



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



**MINUTES
March 11, 2024**

Chairperson Stout called the regular meeting of the Frederick-Firestone Fire Protection District Board of Directors to order at 7:00 p.m.

ROLL CALL

Directors Present:

David Stout, President/Chairperson
Kathryn Maselbas, Vice President
Robert Freeman, Secretary
Pete Ditmon, Assistant Secretary
Greg Houston, Treasurer

Also present:

Jeremy A. Young, Fire Chief, Virtually
Dino Ross, Legal Counsel
Steve Iacino, Assistant Chief of Planning
Mike Cummins, Finance Director
Summer Campos, Management Analyst/PIO

APPROVAL OF AGENDA

Treasurer Houston moved to approve the Agenda for the March 11, 2024, meeting as presented. Secretary Freeman seconded the motion, which passed unanimously.

PUBLIC COMMENT

No public was present for public comment.

ATTORNEY'S REPORT

Attorney Ross presented the Attorneys' Report for March 2024, which was included in the Board packet. Attorney Ross assisted with preparing a proposed Resolution approving the District's Community Risk Assessment and Standards of Cover document that will go before the Board for approval at the April Board meeting. Attorneys Woodward and Duke continue working with Chief Staff on the Brookfield property

donation for the future Fire Station 6. Attorney Ross briefed the Board on the 2024 Colorado Legislative Session and bills that could potentially impact the District.

The Board did not have any questions for Attorney Ross.

EXECUTIVE ADMINISTRATION, HR, AND INTERGOVERNMENTAL – FIRE CHIEF:

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

• **Administration**

- Construction of Fire Station 5 (Wyndham Hill). Fire Chief Young and Assistant Chief Iacino regularly meet and coordinate on an ongoing basis with Golden Triangle Construction, Allred & Associates, and Dunakilly. Dunakilly's monthly executive report includes financials, schedules, upcoming milestones, and project updates on this ten-month construction project. Currently, the project is ahead of schedule and still well within budget.
- Administration Renovation Project. The monthly executive report from Dunakilly includes financials and schedules. Fire Chief Young and Assistant Chief Iacino regularly meet and coordinate on an ongoing basis with Mark Young Construction, Allred & Associates, and Dunakilly. The schedule still shows construction completed in late March 2024 and District staff moving back in the first week of April. The project is still within budget despite a few required change orders due to issues found while renovating.
- Maintenance and Training Facility. Fire Chief Young and Assistant Chief Iacino continue to meet with Allred & Associates and Civil Engineering as the team prepares to apply for permits through Weld County. The team is working on layout, drainage, and pump pit specifications for permitting.
- Future Station 6 (Barefoot Lakes). Fire Chief Young and Assistant Chief Iacino continue to meet with Brookfield Development over the final lot lines within Filing 7 for the future fire station 6, which will be within the Town of Firestone. Staff received word from Brookfield and the Town of Firestone that the District will have access to Ronald Reagan Blvd (WCR 28) for emergency egress. The team is now back into the final site layout and planning with Allred & Associates and Brookfield Development. More to come as all of this comes together in 2024.
- Fire Chief Young and Management Analyst/PIO Campos attended the Center of Public Safety Excellence in Orlando, Florida, from February 26 to March 1. The conference provided great information for agencies seeking accreditation and upcoming and changing requirements for all agencies within the process of certification or accredited agencies.

PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:

FIRE MARSHAL AND CODE ENFORCEMENT

• **Community Development**

The District is currently working on sixty-eight (68) commercial projects: twenty-seven (27) commercial projects in Firestone, forty (40) projects in Frederick, and one (1) project in Weld County. There are no pending annexations.

Residential development includes thirty-three (33) projects, with an additional 14,236 planned dwelling units: 8,176 in the Town of Frederick and 6,060 in the Town of Firestone. In coordination with the rooftops for commercial development, residential developments will include additional commercial-zoned property.

The District has 436 commercial buildings and 789 businesses and is tracking 565 fire protection systems. 94% of systems are compliant, and 6% have deficiencies.

- **Certificates of Occupancy** – Three (3) Certificates of Occupancy were completed in February 2024.
- **New Permits Issued** – In February, the District issued two (2) construction permits, four (4) fire alarm permits, five (5) fire sprinkler permits, and two (2) event/other permits, for a total of thirteen (13) permits. The District billed \$3,77.50 in plan review and permit fees in February 2024.
- **Burn Permits** – Three (3) burn permits were issued in February.
- **Fire Investigations**- In February 2024, there were two (2) fire investigations: one (1) vehicle fire and one (1) large grass fire.
- **Youth Firesetter Program** – There were no YFS cases in February.

COMMUNITY RISK REDUCTION:

Community and Public Relations Events for January:

- Public Education / Community Events:
 - CPR Classes: 2 = **9 certifications**
 - Public Education / Community Events: **3**
 - Carbon Valley Senior Blood Pressure Checks (C-shift) = **60+ attendees**
 - Cub Scout Station Tour (C-shift) – 3417 attended a Cub Scout meeting talking about fire safety to over 20 scouts and their parents. Crews also showed them their firefighting gear and fire truck: = **50 attendees**
 - Children’s Courtyard (CCY) Visit (C-Shift) – 3401/3421 attended CCY Preschool for a Touch-A-Truck. CRRS Hayes also played household Tools vs. Toys with the students, discussing what a tool is for adults versus a toy for kids: = **100 students/teachers**
 - Car Seat Checks: **6**
 - Social Media Safety Messages Posted: **3 posts / 1 video**
 - Each month, CRRS Hayes collects data on home smoke alarms with the help of responding crews. The data collected refers to installed smoke alarms in homes within the District. Of the monthly calls for service at a residential address, **one hundred and eleven (111) homes had smoke alarms, and only four (4) did not**. One follow-up was attempted out of the four homes without smoke alarms. This data aims to identify areas within the District that may need further smoke alarm assistance, education, or safety needs.

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

• **2024 Project Updates**

- Crews continue to prepare for 2024 projects once Fire Chief Young opens the budget. Until then, most purchases are being contained to needed operational functions.
- The District's new Type 6 Brush Truck arrived on February 7. Most outfitting took place in February, with a few minor items still needing to be completed. The truck could be placed into service if required, and once entirely in service, it will be located at Station 1.
- The 110' Ladder Truck arrived on February 29th. It will receive its outfitting over the next 4-6 weeks, including on-site factory training for all District Engineers, the week of March 11, 2024.
- The application period for EMT/Firefighter, Paramedic/Firefighter, and Sole Function Paramedic closed, with the District receiving over 50 applications for firefighters and 25 applications for Paramedics. During March, the District will hold interviews and an assessment center for firefighters to build a recommended hiring list. The next step will be an assessment center for paramedics to create a separate hiring list.
- The District is still anticipating the arrival of the new 2024 ambulance from Braun NW in late April. The final inspection trip is scheduled for the week of April 22.

• **Station Projects, Maintenance, and Apparatus**

- Only needed repairs and maintenance are taking place at facilities now.

• **Operations Section Situation Status**

- No situational issues at this time.

• **Training Summary – February 2024**

- Total Fire Training Hours: 1,486.74 Hours
- Total Emergency Medical Training Hours: 235.5 Hours

• **Overview of Training Events for February 2024:**

- Medical training with Medical Direction Skill Checks on Cardiac Emergencies and Return of Spontaneous Circulation (ROSC).
- Search, Rapid Intervention, and SCBA Emergency Procedures training.
- All members completed company-level training.
- All members completed multiple Target Solutions trainings.
- A- and B-shift completed First Responder Resiliency training with Elevate Coaching.
- Multiple members attend Regional Hazmat Training with Greeley Fire.
- Each shift has a Paramedic Student, 2-Aims/1-St. Anthony's
- Nine (9) members working on Recruit Task Books.

- C-shift 3423 Ambulance presented at Longs Peak Hospital on Emergency Medical Services for high school students.
- Crews completed Ice Rescue refresher and initial training for newer members.
- Crews completed SCBA Confidence Maze at Aims Training Grounds.
- Members attended Annual Pre-plan/Fire Inspection training.
- One (1) member obtained Fire Instructor-I certification.
- One (1) member is working on the Driver/Operator Pumper Task Book.
- One (1) member working on the Driver/Operator Aerial Task Book.
- Three (3) members are attending Paramedic School.
- Multiple members registered for multiple classes and conferences.
- The Training Division is working on multiple strategic goal objectives.
- Training Division members attended multiple Local, County, and State meetings.
- Five (5) members were accepted into the District's 2024 Officer Development Program and began the online course of Blue Card Command School.

- **Call for Service Overview**
 - 2023 Total Calls for Emergency Service: 2,944
 - 2024 Total Calls for Service Year to Date: 503

- **Call Types – Year-To-Date**
 - EMS/Medical – 345
 - Fire – 23
 - Alarm Activation – 45
 - Public Assist/Other – 55
 - Investigation - 16
 - Hazardous Materials – 11
 - Administrative/Other – 8
 - Special Operations - 0

- **Total Service Calls Comparison:**
 - January 2023 – 212
 - January 2024 – 234

FINANCE SECTION REPORT – FINANCE DIRECTOR:

- **Accounting & Financial**
 - ***2023 Audit Preparations & Procedures Completed***
 - Payroll accrual entries calculated
 - Accounts Payable in process
 - Cash with County Treasurer entries calculated
 - Working on Receivables entries
 - Working on Capital entries
 - Working on the PBC List from the Auditor
 - Auditor has all FPPA Actuarial Reports necessary for the 2023 Audit

- Audit fieldwork begins April 29th
- **District Banking – February 2024**
 - Moved \$1.3 Million from Colotrust Unassigned Reserves (8003) to FIB Checking
 - Paid \$691K to GTC from the Colotrust GO Loan account (8007)
 - Paid \$233K to MYC from the Colotrust Capital Facilities account (8001)
 - The Colotrust Unassigned Reserve account is down to \$72K
 - Property tax distribution should be deposited on Thursday or Friday (March 7th – 8th)
 - The Unassigned Reserve account will be replenished this upcoming week.
- **2024 – YTD Budget Summary**
 - The February 2024 County Distribution was received on March 7, 2024, in the net amount of \$3,034,545. Of this amount, \$57,377 was Specific Ownership Tax. These amounts are included in the summary below.

Executive Summary - Budget vs. Actual - YTD
GENERAL FUND
From January 1, 2024, through March 6, 2024

Revenues	Budgeted	Received YTD	Remaining Budgeted	Percent Received
<i>TOTAL:</i>	\$23,039,339	\$3,737,802	\$19,301,537	16.2%

Expenditures	Budgeted	Expended & Committed YTD	Remaining Budgeted	Percent Expended & Committed
<i>TOTAL:</i>	\$35,270,278	\$4,995,706	\$30,274,572	14.2%

18.1%
FY Expired

● **EMS Billing and Collections Summary**

TRANSACTIONS – FEBRUARY 2024

<u>Patient Disposition</u>	<u>Number of Calls</u>	<u>Percent of Total Calls</u>
Patients Treated and transported by this EMS unit. (<u>Billable Calls</u>)	108	77.44%

CHARGES BILLED

<u>Charge Type</u>	<u>Description</u>	<u>Charge Quantity</u>	<u>Charge Amount</u>
Base Rate	ALS/BLS Emergent Resident & Non-Resident	92	\$123,800
Transportation	Mileage Resident & Non-Resident Emergent	865.6	\$21,640
		<i>TOTAL:</i>	<u>\$145,440</u>

ADJUSTMENTS / WRITE-OFF'S

<u>Transaction Payer Name</u>	<u>Transaction Type</u>	<u>Total Transactions</u>
Medicaid / Medicare / Ins / Other	Adjustment	\$76,260
Write-Offs / Refunds	Bad Debt	\$0
	TOTAL:	\$76,260

PAYMENTS RECEIVED & BOOKED YTD

<u>Period</u>	<u>Actual Booked</u>	<u>Annual Budget</u>	<u>% of Budgeted</u>
Jan-24	\$102,510	\$675,000	15.19%
Feb-24	\$64,409	\$675,000	9.54%
YTD	\$102,510	\$675,000	24.73%

• **Miscellaneous Financial Information:**

- None at this time.

FIRE CHIEF DISCUSSION AND POTENTIAL ACTION ITEMS

FFFD Standards of Cover – Draft Working Document: Discussion and Review Item: Management Analyst/PIO Summer Campos and staff have been working on the District’s Standard of Cover for accreditation purposes in 2025. A Standards of Cover document is a systematic way of looking at and identifying the services the District provides. This will remain a working document, and the document attached to the packet is provided for review until April 1, 2024. Staff requests that the Board give any comments or recommendations by April 1, 2024, to MA/PIO Campo. The Board will be asked to formally approve the document by resolution at the April 8, 2024, meeting.

Firestone Urban Renewal Authority (FURA) Appointment: Under new business, Fire Chief Young requests that the Board appoint a member to serve on the Firestone Urban Renewal Authority Board of Commissioners. Commissioner meetings are held on the third Wednesday of each month at 6:30 p.m. as needed at the Town of Firestone Police and Municipal Court Building. Colorado Revised Statute allows one seat to be created for appointing a particular special district board member, who is to be selected by agreement of the special districts levying a mill levy within the boundaries of the urban renewal authority. The District has maintained a long-term relationship with the FURA Board in both Firestone and Frederick as community partners. Director Houston advised the Board that he would like to represent the District as a FURA Board of Commissioners member.

Dunakilly Management Group – Maintenance Training Facility Construction: Under new business, Fire Chief Young requests approval to amend and sign the owner’s representative service agreement with Dunakilly Management Group Corp., which is assisting the District with Station 5 and Administration Renovation projects. This amendment will add the scope of work for owners' representation on the Maintenance and Training Facility, which is currently in the planning phase and scheduled for construction in late fall – winter 2024. The cost allocation for this scope of work is within the District’s 2024 Budget and will be planned to continue within the 2025 Budget as the project will span over two budget cycles.

International Association of Fire Chiefs (IAFC) TV Proposal to Highlight FFFD: Under new business, Fire Chief Young requests that the Board consider approving the Frederick-Firestone Fire Protection District to have a District Profile Film done by IAFC TV. The profile film will highlight the District's accomplishments through outreach and strategic goals, as well as the community served. The final profile film will be shown at Fire-Rescue International in August 2024. Some expenses are associated with the two full days of filming, including the producer, film crews, editing, and distribution, at a flat rate of \$26,300. The District will own the right to all footage produced, which can be utilized for future community outreach and education efforts.

ELECTION OF BOARD OF DIRECTORS

President Stout stated that he is stepping down as Board President/Chairman and requested an election of officers. Attorney Ross conducted the election of officers.

Attorney Ross called for nominations for the presidency. Chairman Stout nominated Vice President Maselbas. Treasurer Houston seconded the nomination, which passed unanimously.

Attorney Ross called for nominations for the Vice President position. President Maselbas nominated Director Stout. Treasurer Houston seconded the nomination, which passed unanimously.

Attorney Ross welcomed the Directors to their new positions and closed the election of officers. He turned over the meeting to Chairperson Maselbas.

CONSENT AGENDA

The following Consent Agenda was presented:

- Approval of the February 12, 2024, regular meeting minutes.
- Confirmation of the continuity of the Financial Reports from February 8, 2024, to March 6, 2024.
- To accept and approve all payables, financial reports, fund receipts and transfers, Colo-Trust statements, and payroll registers as presented within the monthly financial binder.

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

OLD BUSINESS

No old business.

NEW BUSINESS

- Secretary Freeman appointed Director Houston to the Firestone Urban Renewal Authority. Vice President Stout seconded the motion. The motion passed unanimously.

- Secretary Freeman moved to authorize Fire Chief Young to amend and sign the current owner's representative service agreement with Dunakilly Management Group Corporation to add the maintenance and training facility scope of work to be conducted in 2024 and 2025. Treasurer Houston seconded the motion, which passed unanimously.
- Secretary Freeman moved to proceed with the International Association of Fire Chiefs (IAFC) TV project at the expense of \$26,300. The project will highlight the District in a profile video shown at Fire-Rescue International in August 2024 and provide marketing materials for the District. Treasurer Houston seconded the motion. The motion passed unanimously.

ADJOURNMENT

Secretary Freeman moved to adjourn the meeting. Treasurer Houston seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:05 p.m.



Robert Freeman, Secretary