



WINDSOR SEVERANCE FIRE RESCUE

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

REGULAR BOARD MEETING

100 N 7th St

Wednesday, June 12, 2024 / 6:00pm

MEETING MINUTES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Rosen, Medhurst, and Lutz. Director Hansen is absent and excused. Fire Chief Angermuller, Deputy Chief Jaques, Chief Friedrichsen, Battalion Chief Seaman, Financial Director Gabe Buldra, Deputy Chief of Administration Jeff Dykstra, Logistics Manager Travis Chapman, Cierra Will, and members of the public were present at the meeting.

III. APPROVAL OF AGENDA

Director Rosen submits a motion to approve the agenda as presented, Director Medhurst 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 –

Board candidate Jake Hyland introduced himself to the Board and gave some information about himself and his interest in joining the board.

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.



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- i. May 8, 2024, Regular Meeting Minutes

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

III. Public Hearing: Inclusion of Property for WSFR District

- i. Discussion/Possible Action: Board Order of Inclusion – BHS Solar Farm

Director Rosen submits a motion to move to a Public Hearing for the BHS Solar Farm Inclusion of Property into the WSFR District, Director Lutz seconds, all "Aye". Approved.

No public comment.

Director Rosen submits a motion to close the Public Hearing, Director Lutz seconds, all "Aye". Approved.

Director Lutz makes a motion to approve the inclusion request of the BHS Solar Farm into the WSFR District, Director Rosen seconds. Roll call, all "Aye." Approved.

IV. Financial Report and Updates

- i. Discussion/Possible Action: Approval of May 2024 Monthly Financial Report/Bill Ratification

Financial Director Gabe Buldra recapped key points for May:
Total Revenue for May was \$11,722,298 which is \$5,535,839 over budget;
Tax Levy Revenue for May was \$11,581,828, which is \$5,589,641 over budget, driven by over collection of property taxes for the month; Non-Tax Levy Revenue for May is \$140,470, which is \$53,802 under budget, driven by Grant Revenue; Total Expenses for May were \$1,512,190, which is \$58,326 under budget; Personnel expenses under budget by \$62,524, driven by wages and associated benefits; Managerial expenses over budget by \$82,976 driven by treasury fees; Total Revenue Year-to-Date is \$16,946,643, which is over budget by \$3,387,504; Total Expenses Year-to-Date is \$5,430,520, which is \$570,040 under budget; Total Cash is \$28,051,652, which is \$8,547,097 more than this time last year. Expenses: Personnel was at 79%, Operations at 9%, and Managerial at 12%; currently at 25% of budget through May with 75%



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remaining.

Gabe discussed why WSFR carries so much cash on hand. He said we are projected to spend \$24.9 million over the year. Most of the money is marked for current and future projects and is contingent upon the ability to continue to fund the Capital Plan. Legislation may also impact the capital fund balance, so it is more important than ever to be prepared for any upcoming economic changes. Director Lutz asked if we are still trying to use some of this money for investments to maximize cash flow. Gabe confirmed that some of the money is going toward investments that have been metered over the next 5 years.

Director Rosen asked Gabe about increasing money going into the pension to maintain a certain percentage. Gabe responded that the numbers will adjust once the audit and actuarial are approved.

Director Lutz asked about the “land” category on the capital expenditures if that is for new land or existing land. Gabe said that it is for new land. In the capital plan, it is combined with the training center but is split out differently in the impact fund with a specific category for land. The money will come from the “building” line item in the capital fund. There was not a designation when the budget on capital was created.

Director Lutz submits a motion to approve the May 2024 Monthly Financial Report/Bill Ratification, Director Medhurst seconds. All “Aye”. Approved.

- ii. Discussion/Possible Action: Approval of 2023 WSFR Annual Comprehensive Financial Report

Director Lutz submits a motion to approve the 2023 WSFR Annual Comprehensive Financial Report as presented, Director Medhurst seconds, all “Aye”. Approved.

- iii. Discussion/Possible Action: Approve Removal of Robert Thorn from WSFR Accounts at Bank of Colorado

Director Thorn has resigned from the board. Chief Dykstra requested that the board approve the removal of Director Thorn as an authorized signer for all



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WSFR accounts.

Director Medhurst submits a motion to remove Robert Thorn as an authorized signer and access on all Windsor Severance Fire Rescue accounts including but not limited to the Bank of Colorado and CSAFE, Director Rosen seconds. All “aye”. Approved.

V. District Update

i. Reports

1. WSFR Monthly Response Report

Chief Jaques presented the response report. A chart representing the benchmark and any gaps will be added to the reports beginning with the next board meeting. He cautioned the board that focusing too much on specific data can misrepresent the whole picture because it is a snapshot in time and does not account for the context of the response.

Director Lutz asked if there is any value in showing how many calls go into the calculation. Chief Jaques responded that there could be value, but the calls are not divided between urban vs. rural. Director Lutz asked if the discrepancies could be due to specific stations. Chief Jaques said all the stations contribute to the rural component, so it is important to look at data over time. The data over time aids in making informed decisions.

2. WSFR Division Reports

Training: 3 individuals attended the Arvada Auto X for extrication training. All companies went through Mutual Aid High Rise training with Greeley Fire. Live Fire Burns in Eaton has been completed by all crews. Burn Injury training was wrapped up last month. Lt. Haynie and EMS Manager Eric Schmitz have done a great job. FRFC graduation took place a couple weeks ago. We had 2 recruits graduate. They are now wrapping up post-academy and will start on shift in the next 1-2 weeks. Lateral academy has been completed and the new laterals have done a great job since going on shift. Chief Jaques went to a CPSE workshop in Florida to progress toward being a CPSE Peer Assessor.

CRR: Half of the e-core locks for the knox box grant have been installed. Installations have slowed down with the heat. Approximately 20-30



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are being installed per week. Plans for fire prevention month have begun. There are two new elementary schools that will be added to the program. The summer pub-ed program is beginning soon. Registration for the summer program is full. Chief Friedrichsen is working on the new IFC code to be adopted by the town.

Director Rosen asked if public education regarding fire prevention goes out regularly. Hayley is working on educational posts to be published to social media.

Admin: Chief Angermuller updated the board regarding the training center. Chief Dykstra and Chief Angermuller have met with Broe and had productive conversations about the kind of land required to meet current and future needs. Currently, the plan is to source 10 acres of land. A site plan was sent to Broe this week, pending a response. No discussions regarding money have occurred yet.

First Due has presented a full project plan and has committed to having all of the modules live and functioning by the end of July.

Chief Dykstra and Cierra attended a meeting with a web provider named Streamline, who are focused primarily on Special Districts and have a native platform for accessibility. They ensure 100% compliance upon launch. The current system, CivicPlus, would require a third-party provider to add ADA compliance functionality.

Chief Dykstra and Logistics Manager Travis Chapman are meeting with a provider for liability insurance renewal.

ii. Personnel

Chief Dykstra reported that a Battalion Chief and Lieutenant promotional process is in progress. An eligibility list process for firefighters will begin in July. Frontline Physicals were completed today. A new lateral hire will begin next week and will do an on-the-job academy. CPSE has accepted the annual compliance report to maintain accreditation for the year. The scheduling module in First Due has officially gone live. The transition from Aladtec is complete.



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iii. WSFR Activities and Events

1. Recap WSFR Annual Open House

Chief Angermuller recognized the Community Risk Reduction division, particularly Hayley, for all their work on the Open House. The event was very successful and well attended. Director Lutz said that a lot of the comments were positive but mentioned that some people said they weren't aware that the event was happening and asked what the outreach strategy was. Chief Friedrichsen responded that efforts included flyers, postcards, and remote signs on the highway. Director Lutz asked if there is an opportunity to move the Open House to Severance. It has been considered, but due to lack of parking and space, the event usually stays at Station 1. WSFR does make all effort to attend other Severance events.

iv. Facilities & Apparatus

Construction projects are moving along. Everything but the basement has been complete. Main floor bathrooms, bunker doors, upstairs bathroom, and the station 3 gym are done. The new engine is in progress and an engineering meeting will occur in the last week of July. If everything stays on schedule, the engine should be here by 2025. The plan is for the new engine to go to station 2. The pickup ordered to replace the Chevy 2500 has finished manufacturing and should arrive in the next couple of weeks.

v. Other District Related Matters

VI. Staff Items

i. Discussion/Possible Action: Declaring 1999 General Safety Freightliner Water Tender Surplus

The Tender was listed for sale, and an offer from an out of state department came in the following morning for asking price. In order to complete the sale, the tender needs to be declared surplus.

Director Lutz submits a motion to declare the 1999 General Safety Freightliner Water Tender Surplus, Director Medhurst seconds, all "Aye".
Approved.

ii. Discussion/Possible Action: Approve Purchase Order 2024-182 to Dellenbach



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Motors for \$62,500 for 2025 Chevrolet Tahoe

Chief Angermuller noted the purchase in direct relation to the new position of Deputy Chief of Administration, to have a vehicle that is response-capable but also available to be used for other business needs. Travis noted that the pricing is uncertain because 2025 pricing is not available. It will open on August 8. Any government agency that wants to purchase a vehicle in the 2025 cycle must have a PO submitted prior to the purchasing window opening. Pricing is negotiated similarly to other fire apparatus.

Because there are no 2025 specs available yet, Rec Electric was unable to provide a quote for outfitting the vehicle.

Director Lutz asked what the timeline would be for actually receiving the vehicle if approved. Travis said it is hard to predict because of the process and the manufacturing order. He estimated that it would arrive by the end of the year. Director Lutz asked what would happen if the request was not approved by GM. Travis said that options would be presented to either purchase a different vehicle or purchase the vehicle through normal channels, not through government contract pricing.

Director Lutz inquired where the money would come out of the budget since this is not budgeted within the 2024 cycle. There are some funds freed up from personnel changes. If it ends up in the 2025 cycle, there will be funds budgeted for the purchase.

Director Rosen stated that policy normally requires 3 quotes for a purchase; however, Gabe stated that we are exempt from this requirement for this purchase due to purchasing through a cooperative purchasing agreement.

Director Lutz submits a motion to approve PO 2024-182 to Dellenbach Motors, in the amount not to exceed \$62,500 for the purchase of a 2025 Chevrolet Tahoe, Director Rosen seconds, all "Aye". Approved.

- iii. Discussion/Possible Action: Approval of Purchase Order 2024-195 to Recreational Electric for \$50,837 for the Upfitting of New Battalion Chief Vehicle



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A new Expedition was purchased to replace the current Battalion Chief vehicle. The vehicle is ready to be outfitted by Rec Electric. It will be outfitted similarly to the current vehicle with minor changes as requested through feedback from the Battalion Chiefs.

Director Lutz submits a motion to approve PO 2024-195 to Recreational Electric for \$50,837 for the Upfitting of New Battalion Chief Vehicle, Director Medhurst seconds, all "Aye". Approved.

iv. Discussion/Possible Action: Approval of AD020 Website Accessibility Policy

Chief Dykstra presented the accessibility policy which will be posted on the website if approved. New legislation is requiring ADA compliance starting in July. Part of the legislation is establishing a plan to get to and maintain compliance. Cierra Will has been named as the compliance officer. The policy is one step in WSFR's efforts to present information that is accessible to all members of the public.

Director Lutz submits a motion to approve AD020 Website Accessibility Policy, Director Rosen seconds. Roll call, all "Aye". Approved.

VII. Board of Directors Items

i. Discussion/Possible Action: Process to Appoint New Director and Candidate Review

Director Rosen stated that only one person has expressed interest in the position, they have been vetted, and meet all the eligibility requirements set per SDA to serve on the board. The board discussed new director roles as follows:

1. Jake Hyland, Director at large
2. Director Lutz, Secretary
3. Director Medhurst, Vice President
4. Director Hansen, Treasurer

ii. Discussion/Possible Action: Consideration and Approval of Appointment of New Director to Fill Vacancy

Director Rosen submits a motion to appoint Jake Hyland as the new Director



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to fill the current vacancy, Director Medhurst seconds, all “Aye”. Approved.

iii. Discussion/Possible Action: Set Special Meeting, if necessary, for Interviews

No interviews needed, Jake Hyland appointed.

iv. Discussion/Possible Action: Reschedule August Meeting

Alternative dates for the board meeting were discussed. The board determined the meeting will be rescheduled to August 21 at 6pm.

V. **ADJOURNMENT**

Director Lutz submits a motion to adjourn the June 2024 Regular Board Meeting, Director Medhurst seconds. All “aye”. Approved.