

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

Date: March 19, 2019

BOARD MEMBERS PRESENT:

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
Sara Farris, PIO

EXCUSED:

John Abboud, President

LEGAL COUNSEL:

Richard Shearer, Esq.
Joan Fritsche, Esq.

A. Call to Order

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

A MOTION TO EXCUSE THE ABSENCE OF DIRECTOR ABBOUD WAS MADE BY DIRECTOR LONG AND SECONDED BY DIRECTOR MURPHY. THE MOTION PASSED UNANIMOUSLY.

B. Pledge of Allegiance – Led by Director Miller

C. Additions/Deletions to Agenda

None.

D. Public Comment (Agenda Items Only)

None.

E. Presentations

1. Patriot Award for BC Smith and Jinger Hill

Firefighter Paramedic Quinn Henson thanked the District for its support that he has received while continuing his service in the Army reserves over the five years of his employment. He introduced Retired Navy Captain Lynn Albi to present awards to BC Glen Smith and Accounting Clerk Jinger Hill on behalf of the Secretary of Defense. Captain Albi discussed the sacrifices of members of the armed forces and their families. He acknowledged that when reserve members leave for training or active duty, co-workers have to work overtime to cover their missed shifts. Captain Albi thanked Firefighter Henson for his service and thanked North Metro Fire for supporting Firefighter Henson. Firefighter Henson recognized Jinger Hill for helping with his salary and benefit changes when he leaves for training. Firefighter Henson recognized his Battalion Chief Smith and thanked him for supporting him. He thanked Captain Albi for assisting with the presentations.

Chief Ramos thanked Chief Smith and Jinger for their hard work and also thanked Firefighter Henson for his service in the Army.

2. Oath of Office for Lieutenant Mike Anderson

Chief Ramos discussed Lt. Anderson's history with the District, his service in the Wyoming National Guard and a deployment to Afghanistan. Lt. Anderson supports the growth and development of the District's EMS programs. He is also active in the Wildland program for the District.

Vice President Billera administered the oath of office to Lieutenant Anderson.

The Board took a short recess to enjoy refreshments with Lt. Anderson and his family.

3. PIO Presentation

PIO Farris reviewed media clips from the past month, including stories about the St. Baldrick's head shaving event. She mentioned that the second Citizens Academy would begin on May 1 and applications are open until April 1. There was a recent fire with a dog rescue that garnered media attention. The District has been mentioned in recent oil and gas stories about emergency response. Upcoming events include Craig Moilanen Memorial Hockey Cup, Frank Shorter Race4Kids Health 5K, Police and Fire Golf Tournament and Red and Blue BBQ Cook-Off. PIO Farris offered to send photo gallery links from the Kops vs Kids basketball, bowling for A Precious Child and St. Baldrick's.

F. Staff Reports

1. February 28, 2019, YTD Financial Statements – General Fund

Vice President Billera noted that CFO Willis would only do a high level review if needed. CFO Willis asked the Board if they had any questions about the financial statements. There were no questions.

2. IGA Establishing ADCOM as an Authority

Chief Ramos asked the Board to consider an action item approving an intergovernmental agreement with seven other agencies that are part of ADCOM. The proposed Agreement would convert ADCOM from a non-profit entity to an Authority. As an Authority, ADCOM will be eligible to seek grants for which it does not now qualify, and it will eliminate filing non-profit tax reports. The new Agreement will replace the current ADCOM Agreement which has been amended several times over many years. Chief Ramos recommends that the Board approve the IGA.

Director Long asked about applying for grants as a for-profit entity. Chief Ramos noted that the non-profit status as a 501.3c will be maintained with the new authority for purposes of fundraising and seeking grant revenue.

Chief Ramos noted that legal counsel has reviewed the IGA.

3. Restoration Provider Service Agreement Renewal

Chief Ramos advised the Board that he plans to renew the agreement with Jim Black Construction for restoration services. Chief Bybee stated that he recommended renewal of the agreement. He gave the history of the District's work with Jim Black Construction. He highlighted their responsiveness and the fact that they have a shop near the District. Director Miller asked for the definition of "restoration" as the term is used in the contract. Chief Bybee replied that most of the work involves protecting property for the property owners after a fire, such as boarding up windows and doors and securing the area to prevent future damage. The homeowner and/or insurance company always has the right to choose another restoration company. The homeowner and/or insurance company enter into an agreement directly with, and pay, Jim Black Construction if they use its services.

Director Murphy asked if the insurance company pays for the services. Chief Bybee replied that usually the insurance company does pay.

Director Long asked if the restoration company is on scene at the time of the fire. Chief Bybee replied that they respond when called by the Incident Commander, but because their shop is close, they generally respond quickly. Director Long asked if they know their responsibilities to help the fire investigators preserve the scene. Chief Bybee replied that they do.

Chief Ramos added that the agreement has been brought to the Board as an advisement, not for approval. Renewal of the Agreement is within his authority as there is no cost to the District. Chief Ramos also noted that the Agreement is helpful as it helps get resources on scene quickly.

Vice President Billera asked the Board if they had any comments regarding Chief Ramos renewing the agreement. There were no further questions or comments by the Board.

4. Oracle Grant

Chief Ramos announced that for the ninth straight year the District has been awarded a grant from Oracle. This year the funds will be used to continue the drone program. He was

appreciative that Oracle awarded the grant to the District and noted that PIO Farris will try to acknowledge Oracle in the media.

Director Murphy said she was impressed with the amount of the Oracle grants - \$45,000 over nine years.

Director Long asked if the District did anything more than say thank you to Oracle. Chief Ramos said the District has offered to make its "thank you" in the form of promoting Oracle, but Oracle is very humble about the grants and even declined having a photo in the newspaper.

5. 2019 Strategic Plan Update

Chief Ramos reminded the Board that there is an upcoming Strategic Planning Study Session at 4:00 p.m. on April 16. He will maintain a brief agenda for the rest of the April Board meeting to allow ample time to discuss this topic.

Chief Ramos provided background information and achievements from the most recent Strategic Plan. He reviewed the four goals and whether the objectives of the goals had been achieved.

For Goal One which addresses enhanced customer service and life safety education, the District launched a new website and online payment systems for training classes and ambulance membership. The District has not yet provided web-based tools to allow customers to track the progress of submitted plans in plan review. This goal will be carried into the next Strategic Plan. The District has been offering free Family and Friends CPR classes to the community and has hired an additional life safety education specialist to increase safety education and to help with the Citizens Academy. Chief Ramos highlighted the success of a Fire Code amendment that requires exposed floor/ceiling joists to be protected underneath and enhances education about residential fire sprinklers.

Goal Two addresses deployment of resources in emergency services. There were significant financial challenges in 2014. One goal was to seek a mill levy increase. Chief Ramos defined the service delivery improvements that the District was able to achieve with the increased funding. There was an objective to place a Battalion Chief at Station 61, which should carry forward to the next Strategic Plan. Radio communications also have been improved. The North Area CAD-to-CAD dispatching project has begun and should be completed in a year. The District has participated in regional emergency preparedness trainings.

Goal Three addressed recruiting, developing and retaining a strong workforce. The District hired a HR Manager and developed human resource programs, including updated job descriptions and performance management system revisions. The District instituted norming to ensure consistency among evaluators. The District developed a recruiting video to attract new employees. HR Manager Gomez also helped revise the District's Rules and Regulations and created an Employee Handbook. The District still needs to develop an effective mentorship program for successful succession planning.

The District has focused on employee growth and education by promoting a Training Center Coordinator and bringing in top-level instructors to provide high quality training for employees

and neighboring agencies. He discussed the significant increase in average annual training hours per firefighter. The District has also developed a comprehensive wellness program.

Director Miller asked about the average training hours per firefighter and asked if the number represents the annual hours that the Training Center was used. Chief Anderson noted the average training hours per firefighter is approximately 375 per year.

The District is working to reduce on-the-job injuries, including cancer risk reduction policies and back injury prevention programs. The District has not completed workplace safety audits as described in the Strategic Plan. Chief Ramos remarked that the District is making progress in the deployment of Safety Officers at high-risk incidents.

Director Long asked about quantifying improved productivity, decreased healthcare costs and reduced illness and absenteeism. Chief Ramos replied that the goals should be measurable, and he does not have data to support that the District has made improvements for these items. He will evaluate statistics over the past five years to share with the Board. He thinks the District has made significant progress. Director Long noted that he had not mentioned how to measure enhanced morale. He acknowledged this was subjective and difficult to measure, but he believes morale has improved significantly over the past five years. HR Manager Gomez interjected with health insurance loss ratios for past few years which have declined. Director Long requested to see these numbers in written form. Chief Ramos promised to bring more data together to support this goal.

Chief Ramos discussed Goal Four which addresses improving organizational efficiencies. The two big areas that were targeted were increasing revenue from Fleet Maintenance and the Training Center. The Training Center is almost pushing capacity as it stands now. The District decided not to hire a consultant to develop a business plan to generate more income. This was also true for Fleet Maintenance as hiring an additional employee to perform outside fleet maintenance work would not be able to generate enough work to cover the salary. The expenses of the fleet maintenance division have actually decreased in recent years.

Director Long thinks the documentation should reflect that the Board agreed that the business plans were unnecessary. He recommends noting that the problem had been taken care of in the natural course of business. Chief Ramos agreed that the goal had been modified over time to adjust internal policies to maximize efficiency and profits without developing a business plan. The District has been successful in increasing grant revenue. The District has developed a capital improvements fund and 10-year plan identified with a funding stream. Chief Ramos highlighted a few cost reduction programs. The EMS Records Management System has been upgraded along with fire, fire prevention and training modules. Lastly, the District hired a Eric Stuart as its Facilities Manager and has completed the remodel of Station 63. The District also implemented BI360 to facilitate budgeting.

Director Long asked if there was a fifth goal. Chief Ramos replied that there were only four goals.

6. Project Updates

Chief Ramos had no additional project updates. He requested an Executive Session to update the Board about the benefits broker selection process and to receive direction on further negotiations on a contract with the selected benefits broker.

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 47780 through 47885 and online Bill Pay 2019-16 through 2019-25 for a net total of \$516,227.80. Voided checks: 47792 and 47807.
 - b) Approval of minutes from the February 19, 2019 regular district board meeting.
 - c) Approval of the minutes from the February 27, 2019 special district board meeting.
2. A MOTION APPROVING AN IGA ESTABLISHING THE ADAMS COUNTY COMMUNICATIONS CENTER AUTHORITY WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR LONG. 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 no questions from the Board.

I. Public Comment

Larry Licht commented on the CAD-to-CAD integration project. He thinks the timeline of 12-18 months seems long. He would like to see the project management Gantt chart. He recommends that the District pay attention to costs and completion dates. He would like a better understanding of what is involved. He wants to make sure there is quality testing and detail work before implementation.

Chief Ramos replied that this project has been going on for some time. The selection committee has been seeking only vendors who already have established products implemented, functioning well and have strong references. The committee has looked at two specific vendors with satisfied customers and who met all the specifications of the RFP and bid on the project. The chosen company has projects across the country but began with a project in the Washington, D.C. area connecting Arlington and three other large agencies. This company has great customer satisfaction and stable products. The north area project has received UASI grant funding from Denver. This grant was awarded to four different dispatch agencies: Thornton, Broomfield,

Westminster and ADCOM. This contract will include specific benchmarks payments at intervals of successful implementation points. The final contract has been developed and is undergoing final modifications related to timelines and payments. He thinks that Mr. Licht's concerns have been addressed in the contract. EDC has been awarded the contract for the information sharing system.

J. Directors' Reports

Director Murphy congratulated Jinger Hill and Chief Smith on their awards. She thanked FF Henson for his service. She also congratulated Mike Anderson on his promotion to Lieutenant.

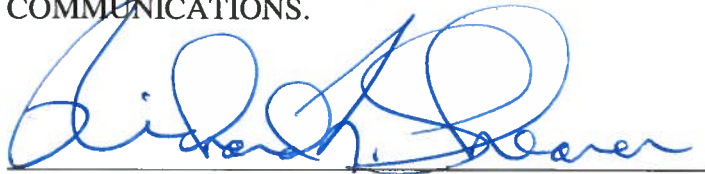
Director Miller had experience with reserve troopers in his career with state patrol. He knows the operational impact of their absences.

Director Long was humbled by the patriot award ceremony. He noted that he had recently read the US Constitution. He recognizes servant leadership.

Vice President Billera was moved by the award ceremony as well. He acknowledge that the Strategic Plan contained ambitious goals with great accomplishments in meeting objectives.

K. Executive Session

A MOTION WAS MADE BY DIRECTOR MILLER AND SECONDED BY DIRECTOR MURPHY TO GO INTO EXECUTIVE SESSION AT 6:50 P.M. PURSUANT TO C.R.S. § 24-6-402 (4) (E) TO DETERMINE THE DISTRICT'S POSITION REGARDING NEGOTIATION OF A CONTRACT WITH THE BENEFITS BROKER AND TO DIRECT THE DISTRICT'S NEGOTIATORS REGARDING THE CONTRACT AND ITS NEGOTIATION. 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.

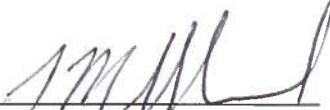


Richard Shearer, Esq.

A MOTION WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR LONG TO COME OUT OF EXECUTIVE SESSION AT 8:00 P.M. THE MOTION PASSED UNANIMOUSLY.

L. Recess/Adjournment

A MOTION TO ADJOURN THE MEETING WAS MADE BY DIRECTOR MURPHY AND SECONDED BY DIRECTOR LONG. THE MOTION PASSED UNANIMOUSLY. THE MEETING ADJOURNED AT 8:00 P.M.

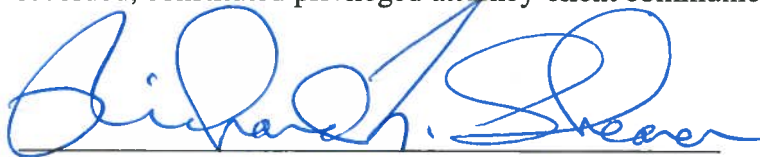


John Abboud, President



Jenn 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) (e).



John Abboud, President