fire Rescue Fire Protection District as we begin a single, unified fire district going into 2020. • Prepare changes to the bylaws or other documents/policies that more clearly define the boardsmanship (desired conduct, behaviors, and other traits) of board members for the future. • Provide feedback for future changes to bylaws and related policies as needed.
Success Indicators	<ul style="list-style-type: none"> • Completed bylaws and related documents by February 2020 board meeting, aligned with the self-nomination period for the board election. • On-going monitoring of bylaws and related documents that ensure relevance as laws and needs of the organization evolve into the future.
Feedback Plan (How are we to be communicating)	Provide updates as necessary at regular board meetings and help describe proposed changes that are presented for board review/approval.
Scope	Propose changes to bylaws and related documents and provide feedback to staff's recommendations. Provide on-going monitoring, discussion, and updating of documents as needed.
Meeting Frequency & Schedule Posting	tbd
Decision Making Process	The Committee makes recommendations to the Board of Directors for approval & implementation.
Team Members	Hank Eng Allison Rausch Bob Cole Bob Baker Mike Dell'Orfano
Team Review Schedule	Annual review by Board of Directors or as needed following elections or other changes in board members/personnel.

Chartering Group	Sponsor	Chair	Committee Inception Date
Board of Directors	Mike Dell'Orfano	N/A	10/07/2019

Mission Statement	The mission of the committee is to identify ways for board members to increase their connectivity with the organization and community through strategic attendance and participation in a wide variety of events.
Goals & Objectives	<ul style="list-style-type: none"> Identify the types of events and other community/organizational outreach opportunities that are appropriate for board member attendance. Identify methods to improve the notification of board members regarding events. Ensure board members have the information and support needed when attending events (e.g., reason for attendance, scripts, dignitaries, level of importance, etc). Provide on-going input to staff on the effectiveness of methods that are implemented and on-going opportunities for outreach.
Success Indicators	<ul style="list-style-type: none"> Increased awareness of organizational and community events. Increased strategic participation in events. Improved methods to manage board member participation in events (notification, responsiveness, tracking, supporting information, etc.).
Feedback Plan (How are we to be communicating)	Provide updates as necessary at regular board meetings (past/future events, attendance trends) and on-going feedback to staff to improve systems and processes.
Scope	Propose events that would be beneficial to have board representation, provide direction and feedback to staff on methods to notify board members of events, monitor on-going success, provide updates or event announcements at board meetings as needed
Meeting Frequency & Schedule Posting	tbd
Decision Making Process	The Committee makes recommendations to the Board of Directors for approval & implementation when applicable.
Team Members	Renee Anderson Cindy Hathaway Mike Dell'Orfano Kristin Eckmann
Team Review Schedule	Annual review by Board of Directors or as needed following elections or other changes in board members/personnel.

Chartering Group	Sponsor	Chair	Committee Inception Date
Board of Directors	Bob Cole, Attorney	N/A	01/06/2020

Mission Statement	The mission of the Committee is to act on behalf of the board to address matters that are a conflict of interest for the Fire Chief and cannot be delegated to a subordinate.
Goals & Objectives	<ul style="list-style-type: none"> N/A
Success Indicators	<ul style="list-style-type: none"> N/A
Communication Plan	<ul style="list-style-type: none"> It is the Fire Chief's responsibility to report any Conflicted Matter to the Chair, or in the event the Chair is unavailable, the Vice Chair, and the District's legal counsel, as soon as he or she becomes aware of it so the involvement of the Committee and the Board can occur in a timely manner. Upon being notified of a Conflicted Matter, the Chair or Vice Chair, and the District's legal counsel shall immediately notify the Board so that it can determine whether to consider, determine and address the Conflicted Matter in place of the Committee.
Scope	<ul style="list-style-type: none"> The Committee shall consider, determine and address matters within the responsibility of the Fire Chief, but which involve a conflict of interest for the Fire Chief and which are not appropriate for the Fire Chief to delegate to subordinate personnel of the District, and matters regarding the Board's supervision of the Fire Chief ("Conflicted Matters"). The Committee shall have all the authority of the Fire Chief, but for the conflict of interest, and all the authority of the Board, as the supervisor of the Fire Chief. The Committee may utilize and rely upon District personnel or independent fact finders to investigate and determine the facts related to the Conflicted Matter. Upon being initially notified of a Conflicted Matter, the Board may choose to consider, determine and address the Conflicted Matter in the place of the Committee, in which case the Board shall immediately notify the Committee and the Committee shall discontinue any consideration of the Conflicted Matter. The Committee may, in its discretion, bring any Conflicted Matter to the full Board for consideration, determination, or other action. If the Board acts in place of the Committee regarding a Conflicted Matter it shall have all of the authority and power of the Committee. The Committee may in its discretion, or shall at the direction of the Board, with the assistance of the District's legal counsel, appoint an independent review officer to consider and determine any Conflicted Matter, or to make recommendations to the Committee or the Board. If so appointed, the independent review officer's role shall be specifically identified and that individual shall have the necessary authority to carry out the appointment as afforded by the Committee.
Meeting Frequency & Schedule Posting	tbd
Decision Making Process	The Committee shall have all the authority of the Fire Chief, but for the conflict of interest, and all the authority of the Board, as the supervisor of the Fire Chief.
Team Members	Board Chair (or Vice Chair when not available) (Jim Albee) One board member appointed

	by the Chair (or Vice Chair) (Sue Roche) Bob Cole
Team Review Schedule	Annual review by Board of Directors or as needed following elections or other changes in board members/personnel.

Chartering Group	Sponsor	Chair	Committee Inception Date
Board of Directors	Board of Directors	Board Chair	10/07/2019

Mission Statement	The mission of the committee is to develop and implement the process for annually evaluating the Fire Chief's performance in the areas defined by the Chief's Performance Objectives and evaluating and approving the Chiefs Sabbatical Request in 2020.
Scope	<ul style="list-style-type: none"> To provide an annual Performance Evaluation to the Chief, which is relevant to the context of that year, in compliance with his/her employment contract and which queries three sources: the Executive Team, Community Members, and the Chief. To determine Performance Objectives for the following year. To approve Sabbatical Leave as needed.
Goals & Objectives	<ul style="list-style-type: none"> Define and continuously Improve a framework for obtaining input from the three sources. Conduct inquiries in a way that promotes feedback both complimentary and constructive. Sensitively accumulate and summarize feedback and then discuss with the Chief. Develop Performance Objectives for the following year.
Success Indicators	<ul style="list-style-type: none"> The timeline is defined and adhered to. Those providing input are given sufficient time and latitude for expressing their honest feedback. The process is continually improved year over year. The Chief feels the process provides the feedback he/she desires for both reassurance and improvement.
Feedback Plan within Committee	<ul style="list-style-type: none"> E-mail marked confidential (when appropriate) and by bcc. In-person meetings, call-in acceptable.
Meeting Frequency & Schedule Posting	<p>Jun Board meeting: Board appoints 3 members to the Committee</p> <p>Mid-Sept: Review process and format of inquiries and agree to changes</p> <p>End-Oct: Meet with Chief to discuss 3-4 significant incidents from the year</p> <p>End-Oct: Determine key contact for each Community organization identified per significant incident and to agree to approach for interviews; Also, establish questions for E-Team survey</p> <p>1st 3 weeks of Nov: Committee members interview community organizations; E-Team survey sent and received (10-day turnaround)</p> <p>3rd week Nov: Chief submits self-assessment</p> <p>End-Nov: Committee meets to discuss Community and E-Team feedback and summarize/anonymize</p> <p>End-Nov: Committee meets with Chief to review his self-assessment and discuss Performance Objectives for following year</p> <p>End-Nov: Committee drafts full Evaluation (including Community interviews, E-Team surveys, Chief self-assessment) and Performance Objectives for following year</p> <p>Dec Board meeting: Present full Evaluation and Objectives to Board for input and approval; Chief available for questions/discussion</p> <p>2nd week Dec: Committee meets with Chief to present Evaluation & final Objectives</p>
Decision Making Process	Performance Evaluation created by consensus of the Committee then conveyed to the Board of Directors for input/approval.
Team Members	Board Chair (Jim Albee); Sue Roche; Bill Shriver

Team Review Schedule	Annual review by Board of Directors or as needed following elections or other changes in board members/personnel.

SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

BOARD AGENDA

MEETING DATE: 1/9/2023

AGENDA ITEM TYPE: INFORMATION ITEM

SUBJECT: Annual Acknowledgement of Bylaws

BACKGROUND: Per Section 17 of the Board's Bylaws, each member is required to annually acknowledge that he/she has received and reviewed the Bylaws along with the associated Rules of Procedure and Guidelines for Board Member Conduct. Copies of the form will be provided at the meeting for your signature.

RECOMMENDATION: Each board member should sign the attached acknowledgement.

SUBMITTED BY: Mike Dell'Orfano

APPROVED BY: Bob Baker

SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

RESOLUTION NO. 2020-05

**A RESOLUTION ADOPTING THE
FEBRUARY 17, 2020 RESTATED BYLAWS
OF THE BOARD OF DIRECTORS**

WHEREAS, the South Metro Fire Rescue Fire Protection District ("District") is a quasi-municipal corporations and political subdivisions of the State of Colorado, operating pursuant to Article 1, Title 32, C.R.S.; and

WHEREAS, §32-1-1001(1)(m), C.R.S., authorizes the District to adopt, amend, and enforce bylaws not in conflict with the constitution and the laws of the state for carrying on the business, objects, and affairs of the District and its Board of Directors;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the South Metro Fire Rescue Fire Protection District that:

1. **Repeal of all Prior Bylaws.** All bylaws previously adopted by the Board of Directors are hereby repealed, including but not limited to the South Metro Fire Rescue April 19, 2016 Restated Bylaws.
2. **Adoption of Bylaws.** The February 17, 2020 Restated Bylaws attached hereto as Exhibit "A" are hereby adopted.
3. **Severability.** If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.
4. **Effective Date.** This Resolution shall take effect and be enforced immediately upon its approval by the Board.

Adopted this 17rd day of February, 2020.

SOUTH METRO FIRE RESCUE FIRE
PROTECTION DISTRICT

By: 

Ronda Scholting, Chairman

Attest:

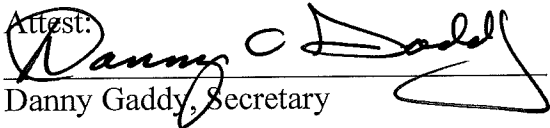

Danny Gaddy, Secretary

EXHIBIT A

SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

FEBRUARY17, 2020 RESTATED BYLAWS

SECTION 1. **AUTHORITY.** South Metro Fire Rescue Fire Protection District (the "District") is a governmental subdivision of the State of Colorado and a body corporate with those powers of a public or quasi municipal corporation which are specifically authorized by, and in compliance with, Section 32-1-101 et seq., C.R.S. The District was created by court order and is located in Douglas, Arapahoe and Jefferson Counties.

SECTION 2. **PURPOSE.** It is hereby declared that the Bylaws hereinafter set forth will serve a public purpose.

SECTION 3. **POLICIES OF THE BOARD.** It shall be the policy of the Board of Directors ("Board") of the District, consistent with the availability of revenues, personnel and equipment, to use its best efforts to provide the quality services as authorized under the District Service Plan or by law.

SECTION 4. **BOARD OF DIRECTORS.** Unless specifically required by law to be performed by the Board or otherwise delegated by the Board, all powers, privileges and duties vested in, or imposed upon, the District by law and as set forth herein shall be exercised and performed by the Fire Chief and District staff under the supervision of the Fire Chief, and with the assistance of District legal counsel, under the ultimate supervision of the Board, whether set forth specifically or impliedly in these Bylaws. The Board may delegate to officers, employees, and agents of the District any or all administrative, ministerial, and operational powers.

Without restricting the general powers conferred by these Bylaws, it is hereby expressly declared that the Board shall have the following powers and duties:

- a. To appoint, hire, supervise, terminate, remove or suspend the Fire Chief and District legal counsel. The Board hereby confers upon the Fire Chief the power to appoint, hire, supervise, terminate, remove or suspend employees or agents upon such terms and conditions as may seem fair and just and in the best interests of the District.
- b. To delegate by resolution to the Fire Chief and other management personnel who may make purchases of real and personal property, goods and services, and who may sign receipts, endorsements, checks, contracts, releases and other official documents on behalf of District.

- c. To create standing or special committees and to delegate such power and authority thereto as the Board deems necessary and proper for the performance of such committee's functions and obligations. The following standing committees have been created by the Board:
 - 1. Audit Committee;
 - 2. Conflicted Matters Committee;
 - 3. Bylaws and Policy Committee;
 - 4. Fire Chief Performance Committee;
 - 5. Salary and Benefits Committee; and
 - 6. Community Outreach Committee.
- d. To prepare or cause to be prepared financial reports covering each year's fiscal activities; and such reports shall be available for inspection by the public, as required by law.

SECTION 5. OFFICE.

- a. **Business Office.** The principal business office of the District shall be at 9195 East Mineral Avenue, Centennial, Colorado 80112, until otherwise designated by the Board.
- b. **Establishing Other Offices and Relocation.** The Board, by resolution, may from time to time, designate, locate and relocate its executive and business office and such other offices as, in its judgment, are necessary to conduct the business of the District.

SECTION 6. MEETINGS.

- a. **Regular Meetings.** Regular meetings of the Board shall be conducted at the dates and times designated by Resolution of the Board at its first regular meeting of each year. When necessary and in its discretion, the Board may by motion change the time and date of regular Board meetings.
- b. **Special Meetings.** Special meetings of the Board may be called by the Chair or any two (2) Directors.
- c. **Meeting Public.** All meetings of the Board, other than executive sessions, shall be open to the public. Meetings include any and all sessions of the Board, at which a quorum of the Board (4 is a quorum if a full Board is in office) or three (3) or more Directors, whichever is less, are expected to be

in attendance for discussion of District business, either in person, telephonically, or electronically. Social gatherings at which no business of the District will be discussed are not considered meetings of the Board that are open to the public or for which notice is required.

- d. **Board Member Notice.** Section 6.a. and the annual Resolution designating regular meeting dates and times shall constitute formal notice of regular meetings to Directors, and no other notice shall be required to be given to the Board. Notice of special meetings shall be provided to Directors by email, telephone, or United States Postal Service (USPS) not less than twenty-four (24) hours in advance. Notice delivered by USPS shall be deemed delivered at 5:00 p.m. on the third (3rd) day following the day on which it was deposited, postage prepaid. Notice of multiple special meetings may be given by a single notice. Attendance by a Director at a regular or special meeting shall be deemed a waiver by the Director of the notice requirements of this subsection d.
- e. **Public Notice.** Public notice and an agenda for all meetings shall be posted not less than twenty-four (24) hours in advance as set forth in the Colorado Open Meetings Law. The District's webpage is designated for the posting of such notice pursuant to Section 24-6-401, C.R.S.
- f. **No Informal Action by Directors/Executive Sessions.** All official business of the Board shall be conducted at regular or special meetings. Executive sessions may be called at regular or special meetings, and conducted according to the following guidelines:
 - 1. **Calling the Executive Session.** The topic for discussion in the executive session shall be announced in a motion, and the specific statute that authorizes the executive session shall be cited. The matter to be discussed shall be described in as much detail as possible without compromising the purpose of being in executive session. An affirmative vote of two-thirds (2/3) of the quorum in attendance shall be required to go into executive session.
 - 2. **Conducting the Executive Session.** No adoption of any proposed policy, position, resolution, rule, regulation, or formal action shall take place in an executive session. The discussion in executive session shall be limited to the reasons for which the executive session was called. An electronic recording of the actual contents of the discussion in the executive session shall be kept. No electronic recording or other record is necessary to be kept for any portions of the discussion which the District's attorney reasonably believes constitute attorney-client privileged communication. The attorney

shall state on the electronic record when any portion of the executive session is not recorded as an attorney-client privileged communication or sign a statement to the same effect.

3. Records of Executive Sessions. The electronic record of any executive session shall be retained by the District for ninety (90) days from the date of the executive session and then destroyed. Electronic recordings of the executive session, or transcripts or other reproduction of the same, shall not be released to the general public for review under any circumstances, except as required by law.

- g. Adjournment and Continuance of Meetings. When a regular or special meeting is for any reason continued to another time and place, notice need not be given of the continued meeting if the time and place of such meeting are announced at the meeting at which the continuance is taken. At the continued meeting, any business may be transacted which could have been transacted at the original meeting.
- h. Emergency Meetings. Notwithstanding any other provisions in this Section 6, emergency meetings may be called, without notice if notice is not practicable, by the Chair, Vice Chair or any two (2) Directors in the event of a declared emergency that requires the immediate action of the Board in order to protect the public health, safety, welfare or property of the owners, residents and visitors of the District. If possible, notice of such emergency meeting shall be given to the Directors by telephone, email, or whatever other means are reasonable to meet the circumstances of the emergency. At such emergency meeting, any action within the power of the Board that is necessary for the immediate protection of the public health, safety, welfare or property of the owners, residents and visitors of the District may be taken; provided, however, that any action taken at an emergency meeting shall be effective only until the first to occur of (a) the next regular meeting, or (b) the next special meeting of the Board at which the emergency issue is on the public notice of the meeting. At such subsequent meeting, the Board may ratify any emergency action taken. If any emergency action taken is not ratified, it shall be deemed rescinded as of the date of such subsequent meeting, although the validity and effectiveness of the emergency action during its effective time shall not be invalidated. A declared emergency for purposes of this subsection h. is an emergency within the District that has been declared by county or municipal government, the State of Colorado, the United States government, of any department or agency thereof, or the Chair, Vice Chair, or any two (2) Directors of the Board.

- i. **Email Meetings.** Section 24-6-402, C.R.S., requires that certain email correspondence between three (3) Directors (or, when two (2) Directors constitute a quorum, two (2) Directors), if said email correspondence discusses pending resolutions or other District business shall be considered a public meeting subject to the requirements of the Colorado Open Meetings Law.
- j. **Attendance at Meetings.** It is the Board's expectation that Directors will attend in person not less than seventy five percent (75%) of Board meetings. Section 24-6-402(1)(b), C.R.S. defines a meeting as "Any kind of gathering to discuss public business, in person, by telephone, electronically, or by other means of communication." Although electronic participation in Board meetings as a frequent or regular course is not acceptable, Directors may periodically attend meetings by telephone (or other electronic means), so long as they are able to reasonably receive the comments from the audience and any comments and discussion among other Directors and staff, and they are able to participate in the discussion.

SECTION 7. CONDUCT OF BUSINESS.

- a. **Board Meeting Rules of Procedure.** Meetings of the Board of Directors shall comply with the South Metro Fire Rescue Fire Protection District Board Meeting Rules of Procedure attached hereto as Exhibit A.
- b. **Quorum.** All official business of the Board shall be transacted at a regular or special meeting at which a quorum (majority) of the Directors are in attendance in person, telephonically, or electronically, except as provided in Section 6.h. above.
- c. **Vote Requirements.** Any action of the Board shall require the affirmative vote of a majority of the Directors in attendance and voting at a meeting properly called and at which a quorum is in attendance, except that to convene an executive session of the Board, a two-thirds (2/3) affirmative vote is required, and approval of amendments to these Bylaws shall be as set forth herein.
- d. **Electronic Signatures.** In the event the signature(s) of one (1) or more Directors or appointed signatories are required to execute a written document, contract, note, bond, deed, and/or other official papers of the District, and the appropriate individual(s) is unable to be physically present to sign said documentation, such individual or individuals are authorized to execute the documentation electronically via facsimile or email signature, unless said documentation provides otherwise. Any electronic signature so affixed to a document shall carry the full legal force and effect of any

original, handwritten signature. Except as approved herein, this provision of these Bylaws shall not be interpreted as establishing the District's consent or authorization to bind District to any transaction by the use of electronic records or electronic means. This provision is made pursuant to Article 71.3 of Title 24, C.R.S., also known as the Uniform Electronic Transactions Act.

- e. **Setting Meeting Agendas.** Agendas for Board meetings will be set by the Fire Chief or his/her designee in consultation with the Board Chair. The Board Chair or any two (2) Directors may require a matter be placed on a meeting agenda by written request provided to the Secretary and the Fire Chief. Agenda items added with little advanced notice to staff shall be tabled, if necessary, to allow a reasonable time to provide necessary support or briefing for the Board.
- f. **Order of Business.** The business of all regular meetings of the Board shall be transacted generally in the following order, and as approved by the Board from time to time, and the agenda for such meetings shall describe in as much detail as is possible the topics within each category:
 - 1. Meeting Call to Order;
 - 2. Pledge of Allegiance;
 - 3. Roll Call and Approval of any Excused Absences;
 - 4. Approve the Agenda;
 - 5. Public Comment;
 - 6. Consent Agenda;
 - 7. Action Items (Action Items are intended for matters for which Board action is proposed.);
 - 8. Discussion Items (Discussion Items are intended for matters which need Board and staff discussion, obtain direction for future action or inaction, or to develop the Discussion Item for future consideration as an Action Item. No action can be taken on a Discussion Item, other than to schedule it again as a Discussion Item or as an Information Item or an Action Item for a future meeting. A properly posted Discussion Item could become an Action Item by approval of a Motion to Reconsider approval of the Agenda to add the matter as an Action Item and return to that portion of the Agenda, see Section 7.a. and Exhibit A.)

9. Information Items (Information Items are limited to short briefings by staff or Directors on matters with little or no discussion. No action can be taken on an Information Item, other than to schedule it again as an Information Item or as a Discussion Item or an Action Item for a future meeting.);
 10. Executive Session (as needed);
 11. Next Meeting; and
 12. Adjournment.
- g. **Meeting Packets.** The Fire Chief shall be responsible for seeing that packets for regular Board meetings are generally provided or available to Board members on Wednesday before a regular Monday meeting, and similarly in advance of other meetings held on other days.
- h. **Public Conduct at Meetings.** Comments by members of the public shall be made only during the “Public Comment” portion of the meeting or a specified public hearing. Public comments shall be limited to three (3) minutes per individual and five (5) minutes per group spokesperson unless additional opportunity is given at the Board’s discretion. Each member of the public wishing to speak may be asked to fill out a form indicating name, address, topic or agenda item to be addressed. Disorderly conduct, harassment, or obstruction of or interference with meetings by physical action, verbal utterance, nuisance or any other means are hereby prohibited and constitute a violation of District rules. Such conduct may result in removal of person(s) responsible for such behavior from the meeting and/or criminal charges filed against such person(s). To the extent such occurrences arise and the person(s) responsible refuses to leave the premises, law enforcement authorities will be summoned. Prosecution will be pursued under all applicable laws, including without limitation Sections 18-9-108, C.R.S. (disrupting lawful assembly), 18-9-110, C.R.S. (public buildings - trespass, interference), and/or 18-9-117, C.R.S. (unlawful conduct on public property). Law enforcement may be requested to attend meetings at any time in which the Board believes their presence will assist in keeping peace and conducting public business. 9-1-1 will be called at any time that the Board or staff feels threatened or endangered.
- i. **Minutes.** Within a reasonable time after approval, all resolutions, motions and minutes of Board meetings shall be recorded in a visual text format that may be transmitted electronically and kept for that purpose, and shall be attested by the Recording Secretary. Minutes of regular and special meetings shall be available for public review as soon as practicable

following approval by the Board. Upon approval by the Board, such records shall be the official record of the Board meetings. Executive sessions shall be electronically recorded on audio tape or other electronic media, and such electronic recording or reproduction of the same shall be kept separate from minutes of regular sessions as described in Section 6.e of these Bylaws and shall not be open to the public except as required by law. Draft minutes are considered work product under the Colorado Open Records Act and are not available to the public until discussed by the Board in a public meeting or otherwise made public.

SECTION 8. POLICIES OF THE BOARD.

- a. **Compliance with District Policies.** Directors shall comply with District Policies that are specifically applicable to the Board and its Directors, and also those that apply to District personnel to the extent the subject matter also extends to matters applicable to District Directors. Such policies include, but are not limited to, policies associated with conflicts of interest, sexual harassment, and use of technology and computing devices. District Directors shall participate in training and educational sessions called for in any such policies. The Fire Chief shall be responsible for coordinating with the Board for the scheduling of any such training or educational sessions, though it is the responsibility of individual Directors to attend such sessions.
- b. **Use of District Technology Systems.** To allow efficiency in meeting public records requests and complying with requirements under the Colorado Open Records Act and the Open Meetings Law, Directors shall only use District technology systems for electronic communications that discuss District matters. In addition to communications, copies of all documents that discuss the public business of the District shall be stored on the District technology system. Directors that do not use the District's technology systems for communicating regarding the public business of the District or to retain public records are subject to the potential that their personal devices and document storage systems may be ordered by a Court to be seized and reviewed. Directors shall abide by the District's policies on use of technology and electronic mail, including Policies and Procedures 3.3.3 regarding Acceptable Use Policy and 3.3.7 regarding Mobile Device Policy, and Board Resolutions No. 2009-07 Adopting an Electronic Mail Policy and No. 2009-10 Amending the Authority's Electronic Mail Policy.
- c. **Board Member Standards of Conduct.** In carrying out their responsibilities and representing the District, Board members shall comply with the Standards and Guidelines for Board Member Conduct attached hereto as Exhibit B.

SECTION 9. DIRECTORS, OFFICERS AND PERSONNEL.

- a. **Director Qualifications and Terms.** Directors shall be eligible electors of the Director district for which they are elected or appointed. The term of each Director shall be determined by relevant statutory provisions with regular elections held in even numbered years through 2022, and thereafter odd numbered years beginning in 2023, and conducted in the manner prescribed by Articles 1 through 13.5, Title 1, and Part 8, Article 1, Title 32, C.R.S.
- b. **Faithful Performance Bonds.** The Fire Chief shall see that for each Director there is furnished, at the expense of the District, an individual, schedule or blanket surety bond or crime insurance in the sum of not less than one thousand dollars (\$1,000) each, conditioned on the faithful performance of the duties of his/her office. In addition, Fire Chief shall see that for the Treasurer there is furnished, at the expense of the District, a corporate fidelity bond or crime insurance in a sum of not less than five thousand dollars (\$5,000), conditioned upon the faithful performance of the duties of his/her office.
- c. **Director's Performance of Duties.** A Director of the District shall perform all duties of a Director, including duties as a member of any committee of the Board upon which the Director may serve, in good faith, in a manner which the Director reasonably believes to be in the best interests of District, and with such care as an ordinarily prudent person in a like position would use under similar circumstances. In performing the Director's duties, the Director shall be entitled to rely upon information, opinions, reports, or statements, including financial statements and other financial data, in each case prepared or presented by persons and groups listed in subparagraphs 1, 2 and 3 of this subsection c. The Director shall not be considered to be acting in good faith if he/she has knowledge concerning the matter in question that would cause such reliance to be unwarranted, and does not disclose such knowledge in a manner to call into question the information otherwise being relied upon. A person who in good faith performs the Director's duties shall not have any liability by reason of being or having been a Director of the District. Those programs and groups upon whose information, opinions, reports, and statements a Director is entitled to rely upon are:
 1. One (1) or more officers or employees of the District whom the Director reasonably believes to be reliable and competent in the matters presented;

2. Legal counsel, public accountants, or other persons as to matters which the Director reasonably believes to be within such persons' professional knowledge or expertise; and
 3. A committee of the Board upon which the Director does not serve, duly designated in accordance with the provisions of the Bylaws, as to matters within the committee's designated authority, which committee the Director reasonably believes to merit confidence.
- d. **Oath of Office.** Each Director, before assuming the responsibilities of his/her office, shall take and subscribe an oath of office in the form prescribed by law.
- e. **Election of Officers.** The Board shall elect from its membership a Chair/President, Vice Chair/Vice President, Secretary, and Treasurer. The Board may, from time to time, appoint an acting officer in the absence of any individual officer. The election of the officers shall be conducted annually at the first regular meeting of the Board following each regular special district election, and at such times as deemed appropriate by the Board. Each officer so elected shall serve for a term of office until the first regular meeting of the Board following the next regular special district election, or as otherwise directed by the Board. Any officer may be removed by the Board, with or without cause, whenever in its judgment the best interests of the District will be served thereby. Under any circumstance, the term of a Board Officer shall continue until the election of his/her successor.
- f. **Vacancies.** Any vacancy occurring on the Board shall be filled by an affirmative vote of a majority of the remaining Directors, as prescribed by law, with the appointee to serve until the next regular special district election, as prescribed by statute. The appointed individual must meet the statutorily prescribed qualifications for Directors and shall serve until the next regular election. A Board member's office is vacant upon:
1. Failure to meet qualifications;
 2. Failure to satisfy oath and bond requirements;
 3. Written resignation;
 4. Failure to remain qualified for office;
 5. Conviction of a felony;
 6. Removal from office or voidance of election by court;

7. Failure to attend four (4) consecutive, regular Board meetings where the absences have been entered into the meeting minutes as unexcused. Absences shall be excused for temporary mental or physical disability or illness; or
 8. Death.
- g. **Resignation and Removal.** Directors may be removed from office only by recall as prescribed by statute. Any Director may resign at any time by giving written notice to the Board, and acceptance of such resignation shall not be necessary to make it effective, unless the notice so provides.
 - h. **Chair and President.** The Chair shall preside at all meetings. The Chair shall also be the President of the District. The President is authorized to sign all legal instruments on behalf of the District.
 - i. **Vice Chair and Vice President.** The Vice Chair shall be a member of the Board of Directors and, in the absence of the Chair or in the event of his or her inability or refusal to act, shall perform the duties of the Chair, and when so acting, shall have all the powers of and be subject to all restrictions upon the Chair.
 - j. **Secretary.** The Secretary need not be a member of the Board of Directors and shall maintain or, through the Fire Chief, cause to be maintained the official records of the District, including the by-laws, rules and regulations established by the Board of Directors, minutes of the meetings of the Board of Directors, and a register of the names and addresses of the Directors and officers, and shall issue notice of meetings, and attest and affix the corporate seal to all official documents of the District. A separate Recording Secretary and records custodian may be appointed by the Board under the supervision of the Secretary and the Fire Chief to assist with carrying out the duties of the office of Secretary.
 - k. **Treasurer.** The Treasurer shall be a member of the Board of Directors, and shall be chair of the Audit Committee. The Treasurer shall keep or, through the Fire Chief, cause to be kept, strict and accurate accounts of all money received by and disbursed for and on behalf of the District. The accounting function shall be provided by District personnel or independent contractor under the supervision of the Fire Chief and Treasurer, and shall be reviewed at least quarterly by the Board of Directors. The Treasurer shall have such other financial duties and authorities as specified by the Board.

- l. **Recording Secretary.** The Board shall have the authority to appoint a Recording Secretary who need not be a member of the Board of Directors. The Recording Secretary shall be responsible for assisting with carrying out the duties of the office of Secretary, under the supervision of the Fire Chief and the Secretary. The Board hereby appoints the Fire Chief's Executive Assistant as the Recording Secretary.
- m. **Designated Election Official.** Unless otherwise designated by resolution calling for an election, the Fire Chief's Executive Assistant is hereby appointed the designated election official for all District elections.
- n. **Additional Duties.** The officers of the Board shall perform such other duties and functions as may from time to time be required by the Board, these Bylaws or the rules and regulations of the District, by law, or by special exigencies, which shall later be ratified by the Board.
- o. **Fire Chief.** The Fire Chief shall be an employee of the District. Subject to the appointment, employment, termination and supervision of the Board of Directors, the Fire Chief shall have all powers and authorities provided for a fire chief under §32-1-1002, C.R.S., and any other applicable state or federal law, and shall oversee and manage all business and affairs of the District, including the operation, maintenance, management, administration, and provision of all facilities, improvements, equipment, services and personnel, in the manner typically associated with a fire and emergency rescue agency for which the fire chief has been delegated authority by the governing body to manage all aspects of the agency, including the authority associated with a chief executive, administrative, and operational officer.
- p. **Personnel Selection.** The selection of employees, volunteers, engineers, accountants, agents, contractors, special consultants and attorneys of the District will be based upon the relative qualifications and capabilities of the applicants and shall not be based upon political services or affiliations.

SECTION 10. FINANCIAL ADMINISTRATION.

- a. **Fiscal Year.** The fiscal year of the District shall commence on January 1 of each year and end on December 31.
- b. **Budget.** On or before October 15th of each year, the Fire Chief shall have prepared and submitted to the Board a proposed budget for the ensuing fiscal year. Such proposed budget shall be accompanied by a statement which shall describe the important features of the budget plan and by a general summary wherein shall be set forth the aggregate features of the

budget in such manner as to show the balanced relations between the total proposed expenditures and the total anticipated income or other means of financing the proposed budget for the ensuing fiscal year, as contrasted with the corresponding figures for the last completed fiscal year and the current fiscal year. The proposed budget shall be supported by explanatory schedules or statements classifying the expenditures contained therein by services, subjects and funds. The anticipated income of the District shall be classified according to the nature of receipts.

- c. **Notice of Budget.** Upon the Board's receipt of the proposed budget, the Fire Chief or District legal counsel shall cause to be posted or published in substantial compliance with law, a notice that the proposed budget is open for inspection by the public at the District's business office; that the Board will consider the adoption of the proposed budget at a public hearing on a certain date; and that any interested elector may inspect the proposed budget and file or register any objections thereto at any time prior to its final adoption.
- d. **Adoption of Budget.** On the day set for consideration of the proposed budget, the Board shall review the proposed budget and revise, alter, increase or decrease expenditures and revenues as it deems necessary in view of the needs of the District and the probable income of the District. The Board shall adopt a budget by resolution, either immediately following the budget hearing or at a later date. The budget shall set forth the expenditures to be made in the ensuing fiscal year and shall provide for sufficient revenues.
- e. **Levy and Collection of Taxes.** On or before December 15th of each year, the Board shall approve by resolution and the Fire Chief or District legal counsel shall cause to be certified to the Board of County Commissioners of Douglas, Arapahoe and Jefferson Counties the mill levy rate established for the ensuing fiscal year, in order that, at the time and in the manner required by law for the levying of taxes, such Commissioners shall levy such tax upon the assessed valuation of all taxable property within District. The mill levy rate shall not be increased above that for the prior year, except for Board approved levies for abatements and refunds, without prior voter approval, and as set forth in applicable constitutional and statutory provision.
- f. **Filing of Budget.** On or before January 30th of each year, the Fire Chief or District legal counsel shall cause a certified copy of such budget to be filed with the Division of Local Government in the Colorado Department of Local Affairs.

g. Appropriating Resolution.

1. At the time of adoption of the budget, the Board shall, within the same or separate resolution, appropriate funds for expenditure in the ensuing fiscal year. The amounts appropriated shall not exceed the expenditures fixed in the adopted budget.
2. The income of the District, as estimated in the budget and as provided for in the resolution setting the District's property tax mill levy rate, shall be allocated in the amounts and according to the funds specified in the budget for the purpose of meeting the expenditures authorized by the appropriation resolution.

h. No Contract to Exceed Appropriation. The District shall have no authority to enter into any contract, or otherwise bind or obligate the District to any liability for payment of money for any purposes, for which provision is not made in an appropriation resolution, including any legally authorized amendment thereto, in excess of the amounts of such appropriation for that fiscal year. Any contract, verbal or written, contrary to the terms of this Section shall be void ab initio, and no District funds shall be expended in payment of such contracts.

i. Contingencies.

1. In cases of emergency which could not reasonably have been foreseen at the time of the adoption of the budget, the Board may authorize the expenditure of funds in excess of appropriations, by resolution duly adopted by a majority vote of the Board. Such resolution shall set forth in full the facts concerning the emergency and shall be included in the minutes of such meeting.
2. A copy of the resolution authorizing additional expenditures shall be filed with the Division of Local Government in the Colorado Department of Local Affairs and shall be published in compliance with statutory requirements.

j. Payment of Contingencies.

1. If there is unexpended or uncommitted money in funds other than those to which the emergency relates, the Board shall, by resolution amending the budget, transfer such available money to the fund from which the emergency expenditure is to be paid. Transfers between accounts within the same budgeted and appropriated fund may be

made by the Fire Chief without Board approval or budget amendment.

2. To the extent that transferable funds are insufficient to meet the emergency appropriation, the Board may borrow money as set forth in Section 29-1-112, C.R.S. or through any other lawful and approved method.

k. Annual Audit.

1. The Fire Chief, on behalf of the Board, shall cause an annual audit to be made at the end of each fiscal year of all financial affairs of the District through December 31st of such fiscal year and submitted to the Board. The audit report shall be submitted to the Board within six (6) months of the close of the fiscal year or as otherwise provided by law. The audit shall be conducted in accordance with generally accepted auditing standards by a registered or certified public accountant, who has not maintained the books, records and accounts of District during the fiscal year. The auditor shall prepare, and certify as to its accuracy, an audit report, including financial statements that are representations of the District setting forth the financial position and results for each fund and activity of the District and a comparison of actual figures with budgeted figures for each fund or activity for which a budget has been prepared, an unqualified opinion or qualified opinion with explanations, and a full disclosure of any violation of Colorado law.
2. There shall be a permanent Audit Committee composed of the Treasurer and Board Chair or such other Director appointed by the Board Chair. The Audit Committee shall be responsible for the appointment, compensation, recommendation (to be approved by the Board), retention, and oversight of the work of an independent certified public accountant engaged to prepare the audit report or perform other audit, review or attest services for the District. The Audit Committee may, as necessary and to the extent of its ability, provide independent review and oversight of the District's financial reporting processes, internal controls and independent auditors. All auditors thus engaged shall report directly to the Audit Committee.
3. A copy of the audit report shall be maintained by the District as a public record for public inspection at all reasonable times.
4. A copy of the audit report shall be forwarded to the State Auditor within thirty days after the Board receives it.

SECTION 11. CORPORATE SEAL. The seal of the District shall be a circle containing the name of the District and shall be used on all documents and in such manner as seals generally are used by public and private corporations. The Recording Secretary shall keep, or cause to be kept, the seal and shall be responsible for its safekeeping and care.

SECTION 12. DISCLOSURE OF CONFLICT OF INTEREST. A potential conflict of interest of any Director shall be disclosed in accordance with State law, particularly Article 18 of Title 24, C.R.S., and Sections 32-1-902(3)(b) and 18-8-308, C.R.S.

SECTION 13. COMPENSATION. Each Director shall receive the maximum compensation authorized by statute, unless otherwise determined by the Board. No Director shall receive compensation as an employee of the District. Directors shall also be reimbursed for their actual and reasonable expenses incurred on behalf of the District, as approved by the Board.

SECTION 14. INDEMNIFICATION OF DIRECTORS AND EMPLOYEES. The District shall defend, hold harmless and indemnify any Director, officer, agent, or employee, whether elective or appointive, against any tort or liability, claim or demand, without limitation, arising out of any alleged act or omission occurring during the performance of official duty, as more fully defined by law or by an indemnification resolution, if any. The provisions of this Section shall be supplemental and subject to and, to the extent of any inconsistency therewith, shall be modified by the provisions of the Colorado Governmental Immunity Act, 24-10-101, et seq., C.R.S.

SECTION 15. BIDDING AND CONTRACTING PROCEDURES. The District shall adopt, maintain and comply with policies as reasonable for the conduct of local government contracting and necessary for compliance with applicable laws regarding contracting and construction. Such policies shall address procurement of goods and services, construction and contract execution. Except in cases in which the District will receive aid from a government agency, a notice shall be published for bids on all construction contracts for work, materials, or both, involving an expense of sixty thousand dollars (\$60,000) or more of District funds. The District may reject any and all bids, and if it appears that the District can perform the work or secure material for less than the lowest bid, it may proceed to do so in accordance with law. Notwithstanding the foregoing, the District may award an integrated project delivery contract pursuant to § 32-1-1801, et seq., C.R.S. upon (i) the determination of the Board that integrated project delivery represents a timely or cost-effective alternative for a project; (ii) publication of a request for qualifications and/or request for proposals; and (iii) compliance with Part 18 of Article 1, Title 32, C.R.S. All other statutory requirements relating to performance bonds, retainage, and similar matters shall also be complied with.

SECTION 16. RECORDS MANAGEMENT. The District shall adopt, maintain and comply with policies as reasonable and necessary for compliance with, applicable records retention, destruction, and disclosure requirements, including the Colorado Open Records Act, State Archives and Public Records law, and various consumer privacy legislation. The Fire Chief's Executive Assistant, is hereby designated as the Official Custodian of Records ("Custodian") pursuant to the Colorado Open Records Act. The fees and charges imposed for responding to Colorado Open Records Act records requests shall be automatically increased to the maximum amounts allowed by law without additional Board action.

SECTION 17. ANNUAL ACKNOWLEDGEMENT. Each Director shall upon taking office and annually thereafter sign an acknowledgement that they have received and reviewed these Bylaws and the attached Rules of Procedure and the Guidelines for Board Member Conduct.

SECTION 18. MODIFICATION OF BYLAWS. These Bylaws may be altered, amended or repealed at any regular or special meeting of the Board by a two-thirds (2/3) majority of the Directors in office, to become effective immediately or at a subsequent date, as specified.

SECTION 19. SEVERABILITY. If any part or provision of these Bylaws is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of these Bylaws, it being the Board's intention that the various provisions hereof are severable.

SECTION 20. TERMINATION OF PRIOR BYLAWS. These Bylaws amend, supersede and replace in their entirety all prior Bylaws, and any amendments thereto, previously adopted by the Board of Directors.

ADOPTED this 17th day of February, 2020, by the Board of Directors of the South Metro Fire Rescue Fire Protection District.


Ronda Scholting, Chair

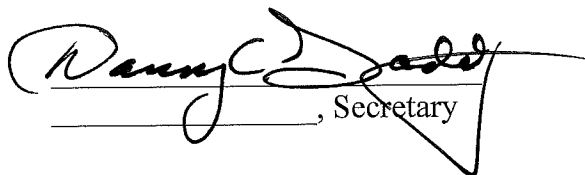

_____, Secretary

EXHIBIT A
South Metro Fire Rescue Fire Protection District
Board Meeting
Rules of Procedure

1. **Quorum to Conduct Business.** Simple majority of the District Directors.
2. **Motions.** All motions shall be distinctly worded.
 - (a) The following rules shall apply to motions:
 - (i) If a motion does not receive a second, it dies.
 - (ii) The Board will discuss a motion at length only after the motion has been moved and seconded. Nothing prevents general discussion or expression of opinions before a motion is made.
 - (iii) Any motion shall be reduced to writing if requested by a Director.
 - (iv) A motion to amend can be made to a motion that is on the floor and has been seconded.
 - (v) No motion shall be received when a question is under debate except for the following:
 - (1) To lay the matter on the table;
 - (2) To call for the previous question (close debate);
 - (3) To postpone;
 - (4) To refer; or
 - (5) To amend.
 - (vi) A motion may be withdrawn by the mover at any time without the consent of the Board.
 - (vii) Amendments are voted on first, then the main motion is voted on, as amended if amendments are approved.

- (viii) A Director may have a motion which contains several elements divided, but the mover shall have the right to designate which element will be voted on first.
- (ix) A call for the previous question is intended to close the debate on the main motion; does not require a second and is not debatable.
 - (1) Debate on the main motion resumes if the motion fails.
- (x) A motion that receives a tie vote fails.
- (xi) The chair shall repeat the motion prior to a vote.
- (xii) A motion to adjourn cannot be amended.

(b) **Motion to Reconsider.** A motion to reconsider may only be made by a Director who voted on the prevailing side. Any Director may second the motion.

- (i) No motion to reconsider shall be made more than once.
- (ii) The motion to reconsider shall be made before the final adjournment of the meeting at which the Board approved the item to be reconsidered.

(c) **Non-debatable Motions.** The following motions are non-debatable:

- (i) Call for the previous question;
- (ii) Motion to adjourn (if less than a quorum is present, the meeting shall automatically be adjourned without action of the Board);
- (iii) Motion to recess;
- (iv) Motion for executive session.

3. **Debate.** The following rules shall govern the debate of any item being discussed by the Board:

(a) Every Director desiring to speak shall address the chair, and, upon recognition by the chair, shall confine him/herself to the question under debate, at all times acting and speaking in a respectful manner.

(b) A Director, once recognized, shall not be interrupted when speaking unless it is to be called to order, or as herein otherwise provided.

4. **Appeal Ruling of Chair.** If the Chair makes a ruling with which a Director disagrees, that Director may, by motion, appeal the ruling of the Chair. This motion requires a second and is debatable. If the motion passes, the ruling of the Chair is reversed.

5. **Points of Privilege and Points of Order.**

(a) **Points of Privilege.** These are points that relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, a Director may be unable to hear or not have the correct information on a matter before the Board. Points of privilege do not require a second, are not debatable, do not require a vote, and are ruled upon by the Chair.

(b) **Points of Order.** These are points that relate to anything that would not be considered appropriate conduct of the meeting. For example, not following the agenda, voting on a debatable matter without calling for debate before the vote. Points of order do not require a second, are not debatable, do not require a vote, and are ruled upon by the Chair.

6. **Voting.** A majority of the Directors in attendance at a meeting at which a quorum is present voting in favor of a motion is required to approve any motion, unless a different requirement is set by these Rules of Procedure or by law. As provided by law, to convene an executive session requires the favorable vote of 2/3 of the quorum present.

(a) **Affirmative or Negative Vote Required.** A vote of yes or no (or another form of affirmative or negative declaration) shall be taken upon motions. Each Director, when present, must vote yes or no unless:

- (i) The Director is excused by the Chair because of a conflict of interest at the introduction of the agenda item or immediately upon discovery of a legally recognized conflict of interest; or
- (ii) The Director is excused by the Chair as a result of the Director having insufficient information upon which to enable an informed vote as a result of an absence at a prior meeting, e.g., the Director did not attend the meeting for which meeting minutes are moved for approval.

(b) **No Abstention.** An unexcused Director's vote to "abstain" or other similar declaration other than "yes" or "no" shall be recorded as a "no" vote on the pending motion or matter.

(c) **No Explanation of Vote.** Directors shall not explain their vote except during discussion and deliberation prior to the calling of the vote on the question. Any attempt to explain a vote or to condition the vote immediately prior to casting the vote is out of order.

Exhibit B: Guidelines for Board Member Conduct

Our Role

The Board of Directors of the South Metro Fire Rescue Fire Protection District is committed to representing those who live, work and play in the District by supporting the mission, vision and values of the organization through excellence in leadership, policy-making, and financial stewardship.

Our Standards of Conduct

In order to succeed in our role in governance, we strive to hold ourselves as individuals and a governing body to the highest standards of ethics and conduct. The following are guidelines to help achieve that success:

1. BE AN ACTIVE BOARD MEMBER.
 - a. Board Meetings are the most important events in which we participate – it's where the Board's business gets done.
 - i. Be there.
 1. Being physically together is best.
 2. Electronic participation is allowed but not ideal.
 - ii. Be productive.
 1. Prepare for the meetings and discussions.
 - a. Read board packets, staff summary sheets, and seek helpful clarification prior to the meeting.
 - b. Attend trainings, retreats, study sessions and special board meetings to learn more about the district and help shape the future.
 - c. Stay on top of e-mails and other communications from staff and respond in a timely manner.
 2. Follow the process for proposing agenda items (action/discussion items).
 3. Participate and contribute in the proceedings.
 4. Make informed decisions, even if they're tough.
 - iii. Be constructive.
 1. Treat other board members, staff, and the public with respect.
 2. Conduct yourself with courtesy and professionalism.
 3. Listen.
 4. Be open to different viewpoints.
 5. Focus on issues, policies, and ideas and not personalities.

- 6. Avoid negative forms of interaction.
- 7. Avoid dominating a discussion and encourage the participation of others.
- 8. Honor the role of the Board Chair to focus discussions, encourage participation and maintain order.
- iv. Be unified.
 - 1. Once the Board takes action all Directors should support the action and not create barriers to the implementation of such action.
 - 2. There are no minority reports in good boards.
- b. Represent South Metro and the Board internally and externally.
 - i. Seek out and participate in opportunities to support and represent the Board and SMFR.
 - 1. Attend SMFR and community events where possible to support the organization, build relationships with our community stakeholders, and enhance SMFR's presence in the community.
 - 2. Help to enhance connectivity with the cities, counties, and service providers in and around the District.

2. LEAD & GUIDE / DON'T OPERATE.

- a. Our primary responsibility is the formulation and evaluation of policy.
- b. Keep discussions and decisions at the appropriate policy level; avoid the minutia where not helpful or appropriate.
- c. The Board has delegated to the Fire Chief the authority and responsibility to oversee and manage all business and affairs of the District, including all authority and responsibility typically associated with a chief executive, administrative, and operational officer. Individual Directors shall not involve themselves in the personnel, operation, maintenance, management, administration, and provision of facilities, improvements, equipment, and services unless requested by the Fire Chief or authorized by the Board of Directors.
- d. Maintain appropriate Board/staff interactions.
 - i. Follow the chain of command.
 - 1. Work with the Fire Chief or designee to determine the best way to communicate with staff, visit facilities, observe operations, etc.
 - 2. Express any concerns with staff to the Fire Chief.
 - ii. Avoid providing direction or requesting extensive information from staff when not authorized by the whole board or a committee of the board.
 - iii. Avoid last-minute requests from staff.

- iv. Be professional and respectful to staff and expect the same in return.
 - v. Non-election-related interactions with Union (Local 2086) representatives should follow the same coordination through the Fire Chief as any other staff interactions.
 - e. Any media interactions should be coordinated with the Fire Chief whenever possible. Board members should refer to the Board reference documents for Communications and Social Media policies.
3. BE TRUSTWORTHY.
- a. We serve in a position of trust and have a responsibility to use public resources prudently.
 - b. Avoid conflicts of interest.
 - i. No self-dealing or business with SMFR by a Board member.
 - ii. Provide at least annual disclosures of involvement with other organizations, vendors, or other associations that might be reasonably seen as representing a conflict of interest.
 - iii. Withdraw from deliberation and voting on any matter where a conflict exists.
 - iv. Do not use position to obtain employment, advantages or favors for yourself, family members, or close associates.
 - c. Conduct personal affairs in such a manner that we cannot be improperly influenced in the performance of our duties.
 - d. Comply with SMFR's "Ethics and Standards of Conduct" and "Firefighter Code of Ethics" Policies.
 - e. Be transparent and open with information-sharing and decision-making while respecting and maintaining confidentiality where required.

Breach of Standards of Conduct

While the Board as a body cannot exercise authority over individual Board members, the Board can take steps to attempt to align conduct with the principles and values stated in these bylaws. These include, but are not limited to:

- 1. Hold the Fire Chief accountable to ensure the Fire Chief and staff are providing the appropriate response to Board members' individual comments, opinions, direction, or instructions.
- 2. The Board, either privately through the Board Chair or as a whole during a Board meeting, may re-iterate the expectations of Board members and attempt to provide guidance that will correct improper behaviors of individual members.

3. The Board may publicly reprimand or censure an individual or group of Board members or enact other forms of sanctions as deemed appropriate by the Board.
4. The Board may direct an investigation of individual or group behavior to ensure laws have not been violated.

Acknowledgement of Receipt and Review of District Bylaws

I, _____, acknowledge that I have received and reviewed the South Metro Fire Rescue Fire Protection District February 17, 2020 Restated Bylaws and the attached Rules of Procedure and the Guidelines for Board Member Conduct, as required by Section 17 of the Bylaws.

Date: _____ Signature: _____

SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

BOARD AGENDA

MEETING DATE: 1/9/2023

AGENDA ITEM TYPE: INFORMATION ITEM

SUBJECT: Amended and Restated Service Plan Final Review Process

BACKGROUND: The final, formal submittal process has begun in Arapahoe, Douglas, and Jefferson Counties for SMFR's Amended and Restated Service Plan. A series of hearings will be conducted for each of their planning commissions and boards of county commissioners. Below are the dates of those hearings; please let staff know if you'd like to attend. A copy of the final version of the service plan is attached along with the public notice that will be posted in newspapers and mailed to all property owners and taxing districts in our borders and within 3 miles outside of our borders.

County	Planning Commission	Time	Location	BOCC	Time	Location
Arapahoe	January 17, 2023	6:30 p.m.	6954 S. Lima St., Centennial DMV/Arapahoe Room	February 28, 2023	9:30 a.m.	5334 S. Prince St., Littleton
Douglas	January 23, 2023	6:00 p.m.	100 Third St., Castle Rock Commissioners' Hearing Room	February 21, 2023	2:30 p.m.	100 Third St., Castle Rock Commissioners' Hearing Room
Jefferson	January 25, 2023	6:15 p.m.	100 Jefferson County Pkwy., Golden Hearing Room 1	February 28, 2023	8:00 a.m.	100 Jefferson County Pkwy., Golden Hearing Room 1

RECOMMENDATION: Information only.

SUBMITTED BY: Mike Dell'Orfano

APPROVED BY: Bob Baker

**NOTICE OF COUNTY COMMISSIONERS' HEARINGS
FOR THE SERVICE PLAN AMENDMENT OF THE
SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT**

Dear Property Owner:

This letter is to notify you that there was filed with the County Clerks and Recorders for Douglas, Arapahoe and Jefferson Counties an Amended and Restated Service Plan ("Amended Service Plan") for the South Metro Fire Rescue Fire Protection District ("District"), which is available for public inspection. The District has existed for several decades but recently expanded with the consolidation of surrounding fire districts. Therefore, the proposed amendment includes updates to better reflect the current geography, demographics, services, finances, and other important characteristics of the District.

By Order of the Boards of County Commissioners of Douglas, Arapahoe and Jefferson Counties, public hearings to consider the Amended Service Plan will be conducted by the Boards of County Commissioners as follows:

DOUGLAS COUNTY COMMISSIONERS

Hearing Date and Time:	February 21, 2023 at 2:30 p.m.
Location:	100 Third Street Commissioners' Hearing Room Castle Rock, Colorado

ARAPAHOE COUNTY COMMISSIONERS

Hearing Date and Time:	February 28, 2023 at 9:30 a.m.
Location:	5334 S. Prince Street Administration Building Littleton, Colorado

JEFFERSON COUNTY COMMISSIONERS

Hearing Date and Time:	February 28, 2023 at 8:00 a.m.
Location:	Hearing Room 1 100 Jefferson County Parkway Golden, Colorado

The District currently assesses a tax levy of 9.25 mills on the total assessed valuation of taxable property within the District, as authorized by the voters. Such mill levy will not increase as a result of this Amended Service Plan and cannot be increased above the current rate of 9.25 mills without further voter approval.

In accordance with the procedures set forth in Section 32-1-203(3.5), C.R.S., the owner of any real property within the South Metro Fire Rescue Fire Protection District may submit to the Board of County Commissioners of the county in which the property is located, no later than ten (10) days prior to the date of hearing, a request that such property be excluded from the District.

Thank you for your support.



AMENDED AND RESTATED SERVICE PLAN

FOR

SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT

ARAPAHOE, DOUGLAS, AND JEFFERSON COUNTY, COLORADO

9195 E. Mineral Avenue

Centennial, CO 80112

December 19, 2022

Table of Contents

Background	2
Service Area.....	6
Services	10
Governance	13
Financial Plan	15
Capital	20
Future Growth.....	21
Agreements	23
Conclusion	23
Contacts	25
Exhibit A: District Map and Boundary Description	26
Exhibit B: Facilities	27
Exhibit C: Intergovernmental Agreements	29
Exhibit D: Mill Levy Comparison for Similarly Situated Fire Protection Districts	33

Background

Purpose

The original service plan that guides the South Metro Fire Rescue Fire Protection District was approved by the Douglas County Board of County Commissioners in 1966 and the Order Granting District was entered by the Douglas County District Court in 1967. At that time, the organization was known as the Parker Fire Protection District, serving approximately 2,000 residents over 105 square miles in portions of Arapahoe and Douglas Counties. Since then, the organization has consolidated with several other fire service agencies, serves several more cities and an additional county, serves a population in excess of 555,000 over 285 square miles, and changed its name several times during past consolidations and service agreements. With all these changes over the years, it was determined that a significant update to the service plan would be appropriate and beneficial. Essentially, the purpose of this document is to update the service plan through the process outlined for “material modifications” in § 32-1-207, C.R.S.

History

The current fire protection district is the result of many fire service agencies forming partnerships and eventually consolidating into a single fire protection district over the past several decades. Originating as the Parker Fire Protection District (PFPD), the District was created in 1967 (Douglas County District Court, Case No. 3547; Arapahoe County District Court, Case No. 25152). The service plan was modified in 1983 to allow the District to incur indebtedness for capital improvements and in 1996 to reflect all the services offered. Starting in 2008, PFPD evolved into the much larger South Metro Fire Rescue Fire Protection District by consolidating with the following organizations (see Figure 1):

- South Metro Fire Rescue: 2008-2016
 - This was PFPD's first consolidation and would eventually become the name of the new, larger fire protection district. This former South Metro Fire Rescue also had a long history and had grown dramatically through several consolidations prior to PFPD.
 - South Metro Fire Rescue was formerly known as the Castlewood Fire Protection District (Castlewood) and was established in 1951 (Arapahoe County District Court, Case No. 9110).
 - Between 1970 and 2000, Castlewood expanded through inclusion of surrounding properties and consolidations with several other agencies including Castle Pines Village Fire Department (1985), North Douglas County Fire Protection District (1985), Cherry Hills Fire Protection District (1989), and Louviers Fire Protection District (2000).
 - Effective at midnight, December 31, 1998, Castlewood changed its name to South Metro Fire Rescue (SMFR).
 - In May 2008, PFPD and SMFR created the Parker-South Metro Fire Rescue Authority to serve both districts under a contractual arrangement until full consolidation could occur (Parker-South Metro Fire Rescue Authority Creation and Pre-Inclusion Agreement, dated April 24, 2008).
 - In September 2008, the name of the Parker-South Metro Fire Rescue Authority was changed to the South Metro Fire Rescue Authority.
 - At the end of 2016, PFPD and SMFR fully consolidated through an inclusion-exclusion process (§ 32-1-501(1.5), C.R.S.). PFPD remained the surviving legal

entity operating under the PFPD service plan but changed its name to South Metro Fire Rescue Fire Protection District.

- Cunningham Fire Protection District: 2018-2020
 - Cunningham Fire Protection District (CFPD) was established in 1950, serving approximately 500 residents over 13.5 square miles in Arapahoe County (Statement of Purpose, dated July 1, 1986).
 - In 2018, CFPD and the South Metro Fire Rescue Fire Protection District created the South Metro/Cunningham Fire Rescue Authority to serve both districts under a contractual arrangement until full consolidation could occur (South Metro/Cunningham Fire Rescue Authority Creation and Pre-Unification Agreement, dated November 16, 2017).
 - In 2020, CFPD and South Metro Fire Rescue Fire Protection District fully consolidated through an inclusion-exclusion process (§ 32-1-501(1.5), C.R.S.). The South Metro Fire Rescue Fire Protection District remained the surviving legal entity operating under the PFPD service plan and the name of this newly consolidated organization.
 - In an advisory role, the South Metro/Cunningham Fire Rescue Authority continued to exist until May 2020 while all inclusions were being implemented and to provide representation of the entities until the first, post-consolidation Board of Directors election of the South Metro Fire Rescue Fire Protection District could be held on May 5, 2020.

- Littleton Fire Rescue: 2019-2020
 - Littleton Fire Rescue (LFR) was a partnership between the City of Littleton (established 1890), Littleton Fire Protection District (established 1949), and Highlands Ranch Metro District (established 1981) with the following timeline:
 - 1963: A service contract was established between the City of Littleton and Littleton Fire Protection District.
 - 1975: LFR extended service to the Meadowbrook-Fairview Metro District through a service contract.
 - 1988: LFR extended service to Highlands Ranch through a service contract between the City of Littleton, Littleton Fire Protection District, and Highlands Ranch Metro District.
 - Service to all of the entities and areas serviced by LFR was provided through the Cunningham/South Metro Fire Rescue Authority from January 2019 until May 2020 while inclusions of the areas served by LFR were being implemented and to provide representation of the entities until the first, post-consolidation Board of Directors election of the South Metro Fire Rescue Fire Protection District could be held on May 5, 2020. The inclusions occurred as follows:
 - In May 2018, the Littleton Fire Protection District and Highlands Ranch Metro District approved inclusion into the South Metro Fire Rescue Fire Protection District through inclusion elections (§ 32-1-401(2)(d), C.R.S.).
 - In November 2018, the City of Littleton approved inclusion into the South Metro Fire Rescue Fire Protection District through an inclusion election (§ 32-1-401(2)(d), C.R.S.).

- In May 2019, the Meadowbrook-Fairview Metro District approved inclusion into the South Metro Fire Rescue Fire Protection District through an inclusion election (§ 32-1-401(2)(d), C.R.S.).

The South Metro Fire Rescue Fire Protection District is the current legal entity operating under the PFPD service plan and the name of this current, consolidated organization.

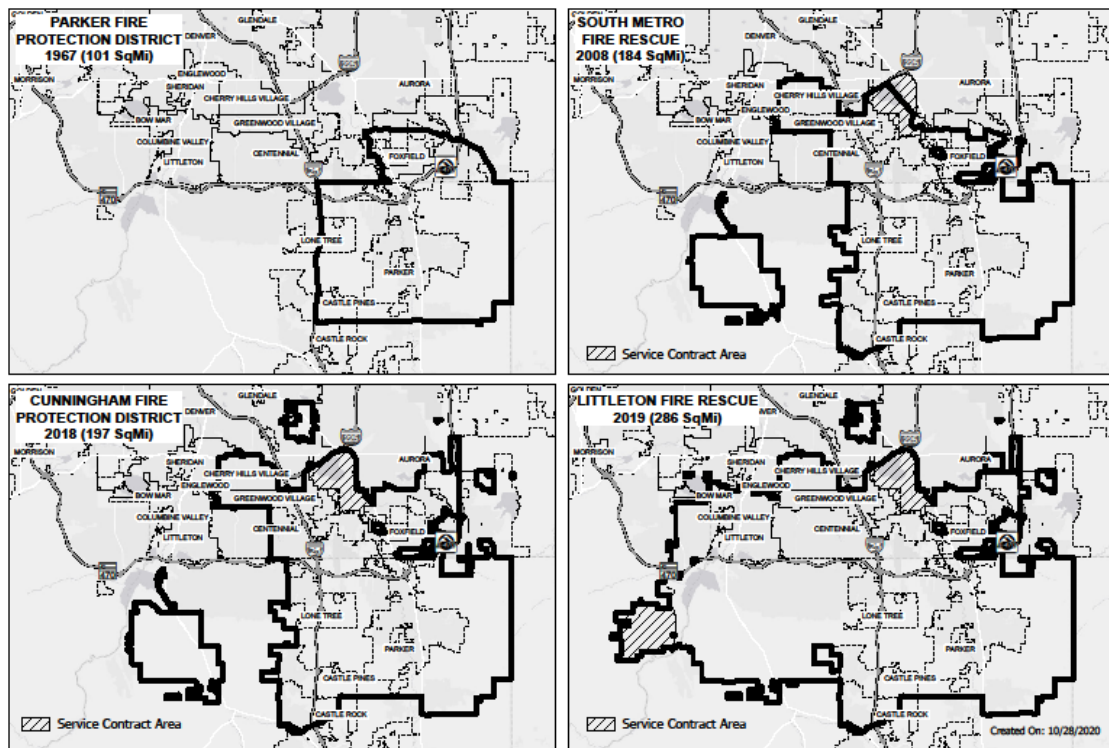


Figure 1. PFPD boundary changes through consolidations, 2019.

Service Area

Description

The South Metro Fire Rescue Fire Protection District (the “District”) is located in the southern Denver, Colorado metropolitan area and serves a diverse area of approximately 285 square miles, including 12 cities and portions of three counties (see Figure 2; the District’s service area is composed of 278 square miles within the District boundaries and 7 square miles

within service contract areas). High-density urban developments are located in the northern half of the fire district and include several high rises, light-rail developments, a general aviation airport, and major shopping areas. Many traditional suburban communities surround the urban core and eventually lead to more rural communities along the perimeters with significant areas of wildland-urban interface to the south. See Exhibit A for a description of the District boundaries.

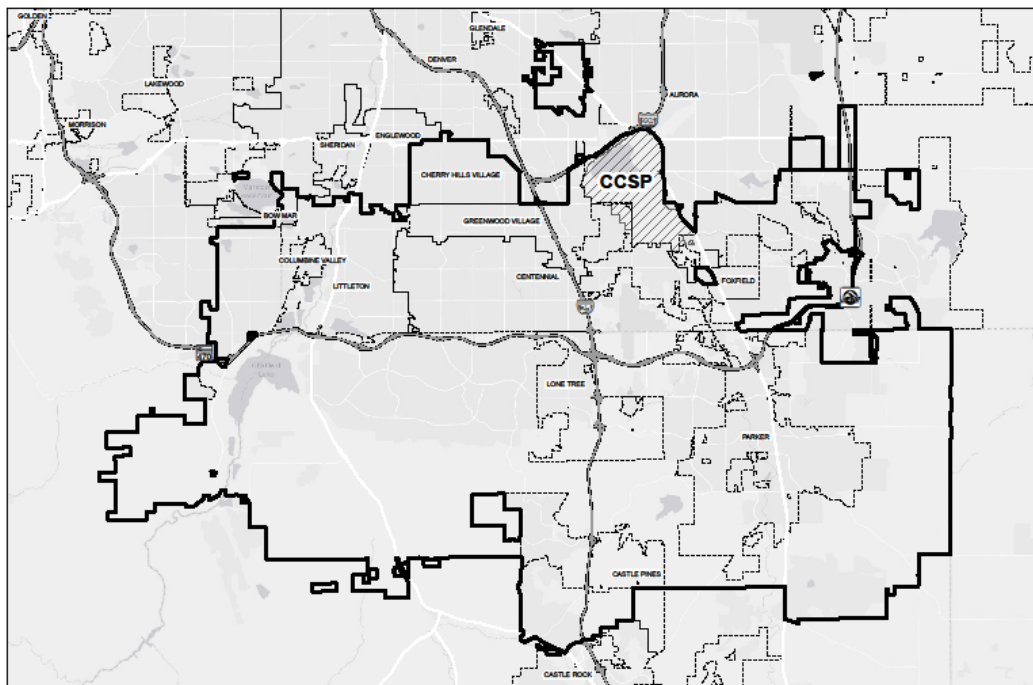


Figure 2. Overview of the District's boundaries, 2022.

Demographics

The District's resident population is approximately 555,000 (see Table 1). The diverse mix of landscapes and population centers results in almost 45,000 incidents per year within the fire district's boundaries. In 2019 and 2020, approximately 65% of incidents were EMS, 10% alarms, 16% public assist, and 3% fires. Of the fires, approximately 33% were structure fires and 13% were wildland fires.

Table 1. *District Demographic Summary, 2021.*

Category	2021	%
Total Population	555,243	
Gender/Age		
Male	273,067	49.2%
Female	282,176	50.8%
Median Age	39.0	
Under Age 5	32,718	5.9%
Age 18+	419,973	75.6%
Age 65+	79,252	14.3%
Race/Ethnicity		
White	459,928	82.8%
Black/African American	20,069	3.6%
American Indian/Alaskan Native	2,682	0.5%
Asian	38,386	6.9%
Pacific Islander	542	0.1%
Other Race	13,636	2.5%
Two or More Races	20,000	3.6%
Hispanic	54,300	9.8%
Education (25+ years old)		
Population 25+	378,080	
High School	38,205	10.1%
Some College	65,345	17.3%
Associate's/Professional School	28,930	7.7%
Bachelor's	142,657	37.7%
Master's+	87,353	23.1%
Households		
Total Housing Units	217,017	
Owner-Occupied Housing	153,203	70.6%
Renter-Occupied Housing	56,347	26.0%

Category	2021	%
Vacant Housing	7,467	3.4%
Median Home Value	\$508,195	
Ave. Household Size	2.64	
Total Households	209,550	
Family Households	149,931	71.5%
Income		
Median Household Income	\$112,593	
Households Below Poverty Level	9,106	4.3%

Emergency Services Contract Areas

Service contracts may be established from time to time to provide fire protection, emergency medical, and related services pursuant to the provisions of the Colorado Constitution, Article XIV, § 18(2)(a), and (b), C.R.S., § 29-1-203, C.R.S., and § 32-1-1001(d), and (k), C.R.S. The District provides the following emergency services contracts in effect as of the date of this Amended and Restated Service Plan:

- Cherry Creek State Park: In 2018, the District renewed the Intergovernmental Agreement to provide fire protection and emergency medical services, hazardous materials incident response, fire code enforcement, investigation services and water and ice rescue and recovery services to the State of Colorado's Cherry Creek State Park, which is adjacent to the District's boundaries, south of I-225 and west of Parker Rd.

Services

Overview

The District is a career department with approximately 600 full-time firefighters staffing 30 fire stations and providing all-hazards capabilities including fire suppression, emergency medical services (EMS; including advanced life support and patient transport), hazardous materials, technical rescue, aircraft rescue and firefighting, and water rescue and recovery. The District also has approximately 150 staff and uniformed personnel that provide: a) oversight of operations; b) support functions including finance, human resources, information technology, fleet, and facilities; and c) fire prevention, education, emergency management, and community relations services. The District is accredited through the Commission on Fire Accreditation International and currently holds an Insurance Services Office rating of 1.

Statutory Authority

Statutory authority for fire protection districts comes primarily from Article 1, Title 32 of the Colorado Revised Statutes (the “Special District Act”), and other statutes related to Colorado local governments. The Colorado General Assembly has declared in § 32-1-102, C.R.S. that the organization of fire protection districts will serve a public use and will promote the health, safety, prosperity, security and general welfare of the inhabitants of such districts. Pursuant to §§ 32-1-103, and 32-1-1002, C.R.S., a fire protection district has the authority to provide the following services:

- Protection against fire by any available means.
- Ambulance, emergency medical, rescue, diving and grappling services. Ambulance services include the transportation of sick, disabled, or injured persons. Emergency

medical services include initial emergency medical assistance, including, but not limited to, the treatment of trauma, burns, respiratory, circulatory, and obstetrical emergencies.

- Enforce all laws of Colorado and ordinances and resolutions of the appropriate political subdivisions relating to the prevention of fires and suppression of arson. This includes the inspection of buildings, premises, public places, and hazardous materials and operations to identify and correct conditions that are liable to cause a fire or explosion.
- Investigate the cause, origin, and circumstances of fires and work with the appropriate jurisdiction to pursue criminal proceedings when appropriate.

Additional statutory authority for fire protection districts to provide fire protection and emergency services include, but are not limited to: § 29-22.5-103, C.R.S. (wildland fire), § 23-31-301, C.R.S. (receive grants to reduce wildfire risk and improve forest health), § 29-22-102, C.R.S. (hazardous materials response), and Title 24, Article 33.5, Part 7 C.R.S. (emergency and disaster management). In order to carry out and support these services, it is necessary for the District to have the personnel, equipment, facilities, vehicles, and other abilities to perform the following functions:

- All-hazards emergency response: The ability to perform a variety of technical rescues, specialized firefighting for specific hazards, and hazardous materials release mitigation.
- Agreements: The District may contract with, or provide service to, existing and future fire departments, municipalities, counties, state and federal agencies, fire protection districts and emergency service providers for such other services as are mutually beneficial and desirable.
- Support services: The ability to provide logistical services for the ordering and delivery of supplies related to all emergency and support functions; maintenance of equipment,

vehicles and facilities; financial services for planning, accounting, payroll, statutory compliance, billing, and similar; human resources for recruitment, hiring, benefits administration, and similar functions; training of personnel; support for the mental and physical well-being of personnel including rehabilitation from injuries; risk management; data analysis, future planning and other support for accreditation or similar independent evaluations; dispatching services and associated technical and GIS functions; information technology support for networks, databases, software; and such other services that support the various functions of the District.

- Community, risk-reduction services: The ability to inform, communicate with, and answer inquiries from citizens, customers, media; perform fire prevention and other risk reduction activities through education, code enforcement, inspections, and investigations.
- Fire codes: The District will enforce the adopted Fire Code of each city and county within the District, with appropriate consent, and adopt a District Fire Code, with appropriate amendments, when applicable in a city or county within the District.
- The District shall have the power to provide for the financing of and design, acquisition, construction, completion, relocation, remodeling and installation of facilities and equipment for fire protection, including fire stations, fire apparatus, ambulances and ambulance stations, emergency medical response, rescue, diving and grappling stations, and all necessary, incidental and appurtenant facilities, land and easements, together with extensions of and improvements to said systems, within and without the boundaries of the District.

Subject to § 32-1-207(2)(a), C.R.S. and any and all other legal requirements, the District may provide any service or utilize any power or legal authority currently, or in the future,

available to a fire protection district, without the same being deemed a material modification of this Amended and Restated Service Plan.

Governance

The District is governed by a seven-member, elected board of directors. Directors are elected during regular elections in May of even years, which will be transitioning to May of odd years starting in 2023 (§§ 1-1-104(42), 1-13.5-111(1), 32-1-103(17), and 32-1-305.5(3), C.R.S.). Directors can serve for a term of four years and there are no term limits (PFPD Ballot Issue A, May 2, 2002 Regular Election).

Currently, each director must be an eligible elector representing a director district. There are seven director districts which divide the district into geographical areas that have, as nearly as possible, the same number of eligible electors (§ 32-1-902.7(1), C.R.S.) along with other statutory and constitutional principles. Figure 3 shows the director districts adopted on September 9, 2019 and revised on October 4, 2021 to account for the inclusion of Lockheed Martin Space. The District reserves the ability to eliminate director districts and designate whether directors are elected at large or by the eligible electors within each director district, as allowed by statute (§ 32-1-902.7, C.R.S.), without the same being deemed a material modification of this Amended and Restated Service Plan.

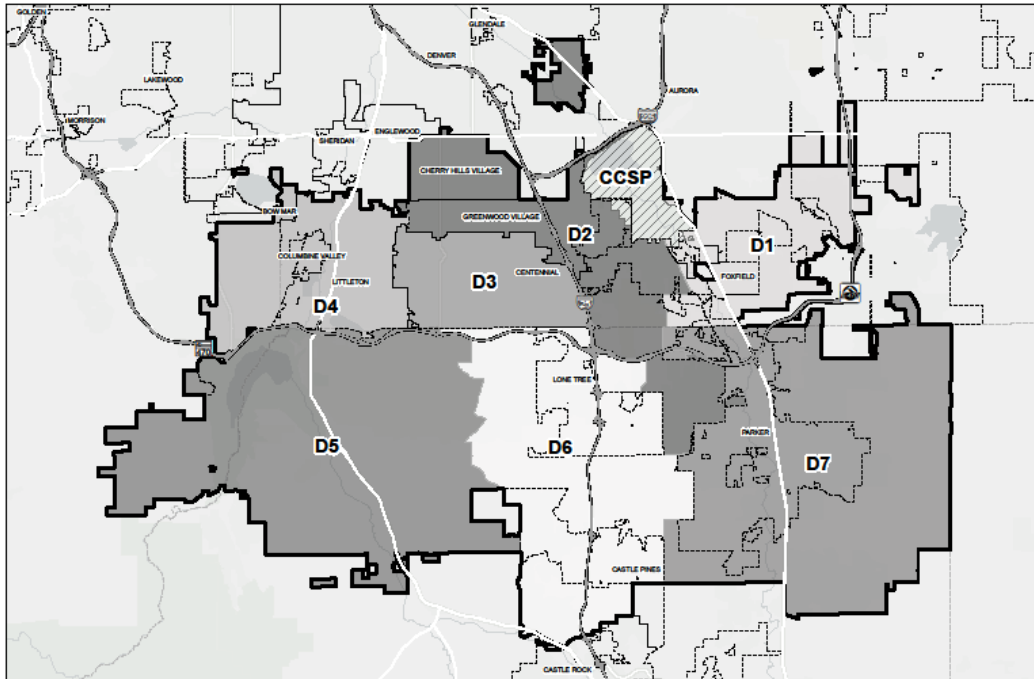


Figure 3. SMFR Director district boundaries established as of October 4, 2021.

In accordance with §§ 32-1-1001, and 32-1-1002, C.R.S., a fire protection district board of directors has the power to, among other things:

- Levy ad valorem taxes.
- Adopt and enforce fire codes, as applicable within each county or municipality.
- Borrow money, incur indebtedness, and issue bonds as authorized.
- Acquire, dispose of, and encumber real and personal property.
- Enter into contracts and agreements.
- Hire employees and consultants.
- Impose, within the District's boundaries, fees and charges for ambulance and emergency medical services (and related extrication, rescue, or safety services), and requested or mandated inspections related to an adopted fire code.

- Furnish services outside the District's boundaries and impose fees and charges for such services.
- Create and fund firefighters pension funds.

Statutes outside the Special District Act provide the District and its Board of Directors additional legal authority to provide other emergency services and take related governance, operational and administrative actions.

Financial Plan

Assessed Value

For 2021 taxes collected in 2022, SMFR has a total property valuation of \$128,247,748,655 and assessed valuation of \$13,491,044,851. Some revenue is diverted to Tax Increment Financing (TIF) associated with Urban Renewal Authorities located in various areas of the district. Table 2 shows the values by property classification and county.

Table 2. *SMFR Property Values (\$), 2022 Budget Year.*

County	Actual Valuation	Assessed Valuation
Douglas	57,571,495,652	5,803,410,619
Residential	49,595,003,751	3,546,050,060
All Others	7,976,491,901	2,313,183,130
TIF		(55,822,571)
Arapahoe*	64,061,106,320	7,073,963,986
Residential	52,493,258,368	3,753,282,328
All Others	11,567,847,952	3,354,605,484
TIF		(33,923,826)
Jefferson	6,615,146,683	613,670,246
Residential	5,968,834,822	426,771,464
All Others	646,311,861	186,898,782
Total	118,674,955,118	12,451,793,531

*Excludes Cherry Hills Fire Bond AV which is used for the Cherry Hills Old Hire FPPA pension expense only.

Revenues

The District's last, voter-approved mill levy rate was 13.978 mills (PFPD Ballot Issue 4B, November 3, 1998 election). That mill levy rate was reduced in 2016 with the consolidation of PFPD and SMFR. The current mill levy for the District, exclusive of refunds and abatements, is 9.25 mills. Also, at the November 3, 1998 election, the District's voters exempted the District's revenues from revenue and spending limitations under TABOR (Article X, § 20 of the Colorado Constitution) and any other law and permanently waived the 5.5% limitation on annual property tax revenue growth under § 29-1-301, C.R.S. The District reserves the right to seek voter approval for property tax mill levy increases and other voter approvals contemplated by TABOR and increase its revenues without the same being deemed a material modification of this Amended and Restated Service Plan.

The current mill levy results in total revenue from property taxes for 2022 of \$126,008,116. The District reserves the ability to collect revenues from refunds and abatements in the future without the same being deemed a material modification of this Amended and Restated Service Plan. As a result of the consolidation with Castlewood Fire Protection District in 1989, the District collects a separate property tax for the Cherry Hills Pension Fund in order to contribute to the pension plan dedicated to former members of the Cherry Hills Fire Protection District. The mill levy is 0.5 mills which results in 2022 property tax revenues of \$285,069.

The District has five funds: General Fund, Capital Projects Fund, Cherry Hills Pension Fund, Building Rental Fund, and Self-Insured Medical Fund. Table 3 shows the total revenues for all funds for the 2022 budget year. Revenues from the Building Rental Fund are collected from the State and Federal tenants that rent space from the District's administrative building located at 9195 E. Mineral Ave. in Centennial. The District reserves the right to modify its

budget format and fund structure without the same being deemed a material modification of this Amended and Restated Service Plan.

Table 3. *District Total Revenues, 2022 Budget Year.*

Revenue Source	Amount
Property Taxes	\$126,008,116
Specific Ownership Taxes	\$10,706,414
Net Investment Earnings	\$475,500
Ambulance Transport Fees	\$12,371,288
Permit/Plan Review Fees	\$1,823,500
Reimbursements	\$2,088,974
Medical Premiums	\$14,148,627
Other Income	\$9,002,415
Total Revenues	\$176,624,834

Other revenues include, but are not limited to, excise tax imposed and collected by the Town of Parker and shared with the District, hazardous materials response fees, responses outside district boundaries including wildfire/disaster deployments, rental income, dispatch fees, grants, contracted services, investment earnings, Medicare/Medicaid supplemental fee, and miscellaneous income such as office, communication tower, and community room leases. The District is not currently receiving impact fees but reserves the ability to receive this revenue source in the future, consistent with legal authority, without the same being deemed a material modification of this Amended and Restated Service Plan.

The District is authorized by Title 32, Article 1, C.R.S. to use a number of methods to raise revenues for capital needs and general operations costs. These methods, subject to the limitations imposed by Article X, Section 20 of the Colorado Constitution, include issuing debt, levying taxes, and imposing fees and charges. Information concerning directors, management, meetings, elections, and current taxes are provided annually in the Notice to Electors described in § 32-1-809(1), C.R.S., which can be found at the district office, on the district's website, on file at the division of local government in the state department of local affairs, or on file at the office of the clerk and recorder of each county in which the special district is located.

Expenditures

The District has five funds: General Fund, Capital Projects Fund, Cherry Hills Pension Fund, Building Rental Fund, and Self-Insured Medical Fund. Table 4 shows the total expenditures for all funds for the 2022 budget year. Other expenditures include, but are not limited to, treasurer's fees, insurance, outside services, utilities, and routine maintenance. Budget year 2022 is an example of an instance where budgeted expenditures exceed budgeted revenues, which may occur as a result of strategically utilizing reserve to fund capital, special initiatives, or long-term financial plans.

In accordance with TABOR (Article X, Section 20 of the Colorado Constitution), a minimum of 3% of budgeted General Fund revenues are set aside as emergency reserves. Per District policy, a minimum of 20% of the budgeted General Fund expenditures are also maintained as reserves in order to ensure sufficient operating funds for at least two months. The District reserves the right to continue to evaluate and adjust its reserve policy in order to meet constitutional provisions while ensuring funding stability.

Table 4. *District Expenditures – All Funds, 2022 Budget Year.*

Expenditures	Amount
Salaries	\$ 95,137,726
Benefits	\$ 34,622,497
Operating	\$ 20,719,734
Capital Outlay	\$ 14,342,210
Medical Payments	\$12,559,619
Other Expenditures	\$4,618,887
Total Expenses	\$ 182,000,673

Debt and Debt Service

The District currently has no outstanding debt or authorized and unissued debt. Lease-purchase financing has been utilized, facilities have been leased to provide logistics and other support services, and several vehicles have been leased to provide transportation related to the provision of services. The District may borrow funds, incur indebtedness, issue bonds, or utilize other forms of revenue or purchasing in the future, with voter approval where necessary, for the purpose of improving the existing fire protection and emergency rescue and medical system and service, including necessary fire apparatus, vehicles, emergency medical and rescue vehicles and firefighting equipment, buildings and structures to house the vehicles and equipment, as well as providing meeting and training facilities, land and easements, and any necessary, incidental, and appurtenant equipment for said improvements, as required, for the District and its inhabitants.

Subject to any and all requirements for voter approval and other legal requirements, the District may raise or lower its mill levy, incur debt, utilize financing vehicles and issue bonds

without the same being deemed a material modification of this Amended and Restated Service Plan, unless this causes a decrease in the financial ability of the District to discharge indebtedness.

Capital

The District's investment in capital assets for its governmental and business type activities as of December 31, 2021 amounts to \$81,274,280 (net of accumulated depreciation and related lease debt). This investment in capital assets includes land, buildings, vehicles, equipment, construction, and right to use assets (see Table 5).

Table 5. *District's Capital Assets – Net of Depreciation (as of December 31, 2021).*

	Governmental Activities	Business Type Activities	Total
Land	\$ 7,367,556	\$ 2,598,566	\$ 9,966,122
Buildings	49,185,787	3,062,100	52,247,887
Vehicles	12,849,211	—	12,849,211
Equipment	5,886,832	330,230	6,217,062
Construction in Progress	7,512,576	—	7,512,576
Right to Use Assets	1,586,186	—	1,586,186
Total	\$ 76,875,572	\$ 5,990,869	\$ 82,866,468

Facilities

The District's 34 facilities are show in Exhibit B and valued at approximately \$52,200,000 (as of December 31, 2021). The number and values of facilities in the future may be added, replaced, expanded, or relocated, including the purchase and sale of associated land.

Vehicles, Equipment

There are approximately 114 line, 70 staff, and 48 other vehicles valued at approximately \$12,800,000 (as of December 31, 2021). Vehicles are both owned and leased and continually replaced based on age, miles, operating hours, general condition, and maintenance costs. Therefore, the number and values of vehicles in the future may vary.

The District owns or leases a large variety of equipment valued at approximately \$6,200,000 (as of December 31, 2021). This equipment includes items with a value at or above \$5,000 and includes items such as furniture, fixtures, fitness equipment, computers, telephones, Self-Contained Breathing Apparatus, LifePak heart monitors and defibrillators, ultrasound equipment, thermal imagers for search and rescue during fires, and radios. Equipment is both owned and leased and continually replaced based on general condition, maintenance costs, and compliance with safety standards. Therefore, the number and values of equipment in the future may vary.

Future Growth

The District population is anticipated to continue increasing due to major housing developments primarily located in Douglas County. Developments such as Sterling Ranch (Douglas County), The Canyons (City of Castle Pines), Ridgeway East (City of Lone Tree), and Anthology (Town of Parker) developments could increase population by 80,000-100,000 over the next 20 years, plus additional population through infill developments or re-development.

The associated increase in population and commercial occupancies will result in an increase in emergency incidents, commercial structures to inspect, and community risk reduction programs to expand, along with the associated support programs to construct fire service facilities, hire employees, purchase equipment, deliver supplies, and expand other infrastructure.

In order to prepare for this anticipated growth, it is common practice for the developers of large housing developments to dedicate land for a future fire station, and the District has secured land in several areas to allow for new or relocated fire stations. The District will also have all powers of eminent domain granted fire protection districts (§ 32-1-1002(1)(b), C.R.S.) in order to secure land that is critical for the construction of facilities and delivery of services.

The District's boundaries may also change over time with the inclusion or exclusion of properties. For instance, the growth of cities outside of the District's service area, such as the City of Aurora, have altered boundaries over the years as those properties exclude from the District once they are annexed into and receive fire protection services from the City. Boundaries may also change when properties that aren't currently in a fire protection district decide to include into the District. Similarly, the District periodically audits the properties that are capable of being served by the District, but which are not within a fire protection district boundary and notifies property owners that they should include within the District. Inclusions or exclusions may also take place to realign boundaries with adjacent fire protection districts to achieve efficiencies or better align with service capabilities and station locations. Future consolidations are another opportunity for boundary changes. The District will continue to evaluate the feasibility of additional consolidations when requested by another agency in order to pursue those opportunities that can improve service, firefighter safety, financial security, and long-term stability. The District reserves the right to modify its boundaries except when such modification involves inclusion of property that is located within a county or municipality with no other territory within the District.

Agreements

The District has secured many intergovernmental agreements in order to improve service throughout the District and surrounding region for routine and large-scale incidents, provide emergency or support services on a contractual basis when mutually agreed upon with another political subdivision, or participate in cooperative efforts at the state or national level for disasters. See Exhibit C for a complete listing of those agreements. Copies may be requested from the District. The District reserves the right to modify these agreements and enter into additional contracts, intergovernmental agreements, and service agreements for service both within and without the District's boundaries without the same being deemed a material modification of this Amended and Restated Service Plan. Agreements that contain additions to the types of services provided or a decrease in the level of service, as contemplated by this service plan, § 32-1-207(2)(a), C.R.S., or the inclusion of property that is located within a county or municipality with no other territory within the District, may be deemed a material modification.

Conclusion

This Amended and Restated Service Plan is submitted in accordance with the requirements of Part 2, Title 32 of the Colorado Revised Statutes (the "Special District Act"). It does not impose any mandatory obligations on the District and does not limit the District from utilizing any current or future legal authority available to a fire protection district. The purpose of this Amended and Restated Service Plan is to produce satisfactory evidence that the requirements for Arapahoe, Douglas, and Jefferson County's approval of this Amended and Restated Service Plan, as set forth in § 32-1-203(2), and (2.5), C.R.S., have been met to enable the continuation of the South Metro Fire Rescue Fire Protection District with all related powers.

This Amended and Restated Service Plan is in compliance with §§ 32-1-203, and 32-1-207, C.R.S., and should be approved for the following reasons:

- There is sufficient existing and projected need for organized service in the area currently being served and to be serviced by the special district.
- Without the District continuing to serve the area within its boundaries as set forth in this Amended and Restated Service Plan, service to the area would be inadequate for present and projected needs.
- The District is capable of providing economical and sufficient service to the area within its boundaries as they currently exist or may exist in the future.
- The area included in the District has, or will have, the financial ability to discharge any indebtedness as contemplated by this Amended and Restated Service Plan on a reasonable basis.
- Adequate service is not, or will not be, available to the area within the District's boundaries through the county or other existing municipal or quasi-municipal corporations, including existing special districts, within a reasonable time and on a comparable basis.
- The facility and service standards of the District are compatible with the facility and service standards of each county within which the District is located and each municipality which is an interested party under § 32-1-204 (1), C.R.S.
- The proposal is in substantial compliance with a master plan adopted pursuant to § 30-28-106, C.R.S.
- The Amended and Restated Service Plan is in compliance with any duly adopted county, regional, or state long-range water quality management plan for the area.

- Approval of this Amended and Restated Service Plan will be in the best interests of the area served by the District and its residents.

This Amended and Restated Service Plan has been designed with sufficient flexibility to enable the District to provide required services and facilities under evolving circumstances without the need for numerous amendments. While the assumptions upon which this Amended and Restated Service Plan are generally based are reflective of the current plans and expectations of the District, the cost estimates and Financial Plan are sufficiently flexible to enable the District to provide necessary services and facilities without the need to amend this Amended and Restated Service Plan. Modification of the general types of services and facilities shall be permitted to accommodate potential changing needs and plans of the District.

Contacts

South Metro Fire Rescue Fire Protection District

c/o Fire Chief

9195 E. Mineral Ave.

Centennial, CO 80112

(720) 989-2000

Collins Cole Flynn Winn Ulmer

c/o Robert Cole

165 S. Union Blvd, Suite 785

Lakewood, CO 80228

(720) 617-0080

Exhibit A

District Map and Boundary Description

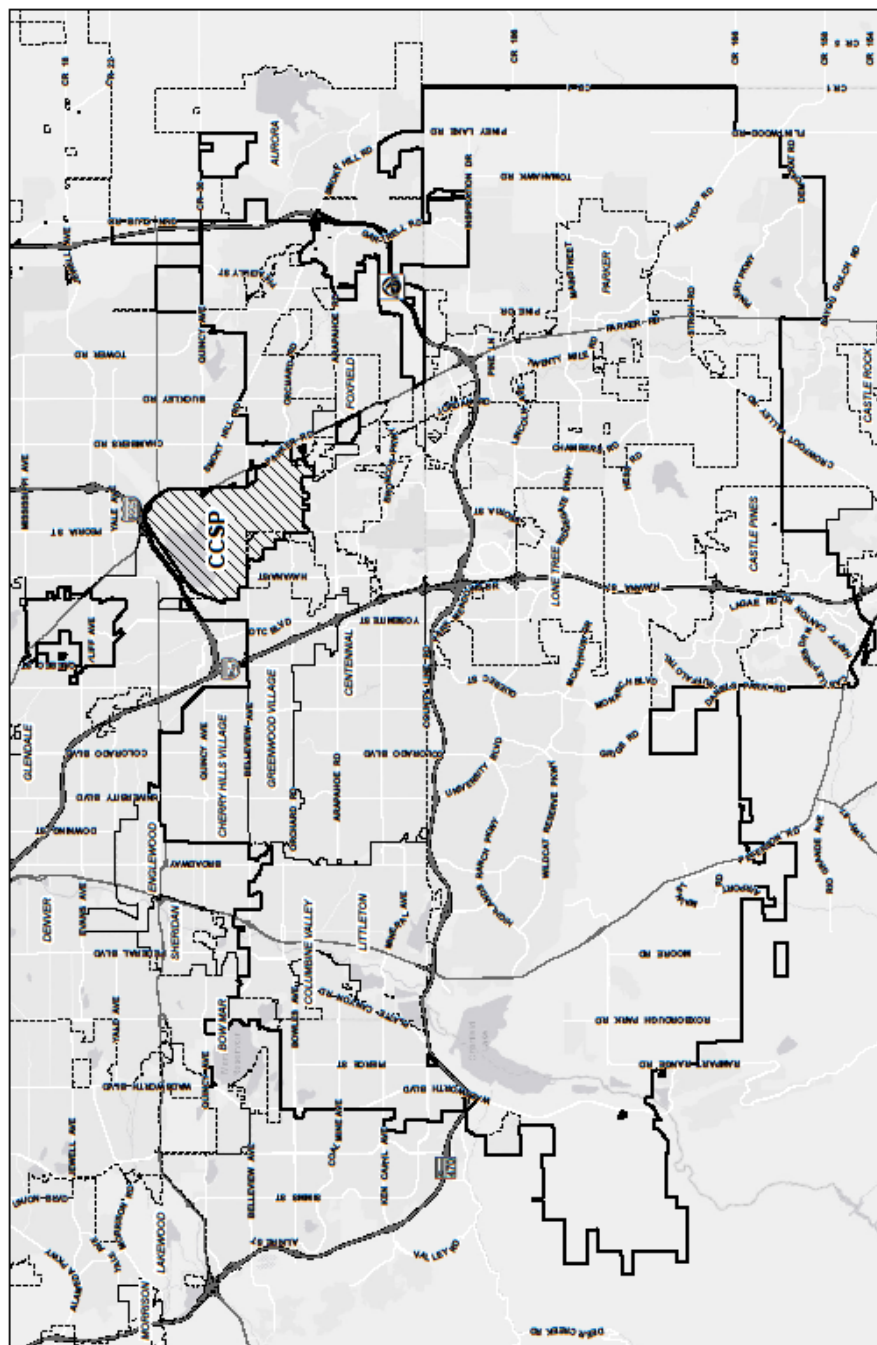


Figure A. SMFR overview map, 2022.

See attached file for detailed boundary descriptions.

Exhibit B

Facilities

Facility	Location		Sq. Ft.	Year Built
Administrative Office	9195 E Mineral Ave	Centennial	110,314	2002
Joint Services Facility	17801 E Plaza Dr	Parker	44,075	1994
Jackson Training Center	2301 W Chenango Ave	Littleton	5,791	1984
Quarter Master	16758 E Smoky Hill Rd	Arapahoe Co	4,165	2006
Station #11	2255 W Berry Ave	Littleton	8,768	1981
Station #12	6529 S Broadway	Littleton	12,378	2003
Station #13	6290 W Coal Mine Rd	Littleton	3,239	1967
Station #14	6600 S Colorado Blvd	Centennial	3,239	1971
Station #15	2702 E Dry Creek Rd	Centennial	3,149	1972
Station #16	8119 W Blakeland Dr	Littleton	11,484	1994
Station #17	9554 S University Blvd	Highlands Ranch	10,716	1987
Station #18	401 Timbervale Trail	Highlands Ranch	13,806	1998
Station #19	8490 W Trailmark Pkwy	Littleton	7,808	2008
Station #20	1801 E Wildcat Reserve Pkwy	Highlands Ranch	9,020	2021
Station #21	2250 S Emporia St	Arapahoe Co	11,863	1984
Station #22	5600 S Tower Rd	Arapahoe Co	11,300	1980
Station #23	5405 S Riviera Way	Centennial	5,400	1987
Station #31	5901 S Havana St	Greenwood Village	12,740	1982
Station #32	5945 S Quebec St	Greenwood Village	21,524	2019
Station #33	7281 E Dry Creek Rd	Centennial	6,872	1978
Station #34	8871 E Maximus Dr	Lone Tree	18,744	2003
Station #35	12080 E Briarwood Ave	Centennial	21,528	1986
Station #36	421 Castle Pines Pkwy	Castle Pines	6,705	1986
Station #37	5701 S University Blvd	Greenwood Village	5,094	1963
Station #38	2460 E Quincy Ave	Cherry Hills Village	20,950	2013
Station #39	475 W Happy Canyon Rd	Douglas Co	9,454	1997
Station #40	10297 N Chatfield Dr	Douglas Co	6,866	1994
Station #41	10795 S Pine Dr	Parker	16,973	1981
Station #42	7320 S Parker Rd	Foxfield	7,523	2002
Station #43	8167 Pinery Pkwy	Douglas Co	9,238	1984
Station #44	12625 E Lincoln Ave	Douglas Co	6,819	1986

Station #45	16801 Northgate Dr	Parker	10,342	1998
Station #46	19310 Stroh Rd	Parker	10,178	2006
Station #47	11685 N Tomahawk Rd	Douglas Co	10,800	2009

Exhibit C

Intergovernmental Agreements

Title	Parties	Date
Intergovernmental Agreement for Fuel Purchases	Arapahoe County	1/31/2017
2018 Intergovernmental Agreement for the provisions of Swat Team Medics Services Agreement (GIS)	Arapahoe County	2/22/2018
Agreement	Arapahoe County E911 Emergency Communications Service Authority	1/1/2018
Intergovernmental Agreement (700 MHz repeaters)	Arapahoe County Public Airport Authority	1/27/1983
Intergovernmental Agreement (700 MHz repeaters)	Arapahoe County/Arapahoe County Sheriff/Jefferson County Sheriff	11/15/2010
Second Amended and Restated Arapahoe County 911 Authority Intergovernmental Agreement	Arapahoe County/Bennett FPD/Town of Bow Mar/Byers FPD/City of Centennial/Cherry Hills Village/Town of Columbine Valley/Deer Trail FPD/City of Englewood/City of Foxfield/City of Glendale/City of Greenwood Village/City of Littleton/Sable-Altura FPD/City of Sheridan/Strasburg FPD	3/1/2020
Intergovernmental Agreement for Mutual Aid Between Fire Departments	Arvada/Aurora/Bennett/City of Black Hawk/Boulder/Buckley AFB/Town of Castle Rock/Central City/Coal Creek Canyon/Denver/Edgewater/Elizabeth/Elk Creek/Fairmount/Federal Heights/Foothills/Franktown/Frederick/Genesee/Glen Dale/Golden/Greater Brighton/Intercanyon/Jackson/Lakeside/Larkspur/Lefthand/City of Littleton/Louisville/Mountain View/North Fork/North Metro/North Washington/Poudre Valley/Rocky Mountain/Sable Altura/Sheridan/Skyline/South Adams County/Southwest Adams County/City of Thornton/Tri-Lakes/Trumbull Volunteer/West Douglas/West Metro/City of Westminster/Wheat Ridge	4/30/2010
Douglas County Emergency Response Mutual Aid Agreement	Aurora Fire Rescue, Town of Castle Rock Fire and Rescue Department, Douglas County Sheriff, Franktown Fire Protection District, Jackson 105 Fire Protection District, Larkspur Fire Protection District, Mountain Communities Fire Protection District, North Fork Fire Protection District, South Metro Fire Rescue Authority, West Douglas County Fire Protection District, West Metro Fire Protection District.	3/13/2019
Amended and Restated User Agreement (Dispatch)	Bennett Fire Protection District	1/1/2022
Reservoir Tower Intergovernmental Lease Agreement	Board of County Commissioners of the County of Douglas State of Colorado	8/26/2014
Amended and Restated User Agreement (Dispatch)	Byers Fire Protection District	1/1/2022

Douglas County Wildland Fire Management Agreement	Castle Rock, Franktown, Jackson 105, Larkspur, Littleton/Mountain Communities, Parker, South Metro, West Douglas, West Metro	4/1/2002
Memorandum of Understanding Per Colorado Department of Personnel and Administration, Office of the State Architect, State Buildings Programs	CDOT	3/18/2013
Letter of Agreement	Centennial Airport Traffic Control Tower/Arapahoe County Public Airport Authority/Douglas County Sheriffs Department/Arapahoe County Sheriffs Department/	5/1/1991
Intergovernmental Agreement Urban Area Security Initiative-South Metro Fire Rescue Fire Protection District	City and County of Denver	3/6/2020
Troy S. Jackson Training Facility User Agreement	City and County of Denver	6/24/2021
Automatic and Mutual Aid Agreement	City of Aurora	5/9/2019
Restated Intergovernmental Agreement for Joint Professional Firefighter Certification	City of Aurora, City of Colorado Springs, City and County of Denver, Poudre Fire Authority, South Metro Fire Rescue Fire Protection District, West Metro Fire Protection District	1/27/2021
Loan Agreement/Knox Box Keys	City of Aurora Fire Department	9/14/1990
Intergovernmental Agreement for Automatic Aid Between Fire Agencies	City of Aurora Fire Department/City of Denver Fire Department/Cunningham FPD and Board of County Commissioners of the County of Arapahoe	8/1/2006
Intergovernmental Agreement for the Construction, Ownership, Administration and Operation of a Public Facility	City of Cherry Hills	9/6/2011
Intergovernmental Agreement Regarding Joint Usage of the Mobile Command Post	City of Greenwood Village	12/5/2017
Memorandum of Understanding (Antique Fire Truck)	City of Littleton	4/30/2019
Memorandum of Understanding (Personnel Transition)	City of Littleton	10/25/2018
Lease Agreement Fire Station 11	City of Littleton	1/1/2019
Non-Exclusive License Agreement Fire Station 12	City of Littleton	1/1/2019
Intergovernmental Agreement between The City of Lone Tree and the South Metro/Cunningham Fire Rescue Authority Regarding Building Division Permitting Software Support Services	City of Lone Tree	1/16/2018
Intergovernmental Agreement Creating Regional Fire Code Board of Appeals	City of Sheridan, West Douglas FPD, Jackson-105 FPD, City of Aurora, Bennett FPD	11/8/2021
Intergovernmental Agreement for Emergency Management	Colorado Division of Emergency Management	8/26/2004
Intergovernmental Agreement for the Colorado Special Districts Property and Liability Pool	Colorado Special Districts Property and Liability Pool	9/16/2020
Colorado Special Districts Property and Liability Pool Repayment Agreement	Colorado Special Districts Property and Liability Pool	7/19/2021
Amended and Restated User Agreement (Dispatch)	Deer Trail Rural Fire Protection District	1/1/2022
Mutual Aid Agreement	Denver Health and Hospital Authority	4/23/2001

Reservoir Tower Intergovernmental Lease Agreement	Douglas County	8/26/2014
Intergovernmental Agreement between The Board of County Commissioners of Douglas County on behalf of The Douglas County Sheriffs' office and SMFR (Radio Services Technician)	Douglas County Commissioners and Douglas County Sheriff	2/4/2021
Intergovernmental Agreement for the Provision of SWAT Team Medics	Douglas County	3/12/2018
Funding Agreement	Douglas County Emergency Telephone Service Authority	5/3/2007
Intergovernmental Agreement for the Administration and Operation of a Joint Service Facility	Douglas County School District RE.1, Town of Parker	11/22/2010
Memorandum of Understanding Between Douglas County Sheriff Office and SMFRA for Dive Member Aid	Douglas County Sheriff	3/1/2012
Second Amended and Restated Intergovernmental Agreement between SMFRPD and the E470 Public Highway Authority for Fire and Emergency Response Services to Designated Portions of the E470 Toll Road	E470 Public Highway Authority	1/1/2018
Service Lease Agreement (Hilltop Tower)	Elbert County Communications Authority	11/14/2017
Automatic and Mutual Aid Agreement	Elizabeth Fire Protection District	1/10/2017
Automatic and Mutual Aid Agreement	Franktown Fire Protection District	3/25/2019
Lease Agreement Fire Station 17 and 18 – Basement Storage Areas	Highlands Ranch Metro District	9/24/2018
Reuter-Hess Communications Tower Lease Agreement	Parker Water and Sanitation District	10/11/2007
Memorandum of Understanding between South Metro Fire Rescue Authority and Parker Water and Sanitation District for Land Use at the Bradbury Tank Location for the Purpose of Building and Maintaining the Bradbury Communications Tower (BB Tower)	Parker Water and Sanitation District	no date
Automatic and Mutual Aid Agreement	Rattlesnake Fire Protection District	9/28/2016
Communications Site Lease Agreement	Rattlesnake Fire Protection District	6/26/1990
Amended and Restated User Agreement (Dispatch)	Sable-Altura Fire Protection District	1/1/2022
Sublease and Option Agreement	State of Colorado Department of Local Affairs	8/30/2004
Cherry Creek State Park Emergency Services Intergovernmental Agreement	State of Colorado dept of Natural Resources	4/18/2018
Affiliation Agreement by and between Arapahoe Community College and South Metro Fire Rescue Fire Protection District	State of Colorado, Department of High Education, State Board for Community Colleges and Occupational Education	5/13/2021
Affiliation Agreement by and between Red Rocks Community College and South Metro Fire Rescue Fire Protection District	State of Colorado, Department of High Education, State Board for Community Colleges and Occupational Education	3/30/2021
Amended and Restated User Agreement (Dispatch)	Strasburg Fire Protection District	1/1/2022
Automatic and Mutual Aid Agreement	Town of Castle Rock	5/22/2019

Mutual Release and Settlement Agreement	Town of Parker	7/18/2019
US Government Lease for Real Property (FBI)	United States of America	5/1/2005
General Services Administration Public Buildings Service Supplemental Lease Agreement	United States of America	7/18/2005
Affiliation Agreement between SMFR and University of Denver Graduate School of Professional Psychology	University of Denver Graduate School of Professional Psychology	5/11/2021
Amended and Restated User Agreement (Dispatch)	West Douglas County Fire Protection District	1/1/2022
Automatic and Mutual Aid Agreement	West Douglas County Fire Protection District	3/18/2019
Intergovernmental Agreement for Fire Investigation Services	West Douglas County Fire Protection District	4/30/2019
Water Rescue Services Memorandum of Understanding	West Metro Fire and City of Westminster	7/16/2012
Automatic and Mutual Aid Agreement	West Metro Fire Protection District	1/16/2019
Memorandum of Agreement between West Metro Fire Protection District as the Sponsoring Agency of the Colorado Task Force One of the National Urban Search and Rescue Response System and South Metro Fire Rescue Authority as a Participating Agency of the Task Force	West Metro Fire Protection District	5/10/2010

Exhibit D

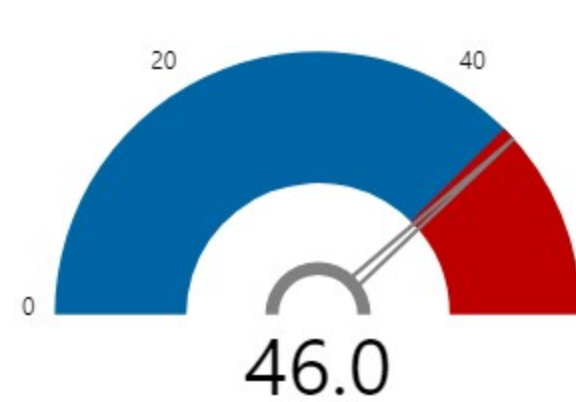
Mill Levy Comparison for Similarly Situated Fire Protection Districts

2022 Budget Year				
Fire District	Base Mill Levy	Abatements Mill Levy	Total Mill Levy	County
South Metro Fire Rescue	9.250	0.069	9.319	Douglas, Arapahoe, Jefferson
West Metro Fire Rescue	12.382	0.090	12.472	Douglas, Jefferson
Arvada Fire	14.813	0.035	14.848	Jefferson
North Metro Fire Rescue	13.226	0.055	13.281	Jefferson

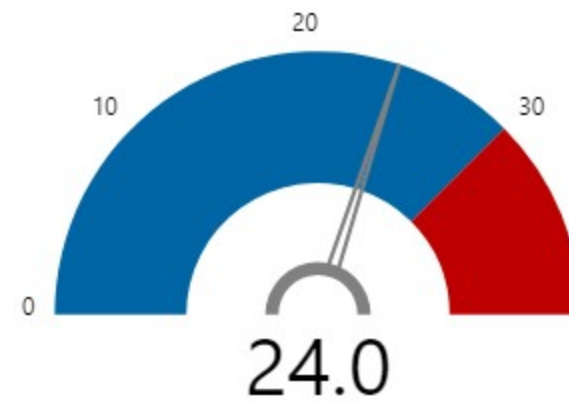
Title	aka PDMS Title	Parties	Date
Colorado Department of Revenue Law Enforcement Agency Data Sharing IGA	Colorado Department of Revenue Law Enforcement Agency Data Sharing IGA	Department of Revenue's Division of Motor Vehicles Colorado Driver License, Record, Identification and Vehicle Enterprise Solutions (DRIVES)	12/12/22
Daniels Park Emergency Services IGA		City and County of Denver on behalf of Denver's Department of Parks and Recreation	12/01/22

A, B, C Shift Performance from 12/1/2022 to 12/31/2022

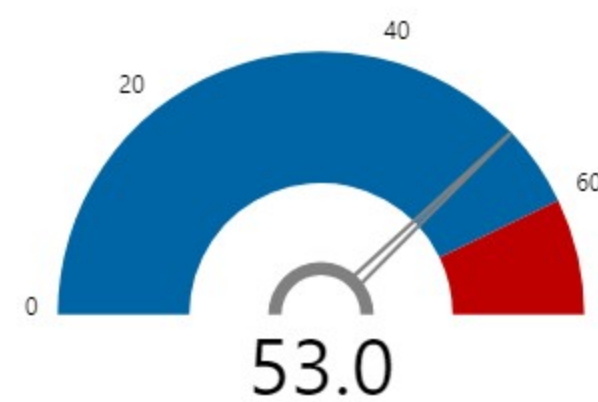
Received to Queue 95th PCTL



Queue to Assign 95th PCTL



Dispatch Time 95th PCTL

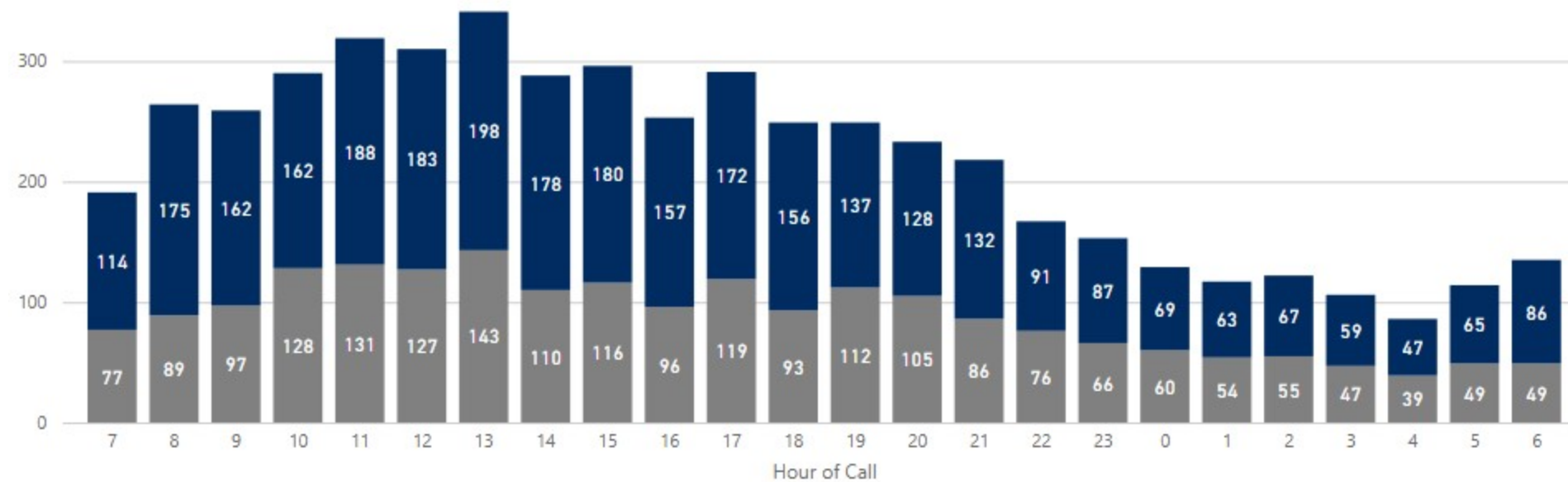


Number of Calls

5,180

Number of Calls by Hour

● CAD to CAD Calls ● MetCom Calls

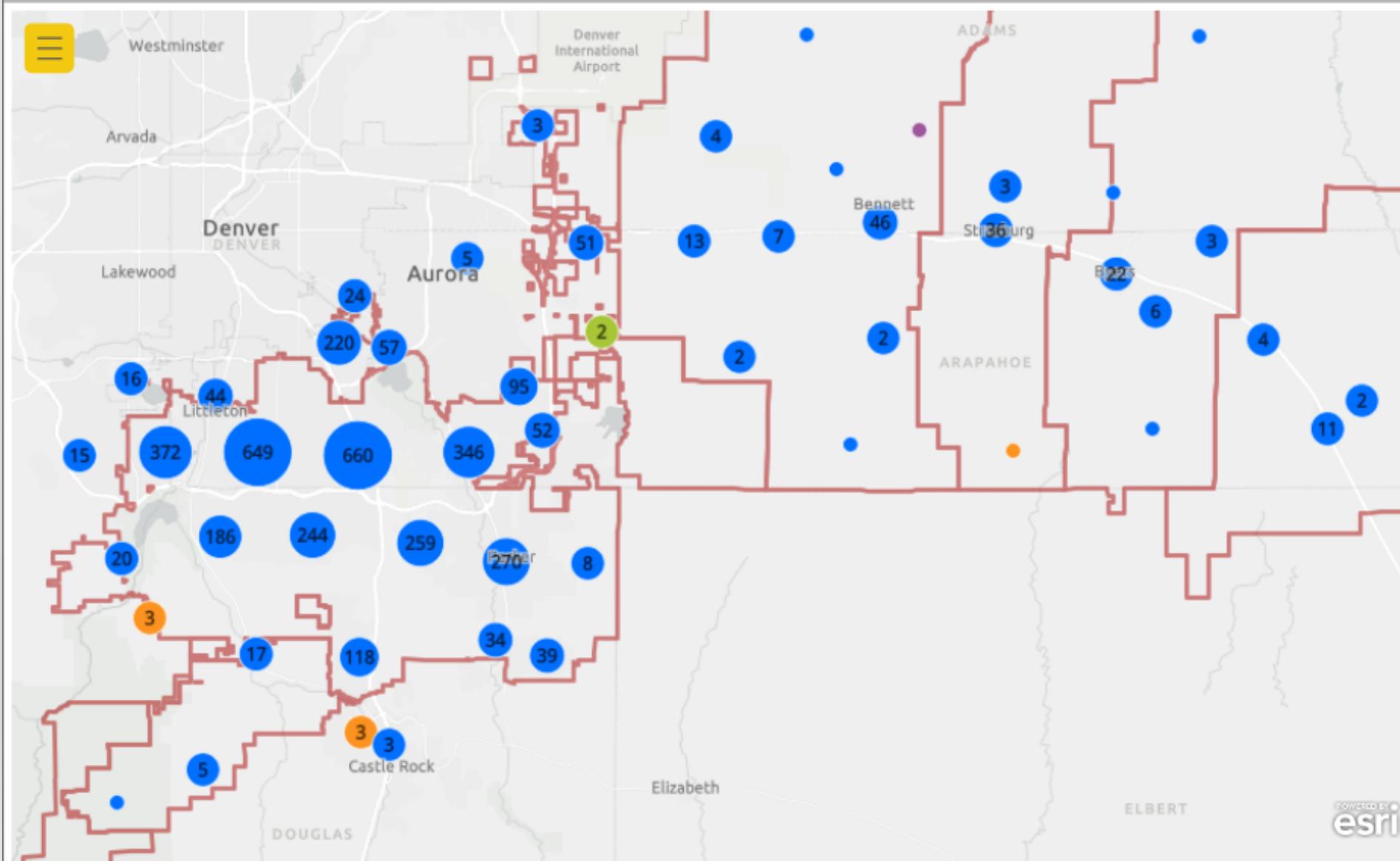




Emergency Services: Emergency Communications



Service Area Call Volume



Quality Assurance Standards

Date

Last

1

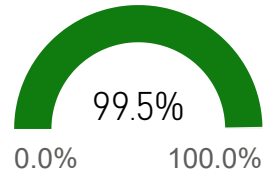
Months (...)

12/1/2022 - 12/31/2022

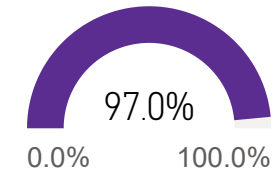
The data in these charts is updated at the end of the prior month.

For best results, set date filter to last month (calendar) at minimum.

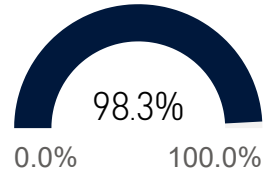
Call Taking



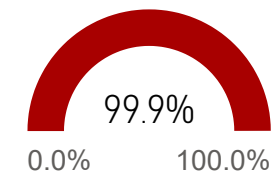
EMD



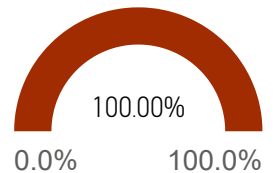
Radio



SSM



Customer Service





Emergency Services: Emergency Communications

Emergency Communications: Performance

Jurisdiction	Total Calls	Disp Time 90th	Disp Avg
▲	1	00:00:42	00:00:42
Bennett Fire	100	00:00:48	00:00:29
Byers Fire	34	00:00:38	00:00:21
Deer Trail Fire	19	00:00:26	00:00:17
Fire Other	108	00:00:42	00:00:11
Sable Altura Fire	49	00:00:39	00:00:23
South Metro Fire	4,775	00:00:47	00:00:28
Strasburg Fire	52	00:00:52	00:00:31
West Douglas Fire	16	00:00:56	00:00:36
Total	5,154	00:00:47	00:00:27

The data in these charts is updated at various times.

For best results, set date filter to last month (calendar) at minimum.

Date

Last

1

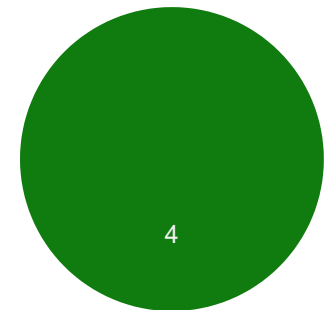
Months (Calendar)

12/1/2022 - 12/31/2022



Emergency Communication: Hours

- IDT Deployment
- Pub Ed
- Ride Time



Emergency Communications: Telecom Compliance

911 Calls	911 Ans < 10 sec	911 Abn	Alarm Calls	Alarm Ans < 10 sec	Admin Calls	Admin Ans < 10 sec
3,463	99.39%	6	1,011	99.21%	3,414	99.38%



Emergency Services: Operations CAD Statistics

Date

Last

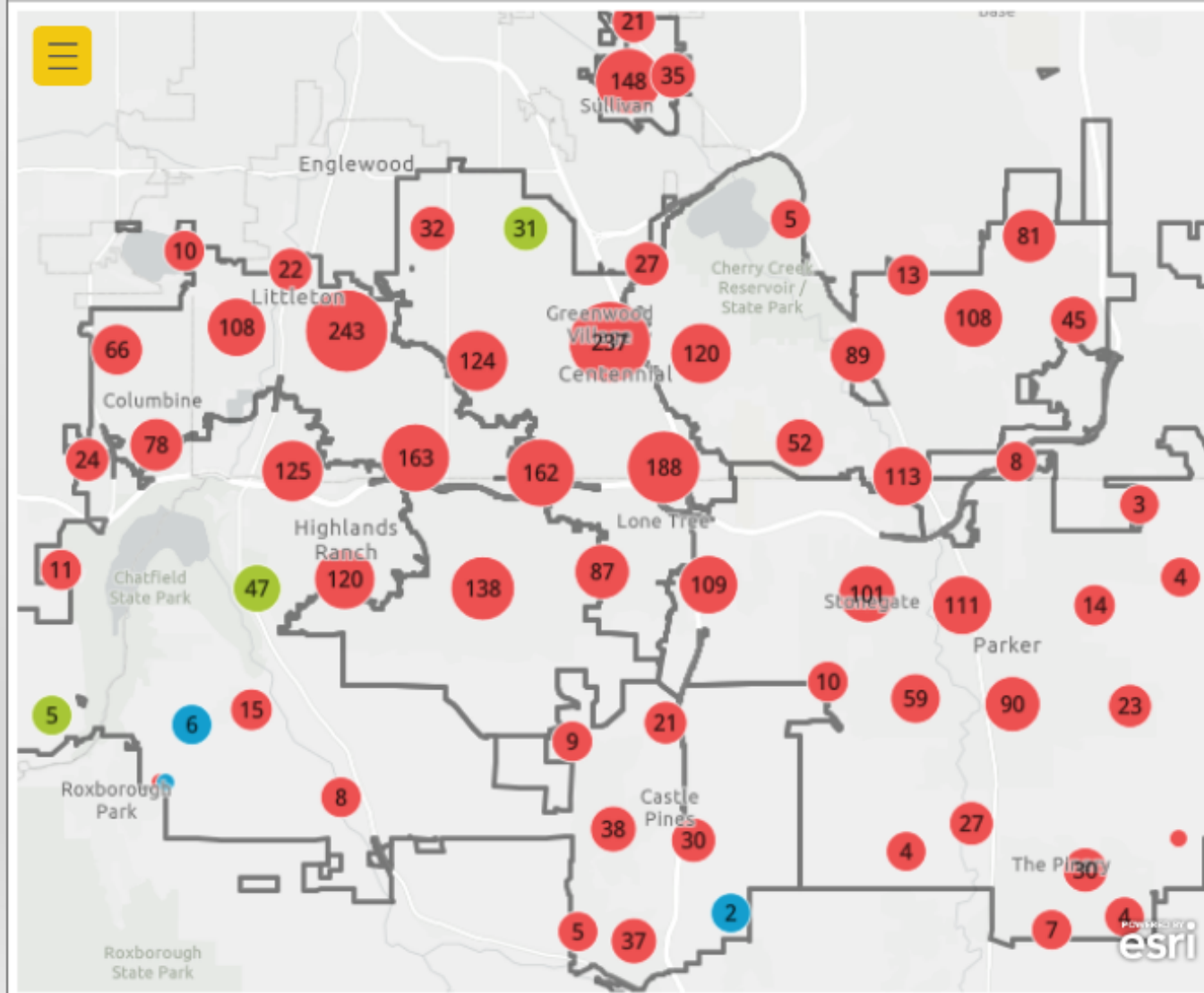
1

Months (Calendar)

12/1/2022 - 12/31/2022



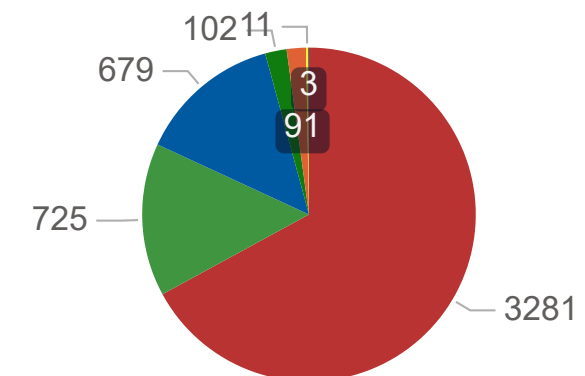
SMFR Call Volume by Battalion



In District	Num Calls	Turnout 90th PCTL	Turnout % Met Goal	Travel 90th PCTL	Travel % Met Goal
No	117	00:02:36	100.00%	00:10:22	
Yes	4,775	00:01:44	78.86%	00:07:44	60.10%
Total	4,892	00:01:44	78.88%	00:07:47	60.10%

Time Goals:
00:01:30 for Turnout | 00:05:12 for Travel

Total Incidents by Call Type



Incident Type ● EMS ● Alarms ● Public Assist ● Other ● Fires ● Special Ops

Greenwood Village

POLICE DEPARTMENT

6060 SOUTH QUEBEC STREET • GREENWOOD VILLAGE, CO 80111 • MAIN: (303) 773-2525 • FAX: (303) 694-5050

December 8, 2022

Chief Bob Baker
South Metro Fire Rescue
9195 E. Mineral Ave
Centennial, CO 80112

Dear Chief Baker,

I want to extend my sincerest thanks to your agency for your assistance with the bank robbery at Key Bank, subsequent officer involved shooting and barricaded suspect on Thursday, December 1st.

I would personally like to recognize Battalion Chief Jason Richardson, EMS Supervisor JP Piche, and Dispatch Supervisor Dustin Kearn for their assistance during and after the event.

I appreciate the teamwork provided by the South Metro Fire Rescue and the ability to work with multiple agencies during this critical incident.

Sincerely,


Dustin Varney
Chief of Police





November 30, 2022

South Metro Fire Rescue
Attn: Chief Baker
9195 E Mineral Ave.
Centennial, CO 80112

Dear Chief Baker,

As we wrap up 2022, I wanted to express my appreciation to South Metro Fire Rescue and South Metro Firefighters Local 2086. I cannot thank you enough for your continued support of MDA and Fill the Boot. Your department members did incredible work this year, and you should be very proud. The countless hours that **Pierce Jacoway & Nick McKibbin** put into planning Fill the Boot will make a life-saving difference for families living with the challenges of neuromuscular diseases.

The 2022 Fill the Boot campaign was an incredible success in Colorado this year. Congratulations on raising **\$103,656** and being the top collecting department in Colorado! I am so proud of your success and appreciate your continued support. This funding will help MDA's commitment to empowering people living with neuromuscular disease to achieve their potential.

Thank you for helping provide help and hope to those we serve in Colorado. Because of the support of fire fighters, MDA has been able to fund research directly linked to approved, life-changing therapies across multiple neuromuscular diseases. In just the past seven years, 19 drugs have been approved through the FDA to treat diseases in MDA's program. These therapies are life-changing for MDA families where walking, talking and even breathing can be difficult. This would not have been possible without the support of the fire fighters across Colorado.

Thank you again for all you have done and are continuing to do to help MDA. It is because of partners like you, local families affected by neuromuscular diseases have hope and the support they need.

Sincerely,

A handwritten signature in black ink, appearing to read "Sabrina", with a long, sweeping horizontal line extending to the right.

Sabrina Allen
Senior Director Fire Fighter Partnerships - West
Muscular Dystrophy Association
720.341.1828 | sallen@mdausa.org

Dear Fire Fighters,

My name is Remy St. Perre and I have Spinal Muscular Atrophy. As a kid I required a lot of assistance and this prevented me from doing normal kid activities. From the time I was 6 years old to 17 I attended MDA Summer Camp. This was one of the only times that I was able to feel like a kid without my parents. It gave me independence. Your amazing work every year allowed me to attend camp with no financial burden on my parents!

However, the work that you do does so much more. The funds you raise contribute millions of dollars to research for various types of muscular dystrophy including mine. I was fortunate enough to receive the first FDA approved drug for SMA over five years ago. My life will be forever changed because of this. When I was born there were no known cures for SMA and now I have an entire life ahead of me. I will be graduating from the University of Denver with a bachelors degree in Business Analytics this coming fall and have a job lined up.

The work that you do changes lives, including mine, so thank you!!!

Remy

Hi Mary! I meant to message you much sooner, but I did want to take a moment to thank you and your teams for taking the time to come to our school! It made a really positive impact on the students, and the families were so appreciative to have you all with us to celebrate you that day!

Here are some photos from the event to enjoy!

Thank you again, and God bless you all, we keep you in our prayers always!

Teressa Marion
Our Lady of Loreto School

