

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
March 4, 2024

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

Others Present: Diversified Construction Service President John Sattler (via Teams), 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 6:08 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 Leung participated via Teams. All of the other Board members were present in person.

APPROVAL OF THE AGENDA

Director Anderson motioned to approve the agenda as presented. Director Shriver seconded the motion. All were in favor and the motion carried.

CONFLICT OF INTEREST DISCLOSURE

Chair Albee asked if there were any changes to conflict of interest affirmation:

- Director Stahlman – no changes
- Director Roche – no changes
- Director Anderson – no changes
- Chair Albee- no changes
- Director Shriver – no changes
- Director Sokol – no changes
- Director Leung – no changes

PUBLIC COMMENT

Amy Turell, 5890 Aspen Leaf Drive, Littleton, CO, expressed on behalf of the neighborhood concern regarding safety issues on Ron King Trail at Highway 85 (Santa Fe) caused by unauthorized planned school and special use by the Highlands Ranch Community Association.

Sarah Kilgore, 8916 Avalanche Street, Littleton, CO, reiterated the comments made by Ms. Turell, and noted an increase in traffic on Ron King Trail due to the single ingress/egress to and from the Cherokee Ridge Subdivision & they just want to make sure SMFR's Board is aware and to keep an eye on potential increased safety issues.

Chair Albee expressed appreciation for their attendance and comments.

CONSENT AGENDA

February 5, 2024 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
February 26, 2024 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

Director Anderson motioned to approve the consent agenda as presented. Director Roche seconded the motion. All were favor and the motion carried.

ACTION ITEMS

1. December 2023 Financial Statements – CFO Miskimins presented the financial statements executive summary.

CFO Miskimins added that as the District audit continues, some of the figures may change.

At Chair Albee's request, CFO Miskimins stated that the \$1.6M revenue in the Wildland Budget is over budget, but that is not a windfall as there is an overtime reimbursable that ended the year at \$1.6M.

Director Anderson stated that she knows that Douglas County is cracking down on people who have not registered their vehicles.

Chair Albee stated that some board members were not present when the Parker URA lawsuit was settled and excise tax implemented and requested Staff provide a summary of what the tax is and what it can be used for.

At Director Sokol's request, CFO Miskimins reminded that there was \$785K in the general fund budget for self-insurance. Self-insured medical costs closed with a surplus of \$513K, and if those funds would have been in a separate self-insured medical fund, we would have been underbudget.

Director Sokol stated that savings in overtime attributed to successful implementation of a plan to optimize staffing levels, asked if there are any other line items that we could have the opportunity for a positive influence. CFO Miskimins stated that the move toward optimal staffing levels definitely saved the district, coming in at \$3.5M of the \$7.87M budget. The 2024 overtime budget was increased by roughly 3% over the 2023 total expenditure. Adding that Staff has made improvements in budgeting processes and has been adjusted to reflect what is actually expected to be spent. At Director Leung's request, CFO Miskimins will follow up on the 2024 overtime increased percentage as compared to 2023.

Chair Albee reminded that we have an Investment Policy, and we delegate various responsibilities to make our investments. Out of the 100+ pages that were included in the packet, the most important is the compliance report card, the only indication as to whether or not we are in compliance with our policy. CFO Miskimins added that at the last investment meeting, it was decided to consolidate to have just Chandler Management handle the investment portfolio moving forward & PFM will continue to manage the investment pool. As required by policy, the Investment Policy is to be presented to the Board for annual review, so once the move is made to Chandler Management the updated Investment Policy will be presented to the Board.

Director Sokol motioned to accept the December 2023 Financials as presented. Director Shriver seconded. All were in favor and the motion carried.

Chief Baker noted that since the Board accepted the financials, he wanted to address the Board's comments regarding the change in OT. Chief Baker provided a history that the OT program included additional vacation days to be used as Kelly type days, to reduce the 56-hour workweek closer to a 40-hour workweek. Comments in the employee survey stated that although there are now more vacation days, there is not much flexibility in using them and some conjecture that Staff was leveraging to look good in front of the Board. Chief Baker reminded that he communicated to the Board that at that time we leveraged the system so that it would become more efficient. The agreement was with the full intent to become 100% efficient in our OT schedule.

- 2. SMFR Resolution 2024-05: A Resolution Authorizing Integrated Project Delivery (Station 18 Kitchen Remodel)** – Chief Milan stated that in preparation for a kitchen remodel at Station 18, Staff is requesting to utilize the Integrated Project Delivery method of awarding the construction contract, which requires a board resolution, a process that allows the District to award a contract that represents the best value to the District opposed to only the lowest cost proposal. Staff estimates the project cost will be less than \$225,000, including contingency funds, and the project will be funded through the \$1.2M existing facility/remodels budget line item in the capital projects fund.

At Director Anderson's request, Chief Milan confirmed that the project will stay within the footprint of the current station, much like Station 16.

At Director Stahlman's request, Chief Milan confirmed that the integrated project plan will be funded out of the \$1.2M existing facility/remodel budget.

At Director Sokol's request, Chief Milan stated that Staff went with Keiding Architects who created a schematic design that will be sent out for bid. Legal Counsel Ulmer added that the main difference with Integrated Project Delivery is that the contract is awarded for best value rather than just best price.

Director Roche motioned to approve SMFR Resolution No. 2024-05 A Resolution Authorizing Integrated Project Delivery (Station 18 Kitchen Remodel) as presented. Director Stahlman seconded the motion. All were in favor and the motion carried.

Appointing a Special District Representative to the URA Board of Commissioners – Chief Dell'Orfano reminded that on September 19, 2023, the City Council adopted a resolution creating the Lone Tree URA, which requires that one commissioner on the URA Board of Commissioners is required to be an elected representative of the special districts levying a mill levy within the boundaries of the URA. Based on an agreement from a majority of the other special districts, SMFR will be the representative. Staff is requesting the Board formally appoint a board member to serve on the URA Board of Commissioners as the special district representative.

Chair Albee recommended that if the Board appoints someone, we want to be able to provide a reason that we chose that person & that they will be representing all of the special districts as well.

The Board members recommended the representative be a Douglas County resident. Director Leung stated that it is his preference that someone else be appointed as he is already on the Castle Pines URA Board & feels it would be a good experience for another board member. Directors Anderson and Shriver both stated that they would be willing to serve. Director Shriver committed to serve as the special district representative.

Director Leung motioned to approve Director Shriver as the Special District Representative to the Lone Tree URA Board of Commissioners. Director Sokol seconded. All were in favor and the motion carried.

DISCUSSION/POTENTIAL ACTION ITEMS

- 1. Fire Chief Selection Process** – Director Anderson stated they chose comparable organizations and, with CHRO Chapman's assistance they put into a matrix comparing degree requirements, experience requirements, preferred qualifications/experience, certifications/designs and created a draft job description. Chief Baker, CHRO Chapman, Chair Albee and she have all reviewed it and provided recommendations. The board members are also welcome to read the other job descriptions if they so desire. Chair Albee pointed out that they have also talked about other major processes and once the competencies are determined, they will be added. Director Anderson informed that the job description has numbers, which are just for reference and will be removed once it is finalized. The other board members are requested to review it and provided feedback to CHRO Chapman by next Monday in preparation for additional discussion and potential finalization at the March 18th meeting.

Chair Albee reviewed the Fire Chief Selection Process Board Update and Discussion Item spreadsheet, noting that the yellow "X" indicates a change or addition. Facilitator Dan Peterson will be introduced at the March 18th meeting and anticipates at least a review of the current Fire Chief compensation package. Director Anderson reiterated that the Board is going to work together for one outcome with the For Your Improvement (FYI) process. Staff will have their individual assignments (Local 2086, ETeam, Command Staff, etc.) that will be put into an anonymous document.

INFORMATION ITEMS

- 1. Station 15 Update** – Chief Milan provided an update for the Board on the progress of the station construction; specifically on the schedule, budget, and change orders. Two major change orders have modified the cost and time of construction. These change orders are redesign and associated delays due to AHJ changes to the original stormwater management plan (\$243,229) and additional costs associated with the site retaining wall at the western property line (\$168,851). The aggregate time changes to the construction are approximately 90 days. This places the current date of substantial completion at September 29, 2024. While the overall project budget remains \$10.2M, the bulk of contingency funds included in the construction budget are to be allocated to these change orders. Staff will closely monitor and periodically update the Board on the project.

At Director Stahlman's request, Chief Milan and Diversified Construction Service President John Sattler provided details as to how they and OZ Architecture, who worked on the last five fire station projects for SMFR and frequently consults with the South East Metro Stormwater Authority (SEMSWA), worked through numerous approval processes moving away from the two current rain gardens to an underground drainage pipe.

Mr. Sattler reviewed the risk position in respect to the budget, noting that most if not all of the contingency dollars have been committed to the project and means of funding additional overages will come from other area allocations. Although he believes there are still very good odds that the project will finish within the Board allocated \$10.2M. CFO Miskimins added that they have decided that rather than come to the Board to increase funds, they would rather come to the Board as unexpected contingency issues come up.

At Director Anderson's request, Chief Milan stated there is a maintenance manual for the underground pipe.

Director Anderson stated that she would prefer to hear about the issues ahead of time rather than removing something to avoid coming to the Board.

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

- **Douglas County Station 46 Polling Place 2024 General Election IGA** – In February the DC Elections Office requested use of the station in November for a few days before and after the general election. The IGA allows them exclusive, secure use of the room and we have agreed to follow all election laws.

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

- **Chief Baker:**
 - Presented at the Center for Public Safety Excellence Conference last week with Health and Wellness Officer Chris Macklin regarding SMFR's Human Performance & Optimization program. It was a big conference that was well attend and they received a lot of positive feedback.
- **Chief Dell'Orfano:**
 - On Saturday, Littleton's Elk Lodge is holding their annual awards banquet. They will be recognizing FF of the Year is BC Mike Mullane and Staff of the Year Lead Facilities Engineer Mike Thompson. The banquet will go into more detail of the awards and the Board is invited to attend. Director Stahlman stated he would like to attend.
- **Chief Eckmann:**
 - The all personnel meeting this taking place on Thursday at Union Hall and will also be streamed live. It will be recorded for later viewing as needed.
- **Chief Curtis:**

- Just deployed a Type 3 engine to Wilmington, IL. They will be deployed for two weeks, same type of deployment as last year.
- Local 2086 E-Board Member Ligrani:
 - Four E-Board Members are in Washington, DC attending the IAFF Conference, where tomorrow they will have face-to-face meetings with Ken Buck and Jason Crow to discuss legislation. CPFF will also be collaborating more with the Local's policies and legislative recommendations. CPFF is excited to have the second largest union to collaborate with.
 - The Foundation fundraiser at 105 West Brewing Company last week was quite successful. The Foundation has another fundraising opportunity on Saturday, March 23rd by hosting a Poker Night at the Union Hall.
- Emergency Communications Director Tyler March:
 - Four Dispatch members just returned from Washington, DC where they talked about HB 24-1016 at the federal level to encourage recognizing dispatchers as first responders. Good information was provided & good connections made with follow up meetings planned with the legislators' local offices.
- Director Anderson:
 - Received a draft brochure showing how much fire apparatus costs. Chief Dell'Orfano stated that was from another fire agency and is for informational purposes and future legislation. Staff will provide it to the whole board during an upcoming legislative update.
- Chair Albee:
 - Attended the fundraiser last Thursday where he heard that the SAFER Grants and AFG are going away. Chief Powell informed that they weren't sure if they were going to fund it for next year, but nothing official has been stated. Chief Dell'Orfano added that each year there is a call out to the agencies to reach out to elected representatives to continue funding the SAFER and AFG grants and U.S. Fire Administration programs because every year there is a threat to them or a threat to funding. Staff will be looking into the current status for this year's funding renewals.
 - Circling back to the public comment, asked how the Board wanted to respond. Chief Eckmann stated that it appears members of the CRRS Team have had dialog with them. Chief Valdez stated that several members of the FMO have been in contact with Douglas County regarding the issues and that the county did take some enforcement action. In December, FMO received a request regarding what fire and building codes would be needed to move forward with the plans, but no additional contact received. His Staff is working with Douglas County to ensure fire codes are met. Ingress and egress are preexisting conditions. Chief Valdez believes the concerns changed based on how to get a larger voice. Director Stahlman recommended getting them a contact at CDOT and make the introduction. The Board directed Staff to follow up with the citizens with a short summary of what was described tonight and mention contacting CDOT.
- Thank you notes:
 - Thank you note to Station 33 C Shift Medics for their rapid response and positive outcome.

EXECUTIVE SESSION (UPON MOTION)

1. Chair Albee motioned to convened to Executive Session Pursuant to §24-6-402(4)(e), C.R.S. at 7:58 p.m. for the purpose of determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators regarding the renewal of a Working Agreement with Local 2086. Director Sokol seconded the motion. All were in favor and the motion carried.

The regular meeting reconvened at 9:41 p.m. with no action taken.

NEXT MEETING

Special Board of Directors' Meeting to be held on March 18, 2024, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

Regular Board of Directors' Meeting to be held on April 1, 2024, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

ADJOURNMENT

Chair Albee adjourned the meeting at 9:41 p.m.

Attested by: James E Allen

Date: Apr 1, 2024