

**Adams and Jefferson County Hazardous Response Authority  
Record of Proceedings  
February 21, 2023**

The Board of Directors of the Adams and Jefferson County Hazardous Response Authority held a special meeting on February 21, 2023 as a combined in-person and virtual meeting using the ZOOM pro virtual meeting program. Meeting identification and entry instructions were sent to the board members. Notification of the meeting was posted on the public bulletin board of the Authority's website:  
[www.adamsjeffcoazmat.org](http://www.adamsjeffcoazmat.org)

**Location:**

North Metro Fire District Headquarters  
101 Spader Way – Chief's conference room on the 1<sup>st</sup> floor  
Broomfield, CO. 80020

**Virtual Meeting Link:**

<https://northmetrofire.zoom.us/j/88049150905?pwd=R013dopxRllyTnJLaEpPbHNhQ0FEQT09>  
Meeting ID: 880 4915 0905  
Passcode: 793752

**Start Time:** 10:30 a.m. (1030 hours)

The meeting was called to order by Jesse Miller at 10:41 (1041 hours)

**Attendance:**

Board Members present were:

Karl Smalley  
Dave Ramos  
Jess Daniel  
Jamie Denison  
John Simpson

Attending via the virtual meeting were:

Jesse Miller  
Bob Hose  
Brian Hlavacek  
Clint Fey  
Ben Barefoot  
Steve Kelley

Also attending was:

Glenn Grove -in person  
Bob Feis – in person  
And Dwaine Barclay via Zoom

**Change to the Agenda:** None

**Meeting Topic:**

Presentation of the 2021 financial audits of the Jefferson County Hazardous Substance Response Authority and the Adams and Jefferson County Hazardous Response Authority by Feis & Company

Bob Feis presented the audits individually starting with the *Jefferson County Hazardous Substance Response Authority*:

Discussion: Bob Feis explained that there were no exceptions noted in the audit. He also explained that due to the small size of the agency and small budget with little activity, the Jeffco Substance Authority could qualify for an audit exemption through the State of Colorado. Bob said that this option is not currently available to the Jeffco Authority because there is a condition of timely filing of past audits that has not been met.

Bob expressed concern regarding the delays in filing the audit with the state and made a few suggestions to the board. He stated that although there is no indication of wrongful actions now or in the past, his biggest concern is the lack of segregation of duties within the financial process and he recommended more board oversight.

*Adams and Jefferson County Hazardous Response Authority* Audit Review:

Discussion Bob explained that there were no exceptions noted in the audit. He explained that due to equipment depreciation of about \$50,000, the Authority shows a net loss of about \$11,000 but a positive cash carryover of \$27,242 for the year.

As with the Jeffco audit, Bob expressed concern about the timeliness of the audit as it is now five months past due for filing with the State of Colorado. There was some discussion as to how to avoid this issue in the future and both Bob and Dwaine made a few suggestions to the board. He also expressed concern about the lack of segregation of duties within the financial procedures and again recommended more board member oversight to ensure that the Authority is not vulnerable to theft or embezzlement.

**Motion to approve the Jefferson County Hazardous Substance Response Authority 2021 Audit:**

A motion to approve the audit as presented was made by Jamie Denison. There was a second from Jess Daniel. A vote from the five Jefferson County representatives was taken and the motion passed unanimously.

**Motion to approve the Adams and Jefferson County Hazardous Response Authority 2021 Audit:**

A motion to approve the audit as presented was made by Dave Ramos. There was a second from Jesse Miller. A vote was taken and the motion passed unanimously.

**Executive Session** – None

**Adjourned:**

There being no additional business, a motion to adjourn was made by Dave Ramos. There was a second from Karl Smalley. A vote was taken and the motion passed unanimously.

Next meeting date, Tuesday April 25, 2023 from 1300 to 1500. Location to be determined.

---

Secretary/Treasurer