



WINDSOR SEVERANCE FIRE RESCUE

100 N. 7th Street • Windsor • Colorado • 80550
970-686-2626

REGULAR BOARD MEETING

Virtual Meeting Only

Thursday, November 12, 2020 / Immediately Following the Pension Board Meeting
MINUTES

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88186771534?pwd=K1NtcVg4emU5aFhDOVIHY3ZjZ09PQT09>

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Webinar ID: 881 8677 1534

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I. CALL TO ORDER at 19:36

I. Pledge of Allegiance

II. ROLL CALL

Directors Pearson, Hansen, Stephenson, Rosen, Gillingham Chief Kazian, Captain Dykstra, other District staff members, contractors and several members of the public attended the meeting either in person or remotely.

III. APPROVAL OF AGENDA

Director Gillingham submits a motion to approve the Agenda, Director Rosen seconds, all "Aye". Approved.

IV. REGULAR BOARD MEETING

I. Public Forum:

i. Public Comments-none

II. Consent Agenda – Discussion/Possible Actions:

i. October 8, 2020 Regular Meeting Minutes

ii. WSFR 2021 Holiday Schedule



WINDSOR SEVERANCE FIRE RESCUE

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Director Gillingham submits a motion to approve the Consent Agenda, Director Pearson seconds, all "Aye". Approved.

III. Financial Report and Updates

i. Discussion/Possible Action: Approval of October 2020 Monthly Financial Report/Bill Ratification

1. Gabe Buldra:

- Discussion of new financial report components-monthly reports instead of a larger quarterly financial report
- Tax revenue: \$911,735 collected (over \$74,000 compared YTD).
- Non-levy revenue: \$30,960 (under budget by \$37,000 due to smaller plan review fees and decreased interest revenue).
- Total expenses: \$661,782 (\$181,000 under budget for month).
- YTD total tax revenue: \$10.2 million (\$511,000 under budget due to delayed tax payments from two oil/gas companies still filing bankruptcy. These payments will likely be received in early 2021).
- YTD total non-Levy revenue: \$622,500 (\$111,000 under budget).
- YTD Wildland Deployment revenue: \$371,000 (for personnel and equipment).
- YTD total expenses: \$628,204/74% of the budget expended (\$943,000 under budget). Personnel: 81%, Operations: 9%, Managerial: 7% and Communications/IT: 3%
- Year over year cash position: \$12.3 million (YTD \$11.1 million)

2. Director Pearson: does the 81% personnel expenses spent include costs associated with Wildland deployment? Gabe Buldra: Yes. Director Pearson: how will that look at the end of year reporting? Gabe Buldra: it will not change the amount of personnel expenses or percentage. It will show up as revenue for the District. Director Pearson, Gabe Buldra and Chief Kazian discussed that 80% range is a sustainable level to be at for a fire district.

3. Director Hansen: requested that last year's data be included with current data on reports so they can be easily compared. Gabe Buldra: The District's Chart of Accounts don't match up year over year, so this would be hard to accomplish accurately. Due to the sheer number of accounts and previous year reporting scheme, items will not correlate easily. Discussion between Director Hansen, Captain Dykstra and Gabe Buldra.



WINDSOR SEVERANCE FIRE RESCUE

100 N. 7th Street • Windsor • Colorado • 80550
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Director Gillingham submits a motion to approve the October 2020 financial report and bill ratification, Director Rosen seconds, all “Aye”. Approved.

ii. Discussion/Possible Action: 2021 Budget Discussion

1. Chief Kazian and Gabe Buldra briefly discussed the 2021 Budget prior to its formal presentation at the December 2020 Regular Board meeting.

- Debt service funding for Station 4 has been included in to the 2021 Budget by using funds that would have been allocated to the Capital budget. No action needed from the Board.
- Director Hansen: Have the outstanding items highlighted during the previous budget presentation been resolved? Chief Kazian: No, a couple of placeholders have not been formalized yet. That will be the decision of the Board. All hanging chads have been fixed.

iii. Discussion/Possible Action: RFP for Financial Audit Services for 2020

1. Chief Kazian: Discussion of process and need of the District.
2. Director Pearson: What is the timeframe of the RFP? Gabe Buldra: An RFP would be finalized and sent out to auditing firms by the end of November 2020. Proposal presentation and recommendations would be presented during the January 2021 Regular Board meeting.

Director Pearson submits a motion to allow Chief Kazian to publish an RFP for financial audit services in 2021, Director Stephenson seconds, all “Aye”. Approved.

IV. District Update

i. Reports

1. Station 4

a. Presentation: Capital Financing Options

Ehler’s Financial staff: Sherry Villafane and Melissa Buck

- Desired borrowing terms: \$7 million/20-year loan under a Lease Purchase or Certificate of Participation with a flexible pre-payment option.
- Melissa Buck: discussion of current market influences on municipal bond processes (presidential election, COVID-19, etc.).



WINDSOR SEVERANCE FIRE RESCUE

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- Sherry Villafane: Bank Loan financing
 - Bank Loans pros: lower cost of issuance/fees, flexible structuring and pre-payment provisions, debt-service reserve fund not required, financing by local banking firms and closing usually faster/simpler (4-5 weeks between RFP and closing).
 - Bank Loans cons: lending policies vary bank to bank, 15-year or shorter loan terms have the most competitive terms, interest rates are not locked until the closing is finalized and will not issue loans greater than 20-years.
 - Melissa Buck: Capital Market Sale financing
 - Negotiated Sale option: pre-sale negotiation between the District and the underwriter/buyer of its bonds. The buyer will then distribute those bonds to its investor network.
 - Pros:* more opportunity to engage investors and buffer against market volatility.
 - Cons:* multiple underwriters and the District will not know that it is getting the “best value for money”.
 - Competitive Sale option: like an auction and allows the District to view the total costs of associated with each underwriter that bid on the project.
 - Pros:* multiple bidders and strong competition.
 - Cons:* no opportunity to engage investors prior to the auction.
 - Either option will likely have a longer closing process than a bank loan (2-3 months from RFP to closing).
 - Discussion of financing next steps and timeline.
 - Chief Kazian and the Board would like to review and discuss the information presented before the Board makes any formal decisions about financing.
- b. Discussion/Possible Action: Capital Financing Options for Station 4
- c. Discussion/Update: Project Status-Dan Spykstra
- Height variance from the Town of Windsor was awarded.
 - Design team currently working on systems design (HVAC, etc.).
 - December meeting will discuss mitigation efforts for the site’s



WINDSOR SEVERANCE FIRE RESCUE

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- expansive soils.
 - 2. WSFR Quarterly Response Report: Mike Blackwill
 - a. 7 more calls YTD than 2019.
 - b. Running 3 times as fires YTD (2020=60, 2019=20), mostly grass fires.
 - c. Fewer EMS calls than 2019.
 - d. Fewer recreation or travel related injuries with decreased normal travel due to COVID.
 - 3. WSFR Division Reports
 - a. Mark Williams: Training Division report card-a District performance analysis to understand current and future efforts of the Training Division. These report cards help WSFR target specific training efforts based on past performance and inform planning for upcoming training years.
 - 4. Safer Grant Status: Chief Kazian
 - a. Applied to support three fire fighter positions. Latest grant application was rejected but the District is planning to move forward to apply for grants during upcoming cycles.
 - b. Director Rosen: Was a reason given? Kazian: No, the committee did not give a reason, but the deadline extension and increased interest probably did not help.
 - ii. Personnel
 - 1. Fire Chief Evaluation Process: Chief Kazian
 - a. Self-eval sent to the Board on 11/12/2020.
 - b. HR Manager, Lucy Zamarripa will be running interference on feedback for Chief Kazian.
 - c. The December 17, 2020 Special Board Meeting will be convened to facilitate this process.
 - iii. WSFR Activities and Events
 - 1. Fire Prevention Month Activities: Chief Friedrichsen
 - a. Rebecca Clark hosted 94 virtual classes/1772 kids/180 adults (teachers and staff) for grades K-3.
 - 2. Annual Employee Appreciation Banquet February 19
 - 3. 11/14/2020-Turkey/Food Drive at the Severance Town Hall
 - 4. 12/5/2020-Severance's Winter Wonderland with fireworks and blood drive.
 - iv. Facilities & Apparatus
 - 1. Water Tender-expected delivery February/March 2021
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WINDSOR SEVERANCE FIRE RESCUE

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2. Ladder Truck-build in process, expected delivery early 2021
 - v. Other District Related Matters
 1. Covid-19 Update-Kazian
 - a. Safety precautions have been upgraded at District, local and state levels.
 - b. 200,000 doses of vaccine have been earmarked for Colorado
 2. Wildfire Summary/Status
 - a. All District staff have been recalled from the wildfires
 - b. Wildfires are not 100% contained
 - c. The District has received \$117,000 reimbursement from the State of Colorado.
 - d. Directors Rosen and Pearson: supportive of WSFR's supreme efforts to provide personnel and resources to fight these fires.
Chief Kazian: At one point 5 units were simultaneously deployed.
Pearson: appreciative of the District's efforts to fight those fires and support our neighbors
- V. Staff Items
- i. Discussion/Possible Action: Presentation of 2020 Preliminary Election Results
 1. Director Pearson: 11/11/2020 meeting to accept the results associated with the election as presented by the election official. His thank you Letter to the Community is included at the end of minutes.
 2. Chief Kazian: Final tally-10,266 Yes and 6,989 No and thanked the community members for their work to stabilize the Districts' efforts.
 3. Director Pearson: thanks to the efforts of all involved in this the District effort including community members and staff.
 4. Director Pearson: Does the Board need to take any formal action regarding the election results? Chief Kazian: No action is needed.
 - ii. Discussion/Possible Action: Health Care Insurance Coverage for Retirees
 1. Chief Kazian: brief discussion of proposal that would allow a retiree to maintain their health insurance coverage at no cost to the District.
 2. Board members Rosen, Pearson and Gillingham: very supportive of this proposal

Director Gillingham submits a motion to authorize Windsor Severance Fire Rescue to offer eligible retirees' access to healthcare benefits under its current healthcare provider at no additional cost to the Windsor Severance



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Fire Rescue, Director Rosen seconds, all "Aye". Approved.

- iii. Discussion/Possible Action: 2021 Board of Directors Meeting Schedule
 - 1. Chief Kazian: recommends keeping the schedule as is.
 - 2. Director Pearson: keep schedule, start time to 6pm and November meeting will be changed to 11/18/2021 in observance of Veterans Day.

Director Pearson submits a motion to approve the 2021 Windsor Severance Fire Rescue Monthly Board of Directors meetings starting at 6pm as presented and the November meeting date is changed to November 18th. Director Rosen seconds, all "Aye". Approved.

VI. Board of Directors Items

- i. Reminder: Special Board Meeting/Fire Chief Evaluation December 17 at 1900.
- ii. Director Gillingham announces that she must step down from the Board due to a family emergency that requires her to move out of state. She would be available to attend these meetings through the December 11, 2020 Regular Board meeting. Pearson: discussion of moving forward including a Letter of Resignation to finalize the change at the end of the December 2020 board meeting.

V. **ADJOURNMENT at 21:14.**

Director Gillingham submits a motion to adjourn the November 2020 Pension Board Meeting, Director Pearson seconds. All "aye". Approved.

November 12, 2020

I would like to take a moment to express my thanks to the voters of our district and those who voted in our recent election. It was not an easy decision of the District and the Board to bring this initiative to our citizens. There were many long discussions, months of research and many meetings with those who are experts in these processes. All to determine if we as a district needed to pursue this or if we could absorb this decrease in our budget and still maintain our direction and level of service we provide to our communities. Over the years as these adjustments happened, past and current members of the Board of Directors and the WSFR Administration had been able to adjust things to compensate for the decrease in the Residential Assessment Rate that is tied to the Gallagher Amendment. With this adjustment occurring again and continuing to decrease we found ourselves at a crossroads to evaluate and decrease the services we have been providing to our community or to bring a ballot initiative to our citizens to De-Gallagherize.

We have had many questions about our most recent election, and we are happy for those who asked them whether in support or opposition. One that stands out and I would like to provide some insight on would be why WSFR put this on the ballot when there was one at the State level that accomplished the same. Well that is a great question. Since the State initiative was being voted on by everyone in Colorado, we felt that that did not speak for our voters here in Windsor-Severance who may have different views on this topic for how it affects their Fire District. What if our voters support this for our district but it did not pass at the State level due to it not affecting special districts the way it does ours in other areas of Colorado thus not a priority to those voters. This led us to many discussions and ultimately our decision to bring it to our voters. We were not the only Fire District to choose this approach, in fact there were a total of 35 Fire Districts in the State of Colorado that asked their voters this election to do the same even with this already going on the State ballot. This reinforced with WSFR that this is more of a Statewide issue with other districts and was not isolated to ours.

With that we had the great opportunity to have our own ballot. When working with County and State election officials on our initiative we learned that the cost to get onto the County and State ballot or to send out one specific to our cause was the same. This we felt was an even greater opportunity to hear the voice and wants on this topic from our voters. We hoped that by receiving an individual ballot with one specific topic on it would allow us to gain a true perspective of our communities.

We believe that this was a successful approach as we had over 17,000 votes cast both in favor and not of the over 31,000 registered voters in our district. This was much higher than we would have anticipated, especially with all the other topics and initiatives on the Presidential, State and County Ballot. I would like to again thank our voters for their support in allowing WSFR to continue to fulfil our mission of "Providing professional service and compassionate care from our family to yours".

Matthew Pearson
President, Board of Directors
Windsor Severance Fire Rescue