



**SOUTH METRO FIRE RESCUE**  
**Regular Board of Directors' Meeting**  
**December 9, 2024**  
**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. APPROVAL OF THE AGENDA**

**E. CONFLICT OF INTEREST DISCLOSURE**

**F. 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).

**G. PRESENTATIONS**

1. SMFR Explorer Program
2. Revenue Initiative
  - a. Magellan Strategies
  - b. Public Alignment Communication

**H. 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. November 4, 2024 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
2. 2024 Audit Engagement Letter

**I. ACTION ITEMS**

1. SMFR Resolution No. 2024-10 Resolution to Adopt 2025 Budget and Appropriate Sums – Corbo
2. SMFR Resolution No. 2024-11 Resolution to Set Mill Levies – Corbo

3. SMFR Resolution 2024-12 Resolution to Set Refunds and Abatements Mill Levy - Corbo
4. SMFR Resolution 2024-13 A Resolution Repealing and Readopting a Fee Schedule for Ambulance and EMS Service – Curtis & Corbo
5. SMFR Resolution 2024-14 A Resolution Repealing and Readopting a Fee Schedule for Fire Code Inspections – Conroy & Corbo
6. Resolution SMFR 2024-15 Resolution Adopting 2025 Regular Board Meeting Schedule – Dell’Orfano
7. SMFR Resolution No. 2024-16 Resolution Designating Location to Post Notice – Dell’Orfano
8. SMFR Resolution No. 2024-17 A Resolution Calling for the 2025 Regular District Election for Director Districts 2, 6, and 7, and Appointing Designated Election Official – Dell’Orfano

**J. DISCUSSION/POTENTIAL ACTION ITEMS**

*With a two-thirds (2/3) vote of the board members in attendance, the board has the discretion to amend the Agenda to move any Discussion/Potential Action Item to an Action Item.*

1. Fire Chief Selection Process – Albee

**K. INFORMATION ITEMS**

1. IGA Update – Dell’Orfano
  - a. Parker Quit Claim Deed – Stroh Road West of Motsenbocker
  - b. Parker Stroh Road Temporary Construction Agreement
  - c. Douglas County Radio Technician Agreement

**L. EXECUTIVE SESSION (upon motion)**

N/A

**M. NEXT MEETING(S)**

Special Board of Directors’ Meeting to be held on December 16, 2024, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO

Regular Board of Directors’ Meeting to be held on January 6, 2025, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO

Special Board of Directors’ Meeting to be held on January 13, 2025, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO

**N. ADJOURNMENT**

South Metro Fire Rescue Fire Protection District  
Regular Board of Directors' Meeting Minutes  
November 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	Matt Weller, Deputy Chief – Employee Services
William Shriver	Stephanie Corbo, Chief Financial Officer
Bruce Stahlman	Camie Chapman, CHRO Employee Services
	Allison Ulmer, 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 6:31 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 Board of Trustees' Meeting.

#### **ROLL CALL**

All of the Board members were present in person.

#### **APPROVAL OF THE AGENDA**

Director Anderson motioned to approve the agenda as presented. Director Roche 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**

N/A

#### **PRESENTATION**

1. **Behavior Health Program** – CHRO Chapman introduced Health and Wellbeing Officer Macklin who has been very heavily involved in the wellness program and taking it to a new level with the health and wellbeing of our personnel.

H&W Officer Macklin expressed appreciation for Chief Baker and Local President Dzengelewski' s support of the various wellbeing programs. H&W Officer Macklin provided an overview of our Behavioral Health & Wellbeing,

providing a personal background summary as well as an overview of the Employee Assistance Program, Behavioral Health Programs & Additional Services and Growth.

The Board thanked H&W Officer Macklin for the presentation.

## **CONSENT AGENDA**

October 7, 2024 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes

October 21, 2024 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

Resolution No. 2024-08: A Resolution Ratifying, Approving, and Confirming the Rates, Fees and Charges of the Fire Marshal's Office.

Director Sokol recommended correcting three spelling errors on the October 7<sup>th</sup> meeting minutes and one on the October 21<sup>st</sup> meeting minutes.

Director Roche motioned to approve the consent agenda as amended. Director Leung seconded the motion. All were in favor and the motion carried.

## **ACTION ITEMS**

### **1. Public Hearing: Resolution No. 2024-07: Resolution and Order of Exclusion (Castle Cliff Estates) – Final Adoption**

Chair Albee opened the public hearing at 6:56 p.m.

Chief Dell'Orfano informed that the Castle Cliff Estates development is located on the west side of Daniels Park Road approximately two miles north of the intersection of US Highway 85 and Daniels Park Road. The area is almost completely within the West Douglas County Fire Protection District's boundaries, but a small 2-acre portion is in SMFR's. The request is for SMFR to exclude the property so that it can be included into West Douglas. The exclusion process began with an initial adoption of the Resolution and Order of Exclusion on October 7, 2024, West Douglas County Fire Protection District filed a notice of its inclusion resolution with the court on November 1<sup>st</sup>, a copy of which was provided during the public hearing, with a request for final adoption tonight.

Chair Albee invited public comment.

There was no public comment and Chair Albee closed the Public Hearing at 7:05 p.m.

Director Anderson motioned to approve the final adoption of Resolution No. 2024-07: Resolution and Order of Exclusion (Castle Cliff Estates) as presented. Director Roche seconded the motion. All were in favor and the motion carried.

### **2. Appointing a Special District Representative to the Centennial URA Board of Commissioners** – Chief Dell'Orfano stated that the City of Centennial created an urban renewal authority (URA) in 2005 and intends to create additional plan areas. This modification requires the appointment of a commissioner to the URA that represents special districts. Based on agreement from the other special districts, SMFR will be the representative. Staff requests the Board formally appoint a Board member to serve on the URA Board of Commissioners as the special district representative.

Director Sokol stated that he is willing to serve on the Centennial URA Board of Commissioners.

Director Shriver motioned to appoint Director Sokol as a commissioner representing the special districts on the Centennial Urban Renewal Authority Board of Commissioners. Director Leung seconded the motion. All were in favor and the motion carried.

### **3. Q3 2024 Financial Report** – CFO Corbo presented the financial statement executive summary.

At Chair Albee's request, CFO Corbo stated that the updated revenue was forecasted at what we expected for the backfill, but it came in a little higher for this year than we originally anticipated, but we will not get that back fill in 2025 and is why we have a loss in revenue for 2025.

At Director Sokol's request, CFO Corbo stated that the ERP project went live in mid-September and not all of the other software agreements have expired, but they are no longer being used.

At Director Anderson's request, Chief Weller stated that Station 17's remodel should be completed just before Thanksgiving and Station 18's should be finished right before Christmas.

At Chair Albee's request, CFO Corbo stated that the Team needs to talk about the self-insured medical fund threshold to create a fund balance policy. CHRO Chapman stated that needs to be evaluated going into 2026.

At Chair Albee's request, CFO Corbo reported that Chandler Asset Management will be making a presentation at the February regular board meeting.

Director Sokol motioned to accept the Q3 2024 Financial Report as presented. Director Anderson seconded the motion. All were in favor and the motion carried.

#### **4. Public Hearing: Resolution No. 2024-09: Resolution to Amend the 2024 Budget**

Chair Albee opened the public hearing at 7:18 p.m.

CFO Corbo stated that as discussed at the October 7, 2024 board meeting, the additional expenses of \$200,000 for the fire chief selection process and \$150,000 for the revenue election consultant were not anticipated during the preparation and adoption of the 2024 budget. Additionally, these expenses are significant enough to potentially cause the general fund to exceed the funds appropriated in 2024. Staff is requesting approval of a budget amendment to account for the additional General Fund expenses.

Chair Albee invited public comment.

There was no public comment and Chair Albee closed the Public Hearing at 7:19 p.m.

Director Sokol motioned to approve Resolution No. 2024-09: Resolution to Amend 2024 Budget. Director Shriver seconded the motion. All were in favor and the motion carried.

#### **PUBLIC HEARING**

##### **1. Public Hearing: 2025 Budget**

- a. Ambulance & EMS Fees**
- b. Fire Marshal Office Permit Fees**

Chair Albee opened the public hearing at 7:20 p.m.

CFO Corbo provided an overview of the proposed 2025 budget, highlighting changes from previous versions presented to the Board. Changes include recommended fee rates for 2025 based on cost and staying at or below average in the market, as well as updates to account for components of the collective bargaining agreement within Salaries and Benefits.

At Director Sokol's request, Chief Weller reported that the architects are still putting together a quote for the JSF gym floor and HQ lower-level remodel. CFO Corbo added that if the numbers are not in before budget approval, they can do a budget amendment.

At Director Leung's request, CFO Corbo stated that the CBA increase, originally projected at around \$8M is now \$9.7M and is due to the longevity pay change from the benefit line to the salary line. The net impact of the move is \$176K.

At Director Sokol's request, CHRO Chapman stated that Staff is estimating, and the budget is based on 115 employees moving to a Kaiser plan. Director Sokol expressed concern if that many employees do not move to the less expensive plan with Kaiser. Chapman added that if only 15 employees move to a Kaiser plan, the financial impact could be up to \$324K.

CFO Corbo added that once the benefit plans are chosen, Staff will go back to the plan design for 2026.

CFO Corbo suggested providing the Board with a total breakout of the expenses of the CBA. Chief Baker interjected that during the negotiation of the CBA, it was known that longevity was going to be moving from a benefit to a salary expense. He is not sure if it was an oversight in the budgeting process. Chief Baker noted that transitioning in a new CFO mid-budget season is not ideal, but he could not be more pleased with CFO Corbo's integration.

At Director Leung's request, Chief Weller stated that Staff is still working to determine which land is actually available to us and the cost for Station 16.

At Director Sokol's request, Chief Richardson informed that when the new dive vehicles come in, one will be liquidated along with Rescue 34. The original quote was for \$600K for two, but only paid \$394K, saving almost 50% by purchasing them together.

At Director Sokol's request, CFO Corbo will make sure that a 2024 line will be added to the Long-Term Plan.

At Director Sokol's request, CHRO Chapman reported that the average Staff salary increase, under Korn Ferry, was 3.3%.

Director Sokol stated that as a member of the State Board of Equalization, he had the pleasure of meeting the State Property Tax Administrator and they had a long talk about abatements & explained how the abatement process actually works.

**a. Ambulance & EMS Fees**

Information regarding average ambulance transport fees and mileage was provided as well as the payer mix and billing collection rates. The recommendation for 2025 ambulance and EMS Service Fees, based on cost recovery and remaining slightly below average in the regional market, is \$1,800 and \$28 mileage. Staff proposed the formal adoption of the fees occur at the December 9, 2024 Board meeting along with the approval of the 2025 budget.

As a follow up to last week's meeting, Chief Curtis provided additional information regarding the philosophy of area agencies, who are also looking at regional and national standards as well as similar methodology as we used in 2020. SMFR's philosophy is to be just below the average to make sure we are not leading in this area. Other areas do also charge for mileage.

At Director Stahlman's request, CFO Corbo reported that Staff did an analysis and about \$30M is needed to cover the transport cost, so we are falling a little bit short and want to get ahead of the analysis for next year.

At Director Anderson's request, CFO Corbo stated that the collection rate depends on what the patient has for coverage or is not covered. She will check to see if Medicare and/or Medicaid rates will be going up. She will also

reach out to the comparable departments to see what their bad debt is, and if different, will model that for the next meeting so we have a sounding board to know if the \$5M is a good gut check.

At Chair Albee's request, CFO Corbo stated that they took the actual number of transports for 2024, keeping it flat, and adjusted the difference of the rate for 2025 and figuring the bad debt over the last three years into the calculation.

Director Leung stated that he wonders if there would be more bad debt with an almost \$500 increase in transport charges.

Chief Baker confirmed with the Board that they are okay with raising the rate but would like additional analysis. CFO Corbo will do additional calculations and present the new model at the next meeting.

**b. Fire Marshal Office Permit Fees**

A draft fee schedule for the Fire Marshal's Office Permit Fees was provided. The updated fees are anticipated to increase by 13.5% over previously implemented fees. Staff proposed the formal adoption of the fees occur at the December 9, 2024 Board meeting along with the approval of the 2025 budget.

At Director Shriver's request, Assistant Fire Marshal Conroy stated that legal counsel advised against rounding up or down to whole numbers but rather keeping the permit fees costs at the cost of doing the work, so not rounding up potentially more than its costs and not rounding down and losing money. Special events are charged at a flat fee that is considered reasonable. He will be bringing some examples for the Board at the December meeting. Director Anderson stated that since it has been five years since they have reviewed the special event fees, they may want to look to review it.

Chair Albee polled the Board, and they were all in agreement with implementation of the proposed fee schedule.

CFO Corbo reviewed the timeline and next steps in the process.

Chair Albee requested public comment.

There being no public comment Chair Albee closed the public hearing at 8:53 p.m.

**DISCUSSION/POTENTIAL ACTION ITEMS**

- 1. Fire Chief Selection Process** – Chair Albee stated the virtual interviews were completed last week and this week they are going through and notifying the individuals that are going forward in the process. No final numbers yet but will try to give an update on the process at the next meeting.

**INFORMATION ITEMS**

- 1. IGA Update** – Update on the following IGA changes:

1. Arapahoe County Hazard Mitigation Plan Participation letter of agreement to participate in the development of their plan, very similar to the standard of cover that we do. It is a plan that has to be updated every five years. This aligns us with the county and is potentially useful for us in mitigation planning.

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

- Chief Baker:
  - Quarterly Meet and Confer with the Local is tomorrow.
- Local President Mark Dzengelewski:
  - Very grateful for the opportunity to be a part of the fire chief selection process. It was really great and very collaborative.

- Extended gratitude to H&W Officer Macklin for being a leader in wellness before it was a thing. The systems and programs supported over the years is changing lives.
- Chief Grosch:
  - Thank you to the Board and the Chiefs for their support during the USAR deployments assisting with recovery from the hurricanes.
- Director Shriver:
  - The Lone Tree URA met earlier today and approved their budget. They have now approved 9 of 10 agreements with other taxing entities.
- Director Sokol:
  - Thank you for forwarding the information about the two kids at the gym who heard that CPR was needed nearby and stepped in to help. EMS Battalion Chief Piche reported that EMS has already recognized them for their actions but would be happy to get a plaque ordered for presentation to them at a future board meeting.
- Thank you notes:
  - Letter from Castle Rock Fire & Rescue Fire Chief thanking SMFR for providing support during the loss of Firefighter/EMT Andrew J. Koldeway and his funeral service.
  - Letter from Jefferson County Sheriff thanking SMFR for assistance combating the Quarry Fire.
  - Letter from Orange County Fire Authority's Fire Chief thanking SMFR for assistance transporting Handcrew FF Andrew Brown from the airport to Craig Hospital.
  - Note from Pinecrest Community Church thanking the crew from Engine 47 for their efforts in supporting their Harvest Fest 2024.
  - Note received from Castle Pines resident thanking Station 36 for their professional response to a medical emergency at his home.
  - Thank you note from Primrose School of Parker to Receptionist Mary Lema for organizing their Engine Demo and the crew of Engine 46 for their amazing demonstration.

**EXECUTIVE SESSION (UPON MOTION)**

N/A

**NEXT MEETING**

Board Work Session to be held on November 18, 2024, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

Regular Board of Directors' Meeting to be held on December 9, 2024, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

**ADJOURNMENT**

Chair Albee adjourned the meeting at 9:05 p.m.

Attested by: \_\_\_\_\_

Date: \_\_\_\_\_

# BOARD OF DIRECTORS AGENDA ITEM STAFF REPORT



**Meeting Date:** 12/9/2024  
**Agenda Item Type:** Consent Item  
**Agenda Item:** 2024 Audit Engagement Letter  
**Submitted By:** Marina Takacs, Accounting Manager  
**Approved:** Stephanie Corbo, CFO

## **SUMMARY:**

Included is the 2024 Audit Engagement Letter for the Board's consideration and approval.

## **BACKGROUND:**

The Board Bylaws, in accordance with state statute, requires that the Fire Chief "causes an annual audit to be made at the end of each fiscal year in accordance with generally accepted auditing standards by a registered or certified public accountant who has not maintained the books, records and accounts of the District during the fiscal year." The Board Bylaws also establishes an Audit Committee, comprised of the Board Chair and Treasurer or such other Director appointed by the Board Chair, that is responsible for recommendations to the Board regarding the appointment, compensation, retention, and oversight of the work of an independent certified public accountant engaged to prepare the audit report. This is the second year that the District has engaged with Forvis to conduct the District's audit. There is a new accounting standard required to be implemented during this year's audit (GASB 101) which requires the District to change its methods of accounting for compensated absences. In addition, because the District implemented a new financial ERP system, an IT software audit will be required. Lastly, the engagement letter references an audit for the retirement plan. Forvis does complete that audit outside of the financial statement audit, however, the fees are paid from the participants of the plan and the process is governed by the Pension Board of Trustees. Attached to this cover letter is Forvis' proposal from 2022 and the Engagement Letter.

## **FINANCIAL IMPACT:**

The costs of the financial statement audit is \$63,945. The IT audit requirement for the new system implementation will cost an additional \$10,000. For a total of \$73,945. We plan to implement the new GASB statement 101 internally without additional resources.

## **STRATEGIC INITIATIVE:**

An annual financial audit is required under state statute. The broad objectives of the audit is to obtain reasonable assurance about whether the financial material misstatement, whether due to fraud or error;  Expressing opinions on the financial statements;  Issuing a report on your internal control over financial

reporting and compliance and other matters based on the audit of your financial statements in accordance with Government Auditing Standards;  Expressing an opinion on your compliance with the types of compliance requirements described in the OMB, Compliance Supplement that could have a direct and material effect to each of your major federal award programs in accordance with the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance);  Issuing a report on your internal control over compliance in accordance with the Uniform Guidance;  Issuing a report on your schedule of expenditures of federal awards

### **RECOMMENDED ACTION/MOTION:**

**Staff recommends the Board approves the following motion: I move to approve the Audit Committee's recommendation to continue engaging with Forvis until the Audit Committee brings an alternate recommendation to the Board, and direct the Board Chair and Chief Financial Officer to execute the related documents.**

### **ALTERNATIVE OPTIONS:**

Click or tap here to enter text.

### **ATTACHMENTS:**

2024 Engagement Letters

November 25, 2024

Ms. Stephanie Corbo, CFO  
Mr. Jim Albee, Audit Committee  
South Metro Fire Rescue  
9195 East Mineral Avenue  
Englewood, Colorado 80112

We appreciate your selection of **Forvis Mazars, LLP** as your service provider and are pleased to confirm the arrangements of our engagement in this contract. Within the requirements of our professional standards and any duties owed to the public, regulatory, or other authorities, our goal is to provide you an **Unmatched Client Experience**.

In addition to the terms set forth in this contract, including the detailed **Scope of Services**, our engagement is governed by the following, incorporated fully by this reference:

- Terms and Conditions Addendum

### **Summary Scope of Services**

As described in the attached **Scope of Services**, our services will include the following:

- South Metro Fire Rescue
- Audit Services for the year ended December 31, 2024

You agree to assume full responsibility for the substantive outcomes of the contracted services and for any other services we may provide, including any findings that may result.

You also acknowledge these services are adequate for your purposes, and you will establish and monitor the performance of these services to ensure they meet management's objectives. All decisions involving management responsibilities related to these services will be made by you, and you accept full responsibility for such decisions.

We understand you have designated a management-level individual(s) to be responsible and accountable for overseeing the performance of nonattest services, and you have determined this individual is qualified to conduct such oversight.

### **Engagement Fees**

Our fees will be based on time, skill, and resources, including our proprietary information required to complete the services.

The fee for the services will be as follows:

- Financial Statement Audit - \$63,945
- ITRS services associated with new system implementation - \$10,000
- South Metro Fire Rescue Fire Protection District Retirement Plan Audit - \$24,805

Our timely completion of services and the fees thereon depends on the assistance you provide us in accumulating information and responding to our inquiries. Inaccuracies or delays in providing this information or the responses may result in additional billings, untimely filings, or inability to meet other deadlines.

### **Assistance with New Standards**

Assistance and additional time as a result of the adoption of the following new standards are not included within our standard engagement fees. These fees will be based on time expended and will vary based on the level of assistance and procedures required.

**Governmental Accounting Standards Board (GASB) Statement No. 101, *Compensated Absences***, is effective for fiscal years beginning after December 15, 2023. Early application is encouraged.

Statement No. 101 unifies and updates recognition, measurement, and disclosure guidance for compensated absences. Under this Statement, a government is required to record a liability for leave if that leave has been earned, accumulates, and is more likely than not to be used, paid, or otherwise settled. We can assist you with the adoption of this standard by providing services which may include, but are not limited to:

- Assisting with changes required to adopt Statement No. 101, including:
  - Assisting with information gathering by reviewing current leave programs and policies
  - Discussing potential calculation methods
  - Recommending enhancements to existing controls and policies or suggesting new controls and policies to address Statement No. 101
  - Documenting any changes from previous compensated absence calculations methodologies
  - Drafting the required disclosures

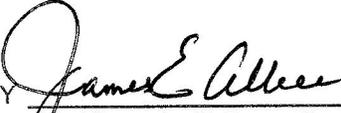
The time it will take to perform the above assistance and our additional audit procedures relating to the adoption of the Statement, and any time to assist you with the adoption, may be minimized to the extent your personnel will be available to provide timely and accurate documentation and information as requested by us.

### **Contract Agreement**

Please sign and return this contract to indicate your acknowledgment of, and agreement with, the arrangements for our services including our respective responsibilities.

**Forvis Mazars, LLP**

Acknowledged and agreed to as it relates to the entire contract, including the **Scope of Services**, and **Terms and Conditions Addendum**, on behalf of South Metro Fire Rescue.

BY   
Jim Albee, Audit Committee  
Jim.albee@southmetro.org

DATE 12/5/2024

BY   
Stephanie Corbo, CFO  
Stephanie.corbo@southmetro.org

DATE 12/4/2024

## Scope of Services – Audit Services

We will audit the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information and related disclosures, which collectively comprise the basic financial statements for the following entity:

South Metro Fire Rescue as of and for the year ended December 31, 2024

The audit has the following broad objectives:

- Obtaining reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error
- Expressing opinions on the financial statements
- Issuing a report on your internal control over financial reporting and compliance and other matters based on the audit of your financial statements in accordance with *Government Auditing Standards*

You have informed us that the audited financial statements are expected to be presented along with management's annual comprehensive financial report (ACFR). Management is responsible for the other information included in the ACFR. The other information comprises the ACFR but does not include the financial statements and our auditor's report thereon. Our opinion on the financial statements will not cover the other information, and we will not express an opinion or any form of assurance thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and consider whether a material inconsistency exists between the other information and the financial statements, or whether the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

We will also express an opinion on whether supplementary information is fairly stated, in all material respects, in relation to the financial statements as a whole.

We will also audit the following financial statements and related notes to the financial statements for the following:

- South Metro Fire Rescue Protection District Retirement Plan as of and for the year ended December 31, 2024

We will also provide you with the following nonattest services:

- Preparing a draft of the financial statements and related notes related to the South Metro Fire Rescue Fire Protection District Retirement Plan

You agree to assume all management responsibilities and to oversee the nonattest services we will provide by designating an individual possessing suitable skill, knowledge, and/or experience. You acknowledge that nonattest services are not covered under *Government Auditing Standards*. You are responsible for:

- Making all management decisions and performing all management functions
- Evaluating the adequacy and results of the services performed
- Accepting responsibility for the results of such services
- Designing, implementing, and maintaining internal controls, including monitoring ongoing activities

Lisa A. Horn, Partner, is responsible for supervising the engagement and authorizing the signing of the report or reports.

We will issue a written report(s) upon completion of our audit(s), addressed to the following parties:

**Entity Name**

South Metro Fire Rescue

**Party Name**

Board of Directors and Audit Committee

You are responsible to distribute our reports to other officials who have legal oversight authority or those responsible for acting on audit findings and recommendations, and to others authorized to receive such reports.

The following apply for the audit services described above:

**Our  
Responsibilities**

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS), the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States and the Uniform Guidance. Those standards require that we plan and perform:

- The audit of the financial statements to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by fraud or error

We will exercise professional judgment and maintain professional skepticism throughout the audit.

We will identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

We will obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We will also conclude, based on audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for a reasonable period of time.

We will identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the entity's compliance with compliance requirements subject to audit and performing such other procedures as the auditor considers necessary in the circumstances.

We will obtain an understanding of the entity's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance, regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that the auditor identified during the audit.

## **Limitations & Fraud**

Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit that is planned and conducted in accordance with GAAS will always detect a material misstatement or material noncompliance with federal award programs when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if, there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

The risk of not detecting a material misstatement or material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with compliance requirements is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the entity's compliance with the requirements of the federal programs as a whole.

Our understanding of internal control is not for the purpose of expressing an opinion on the effectiveness of your internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit.

We are available to perform additional procedures with regard to fraud detection and prevention at your request, subject to completion of our normal engagement acceptance procedures. The actual terms and fees of such an engagement would be documented in a separate contract to be signed by you and Forvis Mazars.

## **Opinion**

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinion, add an emphasis-of-matter paragraph or other-matter paragraph(s) to our auditor's report, or if necessary, decline to express an opinion or withdraw from the engagement.

If we discover conditions that may prohibit us from issuing a standard report, we will notify you. In such circumstances, further arrangements may be necessary to continue our engagement.

## **Your Responsibilities**

Management and, if applicable, those charged with governance acknowledge and understand their responsibility for the accuracy and completeness of all information provided and for the following:

- **Audit Support** – to provide us with:
  - Unrestricted access to persons within the entity or within components of the entity (including management, those charged with governance, and

- component auditors) from whom we determine it necessary to obtain audit evidence
- Information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including access to information relevant to disclosures
  - Information about events occurring or facts discovered subsequent to the date of the financial statements, of which management may become aware, that may affect the financial statements
  - Information about any known or suspected fraud affecting the entity involving management, employees with significant role in internal control, and others where fraud could have a material effect on the financials
  - Identification and provision of report copies of previous audits, attestation engagements, or other studies that directly relate to the objectives of the audit, including whether related recommendations have been implemented
  - Additional information that we may request for the purpose of the audit
- **Internal Control and Compliance** – for the:
    - Design, implementation, and maintenance of internal control relevant to compliance with laws and regulations and the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error
    - Alignment of internal control to ensure that appropriate goals and objectives are met; that management and financial information is reliable and properly reported; and that compliance with and identification of the laws, regulations, contracts, grants, or agreements (including any federal award programs) applicable to the entity's activities is achieved
    - Remedy, through timely and appropriate steps, of fraud and noncompliance with provisions of laws, regulations, contracts, or other agreements reported by the auditor
    - Establishment and maintenance of processes to track the status and address findings and recommendations of auditors
  - **Accounting and Reporting** – for the:
    - Maintenance of adequate records, selection and application of accounting principles, and the safeguard of assets
    - Adjustment of the financial statements to correct material misstatements and confirmation to us in the representation letter that the effects of any uncorrected misstatements aggregated by us are immaterial, both individually and in the aggregate, to the financial statements taken as a whole
    - Preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America (or other basis if indicated in the contract)
    - Inclusion of the auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us
    - Distribution of audit reports to any necessary parties

The results of our tests of compliance and internal control over financial reporting performed in connection with our audit of the financial statements may not fully meet the reasonable needs of report users. Management is responsible for obtaining audits, examinations, agreed-upon procedures, or other engagements that satisfy relevant legal, regulatory, or contractual requirements or fully meet other reasonable user needs.

**Required  
Supplementary  
Information**

Accounting principles generally accepted in the United States of America provide for certain required supplementary information ("RSI") to accompany the basic financial statements. We understand the following RSI will accompany the basic financial statements:

1. Management's Discussion and Analysis ("MD&A")
2. Budgetary comparison
3. Pension and Other Postemployment Benefit information

Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Management is responsible for the fair presentation of the RSI. As part of our engagement, we will apply certain limited procedures to the RSI in GAAS. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements.

We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

**Supplementary  
Information**

With regard to any supplementary information that we are engaged to report on:

- Management is responsible for its preparation in accordance with applicable criteria
- Management will provide certain written representations regarding the supplementary information at the conclusion of our engagement
- Management will include our report on this supplementary information in any document that contains this supplementary information and indicates we have reported on the supplementary information
- Management will make the supplementary information readily available to intended users if it is not presented with the audited financial statements

Such information is:

- Presented for the purpose of additional analysis of the financial statements
- Not a required part of the financial statements
- The responsibility of management
- Subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS

**Written  
Confirmations  
Required**

As part of our audit process, we will request from management and, if applicable, those charged with governance written confirmation acknowledging certain responsibilities outlined in this contract and confirming:

- The availability of this information
- Certain representations made during the audit for all periods presented
- The effects of any uncorrected misstatements, if any, resulting from errors or fraud aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole

**Peer Review  
Report**

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract, upon request. If you would like a copy, please request from your engagement executive.

## Forvis Mazars, LLP Terms and Conditions Addendum

### GENERAL

1. **Overview.** This addendum describes **Forvis Mazars, LLP's** standard terms and conditions ("Terms and Conditions") applicable to Our provision of services to the Client ("You"). The Terms and Conditions are a part of the contract between You and Forvis Mazars, LLP. For the purposes of the Terms and Conditions, any reference to "Firm," "We," "Us," or "Our" is a reference to Forvis Mazars, LLP ("Forvis Mazars"), and any reference to "You" or "Your" is a reference to the party or parties that have engaged Us to provide services and the party or parties ultimately responsible for payment of Our fees and costs.

### BILLING, PAYMENT, & TERMINATION

2. **Billing and Payment Terms.** We will bill You for Our professional fees and costs as outlined in Our contract. Unless otherwise provided in Our contract, payment is due upon receipt of Our billing statement. Interest will be charged on any unpaid balance after 30 days at the rate of 10 percent per annum, or as allowed by law at the earliest date thereafter, and highest applicable rate if less than 10 percent. All fees, charges, and other amounts payable to Forvis Mazars hereunder do not include any sales, use, excise, value-added, or other applicable taxes, tariffs, or duties, payment of which shall be Your sole responsibility, and do not include any applicable taxes based on Forvis Mazars' net income or taxes arising from the employment or independent contractor relationship between Forvis Mazars and Forvis Mazars' personnel.

We reserve the right to suspend or terminate Our work for this engagement or any other engagement for nonpayment of fees. If Our work is suspended or terminated, You agree that We will not be responsible for Your failure to meet governmental and other deadlines, for any penalties or interest that may be assessed against You resulting from Your failure to meet such deadlines, and for any other damages (including but not limited to consequential, indirect, lost profits, or punitive damages) incurred as a result of the suspension or termination of Our services.

Our fees may increase if Our duties or responsibilities are increased by rulemaking of any regulatory body or any additional new accounting or auditing standards. Our engagement fees do not include any time for post-engagement consultation with Your personnel or third parties, consent letters and related procedures for the use of Our reports in offering documents, inquiries from regulators, or testimony or deposition regarding any subpoena. Charges for such services will be billed separately.

3. **Billing Records.** If these services are determined to be within the scope and authority of Section 1861(v)(1)(I) of the Social Security Act, We agree to make available to the Secretary of Health and Human Services, or to the U.S. Comptroller General, or any of their duly authorized representatives, such of Our books, documents, and records that are necessary to certify the nature and extent of Our services, until the expiration of four (4) years after the furnishing of these services. This contract allows access to contracts of a similar nature between subcontractors and related organizations of the subcontractor, and to their books, documents, and records.

4. **Termination.** Either party may terminate these services in good faith at any time for any reason, including Your failure to comply with the terms of Our contract or as We determine professional standards require. Both parties must agree, in writing, to any future modifications or extensions. If services are terminated, You agree to pay Forvis Mazars for time expended to date. In addition, You will be billed costs and fees for services from other professionals, if any, as well as an administrative fee of five (5) percent to cover certain technology and administrative costs associated with Our services. Unless terminated sooner in accordance with its terms, this engagement shall terminate upon the completion of Forvis Mazars' services hereunder.

### DISPUTES & DISCLAIMERS

5. **Mediation.** Any dispute arising out of or related to this engagement will, prior to resorting to litigation, be submitted for nonbinding mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The mediator will be selected by agreement of the parties. The mediation proceeding shall be confidential. Each party will bear its own costs in the mediation, but the fees and expenses of the mediator will be shared equally.
6. **Indemnification.** Unless disallowed by law or applicable professional standards, You agree to hold Forvis Mazars harmless from any and all claims which arise from knowing misrepresentations to Forvis Mazars, or the intentional withholding or concealment of information from Forvis Mazars by Your management or any partner, principal, shareholder, officer, director, member, employee, agent, or assign of Yours. You also agree to indemnify Forvis Mazars for any claims made against Forvis Mazars by third parties, which arise from any wrongful actions of Your management or any partner, principal, shareholder, officer, director, member, employee, agent, or assign of Yours. The provisions of this paragraph shall apply regardless of the nature of the claim.
7. **Statute of Limitations.** You agree that any claim or legal action arising out of or related to this contract and the services provided hereunder shall be commenced no more than one (1) year from the date of delivery of the work product to You or the termination of the services described herein (whichever is earlier), regardless of any statute of limitations prescribing a longer period of time for commencing such a claim under law. This time limitation shall apply regardless of whether Forvis Mazars performs other or subsequent services for You. A claim is understood to be a demand for money or services, demand for mediation, or the service of suit based on a breach of this contract or the acts or omissions of Forvis Mazars in performing the services provided herein. This provision shall not apply if enforcement is disallowed by applicable law or professional standards.
8. **Limitation of Liability.** You agree that Forvis Mazars' liability, if any, arising out of or related to this contract and the services provided hereunder, shall be limited to the amount of the fees paid by You for services rendered under this contract. This limitation shall not apply to the extent it is finally, judicially determined that the liability resulted from the intentional or willful misconduct of Forvis Mazars or if enforcement of this

provision is disallowed by applicable law or professional standards.

9. **Waiver of Certain Damages.** In no event shall Forvis Mazars be liable to You or a third party for any indirect, special, consequential, punitive, or exemplary damages, including but not limited to lost profits, loss of revenue, interruption, loss of use, damage to goodwill or reputation, regardless of whether You were advised of the possibility of such damages, regardless of whether such damages were reasonably foreseeable, and regardless of whether such damages arise under a theory of contract, tort, strict liability, or otherwise.
10. **Choice of Law.** You acknowledge and agree that any dispute arising out of or related to this contract shall be governed by the laws of the State of Colorado, without regard to its conflict of laws principles.
11. **WAIVER OF JURY TRIAL. THE PARTIES HEREBY AGREE NOT TO ELECT A TRIAL BY JURY OF ANY ISSUE TRIABLE OF RIGHT BY JURY, AND WAIVE ANY RIGHT TO TRIAL BY JURY FULLY TO THE EXTENT THAT ANY SUCH RIGHT SHALL NOW OR HEREAFTER EXIST WITH REGARD TO THIS AGREEMENT, OR ANY CLAIM, COUNTERCLAIM, OR OTHER ACTION ARISING IN CONNECTION THEREWITH. THIS WAIVER OF RIGHT TO TRIAL BY JURY IS GIVEN KNOWINGLY AND VOLUNTARILY BY THE PARTIES, AND IS INTENDED TO ENCOMPASS INDIVIDUALLY EACH INSTANCE AND EACH ISSUE AS TO WHICH THE RIGHT TO A TRIAL BY JURY WOULD OTHERWISE ACCRUE.**
12. **Severability.** In the event that any term or provision of this agreement shall be held to be invalid, void, or unenforceable, then the remainder of this agreement shall not be affected, and each such term and provision of this agreement shall be valid and enforceable to the fullest extent permitted by law.
13. **Assignment.** You acknowledge and agree that the terms and conditions of this contract shall be binding upon and inure to the parties' successors and assigns, subject to applicable laws and regulations.
14. **Disclaimer of Legal or Investment Advice.** Our services do not constitute legal or investment advice. You should seek the advice of legal counsel in such matters. Regulatory authorities may interpret circumstances differently than We do. In addition, the applicable laws, regulations, and regulators' enforcement activities may change over time.

## **RECORDS, WORKPAPERS, DELIVERABLES, & PROPRIETARY INFORMATION**

15. **Maintenance of Records.** You agree to assume full responsibility for maintaining Your original data and records and that Forvis Mazars has no responsibility to maintain this information. You agree You will not rely on Forvis Mazars to provide hosting, electronic security, or backup services, *e.g.*, business continuity or disaster recovery services, to You unless separately engaged to do so. You understand that Your access to data, records, and information from Forvis Mazars' servers, *i.e.*, Forvis Mazars portals used to exchange information, can be terminated at any time and You will not rely on using this to host Your data and records.

16. **Forvis Mazars Workpapers.** Our workpapers and documentation retained in any form of media for this engagement are the property of Forvis Mazars. We can be compelled to provide information under legal process. In addition, We may be requested by regulatory or enforcement bodies (including any State Board) to make certain workpapers available to them pursuant to authority granted by law or regulation. Unless We are prohibited from doing so by law or regulation, Forvis Mazars will inform You of any such legal process or request. You agree We have no legal responsibility to You in the event We determine We are obligated to provide such documents or information.
17. **Subpoenas or Other Legal Process.** In the event Forvis Mazars is required to respond to any such subpoena, court order, or any government regulatory inquiry or other legal process relating to You or Your management for the production of documents and/or testimony relative to information We obtained or prepared incident to this or any other engagement in a matter in which Forvis Mazars is not a party, You shall compensate Forvis Mazars for all time We expend in connection with such response at normal and customary hourly rates and to reimburse Us for all out-of-pocket expenses incurred in regard to such response.
18. **Use of Deliverables and Drafts.** You agree You will not modify any deliverables or drafts prepared by Us for internal use or for distribution to third parties. You also understand that We may on occasion send You documents marked as draft and understand that those are for Your review purpose only, should not be distributed in any way, and should be destroyed as soon as possible.

Our report on any financial statements must be associated only with the financial statements that were the subject of Our engagement. You may make copies of Our report, but only if the entire financial statements (exactly as attached to Our report, including related footnotes) and any supplementary information, as appropriate, are reproduced and distributed with Our report. You agree not to reproduce or associate Our report with any other financial statements, or portions thereof, that are not the subject of Our engagement.

19. **Proprietary Information.** You acknowledge that proprietary information, documents, materials, management techniques, and other intellectual property are a material source of the services We perform and were developed prior to Our association with You. Any new forms, software, documents, or intellectual property We develop during this engagement for Your use shall belong to Us, and You shall have the limited right to use them solely within Your business. All reports, templates, manuals, forms, checklists, questionnaires, letters, agreements, and other documents which We make available to You are confidential and proprietary to Us. Neither You, nor any of Your agents, will copy, electronically store, reproduce, or make any such documents available to anyone other than Your personnel. This provision will apply to all materials whether in digital, "hard copy" format, or other medium.

## **REGULATORY**

20. **U.S. Securities and Exchange Commission ("SEC") and other Regulatory Bodies.** Where We are providing services either for (a) an entity that is registered with the SEC, (b) an affiliate of such registrant, or (c) an entity or affiliate that is

subject to rules, regulations, or standards beyond those of the American Institute of Certified Public Accountants (“AICPA”), any term of this contract that would be prohibited by or impair Our independence under applicable law or regulation shall not apply to the extent necessary only to avoid such prohibition or impairment.

21. **Offering Document.** You may wish to include Our report(s) on financial statements in an exempt offering document. You agree that any report, including any auditor’s report, or reference to Our firm, will not be included in any such offering document without notifying Us. Any agreement to perform work in connection with an exempt offering document, including providing agreement for the use of the auditor’s report in the exempt offering document, will be a separate engagement.

Any exempt offering document issued by You with which We are not involved will clearly indicate that We are not involved by including a disclosure such as, “Forvis Mazars, LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Forvis Mazars, LLP also has not performed any procedures relating to this offering document.”

22. **Forvis Mazars Not a Municipal Advisor.** Forvis Mazars is not acting as Your municipal advisor under Section 15B of the *Securities Exchange Act of 1934*, as amended. As such, Forvis Mazars is not recommending any action to You and does not owe You a fiduciary duty with respect to any information or communications regarding municipal financial products or the issuance of municipal securities. You should discuss such matters with internal or external advisors and experts You deem appropriate before acting on any such information or material provided by Forvis Mazars.

23. **Forvis Mazars Not a Fiduciary.** In providing Our attest services, We are required by law and our professional standards to maintain our independence from You. We take this mandate very seriously and thus guard against impermissible relationships which may impair the very independence which You and the users of Our report require. As such, You should not place upon Us special confidence that in the performance of Our attest services We will act solely in Your interest. Therefore, You acknowledge and agree We are not in a fiduciary relationship with You and We have no fiduciary responsibilities to You in the performance of Our services described herein.

## TECHNOLOGY

24. **Electronic Sites.** You agree to notify Us if You desire to place Our report(s), including any reports on Your financial statements, along with other information, such as a report by management or those charged with governance on operations, financial summaries or highlights, financial ratios, etc., on an electronic site. You recognize that We have no responsibility to review information contained in electronic sites.
25. **Electronic Signatures and Counterparts.** This contract and other documents to be delivered pursuant to this contract may be executed in one or more counterparts, each of which will be deemed to be an original copy and all of which, when taken together, will be deemed to constitute one and the same

agreement or document, and will be effective when counterparts have been signed by each of the parties and delivered to the other parties. Each party agrees that the electronic signatures, whether digital or encrypted, of the parties included in this contract are intended to authenticate this writing and to have the same force and effect as manual signatures. Delivery of a copy of this contract or any other document contemplated hereby, bearing an original manual or electronic signature by facsimile transmission (including a facsimile delivered via the internet), by electronic mail in “portable document format” (“.pdf”) or similar format intended to preserve the original graphic and pictorial appearance of a document, or through the use of electronic signature software, will have the same effect as physical delivery of the paper document bearing an original signature.

26. **Electronic Data Communication and Storage.** In the interest of facilitating Our services to You, We may send data over the internet, temporarily store electronic data via computer software applications hosted remotely on the internet, or utilize cloud-based storage. Your confidential electronic data may be transmitted or stored using these methods. In using these data communication and storage methods, We employ measures designed to maintain data security. We use reasonable efforts to keep such communications and electronic data secure in accordance with Our obligations under applicable laws, regulations, and professional standards.

You recognize and accept that We have no control over the unauthorized interception or breach of any communications or electronic data once it has been transmitted or if it has been subject to unauthorized access while stored, notwithstanding all reasonable security measures employed by Us. You consent to Our use of these electronic devices and applications during this engagement.

## OTHER MATTERS

27. **Cooperation.** You agree to cooperate with Forvis Mazars in the performance of Forvis Mazars’ services to You, including the provision to Forvis Mazars of reasonable facilities and timely access to Your data, information, and personnel. You shall be responsible for the performance of Your employees and agents.
28. **Third-Party Service Providers.** Forvis Mazars may from time to time utilize third-party service providers, including but not limited to domestic software processors or legal counsel, or disclose confidential information about You to third-party service providers in serving Your account. Forvis Mazars maintains, however, internal policies, procedures, and safeguards to protect the confidentiality and security of Your information. In addition, Forvis Mazars will secure confidentiality agreements with all service providers to maintain the confidentiality of Your information. If We are unable to secure an appropriate confidentiality agreement, You will be asked to consent prior to Forvis Mazars sharing Your confidential information with the third-party service provider.
29. **Independent Contractor.** When providing services to You, We will be functioning as an independent contractor; and in no event will We or any of Our employees be an officer of You, nor will Our relationship be that of joint venturers, partners, employer and employee, principal and agent, or any similar

relationship giving rise to a fiduciary duty to You. Decisions regarding management of Your business remain the responsibility of Your personnel at all times. Neither You nor Forvis Mazars shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other.

30. **Hiring of Forvis Mazars Personnel.** We ask that You respect the employment relationship that Our personnel have with Our firm and to refrain from any employment offers to Forvis Mazars personnel. However, if You find it necessary to make an offer of employment and if it is accepted, during the term of this engagement and for a period of 18 months after Forvis Mazars stops providing services, You agree that We will be paid a one-time employment fee equal to 100 percent of the employee's highest annual salary. This fee will be payable prior to Our personnel commencing employment with You. Provided, however, You shall not be in violation of the nonsolicitation covenant set forth herein with respect to any position You advertise in the form of a general solicitation not delivered to or focused upon any single individual.
31. **Use of Forvis Mazars Name.** Any time You intend to reference Forvis Mazars' firm name in any manner in any published materials, including on an electronic site, You agree to provide Us with draft materials for review and approval before publishing or posting such information.
32. **Network.** Forvis Mazars, LLP is a Delaware limited liability partnership and an independent member of Forvis Mazars Global Ltd., a leading global professional services network. Forvis Mazars Global Ltd. is a United Kingdom company limited by guarantee and does not provide any services to clients.
33. **Entire Agreement.** The contract, including this Terms and Conditions Addendum and any other attachments or addenda, encompasses the entire agreement between You and Forvis Mazars and supersedes all previous understandings and agreements between the parties, whether oral or written. Any modification to the terms of this contract must be made in writing and signed by both You and Forvis Mazars.
34. **Force Majeure.** We shall not be held responsible for any failure to fulfill Our obligations if such failure was caused by circumstances beyond Our control, including, without limitation, fire or other casualty, act of God, act of terrorism, strike or labor dispute, war or other violence, explosion, flood or other natural catastrophe, epidemic or pandemic, or any law, order, or requirement of any governmental agency or authority affecting either party, including without limitation orders incident to any such epidemic or pandemic, lockdown orders, stay-at-home orders, and curfews.

## Report on the Firm's System of Quality Control

November 30, 2023

To the Partners of FORVIS, LLP  
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of FORVIS, LLP (the firm) applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended May 31, 2023. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; and examinations of service organizations (SOC 1 and SOC 2 engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

## Opinion

In our opinion, the system of quality control for the accounting and auditing practice of FORVIS, LLP applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended May 31, 2023, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. FORVIS, LLP has received a peer review rating of *pass*.

*EisnerAmper LLP*

EISNERAMPER LLP  
Baton Rouge, Louisiana

EISNERAMPER  
LLP



# BOARD OF DIRECTORS AGENDA ITEM

## STAFF REPORT



**Meeting Date:** 12/9/2024

**Agenda Item Type:** Action Item

**Agenda Item:** Resolutions: 2025 Budget for all funds, 2025 Mill Levy and Abatement

**Submitted By:** Stephanie Corbo, Chief Financial Officer

**Approved:** Bob Baker, Fire Chief

### SUMMARY:

The following resolutions for the 2025 Budget by fund, Mill Levy and Abatement

### BACKGROUND:

29-1-103. Budgets required.

(1) Each local government shall adopt an annual budget. To the extent that the financial activities of any local government are fully reported in the budget or budgets of a parent local government or governments, a separate budget is not required. Such budget shall present a complete financial plan by fund and by spending agency within each fund for the budget year and shall set forth the following:

- (a) All proposed expenditures for administration, operations, maintenance, debt service, and capital projects to be undertaken or executed by any spending agency during the budget year;
- (b) Anticipated revenues for the budget year;
- (c) Estimated beginning and ending fund balances;
- (d) The corresponding actual figures for the prior fiscal year and estimated figures projected through the end of the current fiscal year, including disclosure of all beginning and ending fund balances, consistent with the basis of accounting used to prepare the budget;
- (e) A written budget message describing the important features of the proposed budget, including a statement of the budgetary basis of accounting used and a description of the services to be delivered during the budget year; and
- (f) Explanatory schedules or statements classifying the expenditures by object and the revenues by source.

(2) No budget adopted pursuant to this section shall provide for expenditures in excess of available revenues and beginning fund balances.

(3)

- (a) The general assembly finds and declares that the use of financed purchase of an asset or certificate of participation agreements by local governments creates financial obligations of those governments and that the disclosure of such obligations is in the public interest and is a matter of statewide concern.
- (b) In addition to the governmental entities included in the definition of "local government" in section 29-1-102, the provisions of this subsection (3) shall apply to every home rule city, home rule city and county, school district, and local college district.
- (c) As used in this subsection (3), "lease agreement" means a lease as defined in the generally accepted accounting principles issued by the governmental accounting standards board that the controller prescribes for the state as specified in section 24-30-202 (12).
- (c.5) As used in this subsection (3), "certificate of participation" means any certificate evidencing a participation right of a proportionate interest in any financing agreement or the right to receive proportionate payments from the state or an agency due under any financing agreement.
- (c.7) As used in this subsection (3), "financed purchase of an asset" means a financing agreement that includes the purchase of an asset.
- (d)

(I) The budget adopted by every local government shall separately set forth each of the following:

(A) The total amount to be expended during the ensuing fiscal year for payment obligations under all financed purchase of an asset or certificate of participation agreements involving real property;

(B) The total maximum payment liability of the local government under all financed purchase of an asset or certificate of participation agreements involving real property over the entire terms of such agreements, including all optional renewal terms;

(C) The total amount to be expended during the ensuing fiscal year for payment obligations under all financed purchase of an asset or certificate of participation agreements other than those involving real property;

(D) The total maximum payment liability of the local government under all financed purchase of an asset or certificate of participation agreements other than those involving real property over the entire terms of such agreements, including all optional renewal terms.

(II) Each budget required to be filed pursuant to section 29-1-113 shall include a supplemental schedule that contains the information described in this paragraph (d).

(e)

(I) No local government shall enter into any financed purchase of an asset or certificate of participation agreement whose duration, including all optional renewal terms, exceeds the weighted average useful life of the assets being financed. In the case of a financed purchase of an asset or certificate of participation agreement involving both real property and other property, the financed purchase of an asset or certificate of participation agreement shall provide that the real property involved shall be amortized over a period not to exceed its weighted average useful life and the other property shall be separately amortized over a period not to exceed its weighted average useful life. This provision shall not prevent a local government from releasing property from a financed purchase of an asset or certificate of participation agreement pursuant to an amortization schedule reflecting the times when individual pieces of property have been amortized.

(II) Nothing contained in this subsection (3)(e) shall be construed to apply to any financed purchase of an asset or certificate of participation agreement entered into prior to April 9, 1990.

### Summary of 2025 Budgets

	General Fund	Capital	Self Insured	Building Rental Fund	Cherry Hills Pension
Anticipated Beg Balance	\$ 50,650,199	\$ 21,135,631	\$ 3,394,891	\$ 428,093	\$ 1,218,065
Revenue	\$ 198,029,162	\$ 15,735,000	\$ 16,108,382	\$ 702,500	\$ 454,716
Expense	\$ 201,164,392	\$ 7,605,759	\$ 15,681,971	\$ 752,500	\$ 245,000
Ending Fund Balance	\$ 47,514,969	\$ 29,264,872	\$ 3,821,302	\$ 378,093	\$ 1,427,780

2025 Mill Levy 9.25

Abatement .04

### FINANCIAL IMPACT:

Appropriation of 2025 Budget

### STRATEGIC INITIATIVE:

Click or tap here to enter text.

### RECOMMENDED ACTION/MOTION:

Staff recommends the board adopt the 2025 Budget, Mill Levy and Abatement.

**ALTERNATIVE OPTIONS:**

N/A

**ATTACHMENTS:**

1. SMFR Resolution No. 2024-10 Resolution to Adopt 2025 Budget and Appropriate Sums – Corbo
2. SMFR Resolution No. 2024-11 Resolution to Set Mill Levies – Corbo
3. SMFR Resolution 2024-12 Abatements

**RESOLUTION TO ADOPT 2025 BUDGET AND APPROPRIATE SUMS**  
**Resolution No. 2024-10**

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET AND APPROPRIATING SUMS OF MONEY FOR THE SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT, COLORADO FOR THE CALENDAR YEAR BEGINNING THE FIRST DAY OF JANUARY 2025 AND ENDING ON THE LAST DAY OF DECEMBER 2025.

WHEREAS, the Board of Directors of the South Metro Fire Rescue Fire Protection District appointed Fire Chief Bob Baker and Stephanie Corbo, Chief Financial Officer to prepare and submit a proposed budget to said governing body by the proper time; and

WHEREAS, the above individuals did submit a proposed budget to the governing body on or before October 15, 2024 for its consideration; and

WHEREAS, the Board of Directors has made provision therein for total available funds in an amount equal to or greater than the total proposed expenditures as set forth in said budget; and

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purpose described below so as not to impair the operations of the District; and

WHEREAS, upon due and proper notice, published in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 4, 2024 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget; and

WHEREAS, certain facts and the best information available at the time of adoption of the 2025 budget were used in order to comply with the timely submittal of the mill levy to the County Commissioners of Douglas, Arapahoe and Jefferson County for certification for the 2025 budget. The budget for 2025 is adopted as presented.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT, COLORADO;

Section 1. That the estimated expenditures for each fund are as follows:

General Fund	\$ 201,164,392
Capital Projects Fund	7,605,759
Building Rental Fund	752,500
Cherry Hills Pension Fund	245,000
Self-Insured Medical Fund	15,681,971
<b>TOTAL ALL EXPENDITURES</b>	<b>\$ 225,449,622</b>

Section 2. That the budgets as submitted and hereinabove summarized by fund, hereby are approved and adopted as the budgets of the South Metro Fire Rescue Fire Protection District for the year stated above.

Section 3. That the budgets as submitted and hereinabove summarized by fund, and as set forth in detail in the budget schedules provided to the Board herewith, hereby are approved

Section 4. That the following sums are hereby appropriated from the revenues of each fund, to each fund, for the purposes stated in the budget:

General Fund	\$ 198,029,162
Capital Projects Fund	15,735,000
Building Rental Fund	702,500
Cherry Hills Pension Fund	454,716
Self-Insured Medical Fund	16,108,382
<b>TOTAL ALL REVENUES</b>	<b>\$ 231,029,760</b>

Section 5. In the event of recertification of property values by the County Assessor's Offices after the date of adoption hereof, staff is hereby directed to modify and/or adjust the budgets and certifications of mill levies to reflect the recertification of property values without the need for additional Board authorization. Any such modification to the budgets or certifications of mill levies as contemplated by this Section shall be deemed ratified by the Board.

Adopted this 9th day of December 2024.

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Jim Albee, Chairman  
Board of Directors  
South Metro Fire Rescue Fire Protection District

Attest: \_\_\_\_\_  
Richard Sokol, Treasurer  
Board of Directors  
South Metro Fire Rescue Fire Protection District

**RESOLUTION TO SET MILL LEVIES**  
**Resolution No. 2024-11**

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2024, TO HELP DEFRAID THE COSTS OF GOVERNMENT FOR THE SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT, COLORADO, FOR THE 2025 BUDGET YEAR.

WHEREAS, the Board of Directors of the South Metro Fire Rescue Fire Protection District has adopted the annual budget in accordance with the Local Government Budget Law, on December 9, 2024; and

WHEREAS, the amount of money generated from property taxes necessary to balance the budget for general operation expense is \$154,551,768; and

WHEREAS, the valuation for assessment for the South Metro Fire Rescue Fire Protection District as certified by the County Assessors is \$16,708,299,253 for the General Fund; and

WHEREAS, the valuation for assessment for the Cherry Hills Fire Bond as certified by the Arapahoe County Assessor is \$743,672,731 for the Cherry Hills Pension Fund;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT, COLORADO;

Section 1. That for the purpose of meeting all general operating expenses of the South Metro Fire Rescue Fire Protection District during the 2025 budget year, there is hereby levied a tax of 9.250 mills upon each dollar of the total valuation for assessment of all taxable property within the South Metro Fire Rescue Fire Protection District.

Section 2. That for the purpose of meeting all operating expenses related to the benefit payments and administration of the Cherry Hills Old Hire Pension Plan of the South Metro Fire Rescue Fire Protection District during the 2025 budget year, there is hereby levied a tax of 0.500 mills upon each dollar of the total valuation for assessment of all taxable property within the Cherry Hills Fire Bond taxing entity.

In the event of recertification of property values by the County Assessor's Offices after the date of adoption hereof, staff is hereby directed to modify and/or adjust the budgets and certifications of mill levies to reflect the recertification of property values without the need for additional Board authorization. Any such modification to the budgets or certifications of mill levies as contemplated by this Section shall be deemed ratified by the Board.

The Board of Directors hereby authorizes and directs the District Chief Financial Officer to certify to the County Commissioners of Douglas, Arapahoe, and Jefferson Counties, Colorado, the mill levies for the South Metro Fire Rescue Fire Protection District as hereinabove determined and set.

Adopted this 9th day of December, 2024.

\_\_\_\_\_  
Jim Albee, Chairman  
Board of Directors  
South Metro Fire Rescue Fire Protection District

Attest: \_\_\_\_\_

Richard Sokol, Treasurer  
Board of Directors  
South Metro Fire Rescue Fire Protection District

**RESOLUTION TO SET REFUNDS AND ABATEMENTS MILL LEVY**  
**Resolution No. 2024-12**

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR REFUNDS AND ABATEMENTS FOR THE YEAR 2024, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT, COLORADO, FOR THE 2025 BUDGET YEAR.

WHEREAS, the Board of Directors of the South Metro Fire Rescue Fire Protection District has adopted the annual budget in accordance with the Local Government Budget Law, on December 9, 2024; and

WHEREAS, the amount of taxes abated and refunded for the South Metro Fire Rescue Fire Protection District as certified by the County Assessors is \$670,341 for the General Fund; and

WHEREAS, the valuation for assessment for the South Metro Fire Rescue Fire Protection District as certified by the County Assessors is \$16,708,299,253;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT, COLORADO;

Section 1. That for the purpose of collecting the 2024 abatements for South Metro Fire Rescue Fire Protection District, during the 2025 budget year, there is hereby levied a tax of 0.040 mills upon each dollar of the total valuation for assessment of all taxable property within the South Metro Fire Rescue Fire Protection District for the year 2025.

In the event of recertification of property values by the County Assessor's Offices after the date of adoption hereof, staff is hereby directed to modify and/or adjust the budgets and certifications of mill levies to reflect the recertification of property values without the need for additional Board authorization. Any such modification to the budgets or certifications of mill levies as contemplated by this Section shall be deemed ratified by the Board.

The Board of Directors hereby authorizes and directs the District Chief Financial Officer to certify to the County Commissioners of Douglas, Arapahoe, and Jefferson Counties, Colorado, the mill levies for the South Metro Fire Rescue Fire Protection District as hereinabove determined and set.

Adopted this 9th day of December 2024.

\_\_\_\_\_  
Jim Albee, Chairman  
Board of Directors  
South Metro Fire Rescue Fire Protection District

Attest: \_\_\_\_\_  
Richard Sokol, Treasurer  
Board of Directors  
South Metro Fire Rescue Fire Protection District

# BOARD OF DIRECTORS AGENDA ITEM STAFF REPORT



**Meeting Date:** 12/9/2024

**Agenda Item Type:** Action Item

**Agenda Item:** Resolution 2024-13: A Resolution Repealing and Readopting a Fee Schedule for Ambulance and EMS Services

**Submitted By:** John Curtis - Deputy Chief of Emergency Services; Stephanie Corbo - Chief Financial Officer

**Approved:** Bob Baker, Fire Chief

## SUMMARY:

“Transport” fees have not been significantly updated since 2020 and staff has identified that we have fallen below fees charged by neighboring Fire/EMS agencies. The attached resolution repeals the former fees and readopts a new fee schedule for ambulance and EMS services.

## BACKGROUND:

On July 20, 2020, the board adopted Resolution 2020-10: A Resolution Repealing and Readopting a Fee Schedule for Ambulance and EMS Services. The intent was to recover the costs related to the transport of patients to the hospital, which were supported by an analysis by the consultant TischlerBise. The 2020 fee schedule increased transport fees from \$800 (established in 2008) to \$1,270 plus a mileage fee of \$15.00 per mile. The Board’s Resolution also authorized the Fire Chief or CFO to periodically adjust fees within CPI-U. The current fees are \$1,374 with a mileage fee of \$17.51 per mile. During the November 4, 2024 board meetings, the board directed staff to bring an updated fee schedule for potential adoption.

## FINANCIAL IMPACT:

SMFR’s transport fees have been compared to current neighboring agency fees:

- West Metro: \$1,650
- Denver Paramedics: \$1,653
- Arvada: \$1,750 this year
- Falck Aurora: \$2,200 (AFD receives 10%)
- Average: \$1,813

Additional market information was obtained from Digitech, SMFR’s ambulance billing company showing an average fee of \$2,142.50 and \$31.03 for mileage:

Rate Study								
Procedure Code	South Metro	CO Agency 1	CO Agency 2	CO Agency 3	CO Agency 4	Average	Increase (\$)	Increase (%)
ALS2	\$1,374.02	\$2,270.00	\$1,750.00	\$2,050.00	\$2,500.00	\$2,142.50	\$768.48	55.9%
Mileage	\$17.51	\$29.00	\$24.00	\$36.13	\$35.00	\$31.03	\$13.52	77.2%

Staff is recommending the fees be increased to a base fee of \$1,800 and a mileage rate of \$28.00 per mile. If the proposed fees are implemented, the potential revenue is \$18,816,657 which is an increase of \$4.4M compared to 2024, assuming Medicare/Medicaid reimbursement rates stay constant.

**STRATEGIC INITIATIVE:**

In accordance with § 32-1-2001, C.R.S., a fire protection district board of directors has the power to impose fees and charges for ambulance and emergency medical services, which provide a significant source of cost recovery for SMFR.

**RECOMMENDED ACTION/MOTION:**

“I move to approve Resolution No. 2024-13: A Resolution Repealing and Readopting a Fee Schedule for Ambulance and EMS Services”

**ALTERNATIVE OPTIONS:**

An alternative fee could be implemented at the board’s discretion.

**ATTACHMENTS:**

Resolution No. 2024-13: A Resolution Repealing and Readopting a Fee Schedule for Ambulance and EMS Services

# **SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT**

## **RESOLUTION NO. 2024-13**

### **A RESOLUTION REPEALING AND READOPTING A FEE SCHEDULE FOR AMBULANCE AND EMS SERVICES**

WHEREAS, the South Metro Fire Rescue Fire Protection District (the “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, Sections 32-1-1002 (e), C.R.S., authorize fire protection districts to adopt and enforce fire codes and to fix and from time to time increase or decrease fees and charges for ambulance and emergency medical services and extrication, rescue and safety services provided in furtherance of ambulance or emergency medical services (“Ambulance and EMS Services”); and

WHEREAS, the District has previously adopted a fee schedule for Ambulance and EMS Services; and

WHEREAS, after a review and analysis of the costs of providing Ambulance and EMS Services the District has determined that the repeal of all previous fee schedules for Ambulance and EMS Services and re-adoption of the 2025 Ambulance and EMS Services Fee Schedule is necessary to help offset the costs incurred by the District for Ambulance and EMS Services;

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT AS FOLLOWS:**

1. **Repeal of Previous Fee Schedules.** The Board hereby repeals all prior fee schedules associated with the provision of Ambulance and EMS Services.
2. **Adoption of 2025 Ambulance and EMS Services Fee Schedule.** The Board hereby adopts the 2025 Ambulance and EMS Services Fee Schedule attached hereto as Exhibit A.
3. **Payment Processing Fees.** The Board hereby authorizes the Fire Chief to approve the collection of fees associated with the processing of credit card transactions and/or checks, provided that such fees do not exceed 4.5% of each transaction.
4. **Fire Chief to Adjust Fees.** The Fire Chief may periodically adjust the Fee Schedule by Order of the Fire Chief without further Board action, so long as such adjustments do not exceed the increase of the most recent Denver-Aurora-Lakewood

urban consumer price index (CPI-U). In addition, the Fire Chief may delegate such authority to the Chief Financial Officer.

5. **Fire Chief Authority to Reduce or Waive Fees.** The Fire Chief is authorized to reduce or waive the fees in the Fee Schedule based upon adopted standards regarding indigency, ability to pay, and policies for collection of delinquent accounts. The Fire Chief may delegate such authority to the Chief Financial Officer.

6. **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.

7. **Effective Date.** This Resolution shall take effect and be enforced as of January 1, 2025.

Adopted this 9th day of December 2024.

SOUTH METRO FIRE RESCUE FIRE  
PROTECTION DISTRICT

By: \_\_\_\_\_  
Jim Albee, Chair

Attest:

\_\_\_\_\_  
Sue Roche, Secretary

**EXHIBIT A**

**Fee Schedule**

Base Fee: \$1,800.00

Fee per Mile: \$28.00

# BOARD OF DIRECTORS AGENDA ITEM STAFF REPORT



**Meeting Date:** 12/9/2024

**Agenda Item Type:** Action Item

**Agenda Item:** Resolution 2024-14: A Resolution Repealing and Readopting a Fee Schedule for Fire Code Inspections

**Submitted By:** Rich Conroy - Deputy Fire Marshal; Stephanie Corbo - Chief Financial Officer

**Approved:** Bob Baker, Fire Chief

## **SUMMARY:**

It is recommended that fire code inspection fees be updated in order to more closely recover the cost of providing the service. The attached resolution repeals the former fees and readopts a new fee schedule for fire code inspections.

## **BACKGROUND:**

On July 6, 2020, the board adopted Resolution 2020-09: A Resolution Repealing and Readopting a Fee Schedule for Fire Code Inspections. The intent was to recover the costs related to the permitting and inspection of construction projects and other activities regulated by the fire code. The adopted fees were supported by an analysis by the consultant TischlerBise. Since then, the board further ratified the fees imposed by the Fire Marshal's Office through Resolution 2024-08: A Resolution Ratifying, Approving, and Confirming the Rates, Fees and Charges of the Fire Marshal's Office. During the November 4, 2024 board meeting, the board directed staff to bring an updated fee schedule for potential adoption.

## **FINANCIAL IMPACT:**

The proposed fees are estimated to increase revenues by \$260,000 compared to 2024. Below are examples of actual projects and how permits within those projects would be impacted.

<b>Example Project 1: GMJ Insurance Tenant Finish, 8744 Lucent Blvd., Suite 540</b>	<b>2022 Fee Schedule</b>	<b>2025 Fee Schedule</b>	<b>\$ Increase</b>	<b>% Increase</b>
Tenant Improvement Permit (B Occupancy, 4,373 square feet)	\$ 538.06	\$ 552.13	\$ 14.07	2.61%
Fire Sprinkler Permit	\$ 315.58	\$ 332.92	\$ 17.34	5.49%
Fire Alarm Permit	\$ 467.23	\$ 492.81	\$ 25.58	5.47%
Access Control Permit	\$ 312.45	\$ 327.17	\$ 14.72	4.71%
<b>Totals</b>	<b>\$ 1,633.32</b>	<b>\$ 1,705.03</b>	<b>\$ 71.71</b>	<b>4.39%</b>
<b>Example Project 2: Chick-fil-A Restaurant, 21567 E. Quincy Ave.</b>	<b>2022 Fee Schedule</b>	<b>2025 Fee Schedule</b>	<b>\$ Increase</b>	<b>% Increase</b>
Commercial Building Permit (1 Story, A-2 Occupancy, 4,499 square feet)	\$ 747.24	\$ 771.60	\$ 24.36	3.26%
Compressed Gas System Permit	\$ 429.12	\$ 446.13	\$ 17.01	3.96%
Underground Fire Line Permit	\$ 567.22	\$ 601.18	\$ 33.96	5.99%
Fire Sprinkler Permit	\$ 1,336.44	\$ 1,390.55	\$ 54.11	4.05%
Fire Alarm Permit	\$ 966.25	\$ 1,004.06	\$ 37.81	3.91%
Kitchen Hood Suppression System Permit	\$ 365.07	\$ 382.65	\$ 17.58	4.82%
<b>Totals</b>	<b>\$ 4,411.34</b>	<b>\$ 4,596.17</b>	<b>\$ 184.83</b>	<b>4.19%</b>
<b>Example Project 3: UC Health Highlands Ranch Medical Office Building, 9051 SSG Chris Falkel Dr.</b>	<b>2022 Fee Schedule</b>	<b>2025 Fee Schedule</b>	<b>\$ Increase</b>	<b>% Increase</b>
Commercial Building Permit (4 story, B Occupancy, 129,000 square feet)	\$ 2,414.30	\$ 2,545.31	\$ 131.01	5.43%
Fire Sprinkler Permit	\$ 3,038.40	\$ 3,168.33	\$ 129.93	4.28%
Underground Fire Line Permit	\$ 567.22	\$ 601.18	\$ 33.96	5.99%
Fire Pump Permit	\$ 594.93	\$ 625.17	\$ 30.24	5.08%
Fire Alarm Permit	\$ 4,252.10	\$ 4,464.05	\$ 211.95	4.98%
Access Control Permit	\$ 312.45	\$ 327.17	\$ 14.72	4.71%
Medical Gas System Permit	\$ 911.10	\$ 969.06	\$ 57.96	6.36%
<b>Totals</b>	<b>\$ 12,090.50</b>	<b>\$ 12,700.27</b>	<b>\$ 609.77</b>	<b>5.04%</b>
<b>Example Project 4: Headwaters Senior Living, 13857 E. Arapahoe Pl.</b>	<b>2022 Fee Schedule</b>	<b>2025 Fee Schedule</b>	<b>\$ Increase</b>	<b>% Increase</b>
Commercial Building Permit (4 Story, R-2 Occupancy, 200,174 square feet)	\$ 4,560.12	\$ 4,746.85	\$ 186.73	4.09%
Underground Fire Line Permit	\$ 567.22	\$ 601.18	\$ 33.96	5.99%
Standpipe Permit	\$ 839.53	\$ 891.64	\$ 52.11	6.21%
Fire Sprinkler Permit	\$ 12,403.24	\$ 13,068.96	\$ 665.72	5.37%
Fire Alarm Permit	\$ 5,525.52	\$ 5,817.43	\$ 291.91	5.28%
Fire Pump Permit	\$ 594.93	\$ 625.17	\$ 30.24	5.08%
Access Control Permit	\$ 312.45	\$ 327.17	\$ 14.72	4.71%
Kitchen Hood Suppression Permit	\$ 365.07	\$ 382.65	\$ 17.58	4.82%
<b>Totals</b>	<b>\$ 25,168.08</b>	<b>\$ 26,461.05</b>	<b>\$ 1,292.97</b>	<b>5.14%</b>

Starting in January, 2020, special event fees have been addressed differently from the cost-recovery model. Prior to then, event fees were as much as \$434.34 and tent fees were \$389.04. Based on community feedback, the fees were lowered significantly to a range of \$0 to \$260.00 and have resulted in approximately \$44,000 in 2024 revenue YTD. Certain aspects of events such as fireworks and bonfires continue to fall under the cost-recovery model. Additionally, very large events such as golf tournaments are charged an hourly rate for our staff time dedicated to the event. In order to recognize the importance of community events and the impact that significant fees have on those events, and to continue incentivizing compliance with fire code requirements, staff recommends maintaining the event fees at their current rates.

**STRATEGIC INITIATIVE:**

In accordance with § 32-1-1002, C.R.S., a fire protection district board of directors has the power to fix and from time to time increase or decrease fees and charges for fire code inspections, which provide a significant source of cost recovery for SMFR.

**RECOMMENDED ACTION/MOTION:**

“I move to approve Resolution No. 2024-14: A Resolution Repealing and Readopting a Fee Schedule for Fire Code Inspections”

**ALTERNATIVE OPTIONS:**

An alternative fee schedule could be implemented at the board’s discretion.

**ATTACHMENTS:**

Resolution No. 2024-14: A Resolution Repealing and Readopting a Fee Schedule for Fire Code Inspections

# **SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT**

## **RESOLUTION NO. 2024-14**

### **A RESOLUTION REPEALING AND READOPTING A FEE SCHEDULE FOR FIRE CODE INSPECTIONS**

WHEREAS, the South Metro Fire Rescue Fire Protection District (the “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, Sections 32-1-1002 (d) and (e), C.R.S., authorize fire protection districts to adopt and enforce fire codes and to fix and from time to time increase or decrease fees and charges for fire code inspections; and

WHEREAS, the District incurs certain costs in order to provide inspections and plan reviews pursuant to the International Fire Code (“Fire Code Inspections”); and

WHEREAS, the Board previously adopted various fee schedules for Fire Code Inspections in an effort to offset the reasonable costs of providing Fire Code Inspections; and

WHEREAS, due to increased costs, the Board hereby finds that it is necessary and desirable to repeal the previously adopted fee schedules and re-adopt a new cumulative fee schedule, which will help offset the reasonable costs incurred by the District for providing Fire Code Inspections.

### **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT AS FOLLOWS:**

1. **Repeal of Previous Fee Schedules.** The Board hereby repeals all previous fee schedules for Fire Code Inspections adopted by the Board, including without limitation the fee schedules adopted by reference in Resolution No. 2020-09 and Resolution No. 2023-07.

2. **Adoption of Fee Schedule.** The Board hereby adopts the Fee Schedule attached hereto as Exhibit A.

3. **Fire Chief to Adjust Fees.** The Fire Chief may periodically adjust the Fee Schedule by written Order of the Fire Chief without further Board action, so long as such adjustments are related to the costs to provide Fire Code Inspection services and do not exceed the increase of the most recent Denver-Aurora-Lakewood urban consumer price index (CPI-U). By written Order, the Fire Chief may delegate such authority to the Chief

Financial Officer. The Board shall be informed of any additional corrections or adjustments in order to determine if a readoption by the Board is necessary.

4. **Fire Marshal Authority to Reduce or Waive Fees.** The Fire Marshal is authorized to reduce or waive the fees in the Fee Schedule based upon the circumstances of specific projects which are determined, in his or her sole discretion, to result in reduced or nominal costs to the District for the services provided.

5. **Waiver for Governmental Entities.** The Fire Chief is authorized to reduce or waive the fees in the Fee Schedule, except punitive fees, for governmental entities, including, but not limited to counties, municipalities, schools and special districts, when determined by the Fire Chief in his sole discretion that either (i) the governmental entity provides reciprocal services or benefits to be of approximately equal benefit to the District, or (ii) the governmental entity's project or special event will result in reduced or nominal costs to the District for the services provided. Punitive fees include, without limitation, re-inspection, after hours inspection, and re-submittals after the first re-submittal.

6. **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.

7. **Effective Date.** This Resolution shall take effect and be enforced as of January 1, 2025.

Adopted this 9th day of December 2024.

SOUTH METRO FIRE RESCUE FIRE  
PROTECTION DISTRICT

By: \_\_\_\_\_  
Jim Albee, Chair

Attest:

\_\_\_\_\_  
Sue Roche, Secretary

**EXHIBIT A**

**Fee Schedule**

South Metro Fire Rescue  
Systems and Other Fees  
Effective Date: January 1, 2025

Work Item	Plan Check Cost	Inspection Cost	Total Cost
<b>FIRE PROTECTION SYSTEMS</b>			
NFPA 13 System Modification: ≤ 50 Sprinkler Heads	\$ 101.07	\$ 231.85	\$ 332.92
NFPA 13 System Modification: 51-300 Sprinkler Heads	\$ 168.45	\$ 231.85	\$ 400.30
NFPA 13 System Modification: > 300 Sprinkler Heads	\$ 235.82	\$ 579.62	\$ 815.44
NFPA 13R System Modification	\$ 173.07	\$ 759.76	\$ 932.83
NFPA 13D System Modification	\$ 169.66	\$ 339.78	\$ 509.44
Hydraulic Calculation Modifier (in addition for all) - Modification	\$ 118.91	\$ 641.47	\$ 760.38
Fire Alarm System (sprinkler monitoring only)	\$ 148.64	\$ 270.96	\$ 419.60
Fire Alarm System Modification Base Fee	\$ 132.05	\$ 313.48	\$ 445.53
Plus Additional Device (per device)	\$ 2.38	\$ 3.53	\$ 5.91
Fire Alarm Control Panel Replacement	\$ 156.37	\$ 473.50	\$ 629.87
Plus Additional Device (per device)	\$ 2.38	\$ 3.53	\$ 5.91
Alternative Suppression Systems / Dry Chemical Suppression Systems	\$ 292.53	\$ 599.26	\$ 891.79
Suppression Component Only	\$ 237.82	\$ 331.42	\$ 569.24
Alarm Component Only	\$ 179.55	\$ 310.24	\$ 489.79
Underground Fire Line (UFL)	\$ 143.15	\$ 458.03	\$ 601.18
Fire Pump	\$ 226.47	\$ 398.70	\$ 625.17
Back Flow Preventer	\$ 123.04	\$ 150.34	\$ 273.38
Hood & Duct Fire Protection (per hood)	\$ 152.08	\$ 230.57	\$ 382.65
Standpipe	\$ 184.25	\$ 707.39	\$ 891.64
Temporary Standpipe	\$ 148.66	\$ 211.58	\$ 360.24
Foam System	\$ 346.82	\$ 428.04	\$ 774.86
<b>WATER SUPPLY</b>			
Commercial Water Distribution System	\$ 157.67	\$ -	\$ 157.67
Residential Water Distribution System	\$ 152.44	\$ 214.02	\$ 366.46
Cistern for Fire Protection	\$ 218.90	\$ 573.10	\$ 792.00
<b>BUILDING SYSTEMS</b>			
Radio Amplification (Emergency Responder Radio Coverage System)	\$ 121.35	\$ 218.77	\$ 340.12
Battery System (UPS)	\$ 176.94	\$ 296.76	\$ 473.70
Photovoltaic System	\$ 203.42	\$ 222.70	\$ 426.12
Medical Gas System (per system)	\$ 180.74	\$ 788.32	\$ 969.06
Refrigeration System (per system)	\$ 183.31	\$ 224.08	\$ 407.39
Spray Booths or Spray Rooms	\$ 175.09	\$ 178.07	\$ 353.16
Smoke Control System	\$ 307.19	\$ 3,214.20	\$ 3,521.39
Mixing Rooms	\$ 175.09	\$ 178.07	\$ 353.16
Generators	\$ 187.01	\$ 359.17	\$ 546.18
Combustible Dust Collection	\$ 525.18	\$ 211.46	\$ 736.64
Access Control Systems	\$ 135.19	\$ 191.98	\$ 327.17
<b>DEMOLITIONS</b>			
Building Demolition	\$ 94.04	\$ 76.18	\$ 170.22
Tenant Improvement Demolition	\$ 110.91	\$ 353.92	\$ 464.83
Fire Alarm Demolition	\$ 161.04	\$ 172.58	\$ 333.62
Sprinkler System Demolition	\$ 111.43	\$ 143.62	\$ 255.05
Access Control Demolition	\$ 113.85	\$ 155.12	\$ 268.97

South Metro Fire Rescue  
Systems and Other Fees  
Effective Date: January 1, 2025

Work Item	Plan Check Cost	Inspection Cost	Total Cost
<b>OPERATIONAL PERMITS</b>			
Event Permit - < 150 on site at one time	no fee	no fee	no fee
Event Permit - > 150 but < 500 on site at one time	\$ 70.00	\$ 60.00	\$ 130.00
Event Permit - > 500 but < 1,000 on site at one time	\$ 105.00	\$ 90.00	\$ 195.00
Event Permit - > 1,000 on site at one time	\$ 140.00	\$ 120.00	\$ 260.00
Additional Event Inspection Fee	\$ -	\$ 60.00	\$ 60.00
<i>Seasonal Events (same setup multiple times within the calendar year) is equal to the "Total Actual Cost" above for the appropriate threshold, plus one (1) "additional event inspection fee".</i>			
Tent Permit (absent a special event)	\$ 70.00	\$ 60.00	\$ 130.00
Mobile Food Preparation Vehicle Permit (annual)	\$ 35.00	\$ 60.00	\$ 95.00
Fireworks Display	\$ 132.30	\$ 1,166.33	\$ 1,298.63
Fireworks Sales (includes temporary tent fees when combined with firework sales)	\$ 127.21	\$ 552.71	\$ 679.92
Indoor Pyrotechnics Display (proximate audience pyrotechnics including fire effects)	\$ 152.93	\$ 416.65	\$ 569.58
Carnival or Special Amusement Building	\$ 125.45	\$ 449.64	\$ 575.09
Explosives manufacturing, storage, sales, or use	\$ 327.02	\$ 738.28	\$ 1,065.30
Open Burning	\$ 130.46	\$ 355.89	\$ 486.35
Special Use	\$ 140.42	\$ 167.02	\$ 307.44
<b>HAZARDOUS MATERIALS</b>			
AST Installation	\$ 118.91	\$ 353.43	\$ 472.34
AST Removal	\$ 128.75	\$ 261.58	\$ 390.33
UST Installation	\$ 139.77	\$ 653.32	\$ 793.09
UST Removal	\$ 116.92	\$ 195.18	\$ 312.10
Compressed Gas Systems (per system)	\$ 231.24	\$ 214.89	\$ 446.13
LP- Gas Temporary Installation (Temporary Heat, Construction Site Install, etc.)	\$ 146.59	\$ 219.90	\$ 366.49
LP- Gas Permanent Installation	\$ 146.59	\$ 219.90	\$ 366.49
LP-Gas Tank Cages (i.e. propane exchange)	\$ 169.48	\$ 120.43	\$ 289.91
HazMat Chemical Inventory	\$ 246.94	\$ 184.57	\$ 431.51
HazMat Management Plan	\$ 279.44	\$ -	\$ 279.44
<b>MISCELLANEOUS FEES</b>			
Parker (inspection cost will be charged on an hourly basis)	\$ 65.41	\$ 172.55	\$ 237.96
High Piled Combustible Storage	\$ 176.22	\$ 201.59	\$ 377.81
Vehicle Access Gates	\$ 142.05	\$ 178.60	\$ 320.65
Temporary Access Road Agreement	\$ 148.44	\$ 233.69	\$ 382.13
Alternative Materials & Methods	\$ 149.96	\$ -	\$ 149.96
Photoluminescent Egress Path Marking	\$ 150.22	\$ 300.09	\$ 450.31
Fire Safety Emergency Plan	\$ 110.16	\$ -	\$ 110.16
Change of Use	\$ 168.35	\$ 399.76	\$ 568.11
Pool	\$ 213.45	\$ 168.00	\$ 381.45
<b>OTHER FEES AND PENALTIES</b>			
Construction-Related False Alarm Inspection Fee	\$ -	\$ 275.00	\$ 275.00
Re-Inspection Fee / Release of Stop Work Order	\$ -	\$ 275.00	\$ 275.00
Work Without a Permit or Approval - Two times the amount of the original permit fee.	varies	varies	varies
Technical Assistance Fee - Based on the actual cost of South Metro Fire Rescue.	varies	varies	varies
Hazardous Materials Response Fee - Based on the actual cost to South Metro Fire Rescue.	varies	varies	varies
<b>STANDARD HOURLY RATE FEES</b>			
Plan Review Re-Submittal or Review of Amendments to Existing Permits (per hour, 1-hour minimum)	\$ 92.96	\$ -	\$ 92.96
Inspection Outside of South Metro Fire Rescue Business Hours (per hour/per inspector)	\$ -	\$ 92.96	\$ 92.96
Fire Watch (per hour/per inspector)	\$ -	\$ 92.96	\$ 92.96

South Metro Fire Rescue  
 New Construction and Tenant Improvements (Includes New Fire Sprinklers and New Fire Alarms)  
 Effective Date: January 1, 2025

IBC Class	IBC/CBC Occupancy Type	Project Size Threshold	Plan Review		Inspection		Combined Total	
			Base Cost	Cost for Each Additional 100 SF	Base Cost	Cost for Each Additional 100 SF	Base Cost	Cost for Each Additional 100 SF
A-1	Assembly—Fixed Seating	3,000	\$ 757.03	\$ 1.19	\$ 507.52	\$ 0.88	\$ 1,264.55	\$ 2.07
	Assembly—Fixed Seating	15,000	\$ 898.97	\$ 0.95	\$ 613.12	\$ 1.42	\$ 1,512.09	\$ 2.37
	Assembly—Fixed Seating	30,000	\$ 1,040.91	\$ 3.00	\$ 827.55	\$ 0.94	\$ 1,868.46	\$ 3.94
	Assembly—Fixed Seating	60,000	\$ 1,941.89	\$ 0.47	\$ 1,107.71	\$ 1.73	\$ 3,049.60	\$ 2.21
	Assembly—Fixed Seating	150,000	\$ 2,363.70	\$ 0.38	\$ 2,666.90	\$ 1.16	\$ 5,030.60	\$ 1.55
	Assembly—Fixed Seating	300,000	\$ 2,938.51	\$ 0.98	\$ 4,409.28	\$ 1.47	\$ 7,347.79	\$ 2.44
A-2	Assembly—Food & Drink	750	\$ 389.59	\$ 2.44	\$ 226.28	\$ 1.57	\$ 615.87	\$ 4.01
	Assembly—Food & Drink	3,750	\$ 462.07	\$ 1.93	\$ 273.69	\$ 2.54	\$ 735.76	\$ 4.48
	Assembly—Food & Drink	7,500	\$ 534.55	\$ 6.17	\$ 369.59	\$ 1.66	\$ 904.14	\$ 7.83
	Assembly—Food & Drink	15,000	\$ 997.62	\$ 0.98	\$ 493.51	\$ 3.08	\$ 1,491.14	\$ 4.06
	Assembly—Food & Drink	37,500	\$ 1,217.08	\$ 0.78	\$ 1,187.45	\$ 2.07	\$ 2,404.53	\$ 2.84
	Assembly—Food & Drink	75,000	\$ 1,509.02	\$ 2.01	\$ 1,965.43	\$ 2.62	\$ 3,474.45	\$ 4.63
A-3	Assembly—Worship, Amusement	2,000	\$ 497.30	\$ 1.17	\$ 520.45	\$ 1.37	\$ 1,017.75	\$ 2.54
	Assembly—Worship, Amusement	10,000	\$ 590.92	\$ 0.93	\$ 630.36	\$ 2.18	\$ 1,221.28	\$ 3.10
	Assembly—Worship, Amusement	20,000	\$ 683.54	\$ 2.95	\$ 848.02	\$ 1.43	\$ 1,531.56	\$ 4.38
	Assembly—Worship, Amusement	40,000	\$ 1,273.46	\$ 0.47	\$ 1,134.65	\$ 2.66	\$ 2,408.10	\$ 3.13
	Assembly—Worship, Amusement	100,000	\$ 1,554.32	\$ 0.38	\$ 2,734.79	\$ 1.78	\$ 4,289.11	\$ 2.16
	Assembly—Worship, Amusement	200,000	\$ 1,937.87	\$ 0.97	\$ 4,512.72	\$ 2.25	\$ 6,450.59	\$ 3.22
A-4	Assembly—Indoor Sport Viewing	1,500	\$ 757.03	\$ 2.36	\$ 543.08	\$ 1.90	\$ 1,300.11	\$ 4.25
	Assembly—Indoor Sport Viewing	7,500	\$ 897.96	\$ 1.90	\$ 657.30	\$ 3.04	\$ 1,555.26	\$ 4.94
	Assembly—Indoor Sport Viewing	15,000	\$ 1,040.91	\$ 5.98	\$ 885.73	\$ 2.00	\$ 1,926.65	\$ 7.98
	Assembly—Indoor Sport Viewing	30,000	\$ 1,938.87	\$ 0.95	\$ 1,186.37	\$ 3.71	\$ 3,125.24	\$ 4.65
	Assembly—Indoor Sport Viewing	75,000	\$ 2,363.70	\$ 0.77	\$ 2,854.39	\$ 2.49	\$ 5,218.09	\$ 3.25
	Assembly—Indoor Sport Viewing	150,000	\$ 2,938.51	\$ 1.96	\$ 4,717.45	\$ 3.15	\$ 7,655.97	\$ 5.11
A-5	Assembly—Outdoor Activities	7,500	\$ 973.46	\$ 0.60	\$ 1,578.59	\$ 1.11	\$ 2,552.05	\$ 1.71
	Assembly—Outdoor Activities	37,500	\$ 1,153.66	\$ 0.50	\$ 1,910.47	\$ 1.77	\$ 3,064.13	\$ 2.27
	Assembly—Outdoor Activities	75,000	\$ 1,340.90	\$ 1.53	\$ 2,572.08	\$ 1.17	\$ 3,912.98	\$ 2.70
	Assembly—Outdoor Activities	150,000	\$ 2,491.54	\$ 0.24	\$ 3,452.43	\$ 2.16	\$ 5,943.97	\$ 2.40
	Assembly—Outdoor Activities	375,000	\$ 3,034.15	\$ 0.19	\$ 8,289.49	\$ 1.43	\$ 11,323.63	\$ 1.62
	Assembly—Outdoor Activities	750,000	\$ 3,752.92	\$ 0.50	\$ 13,673.94	\$ 1.82	\$ 17,426.86	\$ 2.32
A	A Occupancy Tenant Improvements	500	\$ 303.01	\$ 2.84	\$ 185.34	\$ 1.95	\$ 488.35	\$ 4.79
	A Occupancy Tenant Improvements	2,500	\$ 359.39	\$ 2.27	\$ 224.13	\$ 3.12	\$ 583.51	\$ 5.39
	A Occupancy Tenant Improvements	5,000	\$ 415.76	\$ 7.20	\$ 302.79	\$ 2.04	\$ 718.55	\$ 9.23
	A Occupancy Tenant Improvements	10,000	\$ 776.15	\$ 1.13	\$ 404.08	\$ 3.79	\$ 1,180.23	\$ 4.92
	A Occupancy Tenant Improvements	25,000	\$ 945.28	\$ 0.91	\$ 974.09	\$ 2.53	\$ 1,919.37	\$ 3.44
	A Occupancy Tenant Improvements	50,000	\$ 1,170.77	\$ 2.35	\$ 1,606.61	\$ 3.21	\$ 2,777.38	\$ 5.56
B	Business—Chemicals	300	\$ 497.30	\$ 7.77	\$ 257.53	\$ 4.50	\$ 754.83	\$ 12.28
	Business—Chemicals	1,500	\$ 590.92	\$ 6.22	\$ 311.41	\$ 7.21	\$ 902.33	\$ 13.43
	Business—Chemicals	3,000	\$ 683.54	\$ 19.68	\$ 420.24	\$ 4.75	\$ 1,103.78	\$ 24.43
	Business—Chemicals	6,000	\$ 1,274.46	\$ 3.10	\$ 562.47	\$ 8.79	\$ 1,836.94	\$ 11.89
	Business—Chemicals	15,000	\$ 1,553.31	\$ 2.48	\$ 1,353.39	\$ 5.88	\$ 2,906.70	\$ 8.36
	Business—Chemicals	30,000	\$ 1,925.79	\$ 6.42	\$ 2,235.89	\$ 7.46	\$ 4,161.68	\$ 13.88
B	Business	2,000	\$ 237.58	\$ 0.55	\$ 281.24	\$ 0.73	\$ 518.81	\$ 1.29
	Business	10,000	\$ 281.87	\$ 0.45	\$ 339.42	\$ 1.19	\$ 621.30	\$ 1.64
	Business	20,000	\$ 328.18	\$ 1.41	\$ 457.95	\$ 0.77	\$ 786.13	\$ 2.17
	Business	40,000	\$ 609.04	\$ 0.23	\$ 610.96	\$ 1.43	\$ 1,220.01	\$ 1.66
	Business	100,000	\$ 744.95	\$ 0.17	\$ 1,469.76	\$ 0.97	\$ 2,214.71	\$ 1.14
	Business	200,000	\$ 915.08	\$ 0.45	\$ 2,438.46	\$ 1.22	\$ 3,353.54	\$ 1.67
B	B Occupancy Tenant Improvements	250	\$ 173.15	\$ 3.23	\$ 77.58	\$ 1.62	\$ 250.73	\$ 4.85
	B Occupancy Tenant Improvements	1,250	\$ 205.36	\$ 2.61	\$ 93.75	\$ 2.59	\$ 299.11	\$ 5.19
	B Occupancy Tenant Improvements	2,500	\$ 237.58	\$ 8.21	\$ 126.07	\$ 1.70	\$ 363.65	\$ 9.92
	B Occupancy Tenant Improvements	5,000	\$ 442.94	\$ 1.29	\$ 168.10	\$ 3.16	\$ 611.04	\$ 4.45
	B Occupancy Tenant Improvements	12,500	\$ 540.59	\$ 1.05	\$ 404.08	\$ 2.12	\$ 944.67	\$ 3.17
	B Occupancy Tenant Improvements	25,000	\$ 670.45	\$ 2.68	\$ 669.15	\$ 2.68	\$ 1,339.60	\$ 5.36
E	Educational—School	5,000	\$ 843.60	\$ 0.79	\$ 507.52	\$ 0.53	\$ 1,351.12	\$ 1.31
	Educational—School	25,000	\$ 1,000.64	\$ 0.63	\$ 612.04	\$ 0.85	\$ 1,612.69	\$ 1.49
	Educational—School	50,000	\$ 1,160.71	\$ 2.00	\$ 826.47	\$ 0.56	\$ 1,987.18	\$ 2.56
	Educational—School	100,000	\$ 2,161.35	\$ 0.31	\$ 1,105.55	\$ 1.05	\$ 3,266.90	\$ 1.36
	Educational—School	250,000	\$ 2,634.49	\$ 0.24	\$ 2,677.68	\$ 0.68	\$ 5,312.17	\$ 0.92
	Educational—School	500,000	\$ 3,246.56	\$ 0.65	\$ 4,386.65	\$ 0.87	\$ 7,633.21	\$ 1.53

South Metro Fire Rescue  
 New Construction and Tenant Improvements (Includes New Fire Sprinklers and New Fire Alarms)  
 Effective Date: January 1, 2025

IBC Class	IBC/CBC Occupancy Type	Project Size Threshold	Plan Review		Inspection		Combined Total	
			Base Cost	Cost for Each Additional 100 SF	Base Cost	Cost for Each Additional 100 SF	Base Cost	Cost for Each Additional 100 SF
E	Educational—Day Care	750	\$ 303.01	\$ 1.88	\$ 339.42	\$ 2.37	\$ 642.44	\$ 4.25
	Educational—Day Care	3,750	\$ 359.39	\$ 1.51	\$ 410.54	\$ 3.80	\$ 769.93	\$ 5.31
	Educational—Day Care	7,500	\$ 415.76	\$ 4.80	\$ 553.85	\$ 2.51	\$ 969.61	\$ 7.31
	Educational—Day Care	15,000	\$ 776.15	\$ 0.76	\$ 741.35	\$ 4.64	\$ 1,517.50	\$ 5.40
	Educational—Day Care	37,500	\$ 946.28	\$ 0.60	\$ 1,786.56	\$ 3.10	\$ 2,732.84	\$ 3.71
	Educational—Day Care	75,000	\$ 1,173.79	\$ 1.56	\$ 2,948.14	\$ 3.93	\$ 4,121.93	\$ 5.49
E	E Occupancy Tenant Improvements	1,000	\$ 367.44	\$ 1.72	\$ 167.02	\$ 0.88	\$ 534.46	\$ 2.61
	E Occupancy Tenant Improvements	5,000	\$ 436.90	\$ 1.38	\$ 202.58	\$ 1.41	\$ 639.48	\$ 2.79
	E Occupancy Tenant Improvements	10,000	\$ 505.36	\$ 4.36	\$ 273.69	\$ 0.92	\$ 779.05	\$ 5.27
	E Occupancy Tenant Improvements	20,000	\$ 941.25	\$ 0.69	\$ 364.21	\$ 1.71	\$ 1,305.46	\$ 2.41
	E Occupancy Tenant Improvements	50,000	\$ 1,149.63	\$ 0.55	\$ 877.11	\$ 1.14	\$ 2,026.75	\$ 1.70
	E Occupancy Tenant Improvements	100,000	\$ 1,426.47	\$ 1.43	\$ 1,447.13	\$ 1.44	\$ 2,873.60	\$ 2.87
F-1	Factory Industrial—Moderate Hazard	2,500	\$ 415.76	\$ 1.78	\$ 398.69	\$ 1.19	\$ 814.45	\$ 2.97
	Factory Industrial—Moderate Hazard	12,500	\$ 594.95	\$ 4.52	\$ 517.22	\$ 0.46	\$ 1,112.17	\$ 4.98
	Factory Industrial—Moderate Hazard	25,000	\$ 1,160.71	\$ 0.36	\$ 575.40	\$ 0.61	\$ 1,736.11	\$ 0.98
	Factory Industrial—Moderate Hazard	50,000	\$ 1,251.31	\$ 0.23	\$ 729.49	\$ 0.36	\$ 1,980.80	\$ 0.59
	Factory Industrial—Moderate Hazard	125,000	\$ 1,423.45	\$ 0.14	\$ 996.72	\$ 0.43	\$ 2,420.17	\$ 0.57
	Factory Industrial—Moderate Hazard	250,000	\$ 1,596.60	\$ 0.63	\$ 1,538.72	\$ 0.61	\$ 3,135.32	\$ 1.25
F-2	Factory Industrial—Low Hazard	2,500	\$ 432.87	\$ 0.82	\$ 281.24	\$ 0.58	\$ 714.11	\$ 1.40
	Factory Industrial—Low Hazard	12,500	\$ 513.41	\$ 0.63	\$ 339.42	\$ 0.96	\$ 852.83	\$ 1.59
	Factory Industrial—Low Hazard	25,000	\$ 593.94	\$ 2.05	\$ 459.03	\$ 0.62	\$ 1,052.97	\$ 2.68
	Factory Industrial—Low Hazard	50,000	\$ 1,107.35	\$ 0.33	\$ 615.27	\$ 1.15	\$ 1,722.63	\$ 1.49
	Factory Industrial—Low Hazard	125,000	\$ 1,357.01	\$ 0.25	\$ 1,481.61	\$ 0.75	\$ 2,838.62	\$ 1.01
	Factory Industrial—Low Hazard	250,000	\$ 1,677.14	\$ 0.67	\$ 2,421.22	\$ 0.97	\$ 4,098.36	\$ 1.64
F	F Occupancy Tenant Improvements	1,000	\$ 303.01	\$ 1.42	\$ 221.97	\$ 1.16	\$ 524.98	\$ 2.58
	F Occupancy Tenant Improvements	5,000	\$ 359.39	\$ 1.14	\$ 268.31	\$ 1.85	\$ 627.69	\$ 2.99
	F Occupancy Tenant Improvements	10,000	\$ 415.76	\$ 3.58	\$ 360.97	\$ 1.22	\$ 776.74	\$ 4.80
	F Occupancy Tenant Improvements	20,000	\$ 775.15	\$ 0.57	\$ 482.74	\$ 2.26	\$ 1,257.88	\$ 2.84
	F Occupancy Tenant Improvements	50,000	\$ 947.29	\$ 0.44	\$ 1,162.66	\$ 1.53	\$ 2,109.95	\$ 1.97
	F Occupancy Tenant Improvements	100,000	\$ 1,170.77	\$ 1.17	\$ 1,925.56	\$ 1.93	\$ 3,096.33	\$ 3.10
H-1	High Hazard Group H-1	500	\$ 691.59	\$ 6.48	\$ 497.82	\$ 5.23	\$ 1,189.41	\$ 11.71
	High Hazard Group H-1	2,500	\$ 821.45	\$ 5.18	\$ 602.34	\$ 8.34	\$ 1,423.80	\$ 13.52
	High Hazard Group H-1	5,000	\$ 951.32	\$ 16.43	\$ 810.31	\$ 5.51	\$ 1,761.62	\$ 21.94
	High Hazard Group H-1	10,000	\$ 1,772.77	\$ 2.59	\$ 1,086.16	\$ 10.19	\$ 2,858.93	\$ 12.78
	High Hazard Group H-1	25,000	\$ 2,161.35	\$ 2.08	\$ 2,615.18	\$ 6.79	\$ 4,776.53	\$ 8.87
	High Hazard Group H-1	50,000	\$ 2,682.81	\$ 5.37	\$ 4,313.38	\$ 8.63	\$ 6,996.19	\$ 14.00
H-2	High Hazard Group H-2	250	\$ 627.16	\$ 11.75	\$ 425.63	\$ 8.92	\$ 1,052.79	\$ 20.67
	High Hazard Group H-2	1,250	\$ 744.95	\$ 9.40	\$ 515.06	\$ 14.28	\$ 1,260.01	\$ 23.68
	High Hazard Group H-2	2,500	\$ 861.72	\$ 29.78	\$ 692.86	\$ 9.40	\$ 1,554.58	\$ 39.17
	High Hazard Group H-2	5,000	\$ 1,606.67	\$ 4.70	\$ 927.76	\$ 17.40	\$ 2,534.43	\$ 22.10
	High Hazard Group H-2	12,500	\$ 1,959.01	\$ 3.77	\$ 2,233.73	\$ 11.63	\$ 4,192.74	\$ 15.39
	High Hazard Group H-2	25,000	\$ 2,430.14	\$ 9.71	\$ 3,686.25	\$ 14.74	\$ 6,116.39	\$ 24.46
H-3	High Hazard Group H-3	250	\$ 561.73	\$ 10.54	\$ 388.99	\$ 8.17	\$ 950.72	\$ 18.71
	High Hazard Group H-3	1,250	\$ 667.43	\$ 8.44	\$ 470.88	\$ 13.06	\$ 1,138.32	\$ 21.50
	High Hazard Group H-3	2,500	\$ 773.13	\$ 26.70	\$ 633.59	\$ 8.61	\$ 1,406.73	\$ 35.31
	High Hazard Group H-3	5,000	\$ 1,440.57	\$ 4.22	\$ 849.10	\$ 15.93	\$ 2,289.66	\$ 20.14
	High Hazard Group H-3	12,500	\$ 1,756.66	\$ 3.36	\$ 2,044.09	\$ 10.64	\$ 3,800.75	\$ 14.00
	High Hazard Group H-3	25,000	\$ 2,177.46	\$ 8.71	\$ 3,372.69	\$ 13.49	\$ 5,550.15	\$ 22.20
H-4	High Hazard Group H-4	500	\$ 691.59	\$ 6.48	\$ 353.43	\$ 3.70	\$ 1,045.02	\$ 10.18
	High Hazard Group H-4	2,500	\$ 821.45	\$ 5.18	\$ 426.70	\$ 5.94	\$ 1,248.16	\$ 11.12
	High Hazard Group H-4	5,000	\$ 951.32	\$ 16.43	\$ 575.40	\$ 3.90	\$ 1,526.72	\$ 20.33
	High Hazard Group H-4	10,000	\$ 1,772.77	\$ 2.59	\$ 770.44	\$ 7.23	\$ 2,543.21	\$ 9.82
	High Hazard Group H-4	25,000	\$ 2,161.35	\$ 2.08	\$ 1,854.44	\$ 4.82	\$ 4,015.79	\$ 6.90
	High Hazard Group H-4	50,000	\$ 2,682.81	\$ 5.37	\$ 3,059.13	\$ 6.12	\$ 5,741.94	\$ 11.49
H-5	High Hazard Group H-5	2,000	\$ 1,254.33	\$ 2.94	\$ 954.70	\$ 2.50	\$ 2,209.03	\$ 5.44
	High Hazard Group H-5	10,000	\$ 1,488.89	\$ 2.36	\$ 1,154.04	\$ 4.00	\$ 2,642.93	\$ 6.35
	High Hazard Group H-5	20,000	\$ 1,724.45	\$ 7.45	\$ 1,553.81	\$ 2.64	\$ 3,278.26	\$ 10.09
	High Hazard Group H-5	40,000	\$ 3,215.35	\$ 1.17	\$ 2,082.88	\$ 4.88	\$ 5,298.23	\$ 6.05
	High Hazard Group H-5	100,000	\$ 3,918.02	\$ 0.94	\$ 5,013.78	\$ 3.25	\$ 8,931.79	\$ 4.19
	High Hazard Group H-5	200,000	\$ 4,854.23	\$ 2.43	\$ 8,272.25	\$ 4.14	\$ 13,126.48	\$ 6.56

South Metro Fire Rescue  
 New Construction and Tenant Improvements (Includes New Fire Sprinklers and New Fire Alarms)  
 Effective Date: January 1, 2025

IBC Class	IBC/CBC Occupancy Type	Project Size Threshold	Plan Review		Inspection		Combined Total	
			Base Cost	Cost for Each Additional 100 SF	Base Cost	Cost for Each Additional 100 SF	Base Cost	Cost for Each Additional 100 SF
H	H Occupancy Tenant Improvements	250	\$ 367.44	\$ 6.90	\$ 221.97	\$ 4.64	\$ 589.41	\$ 11.54
	H Occupancy Tenant Improvements	1,250	\$ 436.90	\$ 5.52	\$ 268.31	\$ 7.45	\$ 705.21	\$ 12.96
	H Occupancy Tenant Improvements	2,500	\$ 505.36	\$ 17.45	\$ 360.97	\$ 4.90	\$ 866.33	\$ 22.35
	H Occupancy Tenant Improvements	5,000	\$ 941.25	\$ 2.76	\$ 483.81	\$ 9.08	\$ 1,425.06	\$ 11.84
	H Occupancy Tenant Improvements	12,500	\$ 1,148.63	\$ 2.20	\$ 1,164.82	\$ 6.03	\$ 2,313.44	\$ 8.24
	H Occupancy Tenant Improvements	25,000	\$ 1,423.45	\$ 5.70	\$ 1,920.17	\$ 7.68	\$ 3,343.62	\$ 13.38
I-1	Institutional—17+ persons, ambulatory	1,500	\$ 605.02	\$ 1.88	\$ 411.62	\$ 1.43	\$ 1,016.64	\$ 3.32
	Institutional—17+ persons, ambulatory	7,500	\$ 718.77	\$ 1.51	\$ 497.82	\$ 2.32	\$ 1,216.59	\$ 3.83
	Institutional—17+ persons, ambulatory	15,000	\$ 831.52	\$ 4.80	\$ 671.31	\$ 1.52	\$ 1,502.83	\$ 6.32
	Institutional—17+ persons, ambulatory	30,000	\$ 1,552.31	\$ 0.76	\$ 898.67	\$ 2.80	\$ 2,450.97	\$ 3.56
	Institutional—17+ persons, ambulatory	75,000	\$ 1,892.57	\$ 0.60	\$ 2,162.62	\$ 1.87	\$ 4,055.18	\$ 2.48
	Institutional—17+ persons, ambulatory	150,000	\$ 2,347.59	\$ 1.56	\$ 3,572.03	\$ 2.38	\$ 5,919.62	\$ 3.94
I-2	Institutional—6+ persons, non-ambulatory	5,000	\$ 1,686.20	\$ 1.58	\$ 855.56	\$ 0.89	\$ 2,541.76	\$ 2.47
	Institutional—6+ persons, non-ambulatory	25,000	\$ 2,001.29	\$ 1.28	\$ 1,034.43	\$ 1.44	\$ 3,035.72	\$ 2.72
	Institutional—6+ persons, non-ambulatory	50,000	\$ 2,320.41	\$ 4.01	\$ 1,395.41	\$ 0.95	\$ 3,715.82	\$ 4.95
	Institutional—6+ persons, non-ambulatory	100,000	\$ 4,321.70	\$ 0.63	\$ 1,868.45	\$ 1.76	\$ 6,190.15	\$ 2.39
	Institutional—6+ persons, non-ambulatory	250,000	\$ 5,269.99	\$ 0.51	\$ 4,500.87	\$ 1.16	\$ 9,770.86	\$ 1.68
	Institutional—6+ persons, non-ambulatory	500,000	\$ 6,547.48	\$ 1.31	\$ 7,406.98	\$ 1.48	\$ 13,954.46	\$ 2.78
I-3	Institutional—6+ persons, restrained	5,000	\$ 757.03	\$ 0.71	\$ 651.91	\$ 0.69	\$ 1,408.94	\$ 1.40
	Institutional—6+ persons, restrained	25,000	\$ 899.98	\$ 0.55	\$ 788.76	\$ 1.08	\$ 1,688.73	\$ 1.63
	Institutional—6+ persons, restrained	50,000	\$ 1,037.89	\$ 1.80	\$ 1,059.22	\$ 0.73	\$ 2,097.11	\$ 2.53
	Institutional—6+ persons, restrained	100,000	\$ 1,937.87	\$ 0.29	\$ 1,424.50	\$ 1.33	\$ 3,362.37	\$ 1.62
	Institutional—6+ persons, restrained	250,000	\$ 2,368.73	\$ 0.22	\$ 3,417.95	\$ 0.88	\$ 5,786.67	\$ 1.11
	Institutional—6+ persons, restrained	500,000	\$ 2,927.44	\$ 0.58	\$ 5,640.90	\$ 1.13	\$ 8,568.34	\$ 1.72
I-4	Institutional—6+ persons, day care	750	\$ 367.44	\$ 2.30	\$ 357.74	\$ 2.50	\$ 725.18	\$ 4.80
	Institutional—6+ persons, day care	3,750	\$ 435.89	\$ 1.84	\$ 433.17	\$ 4.00	\$ 869.06	\$ 5.84
	Institutional—6+ persons, day care	7,500	\$ 505.36	\$ 5.82	\$ 582.95	\$ 2.64	\$ 1,088.30	\$ 8.46
	Institutional—6+ persons, day care	15,000	\$ 942.26	\$ 0.93	\$ 781.21	\$ 4.88	\$ 1,723.47	\$ 5.81
	Institutional—6+ persons, day care	37,500	\$ 1,149.63	\$ 0.72	\$ 1,880.30	\$ 3.25	\$ 3,029.93	\$ 3.98
	Institutional—6+ persons, day care	75,000	\$ 1,421.44	\$ 1.89	\$ 3,102.23	\$ 4.14	\$ 4,523.67	\$ 6.03
I	I Occupancy Tenant Improvements	1,000	\$ 303.01	\$ 1.42	\$ 185.34	\$ 0.97	\$ 488.35	\$ 2.39
	I Occupancy Tenant Improvements	5,000	\$ 359.39	\$ 1.14	\$ 224.13	\$ 1.55	\$ 583.51	\$ 2.69
	I Occupancy Tenant Improvements	10,000	\$ 415.76	\$ 3.58	\$ 301.71	\$ 1.03	\$ 717.47	\$ 4.62
	I Occupancy Tenant Improvements	20,000	\$ 775.15	\$ 0.57	\$ 405.15	\$ 1.90	\$ 1,180.30	\$ 2.47
	I Occupancy Tenant Improvements	50,000	\$ 947.29	\$ 0.44	\$ 974.09	\$ 1.26	\$ 1,921.38	\$ 1.70
	I Occupancy Tenant Improvements	100,000	\$ 1,170.77	\$ 1.17	\$ 1,606.61	\$ 1.61	\$ 2,777.38	\$ 2.77
M	Mercantile	10,000	\$ 1,514.05	\$ 0.71	\$ 1,105.55	\$ 0.58	\$ 2,619.61	\$ 1.30
	Mercantile	50,000	\$ 1,798.95	\$ 0.55	\$ 1,339.38	\$ 0.93	\$ 3,138.32	\$ 1.48
	Mercantile	100,000	\$ 2,075.78	\$ 1.80	\$ 1,800.56	\$ 0.61	\$ 3,876.35	\$ 2.42
	Mercantile	200,000	\$ 3,874.73	\$ 0.29	\$ 2,415.84	\$ 1.13	\$ 6,290.57	\$ 1.42
	Mercantile	500,000	\$ 4,737.46	\$ 0.22	\$ 5,811.15	\$ 0.75	\$ 10,548.61	\$ 0.98
	Mercantile	1,000,000	\$ 5,854.88	\$ 0.58	\$ 9,571.76	\$ 0.96	\$ 15,426.63	\$ 1.54
M	M Occupancy Tenant Improvements	500	\$ 237.58	\$ 2.22	\$ 113.14	\$ 1.19	\$ 350.72	\$ 3.41
	M Occupancy Tenant Improvements	2,500	\$ 281.87	\$ 1.78	\$ 136.85	\$ 1.91	\$ 418.72	\$ 3.69
	M Occupancy Tenant Improvements	5,000	\$ 327.17	\$ 5.64	\$ 184.26	\$ 1.25	\$ 511.43	\$ 6.89
	M Occupancy Tenant Improvements	10,000	\$ 609.04	\$ 0.89	\$ 246.76	\$ 2.32	\$ 855.80	\$ 3.20
	M Occupancy Tenant Improvements	25,000	\$ 742.93	\$ 0.71	\$ 595.88	\$ 1.54	\$ 1,338.81	\$ 2.26
	M Occupancy Tenant Improvements	50,000	\$ 921.12	\$ 1.84	\$ 979.48	\$ 1.96	\$ 1,900.60	\$ 3.80
R-1	Residential—Transient	3,500	\$ 627.16	\$ 0.85	\$ 376.06	\$ 0.56	\$ 1,003.22	\$ 1.41
	Residential—Transient	17,500	\$ 744.95	\$ 0.66	\$ 454.72	\$ 0.92	\$ 1,199.67	\$ 1.58
	Residential—Transient	35,000	\$ 860.72	\$ 2.14	\$ 614.20	\$ 0.59	\$ 1,474.91	\$ 2.74
	Residential—Transient	70,000	\$ 1,609.69	\$ 0.33	\$ 821.08	\$ 1.10	\$ 2,430.77	\$ 1.43
	Residential—Transient	175,000	\$ 1,955.99	\$ 0.26	\$ 1,974.05	\$ 0.74	\$ 3,930.04	\$ 1.01
	Residential—Transient	350,000	\$ 2,422.08	\$ 0.69	\$ 3,270.32	\$ 0.94	\$ 5,692.41	\$ 1.63
R-2	Residential—Permanent, 2+ Dwellings	3,500	\$ 734.88	\$ 0.99	\$ 411.62	\$ 0.61	\$ 1,146.50	\$ 1.60
	Residential—Permanent, 2+ Dwellings	17,500	\$ 873.80	\$ 0.78	\$ 498.90	\$ 0.98	\$ 1,372.70	\$ 1.76
	Residential—Permanent, 2+ Dwellings	35,000	\$ 1,009.70	\$ 2.51	\$ 670.23	\$ 0.66	\$ 1,679.93	\$ 3.16
	Residential—Permanent, 2+ Dwellings	70,000	\$ 1,885.52	\$ 0.38	\$ 900.82	\$ 1.21	\$ 2,786.34	\$ 1.59
	Residential—Permanent, 2+ Dwellings	175,000	\$ 2,291.21	\$ 0.31	\$ 2,173.39	\$ 0.81	\$ 4,464.61	\$ 1.12
	Residential—Permanent, 2+ Dwellings	350,000	\$ 2,831.80	\$ 0.81	\$ 3,589.27	\$ 1.02	\$ 6,421.08	\$ 1.83

South Metro Fire Rescue  
 New Construction and Tenant Improvements (Includes New Fire Sprinklers and New Fire Alarms)  
 Effective Date: January 1, 2025

IBC Class	IBC/CBC Occupancy Type	Project Size Threshold	Plan Review		Inspection		Combined Total	
			Base Cost	Cost for Each Additional 100 SF	Base Cost	Cost for Each Additional 100 SF	Base Cost	Cost for Each Additional 100 SF
R-2	Residential—Permanent, 2+, Additional Identical Buildings	3,500	\$ 303.01	\$ 0.40	\$ 411.62	\$ 0.61	\$ 714.63	\$ 1.02
	Residential—Permanent, 2+, Additional Identical Buildings	17,500	\$ 359.39	\$ 0.33	\$ 498.90	\$ 0.98	\$ 858.29	\$ 1.31
	Residential—Permanent, 2+, Additional Identical Buildings	35,000	\$ 417.77	\$ 1.03	\$ 670.23	\$ 0.66	\$ 1,088.00	\$ 1.68
	Residential—Permanent, 2+, Additional Identical Buildings	70,000	\$ 775.15	\$ 0.17	\$ 900.82	\$ 1.21	\$ 1,675.97	\$ 1.38
	Residential—Permanent, 2+, Additional Identical Buildings	175,000	\$ 950.31	\$ 0.12	\$ 2,173.39	\$ 0.81	\$ 3,123.70	\$ 0.93
	Residential—Permanent, 2+, Additional Identical Buildings	350,000	\$ 1,154.67	\$ 0.33	\$ 3,589.27	\$ 1.02	\$ 4,743.94	\$ 1.36
R-4	Residential—Assisted Living (6-16 persons)	250	\$ 670.45	\$ 12.56	\$ 226.28	\$ 4.75	\$ 896.73	\$ 17.32
	Residential—Assisted Living (6-16 persons)	1,250	\$ 796.29	\$ 10.06	\$ 273.69	\$ 7.61	\$ 1,069.98	\$ 17.66
	Residential—Assisted Living (6-16 persons)	2,500	\$ 922.12	\$ 31.84	\$ 369.59	\$ 5.01	\$ 1,291.72	\$ 36.85
	Residential—Assisted Living (6-16 persons)	5,000	\$ 1,717.40	\$ 5.02	\$ 494.59	\$ 9.27	\$ 2,211.99	\$ 14.29
	Residential—Assisted Living (6-16 persons)	12,500	\$ 2,094.91	\$ 4.03	\$ 1,189.60	\$ 6.19	\$ 3,284.51	\$ 10.21
	Residential—Assisted Living (6-16 persons)	25,000	\$ 2,597.25	\$ 10.39	\$ 1,963.27	\$ 7.86	\$ 4,560.52	\$ 18.24
R	R Occupancy Tenant Improvements	250	\$ 173.15	\$ 3.23	\$ 77.58	\$ 1.62	\$ 250.73	\$ 4.85
	R Occupancy Tenant Improvements	1,250	\$ 205.36	\$ 2.61	\$ 93.75	\$ 2.59	\$ 299.11	\$ 5.19
	R Occupancy Tenant Improvements	2,500	\$ 237.58	\$ 8.21	\$ 126.07	\$ 1.70	\$ 363.65	\$ 9.92
	R Occupancy Tenant Improvements	5,000	\$ 442.94	\$ 1.29	\$ 168.10	\$ 3.16	\$ 611.04	\$ 4.45
	R Occupancy Tenant Improvements	12,500	\$ 540.59	\$ 1.05	\$ 404.08	\$ 2.12	\$ 944.67	\$ 3.17
	R Occupancy Tenant Improvements	25,000	\$ 670.45	\$ 2.68	\$ 669.15	\$ 2.68	\$ 1,339.60	\$ 5.36
S	Storage	2,500	\$ 605.02	\$ 1.13	\$ 412.70	\$ 0.86	\$ 1,017.71	\$ 1.99
	Storage	12,500	\$ 718.77	\$ 0.92	\$ 498.90	\$ 1.39	\$ 1,217.67	\$ 2.31
	Storage	25,000	\$ 832.53	\$ 2.86	\$ 672.38	\$ 0.92	\$ 1,504.91	\$ 3.77
	Storage	50,000	\$ 1,549.29	\$ 0.45	\$ 899.74	\$ 1.69	\$ 2,449.03	\$ 2.14
	Storage	125,000	\$ 1,889.55	\$ 0.36	\$ 2,164.77	\$ 1.12	\$ 4,054.32	\$ 1.48
	Storage	250,000	\$ 2,341.55	\$ 0.94	\$ 3,561.26	\$ 1.42	\$ 5,902.81	\$ 2.36
S	S Occupancy Tenant Improvements	500	\$ 237.58	\$ 2.22	\$ 113.14	\$ 1.19	\$ 350.72	\$ 3.41
	S Occupancy Tenant Improvements	2,500	\$ 281.87	\$ 1.78	\$ 136.85	\$ 1.91	\$ 418.72	\$ 3.69
	S Occupancy Tenant Improvements	5,000	\$ 327.17	\$ 5.64	\$ 184.26	\$ 1.25	\$ 511.43	\$ 6.89
	S Occupancy Tenant Improvements	10,000	\$ 609.04	\$ 0.89	\$ 246.76	\$ 2.32	\$ 855.80	\$ 3.20
	S Occupancy Tenant Improvements	25,000	\$ 742.93	\$ 0.71	\$ 595.88	\$ 1.54	\$ 1,338.81	\$ 2.26
	S Occupancy Tenant Improvements	50,000	\$ 921.12	\$ 1.84	\$ 979.48	\$ 1.96	\$ 1,900.60	\$ 3.80
U	Accessory	500	\$ 303.01	\$ 2.84	\$ 190.72	\$ 2.00	\$ 493.74	\$ 4.84
	Accessory	2,500	\$ 359.39	\$ 2.27	\$ 230.59	\$ 3.20	\$ 589.98	\$ 5.47
	Accessory	5,000	\$ 415.76	\$ 7.20	\$ 310.33	\$ 2.11	\$ 726.09	\$ 9.31
	Accessory	10,000	\$ 776.15	\$ 1.13	\$ 415.93	\$ 3.89	\$ 1,192.08	\$ 5.02
	Accessory	25,000	\$ 945.28	\$ 0.91	\$ 999.95	\$ 2.61	\$ 1,945.23	\$ 3.51
	Accessory	50,000	\$ 1,170.77	\$ 2.35	\$ 1,651.86	\$ 3.31	\$ 2,822.64	\$ 5.65
	Automatic Sprinkler System, 13 Combustible	1,250	\$ 627.16	\$ 2.35	\$ 602.34	\$ 2.53	\$ 1,229.51	\$ 4.88
	Automatic Sprinkler System, 13 Combustible	6,250	\$ 744.95	\$ 1.88	\$ 729.49	\$ 4.03	\$ 1,474.44	\$ 5.91
	Automatic Sprinkler System, 13 Combustible	12,500	\$ 862.73	\$ 5.96	\$ 981.64	\$ 2.65	\$ 1,844.36	\$ 8.61
	Automatic Sprinkler System, 13 Combustible	25,000	\$ 1,607.68	\$ 0.93	\$ 1,313.52	\$ 4.94	\$ 2,921.19	\$ 5.86
	Automatic Sprinkler System, 13 Combustible	62,500	\$ 1,955.99	\$ 0.77	\$ 3,162.57	\$ 3.31	\$ 5,118.56	\$ 4.07
	Automatic Sprinkler System, 13 Combustible	125,000	\$ 2,435.17	\$ 1.95	\$ 5,227.13	\$ 4.18	\$ 7,662.30	\$ 6.13
	Automatic Sprinkler System, 13 Non-Combustible	5,000	\$ 561.73	\$ 0.53	\$ 602.34	\$ 0.64	\$ 1,164.07	\$ 1.17
	Automatic Sprinkler System, 13 Non-Combustible	25,000	\$ 668.44	\$ 0.41	\$ 729.49	\$ 1.00	\$ 1,397.93	\$ 1.41
	Automatic Sprinkler System, 13 Non-Combustible	50,000	\$ 772.13	\$ 1.33	\$ 979.48	\$ 0.66	\$ 1,751.61	\$ 1.99
	Automatic Sprinkler System, 13 Non-Combustible	100,000	\$ 1,437.55	\$ 0.21	\$ 1,310.28	\$ 1.24	\$ 2,747.83	\$ 1.45
	Automatic Sprinkler System, 13 Non-Combustible	250,000	\$ 1,756.66	\$ 0.17	\$ 3,162.57	\$ 0.83	\$ 4,919.23	\$ 1.00
	Automatic Sprinkler System, 13 Non-Combustible	500,000	\$ 2,182.49	\$ 0.43	\$ 5,241.14	\$ 1.05	\$ 7,423.63	\$ 1.48
	Automatic Sprinkler System, 13R	1,500	\$ 432.87	\$ 1.35	\$ 602.34	\$ 2.11	\$ 1,035.22	\$ 3.46
	Automatic Sprinkler System, 13R	7,500	\$ 513.41	\$ 1.08	\$ 729.49	\$ 3.36	\$ 1,242.90	\$ 4.44
	Automatic Sprinkler System, 13R	15,000	\$ 593.94	\$ 3.43	\$ 980.56	\$ 2.23	\$ 1,574.50	\$ 5.66
	Automatic Sprinkler System, 13R	30,000	\$ 1,108.36	\$ 0.53	\$ 1,315.67	\$ 4.11	\$ 2,424.03	\$ 4.64
	Automatic Sprinkler System, 13R	75,000	\$ 1,348.96	\$ 0.43	\$ 3,162.57	\$ 2.74	\$ 4,511.53	\$ 3.17
	Automatic Sprinkler System, 13R	150,000	\$ 1,677.14	\$ 1.12	\$ 5,213.12	\$ 3.48	\$ 6,890.26	\$ 4.60
	Automatic Sprinkler System, 13D	600	\$ 106.71	\$ -	\$ -	\$ -	\$ 106.71	\$ -
	Automatic Sprinkler System, 13D	3,000	\$ 106.71	\$ -	\$ -	\$ -	\$ 106.71	\$ -
	Automatic Sprinkler System, 13D	6,000	\$ 327.17	\$ 4.70	\$ 709.02	\$ 4.00	\$ 1,036.19	\$ 8.70
	Automatic Sprinkler System, 13D	12,000	\$ 609.04	\$ 0.74	\$ 949.31	\$ 7.41	\$ 1,558.35	\$ 8.16
	Automatic Sprinkler System, 13D	30,000	\$ 743.94	\$ 0.58	\$ 2,283.30	\$ 4.95	\$ 3,027.24	\$ 5.53
	Automatic Sprinkler System, 13D	60,000	\$ 920.11	\$ 1.53	\$ 3,767.07	\$ 6.28	\$ 4,687.18	\$ 7.81

South Metro Fire Rescue  
 New Construction and Tenant Improvements (Includes New Fire Sprinklers and New Fire Alarms)  
 Effective Date: January 1, 2025

IBC Class	IBC/CBC Occupancy Type	Project Size Threshold	Plan Review		Inspection		Combined Total	
			Base Cost	Cost for Each Additional 100 SF	Base Cost	Cost for Each Additional 100 SF	Base Cost	Cost for Each Additional 100 SF
	Fire Alarm System	2,000	\$ 497.30	\$ 1.17	\$ 448.26	\$ 1.17	\$ 945.56	\$ 2.34
	Fire Alarm System	10,000	\$ 590.92	\$ 0.93	\$ 542.00	\$ 1.90	\$ 1,132.92	\$ 2.82
	Fire Alarm System	20,000	\$ 683.54	\$ 2.95	\$ 731.65	\$ 1.24	\$ 1,415.19	\$ 4.19
	Fire Alarm System	40,000	\$ 1,273.46	\$ 0.47	\$ 979.48	\$ 2.30	\$ 2,252.94	\$ 2.77
	Fire Alarm System	100,000	\$ 1,554.32	\$ 0.38	\$ 2,358.73	\$ 1.52	\$ 3,913.05	\$ 1.90
	Fire Alarm System	200,000	\$ 1,937.87	\$ 0.97	\$ 3,873.74	\$ 1.94	\$ 5,811.61	\$ 2.91
	Core Shell	1,000	\$ 303.01	\$ 1.42	\$ 303.87	\$ 1.59	\$ 606.88	\$ 3.01
	Core Shell	5,000	\$ 359.39	\$ 1.14	\$ 367.44	\$ 2.54	\$ 726.83	\$ 3.68
	Core Shell	10,000	\$ 415.76	\$ 3.58	\$ 494.59	\$ 1.69	\$ 910.35	\$ 5.28
	Core Shell	20,000	\$ 775.15	\$ 0.57	\$ 662.68	\$ 3.10	\$ 1,437.83	\$ 3.68
	Core Shell	50,000	\$ 947.29	\$ 0.44	\$ 1,594.75	\$ 2.07	\$ 2,542.04	\$ 2.51
	Core Shell	100,000	\$ 1,170.77	\$ 1.17	\$ 2,632.42	\$ 2.63	\$ 3,803.20	\$ 3.80
	High Rise	45,000	\$ 7,913.55	\$ 0.82	\$ 16,767.54	\$ 1.95	\$ 24,681.09	\$ 2.77
	High Rise	225,000	\$ 9,389.35	\$ 0.66	\$ 20,280.31	\$ 3.14	\$ 29,669.66	\$ 3.80
	High Rise	450,000	\$ 10,874.21	\$ 2.09	\$ 27,330.63	\$ 2.06	\$ 38,204.84	\$ 4.15
	High Rise	900,000	\$ 20,311.88	\$ 0.32	\$ 36,611.45	\$ 3.80	\$ 56,923.33	\$ 4.13
	High Rise	2,250,000	\$ 24,670.82	\$ 0.26	\$ 87,938.82	\$ 2.54	\$ 112,609.64	\$ 2.80
	High Rise	4,500,000	\$ 30,658.58	\$ 0.68	\$ 145,111.82	\$ 3.22	\$ 175,770.40	\$ 3.91

# BOARD OF DIRECTORS AGENDA ITEM STAFF REPORT



**Meeting Date:** 12/9/2024

**Agenda Item Type:** Action Item

**Agenda Item:** Resolution 2024-15 – Adopting 2025 Board Meeting Date/Time/Location Schedule

**Submitted By:** Mike Dell’Orfano

**Approved:** Bob Baker

## **SUMMARY:**

No later than the first regular meeting of each year, Special District Boards must approve their meeting schedule for the year.

## **BACKGROUND:**

Included is the 2025 Board Meeting schedule, based on the 2024 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 conflict with national holidays & December to accommodate the Budget deadlines, at the Board’s direction.

## **FINANCIAL IMPACT:**

N/A

## **STRATEGIC INITIATIVE:**

N/A

## **RECOMMENDED ACTION/MOTION:**

Staff requests Board approval of the proposed resolution.

## **ALTERNATIVE OPTIONS:**

Click or tap here to enter text.

**ATTACHMENTS:**

# BOARD OF DIRECTORS AGENDA ITEM STAFF REPORT



**Meeting Date:** 12/9/2024

**Agenda Item Type:** Action Item

**Agenda Item:** Resolution 2024-15 – Adopting 2025 Board Meeting Date/Time/Location Schedule

**Submitted By:** Mike Dell’Orfano

**Approved:** Bob Baker

## **SUMMARY:**

No later than the first regular meeting of each year, Special District Boards must approve their meeting schedule for the year.

## **BACKGROUND:**

Included is the 2025 Board Meeting schedule, based on the 2024 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 conflict with national holidays & December to accommodate the Budget deadlines, at the Board’s direction.

## **FINANCIAL IMPACT:**

N/A

## **STRATEGIC INITIATIVE:**

N/A

## **RECOMMENDED ACTION/MOTION:**

Staff requests Board approval of the proposed resolution.

## **ALTERNATIVE OPTIONS:**

Click or tap here to enter text.

**ATTACHMENTS:**

**SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT**

**RESOLUTION NO. 2024-15**

**RESOLUTION ADOPTING 2025 REGULAR BOARD MEETING SCHEDULE**

WHEREAS, the Board of Directors (“Board”) of the South Metro Fire Rescue Fire Protection District wishes to adopt its 2024 Regular Meeting Schedule; and

WHEREAS, dates and times of all meetings are subject to cancellation or change as permitted by law;

**NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE DISTRICT AS FOLLOWS:**

1. **2025 Regular Board Meeting Schedule.** For 2025, the Board of Directors of the South Metro Fire Rescue Fire Protection District shall meet at 6:00 p.m. mst on the **FIRST MONDAY** of each month and Special Meetings will be held on the **THIRD MONDAY** of each month through October (\*denotes change due to avoid conflict with national holiday) at 9195 E. Mineral Avenue, Centennial, Colorado 80112 or other location designated by the Board.

**SCHEDULE OF REGULAR MEETING DATES:**

January 06, 2025\*  
February 3, 2025  
March 3, 2025  
April 7, 2025  
May 5, 2025  
June 2 2025  
July 7, 2025  
August 4, 2025  
September 8, 2025\*  
October 6, 2025  
November 3, 2025  
December 8, 2025\*

**SCHEDULE OF SPECIAL MEETING DATES:**

January 13, 2025\*  
February 24, 2025\*  
March 17, 2025  
April 21, 2025  
May 19, 2025  
June 16, 2025  
July 21, 2025  
August 18, 2025  
September 15, 2025  
October 20, 2025

Adopted this 9<sup>th</sup> day of December, 2024.

**SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT**

By: \_\_\_\_\_  
Jim Albee, Chair

Attest:

\_\_\_\_\_  
Sue Roche, Secretary



**SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT BOARD OF DIRECTORS  
&  
SOUTH METRO VOLUNTEER FIREFIGHTER PENSION BOARD OF TRUSTEES  
REGULAR MEETING SCHEDULE  
2025**

**SMFR  
Regular District  
Meetings**

January 6\*  
February 3  
March 3  
April 7  
May 5  
June 2  
July 7  
August 4  
September 8\*  
October 6  
November 3  
December 8\*

**SMFR  
Special District  
Meetings**

January 13\*  
February 24\*  
March 17  
April 21  
May 19  
June 16  
July 21  
August 18  
September 15  
October 20

**Volunteer  
FF Pension BOT  
Meetings**

May 5  
  
August 4  
  
November 3

*\*Meeting dates have been adjusted to avoid conflict with New Year's, Martin Luther King, 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.**

# BOARD OF DIRECTORS AGENDA ITEM STAFF REPORT



**Meeting Date:** 12/9/2024  
**Agenda Item Type:** Action Item  
**Agenda Item:** Resolution 2024-16 Designating Location to Post Meeting Notice  
**Submitted By:** Mike Dell'Orfano  
**Approved:** Bob Baker

## SUMMARY:

Intergovernmental authorities are required to designate annually no later than 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.

## BACKGROUND:

N/A

## FINANCIAL IMPACT:

N/A

## STRATEGIC INITIATIVE:

N/A

## RECOMMENDED ACTION/MOTION:

Staff recommends the posting location as [www.southmetro.org](http://www.southmetro.org) or South Metro Fire Rescue Fire Protection District Headquarters.

## ALTERNATIVE OPTIONS:

Click or tap here to enter text.

## ATTACHMENTS:

**SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT**

**RESOLUTION NO. 2024-16**

**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 9<sup>th</sup> day of December 2024.

**SOUTH METRO FIRE RESCUE FIRE  
PROTECTION DISTRICT**

By \_\_\_\_\_  
Jim Albee, Chair

ATTEST:

\_\_\_\_\_  
Sue Roche, Secretary

# BOARD OF DIRECTORS AGENDA ITEM STAFF REPORT



**Meeting Date:** 12/9/2024

**Agenda Item Type:** Action Item

**Agenda Item:** Resolution 2024-17: A Resolution Calling for the 2025 Regular District Election for Director Districts 2, 6, and 7, and Appointing a Designated Election Official

**Submitted By:** Mike Dell'Orfano, Chief Government Affairs Officer

**Approved:** Bob Baker, Fire Chief

## **SUMMARY:**

The attached resolution calls for the 2025 regular board election, to be held on May 6, 2025, for director districts 2, 6, and 7, to be conducted as a mail ballot election by director district, with Barb Andrews appointed as the Designated Election Official. The Resolution allows flexibility for the potential for a combined election with other special districts.

## **BACKGROUND:**

In recent years, SMFR has conducted mail ballot elections during regular board elections. This Resolution continues that practice but provides the flexibility to change to a polling place or conduct a combined mail-ballot election with other special districts. Staff is continuing discussions on the feasibility of the combined election concept. In the meantime, the Resolution appoints a Designated Election Official to take the necessary actions to accept self-nominations forms and prepare for the election.

## **FINANCIAL IMPACT:**

\$450,000 was budgeted in 2025 for a stand-alone, mail-ballot election. It is anticipated that a combined election would cost less but those details have yet to be determined.

## **STRATEGIC INITIATIVE:**

Click or tap here to enter text.

## **RECOMMENDED ACTION/MOTION:**

"I move to approve Resolution No. 2024-17: A Resolution Calling for the 2025 Regular District Election for Director Districts 2, 6, and 7, and Appointing a Designated Election Official"

**ALTERNATIVE OPTIONS:**

The board can provide further direction on the type of election to be conducted.

**ATTACHMENTS:**

Resolution No. 2024-17: A Resolution Calling for the 2025 Regular District Election for Director Districts 2, 6, and 7, and Appointing a Designated Election Official

# **SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT**

## **RESOLUTION NO. 2024-17**

### **A RESOLUTION CALLING FOR THE 2025 REGULAR DISTRICT ELECTION FOR DIRECTOR DISTRICTS 2, 6, AND 7, AND APPOINTING A DESIGNATED ELECTION OFFICIAL**

**WHEREAS**, the South Metro Fire Rescue Fire Protection District (the “**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, C.R.S.; and

**WHEREAS**, the terms of office of Directors Rich Sokol (Director District 2), Kevin Leung (Director District 6), and Bill Shriver (Director District 7) shall expire after their successors are elected at the regular special district election to be held on May 6, 2025 (the “**Election**”) and have taken office; and

**WHEREAS**, in accordance with the provisions of the Special District Act (the “**Act**”) and the Colorado Local Government Election Code (the “**Code**”) (the Act and the Code being referred to jointly as the “**Election Laws**”), the Election must be conducted to elect one (1) Director to serve for a term of four (4) years in each of Director Districts 2, 6, and 7.

**NOW, THEREFORE**, be it resolved by the Board of Directors of the South Metro Fire Rescue Fire Protection District in the Counties of Arapahoe, Douglas and Jefferson, State of Colorado that:

1. The regular election of the eligible electors of Director Districts 2, 6, and 7 shall be held on May 6, 2025, between the hours of 7:00 a.m. and 7:00 p.m. pursuant to and in accordance with the Election Laws, and other applicable laws. At that time, one director will be elected to serve a four-year term in each of Director Districts 2, 6, and 7.

2. The Election shall be conducted as a mail ballot election in accordance with all relevant provisions of the Election Laws. The Designated Election Official shall prepare the Plan for conducting the mail ballot Election. There shall be no election precinct or polling place. All mail ballots shall be returned to the Designated Election Official’s office, located at 9195 E. Mineral Avenue, Centennial, Colorado 80112.

3. If the Designated Election Official deems it to be more expedient for the convenience of the eligible electors of the District, who are also eligible electors in other special districts with overlapping boundaries which are conducting elections on the Election day, the Election may be held jointly with such special districts, and may be coordinated by one or more of the County Clerks of Arapahoe, Douglas and Jefferson

Counties, in accordance with coordinated election procedures as set forth in an agreement between all participating special districts. In such event, the conduct of the election as either a mail ballot election or a polling place election, the election precincts and polling places shall be as set forth in such agreement. The Designated Election Official is authorized to execute such agreement on behalf of the District, which agreement shall include provisions for the allocation of responsibilities for the conduct and reasonable sharing of costs of the coordinated Election.

4. No later than the date of ballot certification, the Designated Election Official may change the voting procedure from mail ballots to polling place at the discretion of the Board of Directors. In the event that the voting procedure changes to mail ballots, the Designated Election Official must follow all relevant provisions and notice requirements of the Election Laws.

5. The Board of Directors hereby designates Barb Andrews as the Designated Election Official for the conduct of the Election on behalf of the District and she is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and of the Election Laws or other applicable laws. Among other matters, the Designated Election Official shall provide the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, printing of ballots, and direct that all other appropriate actions be accomplished.

6. Self-Nomination and Acceptance forms are available from the Designated Election Official's office located at the above address. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no earlier than January 1, 2025, nor later than the close of business on Friday, February 28, 2025.

7. If the only matter before the electors is the election of Directors of the Director Districts and if, at the close of business on March 4, 2025, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than March 3, 2025, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code.

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

9. Any and all actions previously taken by the Designated Election Official, the Secretary of the Board of Directors, or any other persons acting on their behalf pursuant to the Election Laws or other applicable laws, are hereby ratified and confirmed.

10. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

11. If needed due to a change from a mail ballot election to polling place election, a supplemental election resolution may be adopted at a later date, but no later than March 6, 2025.

12. The provisions of this Resolution shall take effect immediately.

PASSED, APPROVED AND ADOPTED this 9<sup>th</sup> day of December, 2024 by the Board of Directors of the South Metro Fire Rescue Fire Protection District by a vote of \_\_\_ for and \_\_\_ against.

SOUTH METRO FIRE RESCUE FIRE  
PROTECTION DISTRICT

By \_\_\_\_\_  
Jim Albee, Chair

ATTEST:

By \_\_\_\_\_  
Sue Roche, Secretary

# Community Award Certificate

presented to

*Nate Siebert & Justin Lee*

On February 9, 2024, South Metro Fire Rescue (SMFR) received a 911 call for an unresponsive and non-breathing four-month-old infant in Aurora Fire's jurisdiction. While SMFR units were enroute to provide mutual aid, Nate Siebert and Justin Lee, SMFR Explorers who were at a nearby gym, received a PulsePoint notification indicating that CPR was needed. Listening in to Aurora's Dispatch Center, they quickly determined the call was coming from a nearby apartment complex.

Upon arriving at the scene, they encountered a frantic father and immediately took action. They assessed the infant and began CPR. After multiple rounds of CPR, airway adjustments, and back blows, the infant regained consciousness within six minutes.

By the time Tower 35 arrived, the baby was awake, breathing, regained good color, and had a pulse-ox in the 90s.

Your quick thinking, decisive action, and commitment to initiating bystander CPR saved the life of this child.

Thank you, Nate and Justin, for embodying the true spirit of service and for demonstrating your **Servant Hearts**.

South Metro Fire Rescue  
On this 2nd day of October 2024



Fire Chief





**ACCREDITED AGENCY ANNUAL COMPLIANCE REPORT (ACR)  
STATEMENT OF FINDINGS (SOF)**

TO: Commission on Fire Accreditation International

FROM: Jerry A Nulliner

DATE: September 15, 2024

SUBJECT: Review of the annual compliance report for South Metro Fire Rescue,  
Colorado

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**INTRODUCTION**

As the designated representative for the Center for Public Safety Excellence, Inc., I reviewed the Annual Compliance Report (ACR) for the South Metro Fire Rescue. The purpose was to review this ACR to ensure the agency has maintained compliance with all core competencies and document any changes that have occurred in the previous year. Additionally, the review was intended to evaluate the agency's performance data and any progress on their recommendations for improvements in accordance with the 9<sup>th</sup> Fire and Emergency Service Self-Assessment Manual (FESSAM).

**FINDINGS**

Agency Information

Scot Swindall is the accreditation manager for the agency. The information presented is well prepared and complete. This is the agency's third annual compliance report in the current accreditation cycle.

Agency/Jurisdiction Description

South Metro Fire Rescue is a career fire department with 30 fire stations providing first due emergency and non-emergency services to a population of approximately 561,000. The highest level of EMS services provided is ALS - transport. There are 163 full time personnel in Administration, 616 personnel in Suppression, 32 personnel in

Inspection/Investigation, and 1 person in Disaster Preparedness. There are also 163 civilian personnel.

### Agency/Jurisdiction Changes

The agency cited changes in organizational restructuring with several promotion appointments during this reporting period. The agency noted a population increase primarily due to population moving into the district. The agency noted several apparatus replacements in 2023 and a complete replacement of all portable radios. The agency started a new Public Health Program to guide non-critical patients to the most appropriate resources. The agency noted an 8.8% increase in the budget primarily due to residential assessments and then salary increases. No other changes were noted.

### Compliance with Core Competencies

The Agency indicates it is compliant with all Core Competencies stated in the 9<sup>th</sup> edition of the model.

### Data Evaluation

The agency has submitted response performance data for the past five years including the benchmark (target) response time goals for each of the response time elements. The data is in compliance with the 9<sup>th</sup> Edition of the Fire and Emergency Services Self-Assessment Manual.

### Peer Assessment Team Recommendations

There were 15 recommendations resulting from the agency's most recent peer assessment team site visit. Of these, 14 have been accepted, 14 have been implemented, and 1 has been rejected.

### Exhibit List

All applicable exhibits were provided and verified.

### Verification

Fire Chief Bob Baker signed the annual compliance report.

## **CONCLUSION**

The South Metro Fire Rescue has demonstrated that it is following all stated standards and core competencies. The agency has begun to work towards compliance with the most current edition of the Quality Improvement for the Fire and Emergency Services Manual.

## **RECOMMENDATIONS**

I recommend that the Commission on Fire Accreditation International accept the South Metro Fire Rescue Annual Compliance Report, and that the agency retain accredited agency status.

621ACCFRM05122023

**From:** Tyler R. March  
**Sent:** Tuesday, November 19, 2024 9:46 AM  
**To:** Scott Richardson ; Alex Sund ; David Webb  
**Cc:** Russ St. Myers  
**Subject:** IT Tech of the Year

Good Morning,

I wanted to pass onto all of you that Russ is the recipient of the 2024 Colorado NENA/APCO IT Tech of the year award. Russ had over 5 nominations for his contributions to South Metro and the Emergency Communications Center. These nominations are sent to the Kansas NENA/APCO chapter for review and selection. Russ will be recognized by the chapter at their private event in December, I will request any pictures that might be taken from NENA/APCO.

Please help me congratulate Russ on this amazing accomplishment!

Ty



**Tyler March**  
**Emergency Communications Director**

**South Metro Fire Rescue**

9195 E. Mineral Avenue

Centennial, CO 80112

Center 720-258-8911

Office 720-989-2653

Cell 720-612-9872

[Tyler.march@southmetro.org](mailto:Tyler.march@southmetro.org)



## West Metro Fire Protection District

433 S. Allison Parkway  
Lakewood, CO 80226

Bus: (303) 989-4307  
Fax: (303) 989-6725  
www.westmetrofire.org

November 20, 2024

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

RE: CAPTAIN RODNEY THOMAS, RETIRED LIEUTENANT HEIDI SIMON, LIEUTENANT TIM  
URBAN, AND LIEUTENANT PAUL SCRABECK

Dear Bob:

On behalf of the West Metro Fire Protection District's Civil Service Committee, Division Chief Doug Hutchinson, and the entire Training Division staff, I would like to take this opportunity to thank, Captain Rodney Thomas, Retired Lieutenant Heidi Simon, Lieutenant Tim Urban, and Lieutenant Paul Scrabeck for participating as assessors in our recent lieutenant promotional examination.

Their professionalism contributed to an exceptional process, and we are extremely grateful to them for taking the time to assist us.

Sincerely,

A handwritten signature in black ink, appearing to read 'Don Lombardi', written over a white background.

Don Lombardi  
Fire Chief



*Handwritten signature in blue ink*

Jose Freher

*Handwritten signature in black ink*

*Handwritten signature in black ink*

*Handwritten signature in black ink*  
Nguyen

*Handwritten signature in blue ink*  
Kendra Hawes  
Admin Assist

*Handwritten signature in black ink*  
BC

*Handwritten signature in black ink*  
ALEB  
Conner

*Handwritten signature in blue ink*  
Carrey  
Lind

*Handwritten signature in black ink*  
Debra Hill  
Local 5070

*Handwritten signature in black ink*  
BC

We would like to extend a heartfelt thank you and our appreciation for the wonderful assistance you gave the department while dealing with the loss of DJ. Every detail was taken care of which took the pressure off DJ's family and made everything go so smoothly for them. Please know that you have been a great comfort to the family and our department during this time of sadness. Thank you!

**From:** Carla Holmes

**Sent:** Tuesday, October 29, 2024 10:50 AM

**To:** Mary Lema

**Subject:** Re: [EXTERNAL] SMFR Engine Demo

Wow! What a great job your firefighters did with the truck demo at Cougar Run Elementary this morning. Jeremy, Jack, Brent, and, I think Gary was his name, did an amazing job. Our first graders were engaged and the crew took the time to answer our questions. The students love it. Thank you for your time.

11/14/24, 4:18 PM

**Heidi Wagner**

Dear Station #14 Team,

I am writing to express my deepest gratitude for the incredible response we received from your department earlier today. As the principal of Hopkins Elementary School, I had the opportunity to witness firsthand the professionalism, kindness, and compassion your team displayed when they responded to a situation involving an elderly woman in distress.

A community member arrived at our school with the woman, who was disoriented and partially clothed. They were seeking help, and after I contacted the ACSD non-emergency line, a sheriff was dispatched to assist. What happened next truly exemplified the heart of public service.

Your team arrived promptly with both the truck and ambulance, and their response was nothing short of heroic. They were not only knowledgeable in handling the situation, but they also treated the woman with the utmost dignity and care. I was particularly impressed with how they communicated with her in a calm and reassuring manner, helping to ease her fear and confusion. They diligently contacted local nursing facilities, gathered crucial information, and ensured that she was safely cared for. The level of care, professionalism, and genuine kindness shown by your crew was outstanding.

It is moments like this that remind us how fortunate we are to have such dedicated and compassionate responders in our community. Please extend my heartfelt thanks to all involved. Your efforts made a significant difference in this woman's well-being.

Thank you once again, Station #14, for your swift and caring response. You are true heroes!

Warm regards,  
Heidi Wagner  
Principal, Hopkins Elementary School

Mountain Ridge Middle School  
10590 Mountain Vista Ridge  
Highlands Ranch, CO 80126

DELIVERED 802

10/08/06 PM 5 L



Fire Rescue  
9195 E Mineral Avenue  
Centennial, CO 80122

Dear Fire Fighters,

It is so great to have workers like you going out of your way to help people! I am so grateful for the danger you guys take on everyday! I'm in girl scouts & one year we chose fire fighters as our hometown hero! I hope you have an amazing & fulfilling day/night!

Sincerely,  
Mrms student

**Ms. Chaz Hiroko**

On Thursday 11/07/2024 at 1728 hours, I called your non-emergency dispatch number: (720) 258-8911 for advice & direction regarding a safety/structural concern that is located in my exterior utility room, which houses a natural gas-powered water heater & three (3) large metal gas outflow vents, two (2) of which originates from the condo unit below. All three (3) vents are routed up through the chimney that penetrates the roof. The structural integrity of the floor and ceiling are degraded; therefore, it may create an environment for a potential fire hazard or an explosion, if a collapse occurs. The team arrived within 10 minutes of my call to examine the utility closet. I want to reach out to make sure that Andrew, Cameron, Steve & Steve are commended for their timeliness, courteous and helpful demeanor. Please extend a special "mahalo nui loa" to the team, especially the dispatcher who guided me through my outreach call!

All of you who were my  
saviors and angels when  
my hip went out on June 9,  
June 27 + Aug 7 of this year.

Thank you so very much.

I was so grateful for  
you and you were so  
kind, encouraging and  
strong.

I thank you not only  
for myself but for so  
many others for your  
selfless giving and protection.

God bless each of  
you.

Woma Lomis  
7200 So Penn. St