

Meeting Minutes

Special Meeting of the Adams and Jefferson County Hazardous Response Authority Workgroup

Wednesday, July 12, 2023 – 8:00AM

I. CALL TO ORDER

The meeting was called to order on Microsoft Teams by Clint Fey at 8:00a.

II. ROLL CALL OF WORKGROUP

- a. Jesse Daniel
- b. Jaime Denison
- c. Clint Fey
- d. Bob Hose
- e. Steve Kelley
- f. Jesse Miller
- g. Dave Ramos

A roll call was taken, and all members were present with Jesse Daniel arriving at 8:02a.

III. ADDITIONS TO THE AGENDA

No additions to the agenda were noted.

IV. PUBLIC COMMENT (Comments limited to 3 minutes each)

A call for public comment was made and no members of the public were present.

V. OLD BUSINESS

The discussion on old business was opened and the order was altered to start with legal representation.

A. Legal representation

The workgroup was briefed on the progress towards obtaining legal counsel for the Authority. Ms. Adele Reester of the firm Lyons Gaddis was selected as the attorney of record. An electronic vote via email was conducted on 6/27 and 6/28. All 11 members of the board responded to unanimously authorize President Ben Barefoot to sign the engagement letter with Lyons Gaddis.

Ms. Reester was forwarded several documents from the “new member’s packet”. She returned comments about her concern with some documents lacking signatures. Mr. Gove will be directed to locate all signed copies and forward them to Mr. Barefoot for transmission to Ms. Reester.

Later in the discussion it was requested that Ms. Reester be invited to the July 25th meeting to introduce herself and be available to offer legal advice to the Board within executive session. An electronic invite was sent immediately after the meeting.

B. Bookkeeping and financial tracking

The workgroup discussed the progress on obtaining data about the potential cost of outsourcing bookkeeping to an independent accounting firm. Two firms had been contacted, including Feiss & Co., who expressed interest. The

discussion questioned whether we should consider moving forward without a cost estimate. It was pointed out that preliminary research showed likely cost savings over our current expenses and that even at the same cost the benefit of having an independent CPA firm with extensive knowledge in governmental accounting would likely be worth it.

Conversation then focused on the overall purpose of the workgroup, specifically “should the Adams/Jeffco Authority continue or not”. Ultimately, the concept of three general options were discussed. Those included:

- Maintain Status Quo and seek improvements
- Make structural changes and seek additional improvements
- Discontinue the Authority while preserving mutual aid and operational capability.

Ultimately, Steve Kelley was requested to develop a shared form where each member of the workgroup could add their thoughts on each option. Jesse Daniel volunteered to present the overall findings at the July 25 Board meeting.

C. Oversight and administration

The workgroup also discussed the full-time coordinator position. Members of the workgroup had received feedback that thought there was a need for a position to handle logistical needs such as SCBA certification, monitor calibration, and supply maintenance. But they also thought that role could be fulfilled by a part-time position that focused on logistics rather than management and administration. The group further discussed the administrative and managerial roles and considered the possibility of some of those responsibilities falling on the Board and/or members of the strategic workgroups.

Further discussion involved the merits of a transition period versus a more immediate alteration should any changes be made.

VI. NEW BUSINESS

A. Team dynamics & response capabilities

The workgroup was briefed on a recent hazmat spill in Evergreen. Concern was expressed about the remaining lack of a callout policy and reimbursement process despite it being requested at the last Board meeting.

There was also discussion about Lakewood’s decision to exit the Jeffco Authority at the end of 2024. Members of the Jeffco Authority who were present acknowledged the challenges and plan to address the issue soon after the July 25th meeting. Further discussion questioned whether Lakewood’s decision effectively ended the Adams/Jeffco Authority. Consensus was that while the Lakewood decision will make things more challenging on the Jeffco contribution, ultimately the expectation is that the Adams/Jeffco Authority will exist until at least the end of 2024 based on the current agreement.

B. Communication and stakeholder engagement

The workgroup mentioned that the Evergreen incident further highlighted the need for agencies to understand the role of the Authority and for our responsibility to better engage and educate stakeholders.

C. Bylaw and agreement updates

No additional discussion was held beyond the above.

VI. EXECUTIVE SESSION (If needed)

No executive session was called.

VII. DATE/TIME FOR NEXT WORKGROUP MEETING

The workgroup decided to wait until the July 25 Board meeting to establish a date for the next meeting.

VIII. ADJOURNMENT

The meeting was adjourned at 9:47a.