



# WINDSOR SEVERANCE FIRE RESCUE

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

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## REGULAR BOARD MEETING 100 N 7<sup>th</sup> St / Virtual Option (Zoom Info Below) Thursday, December 8, 2022 / 6:00pm

### MEETING MINUTES

#### I. CALL TO ORDER

- I. Pledge of Allegiance

#### II. ROLL CALL

Board Directors Thorn, Stevenson, Rosen, Hansen, and Medhurst. Fire Chief Kazian, Deputy Chief Dawald, Battalion Chief Jaques, Chief Friedrichsen, Chief Greer, HR Manager Emily Pearson, Administrative Director Dykstra, Ruthie Knief, Financial Director Gabe Buldra, 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 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 - 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 10, 2022, Regular Meeting Minutes
- ii. WSFR 2023 Holiday Closure Schedule
- iii. New Investment Policy FIN1367



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

- III. Medal of Valor Presentations: Lt. Erik Morse and FF Jamie Etherton  
Chief Kazian and Chief Williams presented the first award of its kind for WSFR. Lt. Erik Morse and FF Jamie Etherton were presented with the Medal of Valor for actions taken on May 26, 2022, where they put themselves in fast-moving water to perform a dangerous extrication to rescue an occupant. Chief Kazian said there was no question that both upheld WSFR's values that day.
- IV. Financial Report and Updates
- i. Discussion/Possible Action: Approval of November 2022 Monthly Financial Report/Bill Ratification

Financial Director Gabe Buldra recapped key points for November: Total Revenue for November was \$551,926 which was \$391,351 over budget; Tax Levy Revenue for November was \$105,263, which was \$26,437 over budget; Non-Tax Levy Revenue was \$446,663, which was \$364,914 over budget. This is primarily due to plan reviews fees and insurance supplemental payout for Station 2 roof repairs; Total Expenses for November were \$848,308, which is \$30,079 under budget; Managerial Expense under budget by \$24,728, driven by lower than anticipated treasurer fees and election costs; Travel & Training Expenses under budget by \$19,622, driven by lower training costs; Personnel Costs over budget by \$22,372, driven by wages and retirement costs; Total Revenue Year-to-Date is \$12,215,029, which is over budget by \$1,824,309 driven by higher than anticipated plan review fees and an increase in Wildland Revenue; Total Expenses Year-to-Date is \$8,959,992 which is \$90,609 under budget driven by lower than anticipated personnel wages and associated benefits costs; Total Cash is \$16,257,027, which is \$3,368,062 less than this time last year. This is primarily attributable the following: Monies expanded for the construction costs of Station 4. Expenses: Personnel was at 81%, Operations at 13%, and Managerial at 6%; currently at 89% of budget through November with 11% remaining.

Director Hansen asked if we should expect any more tax revenue; Gabe said we won't receive much if anything.



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

ii. Public Hearing: 2023 Budget

Director Stevenson submits a motion to move to a Public Hearing for the 2023 Budget, Director Medhurst seconds, all "Aye". Approved.

No public comment.

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

- iii. Discussion/Possible Action: Resolution 2022-05 to Adopt 2023 WSFR Budget  
Chief Kazian said this is the official adoption of the budget which has been presented to the Board over the last few months. Financial Manager Gabe Buldra said we started the budget meetings in early fall and are coming to the Board with a \$14.5M budget -- \$13.4 for operational expenses. Gabe said we expect an increase in assessed values and a good year for Oil and Gas. We added more to Training and Workman's Compensation. Gabe said there isn't a need to move any funds from the Capital Fund at the end of the year. We also have enough Capital and Impact Fee monies to start construction of Station 5. Director Thorn thanked Gabe for keeping them up to date throughout the year.

Director Stevenson submits a motion to adopt Resolution 2022-05 to Adopt the 2023 Windsor Severance Fire Rescue budget, Director Rosen seconds. Roll Call, all "Aye". Approved.

- iv. Discussion/Possible Action: Board Bank and Credit Card Authorization update per FIN1331

Chief Kazian said the Bank of Colorado requests the following to keep our accounts up to date with the change in the Board.

Director Hansen submits a motion to approve adding the following Board Members to Windsor Severance Fire Rescue's Bank of Colorado accounts:



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Robert Thorn as Signer and having Online Banking Access, Mark Stevenson as Signer, Andrew Rosen as Signer, and Mike Medhurst as Signer, as well as Director of Administrative Services Jeff Dykstra as Signer and adding Robert Thorn to Windsor Severance Fire Rescue's CSAFE accounts, Director Stevenson seconds. All "aye". Approved.

Director Thorn submits a motion to remove Matt Pearson 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 Stevenson seconds. All "aye". Approved.

- v. Information Only: Investment Presentation by Royal Bank of Canada
- Gabe introduced RBC to present to the Board an investment opportunity. Mike Warne and Alix Beaman from RBC discussed long-term cash reserves. Conversation points: current market conditions, cash management goals & objectives, who is RBC Wealth Management, who they are, and next steps. Mike said he understands we want to protect the District's cash, generate income safely, and consistency. Mike said they also work with the Town of Windsor. Gabe said if interest rates drop, CSAFE money decreases. CSAFE is somewhere to put some of our money short-term, but we still have the ability to plan to have our money working for us with a different method such as the 5-year bond ladder. RBC is among the world's leading financial institutions and has the highest credit rating among key competitors with an AA-. Director Thorn asked about consulting fees; Mike said they only charge .55%. Director Rosen asked where we are at with CSAFE, and Gabe said we're at a rate of return of 3.75%. Director Thorn asked if this would have to go out for bid, but Chief Kazian said since it's for professional services that we wouldn't. Director Thorn said the capital plan plays into this strategic financial plan. Director Thorn asked Mike to put a \$1M on the ladder so they could see the yields and start visualizing this prospect. Director Rosen said he would also like to see something like that. He's concerned with upcoming Station 5 and how best to plan for that. Director Thorn said the capital plan already has money earmarked for that. Gabe said the Board would set the initial amount to build out the ladder. When looking at future stations, we would look at all of our plans and see what best fits the needs at the time. Mike said this is a managed portfolio. Director Thorn wants to confirm if a RFP is needed and how the ladder would play out with \$1M – maybe \$1M in the ladder vs \$1M in CSAFE. Gabe said the problem with that is the unpredictability because



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CSAFE would react faster than the ladder. Director Hansen said he likes the model, but it's hard to say how much and for how long. Gabe said maybe two Board members and some staff could meet and discuss in more detail.

### V. District Update

#### i. Reports

##### 1. Accreditation Update

Director of Administrative Services Jeff Dykstra said the Peer Team was here this week to make sure we do what we say we do as presented in our documents. The Peer Team met with personnel and visited the dispatch center. They presented us with recommendations to help us make improvements to our programs. They will be recommending us for re-accreditation to the Commissioners. Jeff will finalize the report and we'll have a seat at the table at CPSE in Feb/March. Director Thorn said he couldn't be prouder of the organization and our hard work. Chief Kazian said there's only 301 accredited agencies in the world. He said it's impressive that we maintained our efforts in order to be re-accredited. Director Thorn said the Peer Team felt we were well prepared and not rehearsed.

##### 2. WSFR Monthly Response Report

Chief Dawald said it was another busy month with 350 calls. We're up about 6.5%. Station 4 is 2<sup>nd</sup> busiest. We are still working out the kinks with the new CAD system and believe the new system will bring improvements. There was a residential structure fire on Chestnut St with a successful save on the house. That also gave us the opportunity to see the CAD system pull in mutual aid. The new CAD knows that during a certain time of day, which unit will be able to respond faster. Director Rosen asked about reliability and Chief said it's hard to account for that with the new CAD system.

##### 3. WSFR Division Reports

Chief Friedrichsen said LSD posted the part-time position and Dave Godbold is the new part-time inspector. She said they've been working with the crews to identify risks within the District and each station's zone – what are the big risks.

Chief Greer said the crews have been out touring the dome and its impressive operations.

#### ii. Personnel

##### 1. FRFC Post-Academy



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Chief Greer said we had four recruits graduate and complete post-academy. They started their new shifts and were excited.

iii. WSFR Activities and Events

1. Santa Tour, December 19-22, 5-8pm

Chief Kazian said it starts a week from Monday and is hoping for warm weather. The route will be on NeoTrax and you can access it via Facebook and Instagram – can track real time.

iv. Facilities & Apparatus

1. Update: Dive Van Status – Paint vs. Wrap

Chief Kazian said we originally talked to the vendor about painting the van, but the quote came back high and therefore we decided to move forward with a wrap instead. However, we did find out we can get it painted for about \$19,000 (much lower than first quote) where the wrap is \$10,000 which has a shorter performance life.

v. Other District Related Matters

1. Covid/RSV Update

Chief Kazian said our crews have been affected by the sickness that's going around – Jeff said we've used 359 hours of the covid time type with related symptoms the month of November. We've used 1,635 hours YTD. HR Manager Emily said Governor Polis said the Covid emergency now includes RSV and the flu. We updated our Covid bank to now include RSV and the flu which contributed to the hours used.

VI. Staff Items

i. Discussion/Possible Action: Resolution 2022-06 Calling an Election for May 2, 2023

Director Thorn said we will have three positions coming up for election in May of 2023.

Director Stevenson submits a motion to approve Resolution 2022-06 to Call the Election and Appoint Community Resources of Colorado, LLC, as DEO, Director Rosen seconds, all "Aye". Approved.

VII. Board of Directors Items

V. EXECUTIVE SESSION

i. 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





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Evaluation.

Director Thorn 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 personnel matters of Fire Chief Kris Kazian – Annual Evaluation.

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

### VII. ADJOURNMENT

Director Rosen submits a motion to adjourn the December 2022 Regular Board Meeting, Director Stevenson seconds. All “aye”. Approved.