

Adams and Jefferson County Hazardous Response Authority
Board of Director's Meeting Agenda
July 27, 2021

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

Adams Jeffco Hazmat is inviting you to a scheduled Zoom meeting.

Topic: AJCHRA Board of Directors

Time: Jul 27, 2021 01:00 PM Mountain Time (US and Canada)

Join Zoom Meeting

<https://us06web.zoom.us/j/89443166001?pwd=MWRYOUxPZkxzZGRqbU9PMVhkR3c3UT09>

Meeting ID: 894 4316 6001

Passcode: 342100

One tap mobile

+12532158782,,89443166001#,,,,*342100# US (Tacoma)

+13462487799,,89443166001#,,,,*342100# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 894 4316 6001

Passcode: 342100

Find your local number: <https://us06web.zoom.us/u/kern321WmF>

Start Time: Meeting called to order by: Doug Hall

Time: 1:26 p.m.

Attendance: Roll call and introductions

Board Members Present: Doug Hall, Jamie Denison, Jesse Miller (*Designated Proxy of Clint Fey*), Karl Smalley, Jana Gilchrist (appointment by Adams County Fire Chiefs replacing Clint Garner)

Board Members Excused: Dave Ramos, Brian Hlavacek, Clint Fey*, Bill Blackburn who has officially resigned from the board.

*may be able to attend remotely depending upon scheduling conflicts

Other Attendees: Glenn Grove, Karie Slade, Cassandra Schutt

Changes or Additions to Agenda:

Minutes from past meeting:

Records of proceedings of the meeting April 27, 2021 were discussed. There was a motion to accept the minutes as presented made by Jamie Denison. There was second to the motion from Jesse Miller. The motion passed unanimously.

Financials:

April, May and June 2021 Financials can also be found on the website.

Discussion:

The Financial report from April, May and June 2021 was presented. Glenn Grove will submit a request for an extension on the audit. Feis and Co submitted their 2020 Audit report and was received by the Board at 12:45 p.m. on 7/27/2021. It was recommended that the board take some time to review their findings. After review there was no additional discussion. A motion to accept the financial report from April, May, and June 2021 was proposed.

Moved: Jamie Denison

Seconded: Jesse Miller

Motion status: Approved

Coordinators Report:

Team Meetings

- Glenn Grove noted the working groups are currently in a ‘stalled’ status.
- The Strategic Working Group (SWG) held a virtual meeting on July 1, 2021 to discuss status of projects regarding team activities such as quarterly training FOG review and equipment needs.
 - Perry Otero hosted the virtual meeting using the Zoom account.
 - The focus of the meeting was to clarify the role of agency representative vs “Team Leader” now that the position of team leader is not being used.
 - They are still trying to get team members involved in the working groups as they have lost much of the participation of those originally identified. This has been primarily due to promotions and transferred duties.
 - FOG group still looking at appendices and how to format the inventory for team-wide use.
 - Equipment group is working on developing a minimum equipment list for each vehicle. They expressed that they are not sure what issue they are taking on as there is not a consensus on how the team is to be used. This also is looking for an inventory format to be developed.
 - Training group has determined that Wet Chemistry or chemical analyses needs to be reviewed after the training with the 8TH CST in May. Third quarter training will consist of hands-on training using the HazClass kits and instructed by Randy Perlis in August. Location to be determined.

Adams-Jeffco HazMat Team Training:

- 2nd Quarter planning meeting May 3rd 0900 virtual hosted by Perry Otero
- 2nd Quarter – May 9, 11 and 13, 2021 at Community College of Aurora 0900-1500
- 3rd Quarter – August 9,11 and 13, 2021
- 4th Quarter – October 11,13 and 15, 2021

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

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

The IGA requires that the 2022 budget be approved by October 31st so this meeting may need to have voting proxy assigned if the member is unavailable in order to ensure that quorum is attending.

Vehicle Status

- All vehicles are currently in service and available.

Finances

- Glenn has been working with Karl Smalley – Secretary/Treasurer to ensure review and approval of Authority purchases and financial accounting. Checks are being reviewed by Karl prior to payment.
- The auditors have indicated that the audits are on track and that filing with the State is on schedule.
- A check was sent to Arapahoe County in the amount of \$12,658.74 to pay our portion of the matching grant funds on the Raman instrument project. The original projected cost was to be around \$14,000. The purchase of those instruments will now move forward with Arapahoe County making the purchases as the grant fiscal agent.

Board Member Reports:

Bill Blackburn: Position open. Sergeant John Simpson, Wheatridge Police Department, has been recommended by Wheatridge to fill this position. The Jeffco Commissioners is scheduled to fill the position at a public hearing on September 28, 2021

Brian Hlavacek

Karl Smalley: The financials appear to be balanced.

John Simpson: John's term expires September 28 and he has expressed that he will not seek reappointment to the board. Nomination letters will be sent to the Jefferson County Fire Districts and Departments this month.

Doug Hall: August 1-September 6, Doug Hall will be on sabbatical. Deputy Fire Chief Bob Hose will act as Doug Hall's proxy if any board items arise during that time.

Bob Hose (Proxy Not Present)

Jamie Denison: The August training is not appearing on the calendars and would like Glenn Grove to check what the status of this training is.

Jesse Miller: No report.

Jana Gilchrist (Replacement for Clint Garner): No report.

Jon Everhart: Jon has retired from the Jefferson County sheriff's Office and his term expires September 28. Jon has expressed that he will not seek reappointment to the board. Sergeant Jess Daniels is being recommended by the Sheriff to replace Jon as the county representative.

□

David Ramos: Not present.

□

Clint Fey: Not present.

□

Other Reports:

- Working group reports - Working Group Leaders if present

Old Business:

- Steve Snyder of the Jefferson County Attorney's Office has been contacted and asked to make a determination as to whether the \$70.40 assessment to the Town of BowMar must be vacated from the Jefferson County Hazardous Response Authority budget for 2021 and future budgets since their departure from that authority (they are now covered by South Metro HazMat since the merger between Littleton Fire Dept and South Metro Fire in 2019) or if the \$70.40 assessment can be distributed among the other signatory agencies using the formula within the IGA. If the Adams-Jeffco Authority requests and is approved for an increase in the 2022 proposed budget, the BowMar assessment amount will be incorporated into the overall budget proposal.
- 2022 budget proposal
 - Many agencies are in the final stages of their budget process. Doug Hall recommends that this discussion be parked until the next board meeting scheduled in October. Doug Hall suggested that each of the members take time to speak with budget managers and consider potential budget concerns if there is a board voted increase for 2023.
 - Doug Hall also recommends not moving forward on an increase for 2022, but begin the discussions for an increase for the 2023 budget process.

New Business:

- New board member information packets
- Will the Coordinator be given written notice from the North Area Chiefs/Adams County Mutual Aid Chiefs who will replace Clint Garner? I have received an email from Adams County Fire stating that they are selecting Jana Gilchrist as a replacement. Is this sufficient and representative of the Mutual Aid Chiefs? Board members are listed on the website and submitted to DOLA as part of the government transparency requirements.
- Ongoing meetings with Jeffcom fire dispatch supervisors to develop or modify Code Red team call-out procedures. There is still a considerable amount of confusion as to how the team is requested and what the DERA role is in the dispatch protocols.
- Glenn is planning to attend the Colorado LEPC Conference in Breckenridge, September 8th, 9th and 10th
- Glenn Grove working with Jefferson County for a replacement for Jon Everhart. There is a recommendation for Sgt. John Simpson to serve in Bill Blackburn position. Glenn will be sending out a letter to Jefferson County at the start of August. Glenn Grove is hopeful that the Jefferson County Board of Commissions will make their appointments by September 28, 2021.

Executive Session: As necessary.

Adjourned: Recommended to Adjourn by Doug Hall at 2:12 p.m.

Next Meeting Date: Scheduled to be held Tuesday October 26, 2021 1300-1500. Format and/or location to be determined.

x *Karl Smalley*

Karl Smalley
Secretary/Treasurer