



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



**MINUTES
April 10, 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

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
Robert Freeman, Board Candidate
Greg Houston, Board Candidate
Butch Walb, Firestone Resident

APPROVAL OF AGENDA

Treasurer Vigil moved to approve the Agenda for the April 10, 2023, meeting as presented. Motion seconded by Vice President Jurgena. The motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

ATTORNEY'S REPORT

Attorney Ross presented the Attorneys' Report for the month of March 2023, included in the Board packet. Attorney Ross reported that the Automatic Aid Agreement between Frederick-Firestone Fire District and Fort Lupton Fire Protection District has been finalized. Attorney Ferguson assisted Staff with cancelling the 2023 Directors Election. With the withdrawal of Director Jurgena as a candidate, there are no more candidates than positions to be filled, so an election is not required. Chief Staff and Attorney Ross will provide a new Board member orientation in May. Attorney Powell continues to assist with any inclusion/exclusion actions. Attorney Ross provided the Board with a brief update on the status of legislation before the Colorado Legislature this legislative session.

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**

- The Station 5 project continues to move forward. Fire Chief Young and Asst. Chief Iacino continue to work with the District's architect, owners-representative, Town of Frederick, and legal counsel on the request for proposal (RFP) provided to contractors on March 1. The current schedule is as follows:
 - 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
- The Administration Building remodel project continues to move forward, as well. Fire Chief Young and Asst. Chief Iacino continue to work with the District's architect, owners-representative, engineering, and legal counsel on the request for qualifications (RFQ). The specifications for the construction are being written and reviewed. The tentative schedule is as follows:
 - Request for Qualifications (RFQ) in newspapers and on the website – May 4, 2023
 - 95% of all design and engineering completed – May 16, 2023
 - Contractor Qualifications are due – May 23, 2023
 - Apply for building permit with the Town of Frederick – June 6, 2023
 - Request for Proposal (RFP) provided to qualified contractors – June 8, 2023
 - Contractor bids and guaranteed max price submission deadline – June 27, 2023
 - Contractor Interviews – June 29, 2023
 - Recommendations to Board of Directors – July 6, 2023
 - Board Meeting – Action Taken – July 10, 2023
 - Legal review of AIA contract from awarded contractor – July 17, 2023
 - Permit process completed with Town of Frederick – July 20, 2023
 - Contractor mobilizes on site – November 1, 2023
 - Construction completed – April 1, 2024
- Chief Young was recognized by Weld County Fire Chiefs Association March 15, 2023, for his outstanding service and leadership of Weld County Fire Chiefs Association for the last four years.

- The District was represented at the Carbon Valley Chamber of Commerce Annual Dinner on April 1, 2023. President Weimer along with Executive Staff members were in attendance for the awards ceremony and dinner. The Carbon Valley Chamber of Commerce was also celebrating their 20th Anniversary. The District has been a member of the Carbon Valley Chamber since its inception and has had District members serve on the Board, committees, and teams.
- **Human Resources / Personnel / Staffing**
 - The District has completed its build-out of the new employee performance software program, Trakstar. Administrative personnel will receive training on the new software this month and then all personnel will attend training over the following few weeks. This new software program built out by Fire Chief Young and HR Manager Docheff will provide employee performance management, engagement surveys, and will assist all personnel with engagement within their key performance factors on an ongoing basis.
 - Over the next couple of weeks, Fire Chief Young will be making conditional offers to a Paramedic/Firefighter and three (3) single role Paramedics, which is a new position within the organization. New hire orientation for these new positions will begin in early May, 2023.
- **Intergovernmental and Community Relations**
 - Fire Chief Young and Staff attended multiple Carbon Valley and Weld County meetings through the months of February/March 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 and Town Manager Ostler met at the end of March for discussion and planning of the developer impact fees strategy, permitting of District projects, the proposed Miner's Park Urban Renewal Plan, Silverstone Shopping Center build out, and future collaboration between the Town of Frederick and the District.
 - The District hosted the Weld County Fire Chiefs Association meeting on March 15. All fire and emergency medical agencies from Weld County were participating. Main topics were dispatch changes with Weld County Communications, new computer aided dispatch changes, First-In implementation for the County, upcoming training opportunities, County-wide burn restriction plan by the Chiefs Association and the County Commissioners, dispatch efficiency committee, and automatic aid for emergency medical services agreements during large scale events or mass casualty events.
 - Fire Chief Young continues to keep the lines of communication open with Town Manager Krieger on developer impact fees and the proposed intergovernmental agreement. President Weimer and Fire Chief Young had a follow-up meeting with the Mayor of Firestone advising late April or early May to have the governance documents completed. Since this time there have been a couple of other meetings with the Trustees and Fire Chief Young over the developer impact fees.

PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:

COMMUNITY RISK REDUCTION AND CODE ENFORCEMENT

• **Community Development / Code Enforcement**

The District is currently working on eighty-six (86) commercial projects within the District: Twenty-nine (29) commercial projects in Firestone, Fifty-six (56) projects in Frederick, and one (1) project in Weld County. In addition, three (3) municipal annexations will need to be included into the District. The properties will be zoned for residential and commercial/mixed use.

Residential development includes thirty-two (32) 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 construction of the residences.

The District currently has 431 commercial buildings with 775 businesses. The District is tracking 524 fire protection systems.

- **Certificates of Occupancy** – Three (3) Certificates of Occupancy were issued in March.
- **New Permits Issued** – In March, the District issued six (6) construction permits, one (1) fire sprinkler permit, and four (4) food truck permits, for a total of fifteen (15) permits (including the Certificates of Occupancy). The District billed a total of \$79,986.26 in plan review and permit fees in March 2023.
- **Burn Permits** – There were eight (8) burn permits issued in March.
- **Fire Investigations** – There were two (2) structure fire investigations and two (2) brush fire investigations for a total of four (4) investigations in March.
- **Youth Fire Setter Program** – There were no new Youth Fire Setter (YFS) cases in March.

COMMUNITY RISK REDUCTION

Community and Public Relation Events for March:

- CPR Classes:
 - Frederick High School completed their 2nd Quarter CPR/AED training. This class consisted of 64 students who attended a semester long class that taught basic first aid, CPR/AED, and self-defense training and included the District and Frederick Police Department in their lesson plan.
 - Meadowlark Optics CPR Skills Check – 14 Students.
 - Barefoot Senior Group – 20 Students.

- Public Education / Community Events:
 - Firestone Meet & Greet – The District (Fire Chief Young, MA Campos, CRRS Hayes, and A-Shift personnel) attended, along with law enforcement, local government organizations, and non-profit organizations gathered to welcome community members and provide them with education, updates, and support resources. - 75 - 100 Attendees
 - Barefoot Post Fire Action Review Meeting – The District’s Community Risk Division hosted a Post Fire Action Review with the Barefoot Lake residents. Primary discussion was regarding the hazards of, and safety information for, Lithium-Ion Batteries. – 43 Residents
 - CRRS Hayes and the Training Division attended AIMS Community College’s Career Fair. Students in the Fire and EMS academy were given the opportunity to meet with over 20 different fire and EMS departments, which provided support and career information to the students. - 50 Students
 - Prairie Greens Smoke Detector Battery replacement event.
 - B-Shift BC Reasoner, the crews for Engines 3401 and 3421, and CRRS Hayes assisted the residents of Prairie Greens with replacing the batteries in their smoke alarms. 20 home checks were completed. So far, 4 follow-ups were completed due to expired smoke alarms.
 - The Carbon Valley Library 15th Anniversary/Book Reading Event was attended by Fire Chief Young, AC Iacino, and CRRS Hayes – 50 Attendees
 - Soaring Heights Elementary School’s 3rd Grade Station 1 Tours – 140 Students and 25 Adults
 - Car Seat Checks/Installs: 3
 - Social Media Safety Messages Posted: 4 including Lithium-Ion Battery Safety and Care.

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

- **2023 Project Updates**
 - Fleet Manager/EVT Fennell, P/FF Stetzer and AC Prunk traveled to the Braun NW manufacturing facility located in Chehalis, Washington to conduct a final inspection of the District’s next ambulance. The committee spent over seven hours inspecting the vehicle, finding only minor imperfections or necessary corrections. Overwhelmingly, the committee found the unit to be of high quality and built by a top-notch company taking great pride in their work. The unit should go into service sometime in April, after upfitting and Weld County inspection.
 - Paramedic testing took place on March 28th with 19 invitations to test being delivered. After Executive Staff interviews take place, job offers are anticipated to be made during the week of April 10th. Currently, this hiring class is scheduled to begin orientation on May 8th.
- **Station Projects, Maintenance, and Apparatus**
 - Most of the 2023 projects are in full swing. Most project managers are reporting much shorter wait times for purchased items. One major project of concern is portable and mobile radio orders.

Motorola is still reporting significant shipping times, which the District will continue to monitor. They are the District's sole vendor for radio communications.

- The final phase of the three-year Station 3 HVAC upgrade process was completed.
- **Operations Section Situation Status**
 - The District continues to monitor current personal protective equipment requirements for patient transport and by the receiving hospitals. Currently there have been no policy changes needed.
 - The Weld County Communications Board voted to suspend the current Covid-19 questioning of 911 callers until further notice. District responders will continue to be diligent with on-scene questioning of individuals suspected of infectious medical conditions.
- **Training Summary – March 2023**
 - Total Fire Training Hours: 1836.88 Hours
 - Total EMS Training Hours: 255 Hours
- **Overview of Training Events for March 2023:**
 - All members completed monthly continuing medical education with the medical director.
 - All members completed hose management drills.
 - All members completed residential structure fire scenarios.
 - All members completed March Wildland RT-130 and continued S-215 course
 - All members completed multiple Target Solutions training.
 - Wildland team members attended Air Operations training at Admin
 - Two EMT Field Instruction (FI) processes are in progress, three EMT FI's are completed
 - After Action Report completed on Sunset Fire by A-shift and Administration personnel.
 - Multiple members registered for multiple classes and conferences.
 - All members met with Revital Colorado.
 - Three members attended International Code Conference.
 - Multiple members assisted with the new hire paramedic assessment center.
 - Multiple members attended Southwest Weld Hazmat training.
 - Multiple members attended Rocky Mountain Arsenal prescribed burn.
 - One member attended National Fire Academy Executive Fire Officer program.
 - Six members attended Fire Behavior/Tactical Thermal Imaging training.
 - The District has transitioned to NEMSIS 3.5 reporting for electronic patient reports.
 - Training Division is working on multiple strategic goal objectives.
 - Training Division assists with Paramedic, Firefighter, and Lieutenant 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: 669

- **Call Types – Year-To-Date**
 - EMS/Medical – 443
 - Fire – 33
 - Alarm Activation – 75
 - Public Assist/Other – 60
 - Investigation - 29
 - Hazardous Materials – 20
 - Administrative/Other - 39
 - Special Operations - 0

- **Total Service Calls Comparison:**
 - February 2023 – 256
 - February 2022 - 239

FINANCE SECTION REPORT – FINANCE DIRECTOR:

FINANCIALS AND CORRESPONDENCE

- **Accounting & Financial – Year End Procedures – 2022 Audit Preparation**
 - Payroll accrual entries entered.
 - Accounts Payable in process
 - County Treasurer entries entered
 - Working on receivables entries
 - Working on capital & depreciation entries
 - Working on the prepared by client list from the Auditor.
 - Audit field work begins May 1, 2023, and will be onsite.

- **Banking**
 - Transferred \$1,500,000 from First Interstate Bank checking to Colotrust accounts 8003 (Unassigned Reserves - \$1,200,000) and 8002 (Capital Equipment - \$300,000) per Fire Chief Directive.
 - Transferred \$234,869 from Colotrust 8002 (Capital Equipment) to Braun NW, Inc in payment for the 2023 North Star Ambulance, which is budgeted, and Fire Chief approved.

- **2023 - YTD Budget Summary**
 - The March 2023 County Distribution had not been received . These amounts are therefore not included in the Executive Summary below.

Executive Summary - Budget vs. Actual – YTD
 GENERAL FUND

From January 1, 2023, through April 6, 2023

<u>Revenue</u>	<u>Budgeted</u>	<u>Received YTD</u>	<u>Remaining Budgeted</u>	<u>Percent Received</u>
TOTAL:	\$17,407,115	\$3,940,556	\$13,466,559	22.64%

<u>Expenditure</u>	<u>Budgeted</u>	<u>Expended & Committed YTD</u>	<u>Remaining Budgeted</u>	<u>Percent Expended & Committed</u>
TOTAL:	\$26,868,512	\$3,806,606	\$23,061,906	14.17%

26.3%
 FY Expired

o EMS Billing and Collections Summary

- Billable Calls 3-1-2023 To 3-31-2023

<u>Patient Disposition</u>	<u>Number of Calls</u>	<u>Percent of Total Calls</u>
Patient Treated, Transported by this EMS Unit (Billable Calls)	110	78.57%

ALL CHARGES BILLED 3-1-2023 To 3-31-2023

<u>Charge Type</u>	<u>Description</u>	<u>Charge Quantity</u>	<u>Charge Amount</u>
Base Rate	ALS/BLS Emergent Resident & Non-Resident	93	\$126,350.00
Transportation	Mileage Resident & Non-Resident Emergent	918.5	\$22,962.50
		TOTAL:	<u>\$149,312.50</u>

Adjustments / Write-Off's Applied 3-1-2023 To 3-31-2023

<u>Transaction Payer Name</u>	<u>Transaction Type</u>	<u>Total Transactions</u>
Medicaid / Medicare / Ins / Other	Adjustment	\$10,935.12
Write-Offs	Bad Debt	\$7,846.67
	TOTAL:	\$18,781.79

Payments Received and Booked as Revenue - Year-To-Date

<u>Period</u>	<u>Actual Booked</u>	<u>Annual Budget</u>	<u>% of Budgeted</u>
Jan-23	\$39,702.91	\$610,000	6.51%
Feb-23	\$41,959.60	\$610,000	6.88%
Mar-23	\$63,591.53	\$610,000	10.42%
YTD	<u>\$145,254.04</u>	\$610,000	<u>23.81%</u>

○ **Miscellaneous Financial Information:**

- District staff have tabled efforts on the Tier II EIAF Grant application for the remodel of the Administration Building
 - After thorough analysis, including contact with the District's architect and communication with the District's DOLA Regional Manager, the prospects for obtaining the grant for the Administrative Building Remodel Project are remote at best.
 - The District's Architect has advised that complying with the onerous "Green" construction components imposed by DOLA for the grant will be much easier to meet with new construction.
 - It is probable that the District will apply for a Tier II Grant for future Station 6.
- Fire Chief Young submitted an application for the fiscal year 2022 SAFER Grant in the amount of \$2.1 million for the hiring of six full-time firefighters. The District is in a wait-and-see mode.

FIRE CHIEF DISCUSSION AND POTENTIAL ACTION ITEMS

- Proposed Miner's Park Urban Renewal Area: Fire Chief Young will be meeting with the Town of Frederick's Assistant Town Manager and Deputy Executive Director of the Frederick Urban Renewal Authority on the Town's proposed Miner's Park Urban Renewal Plan. The current proposed plan includes Tax Increment Financing (TIF), which will divert local government property and/or sales taxes for renewal activities in the designated project area for the next twenty-five years. At this time, the Authority and Impact Report is requesting the District TIF our general mill levy, and debt service mill levy for over \$13 million dollars over the twenty-five-year period which equates to an estimated \$525 thousand per year. The potential developer impact fees to be collected within the Miner's Park Urban Renewal area after full build-out would just be short of \$900 thousand dollars. The impact study provided to the District by the Town also advises the need for an additional fire station to service the growth area. Fire Chief Young will keep the Board posted on discussion points and negotiations as the project moves forward.
- Technology Agreement and Release of Liability Form: Staff has updated the District's Member Use of Technology Agreement and Release of Liability Form. This document has been updated to meet and reflect current operations within the District in relation to all technology devices. The update also includes technology provided to the Board of Directors as they complete their terms of office with the District. All personnel provided technology through the District must sign the new agreement and release of liability form. Fire Chief Young will provide the form to all Board members at the May 8, 2023, meeting.
- Administration Remodel Floor Plan Review: Fire Chief Young and Asst. Chief Iacino will review the Administrative Remodel Project and floor plan with the Board of Directors and be available for any questions as Staff continues to move forward with the project and estimated budget numbers. District staff will have to relocate; some will relocate for the entire project and others will have to relocate for four to six weeks. Staff is working on a phased approach to the construction project.
- Job Descriptions – 100.5.5.1 Shift Captain and 100.5.6.7 EMS Training Lieutenant: Under new business, Staff is requesting consideration and approval of the revised Shift Captain and EMS Training Lieutenant job descriptions. The Shift Captain job description will be implemented in early

fall of 2023. This revised job description assigns additional responsibilities to the Shift Captains in the areas of training and safety. By taking this approach, the District is able to provide consistent training programs across all three shifts and will position the Shift Captain in a safety role within the command structure for high hazard incidents.

In correlation with the additional responsibilities of the Shift Captain, Staff has reviewed the Safety and Medical (SAM) Officer administrative position. Staff identified efficiency and productivity gaps between the Shift Captain and the SAM Officer positions, which required changes in the SAM Officer position. With the revisions and changes in emergency medical service responsibilities, the SAM Officer job description is being renamed to EMS Training Lieutenant. These job descriptions have been through legal for review.

- General Contractor Selection – Fire Station #5 (Frederick): Under new business, Staff is requesting consideration and approval for Fire Chief Young, Dunakilly, and legal counsel to negotiate, review, and sign an AIA construction contract with Golden Triangle Construction (GTC) located in Frederick, with a project value, including contingencies, of \$10,920,000 for the construction of Fire Station #5 at 3725 Glacier Way in Frederick. The overall proposal from GTC, which includes Guaranteed Maximum Price (GMP) was \$10,431,498.
- Intergovernmental Agreement of Auto-Aid between FFFPD and Ft. Lupton FPD: Under new business, Staff is requesting consideration and approval of the Intergovernmental Agreement for Emergency Services Automatic Aid between Frederick-Firestone Fire Protection District and Ft. Lupton Fire Protection District. This agreement allows the Frederick-Firestone Fire Protection District to provide emergency services to the Town of Firestone's annexed right-a-ways of Weld County Road 19 between Weld County Road 18 and Weld County Road 22.
- Fire Chief Young – Vacation: Fire Chief Young will be taking his first two-week vacation from April 16 to April 30 for the first time in almost six years. Asst. Chief Prunk and Asst. Chief Iacino will be in charge of their sections. The main contact for the Board for any issues or concerns that may arise will be Asst. Chief Prunk.

CONSENT AGENDA

- The Consent Agenda for the meeting was presented and consisted of the following items:
 - Approval of the minutes of the March 13, 2023, regularly scheduled Board meeting.
 - Confirmation of the continuity of the Financial Reports from March 9, 2023, to April 5, 2023.
 - 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 Secretary Maselbas. The motion passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

- Assistant Secretary Stout moved to approve the revised Shift Captain and EMS Training Lieutenant job descriptions as presented. Motion was seconded by Secretary Maselbas. The motion passed unanimously.
- Secretary Maselbas moved to authorize Fire Chief Young, Dunakilly, and legal counsel to negotiate, review, and sign an AIA construction contract between the District and Golden Triangle Construction (GTC), with a project value, including contingencies, of \$10,920,000 for the construction and project management of Fire Station #5 to be located at 3725 Glacier Way in the Town of Frederick. Motion was seconded by Vice President Jurgena. The motion passed unanimously.
- Secretary Maselbas moved to approve the Intergovernmental Agreement for Emergency Services Automatic-Aid between the District and Ft. Lupton Fire Protection District for Town of Firestone annexed right-a-ways of Weld County Road 19 between Weld County Road 18 and 22. Motion was seconded by Vice President Jurgena. The motion passed unanimously.
- Treasurer Vigil moved to approve the Intergovernmental Agreement between the District and the Town of Frederick to assess, collect, and remit emergency service impact fees within the Town of Frederick boundaries beginning June 1, 2023. 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 Treasurer Vigil. The motion passed unanimously. The meeting was adjourned at 8:06 p.m.



David Stout, Assistant Secretary