



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



**MINUTES  
May 23, 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

**Also present:**

Jeremy A. Young, Fire Chief  
Dino Ross, Legal Counsel  
Doug Prunk, Assistant Chief of Operations  
Steve Iacino, Assistant Chief of Planning  
Summer Campos, Community Outreach Specialist  
Kara Docheff, Human Resources Specialist  
Katie Maselbas, Oncoming Board Candidate  
Kathy Griffin, Resident  
Steve Shockley, Resident

**APPROVAL OF AGENDA**

Treasurer Stout moved to approve the Agenda for the May 23, 2022, meeting as presented. Motion seconded by Vice President Weimer. The motion passed unanimously.

**PUBLIC COMMENT**

No public in attendance addressed the board.

### **ATTORNEY'S REPORT**

Attorney Ross presented the Attorneys' Report for the month of April 2022, included in the Board packet. Attorney Ross welcomed and congratulated the elected directors before briefly discussing 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. Attorneys Duke and Woodward continue to work on the SCL Health land donation to the District and have also been working with the Town of Frederick on the MOAPI; the only outstanding matters are the various fees to be charged by the Town. The parties have tentatively agreed to move the discussion of the fees to a later date, so that the MOAPI can be finalized now. Attorney Ferguson advised Chief Staff on the advantages and disadvantages of a paid time off (PTO) policy versus the District's current vacation and sick leave policies. Attorneys Ferguson and associate attorney Jenn Kinkade provided an extensive legal advisement on the Colorado Family Medical and Leave Insurance (FAMLI) and will provide more information in a later Board meeting. Attorney Ross also provided a legislative update to the Board and Chief Staff.

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**
  - The May 3, 2022, Director and General Obligation Bond election was a success. Initiative 6A authorizing the District to incur debt up to \$19,873,012 passed, with 52% for and 48% against. Ms. Katie Maselbas was also elected to fill Mr. Walb's termed position on the Board of Directors. Staff has been working with Bond Counsel Kline Alvarado Veio PC, Stifel Finance, and Ireland Stapleton on the bond disclosures and next steps in issuing the bonds and the associated interest rate. A huge thank you to Local 4123 for their assistance in campaigning for the election. Their financial investment, time, and expertise, with over 38,000 impressions on social media, to provide election information was a great asset to all.
  - Executive Staff have completed the 5 Year Capital Infrastructure Plan for the District. Now, with funding component achieved through the election, the future build out of the District's infrastructure is provided. We are currently modeling this plan with a sensitivity study of low, medium, and high growth components for the District. We are also adding a comparison of personnel and salary planning into the matrix. More to come at the July – August meeting for the Board.
  - Fire Chief Young and Executive Staff are working on job description revisions and two (2) new potential positions for 2023. One being a Management Analyst/Accreditation Manger for the Planning Section and the other being an Accounting Specialist for the Finance Section. With the District moving more towards data mining/collection/analysis and accreditation this will be a full-time position needed within the Planning Section. Along with the complexity of new grants, EMS billing, developer impact fees, FURA's, and large capital projects coming forward within the District, the Finance Section is need of an accounting specialist for account tracking, reconciliations, and proper general ledger expertise to provide support to the Finance Director.

- During the months of March and April Fire Chief Young and HR Specialist Docheff have been reviewing current and potential property and liability, cyber security, and workers compensation insurance policies. It has been four (4) years since staff has done a deep dive into the market to 1) ensure we are getting the best product available for the price; 2) the best value add for the District and our employees when it comes to proper coverage and care. With this comprehensive review of our policies, it has been determined to stay with our current providers of the Emergency Services Insurance Program (ESIP) through McNeil & Company for our Property/Liability and Cyber Security and remain with Pinnacol Assurance for our workers compensation for 2023. As the market continues to change, staff will remain diligent to ensure we are getting the best coverage and service possible for the cost of our policies.
- **Human Resources / Personnel / Staffing**
  - Fire Chief Young and Finance Director Cummins continue 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. First presentations to the Board will occur at the June and July meetings.
  - Five conditional offers were made for Recruit Class 2022-01 the week of April 25<sup>th</sup>. We have three (3) EMT/Firefighters and two (2) Paramedic/Firefighters joining our family on June 6, 2022. Formal offers will be provided to the recruits once all background checks and fit for duty evaluations are completed over the first part of May.
  - Fire Chief Young and HR Specialist Docheff continued to meet 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.
- **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 attended the Town Meetings and the swearing in of new Trustees and Mayor for the Town of Firestone. Mayor Peterson is in the process of scheduling monthly meetings with Fire Chief Young to ensure needs are being met by both parties.
  - Fire Chief Young and Police Chiefs Norris and Angelo met on April 28 to discuss future build out of our Fire Investigation resources. Fire Chief Young shared his vision with the Police Chiefs on how all three agencies could assist each other and provide a deeper bench of specialty investigators for accidental and incendiary (arson) fires within the community. A training schedule, resource sharing, and objectives were created for the next 8 – 10 months.

- Chief Young led the Weld County Fire Chiefs Association E-Board meeting in April. Topic of discussion was unified Weld County Burn Bans during high-fire danger days, salary and benefits studies for Northern Colorado, training for the county agencies, dispatch changes and modifications, and special operation teams within the county and their capabilities.
- Fire Chief Young continues to communicate with both Towns in the areas of Developer Impact Fees and the updated Emergency Service Intergovernmental Agreements. Chief Young will continue to keep the Board up to date as things progress or change. With new Trustees and Mayor, some of the education and updates have already started. More to come soon.
- The Carbon Valley Emergency Management Advisory Board met in April. Topics included were current CVEMA maps and annexations, annual update from EMC Garner, upcoming law enforcement training, and fall exercise scenario and planning committee formation. Next Advisory Board meeting is scheduled for July 28, 2022.
- **2021-2026 Strategic Plan 1<sup>st</sup> Quarterly Update January – March 2022**
  - **Goal 1: Objectives 1C/1D 2022 – Executive Staff:**

Same items identified in previous months are still ongoing. No real changes in the last three months as we have pivoted our approach and with the May 3, 2022, election we have many new political changes coming about. Goal 1 is an intensive goal with many layers of policy, politics, and legal requirements involved. Executive Staff understands this goal will take numerous years to complete as we enhance relationships and services for our community on an ongoing basis. Work continues identifying future needs, trends, and stakeholders to assist with those needs and funding requirements associated. Along with Weld County Fire Chiefs Association, Weld County Haz-Mat and Technical Rescue relationships and teams are being reviewed and discussed at the Fire Chief level of all agencies. The District and its neighboring fire protection districts have been reviewing and discussing future service needs, fire stations, conforming boundaries, closest unit dispatching, and future inclusions and exclusions. The also discussed enhancing the auto aid and mutual aid process with the new computer aided dispatch (CAD) system being implemented in August of 2022. This change will allow Fire Districts to change service needs by approval of Fire Chiefs rather than fully executed changes within the County Mutual Aid Agreements or Automatic Aid Agreements, which will improve the provision services in a more efficient and timely manner. We have extensively been working with the Towns on updated Emergency Services Intergovernmental Agreements and Developer Impact Fee Intergovernmental Agreements with both Towns.
  - **Goal 2: Objectives 2C/2D - 2022 – Community Risk Reduction Division:**

The Strategic Goal #2 Committee, which focuses on community engagement, has met with line staff representatives, external partners, and community stakeholders to receive information pertaining to the District's public education and community programs. With this feedback in mind, a community survey was put together and delivered through the District's social media outlets, the District website, and through the District's e-newsletter. There was a total of 50 responses and good feedback on what type of programs community members would like to see, in what forum they are delivered (in-person, virtual, or hybrid), and how best to market opportunities. The Committee met on October 28, 2021, to discuss the community feedback and look at what programs should be revised and/or developed (Objective 2B). At the meeting, Community Outreach Specialist (COS) Campos presented a program

proposal, based on the collected data, to the Committee. Discussion focused on how best to get residents involved in programs and what type of incentives could be offered to increase engagement in District programs. Several ideas were brought forward, such as a read to ride program for students, a fire safety scavenger hunt, as well as new ways to advertise around the Carbon Valley Area (grocery carts, gas pumps, etc.). New program discussion centered around academies for adults, summer camps for kids, fall prevention, tween cooking, and business continuity planning. The program proposal and Committee suggestions were all collected by COS Campos and will be used to begin the first draft of the Comprehensive Marketing and Outreach Plan (CMOP) (Objective 2C). Once the initial draft is complete, COS Campos will present to Executive Staff for feedback within the next 60 days.

○ **Goal 3: Objectives 3B/3C/3D 2022 – Training Division:**

The Career Development Committee, which has been working on the strategic plan, goal #3, met on April 6, 2022. Our next meeting is scheduled for June 6, 2022. Below are bullet points the Committee is currently working on:

- Results of the surveys analyzed, and plans established
- Emphasize development above the Lieutenant rank
- Lt. Puccetti – Finished the review of the admin job descriptions
- Emphasize development on the administrative side

**Action Items**

- Aguirre/Campbell– Engineer job descriptions for neighboring agencies
- Loveridge/Williams/Joseph – Job description for shift safety officer/SAM officer and shift training officer (Capt.)
- Committee – Draft development pathways based on the current information
- Resources need to prepare for the “next level” assessment centers

○ **Goal 4: Objectives 4B/4C/4D 2022 – Finance Section:**

Since the last update (1-2-2022), the Team has focused on the following items:

1. Statistical inference & external data relative to Historical Maintenance
2. External data relative to Service Life expectations
3. Internal comprehensive report
4. Working ahead to Objective 4-B – Needs assessment – procurement and replacement of capital infrastructure

Relative to ***Historical Maintenance***, the Team used the District’s data and then moved to the use of the District’s annual Audits in order to derive statistical inference regarding major infrastructure capital assets. The objective is to quantify how maintenance costs vary with increasing total costs of assets, depreciated value of assets and increasing accumulated depreciation. Success in this regard was limited at best due to a number of issues, including, but not limited to: 1) inability to isolate costs (acquisition & maintenance) in the District’s ledger from 2010 to 2019; 2) mixing of non-depreciable capital assets with depreciable capital assets (same time frame); 3) charging repairs & maintenance costs in past years to accounts that “had budget remaining” rather than to actual accounts set up to capture those types of costs (same time frame) ; and, 4) significant aggregation (Annual Audits) of data to the point of invalidating the ability to isolate major infrastructure assets. A pivot in this regard has been made to obtain externally generated stats relative to maintenance costs and service life expectations with respect to level of use variation. The objective is to develop a matrix of service life expectations and maintenance costs relative to use criteria and age. The emphasis is on infrastructure

assets as they pertain to the District (Admin Building / Fire Stations and Apparatus). The internal comprehensive report now exists, albeit in draft form, with certain items yet to be added as they are vetted out.

○ **Goal 5: Objectives 5B/5C/5D 2022 – Safety and Wellness Committee (SWC):**

The pr Safety and Wellness Committee (SWC) has made slow progress this last quarter on Strategic Goal #5, Objective 5C. The SWC took steps to offer additional health related programs and are currently looking into funding options for such n 2023/2024. These steps included hosting Sigma Tactical Health, sponsoring one (1) individual to attend the O2X class, and the continued development of a Standard Operating Guideline (SOG) for the District's gym reimbursement. For individuals who took part in the additional health programs, we are gathering feedback on their experience and recommendations for improvement.

○ **Goal 6: Objectives 6B/6C/6D 2022 – Operations Section / L/M Committee:**

*"Maintain and enhance an effective program of optimal employee staffing that meets the changing needs of the community and the District."*

During the first quarter of 2022, the Goal #6 Committee was again hit with staffing challenges related to larger metro fire departments hiring at unprecedented levels, drawing quality firefighters from smaller organizations around the region. This has created a vacuum in the qualified applicant pool that agencies such as Frederick-Firestone FPD usually have access to. The Committee understands the organization will need to pivot and adapt to this new employee's market to recruit and retain quality employees now and in the future. One such way of adapting to the current conditions is to evaluate the way we are doing things to determine what is working, what we are missing, and what innovative hiring practices are we able to utilize to meet the District's mission. One idea brought forward by the Executive Staff was a single role Paramedic position. A long discussion was had pertaining to many of the needed policies and procedures that would need modification, as well as the effects this role may have on the current culture. The Committee agreed to continue to work towards this as an option if current hiring practices fail to meet hiring needs.

Lastly, the Committee will continue to assess employee wage and benefit trends, knowing this has played a significant role in retention of newer employees and overall satisfaction of tenured employees. It was discussed that Executive Staff is also working on this project as a pivot to current practices and what has worked for other organizations.

○ **Goal 7: Objectives 7D/7E/7F 2022 – Planning Section:**

For Objective 7A, Assistant Chief Iacino and COS Campos were identified to co-manage the accreditation process. Objectives 7B and 7C are complete with the development of the 5-year strategic plan. Emergency Manager Garner has completed the Community Risk and Preparedness Assessment for objective 7D. Once complete, we can start working on the Standards of Cover process and final document. Assistant Chief Iacino and COS Campos are currently working on objective 7E, which is the self-assessment. There are ten (10) objectives, with multiple criteria in each. We have the outline and are identifying our subject matter experts for each of the criteria so we can start gathering the data for the self-assessment. A draft of Category 1, which is governance and administration, is currently being reviewed by the Fire Chief and Executive Staff.

**PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:**

• **Community Development / Code Enforcement**

The District is currently working on sixty-eight (68) commercial projects within the Towns. Twenty-six (26) commercial projects in Firestone, Forty-four (44) projects in Frederick, and one (1) project in Weld County. In addition, we have four (4) annexations coming into the District, which 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.

- **Fire Code Inspections** – Fifty-three (53) fire code inspections were completed in April.
- **Target Hazard Inspections** – Four (4) target hazard inspections were completed in April.
- **Certificates of Occupancy** – There was one (1) Certificate of Occupancy completed in April.
- **New Permits Issued** – In April, the District issued two (2) construction permits, two (2) fire alarm permits, two (2) fire sprinkler permits, and one (1) kitchen hood permit, for a total of seven (7) permits. The District billed a total of \$6,473.00 in plan review and permit fees in April 2022.
- **Burn Permits** – There were five (5) burn permits issued in April.
- **Fire Investigations** – There were no fire investigations in April.
- **Youth Firesetter Program** – There were no new Youth Fire Setter (YFS) cases in April.

**COMMUNITY OUTREACH**

**Community and PR Events for April:**

- Completed CPR/AED/Basic First Aid Class for six (6) residents.
- Station 1 Third Grade Student tours.
- Attended Carbon Valley Chamber of Commerce Annual Awards Dinner.
- Escorted 400 kids through our Fire Safety House with B-Shift at the Carbon Valley Rotary Easter Egg Hunt. Feedback on safety house was positive and appreciated.
- Finalized 2021 Annual Report – on website and in print.
- Attended Colorado Risk Reduction Network Annual Conference.

**OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:**

**Section Activity Summary**

• **2022 Project Updates**

- EMT/FF Virginia Signer completed her classwork and clinical assessments to successfully complete her District supported Paramedic education. She has passed her National Registry Test and has begun her Field Instruction (FI) process once that is completed. Please take a moment to congratulate her on this accomplishment!
- Assistant Chief (AC) Prunk attended the 8<sup>th</sup> annual Energy & Environment Symposium in New Castle, Colorado. This trip was on a scholarship provided by Garfield County to encourage Fire Department interactions with Oil & Gas Industry leadership.
- Battalion Chief Edwards and AC Prunk traveled to Lancaster County, PA to conduct the preconstruction meeting of the new ladder truck project. The meeting was conducted over two days, to finalize and authorize any modifications to the build plan prior to moving to production. To this point, change orders are still being developed and there is no date of completion.

• **Station Projects and Maintenance and Apparatus**

- All 2022 station projects are in process. Still experiencing supply issues, but all project managers anticipate concluding within the 2022 budget as planned.

• **Operations Section Situation Status**

- The 2022-2 hiring process concluded with five job offers given out by Executive Staff. Anticipated first day of orientation for the new Recruits will be June 6, 2022.
- The District is monitoring national shortages of certain medical supplies. Thus far, the District has been able to modify procedures to accommodate these shortages.

• **Training Summary – April 2022**

- Total Fire Training Hours: 1,825.23 Hours
- Total EMS Training Hours: 386 Hours

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

- All members completed monthly Continuing Medical Education with Dr. Cheek.
- All members completed Engine Company Operations drills.
- All members completed RT-130 wildland fire field day.
- Six (6) members working on Recruit Task Book.
- Four (4) members attended driver operator pumper academy and passed.
- Two (2) Paramedics are field instructors for paramedic students.
- Multiple state written tests scheduled and completed for personnel.
- Two (2) members obtained State Fire Instructor-I certification.
- One (1) member obtained State Fire Officer-I certification.
- Training Division members attended multiple Local, County, and State meetings.
- Two (2) members attended Fire Department Instructor Conference in Indiana.
- Assessment Center completed for 22-01 new-hire candidates.



- Two (2) members attended Colorado Task Force 1 training.
- All officers attended quarterly officer meeting and training.
- Four (4) members attended Community Risk Reduction Conference.
- **Call Types – Year-To-Date**
  - EMS/Medical – 675
  - Fire – 93
  - Alarm Activation – 81
  - Public Assist/Other – 106
  - Hazardous Materials – 13
  - Special Operations - 1

**FINANCE SECTION REPORT – FINANCE DIRECTOR:**

- **Accounting & Financial**
  - **Audit – Final Draft Stage**
    - Final Draft of the 2021 Audit is in the Board packet; the audit presentation is scheduled for the June 13, 2022 Board meeting.
  - **Banking**
    - Monday May 23<sup>rd</sup> is the conversion date for most of the new banking services:
      - On and after May 23<sup>rd</sup>, the District will officially be a customer of First Interstate Bank (FIB), and will no longer be with Great Western Bank (GWB).
      - A bank representative will be at the June 13<sup>th</sup> Board meeting to obtain signatory cards.
- **2022 - YTD Budget Summary**
  - County Distribution was received on Friday, May 6<sup>th</sup> (April 2022 Distribution) and is included in the Executive Summary below (Total Distribution \$2,883,601).
    - Motor Vehicle Specific Ownership Tax comprised \$49,894 of the total.

**Executive Summary - Budget vs. Actual – 2021 Year End - Preliminary**

**GENERAL FUND**

*From January 1, 2022, through May 11, 2022*

| <u>Revenue</u>                    | <u>Budgeted</u>            | <u>Received</u>                     | <u>Remaining Budgeted</u>  | <u>Percent Received</u>         |
|-----------------------------------|----------------------------|-------------------------------------|----------------------------|---------------------------------|
| <b><i>Total Revenue:</i></b>      | <b><i>\$11,439,872</i></b> | <b><i>\$7,132,614</i></b>           | <b><i>\$4,307,258</i></b>  | <b><i>62.44%</i></b>            |
|                                   |                            | <b>Expended &amp; Committed YTD</b> | <b>Remaining Budgeted</b>  | <b>Expended &amp; Committed</b> |
| <u>Expenditure</u>                | <u>Budgeted</u>            |                                     |                            |                                 |
| <b><i>Total Expenditures:</i></b> | <b><i>\$14,855,317</i></b> | <b><i>\$4,432,365</i></b>           | <b><i>\$10,422,952</i></b> | <b><i>29.84%</i></b>            |

**35.9%**  
**FY Expired**

• **EMS Billing and Collections Summary**

- Reporting Period: 4/1/2022 through 4/30/2022
- Total Charges: \$151,224.00
- Billable Calls: 140
  
- Total Cash Posted: Current Month: \$41,536.30  
Six Month Average: \$62,543.51
  
- Current Adjustments: Current Month: \$60,564.05  
Six Month Average: \$65,507.36
  
- Proceeds Collection Referrals: Current Month: \$2,639.01  
Six Month Average: \$1,685.04

• **Miscellaneous Financial Information:**

- The District received \$62,158 in late April as reimbursement from the State of Colorado for Marshall Fire deployments from December 31, 2021 to January 8, 2022.
- The District is expected to receive approximately \$9,300 in May or possibly early June from the “Nebraska Spring 2022 Fire” as reimbursement for deployment of a District Battalion Chief for overhead command staff on a large prairie fire.

**FIRE CHIEF DISCUSSION AND ACTION ITEMS**

- Election of Board Officers: Staff is requesting the election of Board Officer positions. This can be accomplished through election of a “slate” of officers or it can be handled on an office by office basis.. Once the officer elections have been completed, staff will update all records with the County, Special District Association, and Department of Local Affairs with the new officers and contact information.
- Signatory Requirements for Outgoing and Incoming Board Members: Staff is requesting a motion to remove Mr. Clyde A. Walb III from the District’s financial accounts and as signatory on the District’s checking account. Staff is also requesting a motion to designate Ms. Kathryn Maselbas on all District financial accounts and as a signatory on the District’s checking account.
- SCL Land Donation and Submittals – Station 5: The May 10<sup>th</sup> meeting with the Town for governmental approvals was cancelled. The next meeting is scheduled for May 24<sup>th</sup>, and the final approval is scheduled for June. The Town’s attorney and the District’s attorneys have been working diligently on the MOAPI revisions and finalization. We have had to file for another extension with SCL for the land donation due to the amount of time needed to complete the governmental approvals through the Town and its requirements. The next extension will be a three-month extension and hopefully we can close in July or August.

- 2021 Annual Comprehensive Report: The first comprehensive annual report by the District was finished in April. An electronic copy has been provided in the Board packets and a hard copy will be provided to each Board member. This completes another portion of our strategic planning and providing transparency at every level possible with our citizens.
- 2021 Independent Financial Audit Draft: The draft 2021 Financial Audit is included in the Board packets. The District's Independent Financial Auditor will be at the June 13<sup>th</sup> meeting to provide their report. This draft report has been reviewed by the Fire Chief, Finance Director, and legal counsel.
- 1<sup>st</sup> Amendment to AIA B101 Owner-Architect Agreement: Staff is requesting the Board approve and sign the 1<sup>st</sup> Amendment to the AIA B101 Owner-Architect Agreement with Allred & Associates to conduct the design through construction phase of Fire Station #5 in Frederick. The fee schedule is attached to the 1<sup>st</sup> Amendment and is the Guaranteed Max Price (GMP) for these phases of the project. This has been reviewed and approved by legal counsel.

## CONSENT AGENDA

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

- Approval of the minutes of the April 11, 2022, regularly scheduled meeting.
- Confirmation of the continuity of the Financial Reports from April 7, 2022, to May 11, 2022.
- Payment of the bills and approval of all Financial Reports to include ColoTrust statements and payroll registers as presented.
- Accept and approve the 2022 1<sup>st</sup> Quarter Service Reports, as presented; and grant permission for the reports to be presented to the Town's.

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

## OLD BUSINESS

Fire Chief Young presented a Years of Service award to term limited Board President Clyde "Butch" Walb III of the Frederick-Firestone Fire Protection District. Fire Chief Young presented the award on behalf of all District Staff and the Board for the dedication and leadership Mr. Walb had provided to the District and the Board over the last eight (8) years.

## SWEARING-IN OF NEWLY ELECTED OFFICIALS

Current President Walb administered the Oath of Office for Incumbent Board Of Directors David W. Stout and Jeffrey Jurgena and newly elected Director Kathryn Maselbas.

## NEW BUSINESS

Chairman Walb turned the meeting over to Attorney Ross to conduct the election of officers for the Board of Directors for the Frederick-Firestone Fire Protection District. Attorney Ross conducted the election of officers as follows:

- Director Vigil nominated Director Weimer to serve as President/Chairperson. Motion was seconded by Director Jurgena. The motion passed unanimously.
- Director Vigil nominated Director Jurgena to serve as Vice President. Motion was seconded by Director Stout. The motion passed unanimously.
- Director Stout nominated Director Vigil to serve as Treasurer. Motion was seconded by Director Jurgena. The motion passed unanimously.
- Director Weimer nominated Director Maselbas to serve as Secretary. Motion was seconded by Director Jurgena. The motion passed unanimously.
- Director Jurgena nominated Director Stout to serve as Assistant Secretary. Motion was seconded by Director Weimer. The motion passed unanimously.

Attorney Ross turned the meeting over to the new President and Chairperson of the Board, Director Weimer. Chairperson Weimer continued new business at 7:46 p.m.

- Assistant Secretary Stout moved to accept and approve authorizing Director Kathryn Maselbas to act as an official check signer for the Frederick-Firestone Fire Protection District Board of Directors, effective May 23, 2022. Motion was seconded by Vice President Jurgena. The motion passed unanimously.
- Treasurer Vigil moved to accept and approve removing previous Director Clyde A. Walb III as a check signer and from all future financial statements for the Frederick-Firestone Fire Protection District, effective May 23, 2022. Motion was seconded by Vice President Jurgena. The motion passed unanimously.
- Treasurer Vigil moved to accept and approve signing the First Amendment and fee schedule to the AIA contract B101-Form of agreement between the Frederick-Firestone Fire Protection District and Allred & Associates to begin the design through construction phases of constructing the new Fire Station #5 in Frederick. Motion was seconded by Vice President Jurgena. The motion passed unanimously.

## ADJOURNMENT

With no further business before the Board, Chairperson Weimer requested a motion to adjourn, Vice President Jurgena moved to adjourn the meeting. The motion was seconded by Assistant Secretary Stout. The motion passed unanimously. The meeting was adjourned at 7:53 p.m.



Kathryn Maselbas, Secretary