

South Metro Fire Rescue Fire Protection District
Regular Board of Directors' Meeting Minutes
September 8, 2025

Present:	Jim Albee, Chair	John Curtis, Fire Chief
	Renee Anderson, Vice Chair	Mike Dell'Orfano, Chief Govt. Affairs Officer
	William Shriver, Treasurer	Jake Mayhew, Deputy Chief– Emergency Services
	Sue Roche, Secretary	Kristin Eckmann, Deputy Chief – Community Services
	Kevin Leung	Matt Weller, Deputy Chief – Internal Services
	Rich Sokol	Stephanie Corbo, Chief Financial Officer
	Phil McCart	Camie Chapman, Chief Human Resources Officer
		Allison Ulmer, Legal Counsel

Others Present: SMFR Staff Members & citizens

MEETING CALL TO ORDER

Chair Albee called the Regular Meeting of the South Metro Fire Rescue Fire Protection District to order at 6:02 p.m. and welcomed everyone to the meeting.

PLEDGE OF ALLEGIANCE

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

ROLL CALL

All of the Board members were present in person.

APPROVAL OF THE AGENDA

Director Roche motioned to approve the agenda as presented. Director Anderson seconded the motion. 7 were in favor, 0 opposed. The motion carried.

CONFLICT OF INTEREST DISCLOSURE

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

- Director McCart – 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

LEGISLATIVE UPDATE

1. **Camille Driver, 3015 Policy** – Chief Dell'Orfano congratulated Camille on having her first child, introduced and provided a short personal bio of Jessie Braughton, who assisted with some committees over the summer. A review of the 2025 legislative session, 2025 special session and thoughts on the 2026 session were provided.

The Board thanked Camille and Jessie for the update.

CONSENT AGENDA

1. **07/21/25 South Metro Fire Rescue Fire Protection District Special Meeting Minutes - Amended**
2. **08/04/25 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes**
3. **08/18/25 South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes**

Director Sokol suggested the 08/18/25 minutes state “he thinks the Board should approve a lesser mill increase”.

Director Leung suggested the 08/04/25 General Discussion, 2nd paragraph, state he thinks sales taxes are a better decision “especially from taxes collected in November and December”.

Director Shriver stated he had submitted a few minor changes earlier and they have already been incorporated.

Director Shriver motioned to approve the Consent Agenda as amended. Director McCart seconded the motion. 7 were in favor, 0 opposed. The motion carried.

ACTION ITEMS

1. **Proclamation 2025-03 A Proclamation by South Metro Fire Rescue Board of Directors in Recognition of Patriot Day on September 11, 2025** – At Chair Albee’s request, Director McCart read the proclamation which was adopted by the Board.
2. **Q2 Financial Report** – Accounting Manager Marina Takacs introduced herself & provided the financial update and reviewed the executive summary.

Director Shriver motioned to accept the Q2 Financial Report as presented. Director McCart seconded the motion. 7 were in favor, 0 opposed. The motion carried.

DISCUSSION/POTENTIAL ACTION ITEMS

1. **Election Update** – Chief Dell’Orfano provided a brief overview of what Staff is doing to meeting the deadlines for the November election. The ballots have been certified with the counties, with final proof to be approved today or tomorrow. We have received confirmation that the ballot number is 7A. The pro and con statements are due to the counties by September 22nd and the Blue Book will be created at the same time. We have contracted with Magellan, same as for the May Board election, to assist with the process to more efficiently cross match property owners and the voter lists. On October 10th the ballots will start going out and election day is November 4th & the election results will be confirmed on November 26th. There are a lot of fingerprints on this process and a big thank you to everyone who has been in the thick of it. Staff hope to have the election cost estimates in the next few weeks.
2. **ERP ROI** – CFO Corbo gave credit to Brittany Segner, former Budget Manager, who prepared this ROI analysis for us. Reviewed the ROI Presented in 2023, Closeout Projected ROI, and an estimated 3.89 -year payback. Provided an update on how the ERP processes are going (all of the financial business processes) as we approach the one-year mark. A lot of things have been done but there are still about 50 items that need to be prioritized and addressed by the vendor to ensure that everything is up and running with more efficiency.
3. **Strategic Plan Update** – Chief Dell’Orfano reviewed the consultant RFP process and Raftelis, a local government and utility management consultant, was chosen from the top 5 submissions. The next step is a kickoff meeting then the core group will meet every week or two and the SMFR Board will have one or two members as representatives in the core group. Staff will report back to the Board on a monthly basis.

Chair Albee stated that he sat in on all 5 presentations. Raftelis was chosen for their ability to lead us through the process, and he is very comfortable with their group.

Director Sokol reminded that he has commented before that he does not think we should be contracting with a consultant when we don’t know if the election will pass. Chief Dell’Orfano stated that we can still get out of the

contract, minus the costs to date. This will be an opportunity for a fresh perspective to have Staff and the Governance draft this process, dig in and have tough conversations so we know how to weather the storm and know what's on the other side.

Director Leung stated that if the election does not pass, he believes that we could do more for less by utilizing in-house work versus a consultant. Director Dell'Orfano reiterated that there are no technical reasons that we cannot break the contract with the consultant up to that point, so we will be able to have those conversations.

Director Roche volunteered to be a member of the core group if it does not conflict with her work schedule. Chair Albee indicated that he could be a member if no one else is willing. Director Leung recommended putting out a schedule. Chief Dell'Orfano added that there could be two volunteers that can serve as a backup for the other.

4. Budget Discussion:

- a. **2026 Budget Update** – CFO Corbo reminded there's a budget workshop next week but wanted to provide:
 - Received assessed values from all three counties at \$153.9M, higher than expected but still less than this year. Abatements at \$1.4M, which would still result in an overall decrease in revenue even if we collected these.
 - The Medicare supplement will be received at \$7M but \$200K short of anticipated
 - Although odd years are typically flat or a small growth compared to even years, 2027 will actually be another decrease in revenue due to the changing formula created by HB24b-1001.
 - Staff set a really high target of \$5M reduction and attained a \$3.9M reduction on the first round so they will likely be able to meet the target. Most reductions are capital related. One apparatus vendor was unable to meet the 2026 deadline for delivery, so that expense has been pushed out to 2027/2028, which helps.
 - May not have all of the salary & benefit figures by the 9/15 meeting, but will provide what is available.
- b. **Wellness Talking Points** – Chief Weller distributed and reviewed the talking points, which includes information about prevention, injury and rehabilitation, and financial considerations.

INFORMATION ITEMS

1. **IGA Update** – Chief Dell'Orfano informed the following IGAs were signed:
 - a. Douglas County Emergency Operations Plan – formally updated every 4-5 years and outlines how the local organizations work together at the county level and cross-references to the other plans.
 - b. Intergovernmental Agreement for Payment of Start-Up Costs for Fire/Life Safety Services – Parker transferring back FMO services to SMFR, they agreed to pay the startup cost that we identified as \$50,900. We will track those funds appropriately.
 - c. Douglas County School District Safety and Security Confidentiality and Nondisclosure Agreement – Chief Everitt is a member of the council, so he had to sign the NDA.
 - d. The Election IGAs were signed with the three counties for the November election.
2. **Board Bylaws Update** – Director Shriver, Director Leung and Chief Dell'Orfano met to discuss excused versus unexcused absences. There were other items identified that need to be updated or discussed further, so they are still in the process of reviewing the redlined proposals. Chief Dell'Orfano will be working through the changes with Legal Counsel and bring it back to the full Board.
3. **SMFR Resolution No. 2025-06 Delegating Authority to the Fire Chief to Expend Funds and Execute Contracts** – Chair Albee stated that in 2018 there was a Board resolution for the Fire Chief to spend up to \$500,000. There was an instance within the last few years that a severance was under the authorized amount but in talking with outside candidates in the Fire Chief selection process, they were used to seeing something closer to \$50,000. They are working on the process, which will rely heavily on the budget to determine what the authority will become.

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

- New Budget Financial Planning and Analysis Manager Mike Smith began his employment with SMFR on Monday. The Board will meet him at the 09/15/25 budget workshop.
- Over the last couple of weeks, Chief Curtis has had the opportunity to meeting with neighboring City Managers and Mayors. The interactions have been positive, and a lot of appreciation has been expressed for the FMO's efforts to support new development. This speaks well of the level of service we provide.
- Chief Curtis thanked the Board and the ETeam for their work over the past year to get where we are in all areas.
- Chief Curtis stated that the budget planning needs to realize the critical importance of the Strategic Plan and how it is going to anchor us both long and short term and will be very important in how we navigate past November.
- Last year's 9/11 Remembrance Ceremony was to recognize the new memorial; this year's will go back to the more traditional ceremony. Everyone is welcome to attend this year's ceremony which begins at 9:00 a.m. on Thursday at the memorial in front of the Mineral building.
- The National Fallen Firefighter Memorial is September 20th. Chief Officers and Crews will be in attendance to represent SMFR.
- Chief Everitt stated that the IGA with Parker has gone extremely well thus far. In the first month, FMO Staff completed 181 plan reviews and 114 construction inspections while not at the anticipated staffing levels. He appreciates the support and feels this is good for the team and the community.
- Director McCart attended a recent Littleton City Council meeting where one of the commentators made a negative comment about SMFR. Chiefs Dell'Orfano, Burke and Curtis reached out to the individual, treating it as an opportunity to educate on the health care system.
- Director McCart stated he came across some information about a fire truck manufacturer that was accused of price fixing, which could be a spicy topic when we are asking for money & he is working to come up with some topics for consideration during the strategic planning process.
- Director Anderson stated she has the pleasure and opportunity to be a fake patient on September 12th.
- Director Leung reported that he heard a lot of great feedback about SMFR while he was out helping with MDA collections over the Labor Day Weekend.
- Director Leung read a paragraph from a letter of support for SMFR's revenue initiative he received from a member of the Douglas County School District.
- Chair Albee informed:
 - He and Vice Chair Anderson will be presenting at the SDA Conference next week about SMFR's fire chief selection process
 - SMFR hosted the Littleton Business Chamber during the last week in August. Chiefs Dell'Orfano and Curtis did a great job as well as Wellness, and Dispatch provided a tour of the Incident Dispatch Team vehicle and drone.
 - He will be out of town from 9/20 to 10/5, he won't miss any meetings but if anything is needed, please contact Vice Chair Anderson.
- Thank you, letters/notes:
 - Thank you note received from West Metro's new Fire Chief Metz for Chief Curtis and the ETeam's attendance at his Transfer of Command Ceremony.
 - Compliments received from the website:
 - Thank you to the crew of Engine 15 for being nice to a citizen's grandson as he watched them work at the park near their house.
 - Thank you to Station 13 for responding quickly and efficiently, saving the citizen's life, and their kind attitude to her mother.
 - Thank you for assistance when a citizen's son fell on the floor for their professional and helpful attitude.
 - Note of appreciation for the outstanding support consistently provided by Permit Coordinator Miranda Jones.

EXECUTIVE SESSION

N/A

NEXT MEETING

Special Board of Directors' Meeting to be held on September 15, 2025, 4:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

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

ADJOURNMENT

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

Attested by: James E Albee

Date: Oct 6, 2025