



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



**MINUTES
May 8, 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, Oncoming Board Candidate
Greg Houston, Oncoming Board Candidate
Pete Ditmon, Oncoming Board Candidate

APPROVAL OF AGENDA

Vice President Jurgena moved to approve the Agenda for the May 8, 2023, meeting as presented. Motion seconded by Treasurer Vigil. The motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

RECESS THE REGULAR BOARD MEETING

Treasurer Vigil moved to recess the regular Board meeting for the purpose of conducting a Public Hearing on the CDOT I25 Petition for the inclusion of real property into the District. Motion seconded by Assistant Secretary Stout. The motion passed unanimously. The regular Board meeting was recessed at 7:01 p.m.

PUBLIC HEARING ON THE CDOT I25 PETITION FOR INCLUSION

Assistant Secretary Stout moved to open the Public Hearing on the CDOT I25 Inclusion of Real Property. Motion was seconded by Treasurer Stout. The public hearing opened at 7:01 p.m.

Chief Staff confirmed and noted for the record that the notice of tonight's public hearing was published in the Longmont Times-Call. Attorney Ross briefed the Board on CDOT petition to include certain real property into the District. There was no public present.

Treasurer Vigil moved to close the public hearing and reconvene the regular Board meeting. Motion was seconded by Assistant Secretary Stout. Motion passed unanimously. The regular Board meeting reconvened at 7:04 p.m.

ATTORNEY'S REPORT

Attorney Ross presented the Attorneys' Report for the month of April 2023, included in the Board packet. Attorney Powell worked with CDOT on the inclusion action and prepared the notice of the public hearing held this evening. Attorney Ross worked with Fire Chief Young on FPPA's Deferred Retirement Option Plan (DROP) Employer Contribution Resolution and gave a brief overview of the DROP Employer Contribution Plan. Attorney Ross continues to assist Chief Young on the proposed Impact Fee IGA with the Town of Firestone. Attorney Ferguson and assisted the Board in preparing the annual Fire Chief Performance Evaluation. Attorney Ferguson also is working with Chief Staff to schedule Sensitivity and Harassment Training for District personnel in June. Attorney Ross provided the Board with a brief update on legislation current before the Colorado Legislature.

The Board did not have any additional 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, owner's representative, and the Town of Frederick. Asst. Chief Iacino attended the April 25th Frederick Board of Trustees meeting to discuss building permit fees and other associated fees. The Board of Trustees agreed to provide the District a 90% discount on all fees for the final project valuation of Station 5. The current schedule is as follows:
 - Contractor mobilizes site / construction start – June 12, 2023
 - Groundbreaking Ceremony – Tuesday, June 20th – 1500 hours.

- 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, owner's representative, engineering, and legal counsel on the request for qualifications (RFQ). Specifications are being written and reviewed. The current tentative schedule is as follows:
 - Submit for permit with the Town of Frederick – June 6, 2023
 - Request for Proposal (RFP) provided to qualified contractors – June 8, 2023
 - Contractor bids and guaranteed maximum price submission deadline – June 27, 2023
 - Contractor Interviews – June 29, 2023
 - Recommendations to the Board – July 6, 2023
 - Board Meeting – Action Taken – July 10, 2023
 - Legal review of AIA contract to be used with 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
- **Human Resources / Personnel / Staffing**
 - Three (3) new paramedics and one (1) new firefighter paramedic started their orientation today, May 8, 2023. They will have a full week of orientation, meeting with all disciplines of the organization. They will then begin their shift rotations and field instruction process over the next couple of months.
 - Fire Chief Young continues to work with the District's Labor/Management Committee regarding the 115 Trust Plan that would be used for retiree healthcare. The Committee is getting closer to providing details and parameters they feel comfortable with establishing for Year 1 of the program, which is slated to begin in January of 2024.
- **Intergovernmental and Community Relations**
 - Fire Chief Young and Staff continue to attend multiple Carbon Valley and Weld County meetings through the months of March/April 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, Frederick Town Manager Ostler and Deputy Town Manager Johnson met in April for discussion and planning of the permitting cost of District projects, the Miner's Park Urban Renewal Plan, efficiencies between the Town of Frederick's building department and the District's planning section, upcoming Town events, and ongoing collaboration between the Town of Frederick and the District moving forward.
 - 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, Vice-President Jurgena, and Asst. Chief Prunk attended the April 26 Town Board of Trustees meeting. There have been numerous follow-up emails and other on-going communications on the matter. Attorney Ross and the Town's attorneys have been negotiating over language in the intergovernmental agreement. It was decided at the April 26th Town meeting that a committee will be formed between

Board President Weimer, Fire Chief Young, Town Manager Krieger, Trustee Sharp, and Trustee Conyac to work out the final details of the intergovernmental agreement.

- **2021-2026 Strategic Plan – 2023 1st Quarter Update**

Goal 1: Objectives 1E/1F 2023 – Executive Staff:

Goal 1 is an intensive goal with many layers of policy, politics, and legal requirements involved. The overarching part of this goal, which is ongoing, is to work on the District's external relationships to improve services for its stakeholders and customers. Chief Staff is currently in 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 parties can assist each other. Over the next 12 – 18 months there will not be a lot of change within this Strategic Goal #1 due to working through the District's Standards of Cover with the Center for Public Safety Excellence (CPSE) and new opportunities may be discovered. Chief Staff will continue to review and evaluate all external relationships regarding service delivery and future service requirements, as this will be ongoing for years to come.

Goal 2: Objectives 2C/2D 2023 – Community Risk Reduction Division:

The Strategic Goal #2 Committee, which focuses on community engagement, is focused on how best to get residents involved in the District's programs and what type of incentives could be offered to increase engagement in those programs. Several ideas were brought forward and included items such as a read to ride program for students, a fire safety scavenger hunt, as well as new ways to advertise around the Carbon Valley area (grocery carts, gas pumps, etc.). 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/PIO) Campos and will be used to begin the first draft of the Comprehensive Marketing and Outreach Plan (CMOP) (Objective 2C). MA/PIO Campos has drafted all ten (10) sections of the CMOP and presented it to Executive Staff on Feb. 7th for feedback. Once all feedback was received, MA/PIO Campos presented the CMOP to the Strategic Goal #2 Committee. The CMOP has been finalized and will be signed in May. 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 3C/3D 2023 – Training Division:

With the current changes in staffing, to include the new stand-alone paramedic position, engineer position, captain role changes, and EMS Training Lieutenant change, the committee is currently reevaluating Objective 3B before moving onto Objective 3C. Once the committee has completed the critical tasks review of the new positions and succession plan of these positions, it will move 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 late Spring of 2023. The committee will evaluate the software once it is in place. Next meeting will be in late May.

Goal 4: Objectives 4C/4D 2023 – Finance Section:

Since the last update (February 2023) the team has focused on the following items:

1. Moving heavily into 4B – Needs Assessment (procurement & replacement of capital infrastructure).
2. 4B – Contracting with a third-party to conduct a Needs Assessment – potential third-party consultants were identified and contacted, with two entities responding to the Team's inquiries:

a. Ironwood Strategic Solutions (ISS) [Phoenix, AZ]. ISS is preparing a proposal for delivery late the week of May 2nd, 2023, possibly early the next week. Initial strategy meeting was held with Gary West – Principal – ISS on April 21, 2023.

b. Fitch & Associates (F&A) [Platte City, MO]. F&A was heavily entrenched with other clients but will be available about mid-May 2023. F&A is interested and is standing-by.

3. A comprehensive 12-year plan was generated. This plan incorporated all expenditure facets including labor, operations, and capital. This plan would then be analyzed relative to the fire department capital infrastructure assets involved in the 12-year plan, presumably by either ISS or F&A, depending upon which is selected (if any).

4. Initial consideration & (very) preliminary ideas & concepts relating to 4C – Develop a comprehensive capital infrastructure plan utilizing the third-party needs assessment report.

Goal 5: Objectives 5C/5D 2023 – Safety and Wellness Committee (SWC):

The SWC 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 of the SWC:

- The SWC has made progress on Strategic Goal #5. The SWC continues to offer and create additional health related programs for District employees.
- Three personnel completed the IAFF Fit-to-Thrive training program. They have been attending the regular monthly meetings and providing input to the SWC on fitness and nutrition. They are working on fitness assessment tools and have put together several workouts that members can access.
- The SWC continues to work on revising and updating the safety related SOG’s.
- The SWC is also constantly reviewing S&E reports to find lessons learned and make recommendations to prevent accidents in the future. In addition, tools to enhance safety for the District’s members are constantly being presented to, and evaluated by, the SWC.

Goal 6: Objectives 6B/6C/6D 2023 – Operations Section / LM Committee:

“Maintain and enhance an effective program of optimal employee staffing that meets the changing needs of the community and the District.”

The first quarter of 2023 was another eventful chapter for the Goal #6 Committee. The pool of qualified candidates continues to be a challenge, causing the District to pivot to meet staffing demands. The District conducted its first hiring process for Single Role Paramedics. This new position will staff the third ambulance, freeing up dual role paramedics to staff fire apparatus. This reallocation of fire staff has projected to all the District to advance to seventeen personnel minimum staffing by September of 2023, further advancing the Objective of the #6 Goal. The focus of the second and third quarter of 2023 will be to continue to seek out qualified candidates for the positions of EMT/Firefighter and Paramedic/Firefighter filling additional positions by Fall of 2023.

Goal 7: Objectives 7E/7F 2023 – Planning Section:

Assistant Chief Iacino and MA/PIO Campos are currently working on objective 7E, which is the self-assessment. There are ten (10) objectives with multiple criteria in each. They have prepared the outline and are identifying subject matter experts for each of the criteria so they 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/PIO Campos has met with fellow Accreditation Analysts and GIS Analyst to assist

with data collection, potential software needs, and to help identify a good starting point. On March 29, 2023, MA/PIO Campos officially registered the District for accreditation with CPSE.

On March 30th MA/PIO Campos met with the Goal #7 Committee to discuss the process. It was determined that the Operations Section will assist with the Standards of Cover. MA/PIO Campos has begun work on the Community Risk Assessment (CRA) – Standards of Cover document as outlined by CPSE (Objective 7D). MA/PIO 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. MA/PIO Campos will be attending a CRA workshop through Vision 20/20 to complete the process. Once the CRA is complete, MA/PIO Campos will work with the Strategic Goal #7 Committee/Operations Section to complete the Standards of Cover. Once the Standards of Cover is complete, MA/PIO Campos will 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 seventy-six (76) commercial projects within the District. Twenty-three (23) commercial projects in Firestone, fifty-two (52) projects in Frederick, and one (1) project in Weld County. In addition, there are two (2) annexations that will need to be included into the District and which are 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 residential development.

The District currently has 431 commercial buildings with 775 businesses; and is tracking 526 fire protection systems. 95.82% of the systems are compliant – 4.18% have deficiencies.

- **Certificates of Occupancy** – There were five (5) Certificates of Occupancy completed in April.
- **New Permits Issued** – In April, the District issued four (4) construction permits, one (1) fire sprinkler permit, three (3) fire alarm permits, and one (1) one fireworks display permit for a total of nine (9) permits. The District billed a total of \$8,406.06 in plan review and permit fees in April 2023.
- **Burn Permits** – There were ten (10) burn permits issued in April.
- **Fire Investigations** – There were one (1) structure fire investigation and one (1) vehicle fire investigation for a total of two (2) investigations in April.
- **Youth Fire Setter (YFS) Program** – There were no new YFS cases in April.

COMMUNITY RISK REDUCTION

Community and Public Relation Events for April:

- CPR Classes:
 - Fit4Moms private class – **7 students**
 - Front Range Tools – **11 students**
 - **2 individual** skills check off (1 BLS/ 1 Standard)
 - April Community CPR Class – **11 students**
- Public Education / Community Events:
 - 4/8 – FFFD attended the Carbon Valley Rotary Easter Egg Hunt. A-Shift crews assisted CRRS Hayes with providing FLSE with the Fire Safety House. The District also provided public safety information to parents about smoke alarm safety. Kids learned about smoke alarm safety, “hot” items found throughout the house, and how to safely evacuate if there is a fire emergency. Over **500 juveniles** were seen.
 - A-Shift’s crew and CRRS Hayes attended to Firestone Charter Academy’s Kindergarten class. CRRS Hayes spoke about smoke alarm sounds and where in the home the kids would find their smoke alarm. The crew showed off some of their medical gear as well as their bunker gear. – **42 students & teachers**
 - C-Shift Station 1 welcomed 3rd graders from Legacy Elementary School. FFFD was one of three stops for the students as they learned about the Town of Frederick and those that serve the community. Kids along with their parents were given an in-depth look of the fire engine, the ambulance, as well as a tour of the fire station. – **120 total visitors**
 - C-Shift Station 3 crews and CRRS Hayes attended Firestone’s First School’s Out-Standing event at Neighbors Point Park. This event was the Town’s first form of a Touch-A-Truck event where Fire, EMS, Police, Public Works, tow trucks, and Air Life helicopter attended and allowed the community members to get an up-close look at their vehicles/aircraft. There are 3 more School’s Out events scheduled throughout the summer. Crews spoke with over **150 people**.
 - Car Seat Checks/Installs: **0**
 - Social Medial Safety Messages Posted: **5**
 - Smoke Alarm/CO Alarm Checks: **2**

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

- **2023 Project Updates**
 - The new ambulance was completed, inspected, and put into service April 21st. With its completion, the District is now able to apply for the financial reimbursement which was awarded by the Colorado EMTS grant in the fall of 2022. Staff will be completing the final portion of the grant process for submission in May.

- The Training Division continues to work diligently on hiring and promotional processes. This included the new single role Paramedic position, Lieutenant promotional process the week of April 24th, and a new posting for EMT/Fire Fighter and Paramedic/Fire Fighter. Also on the agenda is a promotional process for the position of Engineer before the end of 2023.
- **Station Projects, Maintenance, and Apparatus**
 - Large scale parking lot repairs were completed at Station 1.
 - Concrete work is completed at Station 3's curb and parking lot.
 - All other budgeted projects are being reported on schedule with no major delays.
- **Operations Section Situation Status**
 - The District received the majority of the new ambulance and medical equipment ordered in January 2023; however, there is still one LP15 heart monitor that is on backorder with a hopeful delivery date before the end of 2023. The District will continue to monitor this situation.
- **Training Summary – April 2023**
 - Total Fire Training Hours: 1823.62 Hours
 - Total EMS Training Hours: 375 Hours
- **Overview of Training Events for April 2023:**
 - All members completed monthly continuing medical education with medical director.
 - All members completed Crew Development Training.
 - All members completed residential structure fire scenarios.
 - All members completed April portion of Wildland RT-130 and S-215 courses.
 - All members completed multiple Target Solutions training.
 - Multiple members completed the pack test for Wildland Red Card certification.
 - Two (2) EMT Field Instruction processes were completed.
 - One (1) Paramedic Field Instruction entered phase III.
 - After Action Report completed by A-shift and Admin personnel.
 - Multiple members registered for multiple upcoming classes and conferences.
 - Trench Rescue Awareness training taught to departments throughout Weld County.
 - Four (4) members attended Fire Department Instructor Conference hands-on training.
 - Four (4) members passed their final recruit test.
 - One (1) member attended the Rocky Mtn. Critical Incident Mgmt. Team training.
 - All Officers attended Quarterly Officers Meeting.
- **Call for Service Overview**
 - 2022 Total Call for Emergency Service: 2,902
 - 2023 Total Calls for Service Year to Date: 699

- **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:**
 - April 2023 – 227
 - April 2022 - 280

FINANCE SECTION REPORT – FINANCE DIRECTOR:

FINANCIALS AND CORRESPONDENCE

- **Accounting & Financial**
 - *Audit – Initial Draft Stage*
 - Audit presentation to the Board is scheduled for the June 12, 2023, meeting.

- **Banking**
 - Transferred \$234,869 from Colotrust 8002 (Capital Equipment) to Braun NW, Inc in payment for the 2023 North Star Ambulance on April 6, 2023. Budgeted and Fire Chief approved.

- **2023 - YTD Budget Summary**
 - The April 2023 County distribution has not been received as of the date the Executive Summary below was prepare and therefore is **not** included.

Executive Summary - Budget vs. Actual – YTD

GENERAL FUND

From January 1, 2023, through May 3, 2023

<u>Revenue</u>	<u>Budgeted</u>	<u>Received YTD</u>	<u>Remaining Budgeted</u>	<u>Percent Received</u>
<i>TOTAL:</i>	<i>\$17,407,115</i>	<i>\$5,104,736</i>	<i>\$12,302,379</i>	<i>29.33%</i>
				Percent
<u>Expenditure</u>	<u>Budgeted</u>	<u>Committed YTD</u>	<u>Remaining Budgeted</u>	<u>Expended & Committed</u>
<i>TOTAL:</i>	<i>\$26,868,512</i>	<i>\$5,058,172</i>	<i>\$21,810,340</i>	<i>18.83%</i>

33.7% Fiscal Year Expired

o **EMS Billing and Collections Summary**

Billable Calls 4-1-2023 To 4-30-2023

<u>Patient Disposition</u>	<u>Number of Calls</u>	<u>Percent of Total Calls</u>
Patient Treated, Transported by this EMS Unit (Billable Calls)	97	75.78%

ALL CHARGES BILLED 4-1-2023 To 4-30-2023

<u>Charge Type</u>	<u>Description</u>	<u>Charge Quantity</u>	<u>Charge Amount</u>
Base Rate	ALS/BLS Emergent Resident & Non-Resident	97	\$111,750
Transportation	Mileage Resident & Non-Resident Emergent	773.6	\$19,340
		TOTAL:	<u>\$131,090</u>

Adjustments / Write-Off's Applied 4-1-2023 To 4-30-2023

<u>Transaction Payer Name</u>	<u>Transaction Type</u>	<u>Total Transactions</u>
Medicaid / Medicare / Ins / Other	Adjustment	\$25,176
Write-Offs	Bad Debt	<u>\$60,810</u>
		TOTAL:
		\$85,986

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%
Apr-23	<u>\$130,824.50</u>	\$610,000	21.45%
YTD	<u>\$276,078.54</u>	\$610,000	<u>45.26%</u>

o **Miscellaneous Financial Information:**

- None currently.

FIRE CHIEF DISCUSSION AND POTENTIAL ACTION ITEMS

- o Authorization for New Board of Directors as Check Signers: Under New Business, Staff is requesting approval to coordinate the new Board of Directors with First Interstate Bank to initiate official check signing as of May 15, 2023.
- o Authorization for Staff to Update District Documents: Under New Business, Staff is requesting approval to update all financial, Special District Association, Department of Local Affairs (DOLA), and employee benefits with the new Board of Directors contact information after filings of the oath of offices is complete.

- Approval of the 2023 CVEMA Emergency Operations Plan Update: Under New Business, Fire Chief Young is requesting approval of the Carbon Valley Emergency Management Agency (CVEMA) Emergency Operations Plan that has been updated to meet current needs. The community profiles have been updated to reflect the growth within the last three years. The hazard profile was updated in consideration of recent disasters in surrounding communities within Northern Colorado. Community Risk and Preparedness Assessment information was updated to include the consolidation of fifteen (15) operational and functional annexes.
- Resolution 2023-03 Inclusion of Real Property (CDOT I25 Park n Ride): Under New Business, Staff is requesting a motion to accept and approve Resolution 2023-03 and the certified order of the Board authorizing approving the petition to include real property into the District by the State of Colorado (CDOT I25 Park n Ride). This property is currently being excluded from Mt. View Fire Protection District and must be included into Frederick-Firestone Fire Protection District.
- Resolution 2023-04 FPPA DROP Employer Contribution Agreement: Under New Business, Staff is requesting a motion to accept and approve Resolution 2023-04, a resolution to initiate and participate in the FPPA DROP employer contribution agreement which is part of the statewide money purchase plan. This resolution provides the necessary documentation for when an employee enters into the DROP with FPPA, the employer portion of eight (8) percent of their annual base salary will be contributed to the statewide money purchase plan.
- SB23-303 Property Tax Legislation: Senate Bill 23-303 was introduced around 2200 hours on Monday, May 1, 2023. This Bill is being pushed through the last 10 days of the Legislative Session and is expected to become law. Until the final form of the adopted Bill is available, it is difficult to determine what will be the financial impact on fire protection districts across the state. Many organizations, including CSFC, SDA, CCI, and CML, are all trying to lessen the financial impact of this Bill by requesting amendments.

BOARD MEMBER REPORTS:

- President Weimer briefed the Board on his and Fire Chief Young's recent meeting with the Town of Firestone Board of Trustees on the proposed Impact Fees Intergovernmental Agreement. President Weimer encouraged the Board to continue discussions with the Town so that the District can get these fees implemented in a timely manner.

CONSENT AGENDA

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

- Approval of the minutes of the April 10, 2023, regular Board meeting.
- Confirmation of the continuity of the Financial Reports from April 6, 2023, to May 3, 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 Assistant Secretary Stout. The motion passed unanimously.

OLD BUSINESS

None.

EXECUTIVE SESSION

Vice President Jurgena made a motion to go into Executive Session as requested by President Weimer regarding:

- Executive Session for the discussion of a personnel matter in relation to Fire Chief Young's annual performance review. CRS 24-6-402(4)(f).

Motion was seconded by Treasurer Vigil. The motion passed unanimously.

Attorney Ross stated that the Executive Session will not constitute an attorney-client communication and will be recorded. The Executive Session began at 7:45 p.m.

Treasurer Vigil made a motion to come out of the Executive Session. Motion was seconded by Vice President Jurgena. The motion passed unanimously. The Executive Session concluded at 8:06 p.m.

NEW BUSINESS

- Assistant Secretary Stout moved to authorize new Board members Greg Houston, Pete Ditmon, and Robert Freeman to act as official check signers for the District's financial institution of First Interstate Bank on May 15, 2023. Motion was seconded by Treasurer Vigil. The motion passed unanimously.
- Treasurer Vigil moved to authorize Staff to update all corresponding financial, Special District Association, Department of Local Affairs (DOLA), and employee benefits with the new Board members' contact information after appropriate filings of oaths of office are complete. Motion was seconded by Vice President Jurgena. The motion passed unanimously.
- Vice President Jurgena moved to accept and approve the 2023 CVEMA Emergency Operations Plan update to include all operational and functional annexes outlining all responsibilities. Motion was seconded by Assistant Secretary Stout. The motion passed unanimously.
- Treasurer Vigil moved to accept and adopt (1) Resolution 2023-03: A Resolution of the Frederick-Firestone Fire Protection District Board of Directors approving the inclusion of real property upon the petition of the State of Colorado – CDOT; and (2) the certified order of the Board for the inclusion of real property as presented in Resolution 2023-03. Motion was seconded by Secretary Maselbas. The motion passed unanimously.
- Vice President Jurgena moved to accept and adopt Resolution 2023-04: A Resolution of the Frederick-Firestone Fire Protection District Board of Directors to initiate and participate in the DROP Employer

Contribution Agreement – Statewide Money Purchase Plan. Motion was seconded by Treasurer Vigil. The motion passed unanimously.

- Vice President Jurgena moved to accept and approve the 2022-2023 Performance Review and agreed upon compensation plan for Fire Chief Young conducted by the Board of Directors on May 8, 2023.

SERVICE AWARDS

- Fire Chief Young presented the Years of Service Awards to Board President Edward Weimer, Board Vice President Jeff Jurgena, and Treasurer Chris Vigil of the Frederick-Firestone Fire Protection District.

SWEARING-ON OF NEW BOARD OF DIRECTORS

- Current Board President Weimer administered the Oath of Office to newly elected Directors Greg Houston, Pete Ditmon, and Robert Freeman.


ADJOURNMENT

With no further business before the Board, Assistant Secretary Stout moved to adjourn the meeting. The motion was seconded by Treasurer Vigil. The motion passed unanimously. The meeting was adjourned at 8:20 p.m.



Kathryn Maselbas, Secretary

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



David Stout, Assistant Secretary