

**MINUTES
BOARD OF DIRECTORS REGULAR MEETING
NORTH METRO FIRE RESCUE DISTRICT
ADMINISTRATIVE HEADQUARTERS
101 SPADER WAY, BROOMFIELD, CO 80020**

Date: February 19, 2019

BOARD MEMBERS PRESENT:

John Abboud, President
Peter Billera, Vice President
Tim Long, Treasurer
Jenni Murphy, Secretary
Richard Miller, Asst. Secretary

STAFF PRESENT:

David Ramos, Fire Chief
David Anderson, Deputy Chief, Support Services
Jeff Bybee, Deputy Chief, Operations
Lisa Willis, Chief Financial Officer
Eileen Gomez, Human Resources Manager
Steve Gosselin, Division Chief, Fire Prevention
Sara Farris, PIO

LEGAL COUNSEL:

Richard Shearer, Esq.
Joan Fritsche, Esq.

A. Call to Order

President Abboud called the Board of Directors meeting to order at 5:00 p.m. on February 19, 2019.

B. Pledge of Allegiance – Led by Director Billera

C. Additions/Deletions to Agenda

Chief Ramos had one addition to the agenda under Staff Reports, a report on recommendations on the process of going out to bid for the two projects under consideration in the 2019 Capital Improvements budget. Brad Bonnet, architect, is present to discuss the two methods to be considered for the renovations at Stations 61 and 62.

D. Public Comment (Agenda Items Only)

None.

E. Presentations

1. PIO Presentation

PIO Farris reviewed media clips from the past month including TV news stories about ice rescue training that involved a pilot program with a drone. Upcoming events include Family and Friends CPR classes this weekend, St. Baldrick's head shaving event on March 9 at The Old Man Bar, Kops vs. Kids basketball, Bowl for A Precious Child, Frank Shorter Race for Kids, new Citizens Academy on May 1 and Red and Blue BBQ cook-off on June 1. Director Miller asked what time the head shaving event will occur. PIO Farris replied that the event runs from 11:00 a.m. until 5:00 p.m., and North Metro firefighters will be there during that time. The bar is giving 20% of food sales back to the charity.

F. Staff Reports

1. Bid Process for Upcoming Construction Projects

Chief Anderson discussed the upcoming bid process for the construction projects at Stations 61 and 62. He introduced architect Brad Bonnet who is working with the District to design the construction projects. Mr. Bonnet presented two scenarios in terms of approach. The major renovation of the interior of Station 62 will include the upgrade or replacement of mechanical systems, electrical systems, fire systems, plumbing systems and the reallocation of programmatic spaces to make the station more effective for response times. This project will be phased, and the Station would be kept operational during the construction. Due to the age of the Station, this project will have a discovery phase during renovation. Mr. Bonnet suggested that the District consider a Contract Manager/General Contractor (CMGC) process. This process gets the contractor involved during the design phase, which has the benefit of building greater overall project ownership by the contractor, and helps identify potential problems and solutions while in the design phase. The contractor then bids the project out to its sub-contractors to develop a gross maximum price for the project (GMP). If the District finds the GMP acceptable, the District and the general contractor proceed with negotiating a contract for the project. Since the contractor is part of the design team, they provide cost feedback on items such as mechanical systems and electrical upgrades. The contractor would have an upfront fee to participate early on but Mr. Bonnet thinks the overall cost may be less with fewer change orders than a Design-Bid-Build process. A contractor's early involvement tends to lead to a higher level of value engineering. If during the design process, the District is not happy with the contractor, it can hire a different contractor for construction. Mr. Bonnet thinks this process may be appropriate due to the age of the existing building and the extent of the anticipated remodeling.

Director Miller asked if the District has used the CMGC process in the past. Chief Ramos does not think so. He talked with other Chiefs who have used this process and were happy with the process. He thinks the District would experience more risk and change orders with the Design-Bid-Build process for extensive remodeling of Station 62. The Board will have an opportunity to hear more from Legal Counsel on this topic in Executive Session. Chief Ramos said he would like to explore using the CMGC process for Station 62.

Director Long asked if the recommendation is market driven and based on the lack of available subcontractors or if the suggestion is driven by the nature of the project. Mr. Bonnet replied that

it's a little of both. There are a limited number of contractors that will bid on this type of project. He was involved in the bid process for two new, large scale fire stations. The fire department only received two bids. He recommends that the District consider the CMGC process for the Station 62 remodel.

Mr. Bonnet updated the Board on the status of replacing Station 61 with a new building. Mr. Bonnet met with the City of Broomfield Planning Department staff to make sure he understood the length of time involved in the planning process. He was quoted a range of three to five months to go through the City Planning Department. The process may include neighborhood meetings if the Planning Department believes it would be appropriate. His estimated timeline would start construction in Spring of 2020. He advises a start date in March or April 2020. Mr. Bonnet thinks it is in the District's best interest to use a Design-Bid-Build process for the rebuild of Station 61. The unknowns are removed because the existing building will be demolished and a new building will be built in its place. The contractors will be able to bid this project without the uncertainties that are involved in the extensive remodel of Station 62.

President Abboud thanked Mr. Bonnet and advised the persons attending the meeting that there would be discussion of the recommendations with District staff and legal counsel in Executive Session.

2. December 31, 2018, YTD Financial Statements – All Funds

CFO Willis noted that the auditors were in the office this week performing the 2018 audit field work. She will be discussing unaudited end of year financial statements, and although the financial statements are still unaudited, she does not expect any adjustments this year. She noted that the Wildland revenue is offset by Emergency Services overtime. This is the first year the District has exceeded \$30 million in revenue. She pointed out that the District had received more income from the Training Center Waterline Reimbursement Agreement, and that the revenue was unexpected. Director Billera asked what constitutes other revenue. CFO Willis replied that unknown income is booked to this account.

CFO Willis noted that Emergency Services overtime ended up totaling \$500,000 for the year, which was \$50,000 under budget. CFO Willis discussed Broomfield Communication expenses which were over budget due to the fact that the final cost was not provided until the 2018 Budget had already been approved. She remarked that only the Ambulance Membership Fund would require a Supplemental Budget this year.

CFO Willis discussed the Old Hire Pension Fund. This fund suffered a significant investment loss in 2018, but it recovered \$100,000 in January 2019. The loss is unrealized, not actual, because it is based on market value.

For Capital Improvements, there is \$7.5 million in cash with more coming in 2019. This fund earned more than its budgeted interest income, but the Fund also has an unrealized investment loss of \$9,400. The grant revenue was mostly for the tech rescue truck, paid entirely by a federal grant administered by the City and County of Denver. For bunker gear, some of the second sets of gear were received in 2018 which made the line item over Budget, and some bunker gear arrived in January 2019.

For the Ambulance Membership Fund, the usage outpaced the membership fees. This seems to fluctuate and hopefully the use by members and membership revenue will balance out soon.

3. Medic Unit purchase agreement

Chief Bybee discussed the action item for the purchase of a replacement medic unit for a price not to exceed \$220,000. The purchase replaces the medic unit that was totaled during an accident on December 4, 2018. The price includes the medic unit, the Power-LOAD system and the Power-LOAD pram. The District looked at three manufacturers for this replacement purchase. The vendor for the District's most recently purchased medic units no longer has a dealership in the State, so the District requested a bid from the corporate office in New Jersey. American Emergency Vehicles (AEV) offers a substantially similar medic unit from a dealer in Colorado. Staff believes it is important that all District medic units are configured similarly. Similar configuration gives District personnel consistency and predictability when they are in back of the medic unit. The District has decided to purchase the medic unit from AEV based on three factors: price (\$20,000 less than PL Custom), build time (110 days compared to 275 days) and warranty service.

The District's insurance company will pay for the full replacement cost of the medic unit less only the \$1,000 deductible. President Abboud asked how much the insurance company will pay. Chief Bybee replied that this will depend on the final price, which is not to exceed \$220,000. President Abboud was surprised that the insurance company would reimburse for the full replacement cost. CFO Willis added that the District's policy provides for full replacement value of all 911 response vehicles. CFO Willis noted the unit that was damaged was a couple years old. Director Long asked why there are only two dealer options. Chief Bybee responded that there are only two dealers that offer units with similar configurations to the District's current medic units.

Director Long asked where the totaled medic unit would go. CFO Willis replied that it is the insurance company's decision on what to do with the medic unit. Chief Ramos noted that the insurance company auctioned the two District medic units with broken frames.

Chief Ramos noted that the action item present for Board consideration is to allow him to sign a contract for the purchase of the new medic unit with a not to exceed cost of \$220,000. The timing of the authorization request is to allow the District to order the medic unit before the next Board meeting.

4. 2019 Strategic Plan Update

Chief Ramos briefed the Board on the Strategic Planning process since December. Chief Ramos kicked off the process during employee meetings and invited participation on the employee committee. Each Division or Project area conducted internal assessments which were presented to the employee committee at the first meeting. The District held an EMS Summit to discuss how to improve EMS delivery. There was also a Fire Summit of officers to discuss operational areas and gather 360 awareness. The first employee Strategic Planning meeting was held on February 12, and it included a SWOT analysis exercise. There are over 40 employees in this group. A subcommittee is currently working to refine the SWOT analysis, and it will be brought back to the group on March 8. The employee meetings have been delayed because the Citizens Task Force

meeting was delayed by a snow storm. The next employee meeting will include a review of the Citizen Task Force conclusions. Director Miller and President Abboud will also attend this meeting.

The Strategic Planning Citizen Task Force held its first meeting on February 13, 2019. The group includes many members with significant experience and knowledge, as well as a significant amount of energy and enthusiasm. Chief Ramos said he is excited to see the result of the task force process. The last meeting of the task force on February 27, 2019 will be a Board meeting so Directors may observe the “fish bowl” exercise where citizens will discuss their expectations and priorities for the future of North Metro Fire.

5. Project Updates

Chief Anderson updated the Board on the progress of the exterior repairs at Station 62. He noted that there have been a few change orders due to unforeseen issues once the project began. He is confident that the siding installation will be quick, and the project will be finalized soon. The canopy will be completed after the siding is installed. Chief Ramos added that the District Staff will consider the project successful if the change orders don't exceed 5-6%, and the project appears to be falling within these parameters. Additionally, some of the change orders may be reimbursed by the insurance company if the changes were required by the current City Building Code, but unforeseen at the time of the initial insurance evaluation.

Chief Gosselin updated the Board on the Citizens Fire Academy. The application process is open now. There are now 8 weeks of classes, with an extra 30 minutes each night, starting May 1 through June 12. There will be the same number of participants with a focus on reducing community risk. President Abboud asked how many participants would be in the Academy. Chief Gosselin replied that there would be 15 participants, same as last time.

G. Action Items

1. A MOTION TO APPROVE THE CONSENT CALENDAR WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MILLER. THE MOTION PASSED UNANIMOUSLY.
 - a) Approval of accounts payable checks 47613 through 47779 and online Bill Pay 2019-01 through 2019-15 for a net total of \$961,139.05. Voided checks: 47722, 47726, 47727, 47728, 47729, 47743 and 47744.
 - b) Approval of minutes from the January 14, 2019 regular district board meeting.
2. A MOTION AUTHORIZING THE FIRE CHIEF TO SIGN A PURCHASE AGREEMENT WITH AMERICAN EMERGENCY VEHICLE (AEV) FOR THE PURCHASE OF ONE MEDIC UNIT FOR A TOTAL SALES PRICE NOT TO EXCEED \$220,000 WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR BILLERA. THE MOTION PASSED UNANIMOUSLY.

H. Attorney's Report

Attorney Shearer had nothing to add to the written report and asked if the members of the Board had any questions. There were not questions from the Board.

I. Public Comment

None.

J. Directors' Reports

Director Murphy thanked Staff for their presentations.

Director Billera is excited about the new applications for drones.

Director Long mentioned the work of the Audit Committee. He knows that the finance staff is working overtime to get everything ready for the auditors.

Director Miller remarked that it was a pleasure to see the work being done by the Citizen Task Force meeting he attended last week.

President Abboud was impressed with presentation on the 2018 financials.

K. Executive Session

A MOTION WAS MADE BY DIRECTOR MILLER AND SECONDED BY DIRECTOR MURPHY TO GO INTO EXECUTIVE SESSION AT 6:10 P.M. PURSUANT TO C.R.S. § 24-6-402(4) (B), (D) AND (E) TO RECEIVE ADVICE OF COUNSEL AND REPORTS FROM STAFF, TO DISCUSS AND DIRECT NEGOTIATORS ON THE EMPLOYEE BENEFIT BROKER SELECTION AND NEGOTIATION OF THE CONTRACT, TO DISCUSS INFORMATION AND NEGOTIATION DIRECTION ON THE CONTRACTS WITH THE ARCHITECT AND THE GENERAL CONTRACTOR THAT WERE DISCUSSED IN OPEN SESSION, TO DISCUSS THE STRATEGIC PLAN AND GIVE DIRECTION TO CHIEF STAFF ON THAT MATTER AND TO RECEIVE ADVICE OF COUNSEL CONCERNING THE TABOR AND GALLAGHER AMENDMENTS INCLUDING WHEN ELECTIONS CAN BE HELD, AND TO RECEIVE AN UPDATE ON A PERSONNEL MATTER. THE MOTION PASSED UNANIMOUSLY. ATTORNEY SHEARER CERTIFIED FOR THE RECORD THAT THE RECORDING DEVICE COULD BE TURNED OFF, AS ALL OF THE MATTERS TO BE DISCUSSED IN EXECUTIVE SESSION WOULD INVOLVE ADVICE OF LEGAL COUNSEL AND WOULD CONSTITUTE PRIVILEGED ATTORNEY-CLIENT COMMUNICATIONS.




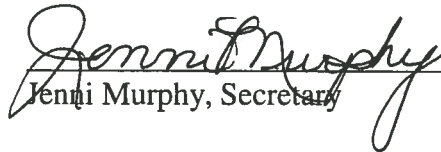
Richard Shearer, Esq.

A MOTION WAS MADE BY DIRECTOR MILLER AND SECONDED BY DIRECTOR MURPHY TO COME OUT OF EXECUTIVE SESSION AT 8:09 P.M. THE MOTION PASSED UNANIMOUSLY.

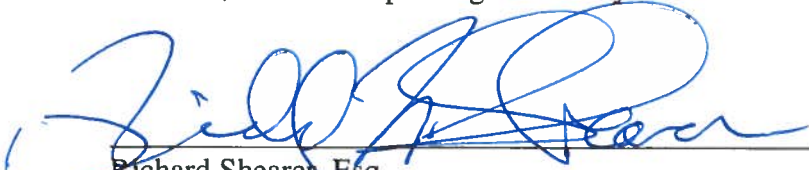
L. Recess/Adjournment

A MOTION TO ADJOURN THE MEETING WAS MADE BY DIRECTOR BILLERA AND SECONDED BY DIRECTOR LONG. THE MOTION PASSED UNANIMOUSLY. THE MEETING ADJOURNED AT 8:09 P.M.

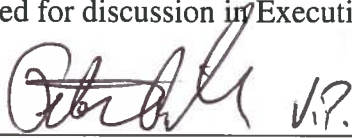

FOR John Abboud, President V.P.


Jenni Murphy, Secretary

I hereby attest that the information communicated during the Executive Session, which was not recorded, constituted privileged attorney-client communications.


Richard Shearer, Esq.

I hereby attest that the Executive Session, which was not recorded, was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4) (b), (d) and (e).


FOR John Abboud, President V.P.