



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, September 8, 2022 / 6:00pm

MEETING MINUTES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Thorn, Stevenson, Hansen, Rosen, and Medhurst. Fire Chief Kazian, Deputy Chief Dawald, Battalion Chief Jaques, Chief Sandi Friedrichsen, Administrative Director Dykstra, HR Manager Emily Pearson, BIS Travis Chapman, Ruthie Knief, Financial Director Gabe Buldra, and members of the public were present at the meeting.

III. APPROVAL OF AGENDA

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.

i. August 11, 2022, Regular Meeting Minutes

ii. Museum PO2022-344 to SVI for \$37,950 to Paint the 1951 Ford Howe

Director Rosen commented that he thought the active shooter training was



WINDSOR SEVERANCE FIRE RESCUE

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

really cool and was glad to see us partnering with a GIS contractor.

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

III. Financial Report and Updates

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

Director Gabe Buldra reported: Total Revenue for August was \$293,065, which was \$93,606 over budget; Tax Levy Revenue for August was \$120,045, which was \$2,347 over budget; Non-Tax Levy Revenue was \$173,021, which was \$91,260 over budget; Total Expenses for August were \$657,211, which is \$142,127 under budget; Personnel Costs under budget by \$71,789, driven by lower wages than anticipated and timing of FPPA payment; Travel & Training Expenses under budget by \$26,290, driven by lower than anticipated training costs; Managerial Expense under budget by \$22,905, driven by treasure fees and election costs; Total Revenue Year-to-Date is \$10,874,978, which is over budget by \$940,107 driven by higher than anticipated plan review fees and an increase in Wildland Revenue; Total Expenses Year-to-Date is \$6,381,077 which is \$172,857 under budget driven by lower than anticipated personnel wages and associated benefits costs; Total Cash is \$19,581,110, which is \$4,746,223 less than this time last year. This is primarily attributable to the following: Monies expanded for the construction costs of Station 4. Expenses: Personnel was at 80%, Operations at 12%, and Managerial at 8%; currently at 63% of budget through August with 37% remaining.

Director Hansen asked if the variance can be consistent across the graphs.

Director Stevenson makes a motion to approve the August 2022 Monthly Financial Report/Bill Ratification, Director Hansen seconds, all “Aye”. Approved.

ii. Discussion/Possible Action: Approval of Accounting Policies

Finance Director Gabe Buldra said we are working to have one comprehensive manual of policies and it isn't finalized for tonight. We would like to continue working on it and get it properly formatted. Director Buldra



WINDSOR SEVERANCE FIRE RESCUE

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

briefly mentioned the following changes: purchasing thresholds, disposal of goods threshold from \$50,000 to \$5,000 at Chief's discretion (using book value which is subjective), formatting, and more discussion is needed on the per diem policy and purchasing POs with spending authority. There is also an emergency spend for the Fire Chief. Chief's spending authority at \$25,000 is low compared to other agencies.

iii. Information: 2023 Draft Budget Workshop

Chief Kazian said staff has been working hard to play their part in the implementation of the budget. Requests were scrubbed and discussions have been had. There has been an increase in almost every budget request due to inflation.

Director Buldra provided a PowerPoint presentation of the budget – a high level overview. Objectives: Revenue Sources (tax levy, impact fees, non-levy revenues increase of \$865,000), Significant Budget Numbers [operating budget (personnel costs, full year of station 4 operating expenses, increases for vehicle maintenance, PPE increases for replacement & new hires, professional fees for GIS & ADP), capital budget and debt service budget (bond retires in December)], Draft 2023 Budget (2022 year end projections and 2023 draft budget with personnel at 75% of expenses; total expenditures at \$13.1M), Budget Schedule (Oct 13th meeting will have first refined full draft budget, Nov meeting will have an almost complete budget open to final direction, Dec 15 is submission), and Discussion.

Director Rosen asked about impact fees – reminder on what we can spend it on. Gabe said it has to be related to growth – a justifiable reason to use the impact fees such as a new engine in order to run another responding unit out of a station due to call volume increase.

HR Manager Emily Pearson spoke about the COLA and that we watch various areas to make sure it's tracking by using Bureau Labor Statistics. By using the ECI, it was at 6.5% is reflective of our region at this time – and it's been holding steady. Director Stevenson asked if our current salary structure keeps us competitive. Chief Kazian and Emily said they think it is. We have a five-step salary structure for operations and six steps for administration. Emily said the proposed increase puts us at the 50% percentile when compared to area agencies. That puts us at a reasonable market position.



WINDSOR SEVERANCE FIRE RESCUE

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

Emily said we can set ourselves apart with our culture. Director Medhurst said steps are a significant factor for recruitment – he knows that they take pay cuts in order to take another approach to rise quicker. Director Medhurst asked if we could look at four steps rather than the five steps we have established. Chief Kazian said we will review that next year for the 2024 budget, so we have time to do it right. Director Hansen said that during high inflation, do 3.5% at the start of the year and then increase another 3% later in the year or next year. Chief Kazian said we need to remain current and competitive by doing market adjustments. Emily asked if there would be an impact to FPPA when doing a partial percentage increase – would need to look into that.

Director Thorn asked what our general fund should be – the fund to/from reserves. Gabe said we have a healthy fund balance now and satisfies all requirements. If we should go into a deficit, we have the funds to draw from. We have \$8M currently in our capital fund; Gabe said he looks at our cash flow and determines what can be moved into reserve funds. Director Thorn asked if we had a threshold we needed to be concerned with when approving major purchasing. Gabe said we are fine.

Director Rosen says he sees high importance in hiring the four positions which are budgeted – from safety to job load, position satisfaction. The market adjustment is one piece that is important too. Director Medhurst said not falling behind is key and critical. Emily said succession planning is part of our model as well.

IV. Station 4 - Project Status

- i. Station 4 Dedication – Saturday, September 10, 9:00am
Chief Kazian said ceremony starts at 9am with the badge pinning. Past Presidents Abbott and Pearson will be part of the hose uncoupling. The Board is welcome to attend. There will be a flag ceremony – rising of the flag for the first time at Station 4. Thank you presentations to Elder, Allred, and Wember. Estimated end cost was \$424/sq ft. We get unspent monies from contingencies. The station opened yesterday with our first call helping GFD.
- ii. Sign Variance Approval
The variance was approved for our sign along the road.
- iii. Time Capsule
Chief Kazian wants to remind the board that if they have anything special for



WINDSOR SEVERANCE FIRE RESCUE

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

the capsule to let us know.

V. District Update

i. Reports

1. WSFR Monthly Response Report

Chief Dawald said EMS calls are up 11% and total calls up 14%. This is the last month station 1 covers station 4's zone. 371 calls this last month and we're meeting response time benchmarks. We had a trench recovery last month – mutual aid call to GFD. We received a thank you letter from Chief Kuznik.

2. WSFR Division Reports

a. Semi Annual Strategic Plan Report Update

BIS Travis Chapman presented the Strategic Plan Update PowerPoint to the Board to capture what we've been doing for the last eight months. Travis broke it down by quarter with goals and objectives – completed and in process. Director Rosen found the update really useful – especially the part of using a third-party consultant (master planner) as growth continues. Chief Kazian said it's in the bandwidth, but we need to figure out if we want to go with someone corporate or someone with a more home grown feel. Director Thorn asked about the workload – if it's manageable. Travis said he thinks it's manageable with team members recognizing when he/she has space to assist others. Chief Kazian said each goal/objective has an action plan with green/yellow/red light notifications for easy visibility into each goal and objective to know if it's progressing, held up or stopped.

b. Central Square Dispatch Migration Update

This is the dispatch system being installed at Weld County Dispatch and still on track to be implemented and go live on Nov 5 or 6.

Assigned Vehicle and Response Updates

Chief Kazian said station 4 is now staffed with what was formally E1 which is now E4, a tender and a brush truck. We moved apparatus around yesterday. The tower from station 1 is now running all calls out of station 1. The tower holds 300 gallons vs an engine with 750 gallons. We'll review the process and go from there.



WINDSOR SEVERANCE FIRE RESCUE

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

ii. Personnel

1. Front Range Fire Consortium 2022-2 Academy Started
Chief Kazian said we are in week 3 of academy. We have four folks in attendance. Jamey Cohen is a cadre member for the next 13+ weeks.
2. 7 New Part-Time Recruits Academy Complete
Chief Kazian said we hired seven new part-time firefighters – some with experience. They are fourth seat riders until they get more training and experience.

Emily Pearson said we are currently in the depths of recruiting for a Community Risk Reduction Manager. We received more candidates than we were expecting and bringing four through on Monday with the assessment center. We just closed our firefighter application window and will start configuring the process – looking at bringing in 36-38 candidates for the hiring process. The eligibility list is for one year.

iii. WSFR Activities and Events

1. Harvest Festival
Chief Kazian said we had the festival over the weekend. We had a life safety booth, fireworks, and a parade.
2. Rocky Mountain Nationals Truck and Tractor Pull
Two day event where we posted an engine crew and then a brush truck.
3. MDA Fill the Boot
Chief Kazian said we raised \$5,144.12 with the campaign.

iv. Facilities & Apparatus

1. Status of UCH Ambulance Purchase
Travis said we received a check for Med 12, but we are waiting on the grant provider approval before selling it to UCH due to the award rules.

v. Other District Related Matters

1. Covid Update
Chief Kazian said we've updated our matrix according to the CDC.

VI. Staff Items

- i. Discussion/Possible Action: Approve PO2022-353 to Front Range Fire Apparatus for \$615,000 for the Purchase of a New Tender
Travis said nothing has changed from last month's description, but we still don't have a final price until the chassis is available. There is a 28-month lead time; we had it planned in the capital budget next year. Cash will go out upon



WINDSOR SEVERANCE FIRE RESCUE

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

delivery. This replaces the 1998 tender, and the tender will become surplus at the time of replacement.

Director Rosen submits a motion to approve Purchase Order #2022-353 in the amount not to exceed \$615,000 to Front Range Fire Apparatus, Director Stevenson seconds, all "Aye". Approved.

- ii. Discussion/Possible Action: Approve PO2022-351 to Front Range Fire Apparatus for \$1,009,840 for the Purchase of a New Engine
Chief Kazian said we are at a 30-month lead time for a new engine. If we order today, we get the engine in 2026. This is the same engine we just bought for \$825,000. We are saving \$63,000 by buying it now before two price increases starting in October. Cash out on delivery. Director Rosen said he read through the spec and appreciated many of the options.

Director Rosen submits a motion to approve Purchase Order #2022-351 in the amount not to exceed \$1,009,840 to Front Range Fire Apparatus, Director Stevenson seconds, all "Aye". Approved.

- iii. Discussion/Possible Action: Approve PO2022-352 to Dick Smith Ford for \$77,500 for the Purchase of a New Dive Van
Chief Williams said this will be a two-part approval. This is the first part for the chassis – originally it was like a fed ex truck and now it's a food truck. The food truck chassis meets the dive van needs. We are doing it in a two-part approval because we don't want to delay the purchase of the chassis. The outfitting will occur later and amount to \$175,000. The dive van will allow us to tow the boat which relieves other staff vehicles from such. Director Thorn asked how the dive team responds. Chief Williams said we have two divers per battalion. When we receive a call in district, Chief Williams explained how the crews have to break off now to get equipment properly deployed. If the call is outside of the district, one of the divers will relocate to station 1 and pick up the boat and gear and then pick up other divers. Having the dive van will save time and minimize readiness. We send firefighters to dive school rather than hire firefighters with specific dive certs. Once this piece is locked in, we'll be coming back to the Board to approve the upcoming \$175,000 for outfitting, readiness, etc. Director Medhurst spoke in favor of this motion since the communities are promoting water activities and we need to be able to support the communities in this. Director Stevenson is



WINDSOR SEVERANCE FIRE RESCUE

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

fully in favor of the motion.

Director Stevenson submits a motion to approve Purchase Order #2022-352 in the amount not to exceed \$77,500 to Dick Smith Ford, Director Medhurst seconds, all "Aye". Approved.

- iv. Discussion/Possible Action: Station 2 Roof Damage – Insurance Claim/Repair Station 2 was hit in the July 26 storm by hail. We received the \$108,577 check from VFIS. We received bids from Gold Roof from Loveland with a 10yr warranty, Aspen Leaf Roofing from Windsor with a lifetime workmanship warranty, Greenpoint Roofing from Longmont with a lifetime workmanship warranty. Director Dykstra recommends we go with Aspen Leaf since they are local.

Director Hansen submits a motion to the RFP to Aspen Leaf Roofing for the repair of the roof at Fire Station 2 as recommended by staff, Director Rosen seconds, all "Aye". Approved.

VII. Board of Directors Items

- i. Discussion/Possible Action: Consideration of Support for Weld RE-4 Bond and Mill Levy Override

Chief Kazian said the ballot initiatives will be 4B & 4C. Weld RE4 would appreciate our Board's support.

<https://bond.weldre4.org/projects>

<https://bond.weldre4.org/mill-levy>

Director Medhurst submits a motion to approve the letter as written to support Weld RE4 Ballot Issues 4B and 4C, Director Rosen seconds, all "Aye". Approved.

v. **ADJOURNMENT**

Director Medhurst submits a motion to adjourn the August 2022 Regular Board Meeting. Director Rosen seconds. All "aye". Approved.