



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, March 9, 2023 / 6:00pm

MEETING MINUTES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Thorn (attended via zoom), Stevenson, Hansen, Rosen, and Medhurst (attended via zoom). Acting Fire Chief/Deputy Chief Jaques, Chief Friedrichsen, Chief Greer, Chief Williams, Administrative Director Dykstra, Ruthie Knief, Financial Directors Gabe Buldra and Ben Archer-Clowes from JVG, Mike with RBC, Attorney John Chmil, 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 Thorn 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 the Board with one vote. The Consent Agenda consists of items of no perceived controversy and routine administrative actions.

- i. February 9, 2023, Regular Meeting Minutes
- ii. February 22, 2023, Special Meeting Minutes



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

III. Financial Report and Updates

i. Discussion/Possible Action: Approval of February 2023 Monthly Financial Report/Bill Ratification

Scheduled for audit prep/field work the first week of April.
GFOA is still behind on processing applications for our Comprehensive Report. We submitted it back in June of 2022.

Financial Director Gabe Buldra recapped key point for February:
Total Revenue for February was \$274,972 which was \$99,231 under budget;
Tax Levy Revenue for February was \$135,244, which was \$111,417 under budget;
Total Expenses for February were \$728,087, which is \$226,540 under budget;
Personnel Costs under budget by \$127,063, driven by wages;
Managerial expenses were \$34,056 under budget driven by less than anticipated professional services;
Total Revenue Year-to-Date is \$421,934, which is under budget by \$141,248;
Total Expenses Year-to-Date is \$1,562,481 which is \$329,279 under budget;
Total Cash is \$13,394,023, which is \$3,472,902 less than this time last year. This primarily is attributable to the following: Monies expanded for the construction costs of Station 4.

Expenses: Personnel was at 86%, Operations at 12%, and Managerial at 2%; currently at 11% of budget through February with 89% remaining.

Mike with RBC said the \$8M wire arrived and deployed what needed to be deployed yesterday. Based on interest rates, we wanted to leave \$1M out to tactically deploy – perhaps in September when the Fed will be done. That will be invested in a short-term ladder. Mike gave the Board a high-level view document of the investment. There will be ten bonds total. Gabe said the focus was long-term strategy with a current 5.08% yield. Director Hansen asked if this document would be available at ongoing meetings and if so, to add a capital gain/loss.



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Director Hansen makes a motion to approve the February 2023 Monthly Financial Report/Bill Ratification, Director Rosen seconds, all "Aye".
Approved.

IV. District Update

i. Reports

1. Accreditation

- a. CPSE Conference & Hearing Update
- b. Director Jeff Dykstra reported that they attended the CPSE Conference in Florida last week and successfully were re-accredited. Jeff said he is very proud of our team. We knew the appropriate responses including the 17 recommendations. Mark Stevenson thanked the entire team for the incredibly hard work and diligence that went into the re-accreditation. Deputy Chief Jaques also thanked the team for their preparation. Director Thorn said he was able to witness firsthand the preparation and was impressed with the work we do. Director Rosen thought our team did a very good job in front of the Commission and thanked the team.

2. WSFR Monthly Response Report

- a. Deputy Chief Jaques stated that because we review our data regularly, we were able to catch the increase in the call processing time. It is now starting to come down. Chief Jaques said reliability is being affected by closest unit dispatch. He said this year is tracking slightly above last year. Director Rosen thanked Cierra for the weekly wrap up and Travis' section about the strategic plan and how it all ties together. Chief Jaques said the data in the weekly wrap is actually discussed amongst the crews. He also said we had a structure fire on March 7 which rekindled from a previous fire that was not entirely extinguished.

3. WSFR Division Reports

- a. Chief Friedrichsen reported that February was a slower month. 87 inspections, 33 plan reviews, and 12 preplans were completed. Assisted with the structure fire for investigation. Director Rosen said he and Jaques had a good conversation regarding the rekindling and trusts we'll do what we can to improve our actions for future fires.



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- ii. Personnel
 - 1. FRFC 2023-1 Update
 - a. Chief Greer said our folks are doing well and a couple of folks had to learn the pace of the academy.
 - 2. Badge Pinning for Promotions - Today: Deputy Chief Darren Jaques, BC Joe Seaman, Lt. Mike Matzke, and Lt. Thomas Case
 - a. Chief Jaques thanked everyone for being present and supporting them tonight. He said it was a really special evening and Chief Williams' speech was sincere.
 - iii. WSFR Activities and Events
 - 1. Recap of WSFR Annual Employee Appreciation Dinner
 - a. Chief Jaques said it was well attended with awesome awards. The speeches and format had good content and tempo. It was a great event with the casino nights. Chief Jaques thanked the Board for supporting that. Many thanks to Chief Friedrichsen, Hayley, and Cierra for the preparation.
 - iv. Facilities & Apparatus
 - 1. New Engine Update
 - a. The new engine is now at Station 3. Such a difference from the old 4213 to the new 4203. Huge thanks to the design team for compartment space and overall layout. We're working on getting it outfitted at the moment. Then it will go down to Front Range Fire Apparatus for mounts to be installed.
 - v. Other District Related Matters
- V. Staff Items
- i. Information Only: Inclusion of Parcels into Severance - Solar Project
 - 1. Chief Friedrichsen said the solar farm moves Severance's borders. Annexation was approved by Severance in November 2022. The site plan was approved in February 2023. The Town Council meeting is scheduled for March 14 – if approved, it will be included in our District. Over the next few months, expect some updates and if any signatures are required.
 - ii. Discussion/Possible Action: Declare Engine Surplus
 - 1. Director Jaques said we no longer want to keep 2000 Smeal engine as part of our fleet. We recommend selling it. Gabe said by policy this doesn't require Board's approval but it would be best to get Board action on this. Chief Jaques asked the board to declare the engine as surplus. Director Dykstra



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said we should be able to get about \$30,000 for it.

Director Thorn submits a motion to declare the 2000 Smeal Engine Surplus, Director Rosen seconds, all "Aye". Approved.

VI. Board of Directors Items

i. Information Only: May 2, 2023, Election Update

1. Chief Jaques said we received four self-nomination forms for three open positions. Director Dykstra said our DEO, CRS, will take the lead on this. We'll go to a public election on May 2 here at Station 1. The public will vote for three. Director Stevenson asked about the threshold for campaigning. Attorney John Chmil said the member can do more but he/she has to file with the State.

V. EXECUTIVE SESSION

- i. Possible Vote to go into Executive Session pursuant to C.R.S. §24-6-402(4)(b), for the purposes of conferencing with the District's legal counsel to receive legal advice on specific legal questions related to a personnel matter regarding Fire Chief Kris Kazian.

Director Rosen makes a motion to go into Executive Session pursuant to C.R.S. §24-6-402(4)(b), for the purposes of conferencing with the District's legal counsel to receive legal advice on specific legal questions related to a personnel matter regarding Fire Chief Kris Kazian, Director Hansen seconds all "Aye". Approved.

Board adjourned at 18:50 to go into Executive Session.

VI. RECONVENE INTO PUBLIC SESSION

- i. Discussion/Possible Action relating to Fire Chief Kris Kazian.

Director Stevenson reconvened to open session at 19:45 with no comments.

VII. ADJOURNMENT

Director Thorn submits a motion to adjourn the March 2023 Regular Board Meeting, Director Rosen seconds. All "aye". Approved.