



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 9, 2021 / 6:00pm

MEETING MINTUES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Stevenson, Hansen, Thorn, and Rosen (attended via Zoom). Director Pearson is absent and excused (is on shift). Chief Kazian, Chief Chapman, Battalion Chief Mark Williams, Fire Marshal Friedrichsen, Captain Dykstra, Ruthie Knief, Financial Manager Gabe Buldra, Attorney John Chmil, Dan Spykstra from Wember, and members of the public were present at the remote meeting.

III. APPROVAL OF AGENDA

Director Thorn 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 12, 2021, Regular Meeting Minutes
- ii. Vacation Policy Update



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Director Thorn submits a motion to approve the Consent Agenda, with the exception of the Vacation Policy Update, as presented, Director Hansen seconds, all "Aye". Approved.

The Directors pulled the Vacation Policy Update from the consent agenda. Chief Kazian said the policy was updated to help recruit and hire those with substantial years of experience. We have found that the job market is changing every day and we want to put together a competitive package from operations to administrative. Director Thorn asked what percent of the salary is benefits. Financial Manager Gabe stated 36% is budgeted for benefits. Chief Kazian said in comparison, our vacation policy is on the thin side whereas our healthcare is more generous. Chief Kazian said the scheduling policy addresses how many people can be off at one time to assist with staffing to keep overtime manageable. Currently, employees can carry 350hrs of vacation and annually, an employee can buy back a max of 112hrs. Director Thorn said we are trying to incentivize people to take vacation and now there's a way to buy back days. Chief Kazian said the vacation hours also come in handy for employees who get injured to help keep their pay. Chief Kazian said it's possible that the 112 hours were established due to less staff. Chief Kazian said there are more internal promotions and less outside hiring. He would like to see financial incentive for promotions to retain our folks. Director Thorn understands that we want to offer those with more experience a better package. Director Stevenson asked if there were any retroactive impacts and Chief Kazian said there are not for this policy.

Director Pearson joined the meeting via zoom.

Director Stevenson submits a motion to approve the Vacation Accrual Policy as presented, Director Thorn seconds, all "Aye". Approved.

- III. WSFR Consideration of Inclusions
 - i. Public Hearing: WSFR Inclusions

Director Stevenson opens the Public Hearing for active Inclusions.
No public comments.

Attorney John Chmil gave a brief recap of the inclusions to the board. The



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Charter school is in Larimer County and the Dreiling's (property owners) are in Weld County. Director Rosen said the Charter school is setup for response from Station 3.

Director Stevenson closes the Public Hearing.

ii. Discussion/Possible Action: Approve Inclusions

Director Stevenson submits a motion to approve the petition for inclusion per 32-1-401(1)(c)(I), C.R.S. for Richard James Dreiling and Rhonda R Dreiling. Director Thorn seconds, all "Aye". Approved.

Director Stevenson submits a motion to approve the petition for inclusion per 32-1-401(1)(c)(I), C.R.S. for GRHH Performance Fort Collins and Performance Charter School Fort Collins, Director Rosen seconds, all "Aye". Approved.

IV. Financial Report and Updates

i. Discussion/Possible Action: Approval of August 2021 Monthly Financial Report/Bill Ratification

Financial Manager Gabe Buldra gave a summary of August's financials consisting of total revenue for August was \$407,606 which is \$261,391 over budget. The tax revenue was \$133,963 which is \$62,961 over budget. Non-tax revenue was \$273,643 which is \$198,430 over budget – contributors were plan review fees and wildland revenue. Total expenses for August were \$578,065 which is \$135,443 under budget – expended 59% of budget with 41% remaining. Personnel expenses is highest at 78% followed by Operations at 13% and Managerial at 9%. Total revenue YTD is \$11,066,231 which is \$1,060,725 over budget with expenses at \$5,483,475 for YTD which is \$628,820 under budget.

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

ii. Presentation: 2022 Budget Preparation

Financial Manager Gabe Buldra presented a budget workshop power point presentation. Objectives: Revenue Sources (tax levy decrease mostly from oil & gas with a final AV overall decrease of 8.25%. Non-levy revenues increased



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of about 8.69% which includes wildland, plan reviews & inspections, training, misc. revenues), Significant Budget Numbers (personnel cost, facilities & equipment, and training & managerial), Draft 202 Budget (total revenue down by 5.15% and total expenses has increase of 5.33%), and Budget Schedule (finish drafting budget with presentation at Nov 11th meeting and adoption on Dec 9th). Director Hansen wanted clarification on the new positions in the budget – Chief Kazian replied with one admin, inspectors, as well as one rover per shift. We already have personnel hired for Station 4. Director Hansen would like to see a breakout of wages past and new. Gabe said the next draft budget will provide the details. Chief Kazian said we would like the new salary scale firmed up at next month's meeting. Director Hansen would like to see 2021 actuals to use to compare against the 2022 draft budget.

V. District Update

i. Reports

1. 2022-2024 Strategic Report

Chief Kazian said we are in the final phase and are establishing dates for the goals and objectives. The videos are done for the QR codes.

2. WSFR Monthly Response Report

Chief Chapman said call volume is up. EMS calls continue to increase.

3. WSFR Division Reports

a. Fire Prevention Grant \$86,190 for smoke detectors

LSE Rebecca Clark wrote the grant for smoke detectors.

b. Overview of Smoke Detector Grant Program

Chief Friedrichsen said the program consists of three different smoke detectors and includes detectors for hearing impaired. Our goal is to replace the detectors in 450-500 homes (average of 6-7 per home) within the grant period. Targeting residents of 65 and up (per the grant requirement) since they are at-risk with alarms over 10 years old and live in the older homes in the community. The community will be notified of the program through social media and the towns.

ii. Personnel

1. FRFC 2021-2 Academy: Brandon Ridnour and Luke Stratman

In week 3 of the academy. Both are doing well and working hard.

2. Lucy Zamarripa Resignation

Resigned with last day of employment 9/3.



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iii. WSFR Activities and Events

1. September 11 – Multiple Community Events

We have many events to attend in recognition of first responders. Big event in Raindance as well with a tractor pull, sky divers, fireworks, etc. Expecting 7500-10,000 attendants.

iv. Facilities & Apparatus

1. 1987 Freightliner – Water Tender Sold

Sold to a gentleman in Montana, private sale.

2. New Engine Update

The purchase has been made; expected due date of Dec 2022 into 2023. Chief Kazian is hoping it will be sooner.

v. Other District Related Matters

1. Covid Update

Chief Kazian said we are working every day to ensure the safety of our workforce. We have had three vaccinated folks who became Covid positive. We have a matrix in place as a guideline. Director Thorn asked about President Biden's newly stated mandate of federal employees, those receiving funding, over 100 employees, etc. Attorney John Chmil said it would likely not extend to special districts. Chief Kazian said he doesn't want to mandate vaccinations and struggles with the thought of firing folks who don't want to get vaccinated.

VI. Staff Items

i. Station 4

1. Discussion/Update: Project Status

Dan Spykstra said it's hard to see progress when it's mostly foundation work being done. Concrete slabs will be poured next week followed by masonry. Steel should start to be erected in mid-October. Chief Kazian said we had some unexpected utility costs – such as electric and internet.

ii. Discussion/Possible Action: Approve 2021 Pay Scale Revision

Chief Kazian said it's removing the Life Safety Specialist and replacing with an Inspector 1 and adding an Inspector 2 position to help with plan reviews and such.

Director Stevenson submits a motion to approve the revision to the 2021 Salary Scale to include the Inspector 1, Inspector 2, and part-time fire inspector positions, Director Rosen seconds, all "Aye". Approved.



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iii. Discussion: Fire Board 101 Class

Chief Kazian said when new board members come onboard, we like to give a Fire Board 101 class as an introduction. However, Covid has delayed this. Directors Thorn, Stevenson, and Hansen are interested – tentative Saturday, Oct 2nd.

iv. Discussion: Station 1 Administrative Office Remodel

Chief Kazian said we are working with an architect to remodel Station 1, first floor, to gain more offices in the space to have all chief officers in close proximity. \$150,000 approx. cost for work and furniture/décor.

VII. Board of Directors Items

No items.

V. EXECUTIVE SESSION

- i. Possible Vote to go into Executive Session pursuant to C.R.S. §24-6-402(4)(b), to conference with the District's attorney for the discussion of legal matters pertaining to the exclusion of property.

Director Stevenson makes a motion to go into Executive Session pursuant to C.R.S. §24-6-402(4)(b), to conference with the District's attorney for the discussion of legal matters pertaining to the exclusion of property, Director Rosen seconds, all "Aye". Approved.

VI. RECONVENE INTO PUBLIC SESSION

- i. Discussion/Possible Action relating to the legal matters of the exclusion of property.

Director Stevenson reconvenes meeting.

VII. ADJOURNMENT

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