



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, May 11, 2023 / Immediately Following Pension Meeting

MEETING MINUTES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Thorn, Stevenson, Hansen, Rosen, and Medhurst. Acting Fire Chief/Deputy Chief Jaques, Chief Friedrichsen, Chief Greer, Chief Vess, Financial Director Gabe Buldra (attended via zoom), Director of Administrative Services Jeff Dykstra, BIS Travis Chapman, HR Manager Emily Pearson, Ruthie Knief, 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 the Board with one vote. The Consent Agenda consists of items of no perceived controversy and routine administrative actions.

- i. April 13, 2023, Regular Meeting Minutes
- ii. Revised HR007 Long-Term Acting Pay Policy



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Director Hansen asked if the policy was in line with the acting lieutenants. Chief Jaques said this formalizes the process of salary and hourly. It's in line with our acting policy and this brings it to policy. HR Manager Emily Pearson said it delineates the difference between exempt and non-exempt. The interim is different due to a change to an interim base pay. The acting lieutenants and battalion chiefs get a stipend per hour worked. The other purpose of the hourly stipend in the short acting scenario is for less hours.

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

III. Financial Report and Updates

i. Discussion/Possible Action: Approval of April 2023 Monthly Financial Report/Bill Ratification

Financial Director Gabe Buldra recapped key point for April:

Total Revenue for April was \$753,451 which was \$542,314 under budget; Tax Levy Revenue for April was \$671,782, which was \$438,108 under budget; Oil and Gas Tax was under budget \$302,314; Non-Tax Levy Revenue for April was \$81,668 which was \$104,207 under budget; Driven by Wildland Revenue and Grant Revenue; Total Expenses for April were \$775,744, which is \$230,670 under budget; Personnel Costs under budget by \$74,717, driven by wages; Vehicles & Equipment under budget by \$48,835 driven by less PPE and Small Tools/Equipment purchased; Travel & Training under budget by \$26,105 driven by less training attended; Managerial Expenses under budget by \$27,578 driven by less treasurer fees and less professional fees; Total Revenue Year-to-Date is \$4,284,060, which is under budget by \$606,615; Total Expenses Year-to-Date is \$3,306,268 which is \$592,413 under budget; Total Cash is \$15,426,992, which is \$3,305,149 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 84%, Operations at 11%, and Managerial at 5%; currently at 23% of budget through April with 77% remaining.

Director Rosen asked about the Timnath Tower. Is it possible to fund that through impact fees. Gabe said he didn't think so since impact fees are for growth and they weren't in place when the tower was constructed.



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Director Stevenson makes a motion to approve the April 2023 Monthly Financial Report/Bill Ratification, Director Rosen seconds, all "Aye".
Approved.

ii. Audit Update

1. Gabe said that we were denied the GFOA award for last year's report. We were proficient in every category except for the financial statement/report provided by our auditors. From a finance standpoint, we don't get the accolade for last year's report. On the accreditation side, it was written as one of our strategic recommendations and it also allows us to not write to the financial piece (chapter 4) in the FESSAM. Director Thorn asked if the GFOA is awarded annually, and Gabe confirmed that it is. Our auditor company said they will make the correction to avoid this deficiency in the future. Gabe said that once that's addressed, it should be fine going forward. Director Thorn asked if the audit company doesn't have experience in the GFOA reporting. Gabe said they made an error and will correct it.

Auditors and JVG were on sight last week and worked through the field work. They will continue to work remotely to complete the audit and plan on presenting the audit at the July meeting.

IV. District Update

i. Reports

1. WSFR Monthly Response Report
 - a. Chief Jaques reported that he's had conversations regarding our call processing times – looks like we are in line with last year's times. Director Dykstra said Weld IT approved the firewall we recommended, and it should arrive this weekend. The firewall can be put into place next week. We'll be the first department with an established VPN. Within the next couple of weeks, we should be fully integrated with First In. Chief Jaques hopes it will also help correct the EMD process. Another busy month, still tracking around a 5% increase from last year. The crews are doing well and the busiest station is Station 1. That may be part of the discussion when we talk about Station 5. We received work back from our GIS contact and look forward to reviewing



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the data and looking at options. Land would be the next step for our effort as we're not ready for building yet. Director Dykstra said the plan we have in place is based on hypothetical growth with the Town's plan and projection. Jeff said there's talk about a large subdivision going in at 392 and 23 but no dirt has been moved. We are seeing builds slowing down due to the increase in the interest rates. Director Thorn said his concern is someone else locking us out and the cost of land. Chief Jaques said we only have projections and guesses on which to have discussions and would rather like to have realistic options. Director Rosen asked if it would be possible to have examples by the June meeting. He doesn't want Station 5 to come in as second busiest. Chief Jaques said he can show them how the response times varies based on those scenarios. Chief Jaques said we continue to work with UHealth and our ambulance coverage. He continues discussions with them as we look forward to a contract renewal. One area of concern is one of their ambulances (normally resides at Station 2) is used to cover outside of our district. UHealth is running into a paramedic shortage – they have the physical assets but not the people. Chief Jaques wants assurance that our community is covered and doesn't want it to border on unreliable. Director Thorn asked if the contract specifies a certain coverage; Chief Jaques said the contract is driven by response times.

2. WSFR Division Reports

- a. Chief Friedrichsen said all the stations were red recently for the Fallen Firefighters memorial. Life Safety went to a fire investigation conference. Hayley has been busy networking and learning more for the community. Future Legend's first game is the 23rd. For the small stadium, the occupancy is 2,500 and for the large stadium, it's 10,000. Sandi said there were a few fires for investigation this month.
- b. Chief Greer said they wrapped up 2 1/2 training at the training tower at Station 4. It was discovered that they need better draining as water came into the basement of Station 4. Chief Jaques said we'll need to do something to correct this issue – perhaps a trench drain. This won't be a warranty item. Director Thorn asked if the architect could take some of the blame for it;



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Chief Jaques said we changed something that wasn't intended in the plans. It was a miss on our part. Director Thorn said he's all for whatever it takes to correct the issue. Chief Greer said we will move forward to survival training and then active shooter response training at the Severance Middle School. Chief Vess, Chief Jaques and himself are attending a Fire Office II class this week.

ii. Personnel

1. FRFC 2023-1 Graduation is Thursday, May 25, 5:30pm at Foundations Church in Loveland
 - a. Chief Greer said it's actually at the Rez Church in Loveland.
2. Engineer Process Update
 - a. We have 8 candidates for the engineer process.
 - b. HR Manager Emily said Frontline Mobile Health asked if they could come here and do the chest component next week since they are already up here in Greeley. Later in July is when the rest of the physical will take place.
3. Academic Achievements – Chief Friedrichsen
 - a. Chief Jaques wanted the Board to know that Chief Friedrichsen has been doing an awesome job and growing herself professionally in her Division. Through ICC (International Code Council) there is a certification called Certified Fire Marshal (CFM). In order to receive this certification, a Legal Module test, a Management Module test and a Fire Codes and Standards Module test must be taken and passed. These tests are 80 questions with a 2hr time limit and open book with 5 or 6 books for each test. She took my last test on Saturday and was awarded the ICC Certified Fire Marshal designation. She was also awarded the ICC Fire Code Specialist (FCS) designation because of a current certification that she had partnered with another test that she had taken, which meant she was able to get that designation as well. Including herself, there are only 17 CFM's and 21 FCS's in the state of Colorado.
She was also accepted into the OSU Forensic Arson, Explosives, Firearms, and Toolmarks Investigation (GCRT) program for the fall semester. She was in the certificate program that has a requirement for four classes in order to receive this. She started in the fall with Forensic Examination of Fire Protection Systems



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class. As of right now this class will be self-paced.

iii. WSFR Activities and Events

1. WSFR Annual Open House, Saturday, June 10, 10am-2pm
 - a. Chief Friedrichsen will be leading the event. Sandi said the Young Marines will be cooking for us under our guidance. Hayley arranged it through the Legion.

iv. Facilities & Apparatus

1. Travis said they are picking up the Dive Van on May 24th and it will go straight to Commerce City for graphics.
2. Director Dykstra said we replaced an AC unit and have another that will need to be replaced in the next week. Both are unplanned expenses. The board will see an increase in expenses next month. We also replaced garage door openers and will need to do some concrete repair.

v. Other District Related Matters

1. Chief Jaques said there's an upcoming SDA workshop coming up on June 16th at Eaton for our board members. Director Dykstra said they train the board members on what the role entails.
2. Director Dykstra mentioned the property assessment increases. We are looking forward to those funds; however, there was a Bill presented by the Senate which would bring relief to taxpayers due to the increase of the property tax, but it will have a negative impact on our services. It will hit the majority of fire districts in the state. Looking at projection models, we'll need to adjust our model since the assessment rates will now vary. Director Thorn asked if TABOR would sunset in 10 years and Jeff said yes. He also asked if the districts would lobby? Jeff said that has started and he also mentioned that SDA had been working on it as well. We need to educate people on this ballot measure. Parts of the bill could still go through if the people vote it down, but it may have less of an impact. Chief Jaques said there's an information webinar coming up on Monday that he and Jeff will attend. Fortunately for our organization, we are still seeing good growth, but this could have a 10-year impact on us and the direction of where we want to go and what we want to do. Director Hansen said we are due to reassess the impact fee amount next year which can help us.
3. Chief Jaques asked Director Stevenson to come back to next month's meeting to receive a gift. Chief said next month's meeting involves recognizing members of our community with awards.



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V. Staff Items

- i. Discussion/Possible Action: Approval of First Amendment for LFRA Auto and Mutual Aid Agreement

Chief Jaques said Loveland built Station 10 out by Scheels. Because of that station, we have revisited our IGA. Due to the close proximity, moving them into an auto aid as first response bring them down to a 2. Chief Jaques said the language in the old IGA referenced just the map, so they had to do an amendment.

Director Stevenson submits a motion to approve the First Amendment to the Intergovernmental Automatic and Mutual Aid Agreement Between the Loveland Fire Rescue Authority and Windsor-Severance Fire Protection District, Director Rosen seconds. Roll Call. All "Aye". Approved.

- ii. Discussion/Possible Action: Approve PO2023-158 to Front Range Fire Apparatus for \$1,207,316 for the Purchase of a New Engine
BIS Travis Chapman said this request is part of our Capital Plan. Given the information we have on price increases, lead times, and motor changes, it seems responsible to consider entering this contract now in consideration of the service delivery benefits, the capital planning perspective, and the resulting financial incentives. Making this purchase will allow the delivery of the apparatus to be as scheduled in our Capital Plan and Fleet Plan.

The purchase of the Velocity Cab and PUC design will continue the established agency familiarization and an assimilation of the fleet. This will further enhance safety and operational efficiencies across the organization and will strengthen the reliability of our reserve fleet which has been lacking.

It's important to note that making this approval now does not change our immediate financial situation. We will not be prepaying as the current and anticipated rates of return on our investment funds have been outperforming the prepay discounts. This approval potentially allows us to get in front of the new emission standards that are projected to cost an additional \$60,000-\$80,000. The time of delivery also remains aligned with organizational plans and goals.

Director Hansen asked how much we had it slotted for in the Capital Plan;



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Travis said \$1.13M. Director Rosen wanted to confirm that it was a 38-month lead time. Travis said when we received the bid for the Packard, it was 38 months. He also asked if there are other alternatives to look at but need to focus on standardization as well. Pierce is good quality but also at a higher cost. Travis said there are other options but with the support of our Board and staff, we look at standardization for safety and fluidity and familiarity with the apparatus. Director Hansen asked how much we could sell the other engine for? Travis said we have the current engine selling for \$60,000. Director Hansen asked if there was a penalty if we back out of the contract. Pierce basically sells the slot to another department, but if not, there may be a penalty – unknown at this time.

Director Stevenson submits a motion to approve Purchase Order #2023-158 in the amount not to exceed \$1,207,316 to Front Range Fire Apparatus. Director Medhurst seconds, all “Aye”. Approved.

VI. Board of Directors Items

- i. Director Thorn said it wasn't an oversight to not have anything on the agenda regarding the fire chief position. The Board of Directors would like to wait until next month to start discussions since there will be a new member. If the interim Chief position lasts longer than six months, we'll need to open an internal process.

V. ADJOURNMENT

Director Stevenson submits a motion to adjourn the May 2023 Regular Board Meeting. Director Medhurst seconds. All “aye”. Approved.