



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



**MINUTES
June 10, 2024**

Chairperson Maselbas 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:

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

Also present:

Jeremy A. Young, Fire Chief
Dino Ross, Legal Counsel
Doug Prunk, Assistant Chief of Operations
Summer Campos, Management Analyst/PIO
Eric Miller, The Adams Group, LLC
Elizabeth Whalen, FFFD Paramedic
FFFPD Station 2 Personnel
Ms. Brenna Seitz
Mr. and Mrs. Kenneth Voss
Mike and Jaime Owings

APPROVAL OF AGENDA

Secretary Freeman moved to approve the Agenda for the June 10, 2024, meeting as presented. Treasurer Houston seconded the motion, which passed unanimously.

PUBLIC COMMENT

No public comment.

PRESENTATIONS

- Fire Chief Young presented the Community Life Saver Award to Ms. Brenna Seitz for her efforts in intervening and assisting a citizen during a medical emergency that resulted in a life saved. Mr. Kenneth Voss spoke briefly about Brenna Seitz's high-quality CPR efforts that saved his life until Fire and EMS personnel could arrive.
- Mr. Eric Miller of The Adams Group presented his firm's audit of the District's 2023 financial statements to the Board. Mr. Miller noted that the District utilizes accounting estimates based on management's knowledge and experience about past and current events. Unknown future circumstances can affect the District's financial statements. Those estimates include EMS receivables, capital assets, and the FPPA pension liability asset. Overall, the audit found that the key factors and assumptions associated with the estimates were reasonable concerning the financial statements. Mr. Miller noted that the District's audit was clean and efficient, meeting all governmental standards, and had proper control mechanisms.

ATTORNEY'S REPORT

Attorney Ross presented the Attorneys' Report for June 2024, which was included in the Board packet. Attorney Ross informed the Board that the Governor signed into law Senate Bill 24-194 (Special District Emergency Services Funding), which authorizes the District to assess impact fees directly rather than through the towns. Attorneys Woodward and Duke continue to assist the District on the Brookfield Land Donation. Attorney Ferguson continues to assist the Board in developing the 2023-2024 performance review for Chief Young. Attorney Ferguson is also helping Chief Staff with several new employment-related policies. Attorney Ross advised the Board he is still assisting Chief Staff in connection with property that was excluded from the District 2018, but which the County Assessor has improperly kept on the District's tax rolls. The property should have been included into Mountain View Fire Protection District at the time it was excluded from Frederick-Firestone FPD, but that did not happen. Because the property is still on the District's tax rolls the Erie Urban Renewal Authority (EURA) is requesting that the EURA and the District enter into a Tax Increment Financing (TIF) Agreement as required by Colorado Law. The District and the EURA have extended the period for negotiating the TIF Agreement to July 10, which will allow the District Board to consider the proposed TIF Agreement at its July meeting.

Secretary Freeman motioned to amend the deadline to enter into a TIF Agreement with the Erie Urban Renewal Authority (EURA) to July 10, 2024. Treasurer Houston seconded the motion. The motion passed unanimously.

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:

- **Capital Facilities**

- Fire Station 5 (Wyndham Hill). Fire Chief Young and Assistant Chief Iacino regularly meet and coordinate on an ongoing basis with Golden Triangle Construction (GTC), Allred & Associates, and Dunakilly. The monthly executive report from Dunakilly includes financials, schedules, upcoming milestones, and project updates as this twelve-month construction project progresses. GTC is ahead of schedule, and the project is still within budget. Chief Staff is anticipating an early August 2024 move-in for staff and apparatus.
- Maintenance and Training Facility. Fire Chief Young and Assistant Chief Iacino are actively coordinating with Allred & Associates, Civil Engineering, and Weld County as the project approaches the entire building permit stage. Chief Staff also is in close collaboration with Dunakilly on the total budget, and a solicitation of qualifications and proposals will be issued within the next 60 – 90 days, a crucial step in the ongoing project.
- Future Station 6 (Barefoot Lakes). Fire Chief Young and Assistant Chief Iacino continue to meet with legal counsel, the Town of Firestone, Allred & Associates, and Brookfield Development regarding the final lot for filing seven and the site plan for the future station. Legal counsel continues working with Brookfield on the land conveyance procedure and agreements with the District.
- Chief Young and Assistant Chief Iacino met with Allred & Associates to discuss the District's Capital Facilities Plan. Timelines were established, and concepts were provided regarding what the District needs in architect and civil engineer designs for the projects identified within the plan.
- **Administration**
 - Staff continues to work on accreditation, including the writing, development, and revisions of policies and standard operating guidelines to meet or exceed accreditation standards. As Staff works through these processes and revisions, it will bring new policies and procedures to the Board for approval over the next few months. Many of the District's standard operating guidelines have been reviewed and revised as needed through this process.
 - Chief Young, the State of Colorado Director for the International Association of Fire Chiefs—Missouri Valley Division, attended the annual conference, which was held in Ft. Collins from June 4th to 7th. The conference included board meetings, business meetings, and excellent opportunities for networking from the eight-state region. Assistant Chief Prunk also participated. Next year's conference is scheduled for St. Charles, Missouri.
- **Human Resources / Personnel / Staffing**
 - Finance Director Cummins and Fire Chief Young are working on the 2024 Weld County Fire Districts Salary Study. This study will be completed in late June and presented to all surrounding fire, rescue, and emergency medical agencies for 2025 budgeting.
 - Chief Young and HR Manager Docheff are meeting with Colorado Occupational Medical Partners to review and revise the annual firefighter physicals for the District. Annual physicals typically begin in August of each year, and the District will include more fitness testing for the physical to start this year.

- **Intergovernmental & Community Relations**

- Fire Chief Young attended and participated in the following meetings in April, above and beyond what is included on the monthly meeting and event list:
 - Met with the Town Manager of Frederick to discuss future developments, leadership, future urban renewal areas, Station 5 progress, and the IAFC filming project.
 - Carbon Valley Emergency Management Advisory Board meeting
 - Weld County Communications Board meeting
 - Weld County Fire Chiefs Association Meeting – Executive Board
 - International Association of Fire Chiefs (IAFC) Missouri Valley Division (MVD) Board Meeting as State Director.
 - Colorado State Fire Chiefs monthly board meeting.
 - Colorado State Fire Chiefs Legislative update
 - Leadership Mentoring Sessions with four (4) officers within and two (2) outside the District.

PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:

FIRE MARSHAL AND CODE ENFORCEMENT

- **Community Development**

The District is currently working on eighty (80) commercial projects: thirty-two (32) projects in Firestone, forty-seven (47) projects in Frederick, and one (1) project in Weld County. There are no pending annexations.

The District is currently working on thirty-six (36) residential projects, with an additional 14,236 planned dwelling units: 8,176 in the Town of Frederick and 6,060 in the Town of Firestone. Residential developments will include additional commercial-zoned property for commercial development in coordination with the residences.

The District has 436 commercial buildings, with 799 businesses, and is tracking 567 fire protection systems. 95% of systems are compliant – 5% have deficiencies and are in the repair process.

- **New Permits Issued** – In May, the District issued four (4) construction permits, six (6) fire alarm permits, five (5) fire sprinkler permits, four (4) special event permits, one (1) food truck permit, one (1) fireworks display permit, and one (1) fireworks stand permit, for a total of twenty-two (22) permits. The District billed \$19,438.50 in plan review and permit fees in May 2024.
- **Fire Investigations** - In May, there were two (2) fire investigations, one (1) fire in a commercial structure and one (1) fire in playground equipment.

COMMUNITY RISK REDUCTION:

Community Outreach and Public Relations Events for May:

- Public Education / Community Events:

- Thunder Valley K-8 Station 1 tour – **14 students + parents and teachers.**
- Senior blood pressure (BP) checks Carbon Valley Senior Center BP checks. – **45 seniors**
- Coal Ridge Middle School Fire Prevention Meeting – CRRS Hayes spoke with the staff at CRMS regarding their end-of-year fire prevention planning and important fire expectations going into the 2024/2025 school year. – **60 Staff members**
- Soaring Heights Elementary Station 1 tour – Soaring Heights (located in Erie) to tour Station 1 and learn about fire safety. – **160 students, parents, and staff**
- Spark PreK Family Carnival Night – B-Shift’s 3401 and 3421 participated in a family carnival night. Crews were assigned to a “tattoo” station where they applied cool temporary firefighter tattoos onto students. – **150 visitors**
- FFFPD’s First Babysitting Safety Class – CRRS Hayes taught future babysitters the skills needed for a successful babysitting career. This course covered babysitting preparedness, business expectations, caring for children, safety awareness, CPR, and choking skills. Students received 2 HSI certificates and a babysitting kit, including activities for kids and a first aid kit. This class was a massive success for being the first class offered to the community, resulting in a waitlist. – **18 certified babysitters**
- End of school year spray downs – Crews completed three schools (Carbon Valley Academy, Centennial Elementary, and Prairie Ridge Elementary) - **1000 students/staff**
- Car Seat Checks: **2**
- Social Media Safety Messages Posted: **23 posts / 1 video**
- Frederick High School CPR make-up day – **5** more students completed CPR/AED
- Community CPR Class – **4** students
- American Furniture Warehouse: CPR Class 1 completed – **10** students

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

● **2024 Project Updates**

- The new exterior window project at Station 3 has been completed. Crews are finishing the final touch-up and rehanging window blinds.
- Weld County inspected the District’s new ambulance on May 30th, and it was then put into service. This unit is currently running out of Station 1.
- Orientation began for the seven recruit firefighters of class 2024-1. These individuals will undergo an onboard training academy over the next five weeks before starting shift assignments.
- The District finished donating the 2011 ambulance to the CommonSpirit Pre-Hospital Paramedic Program.

● **Station Projects, Maintenance, and Apparatus**

- Fleet Manager Fennel met with Executive Staff to assess the current fleet and update the replacement plan. This group discussed options for new apparatus, the reserve fleet, and possible refurbishment of some older apparatus due to current funding and delivery times for new apparatus.

- **Training Summary – May 2024**
 - Total Fire Training Hours: 2,304.02 Hours
 - Total Emergency Medical Training Hours: 275.75 Hours
- **Overview of Training Events for May 2024:**
 - Two (2) members attended one-week Rigging for Rescue training.
 - Five (5) Officer Development Program candidates completed ICS-300 training
 - B-shift Acting-Engineers completed Skid Avoidance Training.
 - Four (4) Captains completed/obtained Incident Safety Officer certification.
 - C-shift attended live "Gas Fires" training with Black Hills Energy.
 - Five (5) Officer Development Program candidates attended Report Writing training.
 - Two (2) members attended a two-day State Hazmat Conference.
 - Two (2) members began phase III of their paramedic field instruction.
 - All crews attended Live Fire training (3-story hotel fire scenario).
 - One (1) member obtained State Driver Operator-Utility certification.
 - One (1) member obtained State Fire-Instructor certification.
- **Call for Service Overview**
 - 2023 Total Calls for Emergency Service: 2,944
 - 2024 Total Calls for Service Year to Date: 1,219
- **Call Types – Year-To-Date**
 - EMS/Medical – 834
 - Fire – 69
 - Alarm Activation – 108
 - Public Assist/Other – 126
 - Investigation - 41
 - Hazardous Materials – 17
 - Administrative/Other – 24
 - Special Operations - 0
- **Total Service Calls Comparison:**
 - January 2023 – 264
 - January 2024 – 277

FINANCE SECTION REPORT – FINANCE DIRECTOR:

- **Accounting & Financial**
 - *Audit*
 - Unqualified Audit Report (Discrepancies or adverse conditions were ***not*** observed)
 - Slight decrease in Fund Balance of \$691,748 during 2023
 - Fund Balance decreased from \$31,633,071 to \$30,941,323
 - Mostly due to spending down of GO Loan Proceeds on Station 5 Construction
 - The District's actual revenues exceeded budgeted revenues by \$2,925,032

- The District’s actual expenditures were \$5,844,617 under-budgeted expenditures
- **District Banking**
 - In May of 2024: (FIB = First Interstate Bank / CT = ColoTrust / MYC = Mark Young Construction, and GTC = Golden Triangle Construction)
 - Moved \$3M from FIB Checking to CT Capital Facilities (8001)
 - Moved \$1M from FIB Checking to CT Capital Equipment (8002)
 - Moved \$4.25M from FIB Checking to CT Unassigned Reserves (8003)
 - Paid \$633,174 to MYC from CT Capital Facilities (8001)
 - Paid \$854,027 to GTC from CT GO Loan (8007)
 - Paid \$706,748 to Truist Gov. Finance (2022 GO Loan) from CT (8003)
- **2024 – YTD Budget Summary**
 - The May 2024 County Distribution was received on Thursday, June 6th. The net distribution was \$575,989. \$56,177 was Specific Ownership Tax, leaving the remaining \$519,812 in property tax and related revenue.

Executive Summary - Budget vs. Actual - YTD

GENERAL FUND

From January 1, 2024, through May 7, 2024

Revenues	Budgeted	Received YTD	Remaining Budgeted	Percent Received
TOTAL:	\$23,039,339	\$16,828,760	\$6,210,579	73.0%

Expenditures	Budgeted	Expended & Committed YTD	Remaining Budgeted	Percent Expended & Committed
TOTAL:	\$35,270,278	\$13,465,720	\$21,804,558	38.2%

42.9%
Fiscal Year
Expired

● **EMS Billing and Collections Summary**

TRANSACTIONS - May 2024

<u>Patient Disposition</u>	<u>Number of Calls</u>	<u>Percent of Total Calls</u>
Patients treated and transported by our EMS Units (<u>Billable Calls</u>)	99	70.71%

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	75	\$105,200
Transportation	Mileage Resident & Non-Resident Emergent	735.2	\$18,380

TOTAL: \$123,580

ADJUSTMENTS / WRITE-OFF'S

<u>Transaction Payer Name</u>	<u>Transaction Type</u>	<u>Total Transactions</u>
Medicaid / Medicare / Ins / Other	Adjustment	\$62,007
Write-Offs / Refunds	Bad Debt	\$1,257
TOTAL:		\$63,264

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%
Mar-24	\$49,633	\$675,000	7.35%
Apr-24	\$67,323	\$675,000	9.97%
May-24	\$56,590	\$675,000	8.38%
YTD	\$340,465	\$675,000	50.44%

• **Miscellaneous Financial Information:**

- Received a FURA TIF “pass-through” check from the Town of Firestone for \$549,516.

FIRE CHIEF DISCUSSION AND ACTION ITEMS

Independent Financial Audit of Fiscal Year 2023: Under New Business Executive Staff requests a motion to accept and approve the Independent Audit of the District’s 2023 Financial Statements as presented by The Adams Group, LLC, and staff. Legal counsel has reviewed the Audit, and it will be filed with the State Auditor upon final Board approval.

Special District Association Conference – September 10-12, 2024: This annual conference is provided by the Special District Association of Colorado. Executive Staff has budgeted for up to four positions to attend this conference. The conference in Keystone offers three days of keynote speakers and breakout sessions that provide governance, finance, and leadership information for special districts.

CONSENT AGENDA

The following Consent Agenda was presented:

- Approval of the May 13, 2024, regular meeting minutes and the May 29, 2024, special meeting minutes.
- Confirmation of the continuity of the Financial Reports from May 9, 2024, to June 5, 2024.
- Accept and approve all payables, financial reports, fund receipts, and transfers, Colo-Trust statements, and payroll registers as presented within the monthly financial binder.

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

OLD BUSINESS

No old business.

NEW BUSINESS

- Vice President Stout motioned to accept and approve the independent audit report of the Financial Statements for the year ended December 31, 2023, and governance communication, as presented by The Adams Group, LLC. Secretary Freeman seconded the motion. The motion passed unanimously.

ADJOURNMENT

Secretary Freeman moved to adjourn the meeting with no other business before the Board. Treasurer Houston seconded the motion, which passed unanimously. The meeting was adjourned at 7:53 p.m.



Robert Freeman, Secretary