

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
December 9, 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 (Absent)
	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
		Bob Cole, Legal Counsel

Others Present: SMFR Staff Members, SMFR Explorers Instructor Rosetta Saiz, Explorers Nate Siebert and Justin Lee; David Flaherty, Courtney Sievers and Ryan Winger from Magellan Strategies; Bryan Blakely and Sara O'Keefe from Public Alignment Communication

MEETING CALL TO ORDER

Chair Albee called the Regular Meeting of the South Metro Fire Rescue Fire Protection District to order at 6:10 p.m. and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

All of the Board members were present in person.

APPROVAL OF THE AGENDA

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

CONFLICT OF INTEREST DISCLOSURE

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

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

PUBLIC COMMENT

N/A

PRESENTATION

1. **SMFR Explorer Program** – EMS BC Piche introduced Rosetta Saiz, FF on B Shift, Ladder 44 and Instructor for Explorer Program. FF Saiz provided an overview of the Explorer Program.

EMS BC Piche introduced SMFR Explorers Nate Siebert and Justin Lee & also provided a brief bio for each. EMS BC Piche read the Community Service Award presented to the pair earlier this year and expressed his gratitude for the opportunity to highlight their actions and provide information on what the program is doing.

Chief Dell'Orfano, in response to Director Leung's request, will find out the explorer budget and let the Board know.

The Board thanked Explorers Siebert & Lee for their heroic efforts.

2. Revenue Initiative -

a. Magellan Strategies

b. Public Alignment Communication

Chief Dell'Orfano introduced the consultants hired to assist with determining ways to improve revenues & to get a more scientific feeling of our voters.

Managing Partners Bryan Blakely and Sara O'Keefe with Public Alignment Communication, who will be working with Magellan Strategies, provided an introduction and overview of services. Sara provided an overview of the process and making sure it reflects a lot of thought and intention of the work & reviewed several projects they have worked on recently as well as a comprehensive fluid timeline.

Director of Quantitative Research and Predictive Analytics Courtney Sievers and Director of Data Analysis and Campaign Strategy Ryan Winger provided an introduction and an overview of services to provide SMFR with options for revenue initiatives and strategic messaging.

Chief Dell'Orfano added that the group will be meeting Wednesday to provide them with historical information as well as about who we are, what we do and why we do it. Chief Dell'Orfano referring to the Board Guiding Philosophy handout, suggested the Board mull them over to see if any speak to them as defining SMFR and what has been a priority. This information will drive survey and help to get down to the hard details of when we feel good about a capital plan or other revenue needs that we can ask our voters to support. If there are any recommendations or additional information needed, feel free to contact him or CFO Corbo.

At Director Sokol's request, Chief Baker stated there is no way to put a number on removing ISO or Accreditation, but whatever is done, it will affect the top three on the list and there's currently no way to make the budget stay in the black.

At Director Anderson's request, Chief Baker offered to have Staff put together information regarding the senior population and the percentage of medical responses were to a retirement facility or residence. Chief Eckmann added that the CRRS group has that information available and use it for their community education.

CONSENT AGENDA

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

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

ACTION ITEMS

2025 Budget

CFO Corbo presented a summary of the 2025 budget, reviewing changes from the 11/04 budget presentation, next steps & budget timeline, and informed there are deeper dive components included in the presentation.

At Director Albee's request, CHRO Chapman stated the estimate was way off as to how many employees would enroll in the new Kaiser plan. Hoped for 150, but only 15 employees moved over to that plan.

At Director Leung's request, CFO Corbo will provide the Board with a model of the variance for the full three years of the CBA.

At Director Sokol's request, CFO Corbo stated that some of the items were missed and the \$900K variance in the CBA is significant, but it was also during the CFO transition and understanding all of the components. The base is modeled in the 10-year plan, but Staff has not looked at the 3% vs. 3.5% variance for 2026 and 2027.

At Director Sokol's request, CFO Corbo stated she hopes to have the Self-Insured Fund balance reviewed in the first quarter of 2025 to determine how the funds will change with the two medical providers. CHRO Chapman added that there is a Board policy that requires a 10% minimum balance.

1. SMFR Resolution No. 2024-10 Resolution to Adopt 2025 Budget and Appropriate Sums

Chair Albee motioned to approve SMFR Resolution No. 2024-10 Resolution to Adopt 2025 Budget and Appropriate Sums as presented. Director Sokol seconded the motion. All were in favor and the motion carried.

2. SMFR Resolution No. 2024-11 Resolution to Set Mill Levies

Chair Albee motioned to approve SMFR Resolution No. 2024-11 Resolution to Set Mill Levies as presented. Director Sokol seconded the motion. All were in favor and the motion carried.

3. SMFR Resolution No. 2024-12 Resolution to Set Refunds and Abatements Mill Levy

Chair Albee motioned to approve SMFR Resolution No. 2024-12 Resolution to Set Refunds and Abatements Mill Levy as presented. Director Shriver seconded the motion. Six were in favor and one opposed (Sokol) and the motion carried.

4. SMFR Resolution No. 2024-13 A Resolution Repealing and Readopting a Fee Schedule for Ambulance and EMS Service – CFO Corbo stated that 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 presented resolution repeals the former fees and readopts a new fee schedule for Ambulance and EMS Services as well as authorizing the Fire Chief or CFO to periodically adjust fees within CPI-U.

At Director Sokol's request, CFO Corbo stated that the district's philosophy has been not to overcharge our customers. Chief Pietrzyk added that we have intentionally stayed closer to the average charged by our neighboring agency. The average transport cost is \$4K, which is way above the average fee. The annual average cost is \$43M and we are collecting approximately \$23M, including Medicaid.

Chair Albee motioned to approve SMFR Resolution No. 2024-13 A Resolution Repealing and Readopting a Fee Schedule for Ambulance and EMS Service as presented. Director Roche seconded the motion. All were in favor and the motion carried.

5. SMFR Resolution No. 2024-14 A Resolution Repealing and Readopting a Fee Schedule for Fire Code Inspections – CFO Corbo listed the five separate FMO fees and would like to dive into the other four of them next year and not increase those fees for now. DFM Conroy stated that Staff recommends the fire code inspection fees be updated in order to more closely recover the cost of services provided. The presented resolution repeals the former fees and readopts a new fee schedule for fire code inspections. At the Board's request, DFM Conroy reported that we collected a little over \$21K in fees and utilized 270 hours of Staff time during the BMW golf tournament.

At Director Anderson's request, DFM Conroy believes the BMW Championship event received a good deal for services provided but should have reimbursed our costs.

At Director Leung's request, DFM Conroy stated that the hourly rates are from cost recovery models that are utilized when they are deemed appropriate.

Chair Albee motioned to approve SMFR Resolution No. 2024-14 A Resolution Repealing and Readopting a Fee Schedule for Fire Code Inspections as presented. Director Stahlman seconded the motion. All were in favor and the motion carried.

6. SMFR Resolution No. 2024-15 Resolution Adopting 2025 Regular Board Meeting Schedule – Chief Dell'Orfano reminded that no later than the first regular meeting of each year, Special District Boards must approve their meeting schedule for the year. The presented resolution, based on the 2024 schedule, the Regular Board Meetings will 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, here at the Mineral HQ. The meeting dates in January, February and September have been adjusted to avoid conflict with national holidays & December to accommodate the budget deadlines.

Chair Albee motioned to approve SMFR Resolution No. 2024-15 Resolution Adopting 2025 Regular Board Meeting Schedule as presented. Director Roche seconded the motion. All were in favor and the motion carried.

7. SMFR Resolution No. 2024-16 Resolution Designating Location to Post Notice – Chief Dell'Orfano reminded that 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. The presented resolution reflects same designated posting locations as 2024.

Chair Albee motioned to approve SMFR Resolution No. 2024-16 Resolution Designating Location to Post Notice as presented. Director Anderson seconded the motion. All were in favor and the motion carried.

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 – Chief Dell'Orfano stated that the presented 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 to change to a polling place or conduct a combined mail-ballot election with other special districts.

Chair Albee acknowledge that if we are truly trying to change the cost of an election, we would change it to a polling place election. Director Leung added that we would also have to change the inability to cancel part of an election.

Chair Albee motioned to approve 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 as amended. Director Stahlman seconded the motion. All were in favor and the motion carried.

DISCUSSION/POTENTIAL ACTION ITEMS

- 1. Fire Chief Selection Process** – Chair Albee reported that the assessment center was conducted last weekend; 10 candidates moved forward in the process but two candidates dropped out. The process was substantial and flawlessly executed by CHRO Chapman and her team. An update on the process will be provided at the December 16th meeting and they will hone in on the final steps and timeline.

INFORMATION ITEMS

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

- a. Parker Quit Claim Deed – Front of Station 46 – Chief Milan stated that in 2005, Hans Kahn Architects were the architects hired for the design of Station 46. Chief Milan, referring to the architectural rendering of the front of the station, informed that a quit claim deed has been signed that deeded a portion of the sidewalk, which has been maintained jointly by PFPD/SMFR and the Town of Parker, to the Town of Parker so they have the land solely as their own property for maintenance.
- b. Parker Stroh Road Temporary Construction Agreement – Front of Station 46 - Chief Milan stated that the Town of Parker will be starting construction of JP Morgan Blvd in front of the station. The agreement outlines the construction needs for our control of the access to the signals and their ability to walk on our property.
- c. Douglas County Radio Technician Agreement – Chief Dell’Orfano stated this is the 7th amendment and the cost for 2025 is \$87,053 vs. this year’s cost of almost \$82K, which is 50% of the costs for maintaining our radios.

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

- Chief Baker:
 - Forwarded a picture from Chief Pietrzyk to the Board which shows the front side of Station 46.
- Chief Milan:
 - Provided an update on projects at Station 15 and stated that the station is gorgeous. Staff is still shooting for mid-January completion and move in for February.
- Chief Powell:
 - 24-2 Academy Graduation is Friday night at ACC starting at 6 p.m. Family night is tomorrow night from 4-8 p.m.
- Communications Director March:
 - 911 Systems Administrator Russ St. Meyer received 5 nominations for his contributions to SMFR and the Emergency Communications Center and was chosen as the recipient of the 2024 Colorado NENA/APCO IT Tech of the Year Award.
 - On November 26th, due to a water main break at HQ, they ended up utilizing the back up center for the day until the water was reestablished here. There was zero impact to the citizens and the center worked the way it was supposed to work.
- Local 2086 President Dzengelewski:
 - Thanked the Board for allowing the Local Executive Board to be a part of the chief selection process.
 - Gratitude and congratulations to CHRO Chapman and her team for making the weekend’s hiring process go so well.
 - Assured that it is in their scope and are willing to participate in the revenue initiative process; they agree with the Board’s Philosophy statement discussed during the meeting; and they have the resources to assist with funding and campaigning.
- Chief Mayhew:
 - A firefighter suffered a minor ankle injury on a fire Sunday night. But has already been released from the hospital.
- Chair Albee:
 - Captain Chris Phipps provided a short personal bio.
 - Station/Division gifts from the Board should be ready for delivery next week.
 - 2024 was another great year and expressed appreciation for letting the Board get in and ask questions, information provided and support to help them do their part, highlighting the big events of this year and next year. On behalf of the Board, he wished everyone a happy and safe holiday season.
- Thank you notes & other items:
 - CFAI Review of Annual Compliance Report confirming completion of the third annual compliance report in the current accreditation cycle.
 - Thank you letter from Arvada fire for SMFR’s support in the loss of one of their own, Kyle Trombly.
 - Thank you letter from West Metro Fire Rescue to Captain Thomas, Retired Lieutenant Simon, Lieutenant Urban and Scrabeck for serving as assessors during their recent Lieutenant promotional exam.
 - Thank you note from Bennett-Watkins Fire for SMFR’s assistance provided after the loss of Volunteer Firefighter Darquea (“DJ”) Juris.

- Thank you note from Cougar Run Elementary to Engine 17's crew for Engine Demo.
- Thank you note from Hopkins Elementary School to Station 14 for their professional, kind and compassionate response to a community member that arrived at their school seeking help.
- Thank you note from Mountain Ridge Middle School thanking SMFR's crews for the danger they take on every day.
- Thank you note from appreciative citizen to Engine 17, B Shift for their timeliness, courteous and helpful demeanor when responding to a safety/structural concern at a citizen's condo.

EXECUTIVE SESSION (UPON MOTION)

N/A

NEXT MEETING

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

ADJOURNMENT

Chair Albee adjourned the meeting at 9:12 p.m.

Attested by: 

Date: Feb 3, 2025