



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



**MINUTES  
February 14, 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

**APPROVAL OF AGENDA**

Treasurer Stout moved to approve the Agenda for the February 14, 2022, meeting as presented. Motion seconded by Assistant Secretary Jurgena. The motion passed unanimously.

**PUBLIC COMMENT**

No public was present to address the Board.

## **ATTORNEY'S REPORT**

Attorney Ross presented the Attorneys' Report for the month of January 2022, which was included in the Board packet. Attorney Ross briefly discussed the May 2022 election should the Board proceed with a bond election. Attorney Ross and associate attorney Sarah Abbot have been assisting Chief Staff with developing updated District Board Bylaws and updated Pension Board Bylaws. Attorney Ross discussed some of the bills of interest to Fire Districts in his firm's most recent Legislative Tracker.

Attorney Ross discussed the 2021 Retainer Analysis. He is recommending that the amount of the monthly retainer stay the same for 2022; however, he is requesting an increase in the monthly retainer starting in 2023.

Attorneys Duke and Woodward continue to work on the SCL Health land donation to the District.

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

## **FIRE CHIEF'S REPORT**

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

- **Administration**

- Fire Chief Young has continued to collaborate with legal counsel, bond counsel, and personnel from Stifel Finance on the potential structure of the 2022 general obligation bonds and the form and content of the potential ballot question. The team has done an amazing job of coordinating efforts, with the goal of providing the Board with the best options for the District, given the current fiscal and political climate.
- Staff continues to assist the District's Designated Election Official (DEO) Kammy Tinney in connection with the May 3, 2022, election. To date, the DEO has received three (3) completed self-nomination forms for the three Director positions that are up for election in 2022. The deadline for self-nomination forms is February 25, 2022. The Board of Director Election notification has been posted in the Longmont Times Call and Fort Lupton Press newspapers and is posted on the District's website.
- The District intends to issue a request for proposals (RFP's) in the 2<sup>nd</sup> Quarter of 2022 for a third-party agency to bill for the District's ambulance transport and related emergency medical services. Finance Director Cummings and Fire Chief Young have met with regional vendors who provide these services, including the collections process. Staff will be developing the RFP and providing it to a minimum of five (5) vendors this Spring. Chief Young's plan is to implement this change in January of 2023.

- **Human Resources / Personnel / Staffing**

- Fire Chief Young has received four (4) resignations in the last 30 days. Three (3) firefighters have taken jobs with other area departments: South Metro Fire Rescue Fire Protection District, Arvada Fire Protection District, and the City of Boulder Fire Department. The fourth resignation is an individual who is leaving the Fire Service completely. Three (3) individuals have been selected from the

District's eligibility list and have accepted offers of employment; they will be starting on February 22, 2022.

With the District exhausting its previous eligibility list, the District is accepting applications until mid-March to begin a new hiring process for 2022. Testing will be done in March and April to fill any other vacancies and provide the next eligibility list for the District. All the larger departments in the Denver Metro Area are hiring this year.

- The District is also experiencing numerous vacancies due to work injuries, off duty injuries, upcoming parental leave, and current resignations. Chief Staff, including the Operations Section, have been working diligently to ensure vacancies are filled and apparatus movement around the District is completed in order to meet the mission of the District and maintain quick response times.

- **Intergovernmental and Community Relations**

- 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 Commission Board as requested or required.
- On Saturday, February 5, 2022, the District supported the funeral of Retired Fire Chief Domenic Chioda. The family's requests for District support at the funeral were met by the District and its staff, including being involved in the procession, escorting the family, providing an honor guard, and having representation throughout the entire event. It was an honor and privilege for the District and its members to pay their respects to Retired Fire Chief Chioda.
- Chief Young will be attending the Town of Firestone work sessions to make any needed presentations and answer any questions for the Town Board on the proposed developer impact fees and the Intergovernmental Agreement that has been adopted by the District and the Town of Frederick.
- Chief Young met with the Town of Frederick's Town Manager to continue open dialogue on the Carbon Valley EMA Intergovernmental Agreement, Emergency Services Agreement, updates on developer Impact Fees, and how the District and Town can assist each other moving into 2022.
- Assistant Chief Prunk and Battalion Chief Gilbert met with the Town of Frederick to discuss the prescribed burn plans for open space areas and Bella Rosa Golf Course in the Town of Frederick. This prescribed burn plan is being pulled back and revised to meet criteria provided by Fire Chief Young and Town Manager Ostler.
- The Carbon Valley Emergency Management Agency (CVEMA) Advisory Board met on February 3 at the Administration Building. New Police Chief for the Town of Firestone was provided a tour of Fire Administration and an update on CVEMA. Discussion and action items were on the adoption of the Emergency Operations Plan and Intergovernmental Agreements, response area map updates, training plans for 2022, community engagement on disaster preparedness, fall table-top exercise for the emergency operations center, and cost sharing changes for 2023.

- Staff is working with the Town of Firestone Staff on providing the Town’s Public Works personnel with recognition and commendation for their assistance with the technical rescue call on January 11, 2022. Without their assistance, the District’s job would have been so much more difficult. It was a true team effort in so many ways.

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

• **Community Development / Code Enforcement**

The District is currently working on sixty-six (66) commercial projects within the Towns. Nineteen (19) commercial projects in Firestone, Forty-six (46) projects in Frederick, and one (1) project in Weld County. In addition, there are four (4) annexations coming into the District that are zoned for residential and commercial/mixed use.

There are thirty-three (33) 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** – Fifty (50) fire code inspections were completed in January.
- **Target Hazard Inspections** – Twenty-two (22) target hazard inspections were completed in January.
- **Certificates of Occupancy** – There were three (3) Certificates of Occupancy completed in January.
- **New Permits Issued** – In January, the District issued four (4) construction permits, one (1) fire sprinkler permit, two (2) fire alarm permits, and five (5) food truck permits for a total of twelve (12) permits. The District billed a total of \$2,138.00 in plan review and permit fees in January 2022.
- **Burn Permits** – There were two (2) burn permits issued in January.
- **Fire Investigations** – There was one (1) vehicle/structure fire investigation and one (2) vehicle fire investigation for a total of two (2) fire investigations in January.
- **Youth Firesetter Program** – There were no new Youth Fire Setter (YFS) cases in January.

**COMMUNITY OUTREACH**

**Community and PR Events for December:**

- Completed Community CPR Program for a total of six (6) residents.
- Worked with Frederick High School staff to setup CPR/AED/Basic First Aid for students.
- Worked with the Towns of Frederick and Firestone on completing a 2022 Community Events Calendar

- Began initial outline for draft of Comprehensive Marketing and Outreach Plan (CMOP) for the District.
- Attended Quarterly Peer Support Training.

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

### **Section Activity Summary**

#### **• 2022 Project Updates**

- Officers from all shifts completed annual employee appraisals.
- The Aerial Apparatus Committee submitted final recommendations to Fire Chief Young for final review and Board approval.
- Project managers have been directed to research their projects for any exceptionally long wait times due to national supply chain issues. Each project will be assessed on a case-by-case basis to determine approved times to begin 2022 purchasing.

#### **• Station Projects and Maintenance and Apparatus**

- Station #2 had a furnace issue that was repaired. The unit is well over 20 years old. Executive Staff will continue to monitor the situation to develop a replacement plan.
- Station #1 and Station #4 needed roof repairs. The roof work at Station #4 was completed in January and work at Station 1 will be completed in February.

#### **• Operations Section Situation Status**

- The District continues to see high call volumes, with January 2022 tying the all-time monthly emergency calls for service.
- The District will conduct orientation for three recruit members starting February 22<sup>nd</sup>, with assignments to shift beginning the first full week of March.
- The District offered a 45-day posting for the positions of EMT-B and Paramedic Firefighters. This class of recruits is estimated to be hired mid-May 2022.
- The District continues to monitor the ever-changing CDC COVID-19 safety recommendations. To date, no major policy changes have occurred.

#### **• Training Summary – January 2022**

- Total Fire Training Hours: 1,346 Hours
- Total EMS Training Hours: 215 Hours

#### **• Overview of Training Events for January 2022:**

- All members completed annual EMS skills check with the District's Medical Director.
- All members completed SCBA, Search and Rapid Intervention drills.
- All members completed Ice Rescue training refresher.
- Three (3) members are working on Recruit Task Books.

- One (1) member completed paramedic field instruction.
  - One (1) member completed EMT field instruction.
  - One (1) member completed 10-month recruit test.
  - All members completed annual inspection training with the Prevention Section.
  - Training Division members attended multiple Local, County and State meetings.
  - All members began annual RT-130 refresher.
  - One (1) member obtained NREMT Paramedic certification.
  - Training Division worked on the 22-01 new hire orientation.
- **Call Types – Year-To-Date**
    - EMS/Medical – 201
    - Fire – 12
    - Alarm Activation – 18
    - Public Assist/Other – 22
    - Hazardous Materials – 5
    - Special Operations - 1
- **Ground Transports Comparison:**
    - January 2022 – 113
    - January 2021 - 109

**FINANCE SECTION REPORT – FINANCE DIRECTOR:**

- **Accounting & Financial - Year End Procedures**
  - Accounts Payable Year End Procedures completed.
    - 2021 1099's distributed
  - Payroll Year End Procedures completed.
    - W-2 Copy A's & W-3 run mailed
    - NatPay W-2's completed and have been available to members since 1-19-2022
  - 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 software and GBS Benefits Broker
  - Leaves balanced and reconciled between Crew Sense (Scheduling Software) & Caselle (Financial Software)
  - Implemented new pay codes in Crew Sense and Caselle for Acting Officer pay policy starting in January of 2022
  - Auditor has FPPA Actuarial Reports that are necessary for the 2021 Audit
- **2020 - YTD Budget Summary**
  - County Distribution was realized on Wednesday February 9, 2022 (January 2022 Distribution)
    - Total net distribution was \$209,742, of which \$54,542 is Specific Ownership Tax
    - \$155,200 due to property tax and related specified revenues
    - Due to lead times of supplies and equipment slated for allocation in 2022, these items have been encumbered within the District's financial numbers but will not be expended until the

supplies and equipment are delivered. Staff is being told projects could have a lead time of 4 – 8 months minimum.

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

**GENERAL FUND**

*From January 1, 2022 through February 9, 2022*

<u>Revenue</u>	<u>Budgeted</u>	<u>Received</u> <u>YTD</u>	<u>Remaining</u> <u>Budgeted</u>	<u>%</u> <u>Received</u>
<b><i>TOTAL REVENUE:</i></b>	<b><i>\$11,439,872</i></b>	<b><i>\$234,473</i></b>	<b><i>\$11,205,399</i></b>	<b><i>2.05%</i></b>

  

<u>Expenditure</u>	<u>Budgeted</u>	<u>Expended &amp;</u> <u>Committed</u> <u>YTD</u>	<u>Remaining</u> <u>Budgeted</u>	<u>%</u> <u>Expended</u> <u>&amp; Committed</u>
<b><i>TOTAL EXPENDITURES:</i></b>	<b><i>\$14,855,317</i></b>	<b><i>\$1,187,016</i></b>	<b><i>\$13,668,301</i></b>	<b><i>7.99%</i></b>

**10.90%**  
**FY Expired**

• **EMS Billing and Collections Summary**

- Reporting Period: 1/1/2022 through 1/31/2022
- Total Charges: \$117,063.00
- Billable Calls: 110
  
- Total Cash Posted: Current Month: \$61,660.633  
Six Month Average: \$58,545.77
- Current Adjustments: Current Month: 53,463.08  
Six Month Average: \$56,761.03
- Proceeds Collection Referrals: Current Month: \$939.71  
Six Month Average: \$2,802.14

• **Miscellaneous Financial Information:**

- Nothing for this month.

**FIRE CHIEF DISCUSSION AND ACTION ITEMS**

- EMTS Grant Process for Ambulance: Staff is requesting approval for the District to apply for the State EMTS Grant, which is a 50% match for a new ambulance in 2023; the pre-application was processed

in early January and staff will submit the final grant request on Tuesday, February 15, 2022. The District should know if it has been awarded the grant by the end of Summer 2022. Because the grant is \$100,000 and requires matching funds, the Board will be asked to approve the grant later in the meeting.

- New Ladder Truck – Lifecycle Replacement: Staff is requesting the approval to purchase a new ladder truck through the District’s Capital Fleet Replacement Plan. A Request for Proposal (RFP) was provided to five (5) manufacturers on November 1, 2021. The District received three (3) bids in December of 2021. Since the acceptance of bids, the Specification Committee and staff have reviewed the bids against the District’s specifications. The Committee has recommended that the District purchase a new Spartan/Smeal Ladder Truck brokered by Mile-Hi Fire Apparatus in the amount of \$1,248,710 with a 10% contingency on the project. Mile-Hi Fire will provide a \$35,790 discount if 80% of the project is paid up front. This will also assist in lead time and project scheduling for the new apparatus. Legal counsel will review the contract before Staff moves forward with requesting approval by the Board and the subsequent purchase of the apparatus.
- Resolution 2022-03-May Election: Staff is requesting approval of Resolution 2022-003 Calling for an election on May 3, 2022 to fill the Director positions up for election, and seeking voter approval of a ballot issue authorizing the District to issue general obligation bonds and assess a related property tax for the purpose of funding fire, rescue, and emergency medical services; setting the ballot title and content for the ballot issue; and providing other matters relating thereto.
- Donation of 2007 Dodge Durango: Staff is requesting approval of the donation of the 2007 Dodge Durango pool vehicle that has met its lifecycle to the East Orchard Mesa Fire Department in Palisade, Colorado.

## CONSENT AGENDA

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

- Approval of the minutes of the January 10, 2022, regularly scheduled meeting.
- Confirmation of the continuity of the Financial Reports from January 6, 2022, to February 9, 2022.
- Acceptance of voided check numbers 33219 through 33236 due to printing errors for the period starting December 9, 2021, and ending January 5, 2021.
- Payment of the bills and approval of all Financial Reports, to include ColoTrust statements and payroll registers, as presented.
- To accept and approve the 2021 4<sup>th</sup> quarter services reports, as presented, and grant permission for the reports to be delivered to the Towns.

Secretary Vigil 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**

- Vice President Weimer moved to accept and approve the District's applying for the state EMTS Grant, with a 50% match, for a new ambulance in 2023. This grant is in process and, with Board approval, will be submitted February 15, 2022. Motion was seconded by Assistant Secretary Jurgena. The motion passed unanimously.
- Assistant Secretary Jurgena moved to 1) accept and approve the purchase of a new ladder truck from Mile-Hi Fire Apparatus in the amount of \$1,248,710, including a 10% contingency, on the condition of review and approval of the contract by legal counsel; and 2) authorize Fire Chief Young to take any necessary actions to accomplish the purchase. District specifications must meet the mission of the District. The anticipated delivery date is between 11 and 14 months. Motion was seconded by Treasurer Stout. The motion passed unanimously.
- Secretary Vigil moved to accept and approve Resolution 2022-03 calling a general election on May 3, 2022, to fill the Director positions up for election, and seek voter approval of a ballot issue authorizing the District to issue general obligation bonds and assess a related property tax for the purpose of funding fire, rescue, and emergency medical services; setting the ballot title and content for the ballot issue; and providing other matters relating thereto. Motion was seconded by Vice President Weimer. The motion passed unanimously.
- Assistant Secretary Jurgena moved to Approve the donation of the 2007 Dodge Durango pool vehicle, which has met its lifecycle, to the East Orchard Mesa Fire Department in Palisade, Colorado. Motion was seconded by Secretary Vigil. The motion passed unanimously.

**ADJOURNMENT**

With no further business before the Board, Secretary Vigil moved to adjourn the meeting. The motion was seconded by Treasurer Stout. The motion passed unanimously. The meeting was adjourned at 7:56 p.m.



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Jeffrey Jurgena, Assistant Secretary