



WINDSOR SEVERANCE FIRE RESCUE

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

REGULAR BOARD MEETING 100 N 7th St / Virtual Option Thursday, April 14, 2022 / 6:00pm

MEETING MINUTES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Pearson, Hansen, Rosen, Stevenson, and Thorn. Chief Kazian, Chief Jaques, Battalion Chief Williams, Training Chief Greer, Fire Marshal Friedrichsen, Director Dykstra, Ruthie Knief, Financial Directors Gabe Buldra, Dan Spykstra (Wember), and members of the public were present at the meeting.

III. APPROVAL OF AGENDA

Director Pearson submits a motion to approve the agenda as presented, Director Stevenson seconds, all "Aye". Approved.

IV. REGULAR BOARD MEETING

I. Public Forum:

i. Public Comments

This portion of the meeting is provided to allow the public to present comments or concerns not listed/related on the agenda. The public may speak on any agenda item during the meeting at the onset of the agenda item. The public comment period will be limited to three (3) minutes. Respectful communication is welcomed; outbursts, interruptions, and personal attacks will not be tolerated. Interaction with the Board of Directors is inappropriate. If further discussion is needed, the topic or concern may be placed on a future agenda.

Public Comments - None

II. Consent Agenda – Discussion/Possible Actions:

The Consent Agenda is intended to allow the Board to spend its time and energy on the important items on a lengthy agenda. Administration recommends approval of the Consent Agenda. Anyone may request an item on this agenda to be "pulled" off the Consent Agenda and considered separately. Agenda items pulled from the Consent Agenda will be considered separately under Pulled Consent Items. Items remaining on the Consent Agenda will be approved by Board with one vote. The Consent Agenda consists of items of no perceived controversy and routine administrative actions.

i. March 10, 2022, Regular Meeting Minutes



WINDSOR SEVERANCE FIRE RESCUE

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

Director Rosen submits a motion to approve the Consent Agenda as presented, Director Stevenson seconds, all “Aye”. Approved.

III. Financial Report and Updates

i. Discussion/Possible Action: Approval of March 2022 Monthly Financial Report/Bill Ratification

Financial Director Gabe Buldra reported that total revenue for March was \$2,807,586, which was \$964,499 over budget; tax levy revenue for March was \$2,682,555, which was \$921,217 over budget; non-tax levy revenue was \$125,031, which was \$43,282 over budget; total expenses for March were \$725,141, which is \$56,555 under budget; personnel costs under budget by \$30,418, driven by personnel wages and FPPA pension; training & travel expenses are under budget due to timing; total revenue year-to-date is \$3,563,490, which is over budget by \$1,340,847 driven by timing of tax collections and higher than anticipated plan review fees; total expenses year-to-date is \$2,215,404, which is \$181,302 under budget driven by lower than anticipated personnel wages and associated benefits costs; total cash is \$18,765,613, which is \$5,509,819 more than this time last year. This is primarily attributable to the following: timing of cash collections occurred earlier within the year in 2022 compared to 2021, monies that were deposited into the CSAFE Capital Account, and St 4 Lease Purchase Escrow Account during FY21. Expenses: Personnel was at 81%, Operations at 13%, and Managerial at 6%; currently at 14% of budget.

Director Pearson makes a motion to approve the March 2022 Monthly Financial Report/Bill Ratification, Director Rosen seconds, all “Aye”. Approved.

ii. Audit Update

Financial Director Gabe Buldra said we had our onsite this past Tuesday with the auditors. We are on track for a June presentation of the audit.

IV. Station 4 - Project Status

i. Discussion/Possible Action: Station 4 Contingency Cost Increase 1. Snow Melt System and Additional Contingency Funds



WINDSOR SEVERANCE FIRE RESCUE

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

Chief Kazian said we find ourselves faced with some challenges for Station 4's contingency fund. The biggest issue we are facing right now is the snow melt system; the best practice for a north facing building has a snow melt system and so with that, we ask for additional funding. An additional other expense not expected was the electrical hookup from Xcel and the use of the generator. Chief Kazian also spoke about several smaller changes that increased the overall cost. We are asking for \$50,000 over as contingency. Dan said we may need to install a BDA (directional antennae) for \$16,500 so we receive calls. Chief Kazian mentioned that when we started the project, the original price per sq ft was \$400 and today it's estimated at \$421. Dan said we have a concrete contractor who has 1,000 yards left to pour and his supplier raised his cost - \$31 per sq yard or about an 18% increase in the cost of the concrete. Director Thorn said he is in favor of doing what we need to do now rather than waiting. Director Pearson said the increases we've seen doesn't add that much to the overall cost of the station and the changes are needs vs luxury requests. Director Stevenson asked where the extra money would come from? Gabe said we have about \$18.7M cash with \$8M of that in our Capital Fund. We also have received \$365,000 in Impact Fees with more coming from March. From a financial perspective, Gabe recommends using the Impact Fees to cover the contingency fund request. Impact Fees are restricted to growth and development and fits our needs. Director Stevenson said he would be inclined to approve the \$450,000. Using Impact Fees does not impact our Capital Fund. Director Thorn wanted to make sure Elder Construction is getting the best cost for these changes from the contractors. Dan said completion may be August 24 with occupancy on October 1. Director Rosen said a good point to consider is we are building a 50-year building which brings the snow melt system to \$4,000 a year.

Director Stevenson makes a motion to approve the request to allocate \$450,000 in additional contingency for the Station 4 project to be funded by the Impact Fees as discussed, Director Rosen seconds, Roll Call. All "Aye". Approved.



WINDSOR SEVERANCE FIRE RESCUE

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

V. District Update

i. Reports

1. WSFR 2021 Annual Report

a. [2021 Annual Report - Final.pdf](#)

Chief Kazian said hard copies should be here next week for distribution. Director Thorn would like to have a note from the Board in the next report. Director Rosen liked the report and how it was laid out.

2. WSFR Monthly Response Report

Chief Jaques said it was a busy month. Call volume for Quarter 1 2022 compared to Q1 2021, we're up 24%, and compared to Q1 2020, we're up 41%. Chief Williams said on March 22 we had a structure fire come in just after midnight. There was a fire extending from the trailer towards the house, but crews controlled the expansion. Chief Jaques said our response profile lately has been driven by the wind. We had a team ready for deployment to southwest Colorado for fires there but weren't needed. Chief Jaques mentioned that we really don't have a fire season anymore – it's just any time.

3. WSFR Division Reports

Training Chief Greer said our FRFC academy recruit Hunter Cook is enjoying the academy – hoping to have him online June 20. There will be multi company drills this weekend. We have been given the opportunity to have a house per shift for training. Next up is victim removal training.

Chief Friedrichsen said we'll have the annual Open House on Saturday, June 11.

Director Dykstra said Joe Seaman, Travis Chapman and himself just attended the CPSE conference the end of March. We are currently working on the SOC and trying to have our documents completed by the end of September. Expecting a peer team on site for assessing our documents and processes the end of the year/early 2023. We'll go before the Commission in March 2023.

ii. Personnel

1. Deputy Chief of Operations – Steve Dawald

Dawald is from Los Alamos, NM. They will be moving to Severance the beginning of May. Dawald starts May 16 with the pinning ceremony



WINDSOR SEVERANCE FIRE RESCUE

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

also on May 16.

2. Final Lieutenant Eligibility List

Chief Kazian said our list includes Matzke, Case, and Coe. The list is good for two years. Director Thorn said we are going in many directions and wants to know how our people are responding to the workload. Chief Kazian said we will probably always be at a high level of work, but everyone knows where we are going and what it takes to get there.

iii. WSFR Activities and Events

1. Smoke Alarm Program Update

Chief Friedrichsen said we have installed 1,019 alarms to date, 147 homes with an average of 7 per home. More in queue for the next few weeks.

2. Polar Plunge – Saturday, April 9

Raised \$105,000 overall with our team raising over \$1500.

iv. Facilities & Apparatus

1. New Engine Purchase Update

Chief Kazian said the engine committee will be going to Pierce next week for the prebuild and finish design.

v. Other District Related Matters

1. Grants

a. 2021-22 Firefighter Safety and Disease Prevention Grant – Gear Extractor Equipment for \$17,949.89

Station 1's extractor is 20 years old, so the replacement is needed.

b. Heart Trust Grant \$2,150

Heart and Cancer trust provided a refund back to us.

c. Pinnacle Insurance Dividend \$9,170

They provided a dividend back to us.

2. FF and Administration Health and Wellness Program

We are looking at a new provider – Frontline Area Health out of Texas. Part of a \$1M grant for our region. Our new hire process and physicals will be more in depth. Our admin staff would also be included.

3. Covid Update

Chief Kazian said we are seeing an uptick in count according to what we're hearing. We had 20hrs of Covid sick time in March. We did have a case of Norovirus hit the station the end of March.



WINDSOR SEVERANCE FIRE RESCUE

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

VI. Staff Items

- i. Discussion: Possible Annexation into Severance and WSFR
Chief Kazian said we are working with the Town of Severance on the annexation of the solar farm. Once it's been annexed into the Town, we can annex it into our District. Other Districts are involved and it may get complex.
- ii. Discussion/Possible Update: Authorize Purchase Order 2022-166 to OfficeScapes for \$51,317.78 for Office Furniture for Station 1
Chief Kazian said the current furniture is 20 years old and needs to be replaced. We need tables with a power supply and castors and new chairs with castors. Director Thorn asked if Impact Fees could be used. Chief Kazian explained that Impact Fees can only be used for growth – not furniture within the existing station.

Director Pearson makes a motion to approve Purchase Order 2022-166 to OfficeScapes in the amount not to exceed \$55,000 to purchase office furniture for Station 1, Director Rosen seconds, all "Aye". Approved.

VII. Board of Directors Items

- i. Beam Signing Reminder
The beam can be signed for another week or two.
- ii. Board Transition Process
Chief Kazian said the election is cancelled since we had three nominations for the three open positions. Pearson will be able to sit for May meeting and then we'll perform oaths after the meeting. The new electors will sit at the June meeting; officers will also be elected at the June meeting. Director Pearson will give Medhurst his oath.

V. ADJOURNMENT

Director Pearson submits a motion to adjourn the April 2022 Regular Board Meeting. Director Stevenson seconds. All "aye". Approved.