



# WINDSOR SEVERANCE FIRE RESCUE

100 N. 7<sup>th</sup> Street • Windsor • Colorado • 80550  
970-686-2626

---

**REGULAR BOARD MEETING**  
**100 N 7<sup>th</sup> St / Virtual Option (Zoom Info Below)**  
**Thursday, August 11, 2022 / Immediately Following Pension Meeting**

## MEETING MINUTES

### I. CALL TO ORDER

- I. Pledge of Allegiance

### II. ROLL CALL

Board Directors Thorn, Stevenson, and Hansen. Directors Rosen and Medhurst are absent and excused. Fire Chief Kazian, Deputy Chief Dawald, Battalion Chief Williams, Chief Greer, Administrative Director Dykstra, HR Manager Emily Pearson, Ruthie Knief, Financial Director Gabe Buldra, Dan Spykstra (Wember), and members of the public were present at the meeting.

### III. APPROVAL OF AGENDA

Director Stevenson submits a motion to approve the agenda as presented, Director Hansen seconds, all "Aye". Approved.

### IV. SPECIAL RECOGNITION

- I. Helmet Presentation for Matt Pearson's Four Years of Service  
Director Thorn thanked Matt for his service these past four years. Director Thorn presented Matt with a recognition helmet. Chief Kazian said that the organization grew tremendously while he was in service and under his leadership.

### 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*



## WINDSOR SEVERANCE FIRE RESCUE

100 N. 7<sup>th</sup> Street • Windsor • Colorado • 80550  
970-686-2626

---

*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. July 14, 2022, Regular Meeting Minutes
- ii. Resolution 2022-03 to Adopt WSFR Community Risk Assessment and Standards of Cover
- iii. Declaration of Tables and Chairs as Surplus
- iv. Approval of Life Safety Division Amended Pay Scale and Position Name Change

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

### III. Presentation/Discussion: Weld RE-4 Bond Information

Michelle Scallon, Superintendent with RE4, Mike McCuller, CEO, and Katie Smith, Communications Director, presented the school district's bond presentation. Michelle said we need togetherness and plan for the future children. Student head count has doubled in the last 10 years. The school is funded by Per Pupil Revenue (PPR). Windsor Severance is in the bottom 5% and 9<sup>th</sup> lowest in terms of funding. The total pot of funding doesn't change – just varies between State and Local revenue percentages. Student impact: large class sizes, limited programs, and dispersed classes. Projects: 2 new elementary schools, 1 new middle school, 1 planned addition for Severance Middle School, planned addition for Severance High School, and a facility expansion for Windsor Charter. Other projects are to do repairs such as roofs, boilers, water heaters, turf field, etc. Voter impact: per \$100,000 residential - \$9.20. There will be updated numbers once oil and gas numbers are finalized.

Director Thorn asked why our district is funded so low. Michelle replied that the state has a formula and runs the numbers. Funding is realized by cost of living, size of district, at risk, online funding, etc. Director Thorn asked about impact fees. Mike said they currently get \$2916 per single home which is the highest in the state. Mike said they are looking at increasing the fee another \$1,000 for new development for single family homes. Public support for these projects was highest at 51%. Mike said they are trying to do a better job at educating the public. 2025 is the anticipated completion date.



## WINDSOR SEVERANCE FIRE RESCUE

100 N. 7<sup>th</sup> Street • Windsor • Colorado • 80550  
970-686-2626

---

### IV. Financial Report and Updates

#### i. Discussion/Possible Action: Approval of July 2022 Monthly Financial Report/Bill Ratification

Financial Director Gabe Buldra reported: Total Revenue for July was \$2,563,341, which was \$382,976 over budget; Tax Levy Revenue for July was \$2,346,546, which was \$247,930 over budget; Non-Tax Levy Revenue was \$216,795, which was \$135,046 over budget; Total Expenses for July were \$772,885, which is \$1,209 under budget; Personnel Costs under budget by \$41,548, driven by lower wages than anticipated; Travel & Training Expenses under budget by \$26,042, driven by lower than anticipated training costs; Managerial Expense over budget by \$52,669, driven by annual physicals; Vehicles & Equipment over budget by \$16,424, driven by repairs on Apparatus 4213; Total Revenue Year-to-Date is \$10,581,913, which is over budget by \$846,501 driven by higher than anticipated plan review fees and an increase in Wildland Revenue; Total Expenses Year-to-Date is \$5,690,357 which is \$50,559 under budget driven by lower than anticipated personnel wages and associated benefits costs; Total Cash is \$20,270,238, which is \$5,006,244 less than this time last year. This is primarily attributable to the following: Monies expanded for the construction costs of Station 4. Expenses: Personnel was at 79%, Operations at 13%, and Managerial at 8%; currently at 56% of budget through July with 44% remaining.

Director Hansen asked about the recording of the ambulance on an accrual method – do we have anything else on the accrual method? Gabe said most of our accounting is on the accrual basis.

Chief Kazian stated that we will be over budget on fuel costs as we didn't anticipate the cost of fuel this year. Fleet maintenance costs are also rising and higher than anticipated.

Director Stevenson makes a motion to approve the July 2022 Monthly Financial Report/Bill Ratification, Director Hansen seconds, all "Aye". Approved.

#### ii. Discussion/Possible Action: Updated Financial Policies for Review



## WINDSOR SEVERANCE FIRE RESCUE

100 N. 7<sup>th</sup> Street • Windsor • Colorado • 80550  
970-686-2626

---

Gabe said they wanted to provide the organization with a comprehensive manual of financial policies. Gabe encourages the board to give us feedback since some policies have authority given within. The plan is to give the board the month to review and provide feedback. We'll ask for adoption at the September board meeting. Director Thorn asked if these policies were in line with other agencies – how do our policies stand against standard. Gabe said they are standard and in line with other agencies. Director Hansen asked that for any policy listing a monetary value, to show what it was and what it was changed to. Discussed purchases over \$50,000 with one vendor. Gabe said we would need multiple bids. Anything purchased through the HGPC would qualify as a multiple bid.

iii. Information: 2023 Budget Preparations and Process

Gabe provided the board with a PPT presentation for the 2023 budget process. Objectives: revenue sources [tax levy, impact fees (restricted to capital), non-levy revenues], significant budget numbers (operating budget, capital budget, debt service budget), ongoing financial goals (balancing the budget while meeting needs of community, management of increases of expenditures, growth of operating & capital funds), and budget schedule (budget requests, strategic needs met for programs, 9/8 initial budget presentation containing requests, confirming numbers on worker's comp and health insurance, draft budget in Oct with adoption/approval in Dec).

Director Hansen asked if there was a projection on COLA. Gabe said it may be a 10% increase. Chief Kazian said in the social security realm, it's about 10-11%. We have to stay relative in salaries with area agencies yet be able to maintain salaries and COLA. Need more numbers in order to project a better estimate. Gabe said our goal is to remain competitive and ensure staff is taken care of. But we also need to make sure that what we propose is sustainable.

V. Station 4 - Project Status

Dan Spykstra, Wember, presented a PPT photo presentation to the board. Dan said we are in the home stretch – construction to be completed 8/26. Sept 7 is projected to be the first day of shift in the station with “move in” on the 6th. The project is coming along, but there's still many open items to get done.

i. Station 4 Dedication – September 10, 9:00am

Chief Kazian said we plan on swearing in 8 new part-time firefighters and then a hose coupling for the ceremony.



## WINDSOR SEVERANCE FIRE RESCUE

100 N. 7<sup>th</sup> Street • Windsor • Colorado • 80550  
970-686-2626

---

### ii. Time Capsule

Chief Kazian wants to remind the board that if they have anything special for the capsule to let us know.

## VI. District Update

### i. Reports

#### 1. WSFR Monthly Response Report

Chief Dawald said the charts talk to our average response times and the 90% of response times. The fire calls are little longer due to donning special gear. All shifts combined ran 366 calls. Next month, zone 4 will be more accurate with the station opening. YTD call volume for EMS increased 11% from last year. False alarms were up 32%. Overall call volume is up 14%. Mutual aid given is up 14%, but we did receive more help at 47% increase. Chief Greer said with our increased call volume, we will see more mutual aid. Chief Williams said with more growth along our western and southern borders, we'll see more mutual aid.

#### 2. WSFR Division Reports

Chief Greer said we just wrapped up active shooter training. Working with PD to continue with the program. Heading into live burn season as well with extrication after that.

### ii. Personnel

#### 1. Ryan Buderus - 2022 Fire Leadership Conference Scholarship Recipient for the Fire Marshal Symposium

Chief Kazian said he would like to recognize Ryan for the scholarship he was able to secure.

We also had 8 new part-time firefighters start this week. We also had 4 new full-time firefighters start this week with a two week pre-academy at WSFR. We also have one of our firefighters, Jamey Cohen, volunteer to be part of the teaching cadre at FRFC starting 8/22.

### iii. WSFR Activities and Events

Harvest Fest is coming soon with fireworks on 9/3.

### iv. Facilities & Apparatus

#### 1. Brush Truck Delivery – Week of August 15

Jeff said we have staff flying to Texas on 8/23 returning with the brush truck on 8/24. Chief Kazian wanted to restate that lead times for apparatus are getting longer - Jeff said we plan on coming back to the board in September for approval of a new Tender which has a lead



## WINDSOR SEVERANCE FIRE RESCUE

100 N. 7<sup>th</sup> Street • Windsor • Colorado • 80550  
970-686-2626

---

time/build time of 28 months. Jeff said Pierce is working on a bid for another engine which matches the engine they are currently building for us due to the 28-month build/lead time. The truck being built right now for us is around \$840,000. That same build is now close to \$1M. They are expecting a 7% price increase on November 1 and on January 31, 2023, there will be another 3-5% increase in cost. We will probably ask for a new engine at the September meeting.

Chief Williams said we are doing our due diligence and went out to bid for a chassis for a dive van. Chief Williams said he hopes to have it ready for the board in September.

### 2. Future Station 5 Location Planning

Chief Kazian said we met with a developer who has land in a viable area for Station 5. Not sure if it's the right place to go, so we met with a GIS person today to help with some station location studies. She will look at some other areas of our business to provide us with some data for future decisions/projections.

### v. Other District Related Matters

#### 1. Covid Update

Chief Kazian said covid continues to flow through people. We are at 1,006 hours of Covid sick time YTD. First case of monkey pox has been reported in Larimer county. Overall, we are still operating and functioning at a high level.

#### 2. Regional AFG Grant - \$826,181 Awarded

Chief Kazian said we were part of a regional grant with a 10% match. That gets us our comprehensive physicals next year. Our portion of the grant is approx. \$10,000-12,000. We are still waiting to hear on our other submitted grants.

## VII. Staff Items

### i. Discussion/Possible Action: Approve PO2022-300 to Prestige RAM for \$94,917.34 for the Purchase of Two Fleet Vehicles

Jeff said we have in the budget an additional staff vehicle. That vehicle was slated to go to the Deputy Chief. We looked around to see what was available – Ford, Chevy, Ram. Jeff reached out to the same dealer from whom we obtained our training truck – 2022 Chevy. We received a quote; timeline stays the same for two trucks. Two other dealers in the area said Ram isn't



## WINDSOR SEVERANCE FIRE RESCUE

100 N. 7<sup>th</sup> Street • Windsor • Colorado • 80550  
970-686-2626

---

taking orders for 2022 as they are waiting for 2023 models. We are proposing the purchase of two vehicles – one for the Deputy Chief and one as a pool vehicle. HGPC is not an option at the time. Chief Kazian said legal is comfortable with us doing our due diligence reaching out to multiple dealerships even though we didn't receive three bids. Director Hansen asked why we want to go to a pickup after having an expedition and the explorer. Chief Dawald said the pickup allows us to maintain a clean cab from carcinogens. The pickup allows the capability for towing and to be a backup battalion car. Director Hansen asked about the size of the pickup. The pickup has the full-size bed with a quad cab. Gabe said he is comfortable with the purchase when looking at our capital fund.

Director Stevenson submits a motion to approve Purchase Order 2022-300 in the amount of \$94,917.34 to Prestige RAM for the purchase of 2 fleet vehicles, Director Thorn seconds, all "Aye". Approved.

- ii. Discussion/Possible Action: Declaration of 2003 Ford Explorer as Surplus and Removal from Fleet  
Chief Kazian asked the board to declare the explorer as surplus.

Director Thorn submits a motion to declare the 2003 Ford Explorer surplus, Director Stevenson seconds, all "Aye". Approved.

### VIII. Board of Directors Items

- i. Special District Association Conference, Keystone, September 13-15
  - 1. Registration Open

Director Thorn thanks Jeff and Travis for the CRASOC and the extensive work that went into developing it. Director Thorn also thanked Chief Kazian for all the effort into creating Station 4 and his attention to detail with time and budget. Chief Kazian said Chief Jaques and Engineer Case also assisted with the planning of Station 4.

### VI. ADJOURNMENT

Director Hansen submits a motion to adjourn the July 2022 Regular Board Meeting, Director Stevenson seconds. All "aye". Approved.