



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



**MINUTES  
July 8, 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  
Steve Iacino, Assistant Chief of Planning  
Summer Campos, Management Analyst/PIO  
Julian Jacquin, Town of Erie Urban Renewal Authority  
Becky Tesone, Flight 629 Memorial Committee  
Conrad Hopp, Flight 629 Memorial Committee  
Philip Bearly, Flight 629 Memorial Committee

**APPROVAL OF AGENDA**

Secretary Freeman moved to approve the Agenda for the July 8, 2024, meeting as presented. Treasurer Houston seconded the motion, which passed unanimously.

**PUBLIC COMMENT**

No public comment.

**PRESENTATIONS**

- Conrad Hopp, Philip Bearly, and Becky Tesone of the United Flight 629 Memorial Committee addressed the Board and presented information on the United Flight 629 that crashed in 1955, killing 44 people. The Committee is working toward creating a memorial to honor those who lost their lives and the volunteers and first responders who helped during the response and cleanup of the crash site. The Committee would like to work with the District to place the memorial near the District's future Station 6 in the Barefoot Lakes subdivision. The Board agreed to discuss the next steps between the District and the Flight 629 Memorial Committee later under new business.

### **ATTORNEY'S REPORT**

Attorney Ross presented the Attorneys' Report for July 2024, which was included in the Board packet. Attorney Ross informed the Board that the Tax Increment Financing (TIF) agreement between the District and the Town of Erie Urban Renewal Authority (EURA), as previously discussed, has been completed. Attorney Ross assisted Chief Young in negotiating the TIF agreement that requires the Authority to pass 25% of the TIF revenue generated from the properties to the District. The goal is for the TIF agreement to be in place only until Mountain View FPD includes the properties. Attorney Ferguson will assist the Board with the Fire Chief's annual performance review during the July meeting and has assisted the Chief Staff with new employment-related policies and the job description for the behavioral mindset specialist. Attorney Ross assisted Chief Young in preparing a notice to the Town of Firestone that the District will be terminating the Intergovernmental Agreements by which the Town has been assessing the District's impact fees on new development in the Town. With the passage of SB24-194, after August 7, 2024, the District can assess its impact fees directly. Attorneys Duke and Woodward continue to assist Chief Staff with the Brookfield land donation for the future Station 6.

The Board did not have any questions for Attorney Ross.

### **EXECUTIVE SUITE AND INTERGOVERNMENTAL – FIRE CHIEF:**

- **Fire Chief – Executive Summary**
  - Executive Staff continue working on the new Executive Report for the Board with this month's new version. The new report will have additional personnel reporting and metrics and hopefully streamline information for the Board and the public. Chief Young plans to ask the Board if there are any questions within sections or disciplines at the regular Board meetings.
  - Chief Young was elected to serve on the International Association of Fire Chiefs (IAFC) – Executive Fire Officer board of directors representing the eight states of the Missouri Valley Division. This new assignment will require monthly board meetings, planning sessions, and numerous presentations and appearances at events and conferences. The first one is Fire Rescue International this August in Dallas, Texas, where Chief Young will be sworn in for the position.
  - Chief Young continues to work with Legal Counsel, Colorado State Fire Chiefs, and Weld County Fire Chiefs Association to educate the Weld County Assessor on the impacts of Prop 50 and Initiative 108 will have on the District and emergency services across the state if passed by the voters in November 2024. At this time, the District will prepare two budgets to be presented to the Board at the October 14th meeting.

- **Intergovernmental & Community Relations**

- Fire Chief Young met with Frederick's Town Manager and Deputy Town Manager to discuss numerous activities and collaboration between the Town and the District, including cleaning contaminated soil at the old training grounds where traces of PFAS were found. Discussion was also held on the repairs of Glacier Way to Station 5 and future developments within the Town, including downtown and the Highway 52 corridor. Upcoming traffic plans, upcoming election cycles, and event schedules were also discussed in collaboration.
- Fire Chief Young has requested a meeting with the Firestone Town Manager. The parties are currently working on finding dates and times to meet. Discussion topics would be communication, collaboration, election cycles, and a future Station 6 in the Barefoot Lakes area.
- Fire Chief Young has been working with the Weld County Fire Chief's Association on by-law changes since the County Commissioners dissolved the EMTS Council. The Association is also working on 2024 Salary and Benefit Studies and education letters in response to Proposition 50 and Initiative 108 on the November ballot.
- The meeting requested by Mountain View Fire Protection District with Fire Chief Young and President Maselbas was canceled by Mt. View FPD on June 17th. Mt. View FPD advised they will send other dates and times to meet. At this time of this meeting, no new dates or times have been provided to Fire Chief Young or President Maselbas.
- The District has been chosen and awarded a Community Resilience Grant through United Power to receive a microgrid battery system to be located behind Station 4. Fire Chief Young informed United Power that the District would be interested in being a part of a resiliency network, especially with the construction of Station 5 or 6. However, United Power advised that Station 4 would be the optimal location for installing exterior battery grids that would supply the fire station with backup power and significantly improve backup power capabilities for the Highway 119/Firestone Blvd. corridor, ensuring uninterrupted operations during power disruptions and enhancing the overall power grid stability. There is no cost to the District. It is a tremendous public relations piece of collaboration, and the project is slated to begin, including approvals, in late Q3 2024.
- Fire Chief Young attended and participated in the following meetings, events, and conferences in June and early July. The District's internal working meetings are not included.
  - Carbon Valley Emergency Management Advisory Board Work Session.
  - Weld County Communications Board meeting.
  - Frederick in Flight.
  - FFFD Community Safety Day at Home Depot.
  - 4th at Firestone Event – Parade, Festival, and Firework.
  - Met with the Town Manager of Frederick to discuss future developments, leadership, future urban renewal areas, Station 5 progress, and the IAFC filming project.
  - Weld County Fire Chiefs Association Meeting – Executive Board.
  - IAFC Missouri Valley Division (MVD) Board Meeting as State Director.
  - Colorado State Fire Chiefs monthly board meeting report for IAFC.
  - IAFC Executive Fire Officer Section (EFO) monthly board meeting.
  - Special Districts Association legislative update.

- Leadership Mentoring Sessions with three (3) officers and four (4) acting officers within and one (1) outside the District assisting with an EFO Capstone Project.
- **2021-2026 Strategic Plan – 2024 Bi-Annual Update**

**Goal 1: Objective 1F – Fire Chief:**

***“Enhance the District’s external relationships that have a direct impact on service delivery and future service needs.”(FFFDSP p.14)***

Goal #1 was an intensive goal with many layers of policy, politics, and legal requirements involved. The overarching part of this goal continues to be ongoing, with integral components in the District’s external relationships to improve services for all of our Stakeholders. Chief Staff is currently in the process of communicating with identified entities that will have a direct impact on service delivery needs in the years to come. Conversations are being conducted on how the entities can assist each other. Over the next 12 – 18 months, there will not be much change within Strategic Goal #1 due to working through the District’s Standards of Cover with CPSE and new opportunities that may be discovered. Chief Staff keep open communications with neighbors and partners and have many aspects to improve service. Chief Staff will continue an ongoing review and evaluation process with all external relationships regarding service delivery and future service requirements.

**Goal 2: Objectives 2C/2D – Community Risk Reduction Division:**

***“Enhance community engagement to improve community resilience through community risk reduction measures.”(FFFDSP p.17)***

Currently, the Strategic Goal #2 Committee is completing Object 2E to evaluate the effectiveness of community outreach activities and measure community resilience as related to the program's overall goal. A community survey will be released for community input and feedback throughout July 2024. Internal and external stakeholders will also be brought in to provide feedback on community engagement and programs. This collected data will help revise the community outreach programs for 2024, beginning the process again to improve community engagement.

**Goal 3: Objectives 3C/3D – Training Division:**

***“Enhance the District’s career development processes to better prepare members for professional and personal growth.”(FFFDSP p.19)***

The committee's data and information from this research project will be a foundation for the District’s Career Development program. While it is specific for company officers up to Battalion Chiefs, the concepts and principles are similar. Chief Staff needs to modify the education requirements, certifications, development programs, etc., to fit each rank.

The following has been created and is in the process of completion.

- Chapter 1 – Foundation of the Research Project
- Chapter 2 – Literature Review
  - Career development, succession planning, and succession management

- Chapter 3 – Research Methodology
  - Semi-structured one-on-one interview
- Chapter 4 – Study Results
  - Completed 11 interviews of Subject Matter Experts (SMEs) within the Western United States
  - SME qualifications were 15 years of fire service experience with at least five years of service as a Chief Officer
- Chapter 5 will be submitted by July 22, 2024.

**Goal 4: Objectives 4D/4E 4<sup>th</sup> Otr. 2023 – Finance Section:**

***“Enhance service delivery and resource service life through the innovative design, procurement, and replacement of capital infrastructure.”(FFDSP p.21)***

Since the last update, the team has focused on the following items:

1. Virtually all efforts since the last update have been expended on 4B—Needs Assessment regarding the procurement and replacement of capital infrastructure assets, specifically *“Contract with a third party to conduct a needs assessment.”*
2. The District contracted with *Ironwood Strategic Solutions* (Ironwood), a third-party consultant, to conduct a needs assessment.
  - a. A *Contract for Services* with Ironwood was signed on December 11<sup>th</sup>, 2023.
  - b. The scope of the work focuses on a *Capital Infrastructure Needs Assessment* from 2023 to 2034 involving:
    - i. Quantification of the current capital infrastructure
    - ii. Overview of the site visit findings and observations
    - iii. Gap analysis of current and projected capital infrastructure and the projected effect on service delivery
    - iv. Recommendation for capital infrastructure procurement – next ten (10) years
    - v. Recommended infrastructure replacement program
    - vi. Report to be provided to the District no later than May 1, 2024
3. Ironwood Strategies visited the District on 2-5-2024. They produced a final report reflecting the above-listed items, in late April and presented it to the Board of Directors and the team.
4. The team will focus on Objective 4C, *“Develop a comprehensive plan based on the outcomes of the third-party needs assessment.”*
  - a. The team will prioritize the District’s capital asset plan based on the Ironwood Capital Needs Assessment
  - b. The team will revise the existing capital asset plan to incorporate the insights from Ironwood report

**Goal 5: Objective 5F – Safety and Wellness Committee (SWC):**

***“Enhance the health and wellness of the District’s members to prevent injury and promote career longevity.”(FFDSP p.23)***

Below is a synopsis of the progress the Safety and Wellness Committee (SWC) has made on Strategic Goal #5, objective 5F. The SWC utilized the proficiencies and deficiencies identified in the previous

objective to determine whether the SWC goals aligned with objectives and the needs or deficiencies. The current goals were deemed to be current and in line.

The SWC and all of those involved with the overall health and well-being of the District's personnel have been handling various tasks these past several months. First and foremost, the Peer Fitness Trainers and selected individuals have completed the Spring Fitness Assessment. The overall participation rate for this assessment was approximately 95% of line personnel, with everyone's results recorded in a confidential database to be used comparatively for future evaluations. Most line staff were very pleased with the fitness assessment, and critiques of the review are streamlining the process and improving the confidentiality procedure(s). The SWC will delegate and initiate the necessary steps to complete the requested critiques.

Various fitness equipment has been ordered within this year's budget and is scheduled for delivery to Stations 1, 2, and 3. The new fitness equipment is focused on helping to create consistency across the stations. Therefore, the cable machine currently at Station 4 has been ordered for Stations 1 and 3. A replacement treadmill has also been ordered to remedy the mechanical issues experienced by the treadmill at Station 2. A rower has also been ordered that will be appropriately allocated once it has arrived.

The Peer Fitness Trainers (PFTs) have assisted in creating workouts for the recruits each morning of their academy. The workouts generally run from 07:00-08:00 and consist of various movements such as running/cardio, calisthenics, and stretching. The PFTs' goal is to help create a team workout that is not overly arduous but prepares their bodies for the upcoming tasks that the recruits will face for the remainder of the day. Topics such as fitness, nutrition, and hydration are discussed regularly throughout the sessions. General feedback on the program so far has been positive and encouraging.

Members of the SWC have been tasked with forming and creating policies and standard operating guidelines for all personnel on various fitness and health topics and assisting with accreditation standards. Some of these include training programs available to the employees, gym and exercise spaces available to each employee in the District, equipment found at each station, and participation in yearly assessments.

**Goal 6: Objectives 6D – 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.”(FFFDSP p. 26)***

During the first half of 2024, the committee met to assess accomplishments that have been met to ensure minimum staffing levels and what needs the District will have moving forward. Utilizing the 10-year Executive Staffing Plan as an approximate staffing matrix, the committee discussed how recruitment and employee retention will continue to be factored into future hiring plans. In conjunction with the recent visits by the advisors from the Fire and Police Pension Association (FPPA), an anonymous career planning survey will be conducted in July to assess any future employment vacancies associated with retirements or career changes. The committee will utilize all this data to make any recommendations regarding the District's Staffing Plan.

**Goal 7: Objectives 7E/7F Public Relations Director:**

***“Prepare for, pursue, achieve, and maintain international accreditation to better serve our community and to embrace excellence.”(FFFDSP p. 28)***

Current Objective 7E is to begin the Self-Assessment document for the District utilizing the CPSE/CFAI Fire and Emergency Services Self-Assessment Manual (SAM) Criteria. Category Managers for the SAM have been assigned all performance indicators that must be completed. The deadline for the first draft of performance indicators is August 1, 2024. At that time, Management Analyst/PIO Campos will begin the review process and, with the help of Fire Prevention Specialist (FPS) Puccetti, confirm and document all resources utilized. MA/PIO Campos will be looking to change the District’s status to “Applicant Agency” with CPSE this fall. At that time, the District should be assigned a CPSE Accreditation Mentor to help the District ensure its documents are ready for “Candidate” status.

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

• **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 updates on the progress of this twelve-month construction project. GTC is ahead of schedule, and the project is still within budget. The Fire Prevention Division completed its final inspections on Wednesday, June 26th, and commissioned the fire protection systems. GTC is working on punch list walks and making corrections. An early August 2024 move-in for staff and apparatus is anticipated.
- 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 issuing the entire building permit. They are also in close collaboration with Dunakilly on the total budget and will be requesting qualifications and proposals from contractors within the next 60 – 90 days, a crucial step in the 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 over 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 and presented the District’s Capital Facilities Plan to Allred & Associates. Timelines were established, and concepts were provided regarding the District's needs in architect and civil engineer designs for the projects identified within the plan.

• **Community Development**

The District is currently working on seventy-nine (79) commercial projects, including thirty-four (34) commercial projects in Firestone, forty-four (44) projects in Frederick, and one (1) in Weld County. No annexations are pending.

Residential development includes thirty-six (36) residential projects with an additional 14,236 family dwelling units planned for construction: 8,176 in the Town of Frederick and 6,060 in the Town of Firestone. Residential developments will include other commercial-zoned properties for commercial development in coordination with residences.

The District has 438 commercial buildings with 802 businesses and 578 fire protection systems.

- **New Permits Issued in June 2024:**

- 12 permits were issued in June 2024, for 98 permits to date in 2024. This is six permits more than this time in 2023.

- **Fire Investigations – June:**

- Two (2) Residential Structure Fires
- One (1) Vehicle Fire

- **Public Education / Community Events**

- Community CPR Class – **11** students
- Carbon Valley Community Resource Fair – FPS Spendlow attended the event and provided the community with many fire resources, including smoke alarms and home risk assessments. There was only one follow-up for smoke alarms. Per FPS Spendlow, there was meager attendance, and only **10-15 community members stopped** by the FFFD booth. – **200 attendees**
- Athletic Adventure Touch-A-Truck visit – A-shift visited youths at a summer camp learning about community superheroes! – **30 kids**
- Senior BP Checks: Carbon Valley Senior Center BP checks. – **30 Seniors**
- Firestone PD Summer Camp Visit – C-Shift attended the Frederick Police Teen Camp and taught students about the career of a firefighter/EMT. Students learned how to handle the extrication spreaders, hose lines, and setting up a fire hydrant. Students also explored the EMS side of their career and toured the ambulance. – **16 students**
- Station 1 tour—Summer Carbon Valley Rec Center campers visited Station 1. The campers learned many different skills that firefighters use in their jobs. There were **35 campers and five camp counselors**.
- Frederick in Flight Air Ballon Festival—District personnel attended this year's 3-day event. They provided medical coverage and fire safety education for all three lift-off mornings and the Balloon Bash event. **Over 5,000+ attendees**.
- The District's Community Safety Day @ Home Depot – The District was finally able to reinstate the Community Safety Day since COVID. The event had a great turnout with the help and support from Home Depot, Firestone PD, Weld County CSP, Weld County Communications, CVEMA, and UC Health. This event was focused on providing attendees with safety education, free bike helmets, hands-on CPR skills, prevention and planning awareness, Code Red registration, and, of course, a demonstration of how first responders utilize specialized tools to rescue a victim from a highly damaged vehicle. – **200+ attendees**
- Car Seat Checks: **3**



- Social Media Safety Messages Posted: 23

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

● **2024 Project Updates**

- Fleet Manager Fennel and Assistant Chief Prunk continue to assess the current fleet to update the replacement plan. A new engine committee will begin work on the 2025 project in July.
- The District has been working with an apparatus refurbishing company to determine a suitable candidate for the 2025 project.
- The orientation academy for the seven recruit firefighters of class 2024-1 continues. These individuals will finish their academy on July 11th and begin shift work on the 14<sup>th</sup>.

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

- Most major planned station projects are winding down for the budget year.
- One major repair was completed on Engine 3402. The radiator was rebuilt, and a significant repair was made to the fire foam induction system.
- Administrative Staff, in cooperation with Captain Baxley and Assistant Chief Prunk, have begun fitting supplies for the Station 5 project.

● **Training Summary – June 2024**

- Total Fire & Rescue Training Hours: 2,020 Hours
- Total Emergency Medical Training Hours: 253 Hours

● **Overview of Training Events for June 2024:**

- Two (2) members attended the International Hazmat Conference.
- Five (5) Officer Development Candidates completed ICS-400 training.
- Six (6) members completed Driver Operator-Utility Academy.
- One (1) member attended the Colorado Professional Firefighters Honor Guard Academy.
- District hosted North Area Tech. Rescue Team Trench Training.
- All members completed Swift Water Rescue training.
- Two (2) members completed their paramedic field instruction.
- All members completed the Safety Stand Down week and Back to Basics training.
- One (1) member obtained state Live Fire Instructor certification.
- Five (5) members attended Hazmat training at Greeley Fire Department.
- Two (2) members completed the Engineer Assessment Center

● **Colorado Task Force 1 response to Ruidoso, New Mexico**

Two District personnel responded with Colorado Task Force 1 to Ruidoso, New Mexico, due to a damaging wildfire and flooding. The District’s personnel gained priceless experience assisting the communities affected by this devastating fire and flood during the deployment. The team searched 900 structures and over 6,000 acres. This was the second time in FEMA history that 100 percent of the structures were located and searched.

**FINANCE SECTION REPORT – FINANCE DIRECTOR:**

- **Accounting & Financial**

- *Audit*

- The 2023 Audit was presented and approved at the last Board meeting.

- *Budget*

- 2025 Program Budget sheets will go out this week.
- Initial Program Budget meetings are set for late August and early September.

- **District Banking**

- Contributed \$400,000 to CT 8003 (unassigned Reserves) from FIB 7035 (Checking) on 6-12-2024.

- **2024 – YTD Budget Summary**

- The June 2024 County distribution has not yet been. The distribution will likely be received between 7/9/2024 and 7/10/2024.

**Executive Summary - Budget vs. Actual - YTD**

**GENERAL FUND**

*From January 1, 2024, through July 3, 2024*

Revenues	Budgeted	Received YTD	Remaining Budgeted	Percent Received
<b><i>TOTAL:</i></b>	<b>\$23,039,339</b>	<b>\$17,675,562</b>	<b>\$5,363,777</b>	<b>76.7%</b>

Expenditures	Budgeted	Expended & Committed YTD	Remaining Budgeted	Percent Expended & Committed
<b><i>TOTAL:</i></b>	<b>\$35,270,278</b>	<b>\$15,472,162</b>	<b>\$19,798,116</b>	<b>43.9%</b>

**50.4%**  
**Fiscal Year**  
**Expired**

- **EMS Billing and Collections Summary:** The data needed to compile this report was not yet available.
- **Miscellaneous Financial Information:**

- Received approximately \$101,150 in Impact Fees and \$31,350 in Permit Fees on 7-2-2024.

### **PUBLIC RELATIONS REPORT – MANAGEMENT ANALYST/PIO**

#### **• Data Analysis**

- Year to Date Emergency Call Metrics – January 1, 2024 – June 30, 2024 (Includes Mutual/Auto Aid)
  - Average Turnout Time: 1:19
  - Average Enroute to Arrival: 4:08
  - Average Response Time (Dispatch to 1<sup>st</sup> Unit on-Scene): 5:25
  - Total Calls: 1,500 YTD (June 30, 2024)

#### **• Public Relations**

- MA/PIO Campos provided a District update to Firestone residents at the Firestone Police Department's PACT program in June.
- Fire Chief Young and MA/PIO Campos have been researching best practices to ensure that all District communications, beginning with the website, are ADA-compliant with the Web Content Accessibility Guidelines (WCAG 2.1) as required by HB 21-1110. MA/PIO Campos met with Streamline to discuss ADA monitoring through the website and e-marketing and communications options.
- The District's e-newsletter was reinstated this last month with six (6) new subscribers in June.
- MA/PIO Campos, CVEMD Garner, Station 1 Engine crew, Capt. Loveridge attended the Brigit's Village Groundbreaking to offer support and build relationships for the new facility being developed and built across the street from Station 1 in downtown Frederick.

#### **• Accreditation Update**

- The District is working on the Self-Assessment Manual (SAM) and its corresponding performance indicators. The SAM will require the District to self-assess all segments of the District and their corresponding processes. The deadline for all performance indicators due to MA/PIO Campos is at the end of July.

### **HUMAN RESOURCES REPORT – HR MANAGER**

- HR Manager Docheff completed a comprehensive benefits selection audit in preparation for the migration of data from the current HRIS benefit enrollment system to the Bswift self-serve benefits portal. The new benefits portal will be used for the upcoming open enrollment period. Bswift is a more robust system offering direct feeds to all District's benefits carriers. Bswift offers consolidated billing and employee direct enrollment, reducing the number of errors.

- Fire Chief Young and HR Manager Docheff are working on comparing the annual firefighter physicals provided by the District's current Occupational Medical Partner and Frontline Mobile Health for 2025.
- Human Resources is pleased to announce that the official onboarding process for the seven (7) new emergency medical technicians and firefighters is complete. This demonstrates the organization's efficiency and commitment to the new team members.
- The District conducted a summer 2024 Engineer Promotional Process. One (1) EMT/Firefighter was provided with notice that they passed the Engineer Promotional Process. The member will be officially promoted on July 31, 2024.
- The 2024 annual physicals are scheduled to begin for all line personnel. The yearly physical involves NFPA 1582 physical exam parameters to assist the District's personnel with identifying progress, needed changes, or recommended follow-ups with their primary care physician. The annual physical assures the District and the employee that the employee is fit for duty with no limitations. The yearly physical process will begin July 22, and it usually takes two to three months to get every employee through it.

#### **CARBON VALLEY EMA – EMERGENCY MANAGEMENT DIRECTOR**

- CVEMA hosted and EMD Garner instructed advanced Incident Command System training for the District's Officer Development Program and other students from around the region. This training ensures that the District conforms to FEMA training recommendations for future supervisory staff and increases the District's capability to manage critical incidents by utilizing the National Incident Management System.
- During the summer, Emergency Management supports community-planned events, such as Frederick in Flight, the 4<sup>th</sup> at Firestone, and Miners Day. District personnel practice using the Incident Action Planning process for these events, facilitating collaboration with municipal and public safety partners. This year, a Special Event Severe Weather plan was added to the Carbon Valley Emergency Operations Plan. This plan outlines severe weather levels, decision-making criteria, and scripted announcements to be used as needed. It defines roles and responsibilities should severe weather threaten public safety at a community event. In addition to the new plan, emergency management is deploying a portable weather station at events to share data with the National Weather Service and increase the accuracy of real-time weather information.
- In June, CVEMA held a work session with the Advisory Board, resulting in a strategy to better connect with municipal departments and increase understanding of specific roles in a disaster. EMD Garner will develop an emergency management seminar, inviting staff from different departments to engage with scenarios related to their function. For example, public works staff might be asked about debris management after a tornado and then discuss the problem with emergency management. This method will be repeated with different departments and scenarios to increase engagement with municipal functions in the emergency management program. CVEMA hopes to schedule a two- or three-day seminar in August.

- Planning is underway for the annual emergency operations center disaster exercise, scheduled for October 31, 2024. Staff is working on a community wildfire scenario that will significantly impact Frederick and Firestone. The exercise will also focus on the transition from response to recovery, which has not been done before.
- CVEMA continues to write and update various emergency management plans, currently working on the Disaster Recovery Plan and related annexes: Debris Management, Damage Assessment, Disaster Finance and Cost Recovery, and Community Long-Term Recovery Group, with a goal of completion by October 2024.

### **LOCAL 4123 EXECUTIVE BOARD – LOCAL PRESIDENT**

- The Local 4123 Executive Board presented to the seven (7) newly recruited firefighters to discuss the benefits of professional firefighter unions and member benefits. Four (4) of the recruited firefighters joined Local 4123 at the time of the presentation; the remaining members can join at any time during their employment with the District. Local 4123 currently consists of 65 out of 70 eligible members to join Local 4123.
- Secretary Dismuke attended the Colorado Professional Firefighters (CPFF) Political Action Committee (PAC) meeting on June 19<sup>th</sup>, 2024. The PAC discussed the effects of the upcoming ballot measures on Colorado fire departments across the state. The CPFF's final strategy is still in the works and will continue to be amended as new information becomes available.

### **DISCUSSION ITEMS – FIRE CHIEF**

#### **Special District Association Conference – September 10 – 12, 2024**

This is an update on the annual conference and who will attend. President Maselbas, Fire Chief Young, Finance Director Cummins, and HR Manager Docheff will attend the Special District Association Conference in September.

### **ACTION ITEMS – FIRE CHIEF**

#### **Behavioral Mindset Specialist Job Description**

Under new business, Fire Chief Young requests approval of the newly created job description for a Behavioral Mindset Specialist for the proposed 2025 budget. This new position will consider bringing the current contracted behavioral counseling, mindset coaching, and PEER support management in-house full-time. The current contract position is conducted three days a week, and the organization's needs require a full-time position in the future.

#### **Public Relations Director Job Description**

Under new business, Fire Chief Young requests approval of the revised Management Analyst/PIO job description with a title change to Public Relations Director. To create a more efficient workflow within the administrative team and create a public relations team that handles customer service, relations, education, and events, the District has grown to the complexity of needing one individual to direct these operations and staff under them.

**Relational Nepotism Policy and Lactation Breaks Policy**

Under new business, the Executive Staff is requesting the acceptance and approval of newly created policies for the District that have been made by staff and reviewed by legal counsel. The two new policies for approval and adoption are the 100.19 Relational Nepotism Policy and the 200.12 Lactation Breaks Policy.

**Town of Erie and FFFD URA TIF Agreement**

Under new business, Fire Chief Young requests approval and signatures for the tax increment revenue agreement between the District and the Town of Erie Urban Renewal Authority's Gateway Phase 1 Urban Renewal Plan. This agreement will allow the District to retain and expend 25% of the revenue it collects from the properties within its jurisdiction and within the Town of Erie. This will remain in effect until Mt. View FPD includes the annexed properties into its boundaries. This agreement has been reviewed and approved by the District's legal counsel and the Town of Erie's legal counsel.

**Regular Board Meeting – November 11, 2024, Holiday Conflict**

Secretary Freeman requested an action item be added to the agenda to reschedule the November 11, 2024, meeting to November 13, 2024, due to November 11th being Veterans Day, a national holiday observed by the District. The consensus of the Board was to consider this issue under new business.

**CONSENT AGENDA**

The following Consent Agenda was presented:

- Approval of the June 10, 2024, regular meeting minutes.
- Confirmation of the continuity of the Financial Reports from June 6, 2024, to July 3, 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.

Treasurer Houston moved to approve the Consent Agenda. Motion seconded by Secretary Freeman. The motion passed unanimously.

**OLD BUSINESS**

No old business.

**NEW BUSINESS**

- Treasurer Houston motioned to approve the new job description for a behavioral mindset specialist in the proposed 2025 budget. Secretary Freeman seconded the motion, which passed unanimously.
- Secretary Freeman motioned to approve the title change and job description of the District's Management Analyst—Public Information Officer to Public Relations Director. Vice President Stout seconded the motion, which passed unanimously.
- Secretary Freeman motioned to approve new District policies 100.19 Relational Nepotism and 200.1 Lactation Breaks. Treasurer Houston seconded the motion, which passed unanimously.

- Vice President Stout moved to approve and sign the Tax Increment Revenue Agreement between the District and the Town of Erie Urban Renewal Authority. Secretary Freeman seconded the motion, which passed unanimously.
- Secretary Freeman motioned for staff to reschedule the November 11, 2024, meeting to November 13, 2024, due to the observation of Veterans Day on that day. Treasurer Houston seconded the motion, which passed unanimously.
- Vice President Stout motioned to allow Chief Staff to continue meeting with the Flight 629 Memorial Committee to discuss the memorial further. Secretary Freeman seconded the motion, which passed unanimously.

### EXECUTIVE SESSION

Secretary Freeman made a motion to go into an executive session, as requested by President Maselbas of the Board of Directors, to discuss Fire Chief Young's annual performance review pursuant to CRS 24-6-402(4)(f). Secretary Freeman seconded the motion, which passed unanimously.

Attorney Ross stated that the Executive Session, which began at 8:11 p.m., would not constitute an attorney-client communication and would be recorded.

Secretary Freeman motioned to leave the Executive Session, which was seconded by Assistant Secretary Ditmon and passed unanimously. The Executive Session concluded at 9:36 p.m.

### ADJOURNMENT

Treasurer Houston moved to adjourn the meeting with no other business before the Board. Assistant Secretary Ditmon seconded the motion, which passed unanimously. The meeting was adjourned at 9:37 p.m.

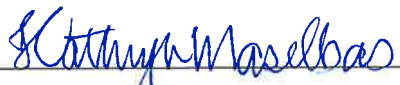
Signature lines are located on the next page.



---

Robert Freeman, Board Secretary

I attest that the Executive Session was confined to a topic authorized for discussion in the Executive Session according to C.R.S. §24-6-402(4)(f).



---

Kathryn Maselbas, Board President