



**RECORD OF PROCEEDINGS  
FREDERICK-FIRESTONE  
FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR  
MEETING  
8426 KOSMERL PLACE, FREDERICK  
COLORADO 80504**



**MINUTES  
January 10, 2022**

The regular meeting of the Board of Directors of the Frederick-Firestone Fire Protection District was called to order by Chairman Walb at 7:00 p.m.

**ROLL CALL**

**Directors Present:**

Clyde A. Walb, President/Chairman  
Edward Weimer, Vice President  
David Stout, Treasurer  
Christopher Vigil, Secretary  
Jeffrey Jurgena, Assistant Secretary

**Also present:**

Jeremy A. Young, Fire Chief  
Dino Ross, Legal Counsel  
Doug Prunk, Assistant Chief of Operations  
Steve Iacino, Assistant Chief of Planning  
Mike Cummins, Finance Director  
Summer Campos, Community Outreach Specialist  
Katie Maselbas, Frederick resident

**APPROVAL OF AGENDA**

Treasurer Stout moved to approve the Agenda for the January 10, 2022 meeting as presented. Motion seconded by Assistant Secretary Jurgena. The motion passed unanimously.

**PUBLIC COMMENT**

No public requested to address the Board.

### **ATTORNEY'S REPORT**

Attorney Ross presented the Attorneys' Report for the month of December 2021, included in the Board packet. Attorney Ross briefly discussed the May 2022 election and the importance of retaining bond and disclosure counsel early within the process. Attorney Ross has been assisting Chief Staff with the Weld County Road 19 annexation into the Town of Firestone. Attorneys Duke and Woodward continue to work with Fire Chief Young on the SCL Health land donation of property to the District.

The Board of Directors did not have any additional questions for Attorney Ross.

### **FIRE CHIEF'S REPORT**

Fire Chief Young provided the Board with information on the following topics:

- **Administration**

- On December 30, 2021, the Marshall Fire started in Boulder County, directly effecting the Towns of Superior and Louisville. The District received a request for assistance on the evening of December 30<sup>th</sup>, and it was provided immediately by sending Engine 3432, the Type VI Engine, and crew to assist in the fire fight. The District has also provided Command Staff to assist with overhead support and command, and Engine 3404, a Type 1 Engine, with crew to assist with coverage within the Towns of Superior and Louisville. Engine 3432 is still on scene assisting with the ongoing mitigation and recovery efforts. The weather that moved in on December 31 and January 5 assisted with adding moisture to the area but prolonged the mitigation and recovery efforts.
- The District's 17<sup>th</sup> Annual Santa Run, held December 17<sup>th</sup> – 19<sup>th</sup>, was another success. Numerous volunteers assisted with the event and the community feedback was positive. Even though the runners could not make it down every street within the District, the District's Staff did an excellent job of making sure every subdivision had an opportunity to witness Santa within their neighborhood. As the District continues to grow, Staff will continue to adapt and overcome those obstacles to provide this wonderful event to the community each year.
- Members of the Operations Section, Training Division, and Planning Section gathered and submitted all the required information and data needed to complete the ISO appraisal process in December 2021. Findings from this process will not be available until Spring of 2022. No changes to the District's current ISO classifications are anticipated.

- **Human Resources / Personnel / Staffing**

- All salary adjustments and updated payroll deductions went into effect on January 7, 2022. All adjustments were completed to meet the District's current salary plan and the District's open enrollment period for employee benefits during the month of November 2021.
- Fire Chief Young interviewed two (2) potential firefighter candidates the first week of January in preparation of potential openings in 2022. These individuals completed the final Chief Interview and will be informed of their new status and availability for hire in 2022.

- The District's overtime budget was expended within the first nine (9) months of 2021 due to multiple off-duty injuries, on-duty injuries, and COVID sick and isolation time in accordance with the CDC's guidelines. The District is slowly getting back to normal staffing levels but still has a way to go, with two (2) individuals still out on short-term disability, one (1) on Family Medical Leave, and some individuals still being exposed to COVID with mild symptoms. The Operations Section has done an excellent job of keeping apparatus and stations in service in 2021 and will continue to do so in 2022.
- **Intergovernmental and Community Relations**
  - Fire Chief Young and Staff continue to attend multiple Weld County meetings throughout the month of December/January. Meetings include the Communication Board Meetings, E-911 Authority, County Workgroups, CAD Workgroups, and the Weld County Utility Board Commission as requested or required.
  - Fire Chief Young met with the Town of Frederick's Town Manager through the month of December to finalize items on Impact Fees and Emergency Services Agreement. The Town of Frederick approved the Impact Fee IGA in the month of December, with the condition that fee collection may not begin until the Town of Firestone also signs an Impact Fee IGA. The Emergency Services Agreement is up for approval this month with the Town of Frederick.
  - Fire Chief Young has met with some of the Town of Firestone Trustees to assist in educating and informing them on the Impact Fee IGA and Emergency Services Agreement. Fire Chief Young also made a presentation to the Town of Firestone Board at its December meeting.
- **2021-2026 Strategic Plan 1<sup>st</sup> Quarterly Update 2022**
  - **Goal 1: Objectives IC/ID 2022 – Executive Staff:**

Goal 1 is an intensive goal with many layers of policy, politics, and legal requirements involved. The committee understands this Goal will take numerous years to complete as we enhance relationships and services for the community on an ongoing basis. Work continues identifying future needs, trends, and stakeholders to assist with those needs and funding requirements associated. Along with Weld County Fire Chiefs Association, Weld County Haz-Mat and Technical Rescue relationships and teams are being reviewed and discussed at the Fire Chief level of all 21 agencies. The District's neighboring fire districts have been reviewing and discussing future service needs, fire stations, conforming boundaries, closest unit dispatching, and future inclusions and exclusions, and enhancing the auto aid and mutual aid process with the new computer aided dispatch being implemented in August of 2022. This new change will allow fire districts to change service needs by approval of Fire Chiefs rather than fully executed changes within the County Mutual Aid Agreements or Automatic Aid Agreements, improving services in a more efficient and timely manner. We have been working extensively with the Towns on Emergency Services IGA's and Developer Impact Fee IGA's with both Towns. The Town of Frederick approved the Developer Impact Fee IGA in December of 2021 and will be approving the Emergency Services IGA in January. Still working with the Town of Firestone on both IGA's in 2022.

○ **Goal 2: Objectives 2C/2D - 2022 – Community Risk Reduction Division:**

The Strategic Goal #2 Committee met on October 28, 2021, to discuss the community feedback and to consider what programs should be revised and/or developed (Objective 2B). At the meeting, COS Campos presented a program proposal, based on the collected data, to the Committee. Discussion focused on how best to get residents involved in programs and what type of incentives could be offered to increase engagement in District programs. Several ideas were brought forward and included items such as a read-to-ride program for students, a fire safety scavenger hunt, as well as new ways to advertise around the Carbon Valley Area (grocery carts, gas pumps, etc.) New program discussions centered around academies for adults, summer camps for kids, fall prevention, tween cooking, and business continuity planning. The program proposal and internal committee suggestions were all collected by the Community Engagement Manager and will be used to begin the first draft of the Comprehensive Marketing and Outreach Plan (CMOP) (Objective 2C). Once the initial draft is complete, COS Campos will present to Executive Staff for feedback.

○ **Goal 3: Objectives 3B/3C/3D 2022 – Training Division:**

The Committee was unable to meet in the third quarter of 2021. The next meeting is scheduled for Thursday, January 6, 2022. Meeting agenda and assignments are as follows:

Discussion Points

- Results of the survey
- Emphasize career development above the Lieutenant rank
- Emphasize career development on the administrative side

Action Items

- Review engineer job descriptions from neighboring agencies
- Prepare job description for shift safety officer/SAM officer and shift training officer
- Finish the review of the administration job descriptions
- Committee – Draft career development pathways based on the current information

○ **Goal 4: Objectives 4B/4C/4D 2022 – Finance Section:**

Since the last update (9-29-2021), the Team continues to focus on Historical Maintenance, Service Life Expectations and Condition of assets. Relative to ***Historical Maintenance***, the Team is working with data taken from the annual District Audits and has had significant progress since the last update report. The data studied includes total cost of the assets, depreciated value of the assets, and the accumulated depreciation itself. The objective is to understand and quantify how maintenance costs vary with increasing total costs of assets, depreciated value of assets, and increasing accumulated depreciation. Progress has been made in running regressions using Microsoft Excel, although admittedly, the R Squared values derived were a bit on the low side. Relative to ***Service Life Expectations***, certain of the Team's members submitted estimates based upon their background and experience relative to specific asset service lives and this data has been categorized at a basal level. The objective is to develop a more realistic quantification of the lives of different assets. Certain of the Team Members also have submitted their estimates, again based upon their background and experience, of the ***condition*** of the assets on the depreciation schedule. The objectives are to potentially improve the future planning and modeling for asset acquisition.

○ **Goal 5: Objectives 5B/5C/5D 2022 – Safety and Wellness Committee (SWC):**

The SWC utilized the identified proficiencies and deficiencies from the previous objective. This data was used to determine if the SWC's goals were in line with objectives and the needs or deficiencies. The goals were found to be current and in line.

- Add more certified Safety Officers to the Department to assist in the daily operational safety.
- Create a fitness plan for the District with more clarity on VO2 vs. METS.
- Continue and enhance the current safety incentive program.
- Foster a culture that always inspires health, wellness, and safety.
- Serve the needs of the District, with an emphasis on physical, mental, and emotional wellbeing.

The SWC took steps to offer additional health related programs and is currently looking into funding options for the future. These steps included hosting Sigma Tactical Health, sponsoring one (1) individual to attend the O2X (fitness and wellness programs for public safety departments) class and the development of an SOG for the District's gym reimbursement.

○ **Goal 6: Objectives 6B/6C/6D 2022 – Operations Section / L/M Committee:**

The fourth quarter of 2021 was challenging for the District regarding minimum staffing levels. The Executive Directive put into place August 9, 2021, ensured at least 15 persons per shift were response ready each day. Between COVID-19 illness and quarantine, parental leave, short-and long-term injuries, and annual vacation leave, meeting even the 15-person minimum required several mandatory shifts. The Goal 6 Committee still has a focus on achieving the goal of 17-person minimum staffing but, will spend the first part of 2022 focusing on employee retention and hiring practices to build a consistent flow of qualified and dedicated employees. In addition to retention, the Goal 6 Committee will continue to work on staffing plans under the current budgetary constraints as well as forecasting staffing needs if the District decides to seek voter approval for future capital improvement projects in 2022.

○ **Goal 7: Objectives 7D/7E/7F 2022 – Planning Section:**

The final draft of the Threat and Hazard Identification and Risk Assessment (THIRA) should be complete by the end of January 2022. Once complete, work can start on the Standards of Cover document. Assistant Chief Iacino and Specialist Campos are currently working on objective 7E, which is the self-assessment. There are ten (10) objectives with multiple criteria in each. They have the outline and are identifying the subject matter experts for each of the criteria so they can start gathering the data for the self-assessment. A Draft of Category 1, which is governance and administration, is currently being reviewed by Fire Chief Young.

**PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:**

• **Community Development / Code Enforcement**

The District is currently working on sixty-one (61) commercial projects within the Towns; eighteen (18) commercial projects in Firestone, forty-two (42) projects in Frederick, and one (1) project in Weld County. In addition, there are four (4) property annexations zoned for residential and commercial/mixed use that will need to be included into the District.

Residential development includes thirty-one (31) residential development projects with an additional 13,574 planned dwelling units: 6,908 in the Town of Frederick and 6,666 in the Town of Firestone. Many residential developments will include additional commercial zoned property for future commercial development.

- **Fire Code Inspections** – No new inspections were scheduled in December.
- **Target Hazard Inspections** – No new inspections were scheduled in December.
- **Certificates of Occupancy** – There were five (5) Certificates of Occupancy completed in December.
- **New Permits Issued** – In December, the District issued two (2) construction permits, one (1) fire sprinkler permit, one (1) fire alarm permit, one (1) special event permit and one (1) hazardous process permit for a total of six (6) permits. The District billed a total of \$2,026.00 in plan review and permit fees in December 2021.
- **Burn Permits** – There were four (4) burn permits issued in December.
- **Fire Investigations** – There was one (1) structure fire investigation in December.
- **Youth Firesetter Program** – There were no new Youth Fire Setter (YFS) cases in December.
- **2021 Property Loss by Fire** - \$774,330
- **2021 Property Save from Fire** - \$6,760.035

### COMMUNITY OUTREACH

#### **Community and PR Events for December:**

- Completed AED Training for school staff at Prairie Ridge Elementary and Centennial Elementary.
- Community AED Program – Replaced 14 AEDs and added one (1) for a total of 15 AEDs in the community. Completed AED training with staff in community locations.
- Attended Community Public Information Meetings on potential ballot issue for May of 2022 with Executive Staff.
- District Holiday Events: 17<sup>th</sup> Annual Santa Run, 2<sup>nd</sup> Annual Kids Party, and District's Annual Holiday Celebration were all completed in the month of December.

### OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

#### Section Activity Summary

- **Station Projects and Maintenance and Apparatus**
  - No major projects or maintenance of facilities was noted for December.
  - An overview of 3417 (Tower) maintenance over the past 45 days:

- 3417 - Rebuilt pump due to not passing annual pump test requirements - \$11,771
- 3417 - Replaced all torque box bolts, re-weld spots on ladder due to cracked welds, add reinforcement plates, adjust cables, and repaint parts of ladder due to failing annual ladder inspection and testing - \$12,323
- 3417 - Replacement of fabricated exhaust pipe with DPF connection and insulated blanket due to exhaust pipe leaking - \$2,959 (Note: Fabricated pipe from Pierce was \$2,336)
- 3417 - Radiator hose, thermostat and clamps, and pressure test due to blown hose leaking - \$574

- **Operations Section Situation Status**

- The District ended 2021 with 2,760 calls for emergency service, which was a 533 increase for 911 calls over the past two (2) years.
- Total number of ambulance transports for 2021 was 1,261, which was a 312 increase over 2020.
- No major COVID-19 operational concerns currently. Crews remain diligent with cleaning, as there has been a rise in COVID related transports.

- **Training Summary - December 2021**

- Total Fire Training Hours: 1,196 Hours
- Total EMS Training Hours: 84 Hours

- **Overview of Training Events for December 2021:**

- All members completed CPR renewals.
- All members completed FSRI fire behavior modules.
- Renewals were submitted to CDFPC for State certifications expiring 1/1/22.
- Three (3) members continue working on Recruit Task Book.
- One (1) member entered Phase III of Paramedic Field Instruction.
- Two (2) EMT Field Instructions completed.
- Multiple members completed Advanced Cardiac Life Support (ACLS) renewals.
- One (1) member obtained State Firefighter II certifications.
- Two (2) members attended Fire Instructor I course.
- 2021 Officer Development Program completed with six (6) personnel.
- The District is now a recognized training group with the Colorado Department of Public Health and Environment.
- Training Division members attended multiple Local, County, and State meetings
- 2021 Certification Audit completed.
- 2022 Training Outline completed and provided

- **Call Types – 2021 – 2,760 Emergency Calls for Service**

- EMS/Medical – 2,041
- Fire – 214
- Alarm Activation – 211
- Public Assist/Other – 256
- Hazardous Materials – 37

- Special Operations - 1
- Ground Transports Comparison:
  - December 2021 – 114
  - December 2020 - 85

**FINANCE SECTION REPORT – FINANCE DIRECTOR:**

- **Accounting & Financial - Year End Processes and Procedures**
  - Accounts Payable Year End Procedures in Caselle
    - 2021 1099's completed and ready for distribution
  - Payroll Year End Procedures Purchase were run between 1-6-2022 and 1-10-2021
    - W-2 Copy A's & W-3 run and ready for mailing to Social Security Administration
    - Purchase Orders for 2021 can be carried into 2022 until the end of February
    - NatPay W-2's will be up during the week of 1-10-2022 through 1-14-2022
  - 1095's (Affordable Health Care Act Reporting) due 2-28-2022
    - Preparation of the 1095's to be completed either by "Nelco" though Employee Navigator or by "Check Mark" software
    - Leaves balanced and reconciled between Crew Sense (Scheduling software) and Caselle
    - Implemented new pay codes in Crew Sense and Caselle for Acting Officer pay
    - Auditor has FPPA Actuarial Reports necessary for the 2021 Audit
- **2020 - YTD Budget Summary**

**Executive Summary - Budget vs. Actual – 2021 Year End - Preliminary**

GENERAL FUND				
<i>From January 1, 2021 through December 31, 2021</i>				
<u>Revenue</u>	<u>Budgeted</u>	<u>Received</u> YTD	<u>Remaining</u> <u>Budgeted</u>	<u>%</u> <u>Received</u>
<b><i>TOTAL REVENUE:</i></b>	<b><i>\$11,239,782</i></b>	<b><i>\$12,220,687</i></b>	<b><i>\$(980,905)</i></b>	<b><i>108.73%</i></b>
<u>Expenditure</u>	<u>Budgeted</u>	<u>Expended &amp;</u> <u>Committed</u> YTD	<u>Remaining</u> <u>Budgeted</u>	<u>%</u> <u>Expended</u> <u>&amp; Committed</u>
<b><i>TOTAL EXPENDITURES:</i></b>	<b><i>\$11,238,388</i></b>	<b><i>\$10,313,737</i></b>	<b><i>\$924,651</i></b>	<b><i>91.77%</i></b>

**100.00%**

- **Billing and Collections Summary**
  - Reporting Period: 12/1/2021 through 12/31/2021
  - Total Charges: \$152,323.00
  - Billable Calls: 133



- Total Cash Posted:                      Current Month: \$71,962.45  
  Six Month Average: \$53,898.70
  
  - Current Adjustments:                    Current Month: \$63,533.32  
  Six Month Average: \$54,716.62
  
  - Proceeds Collection Referrals:        Current Month: \$1,185.98  
  Six Month Average: \$2,947.15
- **Miscellaneous Financial Information:**
    - Reimbursements for the Marshall Fire deployments should be received in 2022 but may be complicated because response to the Marshall Fire began in 2021 and continued into 2022.
      - Depending upon the speed with which the State provides data, and subsequently reimbursements, the whole of the reimbursement may have to be allocated to 2022 due to Audit constraints
      - If reimbursements are not received before the end of February 2022 (the likely scenario), the Auditor may have to pronounce judgement as to whether there is sufficient evidence of the amount of reimbursement to be received before giving his blessing on counting some or all the reimbursement as a “receivable” at 12-31-2021 (i.e., allocating part or all to 2021).

**FIRE CHIEF DISCUSSION AND ACTION ITEMS**

- Beyond Your Base – Public Opinion Survey Presentation: Staff will provide a presentation of the public opinion data tabulated and coordinated by Beyond Your Base. During the month of November and December, the District engaged registered voters through a public opinion poll to determine if there is support for the District to run a bond election question in May of 2022 to support the capital infrastructure of future Station 5 and Station 6 along with equipping these stations.
  
- Station 5 Land Donation – SCL – Town of Frederick: The District continues to work with SCL, Town of Frederick, Legal Counsel, and Allred & Associates on the build out of, and responsibilities for, Glacier Way. The associated cost for the District to build out the road from the current end of the public roadway to the end of the District’s potential property line will be roughly \$168,000. Engineers are stating the District should add 1% inflation for each month in 2022. The District will continue to meet with all parties and move forward on the land donation agreement and final closing of the property with the Board’s approval.
  
- Resolution 2022-01-Meeting Schedule and Postings: Staff is requesting approval of Resolution 2022-001 designating the Board of Directors meeting schedules and posting locations of regular and special meetings for the calendar year of 2022. This resolution also addresses the need for virtual meetings during a Public Health Emergency if required or requested by the Board.
  
- Resolution 2022-02-Calling for a May Election: Staff is requesting approval of Resolution 2022-002 calling for a mail ballot election for May 3, 2022. The three (3) Board of Director positions up for election in 2022 are those currently held by Mr. Walb, Mr. Stout, and Mr. Jurgena. The resolution

also provides verbiage to allow the District to potentially run a TABOR question in relation to potential issuance of General Obligation Bonds.

- Addendum to Service Agreement Pinnacle Consulting Group: Staff is requesting approval of the addendum to the District's service agreement with Pinnacle Consulting Group, Inc in assigning Kammy Tinney as the District's Designated Election Official for the upcoming May 3, 2022, election. This addendum will need to be signed by Fire Chief Young and returned to Pinnacle Consulting on January 11, 2022.
- Letter of Engagement for Bond and Disclosure Counsel: Staff is requesting approval for Fire Chief Young to sign a letter of engagement with Kline Alvarado Veio, P.C. to serve as bond and disclosure counsel to the District in connection with the preparation of a ballot question, should the Board determine it is in the District's best interest to add a question to the May 2022 ballot, and to assist with issuance of the bonds by the District should the ballot question pass.
- Carbon Valley EMA Intergovernmental Agreement Revision: Staff is requesting approval and execution of the revised Carbon Valley EMA Intergovernmental Agreement which defines the Carbon Valley EMA area and stipulations of cost sharing for the Emergency Management Coordinator position. This revision was necessary due to Mountain View Fire Protection District leaving the Carbon Valley EMA, effective January 1, 2022.

## CONSENT AGENDA

The Consent Agenda for the meeting was presented and consisted of the following items:

- Approval of the minutes of the December 13, 2021, regularly scheduled meeting.
- Confirmation of the continuity of the Financial Reports from December 9, 2021, to January 5, 2022.
- Payment of the bills and approval of all Financial Reports to include ColoTrust statements and payroll registers as presented.

Treasurer Stout moved to accept and approve all items under the Consent Agenda. Motion seconded by Vice President Weimer. The motion passed unanimously.

## OLD BUSINESS

None.

## NEW BUSINESS

- Assistant Secretary Jurgena moved to Accept and Approve Resolution 2022-01, A Resolution: 1) Approving the regular Board of Directors meeting schedule for calendar year 2022; and 2) Designating posting locations for notices of regular and special meetings. Motion was seconded by Secretary Vigil. The motion passed unanimously.

- Treasurer Stout moved to Accept and Approve Resolution 2022-02, A Resolution calling for a mail ballot election on May 3, 2022, in relation to Board of Director positions and permitting a potential TABOR question of a bond proposal to be added. Motion was seconded by Assistant Secretary Jurgena. The motion passed unanimously.
- Assistant Secretary Jurgena moved to Accept and Approve Fire Chief Young signing the Addendum to Service Agreement with Pinnacle Consulting Group, Inc., to designate Kammy Tinney as the District's Designated Election Official (DEO) for the special district election to be held on May 3, 2022, and all other duties as assigned. Motion was seconded by Vice President Weimer. The motion passed unanimously.
- Secretary Vigil moved to Accept and Approve Fire Chief Young signing the Letter of Engagement from Kline Alvarado Veio, P.C. to serve as bond and disclosure counsel to the District in connection with the preparation of a ballot question, should the Board determine it is in the District's best interest to add a question to the May 3 Election, and the issuance of the bonds by the District. Motion was seconded by Vice President Weimer. The motion passed unanimously.
- Vice President Weimer moved to Accept and Approve the Intergovernmental Agreement by and among the City of Dacono, Town of Firestone, Town of Frederick, and Frederick-Firestone Fire Protection District for establishment of an emergency management agency, designated service area, and cost sharing of the District's full-time Emergency Management Coordinator. Motion was seconded by Assistant Secretary Jurgena. The motion passed unanimously.

## **ADJOURNMENT**

With no further business before the Board, Assistant Secretary Jurgena moved to adjourn the meeting. The motion was seconded by Vice President Weimer. The motion passed unanimously. The meeting was adjourned at 8:10 p.m.

  
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Christopher Vigil, Secretary