



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



MINUTES
JANUARY 13, 2020

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. at the Business & Education Center.

ROLL CALL

Directors Present:

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

Also, present:

Jeremy A. Young, Fire Chief
Dino Ross, Legal Counsel
Steve Iacino, Assistant Chief of Planning
Mike Cummins, Finance Director
Dale Ingraham, Executive Assistant

ADDITIONS / DELETIONS TO THE AGENDA

Vice President Weimer moved to accept the Agenda as presented. Motion seconded by Assistant Secretary McElvaney. The motion passed unanimously.

PUBLIC COMMENT

No members of the public were present or requested to attend for public comment.

ATTORNEY'S REPORT

Attorney Dino Ross presented the Attorneys' Report for the month of December 2019. The report is included in the Board DropBox. Attorney Ross briefly spoke to the Board about proposed legislation submitted by FPPA for the 2020 Legislative Session. The proposed legislation would codify in the Statutes the phased-in employee contribution increase that was approved by a statewide vote of the employees a few years ago. It provides for a similar phased-in increase in employer contributions from the current rate of

8%, beginning in 2021 to 2028, for a total of 12%. The legislation also proposes changing the rules so FPPA can adjust pension fund amounts and annuities without having to go to the Legislature for approval. Finally, the proposed legislation would increase the death and disability contributions by 2.5%.

The Board had no questions for Attorney Ross.

FIRE CHIEF'S REPORT

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

- **Annexation/Inclusion/Exclusion Update**

- No updates for December 2019.

- **Administration**

- The District Administrative Office's office hours have been changed to Monday through Thursday, 7:00 a.m. to 4:30 p.m. All administrative staff are available during those hours. Exempt staff will continue to work Friday, Saturday, and/or Sunday as needed or required.
- The Quarterly Officers meeting slated for January has been cancelled. Executive Staff will be hosting a one-day retreat with all officers on February 26 from 8:00 a.m. until at least 5:00 p.m. Executive Staff will be discussing the District's mission, vision, and values. They will also be assessing the current Officer Core to discuss any existing needs before facing the changes that are coming in 2020, including new staff and job positions.

- **Human Resources / Personnel / Staffing**

- New 2020 Salary Rates and Benefits went into effect as of January 10, 2020. All members received their 2020 annual raises along with any budgeted and approved stipends. Benefit deductions and changes have all been confirmed and properly provided for in calendar year 2020.
- The new Support Service Specialist position has been filled by Chris Signer, who will be transitioning from line personnel to the new Support Service position. The new position should create a more efficient workflow for the day-to-day issues of supplies, vendors, maintenance, and other related projects within the organization. Since the position is new to the District, 2020 will be a year for learning how to best utilize the position. The Support Services position reports to the Assistant Chief of Planning.
- The application and testing processes for the full-time Fire Prevention Specialist position, slated to be filled in July of 2020, will begin in February. This early date will provide District Staff plenty of time to address vacancies as needed before the July 2020 implementation date.

- **Capital Fleet/Equipment/Facilities**

- The District has ordered a new transit van for the Support Services position and a new Ford Ranger

for the upcoming Fire Prevention Specialist position. The vehicles were ordered through the State Governmental pricing provided by State Bids and should arrive within 180 to 240 days. Once the new vehicles arrive, they will be scheduled for lighting, decals and other requirements before going into service.

District Staff is reviewing the high priority needs of capital equipment that has been approved for the 2020 Budget. Replacement of the District's computer systems, office furniture, and rescue equipment is scheduled for the first quarter of 2020. Additionally, the District plans to purchase personal protective equipment and uniforms for the new hires coming on in March.

➤ **Intergovernmental and Community Relations**

- Fire Chief Young and District Staff attended multiple Weld County meetings, as requested or required, in December and January, including the Communications Board Meetings, E911 Authority Board, County Workgroups, CAD Workgroup meetings, Multi-Agency Coordinating Group (MAC Group), and the Weld County Utility Board Commission.
- Weld County Fire Chiefs E-Board met to discuss planning and strategic focus for 2020. Topics of discussion included by-law revisions, hosting a training summit or seminar in Fall 2020, and monitoring the 2020 legislative session.
- In late January, Fire Chief Young and Assistant Chief Iacino will participate in the Town of Frederick's master traffic planning to enhance traffic flow throughout the Town and its main thoroughfares. The District's main concerns are response times, access, and egress.
- Shift Meetings were held November 6, 2019 to celebrate the success of the 6A Initiative. Fire Chief Young presented the State of the District to District Staff and addressed salaries, benefits, hiring new personnel, and projects slated for 2020 and 2021.
- Commencing January 2020, Community Outreach Specialist Summer Campos is a Board Member of the Carbon Valley Chamber of Commerce.

PLANNING SECTION REPORT

Assistant Chief Iacino presented the December 2019 Fire Prevention and Community Outreach Report, including:

● **Community Development / Fire Code Enforcement**

New construction project activities in December:

- Commercial Projects - 85
- Residential Projects - 24

● **Fire Inspections** – No Fire Code Inspections were scheduled in December.

- **Target Hazard Inspections** – No Fire Code Inspections were scheduled in Target Hazard Occupancies by the Fire Prevention Division in December.
- **Fire Code Violations** – No Fire Code Violations were recorded by the Fire Prevention Division in December.
- **Certificates of Occupancy** – Three (3) projects were completed in December.
- **New Permits Issued** – The District issued four (4) construction permits, one (1) fire alarm permit, one (1) fire sprinkler permit, and one (1) hazardous process permit for a total of seven (7) permits issued in December. The District billed a total of \$3,222.00 for plan review and permit fees in December. In 2019, the District issued a total of 188 planning permits and billed \$105,400.
- **Burn Permits** – No Weld County Burn Permits were issued in December.
- **Fire Investigations** – No fire investigations were conducted in December.
- **Youth Firesetter Program** – There were no new YFS cases in December.

Community Outreach

- **Community and PR Events:**
 - First Aid & Safety Presentations for 7th Grade Students at Coal Ridge Middle School;
 - The District's Kids Christmas Party was held on December 7, 2019;
 - The Annual District Holiday Dinner and Awards Ceremony was held on December 14, 2019; and
 - The 16th Annual Santa Run and Community Thank You campaign ran December 19 through December 22, 2019.

OPERATIONS SECTION REPORT

Fire Chief Young presented the December 2019 Operations Section Report prepared by Assistant Chief Prunk, which included:

- **New Ambulance Project**

By the end of January 2020, the new ambulance should be ready for service. Final work includes stocking, radio work, decals, and County inspections.
- **Staffing Updates**
 - Applications for the firefighter position closed January 6, 2020; the District received over 80 applications. The District will review the applications to select 20 for testing process invitations. The testing process will take place on January 28th and 29th.
 - The three (3) Station Captains are developing a New Recruit Task Book for all new line employees. Initial drafts have been submitted to Command Staff with a goal of full implementation for the April 2020 hiring class.
- **Apparatus Replacement Committees**

- Members of the Rescue Engine and Ladder Truck committees met several times in 2019 to research the District's requirements and needs. Based on their findings, the committees will write a Request for Proposals for potential purchases in 2021.
- **Training Summary – December 2019:**
 - Total Fire Training Hours: 459.0 Hours
 - Total EMS Training Hours: 169.50 Hours
- **Overview of Training Events for December 2019:**
 - All members completed CPR Refresher training. The refresher training was a hybrid on-line didactic course with a hands-on portion for completion.
 - All Paramedics in need of Advanced Cardiac Life Support (ACLS) renewal completed a hybrid on-line didactic course with a hands-on portion for completion.
 - The UC Health Pre-Hospital Education Staff provided EMS simulation training, which included multiple high-fidelity simulation props and mannequins for various pre-hospital scenarios.
 - The Colorado Division of Fire Prevention and Control renewed all expiring Colorado Fire certifications and verified all job performance requirements.
- **Call Types – Year-To-Date:**
 - EMS/Medical: 1,637
 - Fire: 146
 - Alarm Activation: 155
 - Public Assist/Other: 316
 - Hazardous Materials: 33
- **Ground Transports Comparison:**
 - December 2019: 96
 - December 2018: 87

FINANCE SECTION REPORT

Finance Director Cummins presented the December 2019 Finance Section Report and provided the Board with information on the following topics:

➤ **Software**

- **Caselle Implementation**
 - Pre-Live Payroll Data Pull – January 10th Payroll: Pulled January 9th
 - Pre-Live Data Pull – Approx. January 24th to January 27th
 - Complete Set-Up Phase: January 31st
 - Pre-Live Phase: February 10th
 - Balancing Reports
 - Data Conversion

- Balancing Data
- Pre-Live Training & Process Review
- Customer Review & Approval Process
- Live Dates Scheduled
- Live Phase
 - Live Data Pull with Balancing Reports
 - Data Conversion
 - Balancing Live Data
 - Live Training
 - Follow-Up
 - Client Services Hand-Off Call

➤ **2019 Budget Summary**

Executive Summary - Budget vs. Actual
General Fund
From January 1, 2019 through December 31, 2019

Revenue	Budgeted	Received YTD	Remaining Budgeted	%
<i>TOTAL</i>	<i>\$8,699,211</i>	<i>\$7,642,988</i>	<i>\$1,056,223</i>	<i>88%</i>
		Expended & Committed	Remaining Budgeted	%
Expenditure	Budgeted		Expended &	
<i>TOTAL</i>	<i>\$8,235,977</i>	<i>\$7,577,057</i>	<i>\$ 658,920</i>	<i>92%</i>

➤ **Billing and Collections Summary**

- For the reporting period: 12/01/2019 through 12/31/2019
- Total Charges: \$ 100,038.00
- Billable Calls: 86
- Total Cash Posted:

	<u>Current Month</u>	<u>6-Month Average</u>
Medicare/Medicaid	\$ 10,060.92	\$ 13,338.91
Insurance	11,422.51	19,559.06
Private/Self Pay	6,343.84	9,331.64
Other	1,590.00	265.00
Total	\$ 29,417.27	\$ 42,494.61
- Adjustments:

	<u>Current Month</u>	<u>6-Month Average</u>
Medicare/Medicaid	\$ 36,374.37	\$ 39,745.04
Ins. Uncollectible	711.01	1,115.56
Uncollectible/Other	11,690.18	11,659.35

Total \$ 48,775.56 \$ 52,519.95

o Proceeds from Collection Referrals:

	<u>Current Month</u>	<u>6-Month Average</u>
Total	\$ 1,185.85	\$ 935.12

FIRE CHIEF DISCUSSION AND ACTION ITEMS

Fire Chief Young summarized the items that will be presented for Board consideration later in the meeting, including:

- District Staff requests approval of Resolution 2020-001 designating the Board of Directors meeting schedule and posting locations for 2020.
- District Staff is requesting approval of Resolution 2020-002 calling for a mail ballot election to be held on May 5, 2020. Ward 1, Ward 4 and Ward 5 all have Director positions that are up for reelection. The Resolution also provides language to allow the District to ask the voters for approval to draw the boundaries or entirely remove the District's Wards, if the Board decides to make any adjustments. March 6 is the deadline to certify the ballot.
- District Staff is requesting approval of the addendum to the District's service agreement with Pinnacle Consulting Group, Inc ("Pinnacle") to hire Kammy Tinney as the District's Designated Election Official for the May 5, 2020 election. The addendum needs to be signed by Fire Chief Young and returned to Pinnacle by January 14, 2020. Pinnacle estimated the costs for the May 5, 2020 election to run approximately \$43,810 to \$48,660.
- District Staff is requesting approval of the full-time Fire Prevention Specialist job description developed by Fire Chief Young and Assistant Chief Iacino and revised by Command Staff. This job description has been reviewed and approved by Attorney Ferguson. The District plans to begin the testing process for the Fire Prevention Specialist in February 2020 with the position commencing July 2020.

Fire Chief Young reviewed the list of recent and upcoming events and meetings, as included in the Board packet.

CONSENT AGENDA

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

- Approval of the minutes of the December 9, 2019 scheduled Regular Meeting.
- Confirmation of the continuity of the Financial Reports from December 9, 2019 to January 13, 2020.
- Confirmation that there are no voided or cancelled printed or electronic checks for the period starting December 9, 2019 and ending January 13, 2020.

- Accept the Projected Expenditures Financial Report for January 13, 2020 to February 10, 2020, Accounts Payable and Payroll expenses to include a transfer of \$39,670.00 from the JP Morgan Chase Bank Business Savings Account to the JP Morgan Chase Bank Checking Account for Accounts Payable and Payroll Expenses, and to transfer \$495,420.00 from the ColoTrust Investments Fund Balance Account to the JP Morgan Chase Bank Business Checking Account for Accounts Payable and Payroll expenses.
- Pay the Bills and approve all Financial Reports to include ColoTrust statements and payroll registers.

Assistant Secretary McElvaney moved to accept and approve all items under the Consent Agenda. Motion seconded by Secretary Vigil. The motion passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

- Assistant Secretary McElvaney moved to Accept and Approve Resolution 2020-001, A Resolution 1) Approving the Regular Board of Directors Meeting Schedule for Calendar Year 2020; and 2) Designating Posting Locations for Notices of Regular and Special Meetings. Motion seconded by Vice President Weimer. The motion passed unanimously.
- Vice President Weimer moved to Accept and Approve Resolution 2020-002, A Resolution Calling for a Mail Ballot Election on May 5, 2020. Motion seconded by Assistant Secretary McElvaney. The motion passed unanimously.
- Secretary Vigil moved to Accept and Approve Fire Chief Jeremy 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 5, 2020 and All Other Duties as Assigned. Motion seconded by Vice President Weimer. The motion passed unanimously.
- Assistant Secretary McElvaney moved to Accept and Approve the New Job Description for the Full-Time Position of Fire Prevention Specialist as Presented. Motion seconded by Vice President Weimer. The motion passed unanimously.

RECESS THE REGULAR MEETING

Assistant Secretary McElvaney moved to recess the regular Board meeting for the purpose of conducting an Executive Session as requested by Fire Chief Young. Motion seconded by Vice President Weimer. The motion passed unanimously. The regular Board meeting was recessed at 8:03 p.m.

EXECUTIVE SESSION

Vice President Weimer moved to go into Executive Session pursuant to C.R.S. §24-6-402(4)(a),(b), and (e) to receive advice of legal counsel regarding:

- The purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest; and
- Determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators.

The motion was seconded by Assistant Secretary McElvaney. The motion passed unanimously.

Attorney Ross certified for the record that the Executive Session will constitute an attorney-client communication and will not be recorded. The Executive Session began at 8:04 p.m.


Vice President Weimer moved to come out of the Executive Session. The motion was seconded by Assistant Secretary McElvaney. The motion passed unanimously. The Executive Session concluded at 8:35 p.m.

RECONVENE THE REGULAR BOARD MEETING

Treasurer Stout moved to reconvene the regular Board meeting. The motion was seconded by Vice President Weimer. The motion passed unanimously. The regular Board meeting was reconvened at 8:35 p.m.


ADJOURNMENT

With no further business before the Board, Vice President Weimer moved to adjourn the meeting. The motion was seconded by Assistant Secretary McElvaney. The motion passed unanimously. The meeting was adjourned at 8:36 p.m.



Christopher R. Vigil, Assistant Secretary

I hereby attest that the Executive Session, which was not recorded, constituted privileged attorney-client communications.



Dino Ross, Esq.

Frederick-Firestone Fire Protection District
Board of Directors Meeting
January 13, 2020

I hereby attest that the Executive Session was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4)(a),(b), and (e).



Clyde A. Walb, President/Chairperson