



WINDSOR SEVERANCE FIRE RESCUE

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

REGULAR BOARD MEETING Virtual Meeting Only Thursday, April 8, 2021 / 6:00pm

MEETING MINUTES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Thorn, Rosen, Hansen, and Stevenson. Director Stevenson will act as President since Pearson is on vacation, an excused absence. Chief Kazian, Fire Marshal Friedrichsen, Financial Manager Gabe Buldra and Managing Partner Ben Archer-Clowes, Jeff Dykstra, Ruthie Knief, Dan Spykstra from Wember, and members of the public were present at the remote meeting.

III. APPROVAL OF AGENDA

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

IV. BADGE PINNING (Recess to the apparatus bay for presentation- approx. 20 mins)

- I. Pinning of Newly Promoted Engineers: Jordon Kejr, Heath Stephenson, Stephen White
- II. Pinning of New Firefighters: Shayne Dombrowski, James Hall, and Brandon Kilber

V. 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.



WINDSOR SEVERANCE FIRE RESCUE

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

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 11, 2021 Regular Meeting Minutes
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 March 2021 Monthly Financial Report/Bill Ratification

Ben Archer-Clowes stated that the revenue for March catches us up for YTD. Personnel Costs, Vehicles & Equipment, and Travel & Training are all under budget. Personnel costs are 77% of our budget.

JVG will be onsite Monday for the audit and asset inventory.

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

IV. District Update

- i. Reports

1. 2022-2026 Strategic Report Update

Chief Kazian stated that we are making progress. External and internal stakeholder meetings were held the end of March. Looking at strategic initiatives. The team said we were missing the vision driving the business and people. Internal stakeholders met yesterday to discuss and develop a vision statement: Pioneering a culture of unwavering commitment to each other which thrives in greatness. A follow up all day session is scheduled for Saturday, April 17 to discuss the initiatives and how we can meet them.

2. WSFR Monthly Response Report

Chief Blackwill stated that with the latest large snowfall, we had a significant number of calls for stranded motorists. We borrowed snowmobiles for emergency response as a level of preparedness. YTD we are seeing 791 calls this year compared to last year 706, 12% increase.



WINDSOR SEVERANCE FIRE RESCUE

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

3. WSFR Division Reports

Public education is starting to get back online as well as the Open House is scheduled for June 12.

Director Rosen expressed kudos to Rebecca Clark for a great job with public education.

ii. Personnel

1. Promotional Process Update

a. Operational Chief

Chief Blackwill retiring in July. We have one candidate who applied and is qualified. The process is April 15 to test his/her skills and ability. We expect the promotion to take place April 26.

b. Battalion Chief

We have three candidates. The process will be April 21.

c. Engineer

Sworn in the three newly promoted engineers tonight at the pinning ceremony.

2. Rebecca Clark

a. President of Colorado Risk Reduction Network

She is representing the state of Colorado.

b. Vice President of Safe Kids - Larimer County

Safe Kids has a program for car seat, bike, and helmet safety, and other safety hazards.

3. Kris Kazian

a. Colorado Homeland Security Advisory Council- Hoping to

Represent for the CO Fire Chiefs, background check pending, etc.

iii. Facilities & Apparatus

1. Engine 4203's Engine Issue

Existing engine issue, currently monitoring the situation at this time. Undersized engines are now causing problems. May be looking for financial approval in the near future for a new engine.

2. Delivery of Water Tender and Ladder Truck

Both arrived today. A lot of thought and planning went into both apparatus. Pierce will be onsite next week for training our crews on the Tower: driving, familiarity, etc.

3. 1987 Freightliner – Water Tender status



WINDSOR SEVERANCE FIRE RESCUE

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

We have it ready to launch “for sale.” If local agencies don’t bite on the fair market price, it will go to auction.

iv. Other District Related Matters

1. Covid-19 Update

a. Office Hours Update

There’s a mass vaccination site at The Ranch. There have been increases in Larimer county -mostly in the younger groups.

2. Polar Plunge

We had five participants who plunged into the cold water. Raised over \$75,000; WSFR raised \$1800.

V. Staff Items

i. Station 4

1. Discussion/Update: Project Status

Dan Spykstra, Wember associate, reports that we have come to the end of the design allowing the team to put together the Guaranteed Maximum Price (GMP) for the cost of the work to build the fire station. We are within \$50,000 of the estimated cost of the project. The team has worked through add/deletes for the station with wants set aside to potentially be used from the contingency; contingency amount is \$200,000. Contractors carry their contingency through their bidding process and when they get to the GMP, they reduce their contingency to \$0. The overall contract is called a Construction Manager At Risk (CMAR) which sets the terms and conditions of the contract. The guaranteed maximum price (GMP) clarifies what the price includes, excludes, any additions or alternates, etc. That is added addendum to the contract. WSFR won’t pay over the GMP. When an invoice is submitted, they must have backup in order to get paid. If they come in less than the GMP, we realize the difference. Total project cost is \$8,001,995.00. Elder has done a good job getting coverage from bidders - signing 54% of local vendors and many are within our District. Director Thorn expressed his appreciation for the due diligence the team has had with this project.

2. Discussion/Possible Action: Approve the GMP Proposal from Elder Construction

Director Rosen submits a motion to authorize Fire Chief Kazian to execute the GMP amendment to the Construction Manager at Risk contract, subject to legal approval, in the amount not to exceed



WINDSOR SEVERANCE FIRE RESCUE

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

\$,6,645,000 with Elder Construction, Director Stevenson seconds.
Director Rosen does a roll call, all "Aye". Approved.

VI. Board of Directors Items

i. Discussion/Possible Action: Impact Fee Update

1. Town of Severance – Signed IGA

All signatures have been obtained on the IGA with the Town of Severance; August 1 will be the start date for the Town of Severance for collecting fees. Chief Kazian and Director Pearson met with the Town of Windsor Mayor, Town Manager, and Martin Lind, a developer. Chief Kazian drafted a letter he would like to send via email tomorrow morning to developers, contractors, architects, and community members explaining why WSFR is asking for Impact Fees. The Town of Windsor is good with the amount but wanted us to do our due diligence by writing a letter and sending it to those immediately involved and the community. Director Stevenson asked the other Directors if there were any concerns. There were none and Chief Kazian can proceed with the letter.

VI. ADJOURNMENT

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