



**SOUTH METRO FIRE RESCUE**  
**Regular Board of Directors' Meeting**  
**January 12, 2026**  
**9195 East Mineral Avenue, Centennial, CO**

**I. REGULAR BOARD MEETING – 6:00 P.M. – Board Room**

- 1. MEETING CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF THE AGENDA**
- 5. CONFLICT OF INTEREST DISCLOSURE**

**6. 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).*

**7. 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. December 8, 2025 South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
2. SMFR Resolution No. 2026-01: A Resolution Designating Location to Post Meeting Notice

**8. ACTION ITEMS**

1. Fire Chief’s 2026 Base Salary

**9. 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. Revenue Election Review – Magellan, Public Alignment
- 2. Insurance Renewal Update – Corbo
  - a. Claims History Review – Gallagher
  - b. Safety Committee Update – Mayhew/Chapman
- 3. Board Committee Charters – Dell’Orfano
- 4. Facilities Update – Weller

**10. INFORMATION ITEMS**

- 1. IGA Update – Dell’Orfano
  - a. Eighth Amendment to the Intergovernmental Agreement between The Board of County Commissioners of Douglas County on Behalf of the Douglas County Sheriff’s Office and South Metro Fire Rescue Fire Protection District

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

- 1. Pursuant to §24-6-402(4)(f), C.R.S., for discussion of a personnel matter involving the performance review and compensation of the Fire Chief, who has been notified of the executive session and has consented to it.

**12. NEXT MEETING(S)**

Regular Board of Directors’ Meeting to be held on February 2, 2026, 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO

**13. ADJOURNMENT**

South Metro Fire Rescue Fire Protection District  
Regular Board of Directors' Meeting Minutes  
December 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	<del>Matt Weller, Deputy Chief – Internal Services</del> Absent
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 7:01 p.m. and welcomed everyone to the meeting.

#### **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance to the Flag of the United States of America was recited.

#### **ROLL CALL**

All of the Board members were present in person.

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

Chief Dell'Orfano asked to withdraw Action Item 3 - 2015-16 A Resolution Designating Location to Post Meeting Notice and it will be introduced on the first board meeting of the year.

Motion: Director Anderson motioned to approve the agenda as amended. Director Shriver 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**

There was no public comment

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**CONSENT AGENDA**

1. November 10, 2025, South Metro Fire Rescue Fire Protection District Regular Board Meeting Minutes
2. November 17, 2025, South Metro Fire Rescue Fire Protection District Special Board Meeting Minutes

Motion: Director McCart motioned to approve the consent agenda as amended. Director Roche seconded the motion. 7 were in favor, 0 opposed. The motion carried.

**ACTION ITEMS**

**1. SMFR Resolution No. 2025-14: A Resolution to Amend 2025 Budget and Appropriate Sums**

CFO Corbo reviewed the proposed 2025 budget amendment to increase appropriations. With the Board's approval, the general fund will be increased by approximately \$2,008,814; \$1,342,593 of that amount is a non-cash transaction accounting for Subscription Based Information Technology Agreements (SBITA) that is also balanced by additional non-cash. The remaining increases were \$56,000 for the board election, \$110,121 for legal costs, and up to \$500,00 for the November ballot election. The November ballot expenses are estimated pending final costs from all three counties; if final costs come in lower, the full amount will not be spent.

The amendment also increases the Self-Insured Medical Fund to \$4,733,972 due to the shift in participants selecting Cigna over the secondary option of Kaiser. The additional expense was partially offset by higher premiums paid, resulting in a net change to fund balance of \$2,483,706.

Chief Eckmann updated the board on the new AppArmor she is working in conjunction with communications, and dispatch to launch a new platform, designed to enhance both public-facing communication and internal messaging. The majority of the funding will be provided by the Arapahoe County 911 Authority.

HRO Chapman updated the Board and Staff that the final numbers for enrollment included 61 new members signed up for Kaiser in place of Cigna and 78 members waived coverage for 2026. HRO Chapman also clarified that the organization does not compensate employees who waive coverage. Director Sokol asked if we had final numbers for salaries and benefits finalized and HRO Chapman stated she has compiled them and will send the figures out to the Board.

Motion: Director Anderson motioned to approve A Resolution 2025-14 to Amend 2025 Budget and Appropriate Sums. Director Sokol seconded the motion. 7 were in favor, 0 opposed. The motion carried.

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**2. SMFR Resolution No. 2025-15: A Resolution Adopting 2026 Regular Board Meeting Schedule**

Chief Dell'Orfano presented a proposed schedule to the board for adoption, noting that all meetings will be considered a "Regular" meeting and changes have been made to accommodate for holidays and additional meetings for Strategic Planning. Also, noting that the dates are suitable to accommodate the budget process for 2026/2027 keeping us in line with adoption in November.

Director Sokol added to make an additional change to the September meeting for Yom Kippur making the 2<sup>nd</sup> meeting in from September 21 to September 28, 2025.

Motion: Director Anderson moved to approve Resolution 2025-15 Adopting the 2026 Regular Board Meeting Schedule as amended. Director Sokol seconded. 7 were in favor, 0 opposed. The motion carried.

**3. SMFR Resolution No. 2025-17: A Resolution Adopting the Arapahoe County Hazard Mitigation Plan**

Emergency Manager, Stutz gave a follow-up presentation of the Arapahoe County Hazard Mitigation Plan asking for adoption of the plan. He highlighted how the plan includes risk assessments, and mitigation strategies, coupled with public education that would support accreditation and aid in the potential for federal grant eligibility. He expressed that Arapahoe County could have changes to the plan in the future, however adopting the plan now would be beneficial and if any changes impacted our organizational procedures or structure, those changes would be presented back to the board for review. Emergency Manager Stutz stated there would likely be no direct income from the plan, though it would enable prescribed burns.

Emergency Manager Stutz addressed that this plan is not revenue based. Director McCart inquired about the financial impact this plan has on the organization and Emergency Manager, Stutz stated we could plan on receiving zero grant funding and we are not obligated to fund or perform the mitigation activities.

Director McCart asked if there any state regulations around wildland property mitigation. Fire Marshal, Everitt stated that there is new legislation around this topic, however not actively being utilized by fire districts.

Motion: Director Anderson moved to approve Resolution 2025-17 Adopting the Arapahoe County Hazard Mitigation Plan as is. Director Sokol seconded. 7 were in favor, 0 opposed. The motion carried.

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**DISCUSSION/POTENTIAL ACTION ITEMS**

There were no discussion/potential action items

**INFORMATION ITEMS**

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

**Remarks:**

Chief Curtis gave an update from his presentation to the Lone Tree City Council last week stating that Mayor Harmon expressed her strong commitment to supporting SMFR and could not speak highly enough of the encompassing services we provide and in general could not be more pleased with South Metro on all scales.

Chief Curtis informed the Board that Chief Milan has been appointed to the position of Fire Chief at Louisville Fire Protection District, here in Colorado. Kevin will begin in his new position at the end of the year, and Chief Weller is working through his transition plan until then. Chief Curtis highlighted Chief Milan's accomplishments over the 20 years serving with South Metro Fire and 25 years in the fire service he has served at South Metro Fire including, but not limited to his work in the Fire Marshals Office, Construction Management, IT, Dispatch, Fleet, Logistics, Emergency Management, Preparedness, as well as teams with Jefferson County and Arapahoe County 911 Authorities. Lastly, expressing his gratitude for his hard work and expressing that he will be missed, and wishing him well.

Chief Curtis shared a gratitude statement reflecting on 2025, thanking the board for their understanding, hard work, and steadfast support of the organization. He also acknowledged the loss of Bruce Stahlman that we all endured, encouraging everyone to carry forward his spirit and his commitment to *"always achieve excellence."* Chief Curtis also expressed deep appreciation for every member of this organization, noting that none of the year's accomplishments would have been possible without their dedication and diligence in every role. He concluded by wishing everyone a wonderful holiday season.

Chief Mayhew gave an operational update around the district which included a rapid response resulting in a cardiac save at Park Meadows Mall, a successful rescue and a hotel kitchen fire. The first 2025 academy graduation is scheduled for December 11, 2025, from 6:00p.m. to 8:00 p.m. at Arapahoe Community College.

Emergency Communications Director, Tyler March announced Dispatch will celebrate its 20-year anniversary with an open house on January 20, 2026, from 10:00a.m. until 1:00p.m.

Director McCart shared that his coworkers engaged with a crew from Station 12 at Atlas Coffee recently, and they expressed their enjoyment with their engagement with the crew.

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**Remarks:**

Director Sokol shared his education in abatements that he has been receiving lately and shared that he spoke with the State Property Tax Commissioners' Office regarding the creation and nature of abatements and received in depth information regarding the topic which he shared with CFO Corbo and will be sent to the board as well.

Director Leung shared that the Castle Pines Urban Renewal Authority adopted their 2026 budget.

Director Anderson expressed strong appreciation for PIO Mathew Assell's contributions, noting that the numerous images he provided on his own time during the Measure 7A campaign were exceptionally well received on social media. She emphasized that "he stepped in the moment he saw an opportunity" and shared how grateful she is for his talent, dedication, and willingness to help.

Chair Albee expressed what a HUGE year it has been with the successes, celebrations and losses in 2025 and the work that was done for the election and every day. Stating that success cannot happen without the work that everyone does here at South Metro Fire. He expressed that it is more than the win of the ballot, it is the win of being able to go out and tell the story of the work that the 800 people do every day for the community and make sure that the communities understood the value of it. He looks forward to 2026, the strategic plan, accreditation, facility improvements and the success of the public health initiative. He stated opening Station 15 would never have been able to be done under Littleton Fire Rescue, it is the testament to the way we do things at South Metro Fire.

**EXECUTIVE SESSION**

No Executive Session was held

**NEXT MEETINGS**

Regular Board of Directors' Meeting to be held on January 12, 2026 at 6:00 p.m. at 9195 East Mineral Avenue, Centennial, CO.

**ADJOURNMENT**

Chair Albee adjourned the meeting at 7:03 p.m.

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

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

# BOARD OF DIRECTORS AGENDA ITEM STAFF REPORT



**Meeting Date:** 1/12/2026  
**Agenda Item Type:** Action Item  
**Agenda Item:** Resolution 2026-01: A Resolution Designating Location to Post Meeting Notice  
**Submitted By:** Mike Dell’Orfano, Chief Government Affairs Officer  
**Approved:** John Curtis, Fire Chief

**SUMMARY:**

This resolution designates the location for posting all board meeting notices.

**BACKGROUND:**

The Board must annually designate the public location for posting all board meeting notices. The notices must be posted with agenda information if available, at least 24 hours in advance. The notice may be posted on a website along with a physical location as a backup for emergency circumstances. Section 32-1-903(2) and 24-6-402(2)(c), C.R.S.

**FINANCIAL IMPACT:**

N/A

**STRATEGIC INITIATIVE:**

N/A

**RECOMMENDED ACTION/MOTION:**

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

“I move to approve Resolution No. 2026-01: A Resolution Designating Location to Post Notice”

**ALTERNATIVE OPTIONS:**

N/A

**ATTACHMENTS:**

Resolution No. 2026-01: A Resolution Designating Location to Post Notice

**SOUTH METRO FIRE RESCUE FIRE PROTECTION DISTRICT**

**RESOLUTION NO. 2026-01**

**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 12<sup>th</sup> day of January 2026.

SOUTH METRO FIRE RESCUE FIRE  
PROTECTION DISTRICT

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

ATTEST:

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

# BOARD OF DIRECTORS AGENDA ITEM STAFF REPORT



**Meeting Date:** 1/12/2026  
**Agenda Item Type:** Discussion Item  
**Agenda Item:** Board Committees  
**Submitted By:** Mike Dell’Orfano, Chief Government Affairs Officer  
**Approved:** John Curtis, Fire Chief

**SUMMARY:**  
Board committee charters are periodically reviewed to ensure the committee is still needed, the charter is still accurate, and board representatives are still applicable.

**BACKGROUND:**  
The board has established an Audit & Finance, Total Compensation Oversight, Board Bylaws, Community Outreach, Board Conflicted Matters, and Fire Chief Performance Committee. It is intended that the committee charters and board membership be periodically reviewed. This will be a discussion and opportunity to direct staff to make any modifications.

**FINANCIAL IMPACT:**  
N/A

**STRATEGIC INITIATIVE:**  
N/A

**RECOMMENDED ACTION/MOTION:**  
Discussion only

**ALTERNATIVE OPTIONS:**  
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**ATTACHMENTS:**  
Committee charters

Chartering Group	Sponsor	Chair	Committee Inception Date
Board of Directors	Board Chair	Chief Financial Officer	03/01/2021

<b>Mission Statement</b>	The mission of the committee is to serve as the 'Audit Committee' in accordance with the SMFR Board Bylaws and act as a board liaison and focus group to the Chief Financial Officer on financial matters in order to help develop policies, strategies, and presentations for the consideration of the full Board of Directors.
<b>Scope</b>	Per the Bylaws, "The Audit [and Finance] Committee shall be responsible for the appointment, compensation, recommendation (to be approved by the Board), retention, and oversight of the work of an independent certified public accountant engaged to prepare the audit report or perform other audit, review or attest services for the District. The Committee may, as necessary and to the extent of its ability, provide independent review and oversight of the District's financial reporting processes, internal controls and independent auditors. All auditors thus engaged shall report directly to the Audit Committee." Additionally, the Committee acts as an advisory group to the Chief Financial Officer to discuss various financial initiatives such as policies, budget, financial reporting, board presentations, and financial strategies that may be considered by the full Board of Directors.
<b>Goals &amp; Objectives</b>	<ul style="list-style-type: none"> <li>• Oversee the auditor and auditing process on an annual basis.</li> <li>• Conduct, or cause to be conducted, independent reviews of the District's financial reporting processes and internal controls as needed.</li> <li>• Provide recommendations to the District concerning the organization's annual financial audit.</li> <li>• Provide feedback on policies that maintain and improve the financial health and integrity of the District.</li> <li>• Provide feedback on long-range financial plans for the District.</li> <li>• Provide feedback on annual budget strategies consistent with long-range financial plans and policies.</li> </ul>
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>• Obtain an unmodified opinion as a result of the external financial audit.</li> <li>• Achieve 75% committee member meeting attendance and participation per year.</li> <li>• Other measures deemed necessary in the financial success and health of the District; to be evaluated periodically and agreed upon by the committee.</li> </ul>
<b>Feedback Plan (How are we to be communicating)</b>	Provide updates as necessary at regular board meetings and help describe recommendations that are presented for board review/approval.
<b>Meeting Frequency &amp; Schedule Posting</b>	Quarterly meetings or as needed based on the needs of the auditing process or other discussions.
<b>Decision Making Process</b>	The Committee has the authority specified in the Bylaws and makes recommendations to the Board of Directors for approval & implementation. The Committee also acts as a focus group to the Chief Financial Officer during financial strategy discussions and provides feedback and recommendations but does not make decisions on behalf of the full Board of Directors.
<b>Team Members</b>	Board Chair (Jim Albee); Board Treasurer (Bill Shriver), and/or other board members as determined by the Board Chair; Chief Financial Officer; finance staff as determined by the Chief Financial Officer; community members with financial expertise on a voluntary basis.

**Team Review Schedule**

Annual review by Board of Directors or as needed following elections or other changes in board members/personnel.

Chartering Group	Sponsor	Chair	Committee Inception
Board of Directors	Board of Directors	Director Anderson Director Sokol	01/01/09

<b>Mission Statement</b>	The mission of the Total Compensation Committee is to develop an overarching total compensation philosophy to provide a highly competitive salary and comprehensive benefits package for employees and their eligible dependents to ensure SMFR is an employer of choice.
<b>Scope</b>	<ul style="list-style-type: none"> <li>The committee will have input on all aspects of SMFR's salary and benefits including wages, incentives, health-related insurance, retirement plans, and the overall philosophy guiding the organization. Members will hear from industry and SMFR-contracted experts and render an opinion based on the information presented or through additional research conducted by members. The committee will produce recommendations to be considered by executive staff and the board of directors in order to make final decisions.</li> </ul>
<b>Goals &amp; Objectives</b>	<ul style="list-style-type: none"> <li>Produce a competitive salary and benefits package for all employees.</li> <li>Per adopted policy, ensure Line members' total compensation is set at the 95th to 100th <b>percentile</b> of the surveyed fire departments to include Aurora, Denver, Colorado Springs, West Metro and Poudre. For the purpose of the compensation philosophy, "line" is defined as all suppression employees, plus Operations Bureau Heads, Assistant Chiefs, Deputy Chiefs, Fire Chief and any position(s) who have compensation parity with a line position. Per adopted policy, ensure Staff members are compensated at the 75th percentile as the maximum target for staff base wages within the Korn Ferry general market dataset. For the purpose of the compensation philosophy, "staff" is all members who do not meet the criteria for "line" compensation classification.</li> <li>Ensure the SMFR benefits package remains competitive by conducting a comprehensive review at least every 3 years and periodic reviews of new concepts, as requested.</li> </ul>
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>Maintain wages at approved levels.</li> <li>Provide a competitive benefits package for employees and their eligible dependents.</li> <li>Attract and retain quality employees with competitive wages and benefits</li> </ul>
<b>Feedback Plan (How are we to be communicating)</b>	Feedback will be given through the Committee Chair and/or Sponsor, surveys, annual compensation communications and the Wage by Position document that is posted on the agency's intranet, etc. '
<b>Meeting Frequency &amp; Schedule Posting</b>	Quarterly or as needed.
<b>Decision Making Process</b>	<ul style="list-style-type: none"> <li>Human Resources will present annual wage survey data to the salary and benefits committee in the 4<sup>th</sup> quarter of each year for review to allow the committee members to provide feedback and input.</li> <li>Human Resources will compile the wage data in the fall of each year with wages finalized no later than December 31<sup>st</sup> of each year. The annual wage adjustments will be effective at the beginning of the pay period closest to January 1<sup>st</sup> of each year.</li> <li>Final recommendations are made by consensus of the committee. The Chair will present recommendations to the Sponsor, who will confer with Executive Staff as necessary for presentation to the Board of Directors and/or implementation.</li> </ul>

<b>Team Members</b>	Two Appointed Members of the Board of Directors, Human Resources Director, Chief Financial Officer
<b>Team Review Schedule</b>	Annual review by Sponsor and Director of Human Resources

Chartering Group	Sponsor	Chair	Committee Inception Date
Board of Directors	Government Affairs	N/A	10/07/2019

<b>Mission Statement</b>	The mission of the committee is to help maintain bylaws that are legally compliant, effective, and provide a vision for the conduct and characteristics of board members in order to provide clear expectations to future board members and continue to build a strong team of elected officials that represent the community and help to lead the organization.
<b>Scope</b>	Propose changes to bylaws and related documents and provide feedback to board or staff's recommendations. Provide on-going monitoring, discussion, and updating of documents as needed.
<b>Goals &amp; Objectives</b>	<ul style="list-style-type: none"> <li>Annually evaluate changes to legislation to determine if any new laws impact the contents of the bylaws and draft changes as needed.</li> <li>Annually solicit board and staff input on the bylaws and draft changes as needed.</li> </ul>
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>Bylaws that ensure relevance and compliance as laws and needs of the organization evolve into the future.</li> </ul>
<b>Feedback Plan (How are we to be communicating)</b>	Provide updates as necessary at board meetings and help describe proposed changes that are presented for board review/approval.
<b>Meeting Frequency &amp; Schedule Posting</b>	On an annual basis upon the completion of legislative sessions or as needed.
<b>Decision Making Process</b>	The Committee makes recommendations to the Board of Directors for approval & implementation.
<b>Team Members</b>	Bill Shriver   Kevin Leung   Bob Cole   Bob Baker   Mike Dell'Orfano
<b>Team Review Schedule</b>	Annual review by Board of Directors or as needed following elections or other changes in board members/personnel.

Chartering Group	Sponsor	Chair	Committee Inception Date
Board of Directors	Mike Dell'Orfano	N/A	10/07/2019

<b>Mission Statement</b>	The mission of the committee is to identify ways for board members to increase their connectivity with the organization and community through strategic attendance and participation in a wide variety of events.
<b>Goals &amp; Objectives</b>	<ul style="list-style-type: none"> <li>• Identify the types of events and other community/organizational outreach opportunities that are appropriate for board member attendance.</li> <li>• Identify methods to improve the notification of board members regarding events.</li> <li>• Ensure board members have the information and support needed when attending events (e.g., reason for attendance, scripts, dignitaries, level of importance, etc).</li> <li>• Provide on-going input to staff on the effectiveness of methods that are implemented and on-going opportunities for outreach.</li> </ul>
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>• Increased awareness of organizational and community events.</li> <li>• Increased strategic participation in events.</li> <li>• Improved methods to manage board member participation in events (notification, responsiveness, tracking, supporting information, etc.).</li> </ul>
<b>Feedback Plan (How are we to be communicating)</b>	Provide updates as necessary at regular board meetings (past/future events, attendance trends) and on-going feedback to staff to improve systems and processes.
<b>Scope</b>	Propose events that would be beneficial to have board representation, provide direction and feedback to staff on methods to notify board members of events, monitor on-going success, provide updates or event announcements at board meetings as needed
<b>Meeting Frequency &amp; Schedule Posting</b>	tbd
<b>Decision Making Process</b>	The Committee makes recommendations to the Board of Directors for approval & implementation when applicable.
<b>Team Members</b>	Renee Anderson   Cindy Hathaway   Mike Dell'Orfano   Kristin Eckmann
<b>Team Review Schedule</b>	Annual review by Board of Directors or as needed following elections or other changes in board members/personnel.

Chartering Group	Sponsor	Chair	Committee Inception Date
Board of Directors	Bob Cole, Attorney	N/A	01/06/2020

<b>Mission Statement</b>	The mission of the Committee is to act on behalf of the board to address matters that are a conflict of interest for the Fire Chief and cannot be delegated to a subordinate.
<b>Goals &amp; Objectives</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Communication Plan</b>	<ul style="list-style-type: none"> <li>It is the Fire Chief's responsibility to report any Conflicted Matter to the Chair, or in the event the Chair is unavailable, the Vice Chair, and the District's legal counsel, as soon as he or she becomes aware of it so the involvement of the Committee and the Board can occur in a timely manner.</li> <li>Upon being notified of a Conflicted Matter, the Chair or Vice Chair, and the District's legal counsel shall immediately notify the Board so that it can determine whether to consider, determine and address the Conflicted Matter in place of the Committee.</li> </ul>
<b>Scope</b>	<ul style="list-style-type: none"> <li>The Committee shall consider, determine and address matters within the responsibility of the Fire Chief, but which involve a conflict of interest for the Fire Chief and which are not appropriate for the Fire Chief to delegate to subordinate personnel of the District, and matters regarding the Board's supervision of the Fire Chief ("Conflicted Matters").</li> <li>The Committee shall have all the authority of the Fire Chief, but for the conflict of interest, and all the authority of the Board, as the supervisor of the Fire Chief.</li> <li>The Committee may utilize and rely upon District personnel or independent fact finders to investigate and determine the facts related to the Conflicted Matter. Upon being initially notified of a Conflicted Matter, the Board may choose to consider, determine and address the Conflicted Matter in the place of the Committee, in which case the Board shall immediately notify the Committee and the Committee shall discontinue any consideration of the Conflicted Matter.</li> <li>The Committee may, in its discretion, bring any Conflicted Matter to the full Board for consideration, determination, or other action. If the Board acts in place of the Committee regarding a Conflicted Matter it shall have all of the authority and power of the Committee.</li> <li>The Committee may in its discretion, or shall at the direction of the Board, with the assistance of the District's legal counsel, appoint an independent review officer to consider and determine any Conflicted Matter, or to make recommendations to the Committee or the Board. If so appointed, the independent review officer's role shall be specifically identified and that individual shall have the necessary authority to carry out the appointment as afforded by the Committee.</li> </ul>
<b>Meeting Frequency &amp; Schedule Posting</b>	tbd
<b>Decision Making Process</b>	The Committee shall have all the authority of the Fire Chief, but for the conflict of interest, and all the authority of the Board, as the supervisor of the Fire Chief.
<b>Team Members</b>	Board Chair (or Vice Chair when not available) (Jim Albee)   One board member appointed

	by the Chair (or Vice Chair) (Sue Roche)   Bob Cole
<b>Team Review Schedule</b>	Annual review by Board of Directors or as needed following elections or other changes in board members/personnel.

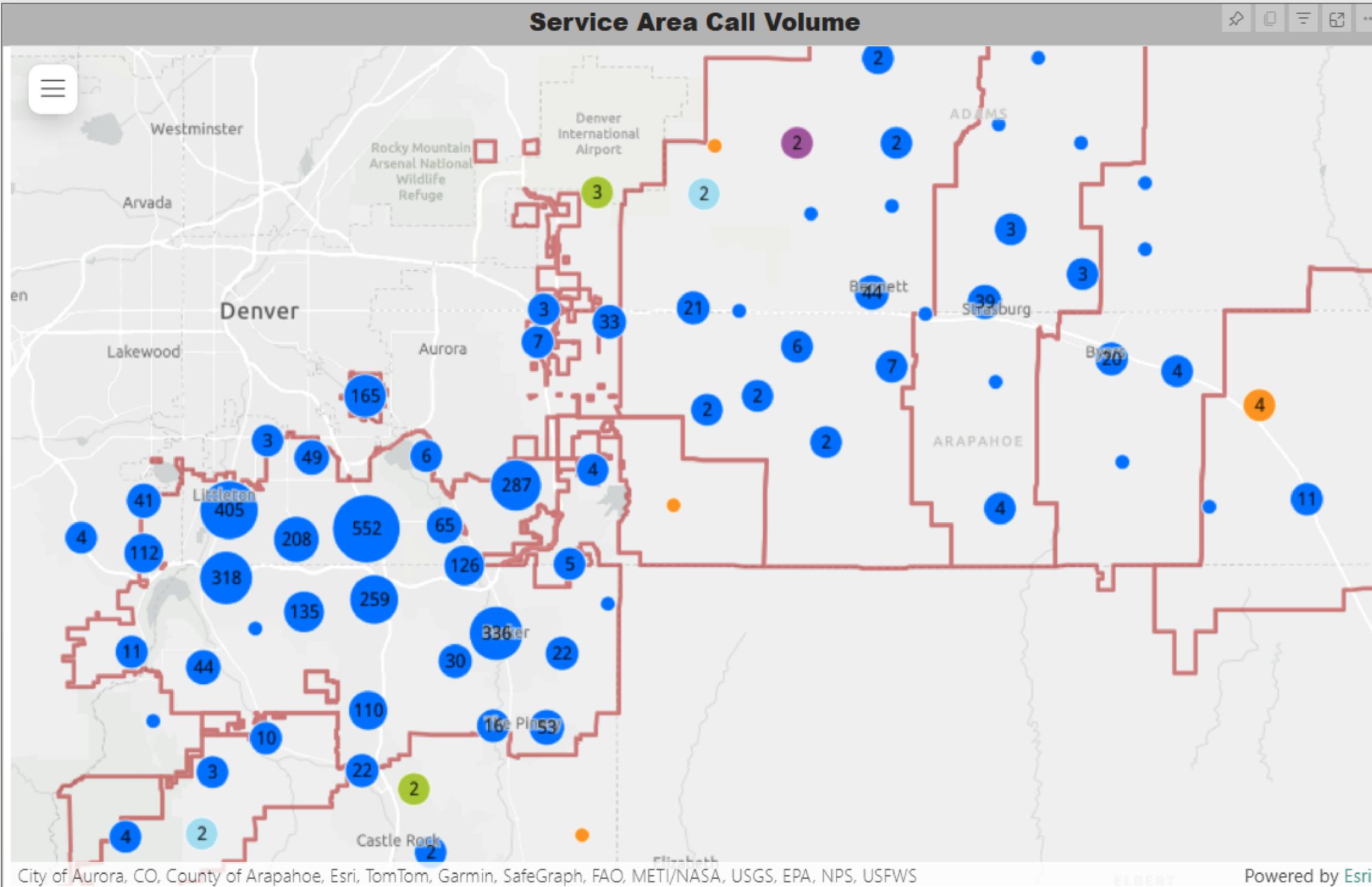
Chartering Group	Sponsor	Chair	Committee Inception Date
Board of Directors	Board of Directors	Board Chair	10/07/2019

<b>Mission Statement</b>	The mission of the committee is to develop and implement the process for annually evaluating the Fire Chief's performance in the areas defined by the Chief's Performance Objectives and evaluating and approving the Chiefs Sabbatical Request in 2020.
<b>Scope</b>	<ul style="list-style-type: none"> <li>To provide an annual Performance Evaluation to the Chief, which is relevant to the context of that year, in compliance with his/her employment contract and which queries three sources: the Executive Team, Community Members, and the Chief.</li> <li>To determine Performance Objectives for the following year.</li> <li>To approve Sabbatical Leave as needed.</li> </ul>
<b>Goals &amp; Objectives</b>	<ul style="list-style-type: none"> <li>Define and continuously Improve a framework for obtaining input from the three sources.</li> <li>Conduct inquiries in a way that promotes feedback both complimentary and constructive.</li> <li>Sensitively accumulate and summarize feedback and then discuss with the Chief.</li> <li>Develop Performance Objectives for the following year.</li> </ul>
<b>Success Indicators</b>	<ul style="list-style-type: none"> <li>The timeline is defined and adhered to.</li> <li>Those providing input are given sufficient time and latitude for expressing their honest feedback.</li> <li>The process is continually improved year over year.</li> <li>The Chief feels the process provides the feedback he/she desires for both reassurance and improvement.</li> </ul>
<b>Feedback Plan within Committee</b>	<ul style="list-style-type: none"> <li>E-mail marked confidential (when appropriate) and by bcc.</li> <li>In-person meetings, call-in acceptable.</li> </ul>
<b>Meeting Frequency &amp; Schedule Posting</b>	<p><b>Jun Board meeting:</b> Board appoints 3 members to the Committee</p> <p><b>Mid-Sept:</b> Review process and format of inquiries and agree to changes</p> <p><b>End-Oct:</b> Meet with Chief to discuss 3-4 significant incidents from the year</p> <p><b>End-Oct:</b> Determine key contact for each Community organization identified per significant incident and to agree to approach for interviews; Also, establish questions for E-Team survey</p> <p><b>1st 3 weeks of Nov:</b> Committee members interview community organizations; E-Team survey sent and received (10-day turnaround)</p> <p><b>3rd week Nov:</b> Chief submits self-assessment</p> <p><b>End-Nov:</b> Committee meets to discuss Community and E-Team feedback and summarize/anonymize</p> <p><b>End-Nov:</b> Committee meets with Chief to review his self-assessment and discuss Performance Objectives for following year</p> <p><b>End-Nov:</b> Committee drafts full Evaluation (including Community interviews, E-Team surveys, Chief self-assessment) and Performance Objectives for following year</p> <p><b>Dec Board meeting:</b> Present full Evaluation and Objectives to Board for input and approval; Chief available for questions/discussion</p> <p><b>2nd week Dec:</b> Committee meets with Chief to present Evaluation &amp; final Objectives</p>
<b>Decision Making Process</b>	Performance Evaluation created by consensus of the Committee then conveyed to the Board of Directors for input/approval.
<b>Team Members</b>	Board Chair (Jim Albee); Sue Roche; Bill Shriver

<b>Team Review Schedule</b>	Annual review by Board of Directors or as needed following elections or other changes in board members/personnel.



# Emergency Services: Emergency Communications



City of Aurora, CO, County of Arapahoe, Esri, TomTom, Garmin, SafeGraph, FAO, METI/NASA, USGS, EPA, NPS, USFWS

Powered by Esri

<b>Quality Assurance Standards</b>	<b>Date</b>
	Last <input type="text" value="1"/> Months (... <input type="text" value="12/1/2025 - 12/31/2025"/>
The data in these charts is updated at the end of the prior month. For best results, set date filter to last month (calendar) at minimum.	<b>Call Taking</b>
	<b>EMD</b>
	<b>Radio</b>
	<b>SSM</b>
	<b>Customer Service</b>



# Emergency Services: Emergency Communications

## Emergency Communications: Performance

Jurisdiction	Total Calls	Disp Time 90th	Disp Avg
Bennett Watkins Fire Rescue	126	00:00:50	00:00:29
Byers Fire Rescue	33	00:00:38	00:00:27
Deer Trail Fire Rescue	18	00:00:49	00:00:27
Outside Agencies	72	00:00:45	00:00:17
Sable Altura Fire Rescue	36	00:00:58	00:00:33
South Metro Fire Rescue	4485	00:00:49	00:00:30
Strasburg Fire Rescue	60	00:00:53	00:00:31
West Douglas Fire Rescue	19	00:00:59	00:00:45
<b>Total</b>	<b>4849</b>	<b>00:00:50</b>	<b>00:00:30</b>

The data in these charts is updated at various times.

For best results, set date filter to last month (calendar) at minimum.

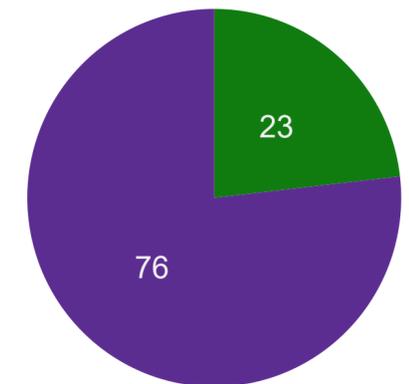
### Date

12/1/2025 - 12/31/2025



## Emergency Communication: Hours

- IDT Deployment
- Pub Ed
- Ride Time
- Training



These numbers are miscategorized due to an issue in the reporting from the new phone system. We are continuing to work to rectify the issue with the County.

## Emergency Communications: Telecom Compliance

911 Calls	911 Ans < 10 sec	911 Abn	Alarm Calls	Alarm Ans < 10 sec	Admin Calls	Admin Ans < 10 sec
3,312	98.64%	1	887	98.53%	3,147	98.60%





## COLORADO URBAN SEARCH AND RESCUE TASK FORCE ONE

West Metro Fire Rescue / Sponsoring Agency  
3535 S. Kipling Street, Lakewood, CO 80235  
303-274-0814

Fire Chief John Curtis  
South Metro Fire Rescue  
9195 East Mineral Avenue  
Centennial, CO 80112

Dear Chief Curtis,

We wish to extend our sincere appreciation for Safety Officer John Bolger's outstanding contributions during the recent deployment to the Kerrville, Texas floods. John's extensive experience and professionalism were evident at every stage, as he navigated complex situations with both competence and genuine care. His ability to balance the responsibilities of safety oversight with tact and understanding truly set him apart.

John's leadership style fostered respect and trust throughout the task force, and his humble guidance provided a steadying presence during challenging moments. The confidence and calm he inspired helped the team operate at its best, even under pressure. We are grateful for the positive impact John had on our deployment and for the exemplary standard he sets as a Safety Officer.

John's understanding of and leadership toward new members also provided a positive influence throughout the task force. He consistently has his finger on the pulse of what's happening amongst the personnel, allowing him to guide situations toward favorable outcomes. John's keen sense for recognizing when the task force leaders need to be informed, or prompted to act, ensures that no issue goes unnoticed. In many cases, John has already resolved concerns before they escalate, but his counsel remains invaluable and is a major factor in the overall success of the task force.

Thank you for supporting such dedicated individuals within your department. John's contributions made a meaningful difference, and we are fortunate to have benefited from his expertise.

Sincerely,

Three handwritten signatures in black ink. The first two are on the left, and the third is on the right.

Steve Aseltine and Brandon Garcia, Task Force Leaders, Kerrville Deployment, and  
John Grothe, Colorado Task Force One Program Manager



## COLORADO URBAN SEARCH AND RESCUE TASK FORCE ONE

West Metro Fire Rescue / Sponsoring Agency  
3535 S. Kipling Street, Lakewood, CO 80235  
303-274-0814

Fire Chief John Curtis  
South Metro Fire Rescue  
9195 East Mineral Avenue  
Centennial, CO 80112

Dear Chief Curtis,

We are honored to write this letter of commendation for Richard Peterson, who served as Rescue Team Manager for Colorado Task Force One during our recent response to the devastating floods in Kerrville, Texas. Richard's leadership throughout this mission was nothing short of exceptional, and his actions directly contributed to the success of our team during an extremely challenging deployment.

As the manager of the largest contingent of deployed members, Richard faced the enormous responsibility of coordinating and motivating his team to complete an extraordinary volume of work. His ability to inspire and guide his team during a highly search-focused operation ensured that every member remained committed to the mission, even in the most trying circumstances.

Three qualities in particular distinguished Richard's efforts during this deployment:

1. Richard consistently demonstrated the ability to motivate and lead his team, fostering a spirit of unity, resilience, and purpose throughout the operation.
2. He ensured that every aspect of our search efforts was completed with 100% accuracy, never allowing the complexity or intensity of the mission to compromise our standards or thoroughness.
3. Despite facing significant family difficulties at home, Richard remained steadfastly devoted to his team and our shared mission, prioritizing the needs of others over his own personal circumstances.

Character is often defined as acting in a moral and ethical manner when nobody is watching. True leadership, however, is revealed when one consistently puts others before self. Throughout the Kerrville deployment, Richard embodied this ideal. His selflessness, integrity, and unwavering commitment to the team set a powerful example for everyone involved.

It was a privilege and an honor to serve alongside Richard during this deployment. His contributions went far beyond the call of duty and left a lasting impact on both our team and the community we served. We wholeheartedly commend Richard Peterson for his extraordinary leadership and dedication.

We also want to express our sincere gratitude to your agency for sharing Richard's talents with us, your support of Colorado Task Force 1, and allowing Richard to deploy with us.

Sincerely,

Three handwritten signatures in black ink are displayed. The first signature is on the left, the second is in the middle, and the third is on the right.

Steve Aseltine and Brandon Garcia, Task Force Leaders, Kerrville Deployment, and  
John Grothe, Colorado Task Force One Program Manager

## Dawn Poe

---

**Subject:** FW: Station 34 Recognition  
**Attachments:** IMG\_2321.jpeg

**From:** Arielle Cronin <[arielle.cronin@cityoflonetree.com](mailto:arielle.cronin@cityoflonetree.com)>  
**Sent:** Tuesday, December 23, 2025 4:58 PM  
**To:** Mike DellOrfano <[Mike.DellOrfano@southmetro.org](mailto:Mike.DellOrfano@southmetro.org)>  
**Subject:** Station 34 Recognition

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Mike,

Nice to see you at the State of the County, I hope you're having a wonderful holiday season. We received this very nice message below and attached image, commending your team at Station 34.

Please pass this along to your team, and extend the City's tremendous gratitude for SMFR's outstanding service to the community.

Thanks Mike, happy holidays!  
Arielle

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**From:** Kristen Evans via Smartsheet <[automation@smartsheet.cityoflonetree.com](mailto:automation@smartsheet.cityoflonetree.com)>  
**Sent:** Tuesday, December 16, 2025 10:08 AM  
**To:** Arielle Cronin <[arielle.cronin@cityoflonetree.com](mailto:arielle.cronin@cityoflonetree.com)>  
**Subject:** New Community Contact Form



**Details**

Changes since 12/16/25, 10:05 AM



<b>Assigned Department</b>	City Manager's Office
<b>Assigned Staff Member</b>	Arielle Cronin
<b>Preferred Contact Method</b>	Email
<b>Question/Concern/Comment</b>	I want to give a HUGE shout-out to South Metro Fire Department Station 34 here in Lone Tree, CO. They rescued me after a fall down my basement stairs (Thanksgiving evening), got me to the hospital, and even cleaned up the bloody mess I left behind. After spending more than a week in the hospital, I went straight to the station to give each of them a little Christmas gift that a dear friend had made and a big giant hug for literally saving my life. There is truly no way I can thank them enough. They are the unsung heroes among us, and I am beyond grateful. ❤️ 🚒
<b>Name</b>	Kathy Haruf
<b>Email Address</b>	<a href="mailto:kathy.haruf.denver@gmail.com">kathy.haruf.denver@gmail.com</a>
<b>Address</b>	9449 Southern Hills Circle Lone Tree  tried to send a pic of me with firemen and woman
<b>Phone Number</b>	+1 (720) 333-0616
<b>Submitted Date</b>	12/16/25, 9:49 AM

Changes made by kristen.evans@cityoflonetree.com

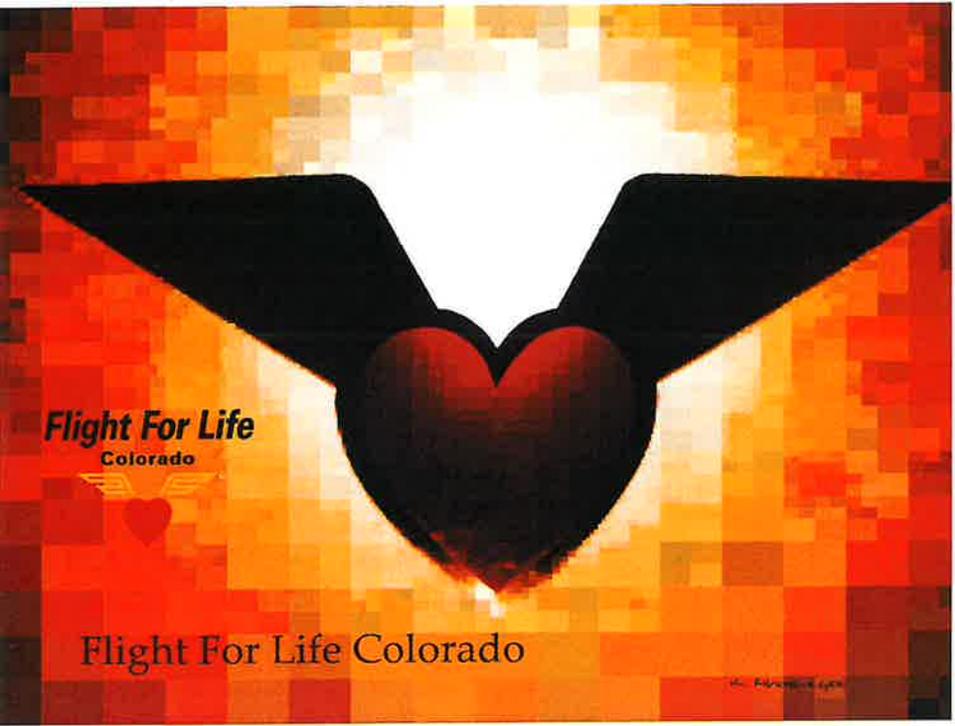


**1 comment added**

Row 2: Kathy Haruf  
 @arielle.cronin@cityoflonetree.com  
 kristen.evans@cityoflonetree.com | 12/16/25, 10:06 AM

<b>Created date</b>	12/16/25, 2:45 PM
<b>Name</b>	<b>Wendy McFarland - Community Manager</b>
<b>Description</b>	I just wanted to say thank you to Joe Rukavina and Brad Gleason for being incredibly helpful as we've been working through the list of deficiencies at Creek Side at Parker. Brad took the time to walk us through the long list of deficiencies in detail and helped create a clear timeline for repairs, which was both helpful and very much appreciated. Joe was also great during his inspection, answering all of our questions with patience and clarity. Both of these guys have been extremely kind and great to work with. Thank you for your professionalism and support!
<b>Department</b>	
<b>Priority</b>	
<b>Assigned to</b>	
<b>Staff Notes</b>	
<b>Status</b>	Not Started
<b>Submitted Date</b>	12/16/25
<b>End Date</b>	
<b>Type</b>	Compliment
<b>Incident Related</b>	<input type="checkbox"/>
<b>Incident Date</b>	
<b>Resident</b>	Yes
<b>Request follow up</b>	No
<b>Follow Up Method</b>	
<b>Email</b>	
<b>Phone</b>	
<b>Modified by</b>	<a href="mailto:web-form@smartsheet.com">web-form@smartsheet.com</a>
<b>Modified Date</b>	12/16/25, 2:45 PM

Changes made by [web-form@smartsheet.com](mailto:web-form@smartsheet.com)



Flight For Life  
Colorado

Flight For Life Colorado

Mayer  
FPL  
9000 E Mengeral Circle  
Centennial, CO  
80112

DENVER CO 802

19 NOV 2025 PM 7 L



Adam Graves, Jenn Abraham  
and Pierce Jacoway  
South Metro Fire  
7195 East Mengeral Ave.  
Centennial, CO  
80112

November 9,  
2025

Thank you so much for the memorable water cannon arch at my farewell brunch - Davrell Herrera at Mayo Aviation kept the plan a closely-guarded secret and I was taken quite by surprise. It was incredibly generous of you to participate in a way that meant so much to everyone there, but especially to me and to my family. Thank you again!  
Kathleen Meyer, former Program Director

525400





Center for  
Public Safety  
Excellence®

## **Adam Graves - Completes International Professional Designation Process**

Adam Graves has successfully completed the process that awards the professional designation of "Fire Marshal" (FM). The Commission on Professional Credentialing® (CPC®) met on 01/05/2026 to confer the designation. Adam Graves becomes one of only 407 FMs worldwide.

The Designation program is a voluntary program designed to recognize individuals who demonstrate their excellence in seven measured components including experience, education, professional development, professional contributions, association membership, community involvement, and technical competence. In addition, all applicants are required to identify a future professional development plan.

The FM designation program uses a comprehensive peer review model to evaluate candidates seeking the credential. The Commission on Professional Credentialing awards the designation only after an individual successfully meets all the organization's stringent criteria.

Achieving this designation signifies Adam Graves career commitment to the fire and emergency services.

This professional designation is valid for three years. Maintaining the designation requires recipients to show continued growth in the areas of professional development, professional contributions, active association membership, and community involvement as well as adhere to a strict code of professional conduct

The Commission on Professional Credentialing, an entity of the Center for Public Safety Excellence®, Inc., (CPSE®) administers the Designation Program. The CPC consists of individuals from academia, federal and local government, and the fire and emergency medical services profession. To learn more about CPC, visit [www.cpse.org/credentialing](http://www.cpse.org/credentialing).

#####

Dear, Kevin

Thank you for taking time  
off work to teach us about  
your job I really appreciate  
it.



-Zoya

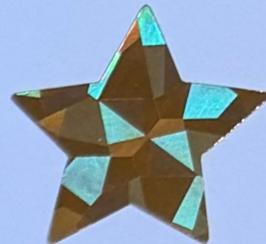
Thank you!

from the  
fourth graders

at

STEM

school  
Highlands  
Ranch





Fire

For: Kevin Leung

Fighter

Thank you!

from William

Thank you fire  
fighter Bob & Mober

you good fire fighter

