



Arvada Fire Protection District Board of Directors Regular Meeting Minutes

Date	Wednesday, June 1, 2022	Chair	Director Jim Whitfield
Time	Regular Meeting 5:30 p.m.	Minutes	Executive Assistant Amy Rogers
Location	Arvada Fire Board Room and Zoom	Purpose	Regular Monthly Meeting
Members Present	Jim Whitfield, elected director; Bob Loveridge, elected director; Ted Terranova, secretary; Leah Martin, elected director; Mark McGoff, assistant secretary treasurer, and outgoing director Andrea Romero.		
Staff Present	Mike Piper, fire chief; Kirk Lock, deputy chief; Nicole Stewart, finance director; and Attorney John Chmil.		

I. **Call to Order**

The regular meeting of June 1, 2022, was called to order at 5:30 p.m. by Mike Piper, fire chief via live participation and livestream on Zoom.

II. **Pledge of Allegiance and Moment of Silence**

Director Whitfield led those present in the pledge of allegiance and a moment of silence for U.S. firefighters lost in the line of duty, civilians lost in fire-related deaths and the Arvada Fire retired volunteers who have passed year to date.

III. **Approve Regular Meeting Agenda**

Upon motion by Director Loveridge, seconded by Director Romero, the District Board unanimously approved the agenda for the regular meeting of June 1, 2022, as presented.

IV. **Public Comment**

No public comment.

V. **Presentation to Outgoing Board Member**

Members of the Board expressed their appreciation for outgoing Director Andrea Romero and thanked her for the dedication and service to the Arvada Fire Protection District.

VI. **Oath of Office Elected District Board Members**

Fire Chief Mike Piper administered the oath of office to newly elected board members Bob Loveridge, Leah Martin, and Jim Whitfield who will each serve a three-year term.

VII. **Election of District Board Officers**

Upon motion by Director Terranova, seconded by Director Martin, the District Board unanimously approved Jim Whitfield as district board president.

Upon motion by Director Whitfield, seconded by Director McGoff, the District Board unanimously approved the following slate of officers as presented; Bob Loveridge, vice president; Leah Martin, assistant secretary treasurer; Mark McGoff, treasurer, and Ted Terranova, secretary.

VIII. **Report from Local 4056**

Vice President Dan Knoebel thanked the Board for the recent collaboration meeting and congratulated Director Martin on her election to the Board of Directors. VP Knoebel also acknowledged Director Romero and thanked her for her service to the Board.

Local 4056 will be hosting the Code Zero golf tournament, June 10 at Broadlands Golf Course.

IX. **Fire Chief**

Chief Piper provided a summary on agenda related items in the monthly report and provided an update on informational items including the joint study session with the Arvada City Council, upcoming fire academy graduation and future fire academy with South Adams County Fire, new fire apparatus, station construction, and the automatic aid agreement with Fairmount Fire. Regarding the automatic aid agreement, Chief Piper reported that he and Chief Fletcher from Fairmount amended the existing agreement to include adding the response of one additional apparatus from Arvada to structure fires in Fairmount as requested by Fairmount Fire.

As requested by the Board during the May 4 Board meeting, staff researched whether crime insurance to protect the District from any dishonesty, theft, or fraud by directors would be less expensive to obtain than the surety bond currently held by the District. The findings were that the District already possesses a crime insurance policy meeting the applicable statutory requirement for directors, in addition to the surety bond held by the District. As such the direction of the Board was to cancel the surety bond and retain the crime coverage.

X. **Report from Board Members**

Director McGoff attended the Colorado Fallen Firefighters Memorial and provided positive comments on the event.

Director Martin commented on the recent events she has attended and stated she is looking forward to serving on the Board.

President Whitfield confirmed the topics for the June 16 study session: co-responder program, residential sprinkler code requirements, and wildfire mitigation.

XI. **Report from Finance Director**

Finance Director Nicole Stewart reviewed the financial report for April 2022 reporting cash receipts trending favorable to budget, due to higher than anticipated ambulance revenue and both property tax and SOT coming in slightly higher than originally anticipated. Total revenue year to date, continues to be on target, with no concerns currently. Total expenditures are under budget by \$2.4M year to date. This favorability is not expected to continue through the end of the year.

Allison Slife of CliftonLarsonAllen LLP, presented the Board with the findings of the audit of the District's 2021 financial statements and the highlights captured in the final governance communication, the management letter, and the Annual Comprehensive Financial Report.

XII. **Rebranding Presentation**

Kristan Butler, Creative Director with CIG, presented the Board with an overview of the rebranding process including the project goals; discovery and engagement; the brand audit; stakeholder interviews; key findings; logo requirements and development; and the implementation of the core collaterals, design applications, and brand training.

XIII. **Report from Attorney**

John Chmil provided a summary of items contained in the attorney-client privileged memorandum and commented a final legislative update will be provided at the July meeting.

XIV. Consent Agenda

Upon motion by Director Terranova, seconded by Director Loveridge, the District Board unanimously approved the following items on the consent agenda for the meeting of June 1, 2022, as presented.

- Regular Meeting Minutes – May 4, 2022
- Financial Report – April 2022

XV. Discussion Agenda

The Board was provided two proposals to calculate impact fees for review and consideration. Following discussion and feedback, the Board directed Chief Piper to develop a capital improvement plan before they can consider an impact fee proposal.

Chief Piper presented information from prospective buyers of property at 9470 Indiana Street who are interested in petitioning for inclusion in the District. The Board provided feedback on assisting the buyers with their due diligence process prior to making their purchase decision and stated there are currently no objections to including them in the District if applicable code requirements are met.

XVI. Strategic Agenda

Chief Piper presented the Board with a status report on the implementation of PowerEngage, a digital feedback program to help accomplish four critical tasks in the strategic plan pertaining to citizen engagement, customer service, and service delivery. Chief Piper also provided feedback on a data management plan to analyze and share the results.

XVII. Action Items

Upon motion by Director Martin, seconded by Director Loveridge, the District Board unanimously approved the Annual Comprehensive Financial Report.

XVIII. Executive Session

No agenda item.

XIX. Good of the Department

President Whitfield provided members of the Board with a summary of the May 6 collaboration meeting with Local 4056.

XX. Adjournment

Upon motion by Director Terranova, second by Director Martin, the meeting was adjourned at 7:31 p.m. The next regular meeting is scheduled for July 6, 2022.

Minutes approved and entered the proceedings of the District on July 6, 2022.

Ted Terranova

Ted Terranova (Jul 11, 2022 12:56 MDT)

Ted Terranova, District Board Secretary






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Final Audit Report

2022-07-11

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