

**Adams and Jefferson County Hazardous Response Authority  
Record of Proceedings  
October 27, 2020**

The Board of Directors of the Adams and Jefferson County Hazardous Response Authority held its regularly scheduled meeting on October 27, 2020 as a virtual meeting using GoToMeeting. Meeting identification and entry instructions were sent to board members, identified proxy representatives.

Meeting Access Code: 524-809-533

Board Members present were: Doug Hall, Fire Chief (Westminster Fire); Jesse Miller, Emergency Manager (City of Lakewood); Karl Smalley, Commander (Adams County Sheriff's Office); Clint Fey, Special Operations Chief (North Metro Fire); Jon Everhart, Lieutenant/Emergency Management (Jefferson County Sheriff's Office); Dave Ramos, Fire Chief (North Metro Fire); Lisa Oliveto, Emergency Preparedness (Tri County Health Department); Clinton Garner, Battalion Chief (Adams County Fire); Bill Blackburn (

Also Attending: Cassandra Schutt, Executive Assistant (Westminster Fire); John Simpson (Wheat Ridge Police Department); Glenn Grove; Karie Slade

Excused from the meeting were:

The virtual meeting was called to order by Doug Hall at 2:02 PM

**Record of Proceedings:**

The record of proceedings adopted from October 6, 2020 and approved.

**Welcome:**

**Introductions of New Board Members and Guests:**

**Public Comment:**

No public comment.

**Financial Audit Report:**

Postponed until a later date.

**Reports to the Board of Directors:**

Chairperson – Doug Hall: No Report.

Vice Chairperson – Jesse Miller: No Report.

Secretary/Treasurer – Karl Smalley: No report.

**Coordinators Report:**

**Vehicle Status:**

Glenn Grove: There were minor vehicle accident spills that required clean up. The North Area Training Chief Consortium is currently working on establishing their training dates for 2021.

**Adams-Jeffco HazMat Team Training and meeting dates:**

The training chiefs will keep Glenn Grove posted of those dates so that that any associated coordination can be made. North Metro and Thornton currently have a HazMat training scheduled within the next few weeks.

A multi-agency HazMat training opportunity with UASI is coming up. There are concerns, however, with the rising cases of COVID making it difficult to schedule and execute this training.

Glenn Grove also posed the question of who would be interested in attending the UASI meetings should he not be able to attend. Clint Fey and Jess Miller agreed to ensure representation should Glenn be unavailable.

**Strategic Working Group:**

A request to update the name of this group to adequately reflect the SOP.

**Finances:**

Three regional HazMat grant opportunities are coming up that Glenn Grove would be interested in pursuing, especially for the purchase/replacement of technical equipment resources. This can include software, hardware, and associated equipment. A motion to allow Glenn Grove to pursue these grant opportunities was presented with unanimous board support.

Currently all of the regional HazMat vehicles are reported to be operational at this time.

Direction on the purchasing and notification of receipts; maintain the status quo

Outstanding Issues: Bill Blackburn and Glenn Grove met with Bank of the West in order to confirm who the signers are for the Jefferson County account. Bill was listed as an authorized signer on the account as well as Scott Wells. While Glenn was present at the bank, he was added as a signer to the account, but the board will need to decide who will be the signers for the Jefferson County account. Glenn does not wish to maintain his name as an authorized signer, but chose to do so during the interim of the board's direction. In order to add a new signer, the authorization will need to take place in person at the bank.

**Bylaws Edits and Proposal to Approve:**

The Board reviewed the current bylaws and the proposed

Section 1.1 in reference to the eliminating the word 'materials'. The board agreed to eliminate this word as it is editorial in nature.

Section 2.2, last paragraph in reference to the term 'natural person' a term of juris prudence that references a living human being. This may need to be further reviewed by legal

Section 2.6, first sentence in reference to the resignation of board members and adding the option to email the resignation, especially as business is moving towards remote working environments. The current IGA's state that the board resignations will be reported to the Chair and it will then be the Chair's responsibility to report that information to the county commissioners and official offices.

Clarification needs to be made as to who the official resignation notice gets submitted to as well as clarify the official term dates of the current board members. This will be receive further legal review.

Clarification also needed on how board positions between Jeffco and Adams board members gets filled and the criteria needed. Request to add specific guidelines and clarification to the appointment of board members.

Section 2.9 in reference to no compensation for board members but expenses that may be reimbursable and the need of being approved by the board and referencing other sections of the bylaws in section 6. A request of clarifying the language and topics represented in this section. It is recommended that this section to be included in the legal review. Jesse Miller also wanted to get additional clarification as to



which type of expenses would be authorized for reimbursement. It was stated that the types of reimbursements that have been authorized in the past have been expenses incurred at an incident that an agency may have incurred, such as a repair needed on equipment or food purchased, the receipt would then be submitted to the board and the board would reimburse that agency.

Section 3.1 in reference to a typo error regarding the location.

Section 3.2 in reference to the meeting schedule and the frequency of meetings. The board recommended changing the meeting frequency to quarterly. The board can meet more frequently if needed.

Article 4 in reference to the colons. It was recommended to the board to remove this section of the bylaws all-together. Instead of listing 'Duties' change the title to "board of directors and officers"; this can include stating who each of the officers represent in relation to the board. This article has been recommended to include in the legal review with the recommendations presented by the board on this article.

During the last meeting, Chief Ramos wanted to determine if the board had an attorney on retainer. His finding were that the board does not. It is recommended that the board attain legal representation to ensure that the board is maintaining legal compliance. Chief Ramos has a recommendation of an attorney, but would like any recommendations proposed to the board. A motion for the board to seek out legal representation and research recommended legal firms with a sub-committee was proposed by Chief Ramos. A second from Jesse Miller. Four legal firms were suggested by the board and would like to request letters of engagement from these firms. Lisa, Dave, and Clint volunteered to work on the Legal Subcommittee. When response from the attorneys are submitted, the board requested to be included on the meetings.

#### **Coordinator Job Description Review and Approval:**

Chief Hall reviewed the comments suggested for the Coordinator Job Description. Editorial changes were suggested for grammatical accuracy with the board's approval to update. The board agreed to include the Coordinator job description in with legal review, once legal representation has been selected. The Board would also like to ensure that this position meets the needs of the Operations group to utilize the coordinator position as efficiently as possible and include reference to training coordination as mentioned in the IGA's. This item will be tabled for a future meeting to provide some consideration and thoughtful decisions on this topic.

#### Discussion of editorial changes of the draft of the Coordinator Job Description

Clarification on the direction of the routine communication from the Coordinator's position to communicate with the Board or Board Chair. The goal is to simplify the verbiage in this section as well as to provide complete transparency.

Fifth Paragraph in reference to the duties and responsibilities to provide written record at each Board of Directors meeting and whether this needs to be a paper record or if electronic posting will be sufficient. The board decided that electronic posting will be adequate.

Seventh Paragraph in reference to 'sufficient notice' for the notification of meeting. The board would like a minimum amount of time for posting. Include the verbiage of 'seven days prior' with 'sufficient notice'. A recommendation was made that there should be a clarification for the time-frame of notice for special meetings.

Page 2, middle page in reference to the authorization to give media or official statements that the Coordinator can be authorized to speak on behalf of the board but notifying the board that an official statement was given on behalf of the board.

**2020 Budget Overview (Glenn Grove):**

Tabled.

**2021 Budget Proposal (Glenn Grove):**

There will be no changes in Adams County and Jefferson County in terms of the dollar amount for the budget.

A motion to adopt the Jefferson County Response Authority proposed budget adoption by Bill Blackburn. A second from John Simpson. A motion to adopt the Adams County Response Authority proposed budget adoption by Clinton Garner. A second from Dave Ramos. Both motions passed.

**Future Board of Director Topics:**

- a. 2021 Budget Approval
- b. Active Roster of Responders
- c. Authority Bookkeeping and Audit for 2021
- d. Authority Legal Advisor
- e. Board Member Proxy Update
- f. Capital Equipment Replacement Plan
- g. Strategic Plan
- h. Team Leaders (AKA: Operations Team) and Agency Representatives
- i. AUDIT

**Board of Directors Meeting Dates:**

(Need to discuss the frequency of meetings)

**Board Member Reports:**

Jon Everhart:

Doug Hall:

David Ramos:

Karl Smalley:

Clint Garner:

Lisa Oliveto:

Jamie Denison:

Wayne Belohlavy:

Jesse Miller:

Clint Fey:

**Other Reports:**

Bill Blackburn wanted to express his sincere thanks to the Board and this organization over the years. This meeting is likely his last meeting with the Authority.

**Executive Session:**

No executive session scheduled.

**Next Meeting Date:**

Will be scheduled based on availability of the Auditors.

Meeting Adjourned at 3:43 P.M.

A handwritten signature in blue ink, appearing to read "Paul D. [unclear]", is written over a horizontal line.

Secretary/Treasurer