

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
August 7, 2023
AMENDED

Present:	Jim Albee, Chair	Bob Baker, Fire Chief (Absent)
	Renee Anderson, Vice Chair	Mike Dell'Orfano, Chief Govt. Affairs Officer
	Rich Sokol, Treasurer (partial)	John Curtis, Deputy Chief – Emergency Services
	Sue Roche, Secretary	Kristin Eckmann, Deputy Chief – Community Services
	Kevin Leung	Dillon Miskimins, CFO Business Services
	William Shriver	Camie Chapman, CHRO Employee Services (Absent)
	Bruce Stahlman	Allison Ulmer, Legal Counsel

Others Present: SMFR Staff Members and Citizens

MEETING CALL TO ORDER

Chair Albee called the Regular Meeting of the South Metro Fire Rescue Fire Protection District to order at 6:11 p.m. and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited at the South Metro Fire Rescue Volunteer Firefighter Pension Board of Trustees meeting.

ROLL CALL

All of the Board members were present in person.

APPROVAL OF THE AGENDA

A motion was made by Director Anderson and seconded by Director Shriver to approve the agenda as presented. The motion carried 6-0.

PUBLIC COMMENT

There was no public comment.

CONSENT AGENDA

July 10, 2023 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
July 17, 2023 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

A motion was made by Director Shriver and seconded by Director Roche to approve the consent agenda as presented. The motion carried 6-0.

ACTION ITEMS

June 2023 Financial Statements – CFO Miskimins presented the financial statements executive summary:

1. Fund balance increased by approximately \$23.4M compared to May bringing fund balance to a total of \$118.8M.
2. In June, the District has collected \$32.8M in property taxes which is the second largest collection this year. Through June, the District has collected \$121.7 in property and \$5M in specific ownership tax revenue, which reflects 97.72% collection vs. 97.57% last year for property taxes, and 51.35% vs. 44.06% for specific ownership taxes.

3. Through June, the District has expended \$77.6M in the General Fund related to operations or 47.48% of the annual budget.
4. Ambulance transports have exceeded 2023 budget expectations by 381 transports, for total number of transports of 11,823 through June. The District's net revenue is \$957K over the year-to-date budgeted amount and \$1.6M more than the same period last year, though a large portion of this rise is due to increase in base fees. Through June this year, bad debt as a net revenue is at 25.4% as compared to 22.3% in 2022. Collections received as % of bad debt is at 6.0% through June this year as compared to 9.6% in 2022.
5. Through June, the District has billed approximately \$1.2M in Plan Review Fees or 51.49% of the total budgeted amount.
6. Reimbursable revenue from wildland deployments has increased this year primarily due to a longer severity assignment. From February – June 2023, a total of 11 deployment crews went out resulting in a billed reimbursable amount of \$1.37M year-to-date. In 2022, total wildland reimbursable revenue was \$1.3M. Wildland fire season is just beginning so more deployments are anticipated for the second half of the year.
7. Second quarter excise tax of \$251,855 has been recorded, which brings the year-to-date total to \$400,266 or 83.39% of the total budgeted amount.
8. Through June, the District has expended \$7.6M or 43.41% of our total budgeted expenditures in the Capital Projects Fund.
9. A SOC (Service Organization Report) was included in the Volunteer Pension packet. This report will be part of the packet as a new procedure going forward for documentation purposes for Board and staff review.
 - o The Board and staff reviewed, and the report did not show there was deficiencies that need to be addressed.

At Director Stahlman's request, CFO Miskimins advised that staff is looking into extending the duration of our Chandler portfolio from a 1 to 3 year to a 1 to 5 year duration. He advised that if a change is made, it would be advantageous to do so while rates are higher.

At Director Stahlman's request, CFO Miskimins confirmed that the increase in accounts receivable is by and large due to property taxes, however it is also related to ambulance transport revenue.

At Director Leung's request, CFO Miskimins confirmed that they expect overtime to continue to trend below the budget. CFO Miskimins stated that the 2024 budget will reflect this change.

At Director Leung's request, CFO Miskimins explained that the equipment line item in the capital fund was shown as being over budget because the Logistic Warehouse lease was being coded to equipment rather than building leases. CFO Miskimins advised that the July financial statements will reflect the appropriate coding.

A motion was made by Director Shriver and seconded by Director Leung to accept the June 2023 Financial Statements as presented. The motion carried 6-0.

Board Bylaw Modifications– Chief Dell'Orfano reported that the Board Bylaws Committee has reviewed the February 17, 2020 Restated Bylaws and has proposed several modifications in order to clarify intent, formalize processes, and incorporate legislative updates. Based on additional feedback from the board on August 21, 2023, the committee has prepared the attached draft that is ready for final consideration.

A motion was made by Director Anderson and seconded by Chair Albee to approve the South Metro Fire Rescue Fire Protection District September 1, 2023 Restated Bylaws. The motion carried 6-0.

Fleet Capital Fund Replacement Schedule – Chief Curtis stated that Line Support and Fleet Services, in collaboration with Operations and Finance, has identified a challenge in our current Fleet Capital Replacement Schedule due to supply chain issues at the Manufacturer level. SMFR is unable to obtain apparatus in 2025. Additionally, to secure our ability to take delivery of suppression apparatus necessary to meet our replacement objectives in 2026, we must order apparatus in

August of 2023. Currently, the selected Medic Vendor (AEV) and Aerial/Engine Vendor (Pierce) are projecting 150 weeks order to delivery for apparatus. If SMFR placed an order for Medics, Towers or Engines today, we would not take delivery until some time in 2026. Fleet Services is recommending capital funding (\$2.9M) be pushed from 2025 into 2026 to fund the order of – Two (2) Engines (\$1.3M EA), five (5) 4x4 Medics (\$301K EA) & two (2) Aerial Units (\$2M EA) for a total spend of \$8.105M in 2026.

A motion was made by Chair Albee and seconded by Director Anderson to approve \$8.105M be pushed from 2025 into 2026 to fund the order of Two (2) Engines ((\$1.3M EA), five (5) 4x4 Medics (\$301K EA) & two (2) Aerial Units (\$2M EA). The motion carried 6-0.

HazMat 38 Retention – Chief Curtis noted that when the Board initially approved the purchase of the new HazMat unit at their meeting on November 1st, 2021, the \$762,000 that the Board authorized included trading in our current HazMat unit valued at \$58,374. Emergency Services staff have identified a need to retain HazMat 38 as opposed to trading it in for the following reasons:

- 1.) Deploy the apparatus in the future. Continued evaluation of our current HazMat deployment plan and improving the response capabilities for our District. If staff determines the apparatus fits into our current or desired response coverage, this unit could be deployed in the future to meet our changing needs for HazMat response.
- 2.) Sell the unit on the secondary market. Should staff determine the unit is not needed for future deployment plans, we are quite confident that we can get a better value for the apparatus on the secondary market.

A motion was made by Director Anderson and seconded by Director Shriver to approve the repurchase of the HazMat apparatus from Super Vacuum Mfg. Co., Inc. in the amount of \$58,374. The motion carried 6-0.

DISCUSSION ITEMS

N/A

INFORMATION ITEMS

IGA Update – Chief Dell’Orfano reported that there were no IGA’s signed since last month.

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

- Roxy Ligrani Local 2086 updated the following:
 - South Metro Professional Fire Fighter’s Foundation Whiskey and Cigar Night raised \$10,000
 - Six Board Members will be attending a Health and Safety Symposium in NYC at the end of the month
 - Huge thank you to the Board for approving the 2026 apparatus purchase
- Chief Mike Burke, Administrative District Chief stated that 4 groups are currently deployed
 - Gunnison, CO – Low Line Fire - 1,800 acres
 - Heavy Equipment Hungry Horse, Montana - 3,000 acres
 - Woodland Park, CO - special assignment
 - Santa Barbara, CA - special assignment
- Chief Anthony Valdez updated the board on the fire investigation of the Glen Oaks Fire. There had been exterior lighting issues that led to a circuit breaker arching and ultimately a fire in the attic. In order to determine exactly how this occurred, our investigators worked with other specialists to trace the complex chain of events that resulted in the ignition and spread of this fire. This was a great accomplishment by our investigation team.
- According to Dispatch Manager Tyler March, five different agencies from Yuma, Arizona visited SMFR to see how the dispatch center is operated
- Sue Roche gave a shout out to the department for the active threat training done with SMFR and law enforcement that she was involved in. The police department gave kudos to the fire department for their expertise, which made her extremely proud to be a part of both agencies

EXECUTIVE SESSION (UPON MOTION)

N/A

PRESENTATION/DISCUSSION

Emergenetics/TKI Discussion

The Board participated in team building activities, using Emergenetics and conflict style tools as a framework.

Rich Sokol joined the meeting at 7:30 p.m.

NEXT MEETING

Board Budget Study Session to be held on August 16, 2023, 12:00 p.m., at 9195 East Mineral Avenue, Centennial, CO.

Special Board of Directors' Meeting to be held on August 21, 2023, 6:00 p.m., Station 12, 6529 S. Broadway, Littleton, CO.

Regular Board of Directors' Meeting to be held on September 11, 2023, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

Chair Albee adjourned the meeting at 8:50 p.m.

Attested by: 

Date: 09/11/2023