

**Adams and Jefferson County Hazardous Response Authority  
Record of Proceedings  
January 24, 2023**

**Location:**

The Board of Directors of the Adams and Jefferson County Hazardous Response Authority held its regularly scheduled meeting on January 24, 2023 at the Jefferson County Office of Emergency Management, 2<sup>nd</sup> floor training room, 800 Jefferson County Parkway, Golden, CO. 80401

**Start Time**

The meeting was called to order by Jesse Miller at 1:01 P.M. (1301)

**Attendance:**

Board Members present were: Jesse Miller, Karl Smalley, Bob Hose, Steve Kelley, Clint Fey, Jamie Denison, Dave Ramos, Jess Daniel and Ben Barefoot.

Excused from the meeting was: John Simpson and Brian Hlavacek

Also attending were: Glenn Grove, Karie Slade, Perry Otero,

**Changes to the Agenda:**

There were no changes to the agenda.

**Records of Proceedings:**

Minutes of the October 25, 2022 minutes were discussed.

A motion to approve the minutes was made by Clint Fey. There was a second to the motion made by Jamie Denison. A vote was taken and the motion passed unanimously.

**Financial Report:**

Financial reports for October, November and December, 2022 were distributed to board members and also available on the website.

A motion to approve the financials was made by Dave Ramos. There was a second to the motion made by Jess Daniel. A vote was taken and the motion passed unanimously.

**Coordinator's Report:**

The 2021 financial audits for the Jefferson County Hazardous Substance Response Authority and the Adams and Jefferson County Hazardous Response are overdue from the auditors. The Authority has been notified that the state Department of Local Affairs has authorized the respective boards of county commissioners that the audits are overdue and have authorized withholding of taxes collected on behalf of the two entities. Glenn reported that this does not adversely impact the Authority as no taxes are collected directly for either authority. Glenn advised the board that he was notified by

Feis & Company, that the audits had just been completed and they need to be approved by the board before they can be submitted to the state.

Dave Ramos suggested that the board either meet in Executive Session or hold a special meeting to review both the audit and the audit process to determine why the audits are repeatedly late in being filed. It was decided that a special meeting be held as soon as possible with the sole topic to be the audit presentation, review and approval.

(Within a few days, it was determined that the board would be able to meet on February 21<sup>st</sup>, 2023 and that North Metro Fire would host the meeting. This date and location were posted on the Authority website as a special meeting.)

Glenn reported that the grant funded instruments were in the ordering process and that the fiscal agents had been paid for our part of the cost share as agreed upon in the grant project application. Limited training is included with the purchase of the new equipment and the training will be coordinated with the manufactures and the other regional team which are also receiving them.

The 2024 SHSP and UASI grants programs are available for projects to be submitted to the region for review and assessment.

Recent calls include an oil spill handled by West Metro Fire and the Jefferson County Sheriff's Office; a small spill at the National Renewable Energy Lab facility and handled by West Metro; a suspected drug lab in Broomfield handled by North Metro and West Metro and a small tanker truck crash on I-25 handled by Thornton and auto aid agencies.

Clint asked if there was a specified After-Action Report (AAR) form that the team uses to review calls and pass along lessons learned. There is no specific for as the AARs are generally done by the Authority Having Jurisdiction (AHJ) which includes more than just the HazMat response.

### **Team Meetings:**

Perry provided a review of the projects that the Strategic Working Group was working and asked if there was a particular form to be used to submit recommendation to the board for actions that might have financial or political ramifications and are generally beyond the scope of line team members. Glenn said that there was no form but that he would provide the group with a format that can be used to submit recommendation to the board for review and action.

### **Team Training:**

First quarter training is scheduled to be held on February 7<sup>th</sup>, 8<sup>th</sup> and 10<sup>th</sup> and will cover practical chemistry as delivered by Chris Webber aka "Dr. HazMat". The training will be delivered in a hybrid format with some people meeting in order to do the hands-on skills as well as some others attending via Zoom in order to get into the classroom discussions and training.

**2023 Board of Director's Meeting Dates** (Held on the fourth Tuesday of the **first month** of each quarter)

- 1<sup>st</sup> Quarter – Tuesday, January 24, 2023 1300-1500
- 2<sup>nd</sup> Quarter – Tuesday, April 25, 2023 1300-1500
- 3<sup>rd</sup> Quarter – Tuesday, July 25, 2023 1300-1500
- 4<sup>th</sup> Quarter – Tuesday, October, 24, 2023 1300-1500
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### **Vehicle Status:**

Vehicle Status: HazMat-6 was removed from Brighton Fire in preparation of being taken out of service permanently Glenn is still looking for the title for HM-6. Mark Schuman thinks that the truck may have originally belonged to North Washington Fire so he was researching there, otherwise, it looks like we will need to do a Bonded Title in order to sell or donate it.

HM-8 – the Dodge P/U at Westminster needs new batteries again. No decision has been made as to if it will be donated or sold. There was some discussion with interest in making it available to Adams County to be used as a prime mover (tow vehicle) or West Metro Fire to be used as a snow plow truck. After a short discussion, it was decided that both HM-6 and HM-8 should be removed from service and prepared to be sent to public auction. Several board members mentioned that their agencies have had good results with Richie Brothers Auctions (4444 Ritchie Dr, Longmont, CO 80504 (970) 535-6700)

The SWG is planning to make a formal request to the board for authorization to move HM-3 from Adams County Fire to South Adams County Fire in addition to additional equipment and vehicle relocations. This will come as a formal proposal at the April meeting.

### **Board Member Reports:**

Jesse Miller: No Report

Karl Smalley: There has been a new Sheriff elected in Adams County bus as it is now, there is no anticipated changes to be made to the SO's representative to the board. Glenn offered to meet with the new Sheriff to help explain the Authority and the SO's legal responsibilities regarding HazMat response and DERA authority.

David Ramos: No Report

Bob Hose: No Report

Brian Hlavacek: Absent

Steve Kelley: No Report

Jess Daniel: A new Sheriff has been elected in Jefferson County also. Jess reported on the oil spill/dumping that occurred in unincorporated Jefferson County and advised that a HazMat clean-up contractor was being placed on a retainer for response through County Risk Management.

Clint Fey: Discussed an arsine gas leak or container off-gassing at the National Renewable Energy (NREL) as well as a planned functional exercise with the Labs and West Metro Fire to take place in April 2023.

Jamie Denison: Reported that Arvada Fire recently responded to a Safeway store but could find no indication of a spill or leak.

John Simpson: Absent

Ben Barefoot: No Report

**Other Reports:**

Glenn reported on banking and finance charges that the Authority was being charged in spite of a substantial amount of money held on deposit.

**Old Business:**

The open Chair position was discussed again shortly and it was decided that the issue would again be tabled until a later date.

The status of the recommended Request(s) For Proposal (RFP) was discussed and also tabled until after the audit issues can be resolved.

**New Business**

Board election of the “At Large” position currently held by Ben Barefoot is done in January every year. Ben expressed interest in remaining on the board for another one-year term. There was a motion to reelect Ben as the “At-Large member of the board for 2023. There was a second to the motion from Karl Smalley. A vote was taken and the motion passed unanimously.

**Executive Session** – None scheduled

**Adjourned:**

There being no additional business, a motion to adjourn was made by Dave Ramos. There was a second from Bob Hose. A vote was taken and the motion passed unanimously at 1440 hours.

**Next Meeting Date:**

Scheduled for Tuesday April 25, 2023 from 1300 to 1500.

North Metro Fire Headquarters

101 Spader Way

Broomfield, CO 80020

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Secretary/Treasurer