



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



MINUTES
FEBRUARY 10, 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
Doug Prunk, Assistant Chief of Operations
Steve Iacino, Assistant Chief of Planning
Mike Cummins, Finance Director
Dale Ingraham, Executive Assistant
Duane Roller, Volunteer Firefighters' Pension Fund, Board of Trustees
John Lee, Volunteer Firefighters' Pension Fund Board of Trustees
Barb Goetsch, Carbon Valley Rotary
Wyatt Schroth, Frederick High School After Prom Committee
Jacob Lowe, Frederick High School After Prom Committee

ADDITIONS / DELETIONS TO THE AGENDA

Treasurer Stout moved to accept the Agenda as presented. Motion seconded by Assistant Secretary McElvaney. The motion passed unanimously.

PUBLIC COMMENT

Carbon Valley Rotary Club Public Relations Representative Barb Goetsch spoke to the Board in reference to sponsoring a Rotary Youth Leadership Awards (RYLA). RYLA is a life-changing leadership training program for young men and women where leadership skills and principles are learned, developed and

enhanced in an atmosphere of trust and respect. The purpose of RYLA is to encourage and assist current and potential youth leaders in methods of responsible and effective leadership. RYLA conferences are held annually in Estes Park, Colorado for high school sophomores and juniors. A RYLA conference for 7th Grade students is held annually in Larkspur, Colorado. There is also a RYLA conference for physically challenged teens each year in Empire, Colorado. More than 600 individuals participated in the RYLA conferences in 2019. There is no cost to the student or family other than transportation to and from the conference location. The Carbon Valley Rotary Club looks for students that would benefit from a life changing opportunity that they may not otherwise have. The Carbon Valley Rotary Club is committed to sending four students to a RYLA conference in 2020 and is asking the District to sponsor one of the students. The cost is \$450 per person for the Senior RYLA and Junior RYLA conferences.

Frederick High School students Wyatt Schroth and Jacob Lowe spoke to the Board about sponsoring the 2020 Frederick High School After Prom event. The Frederick High School Booster Club After Prom Committee is seeking the District's help and support in creating a fun, drug and alcohol free, memorable After Prom for the students of Frederick High School. The goal is to keep the students of the community safe. The 2020 Frederick High School After Prom Event will take place on April 18, 2020 at Frederick High School from 11:00 p.m. to 3:00 a.m. The event is free for all students to attend, even if the student did not attend the prom. History proves that an event with fun activities (like giant inflatables, carnival games, tattoo artists and caricature artists), lots of food and great prizes entice the students to attend and stay at the After Prom. The Frederick High School Booster Club After Prom Committee is asking the District for a \$500 donation to help make the Frederick High School After Prom a memorable and safe experience for the entire community.

ATTORNEY'S REPORT

Attorney Dino Ross presented the Attorneys' Report for the month of January 2020. The report is included in the Board DropBox. Attorney Ross also asked the Board to take note of the 2019 Retainer Analysis Report included in the Board DropBox. Attorney Ross distributed the 2020 Colorado Legislative Tracker as of February 6, 2020 and briefly discussed the following Senate and House Bills that may impact Special Districts and/or Fire Districts:

- HB 20-1017: Substance Use Disorder Treatment in Criminal Justice System. The Bill allows a person to dispose of any controlled substance at a "safe station" which is defined to include a fire protection district fire station. Has extensive obligations.
- HB 20-1033: Live and Let Live Act. The Bill covers public employers and would prohibit any type of action against state employees and possibly local government employees, who express religious beliefs either on-duty or off-duty, in connection with their opposition to same sex marriage.
- HB20-1044: Modify Pension Plans Administered by Fire and Police Pension Association (FPPA).
- HB20-1048: Race Trait Hairstyle Antidiscrimination Protect. The Bill would add protections for against discrimination on the basis of hair texture, type or protective hairstyles.
- HB20-1089: Employee Protection Lawful Off-duty Activities. The Bill prohibits an employer from terminating an employee for the employee's off-duty activities that are lawful under state law even if those activities are not lawful under federal law.
- HB20-1119: State Government Regulation of Perfluoroalkyl and Polyfluoroalkyl Substances (PFAs). This Bill could impose heightened liability on fire departments for contamination of water based on historical use of PFAs.

- HB20-1145: Move Over or Slow Down for Official Vehicle. The Bill specifies the “safe speed” for a driver who is passing an emergency vehicle.
- HB20-1168: Deadly Force Against Intruder at a Business. The Bill extends the right to use deadly physical force against an intruder under certain conditions to include owners, managers, and employees of a business.
- HB20-1169: Prohibit Discrimination Labor Union Participation. The Bill prohibits an employer from requiring union membership or payment of union dues as a condition of employment.
- HB20-1171: Remote Camera Wildfire Alert Pilot Program. Bill requires the Division of Fire Prevention and Control (DFPC) to establish a remote camera technology pilot program. DFPC is opposed to the bill because the technology is expensive, and it is not clear that it is the best approach to the issue.
- HB20-1233: Basic Life Functions in Public Spaces. The Bill advances protections for homeless individuals. The bill would prohibit any political sub-division or the State from restricting a person from conducting basic life functions in a public space or living out of a motor vehicle on public property as long as they are not creating an obstruction.
- HB20-1282: Radio Communications Policies of Governmental Entities. Bill would require each governmental entity that encrypts its radio communications to enact an encryption policy which must include access to unencrypted radio communications by the media among other limitations. It was stated that the media is fighting against the concept of encryption for governmental communications. SDA and CSFC oppose the bill.
- HB20-1284: Secure Transportation Behavioral Health Crisis. The Bill is requiring a more secure level of transportation for individuals experiencing behavioral crisis issues. At this time, the bill only applies to inter-facility transfers.
- HB20-1287: Colorado Rights Act. This bill would create statutory rights for individuals to assert constitutional claims and could limit or remove protections under the Colorado Governmental Immunity Act. SDA and CSFC oppose the bill.
- SB20-057: Fire Prevention and Control Employee Benefits. The Bill adds the Colorado Department of Fire Prevention and Control (CDFPC) to the definition of employer for the purpose of providing benefits to it firefighters under the CFH Trust. The State is currently reimbursing the participants in the Trust for their costs. This Bill could increase the cost to the current participants in the Trust.
- SB20-084: Prohibit Requiring Employee Immunizations. The Bill prohibits an employer from taking adverse action against an employee or applicant for employment based on the employee’s or applicant’s immunization status.

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 January 2020.

- **Administration**

- Executive Staff will be hosting a one-day retreat with all officers on February 26 from 8:00 a.m. to at least 5:00 p.m. Executive Staff will be discussing the District's mission, vision, and values. They also will 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.
- All required 2019 tax information and documents were completed and submitted by the end of January. The third-party audit of the District's 2019 Financial Statements is currently scheduled for April 6, 2020.
- Command Staff was presented with the Fire Chief's Intent and Project List for 2020-2021. This outline is provided in the Board packet for review and input if so desired. These items go beyond the goals for 2020, previously set by the District.
- Chief Staff have been working with AirLife Denver and RMI Capital Management. Chief Young started the process of renewing the lease in October of 2019. Having worked through many details, AirLife Denver is requesting a one-year lease renewal as their service plan is changing in the future. Chief Staff has been working with RMI Capital Management for the last month to complete the lease.
- The District's contract with CMIT Solutions (CMIT), which provides the District's IT services, is due for renewal in March of 2020. Staff has been working with CMIT on extending the contract for one (1) additional year as permitted by the contract. At this time, both parties feel it would be advantageous to continue the contract, especially considering the District's multiple IT projects in 2020. CMIT will not increase the price in 2020; the prices will remain at 2019 prices as stated in the contract. The District will be issuing a Request for Proposals ("RFP") for IT services in the first part of 2021.
- Assistant Chief Prunk stated that the District had been told SCL Health Good Samaritan (SCL Health) would be making changes in the Medical Director services provided to the District. Fire Chief Young reached out to legal counsel for example contracts with Medical Directors, as a place to begin discussions of possible new direction for the District. Chief staff will be meeting with SCL Health on February 18 to discuss options for the future. .

- **Human Resources / Personnel / Staffing**

- Staff received two (2) resignations this last month, one from a Paramedic/Firefighter who has taken a job with Poudre Fire Authority, and one from an EMT/Firefighter who is resigning due to personal reasons and will be remaining with the District as an auxiliary member. The District wishes both individuals the best with their future endeavors.
- Testing, Oral Interview Panels and Executive Interviews have all been completed for the first hiring process in 2020. Including the current resignations, Staff expects to hire (6) to eight (8) personnel.

➤ **Capital Fleet/Equipment/Facilities**

- The District has multiple individuals and committees working on numerous projects for 2020 and 2021. RFPs will be developed this year for larger projects, including a new ladder truck and rescue engine. Staff also intends to issue an RFP for banking services for later in the year, once the Caselle software is up and running.
- Securing the property for the new Station 5 has been a challenge over the last few months. One option is to work with SCL Health to acquire some of the property they own for their future hospital. A second option is to work with the Development Corporation for Wyndham Hill. At this time, both options are being considered. Staff will keep the Board posted.
- Last month, the PTO generator on Rescue 3452 failed. The generator was taken to a repair shop, however, given the age of the generator and the fact that parts are generally unavailable, it was cheaper to purchase a new generator for the Rescue. The cost of the generator and labor to install it was just under \$5,000.

➤ **Intergovernmental and Community Relations**

- Fire Chief Young and District Staff attended multiple Weld County meetings, as requested or required, in 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.
- Fire Chief Young and Assistant Chief Iacino participated in the Town of Frederick's master traffic planning meetings in January. The District discussed and provided feedback on everything from responder safety, intersection safety, road widths and shoulders, traffic light layout and engineering for emergency apparatus, 52 Highway and 119 Highway traffic concerns and lastly, I-25 entrance and exit strategies.
- Fire Chief Young, Assistant Chief Prunk, and a Battalion Chief met with Town of Frederick Public Works on open burning regulations and processes. It was agreed that the burning of cattails in the No Name Creek area was no longer acceptable and the Town will look at other options for cattail mitigation. The group also discussed prescribed burns in the Golf Course and Centennial Park. It was agreed that the District will assist the Town with these prescribed burn areas.
- Fire Chief Young met with the Town of Frederick's new Town Manager, Bryan Olster, in January. Topics of discussion included, the Carbon Valley Emergency Management Area (CVEMA), Impact Fees, open burning in the Town, the economy, salaries and benefits, the possibility of the District seeking voter authorization to eliminate Director Districts (Wards), Quarterly Updates, potential amendments to the Town's Fire Code, and the District's Strategic Planning discussions that will be held in April.
- Chief Young will be meeting with Town of Firestone's Town Manager on February 13th.
- North Area Fire Chiefs meeting was held on January 9th. Discussion included CAD-to-CAD, Recruit Academy, SCBA Purchase and Lateral Hiring Processes.

- Staff assisted Rocky Mountain Christian Church on February 7th with the “Night to Shine” event. The District provided a medical crew and ambulance on stand-by for the event. The staff at RMCC have been superior to work with and provided all the necessary information for the medical and safety plan before the event.
- Fire Chief Young, Assistant Chief Iacino, Assistant Chief Prunk and the District’s Community Outreach Specialist attended the Carbon Valley Rotary’s Community Heroes Breakfast on January 21st. The District assisted with audio equipment and set-up of the event. Multiple well-deserved community members received recognition for their efforts within the Carbon Valley area.

PLANNING SECTION REPORT

Assistant Chief Iacino presented the January 2020 Fire Prevention and Community Outreach Report, including:

- **Community Development / Fire Code Enforcement**

New construction project activities in January 2020:

- Commercial Projects - 85
- Residential Projects - 22
- **Fire Inspections** – 47 Fire Code Inspections were scheduled and completed in January 2020.
- **Target Hazard Inspections** – 20 Fire Code Inspections were scheduled in Target Hazard Occupancies by the Fire Prevention Division in January 2020.
- **Fire Code Violations** – 30 Fire Code Violations were recorded by the Fire Prevention Division in January.
- **Certificates of Occupancy** – Four (4) projects were completed in January.
- **New Permits Issued** – The District issued three (3) construction permits, four (4) fire alarm permits, three (3) fire sprinkler permits, one (1) commercial kitchen hood, one (1) residential development, and one (1) special event permit, for a total of thirteen (13) permits issued in January. The District billed a total of \$6,973.52 for plan review and permit fees in January.
- **Burn Permits** – Three (3) Weld County Burn Permits were issued in January.
- **Fire Investigations** – One (1) commercial structure fire investigation at American Furniture Warehouse was conducted in January.
- **Youth Firesetter Program** – There were no new YFS cases in January.

Community Outreach

- **Community and PR Events:**

- 2020 Events calendar has been finalized between the District and the Towns. It includes community events and District events;
- CPR/AED/Basic First Aid Skills Check and recertification at Administration for the Colorado Rangers; and
- Attended Carbon Valley Chamber luncheon and Chamber Board Retreat.

OPERATIONS SECTION REPORT

- **New Ambulance Project**

The new Ambulance 3424 cleared all inspections and went into service at Station 4 on January 29th. Thus far, the unit has been well received and has been a good addition to the fleet. Some additional enhancements are being considered and minor warranty issues are being addressed.

- **Staffing Updates**

- The 2020 Firefighter hiring assessment took place January 28th and 29th at the District's offices. The process identified nine (9) candidates who will progress to the Chiefs' Interviews on Thursday, February 6th. From those interviews, final selections will take place to award job offers, which will be conditioned on successful completion of background investigations, medical physicals and reference checks. Schedules are still on track to begin orientation for the new members on March 30, 2020.
- The Officer Development Program (ODP) has passed the half-way point of the process. Aspiring officers have been receiving ongoing company officer level training, administrative function insight and leadership mentoring by Fire Chief Young. Aspiring officers will be conducting their Blue Card Certification training in March. Upon obtaining a Blue Card Certification, they will begin shadowing officers and ultimately be cleared to serve as an Acting Officer for the District when needed.

- **Annual Employee Evaluation Process**

In 2019 Staff determined that an update was needed to the current employee evaluation process and assessment tool. During Labor/Management meetings, criteria was evaluated and a new assessment form was developed. The new process will begin in February 2020 with follow-up review and modifications if needed.

- **Training Summary – January 2020:**

- Total Fire Training Hours: 1,051 Hours
- Total EMS Training Hours: 197 Hours

- **Overview of Training Events for January 2020:**

- One (1) Lieutenant completed the 40-Hour Fire Officer II training course sponsored by the Colorado Division of Fire Prevention and Control.

- Assistant Chief of Planning Iacino attended the two-day National Fire Academy Course Community Risk Reduction Programs.
- One (1) Battalion Chief attended the two-day National Fire Academy Course in Exercising Leadership Ethically.
- All line personnel completed the annual EMS skills check list conducted by the District's Pre-Hospital Medical Director group.

- **Call Types – Year-To-Date:**

- EMS/Medical: 118
- Fire: 9
- Alarm Activation: 16
- Public Assist/Other: 23
- Hazardous Materials: 3

- **Ground Transports Comparison:**

- January 2020: 80
- January 2019: 71

FINANCE SECTION REPORT

Finance Director Cummins presented the January 2020 Finance Section Report and provided the Board with information on the following topics:

➤ **Software**

- **Caselle Implementation**

- “Go Live” Phase – June 2020
 - Pre-Live Data pull February 13th
 - Pre-Live Training in Provo Utah – May 18th through May 22nd
 - Live Data Pull – May 31st
 - June 1st – Transactions in Caselle

➤ **2019 Financial Audit**

The Audit of the District’s 2019 Financial Statements is scheduled to begin April 6, 2020.

➤ **Colorado EMS Supplemental Payment Program**

2020 Schedule:

November 27, 2019 – Cost Reports Due (completed)
March 2, 2020 – Desk Reviews Begin

April 1, 2020 – Audit Reviews Begin
 April 10, 2020 – Audit Reviews End
 August 14, 2020 – Cost Report Certification Due
 September 30, 2020 – Supplemental Payments Disbursed

➤ **2020 Budget Summary**

Executive Summary - Budget vs. Actual
General Fund
From January 1, 2020 through February 5, 2020

Revenue	Budgeted	Received YTD	Remaining Budgeted	% Received
TOTAL	\$11,988,232	\$124,708	\$11,863,524	1%

Expenditure	Budgeted	Expended & Committed	Remaining Budgeted	% Expended &
TOTAL	\$10,373,035	\$692,906	\$ 9,410,129	9%

➤ **Billing and Collections Summary**

- For the reporting period: 01/01/2020 through 01/31/2020
- Total Charges: \$ 130,300.00
- Billable Calls: 111
- Total Cash Posted:

	<u>Current Month</u>	<u>6-Month Average</u>
Medicare/Medicaid	\$ 10,635.86	\$ 12,405.14
Insurance	25,981.34	20,006.74
Private/Self Pay	8,955.56	8,496.74
Other	0.00	265.00
Total	\$ 45,572.76	\$ 41,173.62
- Adjustments:

	<u>Current Month</u>	<u>6-Month Average</u>
Medicare/Medicaid	\$ 36,374.37	\$ 34,822.28
Ins. Uncollectible	711.01	1,202.67
Uncollectible/Other	11,690.18	11,881.10
Total	\$ 48,775.56	\$ 47,906.05
- Proceeds from Collection Referrals:

	<u>Current Month</u>	<u>6-Month Average</u>
Total	\$ 1,418.62	\$ 1,020.53

FIRE CHIEF DISCUSSION AND ACTION ITEMS

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

- AirLife Denver/Frederick-Firestone Fire Protection District Lease
A one (1) year property lease agreement between AirLife Denver (HCA) and Frederick-Firestone Fire Protection District has been completed and has been included in the Board packets. The lease has been reviewed and revised as needed by the District's legal counsel and has been reviewed and approved by HCA's legal counsel. Staff is requesting that the Board approve, and authorize, President Walb and Secretary Vigil to sign, the new lease agreement as presented. This will extend the lease with AirLife Denver until the end of February 2021.

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 January 13, 2020 scheduled Regular meeting.
- Confirmation of the continuity of the Financial Reports from January 13, 2020 to February 10, 2020.
- Examine and accept printed voided Check # 32054 through Check # 32059 for the period from January 13, 2020 to February 10, 2020.
- Accept the Projected Expenditures Financial Report for February 10, 2020 to March 9, 2020, Accounts Payable and Payroll expenses to include a transfer of \$95,880.00 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 \$483,600.00 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.
- Accept and approve the 2019 4th Quarter Service Reports as presented; and grant permission for the reports to be provided to the Town of Frederick's and the Town of Firestone's respective Boards of Trustees.

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

OLD BUSINESS

None.

NEW BUSINESS

- Secretary Vigil moved to Approve and Authorize the Signing for a One (1) Year Lease Agreement for Property Rental from the Frederick-Firestone Fire Protection District to HCA-HealthOne (AirLife Denver) for One (1) Year Beginning February 29, 2020 through February 28, 2021 as Presented. Motion seconded by Assistant Secretary McElvaney. The motion passed unanimously.
- Treasurer Stout moved to Approve and Authorize a Donation of \$500.00 to the Frederick High School Booster Club to be Used Exclusively for the 2020 Frederick High School After Prom Event. Motion seconded by Assistant Secretary McElvaney. The motion passed unanimously.
- Assistant Secretary McElvaney moved to Approve and Authorize a Donation of \$450.00 to the Carbon Valley Rotary for the Sponsoring of a Rotary Youth Leadership Award Student as Coordinated by Carbon Valley Rotary. Motion seconded by Secretary Vigil. The motion passed unanimously.
- Following discussion, Vice President Weimer moved to Approve and Authorize the Frederick-Firestone Fire Protection District's Designated Election Official to Certify Ballot Language for the Upcoming May 5, 2020 Election in Relation to Eliminating Director Wards Within the Boundaries of the Fire District by March 6, 2020. Motion seconded by Secretary Vigil. The motion passed unanimously.

ADJOURNMENT

With no further business before the Board, Assistant Secretary McElvaney moved to adjourn the meeting. The motion was seconded by Vice President Weimer. The motion passed unanimously. The meeting was adjourned at 8:25 p.m.



Christopher R. Vigil, Assistant Secretary