



WINDSOR SEVERANCE FIRE RESCUE

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

REGULAR BOARD MEETING

100 N 7th St / Virtual Option (Zoom Info Below)

Thursday, November 18, 2021 / Immediately Following Pension Meeting

MEETING MINUTES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Stevenson, Hansen, Rosen, and Thorn. Director Pearson is absent and excused (on shift, attending via zoom as available). Chief Kazian, Chief Chapman, Battalion Chief Darren Jaques, Fire Marshal Friedrichsen, Captain Dykstra, Ruthie Knief, Financial Manager Gabe Buldra, Attorney John Chmil, Dan Spykstra from Wember, and members of the public were present at the remote meeting.

III. APPROVAL OF AGENDA

Add Discussion Only for UCH Purchase of Ambulances to Staff Items.

Director Stevenson submits a motion to approve the agenda as presented, Director Rosen 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.



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- i. October 14, 2021, Regular Meeting Minutes
 - ii. 2022 Board of Directors Meeting Schedule
 - iii. WSFR Calculated Contribution Payment of \$66,982 to Volunteer Pension Fund

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

III. Financial Report and Updates

- i. Discussion/Possible Action: Approval of October 2021 Monthly Financial Report/Bill Ratification

Financial Manager Gabe Buldra provided a summary of October's financials. Some key points for October: total revenue for October was \$63,785, which was \$364,917 under budget; tax levy revenue for October was \$58,162, which was \$295,327 under budget; non-tax levy revenue was \$5,623, which was \$69,590 under budget; total expenses for October were \$604,904, which is \$89,855 under budget; total revenue YTD is \$11,365,834, which is \$761,465 over budget; total expenses YTD are \$6,893,123, which is \$627,605 under budget; total cash is \$21,872,263, which is \$9,532,708 more than this time last year - this is primarily attributable to the monies that were deposited into the CSAFE Capital Account and St 4 Lease Purchase Escrow Account during FY21. Expended 75% of the budget with 25% remaining. Expenses: 79% for Personnel Costs, 13% for Operations, and 8% for Managerial.

Director Stevenson submits a motion to approve the October 2021 Monthly Financial Report and Bill Ratification, Director Rosen seconds, all "Aye". Approved.

- ii. Presentation: 2022 Budget Preparation

Financial Manager Gabe Buldra said they provided the proposed budget which also includes all the items requested by the AOR Program managers. Gabe will have a full presentation next month for budget approval. Chief Kazian said the proposed budget includes the revised salary scale and the revised salary scale will also be a separate agenda item next month. Director Rosen likes the budget and how easy it is to review and use. Director Thorn said the budget is impressive with the amount of thought that went into it. Chief Kazian said we also try to add contingency in areas for future



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unknowns. Director Hansen asked what the funding for future elections is. There will be an election in May costing approx. \$38,000 which has been budgeted.

IV. District Update

i. Reports

1. WSFR Monthly Response Report

Chief Chapman said we continue to see an increase in call volume. We added YTD 2019 call volume incident types to see the trend. Chief Chapman said we are seeing a 23% increase from 2019. Currently at 3500 calls, projected to meet 3800 by end of year. Director Rosen said another concern is the growing imbalance between mutual aid given and received; Mutual Aid Given is 129 calls YTD and Mutual Aid Received is 28 calls YTD. Chief Chapman said they will revisit mutual aid agreements with neighboring agencies; there has been a significant adjustment to the auto aid agreement with PFA to create more balance there. Chief Chapman said in the near future we will change to a closest unit dispatch.

2. WSFR Division Reports

a. Fire Prevention Month Update

Finally finished fire prevention in the schools - 104 classes, approx. 2200 children.

b. Smoke Detector Grant Update

Average age of residents receiving free smoke alarms is 74, most had 15yr old smoke alarms, 70% didn't meet minimum requirements, 72% didn't meet requirement of having CO alarm. Rebecca and crews replaced 257 smoke alarms, 90 dual smoke alarm/CO, 36 CO alarms, and 86 battery replacements. We are adding stickers to each newly installed alarm so we can easily see the age of the alarm should we revisit the home.

We now have six fire investigators and they attended the conference in Vail last month.

ii. Personnel

1. FF Hiring Eligibility List

Completed the process and finalized the list this week. We had 42 candidates.

2. Inspector II – Ryan Buderus



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Chief Friedrichsen said we hired Ryan from Platte Valley Fire Protection District. He starts December 6th.

3. Human Resources Hiring Process

Chief Kazian said we received our first round of potential candidates from Employer's Council who is assisting with the process. We would like to see this position start in Feb 2022.

4. Director of Administrative Services – Jeff Dykstra

Chief Kazian announced that Jeff has been promoted to Director of Administrative Services.

5. Deputy Chief of Operations – Travis Chapman

Chief Kazian announced that Travis has been promoted to Deputy Chief of Operations.

6. Fire Chief Evaluation Process

President Pearson has started the evaluation system with Chief Kazian and the Board.

Director Rosen asked how many new employees are budgeted for next year. Chief Kazian said one for Admin and three firefighters.

iii. WSFR Activities and Events

1. WSFR Family Night Pumpkin Carving

Cierra arranged a pumpkin carving night for our employees and families.

2. Santa Tour December 16-18

Chief Kazian said the event has been posted on social media. We will work on the tour schedule to stay on track with the schedule.

iv. Facilities & Apparatus

1. Station 4 - Project Status

Dan Spykstra, from Wember, said the project is moving along with utilities going in now. There are some walls up. Steel fabrication has provided a date of January 15th, pushing the end date to the end of August. August would be substantial completion. Dan presented a power point of the progress of the station using pictures from the site.

2. Station 1 – Renovation

Chief Kazian said Elder Construction won the bid and will start on Monday, November 29th. Anticipating 6-8 weeks of construction.

v. Donations

1. Mike Ring - Donation of a Dual Band Radio for the Amateur Radio



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Group

2. \$200 – Middle School Cardiac Arrest Save
3. \$500 – Woodland Home Company for 9/11 Remembrance
4. \$7000 – Firefighter and Police Ball at Windsor Mill Tavern
The Tavern served a four course meal as part of the fund raiser along with a silent auction and generous donations.

vi. Other District Related Matters

1. CO Fire Chiefs Conference – 4 WSFR Members Instructed
Chief Friedrichsen, Rebecca, Chief Williams and Chief Kazian all taught at the conference.
2. Dive Team and Trident Foundation Partnering to Help Veterans
Chief Kazian said the team did some training in August/September with Greeley Fire and finished their training in October by helping veterans with past fears. The outcomes exceeded the veteran's expectations.
3. Upcoming Grant Applications
Chief Chapman said we still have the ballistic gear funding coming in early 2022. We are applying for an AED grant for public access to AEDs – start in schools. We are applying for the AFG Safety & Survival grant for a new extractor for washing our gear. There's the National AFG grant for radio replacements. And we also anticipate the SAFER grant for additional personnel.
4. Covid Update
Chief Kazian said we continue to navigate all things Covid. Director Rosen said it seems like we've had more Covid calls – Chief Kazian confirmed that there have been more Covid positive calls.

V. Staff Items

i. Discussion Only: UCH Purchase of Ambulances

Chief Kazian said UCH approached us saying they would like to purchase our ambulances. Director Thorn asked if the ambulances have our brand; Chief Kazian said they are branded with both ours and UCH's brands. We currently own the apparatus but UCH staffs the vehicle. If UCH buys the ambulances, we will only have one operating out of Station 1. Chief Kazian wanted to share the information with the Board and will ask the Board to declare them as surplus during next month's meeting.

ii. Discussion/Possible Action: Approve 2022-2024 Strategic Plan



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Chief Kazian said we will provide the Board with updates quarterly. Ruthie will put the update on the agendas for the 1st and 3rd quarter.

Director Stevenson submits a motion to approve the 2022-2024 WSFR Strategic Plan as presented, Director Rosen seconds, all "Aye". Approved.

iii. Discussion/Possible Action: Approve Resolution 2021-11 for Adopting Exclusion Fee

Chief Friedrichsen said the resolution is to set an exclusion fee since we currently don't have one set. The fee would pay for attorney fees and filing. We set it at a \$1,000 but we have the ability to have the petitioner (property owner) pay more. Attorney John Chmil explained the reason for the fee and who's responsible for paying the fee to the Board. John said the petitioners understand the reason for the fee.

Director Rosen submits a motion to approve Resolution 2021-11 to Adopt a Set Standard Exclusion Fee as written, Director Pearson seconds, all "Aye". Approved.

VI. Board of Directors Items

- i. Reminder of Public Hearing for 2022 Budget 12/9/21 6:00pm

V. **EXECUTIVE SESSION**

- i. Possible Vote to go into Executive Session pursuant to C.R.S. §24-6-402(4)(b), to conference with the District's attorney for the discussion of legal matters pertaining to the inclusion and exclusion of property.

Director Stevenson makes a motion to go into the Executive Session pursuant to C.R.S. §24-6-402(4)(b), to conference with the District's attorney for the discussion of legal matters pertaining to the inclusion and exclusion of property, Director Thorn seconds, all "Aye." Approved.

VI. **RECONVENE INTO PUBLIC SESSION**

- i. Discussion/Possible Action relating to the legal matters of the inclusion and exclusion of property.

VII. **ADJOURNMENT**

Director Stevenson submits a motion to adjourn the November 2021 Regular Board



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Meeting, Director Thorn seconds. All "aye". Approved.