



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



**MINUTES
March 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
Jeffrey Jurgena, Assistant Secretary
Christopher Vigil, Secretary, Virtually

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, Board Candidate

APPROVAL OF AGENDA

Treasurer Stout moved to approve the Agenda for the March 14, 2022 meeting as presented. Motion seconded by Vice President Weimer. 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 February 2022, included in the Board packet. Attorney Ross briefly discussed the updated Board Bylaws and asked for any feedback from the Board regarding the bylaws. Attorney Ross stated he assisted Chief Staff with the Spartan Apparatus Purchase Agreement. Attorney Ross briefly discussed legislative updates, including stating that Senate Bill 22-136, which could have impacted special district governance, has been killed in committee. Attorneys Duke and Woodward continue to work on the SCL Health land donation of property to the District. Attorney Ferguson discussed with Fire Chief Young the Equal Pay For Equal Work Act (enacted in 2019 and effective January 1, 2021), including the process by which the District would comply with the Equal Pay Act in establishing eligibility lists.

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 and Community Outreach Specialist (COS) Campos continue to work on the educational component of the upcoming May 3 election. The following educational avenues are being developed to provide information to the District's citizens: a District representative will be attending all community events between now and May 3; Staff is scheduling public forums for the week of April 4, 2022; and the District will be providing educational materials on social media for the next 6 – 8 weeks.
- Staff continues to work with the District's Designated Election Official (DEO) on the Board of Director and General Obligation Bond Question for the May 3, 2022, election. The DEO received four (4) completed self-nomination forms for the open Board of Director positions. These candidates include current Board members Jeff Jurgena and Dave Stout and two community members, Katie Maselbas and Dale Ingraham.
- The Colorado Incident Management Team 3 (COIMT3) is seeking a new fiscal agent for their team. Fire Chief Young will be meeting with the COIMT3 members in the weeks to come to see if this would be a value-add to the District and the community as part of the District's intent to enhance partnerships.

- **Human Resources / Personnel / Staffing**

- Fire Chief Young has received two (2) resignations in the last 30 days from Paramedic/Firefighters who have taken positions with Adams County Fire Protection District and Westminster Fire Department. Staff wishes these two individuals the best in their future endeavors with their new agencies. All of the larger departments in the Denver Metro Area are hiring numerous personnel this year. A considerable number of hires are necessary due to the lack of hiring during the pandemic, resulting in a large need for Paramedics up and down the Front Range .

- With the District exhausting its previous eligibility list, Staff is finishing up the current application period. Staff is evaluating all avenues for future hiring and ways to bridge the current gap of paramedics that many agencies are experiencing, including possibly establishing a paramedic position that does not have a firefighting component. Testing will begin in late March and early April to fill any other vacancies and establish the next eligibility list for the District.

- **Intergovernmental and Community Relations**

- Fire Chief Young and Staff continue to attend multiple Weld County meetings through the months of February/March 2022. Meetings include the Communication Board Meetings, E-911 Authority, Weld County Workgroups, Computer-aided Dispatch (CAD) Workgroups, and the Weld County Utility Board Commission, as requested or required.
- Fire Chief Young attended the Town of Firestone work session to answer any questions for the Town Board or Town Manager on impact fees on new development, which the District has requested that the Town impose on the District's behalf since 2017. The Fire District has entered into an Intergovernmental Agreement (IGA) with the Town of Frederick for the imposition of impact fees; however, the Town of Frederick will not collect impact fees on behalf of the District until the Town of Firestone also enters into an IGA with the District to collect impact fees on the District's behalf. Fire Chief Young will continue to work with both Towns on the project.
- Fire Chief Young met with the Town of Frederick's Town Manager to continue open dialogue on the Emergency Services Agreement, updates on impact fees, upcoming elections, and how the District and Town can assist each other moving forward into 2022-2023.
- In coordination with the Town Manager of Frederick, Fire Chief Young has suspended all scheduled prescribed burning for 2022 at this time. In consideration of the Marshall Fire in Louisville and Superior in late December 2021, now is not the time to be conducting prescribed burns in high-residential areas, though the District has authorized prescribed burns in the past. The Fire District and Town will be working together throughout the year to find other ways to effectively, and most of all, safely, take proper care of these open space areas.
- The District participated in the Firestone Meet and Greet on March 2 at the Firestone Police Station. The District was there to provide information on Fire Prevention and Preparedness, Emergency Medical Services, Community Risk Reduction, and upcoming Fire District Election on May 3, 2022. The District has participated in the event for many years and always has a great turnout from the community.
- Fire Chief Young continues to lead the Weld County Fire Chiefs Association this year. Hot Topics this year include the current legislative session, which has seen proposed initiatives for the November 2022 statewide election that would reduce the actual value of property, potential public employee collective bargaining legislation, and wildfire assistance, including legislation on burn permits across Colorado. The Weld County Fire Chiefs Association continues to work on county-wide training programs for the various departments' special team such as Hazardous Materials and Technical Rescue. This will allow for better interoperability and resource sharing across the 4,000 square miles and the 24 Fire Districts/Departments represented. The Association will also be conducting a 2022 Salary and Benefits Study for the County to assist agencies with the 2023 budgeting process.

PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:

• **Community Development / Code Enforcement**

The District is currently working on sixty-eight (68) commercial projects within the Towns. Twenty (20) commercial projects in Firestone, Forty-seven (47) projects in Frederick, and one (1) project in Weld County. In addition, there are four (4) annexations coming that will be zoned for residential and commercial/mixed use, which will need to be included into the District e.

Residential development includes 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** – Ninety (90) fire code inspections were completed in February.
- **Target Hazard Inspections** – Twenty-two (22) target hazard inspections were completed in February.
- **Certificates of Occupancy** – There were two (2) Certificates of Occupancy issued in February.
- **New Permits Issued** – In February, the District issued three (3) construction permits, two (2) fire alarm permits, two (2) fire sprinkler permits, and one (1) hazardous material permits for a total of eight (8) permits. The District billed a total of \$2,954.00 in plan review and permit fees in February 2022.
- **Burn Permits** – There were three (3) burn permits issued in February.
- **Fire Investigations** – There were no fire investigations in February.
- **Youth Firesetter Program** – There were no new Youth Fire Setter (YFS) cases in February.

COMMUNITY OUTREACH

Community and PR Events for December:

- Certified a total of 43 individuals in CPR/AED/Basic First Aid, including 33 Frederick High School students and 10 Bella Rosa Golf Course staff.
- Worked on educational materials for upcoming ballot, website, and social media posts.
- Continued work on the Board of Director election on May 3, 2022.
- Attended Chamber events, including Chamber Before Hours, Lunch and Learn, and a Ribbon Cutting for AirServe and Big O Tires.
- Helped with hiring process for the new Executive Director for Chamber of Commerce.
- Worked with Carbon Valley Help Center on Empty Bowls Fundraiser Event.
- Members attended Car Seat Technician Recertification Course

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

Section Activity Summary

- **2022 Project Updates**
 - The District's submission for the Colorado EMTS Grant was successfully accepted, and it will now move to the next phase of the application process.

- **Station Projects and Maintenance and Apparatus**
 - Station 1 roof repairs have been delayed due to weather; they are now scheduled for later in March.
 - Station 3 had one of the three furnaces replaced due to critical failure. The repair also included revising the venting of the unit to prevent further water damage.

- **Operations Section Situation Status**
 - The Training Division conducted orientation for Recruit Class 22-01. The three new District members have been assigned to their permanent shifts and will begin their year-long Recruit Firefighter Task Book process.
 - The District continues to receive applications for the EMT and Paramedic employment position, which is closing on March 17.
 - Staff continues to monitor the ever-changing CDC COVID-19 safety recommendations. Staff has reduced the level of mask usage in stations and public areas but continues N-95 usage medical calls.

- **Training Summary – February 2022**
 - Total Fire Training Hours: 1,623Hours
 - Total EMS Training Hours: 196 Hours

- **Overview of Training Events for February 2022:**
 - All members completed monthly Medical Education with Dr. Cheek.
 - All members completed SCBA, Search and RIC drills.
 - All members completed Firefighter survival and air consumption drills.
 - Six (6) members working on Recruit Task Books.
 - Multiple members completed NREMT renewals.
 - Two (2) Paramedics are field instructors for paramedic students.
 - One (1) member completed 10-month recruit test.
 - Multiple state written tests scheduled and completed last month.
 - Multiple members registered for upcoming conferences and trainings.
 - Training Division members attended multiple Local, County and State meetings.
 - All members continued annual RT-130 refresher training.
 - One (1) member is completing Paramedic school FI.
 - Training Division and new hires completed 22-01 new hire orientation.
 - Training Division is working on a new hire process for the currently open positions.
 - All shifts completed firefighter survival maze at Platteville-Gilcrest Fire Protection District.

- **Call Types – Year-To-Date**
 - EMS/Medical – 348

- Fire – 19
- Alarm Activation – 33
- Public Assist/Other – 40
- Hazardous Materials – 9
- Special Operations - 1

• **Ground Transports Comparison:**

- February 2022 – 81
- February 2021 - 90

FINANCE SECTION REPORT – FINANCE DIRECTOR:

• **Accounting & Financial – Audit Preparation**

- Payroll accrual entries completed
- Accounts Payable entries completed
- Working on Receivables entries
- Working on Capital entries
- Working on the PBC List for the Auditor
- Auditor has all FPPA Actuarial Reports necessary for the 2021 Audit
- Audit field work will be conducted from April 25th through April 29th

• **2022 - YTD Budget Summary**

- County Distribution was received on Wednesday, March 9, 2022 (February 2022 Distribution)
 - Total net distribution was \$2,582,017 of which \$49,779 is Motor Vehicle Specific Tax
 - \$2,532,238 was allocable to property tax and related revenues.
 - Significant increase in expenditures due to \$964,764 payment to Mile-Hi Fire Apparatus, Inc. for the pre-payment on the new Ladder Truck.

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

GENERAL FUND

From January 1, 2022 through March 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>
<i>TOTAL REVENUE:</i>	<i>\$11,439,872</i>	<i>\$2,924,575</i>	<i>\$8,515,297</i>	<i>25.56%</i>

<u>Expenditure</u>	<u>Budgeted</u>	<u>Expended &</u> <u>Committed</u> <u>YTD</u>	<u>Remaining</u> <u>Budgeted</u>	<u>%</u> <u>Expended</u> <u>& Committed</u>
<i>TOTAL</i>	<i>\$14,855,317</i>	<i>\$2,771,406</i>	<i>\$12,083,911</i>	<i>18.66%</i>
<i>EXPENDITURES:</i>				

18.63%
FY Expired

• **EMS Billing and Collections Summary**

- Reporting Period: 2/1/2022 through 2/28/2022
- Total Charges: \$93,832.00
- Billable Calls: 90

- Total Cash Posted: Current Month: \$48,013.52
Six Month Average: \$55,870.46

- Current Adjustments: Current Month: 61,591.78
Six Month Average: \$58,427.64

- Proceeds Collection Referrals: Current Month: \$1,588.37
Six Month Average: \$2,378.26

• **Miscellaneous Financial Information:**

- Assistant Chief Prunk and Financial Director Cummins will present to the Colorado EMTS, NCRETAC Grant Review Board on 3-15-2022 in Loveland, CO, with funds to be used to pay for approximately 50% of the funding for the District’s new Ambulance purchase.

FIRE CHIEF DISCUSSION AND ACTION ITEMS

- Resident and Business Owner Letter – May Election: A revised and updated letter to District residents and business owners has been completed. The letter can be found on the District’s website and will be posted on the District’s social media channels. The letter was also handed out during the Firestone Meet and Greet in early March and will continue to be utilized for all community events up to the election.
- Board Bylaws Update: A draft of the updated Bylaws has been provided to the Board. The goal is to have the Board approve the updated Board Bylaws at its April meeting. Staff is requesting that the Board members provide any comments or changes prior to the April meeting.

The Volunteer Pension Board Bylaws have also been updated. They will be on the next Pension Board meeting agenda for ratification and approval.

- SCL Land Donation and Submittals – Station 5: The District’s Civil Engineer and Architect have resubmitted all of the necessary planning documents, including plats, drainage reports, public improvements and building concepts, as requested by the Town of Frederick to complete the governmental approvals. The District had to submit revised documents in order to include the Glacier Way public improvement section, which also changed the platted drainage requirements. The District anticipates closing on the land within the next 45-60 days, once all governmental approvals have been received.

- State and National Shortage of Firefighter/Paramedics: Staff has been reviewing and analyzing the potential of changing the way the District fills open vacancies for Paramedics. In order to maintain one of the key components of the District's service model for emergency medicine, Staff is considering the possibility of creating a paramedic-only position for the District. The new position is being carefully analyzed to ensure it will work within the District's fire-based emergency medical system. . Staff will update the Board as this process moves forward.

CONSENT AGENDA

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

- Approval of the minutes of the February 14, 2022 regularly scheduled meeting.
- Confirmation of the continuity of the Financial Reports from February 10, 2022 to March 9, 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 Secretary Vigil. The motion passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

No new business for March 14, 2022.

RECESS THE REGULAR BOARD MEETING

Vice President Weimer moved to recess the regular Board meeting for the purpose of conducting an Executive Session. Motion seconded by Assistant Secretary Vigil. The motion passed unanimously. The regular Board meeting was recessed at 7:33 p.m.

EXECUTIVE SESSION

Vice President Weimer moved to go into Executive Session as requested by Fire Chief Young and President Walb of the Board of Directors:

- To receive legal advice on the District's the topic of efforts to receive impact fees through the Town of Firestone. CRS 24-6-402(4)(b).

Motion seconded by Assistant Secretary Jurgena. The motion passed unanimously.

Attorney Ross certified for the record that the Executive Session constitutes a privileged attorney-client communication and will not be recorded. The Executive Session began at 7:38 p.m.

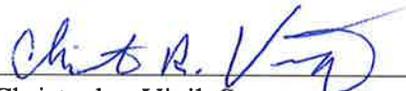
Treasurer Stout moved to come out of the Executive Session. Motion was seconded by Secretary Vigil. The motion passed unanimously. The Executive Session concluded at 7:52 p.m.

RECONVENE THE REGULAR BOARD MEETING

Vice President Weimer moved to reconvene the regular Board meeting. The motion was seconded by Assistant Secretary Vigil. The motion passed unanimously. The regular Board meeting was reconvened at 7:53 p.m.

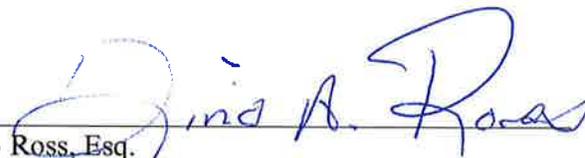
ADJOURNMENT

With no further business before the Board, Secretary Vigil moved to adjourn the meeting. The motion was seconded by Assistant Secretary Jurgena. The motion passed unanimously. The meeting was adjourned at 7:54 p.m.



Christopher Vigil, Secretary

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



Dino Ross, Esq.

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)(b).



Clyde A. Walb, President