

**Adams and Jefferson County Hazardous Response Authority
Record of Proceedings
April 25, 2023**

Location:

The Board of Directors of the Adams and Jefferson County Hazardous Response Authority held its regularly scheduled meeting on April 25, 2023 at the North Metro Fire District Headquarters, 101 Spader Way, Broomfield, CO 80020

ZOOM Meeting ID #

Start Time

The meeting was called to order by Jesse Miller at 1:06 P.M. (1306)

Attendance:

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

Board Members present in the virtual meeting were: Ben Barefoot, Brian Hlavacek, Jamie Denison,

Excused from the meeting was: Dwayne Baker with proxy of John Simpson

Also attending were: Glenn Grove, Karie Slade (in person) and Andy Higgins via Zoom.

Changes to the Agenda:

There were no changes to the agenda.

Records of Proceedings:

Minutes of the January 24, 2023 minutes were presented and discussed.

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

Minutes of the Special Audit Review Meeting were presented and discussed. Steve Kelley made a correction to the meeting minutes advising that he had attend the meeting virtually and was not absent. With the noted correction, a motion to approve the minutes was made by Jess Daniel. There was a second to the motion made by Dave Ramos. A vote was taken and the motion passed unanimously.

Financial Report:

Financial reports for January, February and March, 2023 were distributed to board members and also available on the website.

After review, a motion to approve the financials was made by Dave Ramos. There was a second to the motion made by Bob Hose. A vote was taken and the motion passed unanimously.

Coordinator's Report:

Glenn reported that we are waiting for Feis & CO to notify us when the 2022 audits begin

Special training for users of the Rigaku ResQ CQL Raman, MX 908 High Pressure Mass Spectrometer and the Red Wave Threat ID FTIR instruments has been delivered so all grant funded equipment is now in service.

North Metro Fire submitted an instrument package project that has been approved and will be funded using 2024 SHSP or UASI grant funds.

There was a sulfuric acid spill at Miller-Coors on April 13, 2023 with an estimated 3,000 gallons pumped and spilled into the containment basin of the tank. This quantity exceeded the capacity of the catch basin and overflowed containment. Fairmount Fire, Golden Fire, Arvada Fire, West Metro Fire and JCSO (DERA) responded and were on scene. Additional details were reported in the Board Member Reports by those agencies on scene.

Lookout Alert/RAVE data entry has been requester through the Strategic Working Group agency representatives for call-out notification. Instructions on how the data entry information base for individual agencies has been distributed to agency representatives. (This topic was discussed further in the Board Member Reports section of the meeting.)

Health care insurance coverage is changing May 1st as Glenn will now be covered under Kaiser's affiliated Medicaid program. Coverage for Karie *should* continue through the renewal date. This is uncertain because we cannot have medical insurance as a group of one. Brandon Lincoln of Lincoln Financial Services has been contacted and a meeting requested to ensure that services are not lost for Karie as a result of this change.

Team Strategic Working Group Meetings:

FOG review is still in progress with several more available for review and discussion

SCBA replacement estimates are being reviewed by the equipment working group. Andy Higgins (Arvada) reported that several options are being reviewed including total replacement as well as a partial replacement plan consisting of only replacing the service life limited bottles and continuing to use the current packs. This would result in a substantially lower financial requirement.

Andy also presented an equipment relocation proposal to the Board of Directors for review and comments. This consisted of relocating some of the high technology instrumentation from Arvada HazMat-4 to HazMat-2 located with North Metro Fire. An additional part of the proposal recommended relocating HazMat-3 from Adams County Fire to South Adams County Fire in Henderson. The proposal also recommends repurposing the mass decon unit, Decon-1 into a major highway spill response truck and relocating it from Thornton Fire to Adams County Fire. See additional information and discussion under "New Business"

Next meeting scheduled for Monday May 8, 2023 via ZOOM

Team Training:

Glenn reported that in addition to the scheduled training dates listed, that the operator training on the new instrument training has been completed. It would appear that about 60-75 team members attended the training over the three different delivery dates.

Glenn reported that April training should have been completed but that he had no topics or attendance records as this and the third quarter trainings are “In-House” and done within the individual agencies per the plan from the SWG.

- 1st Quarter - January 7, 8 and 10 practical chemistry with “Dr. HazMat” via Zoom
- 2nd Quarter – April – In House
- 3rd Quarter – August – In House
- 4th Quarter – October Full team drill TBD

Several board members expressed concern that the team was not meeting its training expectations and record keeping requirements. This topic prompted a spirited discussion about the abilities and expectations on the Coordinator and the Administrative Assistant to oversee team training and tracking of relevant training by team members when training is unstructured and left to the member agencies to do independently of other team members. This continued into a discussion about the levels of commitment of some of the member agencies and the financial burden placed on many of the larger agencies that ensure a response capability for some of the smaller agencies.

As a result of this discussion, Dave Ramos proposed there should be a special meeting of the board members, member agency representatives, agency executives and interested parties to discuss some specifics of the Authority including, but not limited to: training, equipment placement, upcoming equipment requirements, funding mechanisms, future direction and relevance of the Authority in today’s HazMat landscape.

A motion was made by Clint Fey to hold a special meeting on June 6, 2023 at 1:00 p.m. (1300 hours) and hosted by North Metro Fire Headquarters to discuss the future direction of the Authority and the combined Adams/Jeffco HazMat team. There was a second to the motion submitted by Steve Kelley. A vote was taken and the motion passed unanimously.

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

It was brought up that planning and posting of the board meetings may not be meeting the requirements of the Open Meetings Law or “Sunshine Law” as defined by §24-6-401 CRS and §24-6-402 CRS by posting the meeting schedule and contact information on the Authority’s website. Clint Fey said that he would be responsible for publicly posting the board meeting schedule, agenda and location at the West Metro Fire headquarters building in Lakewood. In order to make the proper posting, locations of the meeting would have to be agreed upon well in advance of the upcoming meetings. At that time, it was agreed that the board meeting for the third quarter meeting would be held at the Westminster Fire Training Station, 9150 Lowell St. and the fourth quarter meeting would be held at the West Metro Fire Headquarters building, 433 South Allison Parkway at the dates and times listed below.

- Special Planning Meeting, Tuesday, June 6, 2023 1300 at North Metro Fire
- 3rd Quarter – Tuesday, July 25, 2023 1300-1500
- 4th Quarter – Tuesday, October, 24, 2023 1300-1500

Vehicle Status:

HazMat-6 has been stripped of all the markings and emergency equipment and Glenn and Karl Smalley are working to locate or generate a title so that it can be taken to auction. HazMat-8 has been removed from Westminster Station 2 and Glenn will begin removing all marking and emergency equipment so that it can also go to auction as soon as possible.

Board Member Reports:

Ben Barefoot: Elected as Board Chair. No additional Report

Jesse Miller: Asked that the minutes be sent and posted as soon as practical

Karl Smalley: No Report (Had to leave the meeting at 1414 to respond to a call)

David Ramos: No Report

Bob Hose: No Report

Brian Hlavacek: No Report

Steve Kelley: Reported that the team dispatch protocols have not been distributed to all five of the dispatch centers (PSAPs)

Jess Daniel: Reported that he and Deputy Rick Searle responded to Miller-Coors regarding the acid spill as the DERA representatives from the Sheriff's Office

Clint Fey: Reported that there is to be an After-Action Report on the acid spill headed by Fairmount Lt. Eric Lugenbill who was the Incident Commander for the call. No date time or location has been set at this time.

Clint also stated that he felt that the team needs a draft of a team call-back procedure with follow-up with Jeffcom, Adcom and the three city PSAPs

Jamie Denison: No Report

John Simpson:

- Dwayne Baker: Absent

Other Reports:

None

Old Business:

Board of Directors Chair Position Selection has been left unfilled for some time. Ben Barefoot volunteered to accept the position. Ben's selection as chair was confirmed by acclamation.

RFP Status

- Legal services contract proposal review was tabled indefinitely pending Authority review meeting scheduled for June 6th.
- Administrative assessment proposal was also tabled indefinitely pending Authority review meeting scheduled for June 6th.

New Business:

Andy Higgins of the SWG is presented a recommendation to relocate some of the highly specialized instrumentation from HazMat-4 in Arvada to HazMat-2 in Broomfield. There was some discussion regarding the time that it would take to properly train people to operate the instruments in relationship to when North Metro can anticipate receiving their own instruments that have been approved for purchase within the 2024 SHSP/UASI grant programs. It was recommended that this proposal be tabled until after that scheduled June 6 planning meeting.

There was also a recommendation to move HM-3 from Adams County Fire to South Adams County Fire to supplement the HazMat/Communications vehicle that they have assembled and repurpose the Mass Casualty Decon Truck into a large highway spill response vehicle and move it from Thornton Fire to Adams County Fire. A motion was made by Clint Fey to approve this vehicle transfer. There was a second from Steve Kelley. A vote was taken and the motion passed unanimously.

There was discussion about developing a 2024 budget proposal for the Authority. It was recommended by Steve Kelley that the Authority should be guided by the Denver-Lakewood-Boulder Consumer Price Index for All Urban Consumers (CPI-U) which is currently at 8%. Glenn was instructed to notify member agencies to anticipate a budget increase from 2023 to 2024 of 8%.

Clint Fey made a motion to direct Mr. Grove to collect all reimbursement and billing information from the agencies that participated in the Miller Coors incident, to identify all Adams / Jeffco equipment and supplies that were utilized, and to assemble an invoice including all the information. The invoice shall be submitted to the appropriate contact at Miller Coors no later than May 19, 2023.

There was a second from undetermined (possible Steve Kelley). A vote was taken and the motion passed unanimously.

Clint Fey made a motion to direct Mr. Grove to facilitate the completion of a comprehensive after-action review of the recent incident at the Miller Coors complex. The report should include both strengths and weaknesses and include suggestions for how weaknesses can be addressed. The written report shall be delivered electronically to the Board of Directors before the close of business on May 26, 2023.

There was a second from undetermined (possible Steve Kelley). A vote was taken and the motion passed unanimously.

Clint Fey made a motion to establish the Jeffcom / West Metro Fire Rescue Administration at 433 S. Allison Parkway as the public posting place for all notices regarding the Authority effective immediately. Furthermore, the Board of Directors

requires the Authority coordinator to post all notices in both the public posting place and on the authority's website at least 24 hours in advance as required by C.R.S. 24-6-401.

There was a second from Dave Ramos. 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 Jesse Miller. There was a second from Clint Fey. A vote was taken and the motion passed unanimously at 1555 hours.

Next Meeting Date:

Scheduled for Tuesday June 6, 2023 from 1300 at North Metro Fire Headquarters, 101 Spader Way Broomfield, CO 80020

Secretary/Treasurer