

Adams and Jefferson County Hazardous Response Authority  
Board of Director's Meeting Agenda  
**January 26, 2021**  
**Rescheduled to February 8, 2021**

**Location:** Virtual Meeting using ZOOM. Meeting Sign-in information:

Join Zoom Meeting  
Glenn Grove is inviting you to a scheduled Zoom meeting.

Topic: Rescheduled Board of Director's Meeting  
Time: Feb 8, 2021 02:00 PM Mountain Time (US and Canada)

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<https://zoom.us/j/92534175721?pwd=Q2lmY2h3TIM4VlhuTlVCNGNMRIZoUT09>

Meeting ID: 925 3417 5721  
Passcode: 595972  
One tap mobile  
+16699006833,,92534175721#,,, \*595972# US (San Jose)  
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**Start Time:** Meeting called to order by: Doug Hall Time: 2:06 p.m.

**Attendance:** Roll call and introductions

**Board Members Present:**  
Doug Hall, David Ramos, Clint Fey, Clinton Garner, Jamie Denison, Jesse Miller, John Simpson, Jon Everhart, Karl Smalley, Lisa Oliveto, John Simpson

**Board Members Excused:**  
Bill Blackburn

**Other Attendees:** Feis & Company (Bob Feis & Jim Pauley), Glenn Grove, Karie Slade, Cassandra Schutt

**Changes or Additions to Agenda:** 2019 Audit Presentation and Report by Feis & Company

- Bob Feis
- Dwane Barkley

**Minutes from past meeting:**

October 27, 2020

Discussion: Past meeting minutes from October 27, 2020 were signed as approved by the board and are posted to the website.

**Financials:****Audit report from 12-31-2019.**

Bob Feis of Feis & Company led the overview of his report and findings. Bob Feis did address with the Board of Directors that this report has not been sent to the state auditors office and will not be sent until the board votes and approves to do so.

The findings from the report states that the financial statements are in compliance with the governmental accounting standards. Bob Feis conducted a review of the completed 2019 Financial Statement Report with the board members; reviewing revenues, operating expenses, assets, and change of the net position with comparative data from 2018. The final audit could not be completed until November 2020.

There are currently no violations noted in this report and there is no report of fraud or misuse of funds.

In the report, Bob Feis stated that there is an issue with the segregation of duties due to relationship between the executive director and the bookkeeper. Bob Feis also noted that there should be a system of 'checks and balances' in place to counterbalance the financial oversight between the bookkeeping agent and the executive director due to their personal relationship to each other.

Bob Feis also noted that the bookkeeping and reconciliation for the financial accounts are not being completed in a timely fashion and his recommendation is to establish a dedicated timeline to ensure that those processes are completed routinely. Bob Feis also recommended to the board that the financial reports be submitted to the board on a more frequent basis.

Bob Feis provided the upcoming deadlines for the upcoming 2020 audit. The 2020 audit should be approved by the board no later than June 30, 2021 and according to state statute the audit needs to be completed and provided to the state no later than July 31, 2021. There will be no extensions for this audit period. The fiduciary responsibility lies on the board to ensure that these reports and the subsequent audit are completed in a timely manner.

Since the board elected to have the 2019 financials audited and reviewed with an outside entity, the board can choose to vote to approve the financial statements for 2019 to submit to the state. For future financial statements the board can elect to approve the financial statements, but this is not recommended by Bob Feis. Mr. Feis recommends that the board not approve the financial reports until the proper checks and balances are in place to ensure accuracy and completeness of the financial reports.

Through the audit Bob Feis found that the month-to-month accounting is not currently being completed on a monthly basis. There has been an ongoing issue of not being able to see credit card purchases with detailed information pertaining to the purchases. In the 2019 Audit, those items were reviewed and Mr. Feis noted that no unusual purchases were found.

The board will need to identify a person who can act as a second in case the Secretary/Treasurer is unavailable. The board will also need to mandate that the reports are being completed in a transparent and timely fashion so that the board has sufficient information to approve the reports.

Bob Feis needs to have board approval of the audit to submit to the state office. David Ramos proposed to schedule a virtual meeting to review the 2020 Financials and invite those interested in the 2020 Financials



Review Committee. The committee will consist of the following board members: Karl Smalley, Doug Hall, Lisa Oliveto, Jamie Denison, and David Ramos. The meeting is proposed to be held on Monday, February 22 at 3:00 p.m. for two hours. Glenn Grove will send the meeting request to those members. Prior to the meeting, the committee will need to have documentation of all receipts, the monthly financial reports (which are available on the website). Lisa Oliveto noted that the board needs to ensure that the auditors have at least 90 days to complete the 2020 audit review prior to the deadline. Doug Hall would like the board approval completed by the next scheduled board meeting.

Doug Hall also requested that Bob Feis send the board a list of the items needed to complete the 2020 Audit. The board will also need to approve the 2020 Audit Engagement Letter.

David Ramos proposes a motion to approve and accept the Adams County Substance Audit Report for 2019. Clint Fey seconds the motion. The motion unanimously passed to accept and approve the 2019 Audit and submit.

Jamie Dension proposes a motion to accept the Jefferson County Substance Audit Report for 2019. John Simpson seconds this motion. The motion unanimously passed to accept and approve the Jefferson County Substance Audit Report for 2019.

#### 2019 Adams County Substance Audit Report & Financials

Moved: David Ramos

Seconded: Clint Fey

Motion status: Passed

#### 2019 Jefferson County Substance Audit Report & Financials

Moved: Jamie Denison

Seconded: John Simpson

Motion status: Passed

#### **Coordinators Report:**

##### **Team Meetings**

- The Strategic Working Group (SWG) held a virtual meeting on January 5, 2021 to discuss guidance for team activities such as quarterly training and equipment needs. Perry Otero hosted the meeting and the three working groups.
- FEMA State Homeland Security Program grant applications are due to the North Central Region by 1700 on Wednesday February 10<sup>th</sup>, 2021. Adams – Jeffco is participating in two instrument grant projects: the FTIR and NIR and HazMat Technician Training. The FTIR and NIR applications being submitted through both State Homeland Security Program (SHSP) and the Urban Area Security Initiative (UASI) program which is expected to be due in late February.
- The UASI Governance system is under review by Denver and the State DHSEM as part of a review and comparison with other cities programs by a contractor. Clint Fey had been nominated to be the Vice-Chair of that group.

#### **Adams-Jeffco HazMat Team Training:**

- 1<sup>st</sup> Quarter - January 11, 13 and 15, 2021 held via Zoom platform and delivered by Brian Mills, North Metro Fire. Topic was initial response, size-up and protective actions. Not all agencies sent me their rosters but those that did totaled 25 team members.
- 2<sup>nd</sup> Quarter – April 12, 14 and 16, 2021
- 3<sup>rd</sup> Quarter – August 9, 11 and 13, 2021
- 4<sup>th</sup> Quarter – October 11, 13 and 15, 2021
- The postponed HazMat Technician classes from both the UASI grant and the Division of Fire Prevention and Control are being reviewed and scheduled. We will post them as soon as dates and host locations have been confirmed.

**Board of Director's Meeting Dates** (Held on the fourth Tuesday of the **first month** of each quarter)

1<sup>st</sup> Quarter – January 26, 2021 via Zoom

2<sup>nd</sup> Quarter - April 27, 2021 location and format TBD due to the COVID-19 Pandemic meeting protocols.

3<sup>rd</sup> Quarter - July 27, 2021 location and format TBD due to the COVID-19 Pandemic meeting protocols.

4<sup>th</sup> Quarter - October 26, 2021 location and format TBD due to the COVID-19 Pandemic meeting protocols.

### **Vehicle Status**

Decon-1 had the tires replaced on January 11<sup>th</sup> due to the age per the NFPA recommendations for emergency vehicles.

### **Finances**

- The monthly financial packages for January through December 2020 are posted on the members login section of the website. Please remember that they are currently posted only on the members area as proposed still awaiting the audit report, financial review and approval by the board prior to posting on the public accessible portion of the website.
- December 2020 end of year review
  - There will be no budget increase for 2021
  - There was approximately \$37,000 (\$36,917) carried over into the Capital Reserve Account from 2020
    - I had intended to have the Decon truck tires posted to FY 2020. Scheduling did not allow that to happen so there is an estimated \$7,000-\$8,000 that should have been encumbered prior to year's end.
    - Awaiting invoice information from North Metro Fire (Fleet Services)

### **Board Member Reports:**

Bill Blackburn:

☐ Not present.

Lisa Oliveto

☐ No report.

Karl Smalley:

☐ No report.

John Simpson:

☐ No report.

Doug Hall:

☐ No report.

Jamie Denison:

☐ The strategic workgroup has a meeting on Wednesday, February 10, 2021 to discuss the current and future needs of the HazMat team. Doug Hall would like to extend an invitation to the strategic workgroup to receive an update from their group.

Jesse Miller:

☐ No report.

Clint Garner

☐ No report.

Jon Everhart



☐ No report.

David Ramos

☐ Would like to express appreciation of the work completed to get the grants submitted.

Clint Fey

☐ Would like to express appreciation for the mutual aid assistance provided at the bear creek area fire.

### **Other Reports:**

- Glenn Grove wanted to address that there have been two HazMat responses within the last fifteen days. One was an oil spill and there was also a response from HazMat 4 in Arvada involving a tote containing an acid product. The expenses for these responses was approximately \$8,000.

### **Old Business:**

- Jeffco Substance:
  - The lack of signors for the Jeffco Substance Authority has not been resolved. Jeffco BCC/ County Attorney advised the need to have the Jeffco board member(s) as signers even though Karl is the AJCHRA Treasurer
  - In order to update the signature's cards with Bank of the West for both AJCHRA and Jeffco Substance accounts, we will need to have an Adams County signer and a Jefferson County signer leading us to identify which Jeffco board member(s) will be signer on the account(s).

The designated signers will be Doug Hall (Adams), Karl Smalley (Adams), and Jamie Denison (Jefferson). Glenn Grove will call Bank of the West and determine how to schedule the meeting and will reach out to the designated signers once Glenn receives that information.

- Status of RFP for legal review of the By-Laws

David Ramos has taken the lead of identifying law firms that can review the By-Laws. There are currently (7) law firms identified. The next step is that David Ramos send out the RFP to the identified law firms as well as creating a grading/scoring matrix to review the law firms that respond. Following the responses, the board, or committee, will need to schedule a series of meetings with the responding law firms to determine which firm to proceed forward with. Clinton Garner would like to ensure that there is a standardized list of questions that each of the law firms will be asked. David Ramos is hoping to have this work completed prior to the April 27, 2021 Board Meeting.

- Coordinator Job Description Review

Doug Hall will need to send a final draft of the Coordinator Job Description and intends to get that out to the board as soon as possible.

### **New Business:**

- The regional HazMat Teams are requesting funding through the Urban Area Security Initiative (UASI - Denver) and the State Homeland Security Program (SHSP/ North Central Region) to replace both the current Fourier Transform Infrared Spectroscopy (FTIR) and the near Infrared Spectroscopy (NIR, Near IR or Raman technology). We have two of each; one each on HM-1 and HM-4. These units are over ten-years old and are no longer supported by the manufacturers although service-life was expected to be another 5-7 years. As part of the NCR grant process, additional scoring points are awarded if the applicant includes a "hard match" cost offset as part of the application. One point is awarded for 1-10 percent with two points awarded for 11-20 percent and so on. It is recommended that the teams contribute 11% to receive the two points as opposed to 10% for one point. Financial request for the FTIR is \$85,000 per unit or \$170,000 on that grant, for a hard match of \$9,350 per unit or \$18,700 for

two FTIR units. The Raman project will be requesting \$65,000 per unit or \$130,000 for AJCHRA. 11% match would be \$7,150 per unit or \$14,300. The grant application must be submitted no later than 5:00 PM on Wednesday February 10<sup>th</sup> for the NCR with the UASI closing date not yet posted but not far behind. I am asking the Board to authorize the commitment of \$33,000 from the capital reserve funds as matching funds should the grant projects be approved. If approved, the Authority would net equipment worth approximately \$300,000 depending on actual cost at the time of purchase.

Jamie Denison proposes a motion to approve the commitment of \$33,000 from the capital reserve funds to be used as matching funds should the grant project. John Simpson seconds the motion. The motion passes unanimously.

**Executive Session:** As necessary.

**Adjourned:** Moved: David Ramos

Seconded: Jamie Denison Time: 3:50 p.m.

**Next Meeting Date:** Scheduled to be held Tuesday April 27, 2021 1300-1500. Format and/or location to be determined.

*Hal Sully*  
SECRETARY / TREASURER