



**RECORD OF PROCEEDINGS
FREDERICK-FIRESTONE
FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS
REGULAR MEETING
8426 KOSMERL PLACE, FREDERICK
COLORADO 80504**



**MINUTES
July 11, 2022**

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

ROLL CALL

Directors Present:

Edward Weimer, President/Chairman
Jeffrey Jurgena, Vice President
Christopher Vigil, Treasurer
Kathryn Maselbas, Secretary
David Stout, Assistant Secretary

Also present:

Jeremy A. Young, Fire Chief
Dino Ross, Legal Counsel
Steve Iacino, Assistant Chief of Planning
Michael Cummins, Finance Director
Summer Campos, Community Outreach Specialist

APPROVAL OF AGENDA

Treasurer Vigil moved to approve the Agenda for the July 11, 2022, meeting as presented. Motion seconded by Secretary Maselbas. The motion passed unanimously.

PUBLIC COMMENT

No public comment for July 11, 2022.

ATTORNEY'S REPORT

Attorney Ross presented the Attorneys' Report for the month of June 2022, included in the Board packet. Attorney Ross reported that Attorneys Duke and Woodward continue to assist Fire Chief Young on the SCL Health land donation to the District. The MOAPI between the District and the Town of Frederick was approved on June 28th. Attorney Woodward has been assisting Fire Chief Young on the possible purchase

- The District currently has a temporary employee working in the Administrative Assistant role. As the District continues to build out and it will modify a few positions within the administration team for the long-term to ensure there is a value add to all parties involved as the District grows.
- Staff is reviewing an employee performance and engagement software called Tackstar. This is an integrated software program that will assist many managers across shifts and fire stations to be able to motivate and engage employees on an on-going basis. The software is user friendly and will assist greatly in performance and career development. Staff is talking with other fire and police agencies of similar size or larger to ensure the value add is there for the District's personnel and managers.
- Fire Chief Young and Staff have completed the Accounting Specialist job posting, which is running from July 1 – August 2, 2022. Other job descriptions currently being developed and revised for 2023 are the HR Manager, Management Analyst/PIO, Fleet Mechanic, and Community Outreach Specialist.

- **Intergovernmental and Community Relations**

- Fire Chief Young and Staff continue to attend multiple Weld County meetings through the months of June/July 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 led the Weld County Fire Chiefs E-Board meeting in June. Topics of discussion were unified Weld County Burn Restrictions during high-fire danger days. A working group was created that will be compiling data and then presenting to the Board of County Commissioners on behalf of the Weld County Fire Chiefs to identify days of Burn Restrictions within the County, either regionally or holistically. Salary and benefits studies for Northern Colorado were discussed, including what other Fire Chiefs are thinking for 2023. Also discussed were training for the County agencies, updates from the Department of Local Affairs, dispatch changes and modifications, and special operation teams within the County.
- Fire Chief Young will be meeting with Town of Firestone officials and the Mayor on July 18th to discuss future planning and development impact fees. The meeting was requested by Fire Chief Young and Mayor Peterson to ensure both agencies can assist each other as exponential growth continues to happen across our communities. Fire Chief Young and Asst. Chief Iacino also will be meeting with the Town of Firestone within the next month to discuss the Fire Station #6 property and build out.
- Fire Chief Young attended the Town of Frederick Board meeting on June 28th to answer any questions the Town Board may have had on the site plan and the construction of public improvements with the future Station 5 parcel in Frederick. The Town Board approved the stipulations and all governmental approvals. The Town and the District have agreed to meet and discuss permit fees once construction of Station 5 begin. It is anticipated that construction will begin March 1, 2023, with a goal of completing the construction in February 2024.

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

• **2022 Project Updates**

- Battalion Chief Edwards and Assistant Chief Prunk have been working on the Weld County CAD project. Project managers were notified that, due to a vendor issue with data conversion, the new “go live” date will be in November 2022. This should not affect the implementation of First-In Station alerting for the District.
- Final approval was given by Fire Chief to move forward with the First-In Station alerting project for installation in all District fire stations in September of 2022.

• **Station Projects and Maintenance and Apparatus**

- All 2022 station projects are in process, but some are slowing due to vendor and supply chain delay.
- Final work is being done on request for proposals (RFP’s) for a new Rescue Engine and Type III Ambulance. Both RFPs will go out in July.

• **Operations Section Situation Status**

- The 2022-2 Recruit Class have reported to their assigned shifts and, where applicable, have started their medical field instruction and recruit training.
- The District is monitoring national shortages to certain medical supplies. The District has been able to modify procedures to accommodate these shortages and delays for the time being and working with other agencies as needed.

• **Training Summary – June 2022**

- Total Fire Training Hours: 1,891.63 Hours
- Total EMS Training Hours: 235.5 Hours

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

- All members completed monthly Continuing Medical Education with the District’s Emergency Medical Director.
- All members participated in the 2022 International Association of Fire Chiefs and International Association of Firefighters Safety Stand Down week.
- All members completed Hazmat Operations and Technician training.
- C-shift members completed swiftwater training at St, Vrain State Park.
- Nine (9) members working on Recruit Task Book.
- Five (5) members completed new hire orientation.
- One (1) member attended 80-hour Hazmat Technician class.
- One (1) member attended National Fire Academy training.
- Peer Support Team members attended training with Building Warriors.
- Peer Support Team members attended quarterly North Area Team training.
- Multiple members obtained state certifications in: Fire Officer-I, Driver Operator - Pumper and Fire Instructor-I.
- One (1) member completed their Blue Card certification renewal.
- Multiple EMT and Paramedic field instructions are in process or completed.
- Multiple members completed annual sawyer (chainsaw) training at state park.
- Multiple state written tests scheduled and completed in the month of June.

• **EMS Billing and Collections Summary**

- Reporting Period: 6/1/2022 through 6/30/2022
- Total Charges: \$148,285.00
- Billable Calls: 137

- Total Cash Posted: Current Month: \$36,578.14
Six Month Average: \$62,543

- Current Adjustments: Current Month: \$29,982.51
Six Month Average: \$65,507.36

- Proceeds Collection Referrals: Current Month: \$1,963.41
Six Month Average: \$1,829.48

• **Miscellaneous Financial Information:**

- None.

FIRE CHIEF DISCUSSION AND ACTION ITEMS

- Audit Engagement Letter for Fiscal Year 2022: Staff is requesting a motion to accept and approve the Audit Engagement Letter provided by The Adams Group, LLC for the third-party independent audit of the Fire District's financial statements for fiscal year f 2022 for planning and 2023 budgetary purposes.
- Contract to Purchase Real Property 9551 WCR 11: Fire Chief Young is requesting ratification of acceptance and approval of the signed contract to buy real estate and land at 9551 Weld County Road 11, Longmont, Colorado with the terms set forth within the contract, including the purchase price and earnest money in the amount of \$1,050,583. A final resolution to purchase the real property will be provided to the Board before scheduled closing once all due diligence is completed by the District, which includes fair market value appraisal, home and property inspection, and Phase 1 soil testing of the property.
- Fire District 10 Year Financial Capital Plan: Providing the Board with the current 10-year capital plan for the District, including property, facilities, fleet, and equipment. Provided are today's numbers with anticipated inflation provided over the 10-year period. This is currently a large moving target and has changed drastically within the last nine months due to economic concerns and political climate changes within the State and Federal Governments. The provided outline is a synopsis taken from the District's current Capital Improvement Plan and cost allocation workbooks.

CONSENT AGENDA

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

Treasurer Vigil moved to come out of the Executive Session. Motion was seconded by Assistant Secretary Stout. The motion passed unanimously. The Executive Session concluded at 8:44 p.m.

ADJOURNMENT

With no further business before the Board, Vice President Jurgena moved to adjourn the meeting. The motion was seconded by Secretary Maselbas. The motion passed unanimously. The meeting was adjourned at 8:45 p.m.



Kathryn Maselbas, Secretary

I hereby attest that the Executive Session was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4)(f).



Edward Weimer, President