



**RECORD OF PROCEEDINGS  
FREDERICK-FIRESTONE  
FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR  
MEETING**



**8426 KOSMERL PLACE,  
FREDERICK COLORADO 80504**

**MINUTES  
January 9, 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  
Christopher Vigil, Treasurer  
Kathryn Maselbas, Secretary  
David Stout, Assistant Secretary

**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  
Duane Doucette, Front Range Fire Apparatus

**APPROVAL OF AGENDA**

Vice President Jurgena moved to approve the Agenda for the January 9, 2023, meeting as presented. Motion seconded by Assistant Secretary Stout. The motion passed unanimously.

**PUBLIC COMMENT**

Duane Doucette, Front Range Fire Apparatus, spoke briefly on the request for proposal (RFP) for a new custom Type 1 Rescue Engine, which Front Range Fire Apparatus bid on. This was in response to seeing New Business, Item D, on the Agenda for the Board of Directors to consider the purchase of a Type 1 Rescue Engine from Precision Fire Apparatus being recommended by Staff.

### **ATTORNEY'S REPORT**

Attorney Ross presented the Attorneys' Report for the month of December 2022, included in the Board packet. Attorney Ross assisted Chief Staff with the proposed Maintenance Facility IGA with the Town of Frederick. Attorney Powell continues to assist Chief Staff with any pending and on-going inclusion and exclusion items. Attorney Ross briefly spoke about the upcoming Colorado legislative session and informed the Board he should have a legislative tracker for upcoming meetings to help the Board and Chief Staff keep an eye on any legislation that could impact the District.

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:

- **Human Resources / Personnel / Staffing**

- Fire Chief Young has presented formal job offers to fill the roles of Administrative Assistant, Fleet Manager/Mechanic, and Support Services Specialist. All three new employees will start on January 17, 2023. Staff will continue the testing and interview process for the Community Risk Reduction Specialist during the month of January.
- All salary adjustments and updated payroll deductions went into effect on January 6, 2023. All adjustments were completed to meet the District's current salary plan and the District's open enrollment period for employee benefits during the month of November 2022. This correlates with the Board approved 2023 budget.

- **Intergovernmental and Community Relations**

- Fire Chief Young and Staff continue to attend multiple Weld County meetings through the month of December/January. 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 attended the December Town of Frederick Board meeting. The District received recognition for its service to the community from the Frederick High School Drama Club. Multiple conversations with Town Staff on maintenance facility utilization intergovernmental agreement and impact fees in 2023.
- Fire Chief Young met with the Town of Firestone's Town Manager on December 21. The topics of discussion were developer impact fees, which is scheduled for a presentation to the Town Board in January 2023, Firestone Water Plant progress, Cottonwood Hallow and Denmore filings for more residential units, and upcoming plans for the Fire District's infrastructure in 2023-2024.
- Fire Chief Young will hand over the role of President of Weld County Fire Chiefs Association on January 18, 2023. Chief Young has served as president for the last four years (2019-2023) and assisted

the association and Weld County with numerous projects, collaboration, interoperability, and new improvements in public safety.

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

***COMMUNITY RISK REDUCTION AND CODE ENFORCEMENT***

• **Community Development / Code Enforcement**

The District is currently working on eighty-nine (89) 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) property annexations coming that will need into be included into the District. They are zoned for residential and commercial/mixed use.

Residential development includes thirty-four (34) residential development projects with an additional 16,161 planned dwelling units: 7,548 in the Town of Frederick and 8,613 in the Town of Firestone. Residential developments will include additional commercial zoned property for commercial development in coordination with the residential units.

- **Fire Code Inspections** – No new inspections were completed in December.
- **Target Hazard Inspections** – No new inspections were completed in December.
- **Certificates of Occupancy** – There were three (3) Certificates of Occupancy completed in December.
- **New Permits Issued** – In December, the District issued four (4) construction permits, one (1) fire sprinkler permit, and two (2) fire alarm permits for a total of seven (7) permits. The District billed a total of \$3,377.00 in plan review and permit fees in December 2022.
- **Burn Permits** – There was one (1) burn permit issued in December.
- **Fire Investigations** – There was one (1) commercial (pick-up truck) fire investigation in December.
- **Youth Firesetter Program** – There were no new Youth Fire Setter (YFS) cases in December.

**Community and Public Relation Events for December:**

- The District's 18th Annual Santa Run was another success. The Santa Run was held December 16th through the 18th. The District had numerous volunteers assist with the event and as always, the District's crews received great feedback from the community. Staff made notes of ways to improve the event for next year and will continue to add more streets each year as the community continues to grow. This year was the first year since the 2020 Pandemic that crews handed out candy, which was a big hit for everyone.
- Fire Prevention Presentations at SPARK Discovery Preschool in Frederick. Talked about Fire Safety and calling 9-1-1 during an emergency with students 3-4 years old.

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

• **2022 Project Updates**

- The District received notification that the new ambulance project will start production early January 2023 with an anticipated delivery date by the end of March 2023.
- Final bids were submitted to the Rescue Pumper design committee. The committee and staff have been reviewing the proposals for final recommendations to Chief staff and the Board.
- The pre-construction meeting for the Type 6 Engine is scheduled for January 11, 2023.

• **Operations Section Situation Status**

- The District saw a 5% increase in call volume from 2021 to 2022. This increase equated to an additional 142 calls for service over the past year. Corresponding with the 2022 increase, the District transported 38 (3%) more patients to the hospital than in 2021.

• **Training Summary - December 2022**

- Total Fire Training Hours: 874.24 Hours
- Total EMS Training Hours: 196.5 Hours

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

- All members completed CPR renewals.
- All members completed Cold Weather Operations training on shift.
- All members worked on Job Performance Requirements (JPR's) completion.
- All members completed multiple Target Solutions assignments.
- Four (4) members passed their mid-term recruit test.
- Four (4) members completed their one-year recruit task book.
- Three (3) members passed their final recruit test.
- Two (2) members obtained EMT IV certification.
- Two (2) EMT field instruction programs are in progress and two (2) completed.
- Advanced Cardiac Life Support renewals completed with Paramedics.
- NEMSIS 3.5v changes made to ImageTrend for new data tracking.
- 2023 Annual Training Plan completed.
- One (1) member began paramedic school field internship with Castle Rock Fire

• **Call Types – Year-To-Date**

- EMS/Medical – 2,010
- Fire – 277
- Alarm Activation – 246
- Public Assist/Other – 329
- Hazardous Materials – 39
- Special Operations – 1
- Total for 2022 – 2,902 Emergency Calls

- **Ground Transports Comparison:**
  - December 2022 – 109
  - December 2021 - 114

**FINANCE SECTION REPORT – FINANCE DIRECTOR:**

***FINANCIALS AND CORRESPONDENCE***

- **Accounting & Financial – Year End Procedures**
  - 2022 Form 1099’s almost completed and distributed
  - W-2 Copy A’s will be here January 6, 2023
  - Online W-2’s posted to NatPay for personnel by the end of the week January 13, 2023
  - 2022 Purchase Orders being closed and remainder carried over to February 28, 2023
  - Form 1095’s (Affordable Healthcare Act Reporting) to be done by the District’s new insurance broker, Public Sector Healthcare Group (PSHCG)
  - Nomenclature changes for Health/Dental/Vision pay codes implemented
  - New leave structure implemented in the Caselle Payroll Module
  - New salary structure implemented in the Caselle Payroll Module
  - Year-end processes completed or near completion in all modules in Caselle
  
- **Banking**
  - Transferred \$500,000 from Colotrust account 8003 (Unassigned Reserves) to the FIB Checking account (1-5-2023). Directive from Fire Chief Young.
  
- **2020 - YTD Budget Summary**
  - The December 2022 County Distribution was not a material amount of revenue.

Executive Summary - Budget vs. Actual – YTD

GENERAL FUND

*From January 1, 2022, through December 31, 2022*

<u>Revenue</u>	<u>Budgeted</u>	<u>Received YTD</u>	<u>Remaining Budgeted</u>	<u>Percent Received</u>
<b>TOTAL:</b>	\$11,439,872	\$12,833,015	(\$1,393,143)	112.18%

<u>Expenditure</u>	<u>Budgeted</u>	<u>Expended &amp; Committed YTD</u>	<u>Remaining Budgeted</u>	<u>Percent Expended &amp; Committed</u>
<b>TOTAL:</b>	\$14,855,317	\$12,751,730	\$2,103,587	85.84%

100.00%

Fiscal Year Expired

- **EMS Billing and Collections Summary**

- Reporting Period: 12/1/2022 through 12/31/2022
- Total Charges: \$62,966.00
- Billable Calls: 56
  
- Total Cash Posted: Current Month: \$57,634.06  
Six Month Average: \$68,161.65
  
- Current Adjustments: Current Month: \$54,969.96  
Six Month Average: \$63,412.41
  
- Proceeds Collection Referrals: Current Month: \$957.97  
Six Month Average: \$2,281.32

- **Miscellaneous Financial Information:**

- The District is in the process of transferring the District's EMS billing to ImageTrend Revenue Services.
  - ImageTrend has taken over the District's EMS billing services as of January 1,2023, for all new incidents

### **FIRE CHIEF DISCUSSION AND POTENTIAL ACTION ITEMS**

- Resolution 2023-01 – Meeting Schedule and Postings: Staff is requesting approval of Resolution 2023-01 designating the Board of Directors meeting schedule and posting locations of regular and special meetings for calendar year 2023. This resolution also addresses the need for virtual meetings if required or requested by the Board at any time.
- Resolution 2023-02 – Calling for a May 2023 Election: Staff is requesting approval of Resolution 2023-02 calling for a Director election for May 2, 2023. The three (3) Board of Director positions up for self-nominations are for Mr. Weimer, Mr. Vigil, and Mr. Jurgena.
- Town of Frederick and Fire District Maintenance IGA: Under new business, staff is requesting the Board approve the intergovernmental agreement between the Town of Frederick and the District for use of the Town's Maintenance Facility space and sharing of associated costs. This is a two-year agreement, ending January 2025.
- Purchase Contract for Type 1 Rescue Engine: Under new business, staff is requesting the Board approve and authorize Fire Chief Young to sign a purchase contract agreement after legal review for a Type I Rescue Engine with Precision Fire Apparatus in the amount of \$1,106,739, which includes a \$20,000 contingency for pre-construction changes with an approximate 24 month build time. Chief Young communicated with the Board the bidding process, specifications, committee recommendations and scoring, and final review by Executive Staff.

## CONSENT AGENDA

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

- Approval of the minutes of the December 12, 2022, regularly scheduled meeting.
- Confirmation of the continuity of the Financial Reports from December 8, 2022, to January 4, 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.

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

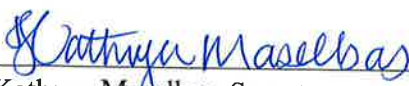
**OLD BUSINESS** - None.

## NEW BUSINESS

- Treasurer Vigil moved to Accept and Approve Resolution 2023-01, A Resolution: 1) Approving the regular Board of Directors meeting schedule for calendar year 2023; and, 2) Designating posting locations for notices of regular and special meetings. Motion was seconded by Secretary Maselbas. The motion passed unanimously.
- Vice President Jurgena moved to Accept and Approve Resolution 2023-02, A Resolution calling for a mail ballot election on May 2, 2023, in relation to Board of Director positions. Motion was seconded by Treasurer Vigil. The motion passed unanimously.
- Assistant Secretary Stout moved to Accept and Approve the Intergovernmental Agreement between the Town of Frederick and the Frederick-Firestone Fire Protection District for use of maintenance facility space and sharing of associated costs. Motion was seconded by Treasurer Vigil. The motion passed unanimously.
- Vice President Jurgena moved to authorize Fire Chief Young to sign a purchase contract after legal review, for a Type 1 Rescue Engine with Precision Fire Apparatus in the amount of \$1,106,739, which includes a \$20,000 contingency with a 24 month build time. Motion was seconded by Secretary Maselbas. The motion passed unanimously.

## ADJOURNMENT

With no further business before the Board, Treasurer Vigil moved to adjourn the meeting. The motion was seconded by Secretary Maselbas. The motion passed unanimously. The meeting was adjourned at 7:47 p.m.

  
\_\_\_\_\_  
Kathryn Maselbas, Secretary