



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



**MINUTES  
August 8, 2022**

The regular meeting of the Board of Directors of the Frederick-Firestone Fire Protection District was called to order by Chairman Weimer at 7:03 p.m.

**ROLL CALL**

**Directors Present:**

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

**Also present:**

Jeremy A. Young, Fire Chief  
Dino Ross, Legal Counsel, Arrived at 7:06 p.m.  
Michelle Ferguson, Legal Counsel, Executive Session Only, Virtual  
Doug Prunk, Assistant Chief of Operations  
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 August 8, 2022, meeting as presented. Motion seconded by Vice President Jurgena. The motion passed unanimously.

**PUBLIC COMMENT**

No public comment for August 8, 2022.

**ATTORNEY'S REPORT**

Attorney Ross presented the Attorneys' Report for the month of August 2022, included in the Board packet. Attorney Ross reported that Attorney Woodward continues work on the purchase of property at 9551 Weld County Road 11 and closing on the property is currently scheduled for September 2, 2022. Attorney Woodward has also been assisting Chief Young on the closing of the SCL land donation for Station 5. Currently, closing is scheduled for September 15, 2022. Attorney Ferguson continues to work with the Board of Directors on the Fire Chief Performance Review. Attorneys Kinkade and Ferguson assisted Chief Staff with the review of the job description for the full-time Engineer position. Attorney Ross attended the orientation of Board Director Maselbas, which went well. Attorney Ross also provided a brief legislative update and will continue to keep the board abreast of anything that could potentially affect the District.

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**

- Staff has provided a request for proposal (RFP) to seven (7) billing agencies for the District's ambulance billing and collection services. Staff is looking to change vendors in early 2023 and have submitted a public works project request. The RFP is also located on the District's website for any other vendor to submit a bid as well.
- The District received its non-official pre-liminary numbers from the Weld County Assessor on July 20. The District has been provided assessment data supporting an increase in the District's assessed valuation for 2022 affecting the 2023 budget year. The District has received a large increase in assessed value of oil and gas due to the current prices of oil and gas. This will more than likely roll into 2023 and the 2024 budget year as well. Chief Young has begun preliminary budget meetings with the Board and Executive Staff. Program Manager budget meetings will be completed the last week of August to prepare appropriately for the 2023 Fiscal Year Budget to be presented to the Board on October 10, 2022.
- Fire Chief Young has met with T. Charles Wilson Insurance this month to discuss current coverages and limits on the District's property and liability insurance and upcoming changes. We are currently reviewing all the District's property and liability to ensure we are well covered. We are also working on builder's risk coverage for Station 5 construction and Administrative Office remodel as well for 2023. All of this will be reflected within the 2023 budget.
- The July Quarterly Officers meeting was rescheduled for August 22 and 23. All officers of the District will be participating in a two-day officer summit to work on leadership, management, and team building skills. Currently all officers have a book assignment they are conducting as well. The book "Leadership on the Line" will be reviewed during the summit as well.
- Chief Young and Asst. Chief Iacino continue working with Allred and Associates Architectural Firm on the Station 5. All parties involved are working with the Town to tie up loose ends in order to obtain a closing date on the parcel. Once the closing is scheduled, we will start moving forward with the scheduled timeline as planned.

- **Human Resources / Personnel / Staffing**

- Fire Chief Young and Staff met with the District's Benefit Committee and proposed the changes for 2023. The Committee was appreciative of the direction the District is moving with employee benefits for 2023. The District will be changing brokers for 2023, which also includes new health insurance plans. Staff is working on a smooth transition and educational period for all personnel beginning in October of 2022.
- The District received over 40 applications and resumes for the position of Accounting Specialist. Fire Chief Young and Staff are currently reviewing the list, conducting reference checks, and will be starting the testing and interview process by the end of August.
- Fire Chief Young and Staff have completed the new job descriptions for 2023 which are the HR Manager, Management Analyst/PIO, and Fleet Manager Mechanic. These job descriptions will be provided to the Board in September for consideration. The Engineer job description has also been developed and will be presented this evening. All job descriptions have a thorough review process to include legal counsel providing employment law review.

- **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 Chief's meeting at Windsor Severance Fire Rescue on July 20, 2022. Topics of discussion was unified Weld County Burn Restrictions during high-fire danger days' workgroup. Salary and benefits studies for Northern Colorado were discussed. Training for the county agencies and WCFCA sponsored trainings. Dispatch changes and modifications, and the Weld County Assessor presented 2022 assessed valuations numbers for Weld County and future forecasting for the Fire Chief's.
- Fire Chief Young met with Town of Firestone Mayor in late July and with a few of the Trustees in early August. Both meetings were discussions on developer impact fees and future planning for both the Town of Firestone and the Fire District. A meeting is currently scheduled with Town Manager of Firestone on August 17th to discuss impact fees and emergency service agreements.
- Fire Chief Young met with the Town Manager of Frederick on July 21 to discuss the developer impact fee resolution, emergency services agreement, cost sharing space at Frederick Public Works for maintenance of the District's fleet, and future development and growth between the Town of Frederick and the Fire District.

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

- **Community Development / Code Enforcement**

The District is currently working on eighty (73) commercial projects within the Town's. Twenty-five (25) commercial projects in Firestone, fifty-eight (48) projects in Frederick. In addition, we have four (4) 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 14,588 planned dwelling units; 7,558 in the Town of Frederick and 7,030 in the Town of Firestone. Many residential developments will include additional commercial zoned property for future commercial development in coordination.

- **Fire Code Inspections** – Thirty-seven (37) fire code inspections were completed in July.
- **Target Hazard Inspections** – Twenty-three (23) target hazard inspections were completed in July.
- **Certificates of Occupancy** – There was ten (10) Certificates of Occupancy completed in July.
- **New Permits Issued** – In July, the District issued one (1) construction permit, one (1) fire sprinkler permit, one (1) fire alarm permit, one (1) special event permit, one (1) new oil well site, and one (1) food truck permit for a total of six (6) permits. The District billed a total of \$25,950.00 in plan review and permit fees in July 2022.
- **Burn Permits** – There were four (4) burn permits issued in July.
- **Fire Investigations** – There were two (2) structure fires, one (1) fence fire from fireworks, and one (1) vehicle fire that resulted in damaged property in Firestone for a total of four (4) fire investigations in July.
- **Youth Firesetter Program** – There was one (1) Youth Fire Setter (YFS) case in July.

### **COMMUNITY OUTREACH**

#### **Community and PR Events for July:**

- Attended 4<sup>th</sup> at Firestone event with a Community Outreach booth for residents.
- Instructed CPR/AED/Basic First Aid community make-up class.
- Attended Firestone Teen Police Academy teaching kids about being a firefighter.
- Attended two (2) Carbon Valley Chamber of Commerce Events.
- Assisted crews with a tour of Station 1 for Carbon Valley Parks & Rec Summer Camp.
- Completed Advanced Public Information Officer (APIO) Course.

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

#### **Section Activity Summary**

- **2022 Stations and Equipment Project Updates**

- 2023 Budget work is being completed by all project managers. Project overviews will be presented to Executive Staff during the week of August 29<sup>th</sup>.
- **Station Projects and Maintenance and Apparatus**
  - Station Inspections are being conducted with the Station Captains and Station Lead officers to identify any future facility needs or imminent repairs.
  - The new ambulance Request for Proposal (RFP) was released July 19<sup>th</sup>. There have been several vendors inquire with interest in our project. All vendors are still reporting very lengthy delays obtaining chassis for the project. Based on this information, the District is anticipating a 18 month minimum delay in obtaining a completed ambulance.
- **Operations Section Situation Status**
  - The Operations Section is working with Human Resources and the Safety Committee to evaluate the employee injury reporting policy. The assessment of the program is focused on injury prevention and streamlining procedures to assure consistency and quality care of employees if an injury does occur.
  - The District is monitoring national shortages to certain medical supplies. There has been a noticeable increase in medical equipment pricing which is being evaluated for the 2023 budget process.
- **Training Hours for July 2022**
  - Total Fire Training Hours: 1,381 Hours
  - Total EMS Training Hours: 283 Hours
- **Overview of Training Events for July 2022:**
  - All members completed monthly Continuing Medical Education with Dr. Cheek.
  - All members completed Driver/Operator training at their certification level
  - All members completed Ladder and VEIS training.
  - All members completed Rope Rescue and Z-Rig training.
  - All members completed multiple Target Solutions assignments.
  - Nine members working on Recruit Task Book.
  - Multiple state certifications renewed for July.
  - One (1) member obtained state Firefighter-II certification.
  - Three (3) members completed Blue Card certification renewal.
  - Multiple EMT field instruction's and one medic field instruction continues.
  - All members attended Emergency Management Training.
  - Multiple state written tests scheduled and completed.
  - Two (2) members obtained Fire Investigation Technician certification.
  - Two International Arson Investigator Certifications were renewed.
  - Quarterly Paramedic meeting held at Firestone PD training room.
  - Training Division began working on 2023 Budget.
  - Training Division members attended multiple Local, County and State meetings.

- **Call Types – Year-To-Date**

- EMS/Medical – 1172
- Fire – 181
- Alarm Activation – 156
- Public Assist/Other – 182
- Hazardous Materials – 21
- Special Operations - 1

- **Ground Transports Comparison:**

- June 2022 – 108
- June 2021 - 100

**FINANCE SECTION REPORT – FINANCE DIRECTOR:**

- **Accounting & Financial**

- **Banking**

- Moved \$5,000,000 into Colotrust from the First Interstate checking
- \$1.5 Million to Capital Facilities, \$1.5 Million to Capital Equipment, 1.5 Million to Unassigned Reserve and \$.5 M to Ops Contingency
- Name changes to Colotrust accounts “Facilities Reserves” and “Equipment Reserves” to “*Capital Facilities*” and “*Capital Equipment*” respectively
- Combining Colotrust accounts “Operational Contingency” and “Tabor Reserve” into a single account to be titled “*Operating Contingency (Tabor) Reserve*”.
- Interest earnings in the Colotrust accounts are climbing sharply (nearly \$68,000 in July)
  - Significant increase in amounts invested (GO Loan)
  - Interest rates are rising markedly

- **Budget**

- The Finance Department has the rough draft of the 2023 Personnel Master nearly complete
- Program Manager budget preparations are underway with presentation meetings scheduled in late August & early September
- Early AV estimates from the County for 2023 (and likely beyond) are encouraging

- **2022 - YTD Budget Summary**

- County Distribution was not realized at the time of this writing and is not included in the Executive Summary Budget below but will be reported at the Board Meeting on Monday, August 8<sup>th</sup>, 2022. Finance Director Cummins reported that the total distribution came in on Monday, August 8, 2022, at 3:45 p.m. with a total distribution of about \$149,000. Approximately \$48,000 was specific ownership tax and the rest was property tax related about \$101,0000.

**Executive Summary - Budget vs. Actual – YTD**  
**GENERAL FUND**  
*From January 1, 2022, through August 3, 2022*

<u>Revenues</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>\$10,868,819</i></b>	<b><i>\$571,053</i></b>	<b><i>95.01%</i></b>

<u>Expenditures</u>	<u>Budgeted</u>	<u>YTD Expended</u>	<u>Remaining Budgeted</u>	<u>Percent Expended</u>
<b><i>TOTAL EXPENDITURE</i></b>	<b><i>\$14,855,317</i></b>	<b><i>\$6,633,701</i></b>	<b><i>\$8,221,616</i></b>	<b><i>44.66%</i></b>

**60.0%**  
**Fiscal Year Expired**

• **EMS Billing and Collections Summary**

- Reporting Period: 7/1/2022 through 7/31/2022
- Total Charges: \$113,567.00
- Billable Calls: 97
  
- Total Cash Posted: Current Month: \$79,319.58  
Six Month Average: \$59,468.28
- Current Adjustments: Current Month: \$75,735.39  
Six Month Average: \$62,649.82
- Proceeds Collection Referrals: Current Month: \$3,373.40  
Six Month Average: \$2,235.09

• **Miscellaneous Financial Information:**

- The Fire Chief, HR/Finance Specialist & Finance Director have initially reviewed the resumes of the applicants for the Accounting Specialist position and have produced some preliminary rankings.

**FIRE CHIEF DISCUSSION AND ACTION ITEMS**

- Resolution 2022-05 Authorizing Acquisition of SCL Real Property: Under New Business Staff is requesting a motion to accept and approve Resolution 2022-05 ratifying the donation agreement, as amended, and the due diligence, and authorizing the acquisition through donation of real property and the execution of all documents necessary to accomplish the acquisition of the future Station 5 property located near the Wyndham Hill subdivision in Frederick.

- Resolution 2022-06 Authorizing Transaction of Real Property (Houdek): Under New Business Staff is requesting a motion to accept and approve Resolution 2022-06 ratifying and authorizing the contract, the performance of due diligence, and the execution of all documents necessary to accomplish the transaction for real property located at 9551 Weld County Road 11.
- Engineer Job Description for 2023: Under New Business Fire Chief Young is requesting the approval and adoption of the new job description for the position of Engineer. This will be a new position and rank in file for the District beginning in January of 2023. The draft job description has been reviewed and approved by legal counsel as presented.
- Public Safety Healthcare Group Trust Application: Under New Business Fire Chief Young is requesting approval to sign the application to join the Public Safety Healthcare Group Trust which will become the District's new employee benefit broker for 2023. By joining the Trust, the District will have access to better health, dental, and vision plans, early retirement healthcare benefits, reduced short-term disability insurance and reduced employee life insurance premiums provided by the District.

## CONSENT AGENDA

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

- Approval of the minutes of the July 11, 2022, regularly scheduled meeting.
- Confirmation of the continuity of the Financial Reports from July 7, 2022, to August 3, 2022. To accept and approve the destruction of voided check numbers 33460 from July 7, 2022, to August 3, 2022, through First Interstate Bank.
- Payment of the bills and approval of all Financial Reports to include ColoTrust statements and payroll registers as presented.
- To accept and approve the 2022 2<sup>nd</sup> Quarter Service Reports, as presented, and grant permission for the reports to be delivered to the towns.

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

## OLD BUSINESS

No old business for August 8, 2022.

## NEW BUSINESS

- Treasurer Vigil made a motion to accept and approve Resolution 2022-05 a Resolution ratifying the donation agreement, as amended, and the due diligence, and authorizing the acquisition through donation of real property and the execution of all documents necessary to accomplish the acquisition of Station 5 property. Motion was seconded by Vice President Jurgena. The motion passed unanimously.



- Treasurer Vigil made a motion to accept and approve Resolution 2022-06 a Resolution ratifying and authorizing the contract, the performance of due diligence, and the execution of all documents necessary to accomplish the transaction of real property at 9551 Weld County Road 11. Motion was seconded by Secretary Maselbas. The motion passed unanimously.
- Treasurer Vigil made a motion to accept and approve the Engineer job description as a new position and rank for the District beginning in 2023. Motion was seconded by Vice President Jurgena. The motion passed unanimously.
- Treasurer Vigil made a motion to authorize Fire Chief Young to sign the Public Safety Healthcare Group (PSHCG) application for services and approval to assign PSHCG as the District's new benefit broker beginning January 2023. Motion was seconded by Secretary Maselbas. The motion passed unanimously.

### **EXECUTIVE SESSION**

Treasurer Vigil moved to go into Executive Session as requested by President Weimer of the Board of Directors:

- Executive session for the discussion of personnel matters. CRS 24-6-402(4)(f).
  - Fire Chief Young's Annual Performance Review.

Motion was seconded by Vice President Jurgena. The motion passed unanimously.

Attorney Ross stated that the Executive Session will constitute as an attorney-client communication and will not be recorded. The Executive Session began at 7:49 p.m.

Vice President Jurgena moved to come out of the Executive Session. Motion was seconded by Secretary Maselbas. The motion passed unanimously. The Executive Session concluded at 8:15 p.m.

### **NEW BUSINESS**

- Treasurer Vigil made a motion to accept and approve the 2022 Performance Evaluation for Fire Chief Young from the Board of Directors. Motion was seconded by Secretary Maselbas. The motion passed unanimously.

### **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 8:17 p.m.

  
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Kathryn Maselbas, Secretary

I hereby attest that the Executive Session, which was not recorded, constituted privileged attorney-client communications.



\_\_\_\_\_  
Dino Ross, Esq.

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).



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Edward Weimer, President