

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
January 8, 2024

Present:	Jim Albee, Chair	Bob Baker, Fire Chief (absent)
	Renee Anderson, Vice Chair	Mike Dell'Orfano, Chief Govt. Affairs Officer
	Rich Sokol, Treasurer (absent)	John Curtis, Deputy Chief– Emergency Services
	Sue Roche, Secretary	Kristin Eckmann, Deputy Chief – Community Services (absent)
	Kevin Leung	Matt Weller, Deputy Chief – Employee Services
	William Shriver	Dillon Miskimins, CFO Business Services
	Bruce Stahlman	Camie Chapman, CHRO Employee Services
		Bob Cole, 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 6:02 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

Chair Albee stated that Rich Sokol's absence is excused. All of the other Board members were present in person.

APPROVAL OF THE AGENDA

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

PUBLIC COMMENT

There was no public comment.

RECOGNITION

1. **ACC 911 Board Excellence in Support Award** – Tech Services Director Sund introduced 911 Support Technician Russ St. Myers, who was recognized by the ACC 911 Authority Board for his exceptional efforts in building out the back-up dispatch center at Station 22, which the Board toured in the fall of 2023. Russ was required to put in a lot of long days on a tight timeframe to complete the back-up center to the standards of not only SMFR but the other six PSAP's who may potentially use the center.

The Board thanked Support Technician St. Myers for his work and congratulated him on his award.

CONSENT AGENDA

December 11, 2023 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

Director Shriver recommended a couple of references to the downtown Capital be changed to Capitol under correspondence items.

William Shriver motioned to approve the consent agenda as amended. Sue Roche seconded the motion. All were in favor and the motion carried.

ACTION ITEMS

- 1. SMFR Resolution No. 2024-1 Resolution to Adopt 2024 Budget and Appropriate Sums & SMFR Resolution No. 2024-02 Resolution to Set Mill Levies** – CFO Miskimins stated that Staff received final assessed value certifications on January 3rd from the counties and reviewed the numbers without the backfill. Douglas County was required to revert their numbers back, removing the 4 percent adjustment. Jefferson County had an over \$1M tax increase due to business personal taxes that is also reflected in the final numbers.

CFO Miskimins added that the 2024 Final Budget when compared to the prior version shows a .17% increase in property taxes. A \$30M transfer, which leaves a 23 percent reserve amount in the general fund, is budgeted for 2024 and the exact amount will be provided after the 2023 audit is finalized.

At Director Leung's request, CFO Miskimins stated that even with Douglas County's 4%, it is not much of an increase because as the property taxes were increased the backfill was reduced, ending with a \$200K difference. As far as Staff is aware, the backfill is only for the 2024 fiscal year.

CFO Miskimins reviewed the various fund appropriations.

At Chair Albee's request, CFO Miskimins stated that we budget at the total amount by fund so if one fund is underbudget in order for the funds to be applied to another fund it would require a budget amendment.

Chair Albee requested a motion to approve the resolution and appoint William Shriver to sign and attest as Rich Sokol.

Renee Anderson motioned to approve SMFR Resolution No. 2024-01 Resolution to Adopt 2024 Budget and Appropriate Sums as presented and also to appoint William Shriver to sign as the attestor in place of Rich Sokol. Kevin Leung seconded the motion. All were in favor and the motion carried.

CFO Miskimins noted in SMFR Resolution No. 2024-02 Resolution to Set Mill Levies the 2nd whereas mentions the amount of money generated from property taxes as necessary to balance the budget for general operations expense, which at Legal Counsel's recommendation, does not include backfill as the numbers are very much an estimate at this point so just the property tax portion is included. The next whereas regarding the valuation for assessment as certified by the County Assessors is stating explicitly that we are not levying a bill for abatements.

At Director Leung's request in the essence of transparency, CFO Miskimins reiterated that there is no need to amend the budget unless we are over and that each county will send SMFR their portion of the backfill sometime in April or May but no budget amendment will be needed.

Bruce Stahlman motioned to approve SMFR Resolution No. 2024-02 Resolution to Set Mill Levies as presented and also to appoint William Shriver to sign as the attestor in place of Rich Sokol. Sue Roche seconded the motion. All were in favor and the motion carried.

- 2. SMFR Resolution No. 2024-03 Resolution Adopting 2024 Regular Board Meeting Schedule** – Chief Dell'Orfano reminded that the Board Bylaws stated that the 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. Included in the Board packet is the 2024 Board Meeting schedule, based on the 2023 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 January 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 as noted to avoid conflicts with national holidays & December to accommodate the Budget deadlines, at the Board's direction.

At Director Andersons' request, Chief Dell'Orfano stated that they can look at a potential conflict with the annual SDA Conference with the September 9th meeting as it gets closer. Legal Counsel Cole confirmed the conference begins on September 10th. Chief Dell'Orfano added that the first Monday was a holiday conflict. All agreed to keep the meeting schedule as presented.

Chair Albee requested the Board members take a close look at the special meeting dates. On behalf of Rich Sokol the March 18th meeting is spring break for his family. No other Board members had a conflict with the date to the meeting date was not changed.

Renee Anderson motioned to approve SMFR Resolution No. 2024-03 Resolution Adopting 2024 Regular Board Meeting Schedule as presented. Sue Roche seconded the motion. All were in favor and the motion carried.

- 3. SMFR Resolution No. 2024-04 Resolution Designating Location to Post Meeting Notice** – Chief Dell'Orfano reminded that 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.

Sue Roche motioned to approve SMFR Resolution No. 2024-04 Resolution Designating Location to Post Meeting Notice as presented. Kevin Leung seconded the motion. All were in favor and the motion carried.

- 4. November 2023 Financial Statement** – CFO Miskimins presented the financial statements executive summary.

Director Anderson requested a report tracking the ambulance transports since 2019 when the departments consolidated to determine what areas and how many emergency responses there were which could probably make a difference in future decisions based on the data. Chief Dell'Orfano suggested it be provided with the year-end reports.

At Director Shriver's request, CFO Miskimins stated that the fleet supplies is very unpredictable to budget due to unknown repairs and pretty substantial increases in the cost of parts and third party repair service. In response to Director Anderson's statement, Fleet Services Director Frank agreed it is going to be a pretty busy year putting new equipment into service but the schedule is staggered so that should help. At Chair Albee's request, Fleet Services Director Frank stated that of the 2023 rollover capital items, Staff took possession of the new hazmat unit in late 2023, rather than originally planned mid-year delivery, so won't go into service until February. At Director Anderson's request, Fleet Services Director Frank stated that the original quote was for 150 weeks, which would have been delivery in July of last year.

At Director Leung's request, CFO Miskimins stated that Staff intentionally put aside \$20K of IT's 2023 budget for the new software rollout, which is now budgeted in the hardware line but the actuals are hitting the software line. Tech Services Director Sund confirmed that they delayed purchasing a few items in order to support the implementation of the new software.

William Shriver motioned to accept the November 2023 Financial Statements as presented. Kevin Leung seconded the motion. All were in favor and the motion carried.

DISCUSSION/POTENTIAL ACTION ITEMS

1. N/A

INFORMATION ITEMS

1. **Cybersecurity Update** – Tech Services Director Sund introduced Senior Systems & Security Analyst JR Noble, noting that JR just received his Certified Information Systems Security Professional (CISSP) certification, which is a very difficult and high-level certification to received. JR provided an overview highlighting the following:

- Team Information
- Crossing the Cyber Rubicon (Today's Threat Environment)
- Colonial Pipeline
- Whole of Agency (Communication, Partnership, Information Sharing)
- Security Snapshot & Metrics
- NIST Cybersecurity Framework
- Security Architecture
- O365 Security Growth
- Device & Network Protection
- Challenges (Known knowns, Known unknowns, Unknown unknowns)

Director Stahlman stated that the IT Staff is doing terrific work but thinking down the road, next gen kind of stuff & hearing a lot about AI, have we started any sort of process of what that might look like and how it integrates into the cyber security profile. S&S Analyst Noble stated that it is a matter of determining when to rely on AI and prioritize what is handled by the analyst which has been discussed internally. Technology Manager Webb added that their programmers use external AI sources and use the programming language and knowledge to make things work better, which is how Staff constructs policies on how to make things work better in the future.

Director Leung stated that a wonderful job was done when the energy lab in Idaho was hacked & asked if SMFR has a policy of not negotiating with terrorists. S&S Analyst Noble stated that SMFR has a pretty robust policy within IT. Tech Services Director Sund stated that it would be an ETeam decision on how to negotiate if there is a ransom threat. CFO Miskimins added that would be based on the recommendation of our insurance company.

At Director Anderson's request, S&S Analyst Noble stated that sometimes the bad guys are caught but it is difficult to determine whether it's a kid in a dorm room or a major organization who is the threat.

At Director Shriver's request, S&S Analyst Noble stated that utilization of outside agencies such as Palo Alto starts with looking at the capabilities within the team, then look externally where support is needed, and then look at who our peers are using and Gartner research to determine who we want to work with. Tech Services Director Sund stated some risks have to be accepted but Staff analyzes the level of risk and provided an example of how Arctic Wolfe are always watching our cortex alerts. Technology Manager Webb added that they looked at multiple systems and vetted out multiple sources to determine what best fit our budget and skills of the team. S&S Analyst Noble stated that Staff also takes advantage of any of the free services provided by State and Federal agencies.

At Director Stahlman's request, S&S Analyst Noble stated that one of the goals for this year is a full interruption test to see how long it takes to get everything spun back up and data restored. Technology Manager Webb added that there are several back up data locations so even if the entire system is taken down, Staff can go back to the tapes and prioritize what needs to be recalled.

The Board thanked JR and the Team for the update.

2. **IGA Update** – Chief Dell'Orfano provided an update on the following IGA changes:

- **Third & Fourth Amendment to IGA for Provision of SWAT Team Medics with Douglas County Sheriff's Office**
– We have IGAs for both Arapahoe and Douglas County to be renewed for the period 2024 to 2026. The third amendment was signed to address SMFR's excess 2023 costs to participate in the Douglas County team. The cap, which was \$75,000, was raised to \$100,000. The fourth amendment is for the period 2024-2026 and the cap is \$125,000 for 2024 and \$150,000 for 2025 and 2026 to cover our costs. It is anticipated next month Staff will finalize the agreement renewal for Arapahoe County.

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

- Dell'Orfano:
 - Now that budget approved, wondered if the Board wants to respond to the Ridgeway West Village Community Association request. Chair Albee stated he will work with Staff on the response.
 - Reminded that usually at this time of year, the Board signs an acknowledgement that they reviewed the bylaws but since last year there was a fresh review, Staff decided not to add it to today's agenda, but the Board can sign the acknowledgement if they so desire. The Board directed Staff to send out the acknowledgement and receipt form to the board members. At Chair Albee's request, it was confirmed that the bylaws acknowledge conflicts of interest, but the Board may be more comfortable with a more explicit statement. Chief Dell'Orfano stated there are a couple of options, can sign it as a part of the bylaws and add it as an agenda item at the start of each meeting. Director Anderson stated that Highlands Ranch does it at the start of each meeting. The Board agreed to have it on the agenda for each meeting.
- Curtis:
 - In mid-December crews assisted Aurora on a fire alarm at an apartment complex under construction which turned out to be the biggest fire in Aurora's history. Our crews did a great job assisting. Chiefs Sarver and Richardson also came in to assist and the IDT team was there. It was really nice need to see the change with Denver and Aurora and our ability to operate seamlessly with them.
 - Introduced new Deputy Chief Matt Weller, who is getting acclimated to his new position.
- Local 2086 E-Board Member Pierce Jacoway:
 - Happy New Year to everyone! Appreciates the Board passing the budget and looks forward to working together in 2024.
- Hurst:
 - Since December, the Board agendas, summaries, and proclamations are posted on various social media platforms including Nextdoor which reaches 303,103 members in 501 neighborhoods.
- Valdez:
 - At Director Stahlman's request, SMFR continues to work with our task force partners to find the fugitive who started the Prince Street fire. The building will need to be torn down but there are no structural issues with the apartment building next door but believes they are still going through the insurance investigation process.
- Special Recognition:
 - Emergency Communications November report was included in the packet.
 - Emergency Communications Manager Chris Carnahan was recognized in the Castle Pines Connection for his work as a part of the SMFR Drone Team in an article titled *Drones Aid Public Safety*.
 - SMFR's Lieutenant Dave Petau and half-brother Firefighter Keegan Petau were highlighted in the Castle Pines Connections in an article titled *Generations in the Fire Service*.
 - SMFR's EVT Wayne Mittelstadt was a runner up in the list of strong candidates for EVT of the Year for 2023 by Firehouse Magazine.
- Thank you notes:
 - To Tower 32, Medic 32 and Med 2 A Shift for their response to a cardiac arrest on November 22nd from a friend and neighbor of the patient, who commended the care provided.

EXECUTIVE SESSION (UPON MOTION)

Jim Albee motioned to convene to Executive Session at 7:24 p.m. Pursuant to §24-6-402(4)(e), C.R.S., for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations and instructing negotiators regarding the Lone Tree URA. Bruce Stahlman seconded the motion. All were in favor and the motion carried.

The regular meeting reconvened at 8:01 p.m. with no action taken.

NEXT MEETING

Special Board of Directors' Meeting to be held on January 22, 2024, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

Regular Board of Directors' Meeting to be held on February 5, 2024, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

Chair Albee adjourned the meeting at 8:01 p.m.

Attested by: James E Albee

Date: Feb 5, 2024