



**RECORD OF PROCEEDINGS
FREDERICK-FIRESTONE
FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR
MEETING
8426 KOSMERL PLACE, FREDERICK
COLORADO 80504**



**MINUTES
April 11, 2022**

The regular meeting of the Board of Directors of the Frederick-Firestone Fire Protection District was called to order by Chairman Walb at 7:00 p.m.

ROLL CALL

Directors Present:

Clyde A. Walb, President/Chairman
Edward Weimer, Vice President
David Stout, Treasurer
Christopher Vigil, Secretary
Jeffrey Jurgena, Assistant Secretary, Excused

Also present:

Jeremy A. Young, Fire Chief
Dino Ross, Legal Counsel
Doug Prunk, Assistant Chief of Operations
Steve Iacino, Assistant Chief of Planning
Mike Cummins, Finance Director
Summer Campos, Community Outreach Specialist
Katie Maselbas, Citizen - Board Candidate

APPROVAL OF AGENDA

Treasurer Stout moved to approve the Agenda for the April 11, 2022, meeting as presented. Motion seconded by Vice President Weimer. The motion passed unanimously.

PUBLIC COMMENT

No public was present to address the Board.

ATTORNEY'S REPORT

Attorney Ross presented the Attorneys' Report for the month of March 2022, included in the Board packet. Attorney Ross briefly discussed the Town of Firestone's annexation of portions of WCR 19 and how this applies to the District's emergency service IGA with Firestone. Attorney Ross and Chief Young will continue to work through this with the Town of Firestone. Attorney Ross also met with Chief Young and Finance Director Cummins to discuss the due diligence for the upcoming District bond issue. Attorney Ferguson worked with Chief Staff on the job description for a full-time Paramedic position. Attorneys Duke and Woodward continue to work on the SCL Health land donation of property to the District and have also been working with the Town of Frederick on any property and construction requirements.

The Board of Directors did not have any additional questions for Attorney Ross.

FIRE CHIEF'S REPORT

Fire Chief Young provided the Board with information on the following topics:

- **Administration**
 - Fire Chief Young and COS Campos continue to work on the educational component of the upcoming May 3 election. We are attending all community events between now and May 3, public informational forums were held on April 4th, 5th, and 6th throughout the District. The District will also continue its digital campaign up until May 3rd. Local 4123 has also stepped up and are assisting the District with messaging, signs, and information sharing through their appropriate channels.
 - Staff continues to work with the District's Designated Election Official (DEO) on Board of Director and General Obligation Bond Question for the May 3, 2022, election.
 - The Colorado Incident Management Team 3 (COIMT3) is seeking a new fiscal agent for their team and visited with Fire Chief Young in March. After a few staff meetings, vetting process through the State of Colorado, and Weld County it was decided not to assist the COIMT3 at this time. The District is helping the team try to find another suitable fiscal agent in home here in Northern Colorado.
 - The First Quarter Strategic Plan update will be provided at next month's Board meeting due to multiple meetings and changes occurring the first two weeks of April and to allow the potential new Board members to receive the report at the May Board of Directors meeting.
- **Human Resources / Personnel / Staffing**
 - Fire Chief Young and Finance Director Cummins are working on 2022 – 2023 Salary and Benefits comparable studies from the Denver Metro area and Northern Colorado area in order to provide current data for the upcoming salary and benefit planning for the 2023 budget. The main issues we continue to face as a District is remaining competitive within the job market when it comes to salaries and benefits for our personnel.

- Fire Chief Young along with the AC of Operations and AC of Planning held Company Officer Meetings in March. These meetings had the main objective of getting everyone back on the same page of officer expectations, outcomes, mission, vision, and values, and overall consistency aspects between all three (3) shifts. Since coming out of all the lockdowns and changes of the pandemic, the political nature of our country, the societal changes we are all encountering and facing, it was time for all of us to have a refresher and rejuvenation of what is important and how we can work together to improve and assist one another against external forces. There will be future meetings as this will progress over the next 3 – 5 months.
- Fire Chief Young and HR Specialist Docheff have been meeting and conversing with multiple Employee Benefit Vendors over the last 45-days. We are beginning the bidding process and reviewing all aspects of our employee benefit programs in order to ensure we are providing the best programs for our employees. With the ongoing inflation and benefit program changes, this is becoming more challenging than ever before.
- Annual Performance Evaluations for 2021 were completed during the months of February and March.
- **Intergovernmental and Community Relations**
 - Fire Chief Young and Staff continue to attend multiple Weld County meetings through the months of March/April 2022. Meetings include the Communication Board Meetings, E-911 Authority, County Workgroups, CAD Workgroups, and the Weld County Utility Board Commission as requested or required.
 - Fire Chief Young and other staff have attended multiple events, ribbon cuttings, grand openings, civic meetings and trainings, Carbon Valley Rotary Bingo, and Town Forums and meetings to ensure the Fire District continues to be represented in the community and to ensure an avenue for communication is provided at every level possible.
 - Fire Chief Young and Police Chief's Norris and Angelo will be meeting in April to discuss future build out of our Fire Investigation resources. Statutorily the Fire District is responsible for origin and cause at every fire within the District, however, if the fire is considered incendiary (arson) then the criminal investigation side takes over. All three agencies are working on ensuring we have solid operating guidelines and all personnel across fire and police are trained and educated within the proper areas.
 - The District hosted the Weld County Fire Chiefs Association meeting in March. A new fire equipment and ambulance vendor (Danko) presented to the association. Danko is moving into the Colorado territory and their new salesperson lives right here in Firestone. The Association also had lengthy discussion on legislative aspects, air ambulance utilization in Northern Colorado, Weld County Ambulance License Fees, Dispatch CAD changes, and records management systems utilized across the County.
 - Fire Chief Young continues to communicate with both Towns in the areas of Developer Impact Fees, Emergency Service Agreements, and upcoming elections for all of us. Chief Young will continue to keep the Board up to date as things progress or change.

PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:

• **Community Development / Code Enforcement**

The District is currently working on sixty-eight (68) commercial projects within the Town's. Twenty-two (22) commercial projects in Firestone, Forty-five (45) projects in Frederick, and one (1) project in Weld County. In addition, we have three (3) additional annexations coming into the District zoned for residential and commercial/mixed use.

Residential development includes thirty-four (34) residential development projects with an additional 14,224 planned dwelling units; 7,558 in the Town of Frederick and 6,666 in the Town of Firestone. Many residential developments will include additional commercial zoned property for future commercial development in coordination.

- **Fire Code Inspections** – Thirty-three (33) fire code inspections were completed in March.
- **Target Hazard Inspections** – Nine (9) target hazard inspections were completed in March.
- **Certificates of Occupancy** – There was one (1) Certificates of Occupancy completed in March.
- **New Permits Issued** – In March, the District issued two (2) construction permits, three (3) fire alarm permits, one (1) fire sprinkler permits, and one (1) residential development permit, one (1) fireworks stand and one (1) food truck permit issued for a total of nine (9) permits. The District billed a total of \$3,104.00 in plan review and permit fees in March 2022.
- **Burn Permits** – There were three (3) burn permits issued in March.
- **Fire Investigations** – There were two (2) residential structure fire investigations in March.
- **Youth Firesetter Program** – There were no new Youth Fire Setter (YFS) cases in March.

COMMUNITY OUTREACH

Community and PR Events for December:

- Attended and presented at the Firestone Meet & Greet at the Firestone Police Department
- Certified Legacy Elementary staff on CPR, Automatic External Defibrillator (AED) and Basic First Aid training.
- Attended Lead Peer Support Training for the District by Building Warriors.
- Attended Chamber events including Chamber Before Hours, Lunch and Learn, and Meet & Greet for new Executive Director of the Carbon Valley Chamber of Commerce.
- Attended FireStats – Data Analysis for the Fire Service course and accreditation status.

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

Section Activity Summary

• **2022 Project Updates**

- Colorado State EMTS Grant Project - Finance Director Cummins and Asst. Chief Prunk presented a brief overview of the District's replacement ambulance proposal and answering panel questions at the March 15th NCRETAC meeting in Loveland, CO. Thus far the grant has been received well and it is anticipated to move on the next phase of the grant process, Regional Review May 12th-13th with final notice on June 30, 2022.
- The Rescue Engine design committee has submitted the first draft of the Request for Proposal (RFP) for review. Further document and design work will be conducted in April for final executive review in May.
- Battalion Chief Edwards attended a day long Mobile CAD workshop in Greeley preparing for the new Central Square CAD implementation in August 2022 for the District.

• **Station Projects and Maintenance and Apparatus**

- Station 1 roof repairs were conducted.
- Crews have begun spring activities and maintenance at all facilities.

• **Operations Section Situation Status**

- The application process closed March 17, 2022, for the positions of EMT/Paramedic Firefighter. The Training Division conducted over twenty phone interviews on March 21st-22nd. The next phase of the process will be conducted April 12th -13th.
- No updates to current District policies regarding COVID-19.
- The District is monitoring national shortages to certain medical supplies. Thus far, the District has been able to modify procedures to accommodate these shortages.

• **Training Summary – March 2022**

- Total Fire Training Hours: 1,561 Hours
- Total EMS Training Hours: 261 Hours

• **Overview of Training Events for March 2022:**

- All members completed monthly Continuing Medical Education with Dr. Cheek.
- All members completed SCBA, Firefighter survival maze at Platteville's Tower.
- All members completed Firefighter II Job Performance Rodeos and Hose Management drills.
- All National Registry EMT renewals completed.
- Two (2) Paramedics are field instructors for paramedic students.
- One (1) member completed 10-month recruit test.
- Multiple state written tests scheduled and completed.
- Two members obtained State Fire Officer-I certification.
- All members continued annual RT-130 refresher.
- One (1) member completing paramedic school field instruction.
- Training Division worked on a new hire assessment center process.
- Two (2) members attended FireStats class hosted by the District.
- Tech. Rescue Team members attended North Area Quarterly Training.

- All paramedics attended Quarterly Paramedic meeting and in-service.
- Three (3) Hazmat Team members attended Southwest Weld Hazmat Training.

- **Call Types – Year-To-Date**

- EMS/Medical – 519
- Fire – 43
- Alarm Activation – 56
- Public Assist/Other – 59
- Hazardous Materials – 11
- Special Operations - 1

- **Ground Transports Comparison:**

- March 2022 – 115
- March 2021 - 83

FINANCE SECTION REPORT – FINANCE DIRECTOR:

- **Accounting & Financial – Audit Preparation and Banking**

- Pretty much everything is done – need to email some schedules & put a few things up on the Auditor's portal – should finish tomorrow or Wednesday
- Payroll accrual entries completed
- Accounts Payable entries completed
- Cash with County Treasury entries completed
- Receivables entries completed for 2021 for the auditor
- Capital & Depreciation entries completed
- Audit field work moved to May 2nd through May 5th (from 4-25-2022 through 4-28-2022 - per Auditor's request)
- Great Western Bank Merged with First Interstate Bank
- The Checking account will convert to a First Interstate account on 4-29-2022
 - We are told the new checking will have the same account number
 - However, we are told the new checking will have a new routing number as of 5-23-2022
 - As things stand at this time, we won't need new signatory cards for the new account
 - New Board Member(s) will need to execute signatory cards at the 5-9-2022 Board Meeting for the new Board Member or members
- The District's Credit Card situation will change in June from VISA Cards currently held with Great Western Bank to MasterCard cards with First Interstate
- Credit card balances on the current GWB VISA's will transfer to the new First Interstate Mastercard's

- **2022 - YTD Budget Summary**

- County Distribution was realized on Thursday, April 7, 2022 (March 2022 Distribution) and is included in the Executive Summary below.
 - Total net distribution was \$852,890, last year's March distribution was \$2,106,854
 - Motor Vehicle Specific Ownership Tax comprised \$54,475 of the \$852,890 total

GENERAL FUND

From January 1, 2022, through April 6, 2022

	<u>Budgeted</u>	<u>Received YTD</u>	<u>Remaining Budgeted</u>	<u>Percent Received</u>
<i>TOTAL REVENUE:</i>	<i>\$11,439,872</i>	<i>\$4,054,572</i>	<i>\$7,385,300</i>	<i>35.44%</i>
		<u>Expended & Committed YTD</u>	<u>Remaining Budgeted</u>	<u>Expended Committed</u>
<i>TOTAL EXPENDITURES:</i>	<i>\$14,855,317</i>	<i>\$3,515,869</i>	<i>\$11,339,448</i>	<i>23.67%</i>

26.6%
Fiscal Year Expired

• **EMS Billing and Collections Summary**

- Reporting Period: 3/1/2022 through 3/31/2022
- Total Charges: \$151,224.00
- Billable Calls: 140

- Total Cash Posted: Current Month: \$88,809.05
Six Month Average: \$62,543.51

- Current Adjustments: Current Month: 70,499.32
Six Month Average: \$65,507.36

- Proceeds Collection Referrals: Current Month: \$2,639.01
Six Month Average: \$2,084.64

• **Miscellaneous Financial Information:**

- None at this time.

FIRE CHIEF DISCUSSION AND ACTION ITEMS

- **FFFPD Board of Directors By-Laws Revision:** Under new business, staff is requesting consideration for the ratification and approval of the revised Board of Director By-Laws. These revised Board By-Laws were completed by Fire Chief Young and Legal Counsel in February and early March to ensure the District was up to date statutorily and operating appropriately within our by-laws as a Title 32 Special District. The last recorded changes were in 2006. The Board has had access to the draft by-laws since the March Board of Director meeting. No concerns, questions, or issues have been brought forward at this time.

- Paramedic Job Description: Under new business, staff is requesting the approval and adoption of the new job description for Paramedic. This position is a paradigm shift for the District as we continue to pivot in finding new ways to continue and maintain our mission in a challenging and competitive job market across Colorado and the nation. This draft job description has been reviewed and approved by legal counsel as presented.
- SCL Land Donation and Submittals – Station 5: We reached another snag in the process this last week. We are still working on ensuring the District is protected within the new revisions and carve out of the original MOAPI between the Town of Frederick and the Sisters of Charity Leavenworth (SCL). We were planning on full approvals for the April 12th Town meeting; however, the District is looking at the potential of a May meeting to get this accomplished at this time. Staff along with legal and architect are all working to get this finished as soon as possible.

CONSENT AGENDA

The Consent Agenda for the meeting was presented and consisted of the following items:

- Approval of the minutes of the March 14, 2022, regularly scheduled meeting.
- Confirmation of the continuity of the Financial Reports from March 10, 2022, to April 6, 2022.
- Voided Check #33328 Processed from March 10, 2022, to April 6, 2022, as presented.
- Payment of the bills and approval of all Financial Reports to include ColoTrust statements and payroll registers as presented.

Treasurer Stout moved to accept and approve all items under the Consent Agenda. Motion seconded by Secretary Vigil. The motion passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

- Vice President Weimer moved to Accept and Approve the ratification of the Frederick-Firestone Fire Protection District's Board Bylaws. Motion was seconded by Treasurer Stout. The motion passed unanimously.
- Treasurer Stout moved to Accept and Approve the Paramedic Job Description for 2022 as presented. Motion was seconded by Vice President Weimer. The motion passed unanimously.

ADJOURNMENT

With no further business before the Board, Vice President Weimer moved to adjourn the meeting. The motion was seconded by Treasurer Stout. The motion passed unanimously. The meeting was adjourned at 7:37 p.m.



Christopher Vigil, Secretary