



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



**MINUTES
February 13, 2023**

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
Kathryn Maselbas, Secretary
David Stout, Assistant Secretary
Christopher Vigil, Treasurer, Excused

Also present:

Jeremy A. Young, Fire Chief
Dino Ross, Legal Counsel
Doug Prunk, Assistant Chief of Operations
Steve Iacino, Assistant Chief of Planning
Mike Cummins, Finance Director
Summer Campos, Management Analyst/PIO
Gary Cahill, Dunakilly Management Group Corp.

Vice President Jurgena made a motion to excuse Treasurer Vigil from the February 13, 2023, meeting. Motion seconded by Assistant Secretary Stout. The motion passed unanimously.

APPROVAL OF AGENDA

Secretary Maselbas moved to approve the Agenda for the February 13, 2023 meeting as presented. Motion seconded by Vice President Jurgena. The motion passed unanimously.

PUBLIC COMMENT

Gary Cahill, Owner's Representative from Dunakilly Management Group Corp, addressed the Board and provided an overview of Dunakilly Management Group Corp. and other projects the company has worked

on in the past which included fire stations, recreational centers, libraries, and many other commercial buildings. Mr. Cahill discussed how the owner's representative process works, and how Dunakilly will help in the fiscal and construction management of the District's Station 5 project. The Board of Directors had no follow-up questions for Mr. Cahill.

ATTORNEY'S REPORT

Attorney Ross presented the Attorneys' Report for the month of January 2022, included in the Board packet. Attorney Ross briefly discussed increasing the District's 2023 monthly retainer after completing a retainer analysis. Attorney Ferguson assisted Chief Young with the upcoming 2023 Directors election. Attorney Ross assisted with an addendum to Precision Fire Apparatus' contract to sell a rescue engine to the District. Attorney Ross reviewed with the Board several bills set forth in his firm's Legislative Tracker. Attorney Powell continues to assist Chief Staff on three (3) inclusions that are pending.

The Board of Directors 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**

- Staff continues to work with the District's Designated Election Official (DEO) on Board of Director nominations and the May 2, 2023, election. To date, the DEO has received three (3) completed self-nomination forms for the Board of Director positions. The deadline for self-nomination forms is February 24, 2023. The Board of Director Election notification has been posted in the Longmont Times Call and Fort Lupton Press newspapers, and has been posted on the District's website.
- Fire Chief Young and legal counsel continue to work with Ft. Lupton Fire Protection District, Platteville-Gilcrest Fire Protection District and Mountain View Fire Protection District to ensure Frederick-Firestone Fire Protection District is the primary emergency services provider for Weld County Rd. 19 from Highway 66 south to Weld County Road 18, which has been annexed to the Town of Firestone. They are currently working on an automatic aid agreement with Ft. Lupton Fire Protection District. Platteville-Gilcrest Fire Protection District and Mountain View Fire Protection District have agreed to making Frederick-Firestone Fire Protection District the primary responder through changes to the dispatch protocols at Weld County Regional Communications Center.
- The Station 5 project continues to move forward. Fire Chief Young and Asst. Chief Iacino continue to work with the District's architect, Owner's Representative, and legal counsel on the upcoming request for proposal (RFP) to be provided to the five general contractors chosen through the request for qualifications (RFQ) process. The current schedule is as follows:
 - Permit set issued to Town of Frederick and Fire District 3rd Party. Feb. 24, 2023
 - Contractor bid start – RFP – March 1, 2023
 - Mandatory site visit with contractors – March 9, 2023
 - Last day for questions and substitutions – March 16, 2023
 - Last day for addendums – March 21, 2023
 - Contractor Guaranteed Max Price Bid due – March 28, 2023

- Interview final two Contractors – April 3, 2023
- Recommendation to Board of Directors – April 6, 2023
- Board Meeting – Action Taken – April 10, 2023
- Permit process completed with Town of Frederick – April 14, 2023
- Legal review of AIA contract from awarded contractor – April 21, 2023
- Groundbreaking Ceremony – mid May 2023 – TBD
- Contractor mobilizes site / construction start – May/June 2023

• **Human Resources / Personnel / Staffing**

- Fire Chief Young made a conditional offer for the Community Risk Reduction Specialist position, which was accepted. The District's new Community Risk Reduction Specialist comes with experience from South Adams County Fire Protection District, where she has served as their Community Risk Reduction Specialist for the last five years. The potential start date is February 27, 2023.
- The District is currently taking applications for the position of Paramedic/Firefighter. To date, the District has not received any applications for the open. Due to these results, Chief Staff will be posting for a Paramedic only application process in order to see what type of response is obtained. Talking with many other fire districts, they are all seeing the same lack of applicants when it comes to the position of Paramedic/Firefighter.
- Fire Chief Young received a resignation from one of the District Paramedic/Firefighters. This individual chose a different career path and will be leaving fire and emergency medical services all together. We wish them the best in their future endeavors.
- Fire Chief Young and HR Manager Docheff continue to work on the implementation of the District's new Trakstar performance software. Staff will be done with the build-out by early March and then training of personnel will begin. The goal is to go-live in early April.

• **Intergovernmental and Community Relations**

- Fire Chief Young and Staff continue to attend multiple Carbon Valley and Weld County meetings through the months of January/February 2023. Meetings include the Communication Advisory Board, Weld County Efficiency Workgroups for Emergency Services and Dispatch, Carbon Valley Rotary, Carbon Valley Chamber of Commerce, and the Weld County Utility Board Commission as requested or required.
- Fire Chief Young attended the January Town of Frederick Board of Trustees meeting. The Board approved the maintenance facility utilization intergovernmental agreement for the next two years. Discussion was held on developer impact fees. At its March meeting, the Board is intending to authorize the District to begin collecting developer impact fees.
- Fire Chief Young met with the Town of Frederick's Town Manager and Deputy Town Manager on January 31, 2023. Topics of discussion were 52 Highway and Colorado Blvd. development, fire engineering and code compliance for the Agilent expansion project, and developer impact fees moving forward.

- Fire Chief Young continues to communicate with the Town of Firestone's Town Manager on developer impact fees. The Town of Firestone's impact fees are be discussed with the Board and Staff on how best to phase-in or implement the impact fee schedule for the Town. Fire Chief Young's understanding is Town of Frederick's Staff wants to coordinate the Fire District's impact fee alongside the Town of Firestone's impact fee schedule. More to come.
- **2021-2026 Strategic Plan 2022 4th Quarter Update**
 - **Goal 1: Objectives 1D/1E 2022 – Executive Staff:**

Goal 1 is an intensive goal with many layers of policy, politics, and legal requirements involved. The overarching part of this goal is ongoing which is to work on the District's external relationships to improve services for our stakeholders and customers. Chief Young presented the following items that have been recently updated, revised, or in process of completion to enhance these services:

 - Maintenance Facility and Supply Cost Sharing Agreement
 - Automatic Aid – Closest Unit Dispatching Agreements with Neighbors
 - Automatic Aid – Firestone Annexation Agreements
 - Co-Responder Training and Local Police Utilization
 - Victim Advocate Training and Education
 - Local Civic Group Partnerships – Carbon Valley Rotary
 - Oil and Gas Partnerships for Training and Resources
 - Weld County Fire Chiefs – County Wide Burn Restrictions

This goal will continue on as other relationships are brought to the table to not only improve external service but also the District's internal service for all stakeholders involved.
 - **Goal 2: Objectives 2C/2D – 2022-2023 – Community Risk Reduction Division:**

The Strategic Goal #2 Committee, which focuses on community engagement. New program discussion centered around academies for adults, summer camps for kids, fall prevention, tween cooking, and business continuity planning. The program proposal and internal committee suggestions were all collected by Management Analyst/PIO ("MA") Campos and will be used to begin the first draft of the Comprehensive Marketing and Outreach Plan (CMOP) (Objective 2C). MA Campos drafted all ten (10) sections of the CMOP and presented it to Executive Staff on Feb. 7th for feedback. Once all feedback is received, MA Campos will update and finalize the CMOP. This will allow for the defined activities in the CMOP (Objective 2D) to be implemented within the District and its communities, both internally and externally, in 2023.
 - **Goal 3: Objectives 3B/3C/3D 2022 – Training Division:**

The Career Development Committee conducted their last met on Jan. 31, 2023. The Committee has continued to work on completing the critical tasks listed in Objective 3B and moving onto Objective 3C.

 - Research other fire districts' career development processes. (completed)
 - Define milestones for each position to be consistent with industry standards and the District's mission and values. (completed)
 - Compare milestones with job descriptions to ensure consistency. (Job descriptions may need to be updated once flow path is adopted.) (Chief Young is assisting)

Battalion Chief Gilbert and Captain Joseph will be meeting with Fire Chief Young to discuss the new Management Analyst / PIO and Human Resource Managers position as well.

The finance and training divisions shall perform a cost analysis of career path impacts. (Currently in process)

Create a document with a flow chart to outline career paths for each position. (in process/out for review with Committee members)

Looking forward to Objective 3C, the Committee believes that many of the critical tasks can be completed with the implementation of the Trakstar Performance software being developed and implemented in early 2023. The Committee will evaluate once it is in place. Next meeting will be in early March.

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

Since the last update (10-2022) the Team has focused on the following items:

1. Refining values used in calculation of the quantitative impact (hourly rate) of Out of Service Capital assets (4A)
 - a. Several quantification calculation models have been developed & fleshed out conceptually and mathematically.
 - b. Working towards expanding the analysis parameters to several other types of apparatus
 - c. Utilizing call logs to obtain more accurate data for the District's specific UHU (Unit Hour Utilization) specs for several apparatus & ambulance assets.
 - d. Obtaining additional data (maintenance) on specific apparatus to enable additional specific quantification relating to one of the conceptual models.
 - e. Continued apparatus/vehicle & maintenance/repair history entry into Target Solutions.
2. Moving heavily into Objective 4B – Needs Assessment (procurement & replacement of capital infrastructure)
3. 4B – Contracting with a third-party to conduct a Needs Assessment – potential third-party consultants are being identified and listed.
4. Working on obtaining current figures on the cost of the third party Needs Assessment, and RFPs that were utilized by neighboring departments (or other departments that the Team can identify). Working with various Battalion Chief (BC) level contacts (BC Edwards) and area fire districts that have recently worked with similar Needs Assessment consulting contracts.
5. Initial consideration & preliminary ideas & concepts relating to 4C/4D – Develop a comprehensive capital infrastructure plan utilizing the third-party needs assessment report with current District data, and associated lead times from vendors.

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

The Safety and Wellness Committee continues to work to Enhance the health and wellness of the District's members to prevent injury and promote career longevity.

Below is the synopsis of the progress the Safety and Wellness Committee has made on Strategic Goal #5. The Committee continues to offer and create additional health related programs for all District employees.

Three personnel over the months of September, October, and November completed the International Association of Firefighters (IAFF)- Peer Fitness Trainer program and successfully passed the examination in November. Throughout this course, they learned about various fitness modalities, creating exercise programs and what program(s) may be suitable for individuals within the organization. The program emphasized that of individualized program/testing/evaluation as well as departmental standards for fitness. These programs are utilized to develop a healthier culture through fitness and reduce the likelihood of injuries. Individuals within the department should feel comfortable with asking exercise related questions to each of the individuals that passed the examination.

The Committee continues to work on revising and updating the safety related SOG's. The Committee is also constantly reviewing S&E reports to find lessons learned and make recommendations to prevent accidents in the future. The Committee has created a quarterly Safety Bulletin that will be distributed out to all stations to enhance awareness. All S&E forms have been updated and are now readily available on the home page of Target Solutions.

○ **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.”

In the fourth quarter of 2022 and early stages of 2023, strategic work was done with Executive and Operations Staff to address staffing concepts related to staffing Station 2 full-time in 2023. The ultimate goal would be to maintain a fully staffed fire apparatus with minimum staffing of three personnel consisting of an Officer, Engineer, and Paramedic/Firefighter. After assessing the current staffing levels which considered a lack of promoted Engineers and concerns of undue amounts of overtime to maintain three person staffing it was determined that maintaining a full-time ambulance of a minimum of two personnel would be the best alternative moving into 2023. In addition, when correct staffing is available, Station 2 crews would cross-staff an engine in the event of a structure fire call within District 2. Starting January 2023, this staffing plan went into effect bringing minimum mandatory staffing to 16 firefighters per day. To assist with this policy implementation, the District will be actively recruiting 4-6 additional Paramedic/Firefighters in the first quarter of 2023. This recruiting process has been identified as a need as replacements associated with employee vacancies and to begin staffing increases in anticipation of promotional opportunities in 2023 and the opening of Station 5 in Summer of 2024.

○ **Goal 7: Objectives 7E/7F 2022-2023 – Planning Section:**

Assistant Chief Iacino and MA 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. Currently subject matter experts are being interviewed on the criteria identified within the self-assessment process. MA Campos has met with fellow Accreditation Analysts and GIS Analysts to assist with data collection, potential software needs, and to help identify a good starting point. MA Campos will begin work on the Community Risk Assessment (“CRA”) – Standards of Cover document as outlined by CPSE (Objective 7D). MA Campos will also work closely with CVEMA Emergency Management Coordinator Garner to ensure that CVEMA's and the District's CRA identify the same community threats. Once the Standards of

Cover is complete, MA Campos can move forward with completing Objective 7E, which is the self-assessment.

PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:

COMMUNITY RISK REDUCTION AND CODE ENFORCEMENT

○ **Community Development / Code Enforcement**

The District is currently working on ninety (90) commercial projects within the Towns: thirty-three (33) commercial projects in Firestone, Fifty-five (55) projects in Frederick, and one (1) project in Weld County. In addition, there are three (3) annexations coming that will need to be included into the District, which is zoned for residential and commercial/mixed use.

Residential development includes thirty-three (33) residential development projects with an additional 17,187 planned dwelling units; 7,635 in the Town of Frederick and 9,552 in the Town of Firestone. Residential developments will include additional commercial zoned property for commercial development in coordination with roof tops.

The District currently has 433 commercial buildings with 774 businesses; and are tracking 518 fire protection systems.

- **Certificates of Occupancy** – There were four (4) Certificates of Occupancy completed in January.
- **New Permits Issued** – In January, the District issued one (1) construction permit, one (1) fire sprinkler permit, three (3) food truck permits and five (5) fire alarm permits, for a total of ten (10) permits. The District billed a total of \$1,452.00 in plan review and permit fees in January 2023.
- **Burn Permits** – There were four (4) burn permits issued in January.
- **Fire Investigations** – There were two (2) structure fire investigations in January.
- **Youth Firesetter Program** – There were no new Youth Fire Setter (YFS) cases in January.

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

○ **2023 Project Updates**

- On-boarding of the Fleet Manager/EVT Fennell is underway. EVT Fennell has been busy conducting initial visual inspections of the heavy apparatus while identifying any immediate needs for repairs, taking care of those issues as parts and time allows. He has also scheduled all the staff vehicles for certain recalls that need to be addressed.
- The Rescue Pumper Committee held a preconstruction meeting with representatives of Precision Fire Apparatus and Spartan ERV to conduct final revisions to the chassis. An additional meeting will take place for final fire body design in the months to come.

- The Training Division conducted Infectious Disease and Police response to structure fire incidents to Frederick Police Department. This training was developed to enhance emergency response while increasing police and fire crew safety.
- **Station Projects, Maintenance, and Apparatus**
 - Project manager have been directed to prepare for the opening of the 2023 Budget in early March. Those projects with known extended delivery times will be initiated as soon as possible to stay within the 2023 Budget year.
- **Training Summary – January 2023**
 - Total Fire Training Hours: 2080.96 Hours
 - Total EMS Training Hours: 425 Hours
- **Overview of Training Events for January 2023:**
 - All members completed annual skills checks with Medical Director Cheek.
 - All members completed SCBA/Search/Rapid Intervention Crew training.
 - All members completed Ice Rescue training.
 - All members completed January portion of Wildland RT-130 refresher and began S-215.
 - All members completed multiple Target Solutions Trainings as required.
 - All members completed annual Fire Inspection/Pre-plan training with Planning Section.
 - Three (3) EMT Field Instructions in progress, One (1) EMT Field Instruction completed.
 - One (1) member attended a Firefighter Survival at Estes Park Fire Protection District.
 - Multiple members registered for multiple classes and conferences.
 - One (1) member continued paramedic school field internship with Castle Rock Fire Department.
 - Officer Corps and Chiefs attended leadership training taught by Ret. Chief Kevin Body.
 - Training Division working on multiple strategic goal objectives.
 - Training Division assisting with Paramedic-Firefighter and Lieutenants postings/processes.
 - Training Division members attended multiple Local, County and State meetings.
- **Call for Service Overview**
 - 2022 Total Call for Emergency Service: 2,902
 - 2023 Total Calls for Service Year to Date: 231
- **Call Types – Year-To-Date**
 - EMS/Medical – 141
 - Fire – 25
 - Alarm Activation – 29
 - Public Assist/Other – 24
 - Hazardous Materials – 12
 - Special Operations - 0

○ **Total Service Calls Comparison:**

- January 2023 – 231
- January 2022 - 259

FINANCE SECTION REPORT – FINANCE DIRECTOR:

FINANCIALS AND CORRESPONDENCE

○ **Accounting & Financial – Year End Procedures**

- 2022 1099s almost completed and distributed.
- W-2 Copy As completed and distributed.
- NatPay mailed W-2s on 1January 16 2023 to all employees.
- 2022 Purchase Orders being closed & remainder carried over to February 28 2023.
- 1095s (Affordable Healthcare Act Reporting) completed for employees and IRS.
- Year-end processes completed in all modules in Caselle.

○ **Banking**

- Transferred \$500,000 from Colo-Trust account 8003 (Unassigned Reserves) to the FIB Checking account (1-5-2023) per directive from Fire Chief Young.
- Transferred \$600,000 from Colo-Trust account 8003 (Unassigned Reserves) to the FIB Checking account (1-28-2023) per directive from Fire Chief Young.

○ **2023 - YTD Budget Summary**

- The January 2023 County Distribution was received at 11:23 am on Friday, February 10, 2023. The total tax revenue was \$200,874, of which \$55,463 was Specific Ownership Tax. This amount is included in the Executive Summary below.

Executive Summary - Budget vs. Actual - YTD

GENERAL FUND

From January 1, 2023, through February 8, 2023

<u>Revenue</u>	<u>Budgeted</u>	<u>Received YTD</u>	<u>Remaining Budgeted</u>	<u>Percent Received</u>
<i>TOTAL REVENUE:</i>	<i>\$17,407,115</i>	<i>\$466,920</i>	<i>\$16,940,321</i>	<i>2.68%</i>
<u>Expenditure</u>	<u>Budgeted</u>	<u>Expended or Committed YTD</u>	<u>Remaining Budgeted</u>	<u>Expended or Committed</u>
<i>TOTAL EXPENDITURES:</i>	<i>\$26,868,512</i>	<i>\$1,756,433</i>	<i>\$25,112,079</i>	<i>6.54%</i>

**10.7% Fiscal
Year Expired**

○ **EMS Billing and Collections Summary**

- Reporting Period: 1/1/2023 through 1/31/2023
- Total Charges: \$95,582.91
- Billable Calls: 87

- Total Cash Posted: Current Month: \$50,599.16
Six Month Average: \$63,374.91

- Current Adjustments: Current Month: \$47,438.88
Six Month Average: \$58,696.33

- Proceeds Collection Referrals: Current Month: \$1,934.41
Six Month Average: \$2,041.49

- **Miscellaneous Financial Information:**
 - The District is engaged with ImageTrend Revenue Services in the process of converting the District's ambulance billing service – this has been accomplished and in process.
 - ImageTrend has taken over the District's EMS Billing Services as of January 1 2023, for all new emergency medical incidents.
 - Meeting scheduled for February 21st to adjust and formalize the reporting and payment systems for the District.
 - District staff is actively working on a Tier II EIAF Grant for the remodel of the Administration Building.
 - Contacting the District's Regional Manager and preliminary work on the application are in motion.
 - District staff is beginning the early stages of research for the fiscal year 2022 SAFER Grant for the hiring of full-time firefighters.

FIRE CHIEF DISCUSSION AND POTENTIAL ACTION ITEMS

Accounts Payable – Financial Policy Change Request: Staff is requesting consideration of a motion to accept and approve the finance section facilitating auto-pay within the District's financial software to pay monthly utility bills, Pinnacol workers compensation, and the WEX fuel account for services and resources y provided. The finance section would provide the Board a monthly report of auto-pay items for review and overall approval. By allowing the District to do this, items will be paid much more quickly and efficiently, rather than waiting the two weeks for electronic payments and paper check runs, which many times causes delays. The following vendors would be included:

- Pinnacol – Work Comp
- Wex – Fuel Account
- First Net (AT&T) – Cell phones
- Black Hills Energy
- Century Link
- Comcast
- DirecTV

- Left-Hand Water
- St Vrain Sanitation
- Town of Firestone
- Town of Frederick
- United Power
- Waste Connections

Staffing for Adequate Fire and Emergency Response Grants (SAFER): Staff is requesting consideration of a motion to approve staff to apply for the federal fiscal year 2022 SAFER grant program for six (6) full-time firefighter positions. The grant funding parameters has changed for 2022-2023. Instead of a transition period of funding from the grant, the District would take on the full 100% of the cost the second year and beyond. For six (6) full time firefighters the annual cost with all benefits is \$682,161.00. The grant process opened today, February 13, 2023, and closes March 17, 2023.

CONSENT AGENDA

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

- Approval of the minutes of the January 9, 2023, regularly scheduled Board meeting.
- Confirmation of the continuity of the Financial Reports from January 5, 2023, to February 8, 2023.
- 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.

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

OLD BUSINESS

None.

NEW BUSINESS

- Vice President Jurgena moved to Accept and Approve the Finance Section facilitating auto-pay within the District's financial software to pay monthly utility bills, Pinnacol workers compensation, and WEX fuel account for services and resources provided. Motion was seconded by Assistant Secretary Stout. The motion passed unanimously.
- Secretary Maselbas moved to Accept and Approve Fire Chief Young applying and submitting for the fiscal year 2023 staffing for adequate fire and emergency response grant up to the amount of \$700,000.00 for six full-time firefighter positions. Motion was seconded by Assistant Secretary Stout. 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 Assistant Secretary Stout. The motion passed unanimously. The meeting was adjourned at 8:21 p.m.



Kathryn Maselbas, Secretary