

**Adams and Jefferson County Hazardous Response Authority  
Record of Proceedings  
July 26, 2022**

The Board of Directors of the Adams and Jefferson County Hazardous Response Authority held its regularly scheduled meeting on July 26, 2022 as a virtual meeting using the ZOOM pro virtual meeting program. Meeting identification and entry instructions were sent to board members, identified proxy representatives and posted on the public bulletin board of the Authorities website [www.adamsjeffco hazmat.org](http://www.adamsjeffco hazmat.org)

**Location:**

Meeting ID: 830 9506 6430

**Start Time:**

The meeting was called to order by Jesse Miller at 1:03 P.M. (1303)

**Attendance:**

Board Members present (in the virtual meeting) were: Jesse Miller, Karl Smalley, Bob Hose, Steve Kelley, Clint Fey, Jamie Denison, John Simpson and Ben Barefoot.

Excused from the meeting was: Jess Daniels, Dave Ramos and Brian Hlavacek.

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

**Change to the Agenda:** Glenn added two status updates bullet points to the Old Business to discuss the proposals on legal review and team assessment

**Record of Proceedings:**

Minutes of the April 26, 2022 meeting had been submitted for review. After review, there was a motion made by Jamie Denison to accept the minutes with the spelling of "Bearfoot" corrected to "Barefoot". There was a second to the motion made by Clint Fey. A vote was taken and the motion passed unanimously.

**Financial Report:**

Financial reports for April, May and June 2022 were distributed to board members and also available on the website. There was a short review and discussion about how the credit card receipts are presented and reviewed by Karl Smalley as Treasurer and correlated to the statement at the time of payment. All three month's credit card statements were made available as part of the financial packet.

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

**Coordinators Report:**

## **Team Meetings**

- Perry reported that the Strategic Working Group (SWG) had taken the month of June off to regroup but held a virtual meeting on July 15, 2022 to discuss guidance for team activities such as quarterly training and equipment needs. Perry Otero hosted the meeting and the three working groups. It was determined that the team equipment needs to be the primary focus with some additional attention being given to how and when equipment is moved or relocated.
- There has been little progress made in tackling the big issue items so it was decided to refocus the group on the critical needs problems to try and make some headway on clarifying call-out procedures, resolving the “Team Leader” definition and role within the team and working on inventory and future equipment needs for the team. These are essentially the same priorities as in the past but with the working groups down to one or two people each, it was decided that the group may need to look at all of these items.
- Glenn asked representatives from Arvada and West Metro to begin to develop FOGs on the use of the new Rigaku Raman, the Red Wave FTIR and the MX908 handheld GCMS instruments as they go through the training programs that accompany the purchase of these instruments.
- Andy Higgins of Arvada asked if there could be a questionnaire distributed to the member agencies asking for specific information regarding the agency point of contact, number of techs at that department, number of techs on shift at any given time, and members who are currently recognized as Team Leaders by their agencies.
  - Perry has asked for this information recently and will reissue the request to the points of contacts as there was little response from the team members.

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

- 4<sup>th</sup> Quarter – October 10,11 and 13, 2022 – some sort of in person combined training or regional drill.
- There will be at least one more HazMat Technician class in the metro area this year not including the one concluding on the 29<sup>th</sup> at North Metro.
- Along with Boulder HazMat and partially funded through an HMEP grant, we sponsored “Risk-Based Response to Battery Emergencies” training on July 11<sup>th</sup> and 12<sup>th</sup>. The classes were well received and well attended.

## **2022 Board of Director’s Meeting Dates** (Held on the fourth Tuesday of the **first month** of each quarter)

- 3<sup>rd</sup> Quarter - July 26, 2022 using the ZOOM virtual format.
- 4<sup>th</sup> Quarter - October 25, 2022 location and format TBD due to the COVID-19 Pandemic meeting protocols. Jesse is asking to hold an in-person meeting.

**Vehicle Status:**

The replacement window on HazMat-1 has been installed. All vehicles are in service.

**Board Member Reports:**

Jesse Miller (Vice Chair): No report

Karl Smalley (Treasurer): Reported that the Adams County fire agencies are at Stage 1 fire restrictions for all areas east of Gun Club Road. He also said that due to the results of the primary election, Adams County will have a new Sheriff after January 2023.

Jamie Denison: No Report

Bob Hose: No Report

David Ramos: Absent

Clint Fey: Reported that Captain Shawn Duncan has been transferred from Station 5 and that Mike Binney has been promoted and is now the HazMat Captain at Station 5

Jess Daniel: Absent

Brian Hlavacek: Absent

John Simpson: No Report

Steve Kelley: No Report

Ben Barefoot

**Other Reports**

**Old Business**

- A new chair will need to be selected and elected by the other board members. Currently, Jesse Miller is the Vice-Chair.

- Although this was discussed briefly, no actions were taken and the subject was tabled for the next meeting.
- The MX 908 GCMS units arrived and are being transferred to the Authority on July 21, 2022. Glenn will sign for both units and deliver them to Arvada and West Metro. Training on the units has been scheduled through the manufacturer.
- Status of the legal advisory RFP – Dave Ramos was not present for an update on this project
- Status of the Authority assessment RFP – Clint Fey said that he was hoping that there would be a decision made on legal council made before deciding on a contractor for the team assessment review but in the meantime, he would send his observations and recommendations to the other board members for their review. Once the other board members have reviewed and commented, then a decision can be made as to the need for legal review of the RFP. It was suggested that the County Attorney could be asked to review the proposed RFP if there was a concern.

### **New Business**

- Both the Adams and Jefferson County Hazardous Response Authority and the Jefferson County Hazardous Substance Response Authority current budgets need to be reviewed by the board so that Glenn can notify the member agencies if an increase is being sought or anticipated. The actual budgets need to be adopted no later than the October meeting on October 25, 2022. Current budgets are enclosed in the packet for review and available on the website.
  - There was an increase of 3% in 2008. An increase of 5% in 2015 and 5% in 2018. There has been no request for an increase from 2019 through 2022.
  - Historically, over the past 20 years, we have had an average increase of about 0.65% per year.
    - Although there is an anticipated need for funding of several capital asset projects such as SCBA, radios and air-packs, there is no formal proposal from the equipment working group specifying quantity, cost or justification.
  - **After a short discussion, Bob Hose made a motion that no budget increase should be requested by either entity for FY2023 as there is no established justification or request from the equipment working group. There was a second made by Jesse Miller. A vote was taken and the motion passed unanimously.**
- Jeffco Substance Authority Board members Jamie Denison (Fire Districts and Departments) and Jesse Miller (Cities and Towns) board appointments will expire at the end of September. There is a recommendation process that Glenn must go through to advise the Jeffco Board of County Commissioners (BCC), asking them to re-appoint the two members or to recommend replacements for one or both of the positions if Jamie and/or Jesse are not interested in remaining on the HazMat board.

- Both Jesse and Jamie expressed that they are willing to stay on the board and wanting to request to be reappointed by the Jeffco BCC for another two-year term.
- The recommendation process as defined within the IGA will be followed.

**Executive Session:** As necessary.

**Adjourned:** Moved: John Simpson      Seconded: Bob Hose      Time: 1409

**Next Meeting Date:** Scheduled to be held Tuesday October 25, 2022 1300-1500.

Jesse Miller suggested that due to the number of new board members, an in-person meeting could be more productive considering that both budget approval and the selection of a new chair need to be discussed. He did express that he was concerned about attendance however. The majority of the group agreed that it might be time to consider an in-person meeting again. Location to be determined.

**PROPOSED ONLY**

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Secretary/Treasurer