



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



**MINUTES
December 9, 2024**

Chairperson Maselbas called the regular meeting of the Frederick-Firestone Fire Protection District Board of Directors to order at 7:02 p.m.

ROLL CALL

Directors Present:

Kathryn Maselbas, President/Chairperson
David Stout, Vice President
Greg Houston, Treasurer
Robert Freeman, Secretary
Pete Ditmon, Assistant Secretary

Also present:

Jeremy A. Young, Fire Chief
Dino Ross, Legal Counsel
Summer Campos, Public Relations (PR) Director

APPROVAL OF AGENDA

Secretary Freeman moved to approve the Agenda for the December 9, 2024, with the deletion of letter D under New Business. Treasurer Houston seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

No public comment.

PUBLIC HEARING

Treasurer Houston moved to recess the regular Board meeting to conduct a public hearing on the proposed 2025 budget. Secretary Freeman seconded the motion. The motion passed unanimously.

Secretary Freeman moved to open the public hearing on the proposed 2025 budget. Treasurer Houston seconded the motion. The motion passed unanimously. The public hearing began at 7:04 p.m.

Chief Young noted that public meeting notices were published in two local newspapers, and the District had received no public comment. With no public present, Secretary Freeman moved to close the public hearing on the proposed 2025 budget. Treasurer Houston seconded the motion. The motion passed unanimously. The regular Board meeting resumed at 7:05 p.m.

ATTORNEY'S REPORT

Attorney Ross presented the Attorneys' Report for December 2024, which was included in the Board packet. Attorney Ross is assisting Chief Young on the potential May 2025 sales tax election. The Colorado Department of Revenue (DOR) and state law have numerous requirements for conducting a sales tax election and implementing a sales tax. Fortunately, DOR's employees have been very helpful. Attorney Ferguson assisted the District with two new policies. Attorney Woodward continues assisting Chief Young with the Brookfield Development donation of property for the District's future Station 6.

The Board did not have any questions for Attorney Ross.

EXECUTIVE SUITE AND INTERGOVERNMENTAL – FIRE CHIEF:

- **Fire Chief – Executive Summary**
 - Chief Young and PR Director Campos continue to work with Beyond Your Base Consulting regarding the upcoming public communications and public opinion research regarding a potential May 2025 sales tax ballot initiative. Voter analysis is being utilized. The informational survey will be delivered by mail and text to registered voters on the week of December 9th. They have hosted two public information meetings so far and have been informing residents and business owners for the last couple of weeks. They will survey the public in early January and notify the Board by January 13, 2025. They will continue to monitor the landscape and see how public opinion polling is received.
 - Administrative Staff participated in the 2024/2025 District Review & Planning Day on November 19, 2024. The strategic plan objectives, current progress, and potential roadblocks were reviewed. Other topics included regularly scheduled meetings for 2025, communications, employee engagement, fire investigation program, fire and life safety pre-plans, current committee review, and potential future committee implementation. Overall, the full-day meeting provided insight and prepared us for aligning with accreditation in 2025.
 - Chief Young met with Firestone Town Manager Krieger this month. Topics of discussion were the potential sales tax initiative, updates from the District and Town on development political dynamics, and emergency services. Chief Young also met with Frederick's Town Manager on many of the same topics, including further collaboration.
 - Chief Young served on the Executive Panel for the Colorado Division of Fire Prevention and Control's Fire Officer II course hosted by the District December 2-6. Chief Young also assisted HR Manager Docheff with the Human Resources section of the Fire Officer II course.

- **Intergovernmental & Community Relations**

- Chief Young attended and participated in the following meetings, events, and conferences in November and early December. The District's internal working meetings are not included.
 - Weld County Communications Advisory Board meeting.
 - Weld County Fire Chiefs Association meeting.
 - Meeting with the Town Managers of Frederick and Firestone.
 - North Area Fire Chiefs Meeting
 - International Association of Fire Chiefs (IAFC) Missouri Valley Division (MVD).
 - Colorado State Fire Chiefs monthly board meeting.
 - The IAFC Executive Fire Officer Section (EFO) monthly board meeting.
 - IAFC Executive Fire Officer Section By-Law revisions – three meetings.
 - Leadership Mentoring Sessions with three (3) officers and two (2) acting officers within the District assisting with emergency services leadership.

PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:

- **Capital Facilities**

- Fire Station 5 (Wyndham Hill). Chief Young and Assistant Chief Iacino have finished the ongoing meetings with general contractor Golden Triangle Construction (GTC), architect Allred & Associates, and the District's Owner's Representative Dunakilly. GTC is working on warranty items identified by the crews. Chief Young has finalized the final closeout of the project with GTC, Allred, and Dunakilly. The project finished \$986,874 under budget for construction.
- Maintenance and Training Facility. Chief Young and Assistant Chief Iacino are actively coordinating with Allred & Associates, Civil Engineering, and Weld County to ensure the District is ready for building permits, requests for qualifications, and proposals if the project is greenlighted in 2025. The design phase is in full swing, with the deadline for completing design and being ready for permit submittals by April 2025. They also closely collaborated with Dunakilly on the total budget.
- Future Station 6 (Barefoot Lakes). Chief Young continues to work with the District's legal counsel and Brookfield Development on the final land conveyance agreement for the parcel of land for Station 6. All parties are working on the final revisions to the agreement and engineering. Chief Young plans to have the agreement and the closing of the property completed by 2nd Quarter of 2025.
- Administration Building. Chief Young and Assistant Chief Iacino have completed their reviews with the town and have set an approved site plan. Chief Young has been working with Dunakilly and Allred & Associates on the RFPs for the additional parking and upgraded stormwater detention pond. Three bids have been submitted and they are reviewing them to ensure all specifications have been met before awarding the bid to a General Contractor. GTC, Symmetry Builders, and Owen Ames Kimball were the three companies that submitted bids.

- **Community Development**

The District is currently working on eighty-eight (88) commercial projects, including thirty-six (36) commercial projects in Firestone, fifty-one (51) 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.

There are 449 commercial buildings with 818 businesses within the District. They are tracking 586 fire and life-safety protection systems within the District.

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

- The District issued 16 permits in November 2024, for a total of 190 permits in 2024. The District has issued sixty-six (66) additional permits ahead of this time in 2023.

- **Fire Investigations – November 2024:**

- There were no fire investigations in November.

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

- **2024 Project Updates**

- All Shifts attended 5-hour orientational training on United Power battery storage facilities, recently placed into service in District 5, with future locations still in the planning stages.
- All Operations Section Command Staff members attended a planning meeting with the Mountain View Fire Protection District Command Staff to prepare for the upcoming closest unit response conversion in January 2025.
- All company officers met with PR Director Campos to discuss current and future public relations events, increasing collaboration and improving communications to ensure the organization's mission is met.

- **Station Projects, Maintenance, and Apparatus**

- The Quint (Ladder Truck) and Rescue Pumper project managers met with respective apparatus manufacturers for updates on both building schedules. The District expects delivery of the Rescue Pumper in the second quarter of 2025, and the Quint in the late third quarter of 2025.

• **Training Summary – November 2024**

- Total Fire & Rescue Training Hours: 1,930.50 Hours
- Total Emergency Medical Training Hours: 378 Hours

• **Overview of Training Events for November 2024:**

- Multiple members renewed state and National EMS certifications.
- Two members obtained Fire Officer-I certification.
- One paramedic member obtained Firefighter-I and Hazmat Operations certifications
- One member completed the paramedic field instruction program.
- All paramedics obtained Pediatric Advanced Life Support (PALS) certification.
- Four members renewed Blue Card Incident Commander certification.
- State EMS Training Group renewal application was completed and approved

FINANCE SECTION REPORT – FINANCE DIRECTOR:

• **Accounting & Financial**

○ **November Banking**

- 11-7-2024 – Checking augmentation - \$250,000, from 8003 to FIB 7035
- 11-20-2024 – Checking augmentation - \$500,000, from 8003 to FIB 7035
- 11-22-2024 – Paid Truist (GO Loan Series 2022) - \$690,392.51, from CT 8003
- 11-26-2024 - Checking augmentation - \$250,000, from 8003 to FIB 7035

• **2024 – YTD Budget Summary**

- The November 2024 County Distribution was not yet received as of this writing. The following amounts do not include the November 2024 County Distribution, which was not yet received.

Executive Summary - Budget vs. Actual - YTD

GENERAL FUND

From January 1, 2024, through December 5, 2024

Revenues	Budgeted	Received YTD	Remaining Budgeted	Percent Received
TOTAL:	\$23,039,339	\$23,419,464	(\$380,125)	101.6%

Expenditures	Budgeted	YTD	Remaining Budgeted	Percent Expended & Committed
TOTAL:	\$35,270,278	\$24,595,169	\$10,675,109	69.7%

92.7%
Fiscal Year
Expired

○ **EMS Billing and Collections Summary:**

<u>Disposition Destination Hospital</u>	<u>Runs</u>	<u>Percent</u>	<u>Month</u>
Refusals / Call Offs	56	34.78%	Nov-24
CHILDREN'S HOSPITAL	1	0.62%	Nov-24
GOOD SAMARITAN	7	4.35%	Nov-24
LONGMONT UNITED HOSPITAL	2	1.24%	Nov-24
LONGS PEAK HOSPITAL	82	50.93%	Nov-24
MEDICAL CENTER OF ROCKIES	2	1.24%	Nov-24
ST. ANTHONY NORTH HEALTH	6	3.73%	Nov-24
CHILDREN'S HOSPITAL N. CAMPUS	5	3.11%	Nov-24

Total EMS Calls: 161

Billable Runs: 105

Activity Summary - Financial Transactions by Billing Period

<u>Month</u>	<u>Gross Charges</u>	<u>Allowances</u>	<u>Net Charges</u>	<u>Adjust</u>	<u>Payments</u>	<u>Write-Offs</u>	<u>Refunds</u>	<u>Balance</u>
Nov-24	157,148	43,986	113,162	0	35,263	0	0	77,899

○ **Miscellaneous Financial Information:**

- Developer Impact Fees received in November 2024: \$32,489
- Wildfire Deployment Information is displayed below, showing the 2024 wildfires in which the District has participated. The amount column shows the amounts still owed to the District. This information is essential as it reflects a partial offset to the District's overtime expense line item.

As of 12-4-2024

<u>Fire</u>	<u>State</u>	<u>Amount</u>
Alexander Mountain	CO	\$ 37,001
Stone Mountain	CO	\$ 15,382
Hill Fire	CA	\$ 19,271
Lava Fire	ID	\$ 30,796
Badlands Complex Fire	OR	\$ 35,838
Snag Fire	ID	\$ 1,218
Willow Crossing Fire	CO	\$ 6,198
Fire Support	CO	\$ 15,547
Pearl Fire	CO	\$ 14,435
Task Force 1 - Hurricane	NM	\$ 7,014
Task Force 1 - Hurricane	NC	\$ 20,000

Total: \$ 202,700

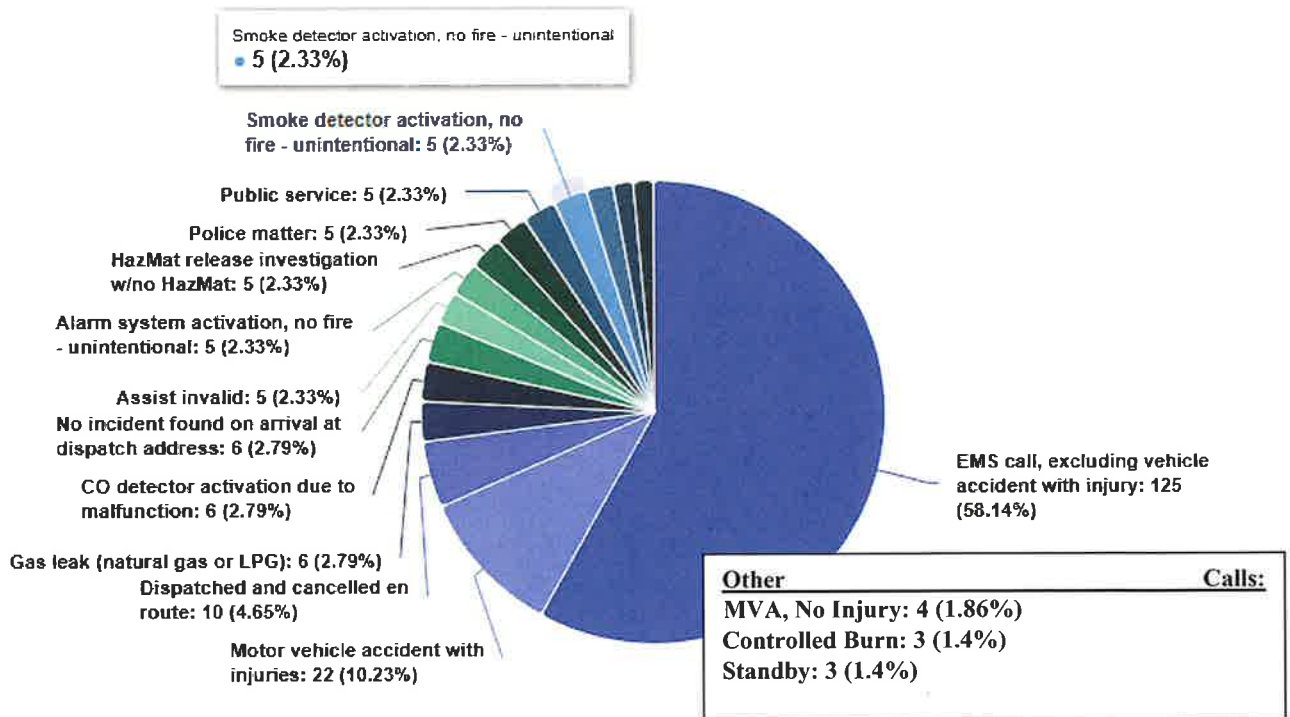
PUBLIC RELATIONS REPORT – PR DIRECTOR:

o **Data Analysis**

- o November Emergency Call Metrics – (Includes Mutual/Auto Aid):
 - Average Turnout Time: 1:00
 - Average Enroute to Arrival: 4:10
 - Average Response Time (Dispatch to 1st Unit On-Scene): 4:59
 - Total Calls for November 2024: 239

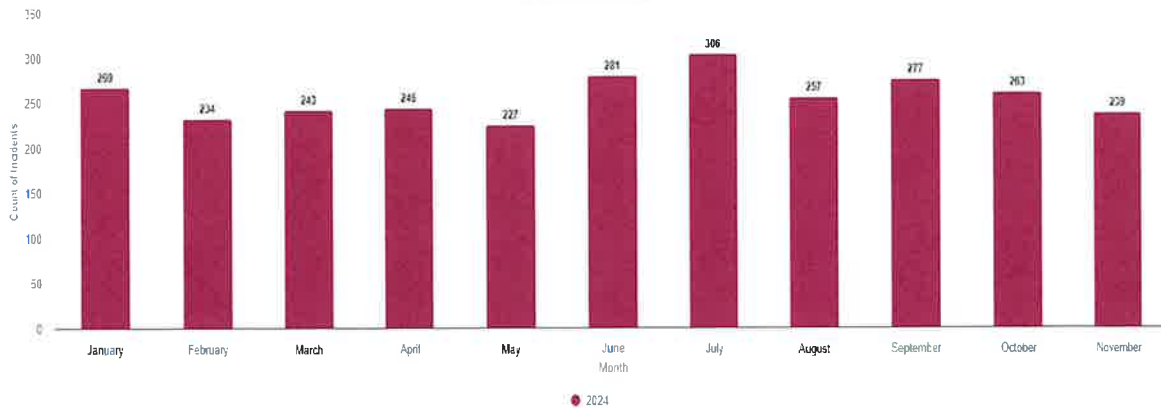
Incident Types (Top 15)

Nov 01, 2024 to Nov 30, 2024

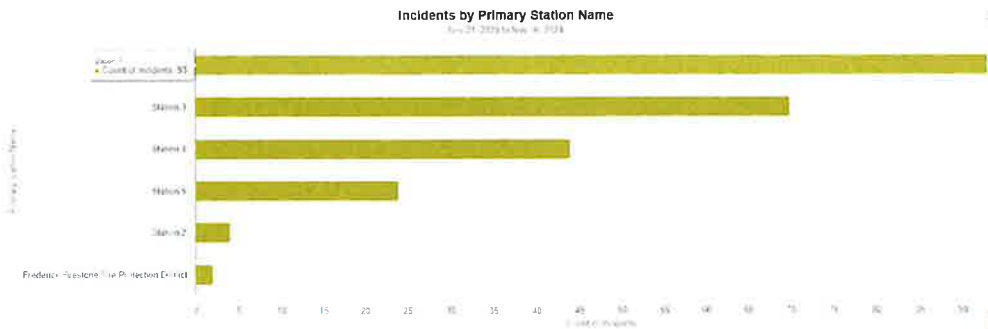
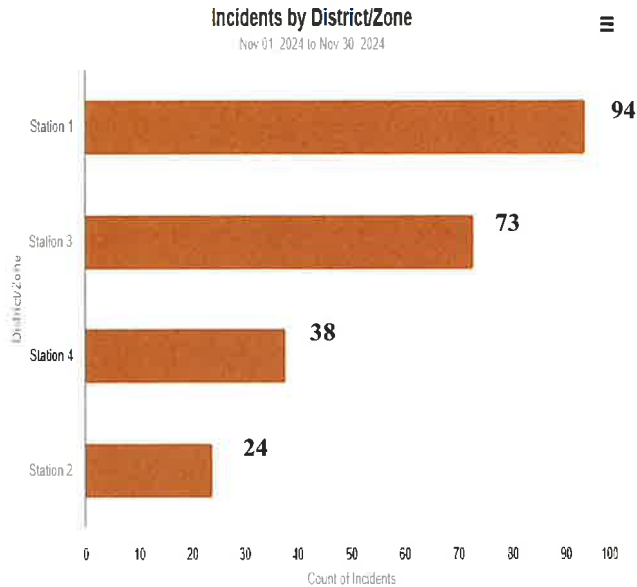


Incidents by Month

Jan 01, 2024 to Nov 30, 2024



- Incidents by District/Zone represent the District's geographical or planning zones for call response. Incidents by Primary Station Name show which station ran the emergency call. The two (2) calls under Frederick-Firestone Fire District represent Standby events.



- Mutual and Automatic Aid – January 1, 2024 – November 30, 2024.
 - Mutual Aid Given & Received:
 - Fort Lupton Fire Protection District – Twenty-one (21) given and four (4) received.
 - Mountain View Fire Protection District – 125 given and thirty-four (34) received.
 - Platteville-Gilcrest Fire Protection District – Twenty-eight (28) given and nine (9) received.
 - Automatic Aid Given & Received:
 - Fort Lupton Fire Protection District – One (1) given and two (2) received.
 - Mountain View Fire Protection District – Zero (0) given and one (1) received.
 - Platteville-Gilcrest Fire Protection District – Twenty-nine (29) given and twenty-one (21) received.

- **Accreditation Updates**

- PR Director Campos is working with the District's newly assigned CPSE Mentor, retired Fire Marshal Neil Rosenberger, on a timeline to move the accreditation process forward.
- Mentor Rosenberger will review the District's accreditation documents over the next few months. If Mentor Rosenberger approves the District to move forward with candidate status, the deadline for all accreditation documents is February 28, 2025.

- **Community Risk Reduction / Education / Public Relations**

- PR Director Campos and Emergency Manager (EM) Director Garner attended the Carbon Valley Chamber Business Before Non-Profit Luncheon at the United Power facility.
- Chief Young, PR Director Campos, EM Director Garner, and Community Risk Reduction Specialist (CRRS) Hayes attended the Frederick Small Business Awards event, where a booth was set up to interact with local businesses and business owners.
- Public Education / Community Events:
 - Community CPR Class – **2 students**
 - Town of Firestone Public Works – **15 students**
- Home School Group Station 4 tour—C-Shift welcomed 16 students and their parents to Station 4 to learn about Tech-rescue emergencies and specific tools and tour the fire station.
- Station 3 tour for mom group – C-Shift at Station 3 welcomed **17 kids under age five and their mothers** for a tour of the station. Students got to see what kind of gear the firefighters wear and what tools the firefighters use, and they even got to spray a fire extinguisher.
- Station 3 tour for a preschool group—C-Shift at Station 3 welcomed 13 preschoolers to tour the fire station, a fire engine, and an ambulance. Students learned about safety, the sounds of a smoke alarm, and what actions need to be taken.
- Town of Frederick Business Awards: CRRS Hayes, PR Director Campos, CVEMA Garner, Chief Young, and Chief Iacino attended the TOF Annual Business Awards. CRRS Hayes and CVEMA Garner provided attendees with a table full of resources and business-related programs for business owners within our community. – **50 attendees**
- Community Babysitting Class – CRRS hosted the District's Fall Babysitting class, where teens learned and received their Babysitting / CPR certification through ASHI. – **16 Students**
- FPW Centennial Elem. 3rd-grade class winner ice cream party – C-Shift attended with CRRS Hayes and FF Murray to celebrate the FPW Sound Off contest winners. Staff celebrated their efforts in completing home risk assessments in their homes and brought back a form documenting their findings. This class returned the most forms throughout the whole school district – **32 students**
- Storytime at Station 5 – This month's Storytime was held at Station 5. The focus was on fire trucks. Attendees also got to paint hand-made wooden "fire trucks" that were provided to by a local community member. – **11 attendees and their moms**
- Senior Blood Pressure Check – A-shift crews helped with Senior BP checks this month. – **32 attendees**
- Car Seat Checks: 2
- Social Media Safety Messages Posted: 17

HUMAN RESOURCES REPORT – HR MANAGER

- HR Manager Docheff engaged in the following activities:
 - Working on closing the benefits open enrollment period, integrating the new benefits data into the District's payroll software, and progressing with the year-end payroll process.
 - Developed new standalone policies for short-term disability leave and modified duty personnel. Short-term disability leave is available to members who have sustained off-the-job injuries or illnesses and cannot perform their regular duties.
 - Preparing for the District's annual employee reviews by management software will begin on January 1st, 2025.
 - Notified all District members of the internal job posting for the Behavioral Mindset Specialist position, with a full-time onboarding date in early January 2025.
 - Chief Young and HR Manager Docheff co-instructed the Human Resources section of the Fire Officer II course hosted at the District's administration building. This course, offered through the Colorado Division of Fire Prevention and Control, is designed to provide leadership training for middle management professionals in the fire service.
 - The District posted for the position of Fleet Mechanic, which aligns with the identified expectation within the Fleet Maintenance Division. The application process will remain open until the position is filled, with phone interviews beginning in December 2024 and an anticipated hiring timeline of February 2025.

CARBON VALLEY EMA – EMERGENCY MANAGEMENT DIRECTOR

- In November, CVEMA began drafting the After-Action Report and Improvement Plan for the October 31st Emergency Operations Center (EOC) Functional Exercise. The exercise highlighted several strengths and areas for improvement.
 - The new EOC layout proved effective, with personnel efficiently setting it up based on the provided diagram, while vests and signage enhanced role clarity.
 - Section leads demonstrated a strong understanding of their responsibilities, and newer personnel embraced their roles with creative problem-solving and positive discussions.
 - Collaboration and teamwork were evident across agencies, reflecting our multi-agency structure and fostering positive working relationships.
 - Initially, struggles with technology were evident; however, the primary issue of Wi-Fi capacity has already been resolved, and the successful use of the portable Wi-Fi (Cradlepoint) system, obtained through a grant in 2023, demonstrated the effectiveness of the redundant network capability for the emergency operations center.
 - The current incident management software provided by the State of Colorado Office was limited in capability and access, negatively impacting the EOC's ability to maintain situational

awareness. The need to better understand how to operate the room's display capabilities was also noted.

- To improve situational awareness and documentation, additional staffing in the Planning Section should be pursued, particularly with GIS and situation unit support.
- CVEMA also renewed and initiated contacts with service agencies that serve Carbon Valley residents. These interactions are key to increasing an understanding of community recovery and resilience needs, helping to ensure better support of businesses and residents in times of crisis.
- At the NE All-Hazard Region Quarterly Steering Committee meeting, EMD Garner was elected Chairperson. Involvement with this committee helps guide Homeland Security Grant Program funding and support coordination with local and regional partners. The 2025 Homeland Security Grant Program guidance and grant application were released on November 22, 2024. EMD Garner will work with partner agencies to develop grants as they identify qualifying projects.
- EMD Garner attended the International Association of Emergency Managers annual conference held in Colorado Springs from November 17 to 20 this year. This was a much appreciated and excellent opportunity to learn about emerging research and trends in emergency management, network with professionals from around the country and the world, hear from government and emergency management leaders, and explore resources and tools that may benefit the CVEMA emergency management program.
- On November 21, EMD Garner provided the CVEMA Advisory Board with an end-of-year report, including a summary of 2024 activities and a look ahead to 2025 projects. In 2024, CVEMA achieved several objectives in various areas, including planning, emergency operations, outreach, and professional development. Moving into 2025, the focus is shifting towards developing products and tools that will support Emergency Operations Center (EOC) capabilities "just in time."

These tools empower EOC personnel with little experience, providing a more accessible framework for those stepping into critical roles during incidents. While also continuing efforts in departmental engagement, this new approach emphasizes capacity-building through practical, ready-to-use tools. Also, in 2025, CVEMA will pilot three practical skills courses and a workshop as part of the first Carbon Valley Resilience Academy.

LOCAL 4123 EXECUTIVE BOARD – LOCAL PRESIDENT

- No report for the December Board Meeting.

2025 BUDGET CHANGES AND UPDATES – FIRE CHIEF

The remaining timeline for the adoption of the 2025 Budget is as follows:

- December 9 Final Public Hearing & Adoption of 2025 Budget
- December 10 – 12 Certification of Mills and Governance Documents Completed

- **2024 Assessed Value (AV) Certifications**
This is the final 2024 AV Certification from the Weld County Assessor's Office, received on November 22, 2024. The final AV was slightly lower than the preliminary numbers from August 2024, requiring the District to reduce revenues. The most significant decrease in assessed valuation was oil and gas, a 62.34% decrease. The most significant increase in assessed valuation was minerals, with a 45.19% increase. The overall decline in assessed valuation from 2023 to 2024 was 25.19%, which equates to a \$4,239,769 decrease in the District's annual budget.
- **2024 Tax Revenue (Collections in 2025)**: The general operating levy 2025 will be 13.900 mills, as established in the November 2019 election. In addition, the mill levy for debt service (loan payment) will be certified to 1.634 mills to make the minimum principal and interest payments on the 2022 General Obligation Loan. The total mill levy for the District in 2025 will be 15.534 mills.
- **Administration and Operational Objects – 2025 Proposed Budget – Changes**
 - **Objects 4000—Personnel Services**: This entire section of the budget was reduced by \$28,633 due to the reconciliation of final open enrollment for employee benefits, personnel movement, and hirings slated for 2025.
 - **Object 5151—Station 1 Maintenance**: In the proposed 2025 budget, this object was increased by \$8,100 to accommodate needed upgrades to the electrical system in the fire station and apparatus bay.
 - **Object 5511—Software Programs**: In the proposed 2025 budget, this object was increased by \$7,500 to add a budget allocation for fire and life-safety pre-plan software that can be utilized in collaboration with neighboring fire agencies and Weld County Dispatch.
 - **Object 5540—Uniforms**: In the proposed 2025 budget, this object was increased by \$3,500 to accommodate 50th Anniversary duty shirts for personnel and staff in 2025. Final bids and designs were received to ensure the accuracy of the cost.

DISCUSSION ITEMS – FIRE CHIEF

- **Administration Parking Lot and Retention Pond**
The additional parking spaces to be added during the administration remodel project have been fully designed, and the District has recently advertised and published a request for proposal for this construction project. The previous timeline was met with an issue in the fully executed engineering plans and the Town of Frederick. Bids were due by December 5, 2024. Chief Young would like to discuss this project with the Board since it came in over budget, and the three bidders advised that it would take longer than anticipated to finish the project. The lowest bid was \$201,590, and the highest was \$260,200. The timeline for completing this project through winter is recommended in March. Staff only had \$185,000 budget for this project to begin and end in 2024, or at the latest January 2025.
- **Colorado State Fire Chief's Executive Board – Fire Chief Young Appointment**
The Colorado State Fire Chief's Executive Board has contacted Chief Young, requesting that he serve as Treasurer in 2025. The rotation of Chief Officers on the Executive Board would align Chief Young to become the potential President of the Colorado State Fire Chiefs Association in 2027 or 2028. Board discussion followed.

- **Flight 629 Memorial Committee**

Chief Young continues to communicate and meet with Flight 629 Memorial Committee members on the potential memorial site at the future Fire Station #6. Chief Young has given them tentative land acquisition timelines and future construction dates. Currently, the committee is in full fundraising and education mode about the memorial project.

NEW BUSINESS ACTION ITEMS – FIRE CHIEF

- **100.20 Modified Duty Policy (New)**

Under new business, Chief Young requested approval of the newly created policy relating to modified duty for employees injured on the job. For medical reasons, personnel not fit for duty due to injuries or medical procedures must complete their time on modified duty. These personnel must adhere to modified duty until released by the District's occupational medical doctor.

- **100.21 Short-Term Disability Policy (New)**

Under new business, Chief Young requested approval of the newly created policy relating to employee utilization of the District's short-term disability policy. This policy provides reporting procedures and utilization parameters for the District's short-term disability policy.

- **Division Chief of Training (2025)**

Under new business, Chief Young requested approval of the newly created job description for the Division Chief of Training for the proposed 2025 budget. This position will be promotable in 2025 to those who meet the minimum qualifications and complete the assessment process for promotion.

- **2025 Budget Adoption Overview**

- **Budget Resolutions:** These resolutions were completed once the final assessed valuation (AV) certification was received and are now presented to the Board. Three (3) resolutions constitute the final adoption and appropriation of the 2025 Budget: 2024-09 Omnibus Resolution Summarizing, Adopting, Appropriating, Certifying and Levying Property Taxes of the 2025 Budget, 2024-10 Resolution Adopting 2025 Fee Schedules, and 2024-11 Resolution allowing Staff to apply for grant funding. Each is presented under new business for the Board's consideration and approval.
- **2025 Budget Packet and Message:** This document was completed after the final assessed valuation (AV) was received and presented. The Budget Packet and Message summarizes the 2025 Budget, including appropriations, revenue sources, expense categories, and significant capital projects for 2025. This must be submitted with the District's 2025 budget and is what the District provides to the public on the District's website for transparency and public review throughout the year. This will be presented under new business for consideration and approval by the Board.
- **2025 Budget Letters and Transparency Notice:** These were completed once the final assessed valuation (AV) certification was received and presented in the Board packets. These two (2) letters are issued to the Weld Board of County Commissioners and the Colorado Department of Local Affairs (DOLA). Both cover letters for the 2025 Budget Packet and Message will be submitted to the County and the State as required by Colorado Revised Statutes. Both summarize the property tax revenues

and mill levies that will be certified by the Board. This will be presented under new business for consideration and approval.

• **2025 Fire District Member Handbook**

Under new business, staff requested the Board approve and adopt the January 1, 2025, Member Handbook as presented. The Member Handbook was revised in October and November 2024 to meet all new policies, procedures, and employment laws. It has been reviewed and approved by legal counsel and Chief Young.

CONSENT AGENDA

The following Consent Agenda was presented:

- Approval of the November 13, 2024, regular Board meeting minutes.
- Confirmation of the continuity of the Financial Reports from November 7, 2024, to December 4, 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 accept and approve all items under the Consent Agenda. Motion seconded by Secretary Freeman. The motion passed unanimously.

OLD BUSINESS

No old business.

NEW BUSINESS

- Secretary Freeman moved to accept and approve the new District policy 100.20 Modified Duty Policy as presented. Vice President Stout seconded the motion. The motion passed unanimously.
- Treasurer Houston moved to accept and approve the new District policy 100.21 Short-term Disability Policy as presented. Secretary Freeman seconded the motion. The motion passed unanimously.
- Secretary Freeman moved to accept and approve the new job description for the Division Chief of Training slated as a new position in 2025, which follows the District's 2025 Budget. Treasurer Houston seconded the motion. The motion passed unanimously.
- Vice President Stout moved to accept and approve the Certified Omnibus Resolution 2024-09, a certified resolution summarizing the expenditures and revenues and adopting a budget for the calendar year of 2025; appropriating sums of money to the various funds for fiscal year 2025; and certifying and levying property taxes for the calendar year 2024 to help defray the cost of government for the fiscal year 2025. Secretary Freeman seconded the motion. The motion passed unanimously.

- Secretary Freeman moved to accept and approve Resolution 2024-10, a resolution approving and adopting the 2025 code enforcement, ambulance service, administrative service fees, and development impact fee schedules. Treasurer Houston seconded the motion. The motion passed unanimously.
- Secretary Freeman moved to accept and approve Resolution 2024-11, a resolution authorizing the Fire Chief to submit and allow submission of applications for any local, state, federal, and private grants as applicable in fiscal year 2025. Treasurer Houston seconded the motion. The motion passed unanimously.
- Treasurer Houston moved to authorize Chief Young to sign and publish the 2025 Budget Packet and Message as presented. Vice President Stout seconded the motion, which passed unanimously.
- Secretary Freeman moved to accept and approve the issuance of the 2025 budget letters, supporting documentation, transparency notice, and 2025 meeting dates to the Weld County Commissioners and the Colorado Department of Local Affairs as required and presented. Vice President Stout seconded the motion. The motion passed unanimously.
- Vice President Stout moved to accept and approve the Frederick-Firestone Fire Protection District Member Handbook, effective January 1, 2025, as presented. Treasurer Houston seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION

Vice President Stout moved to go into Executive Session as requested by Chief Young regarding:

- Determining the District's position on matters subject to negotiations, developing strategies, and instructing negotiators regarding the Town of Firestone. CRS 24-6-402(4)(e).
- Discussion of personnel matters concerning Captain Ryan Baxley. CRS 24-6-402(4)(f).

Treasurer Houston seconded the motion. The motion passed unanimously.

Attorney Ross stated that the first portion of the Executive Session, which began at 7:49 p.m., will not constitute an attorney-client communication and will be recorded for the discussion of personnel matters.

Attorney Ross stated at 8:04 p.m. that the second portion of the Executive Session will constitute an attorney-client communication and will be recorded for the discussion of developing strategies and instructing negotiators regarding the Town of Firestone.

Treasurer Houston made a motion to come out of the Executive Session. Secretary Freeman seconded the motion. The motion passed unanimously. The Executive Session concluded at 8:34 p.m.

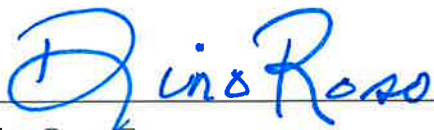
ADJOURNMENT

Treasurer Houston moved to adjourn the meeting with no other business before the Board. Secretary Freeman seconded the motion, which passed unanimously. The meeting was adjourned at 8:35 p.m.



Robert Freeman, Secretary

I hereby attest that the second portion of the Executive Session regarding the Town of Firestone constituted a confidential and privileged attorney client communication and was not recorded.



Dino Ross, Esq.

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



Kathryn Maselbas, President