



WINDSOR SEVERANCE FIRE RESCUE

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

REGULAR BOARD MEETING Virtual Meeting Only Thursday, March 11, 2021 / 6:00pm

Meeting Minutes

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Thorn, Pearson, Rosen, Hansen, and Stevenson. Director Stevenson will act as President since Pearson is on shift. Chief Kazian, Fire Marshal Friedrichsen, Financial Manager Gabe Buldra, Lucy Zamarripa, Mark Williams, Dan Spykstra from Wember, and members of the public were present at the remote meeting.

III. APPROVAL OF AGENDA

Director Pearson 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. February 11, 2021 Regular Meeting Minutes

ii. Information: Variance Approved for Future Legends Sports Park



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Director Pearson 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 February 2021 Monthly Financial Report/Bill Ratification

1. Financial Director, Gabe Buldra, said they are preparing for the audit by finishing all the yearend adjustments. Auditors will be doing field work the week of April 12. The audit will consist of one day onsite at the District and the rest of the audit will be done online. For the month of February, we received a little over \$2.5M from both Weld and Larimer counties, so we are caught up through March on our tax revenue. IT and Comm were over budget due to timing. We are trending under on expenses. Station 4 loan documents have been closed – closing took place on March 2. The \$7M has been transferred into CSafe for the largest rate of return. Station Alerting, upcoming agenda item, is a budgeted item; WSFR has adequate funds. Gabe doesn't see any issues with it. Director Hansen questions the timing on the Comm & IT budgeting. Gabe says when we budget for items such as computers, we don't know when that will take place. The IT & Comm expenditures were the 6 MDTs and then an additional 2 MDTs.

Director Thorn submits a motion to approve the February 2021 Monthly Financial Report and Bill Ratification, Director Pearson seconds, all “Aye”. Approved.

IV. District Update

i. Reports

1. 2022-2026 Strategic Report Update

- a. External and Internal meetings will take place on March 22 & 23, respectively. External meetings will be held via zoom. Internal meetings will take place at the station. Survey has been put on social media for the community and a different survey has been emailed to Duty for internal input. Currently have 35 external stakeholders; consultants hoping for 60. Consultants will collate the data and find 5-6 key areas and develop related action items. Director Stevenson is on the internal team and attending virtual meetings; he will share the progress with discussions on topics



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with the Board later in the week.

2. Accreditation Annual Compliance Report Accepted
 - a. The ACR has been accepted by CPSE Peer Reviewer. We are pending an acceptance from the Commission. Our next accreditation will be March 2023.
3. WSFR Monthly Response Report
 - a. Chief Blackwill responded that we are tracking calls that would be Station 4's zone; currently, Station 4's zone is the 2nd busiest zone.
4. WSFR Division Reports
 - a. For weather preparedness with the upcoming snowstorm with a potential of 24" of snow, Chief Kazian said we are in the process of upstaffing the stations for Saturday and Sunday. There will be a few snowmobiles available as well.
 - b. Fire Marshal Sandi Friedrichsen said it has been a busy month; Sandi did 20 plan reviews last Sunday. She said she has received only half of what is being built on New Liberty. Inspection numbers should go up now with Covid decreasing. The annual banquet has been cancelled for May 14; we are planning an outdoor event. Future Legends is moving along fast, and Gotham Greens is coming to town (lettuce and basil grower).

ii. Personnel

1. New Administrative Assistant
 - a. Cierra Wilkerson
 - i. Cierra started this last Monday, March 8. She is a great addition to the team.
2. Hiring of 4 Part Time Firefighters
 - a. Extended offers to four candidates; three have moved on to the second step in the hiring process and will start playbook academy on March 22 with shift work starting the week of April 5.
3. Promotional Process Update
 - a. Operational Chief
 - i. Chief Blackwill will be retiring the end of July. Chief Kazian is working on finalizing the job description and following with a posting. We will remain internal with the process; we have four candidates that are eligible based on job description. Initial belief is that we have one



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- internal candidate that will apply. There will be a process to evaluate the candidate's skills and ability. We anticipate placing the person in the Ops Chief position late April, placing Chief Blackwill into a special assignment for finishing projects with our staff that are high stressors.
- b. Battalion Chief
 - i. Tentative dates April 21 and 22 will be the assessment center. We received three letters of intent from internal staff.
 - c. Engineer
 - i. Interviews were held today; we have three openings with 5 internal candidates; will be extending offers to 3 of them once we have posted the eligibility list. April 17 will be tentative start date of promotion.
4. FRFC 2021-1 Academy
- a. Jared Kreutzer and Mitch Spykstra
 - i. Both are doing good, ending third week of academy. June 3 is graduation date. Brandon Ridnour is light duty due to an injury and will attend academy in fall.
- iii. WSFR Activities and Events
- 1. Annual Employee Appreciation Banquet Cancelled for May 14
 - a. It didn't feel right to keep pushing the date back, and WSFR doesn't want to take any risks having staff and families in one room.
- iv. Facilities & Apparatus
- 1. Water Tender
 - a. The tender has arrived and is at Front Range Fire Apparatus for graphics.
 - 2. Ladder Truck
 - a. The Truck arrived on Monday at Front Range Fire Apparatus as well. There is prep work to finish at the dealership site. Expect to see it here sometime next week. The Truck is very intuitive, and the technology is very impressive. Training scheduled with Pierce the end of March.
- v. Other District Related Matters
- 1. Covid-19 Update
 - a. Office Hours Update
 - i. By the end of the month, we want full attendance in the
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office. The Senior Leadership Team is meeting once a month unless something changes. Staff still wearing masks for those in high-risk situation. Staff continues using data and guidelines for direction. Approximately 60% of staff received the first vaccine.

2. Weld County Computer Aided Dispatch (CAD) Update
 - a. We have been working very hard with the county wide dispatch system as we desire a better outcome as the current system is very restrictive to effective operations. The new CAD system is being built and designed with a new set of eyes – being built the way it should be built. Our incident types will be expanded which will aid our response plans. Larimer county has two different dispatch systems – one in Fort Collins, one in Loveland. There is hope that we will be able to connect to those. The new system will have ability to dispatch closest unit and number of units needed for a specific incident. The E911 board is looking at possibly funding some of the cost. There is a February 8, 2022 start date.
3. Grants
 - a. AFG – Radios \$147,000 Submitted
 - i. If granted, it will upgrade about half of our radios. Lt. Tope wrote the grant.
 - b. SAFER – Staffing 3 Firefighters
 - i. Should be submitted tonight for three firefighters. They are rover positions to help with minimum staffing. Chief Chapman wrote the grant.
 - c. FP&S – Fire and Life Safety Programs \$90,500 Submitted
 - i. LSE Clark wrote the grant to help with smoke alarms, CO detectors and audio/visual smoke alarms for impaired people.
 - d. FEMA/DHS – 6 Sets of Ballistic Gear \$6,630 Awarded
 - i. We received funding for 6 sets out of the requested 8 sets. FEMA will put the other 2 sets in the “parking lot” to see if they can be funded later on.
 - e. Northeast Region Healthcare Coalition (NERHCC) – EMS Equipment for Civil Unrest & Hostile Event Response \$1945 Submitted
 - i. Requesting funding for the other 2 sets of ballistic gear.



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Director Thorn thanked Chief Kazian and the staff for the amount of work that occurs trying to get additional funding.

Director Stevenson echoes Director Thorn's message.

V. Staff Items

i. Station 4

1. Discussion/Update: Project Status

a. Dan Spykstra, from Wember, mentioned we are moving along with construction drawings (details). Allred is also evaluating drawings to ensure we are good on costs. We are about 95% CD. Some materials have a larger window to obtain and also evaluating materials being used to see where finishes can be changed, etc., to stay within budget.

2. Information: Station 4 Financing Complete

a. Completed on March 4; funded and in our escrow. Gabe is the requestor of escrow funds and Chief Kazian is secondary.

3. Discussion/Possible Action: DOLA Grant IGA

a. The IGA didn't arrive for tonight's Board meeting. Chief Kazian expects something by the end of the month. We can't engage in a contract until the IGA has been signed.

ii. Discussion/Possible Action: Approve Purchase Order #2021-56 for \$251,566.14 to Low Voltage Installations for Station Alerting System for Stations 1, 2, and 3

1. Director Stevenson commented that some of the Directors may not understand what we are trying to accomplish. Chief Kazian said the Station Alerting system run through Low Voltage. It is the same system Weld County Dispatch is buying into as well, along with many area agencies. When the dispatch center receives a call and enters information into the system, the system looks for the address and knows the incident type. The system will announce the call and address at our stations versus the dispatcher; the human interaction will be decreased. We will hear the one voice and the tones will be ramped up. There will be color coded lights depending upon who is dispatched (fire, EMS, or both). The information can be scrolled on screens for more alerting. Our existing system is not dynamic. The new system enhances our ability to respond. We had talked about upgrading our existing system in the past, but the bid was higher than



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the new system and had less function. The new system will also have redundancy which is a big part of accreditation. With redundancy, we can't miss a call. Director Rosen mentioned that there is a 7-10 day install window; Chief Kazian said the current system will stay intact until it's ready to implement. Director Pearson said Greeley has the system and it's highly effective, especially with less sleep interruption. The system helps with heart and mental health. The new system would be low voltage allowing for an easier installation. It will be done in phases across stations 1, 2, and 3. Station 4 will be built with the new system.

Director Stevenson submits a motion to approve Purchase Order 2021-56 in the amount of \$251,566.14 plus a 5% contingency to Low Voltage Inc. for the installation of station alerting systems for stations 1, 2, 3, Director Pearson seconds, all "Aye". Approved.

Chief Kazian said this approval will please the firefighters and said it's money well spent.

- iii. Discussion/Possible Action: Approve Resolution 2021-06 Authorizing Disposal of Surplus Equipment – Water Tender
1. We have a 1987 Freightliner water tender with a 3,000 gallon tank, however, the tank that has been disconnected (no pumping). Our new water tender arrives soon, and we would like to see the old tender as surplus equipment. Options are to donate it, put it on auction, or sell it. There is no pumping ability on the apparatus. The pump would need to be rebuilt but at considerable expense. The tender has low mileage, however. Director Pearson said he would be in favor of reaching out to find an agency in need and donating it. Director Thorn is trying to balance donation of apparatus with giving away apparatus when we are asking for Impact Fees. Director Hansen also is in agreement with Director Thorn. Director Rosen said he originally was in favor of donating it but now agreeing with Director Thorn. Director Pearson also understands that thought process perhaps that's a better way to proceed. Director Thorn said there may be a minimum threshold due to time and energy; Chief Kazian said we can set a minimum threshold if we take it to auction. Chief Kazian said an auction would be his recommendation.



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Director Thorn submits a motion to approve Resolution 2021-06 to declare the 1987 Freightliner surplus and direct the chief to handle the selling of the tender, Director Pearson seconds, all "Aye". Approved.

VI. Board of Directors Items

i. Discussion/Possible Action: Impact Fee Update

1. Director Pearson has been participating with Chief Kazian and Fire Marshal Friedrichsen at the Town Board meetings. The Town of Severance approved the Impact Fees and accepted the IGA; the IGA has been updated with a 180-day termination clause with an August 1st phase in date. At the last meeting with the Town of Windsor, Chief Kazian said they wanted to know why the money is needed. Everything that would be collected is due to growth. We have Station 4 coming soon, but if we are looking forward and growth happens, we need Station 5; we have our revenue and expenses with Station 5 in the mix creating a shortage. We would need to ask for another mill rate increase to increase our revenue. The developer and the impact of development paying for a portion would help us bridge that gap. Then if a mill rate increase is necessary, everyone is even since they bought into the program. Chief Kazian said Loveland is increasing their Impact Fee rates since our last board meeting. Board member Gagliardi said growth needs to pay its own way. Chief Kazian and Director Pearson has a meeting on Monday with the Town of Windsor. Our Board has agreed on a start date of August 1. The Town of Windsor could state a different start date if they agree to the Impact Fees. If the Town of Windsor doesn't approve the Impact Fees, we would have to remember that the Town of Severance approved the Impact Fees and future growth may need to be aligned accordingly. Our Impact Fees are not close to the other fees on development.

Director Pearson mentioned that there is a special session coming up with the Colorado State Fire Chiefs on April 14 regarding labor management relationships, and he will not be able to attend. There's a \$25 fee for the class if other Board members are interested in attending. Labor Management discussion between firefighters and the State's Fire Chiefs – how it works and what's involved.



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Director Hansen mentioned that there's a Weld County Elected Official NIMS class on May 11. It's a good refresher on emergencies and how to handle them from a Board perspective.

V. ADJOURNMENT

Director Stevenson submits a motion to adjourn the February 2021 Regular Board Meeting. Director Pearson seconds. All "aye". Approved.