



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, December 9, 2021 / 6:00pm

MEETING MINUTES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Pearson, Stevenson, Hansen, Rosen, and Thorn. Chief Kazian, Battalion Chief Williams, Battalion Chief Greer, Fire Marshal Friedrichsen, Director Dykstra, Ruthie Knief, Ryan Buderus, Financial Manager Gabe Buldra, and members of the public were present at the meeting.

III. APPROVAL OF AGENDA

Move public hearing after presentation of the 2022 Budget.

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 Board with one vote. The Consent Agenda consists of items of no perceived controversy and routine administrative actions.

- i. November 18, 2021, Regular Meeting Minutes
- ii. WSFR 2022 Holiday Schedule



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iii. Updated HR021 Sick Leave Policy

Director Thorn submits a motion to approve the Consent Agenda as presented, Director Stevenson seconds, all “Aye”. Approved.

III. Financial Report and Updates

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

Total Revenue for November was \$224,719, which was \$68,089 over budget; tax levy revenue was \$89,718, which was \$8,301 over budget; non-tax levy revenue was \$135,001, which was \$59,788 over budget; total expenses for November were \$848,835 which is \$159,319 over budget; personnel costs over budget by \$100,405, driven by holiday pay and volunteer pension Contribution; managerial expenses over budget by \$85,896, driven by interest expense payments on the Station 4 Lease and the Bond payment; total revenue YTD is \$11,590,553, which is \$829,554 over budget; total expenses YTD are \$7,750,210, which is \$460,034 under budget; total cash is \$20,272,946, which is \$8,793,879 more than this time last year - this is primarily attributable the monies that were deposited into the CSAFE Capital Account and St 4 Lease Purchase Escrow Account during FY21. YTD expenses is at 84% (if we were on budget, it would be 91% expended). Personnel expenses is at 78% of budget, Operations at 13% and Managerial at 9%.

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

ii. Discussion/Possible Action: Resolution 2021-12 to Adopt 2022 WSFR Budget

Chief Kazian said many folks were engaged in the 2022 Budget. Gabe Buldra, Financial Manager, focused on the presentation from last month. Objectives: 2022 Budget (expecting a \$3.1M surplus in this year’s operating fund; \$10,539,000M budget projected for next year; expecting more revenue from Plan Reviews; for expenses, new wage scale and adding three firefighters and one administration; health insurance went up about 2%), Capital Plan (paying off bond next year \$12,600 in December 2022; plan shows positive fund balances), Fund Balances (ending with \$6.7M in general fund end of 2021



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with \$3.8M into next year), and Adoption of Final Budget.

Director Hansen asked about our revenue dropping; Gabe said it's decreased due to the lower assessed value and the drop in oil and gas.

iii. Public Hearing: 2022 Budget

Director Stevenson submits a motion to move to a Public Hearing for the 2022 Budget, Director Thorn seconds, all "Aye". Approved.

No public comment.

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

Director Thorn submits a motion to adopt Resolution 2021-12 to Adopt the 2022 Windsor Severance Fire Rescue budget, Director Pearson seconds. Roll Call, all "Aye". Approved.

iv. Discussion/Possible Action: Proposed COLA and 2022 Salary Pay Scale
Chief Kazian said the pay scale as presented encompasses past discussions and comments from previous meetings. Chief Kazian said we want to stay competitive.

Director Stevenson submits a motion to approve the 2022 Salary scale as presented, Director Rosen seconds. Roll Call, all "Aye". Approved.

IV. District Update

i. Reports

1. WSFR Monthly Response Report

Chief Williams said we included the 90% for our call responses. Call volumes are up 23% YTD – mutual aid given is up 16% (mostly for I-25 corridor), good intent calls are up 19% (false alarms or no incidents found). Chief Kazian said we are going to be close to breaking 4,000 calls this year. Director Thorn asked if Loveland's Station 10 will help with our mutual aid given – how will it impact us; Chief Kazian said where the lines will be drawn are unknown. Director Thorn also asked if the Loveland station by the airport has any plans to be staffed again; Chief Kazian said there was talk to staff it again but not sure how close



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to fruition that is. Director Thorn asked if that would help cover the calls for the airport and I-25 corridor. Chief Kazian said the new CAD has real time ability to see trains blocking roads, a blocked intersection, etc. It will be interesting to see how that will impact service delivery. Director Rosen said one thing that stood out to him when he was looking at the response times for the 90% for wildland, technical rescue, and hazmat, was that the turnout time was down 19 seconds. He said that was pretty significant.

2. WSFR Division Reports

Chief Friedrichsen reported that we finished fire prevention last month. Our new fire inspector, Ryan Buderus, started Monday. Rebecca Clark, Public Educator, resigned on Monday – last day is December 18. Short-term plan is to have our modified duty personnel assist Rebecca this week to gain the knowledge and then offer overtime to our crews to help with the Grant program. We supply the smoke alarms for the public through the Grant program.

Chief Kazian Chief Greer drove our community members around for five hours last weekend for the Winter Wonderland. Director Rosen would like to thank Dan Lowe as the museum is a huge benefit to the community and it takes a lot of work.

Chief Greer said our crews completed over 18,000 training hours YTD.

ii. Personnel

1. Human Resources Hiring Process

Chief Kazian said we had over 70 applicants. We interviewed seven and sending two to the assessment center on Monday.

FRFC academy graduates – graduation was last weekend. Both are assigned shifts and should be on-line shortly.

Leadership Journey – we had two graduates from the semester long class.

iii. WSFR Activities and Events

1. Santa Tour December 16-18

Chief Friedrichsen said more information will be coming. Santa will be riding the Heavy Rescue which will be heavily adorned with lights and trees. The routes will be posted on social media and our website.



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iv. Facilities & Apparatus

1. Station 4 - Project Status

Dan Spykstra, Wember, could not attend tonight. Chief Kazian said the station is starting to take shape. They are working on the back wall - still waiting on steel to arrive. The sign package is complete.

2. Station 1 – Renovation

Chief Kazian said the project kicked off on November 30. They are making good progress – currently mudding and taping walls. Looking at an end date of January 11.

3. Phone Service Carrier – Update

Jeff reported that we have new phones, and they appear to have more clarity. Jeff said we should save approx. \$780/month.

v. Other District Related Matters

1. Covid Update

Chief Kazian said the new variant is present in Colorado and we continue to monitor and stay up on best practices. We have sickness in the station – related or unrelated to Covid, but it has been unimpactful or our daily operations.

V. Staff Items

i. Discussion/Possible Action: Declare Two Ambulances as Surplus

Chief Kazian said we bought two ambulances in the past and had UCH staff the apparatus. Chief Kazian said it's a liability to have UCH staff driving our ambulances. Due to UCH's expanded business, they want to buy our two ambulances. Once the board declares them as surplus, we'll be able to progress in the selling process. Brindley Mountain is doing the appraisal. We are assuming we'll get approx. \$55,000 each. We have an IGA to keep the ambulances in our District. Director Thorn asked where the money will go for revenue. Gabe said it will go into the General Fund.

Director Stevenson submits a motion to declare both 2015 Frasier ambulances as surplus, Director Pearson seconds, all "Aye". Approved.

ii. Discussion/Possible Action: Resolution 2021-13 Concerning Regular Election for May 3, 2022

Chief Kazian said we will have two board members up for re-election as well as the member who was appointed early this year. The self-nomination form can be submitted after January 1, 2022. The next term is for three years.



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Director Pearson submits a motion to approve Resolution 2021-13 to Call the Election and Appoint Community Resources of Colorado, LLC, as DEO, Director Stevenson seconds, all “Aye”. Approved.

- iii. Discussion/Possible Action: Acknowledge Exclusion Petition and Set Public Hearing
Director Pearson said our next regular board is January 13, 2022. Chief Kazian said this is the McCreery Trust of approx. 140 acres; we have received the \$1,000 for the exclusion fee.

Director Pearson submits a motion to acknowledge the petition to set the budget hearing for Month X, 2022, Director Stevenson seconds, all “Aye”. Approved.

VI. Board of Directors Items

Director Pearson would like to say thank you for all the hard work being done. Chief Kazian thanked the Board for the Thanksgiving dinners.

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 inclusion and exclusion of property.
- ii. Possible Vote to go into Executive Session pursuant to C.R.S. §24-6-402(4)(f), for the discussion of personnel matters of Fire Chief Kris Kazian – Annual Evaluation.

Director Pearson makes motion to go into Executive Session pursuant to C.R.S. §24-6-402(4)(f), for the discussion of personnel matters of Fire Chief Kris Kazian – Annual Evaluation, Director Stevenson seconds, , all “Aye”. Approved.

VI. RECONVENE INTO PUBLIC SESSION

- i. Discussion/Possible Action relating to the legal matters of the inclusion and exclusion of property.
- ii. Discussion/Possible Action relating to the personnel matters of Fire Chief Kris Kazian – Annual Evaluation.



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Director Pearson reconvenes regular board meeting. No further discussion regarding the Executive Session.

VII. ADJOURNMENT

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