



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



**MINUTES**  
**APRIL 13, 2020**

The virtual regular meeting of the Board of Directors of the Frederick-Firestone Fire Protection District, which was conducted through an electronic platform open to the public, 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, joined the Meeting at 7:04 p.m.  
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 the Operations Division  
Dale Ingraham, Executive Assistant

**ADDITIONS / DELETIONS TO THE AGENDA**

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

**PUBLIC COMMENT**

All regular Board meetings will be conducted electronically until the Board determines that conducting its meetings in a physical location no longer poses a risk of exposure to COVID-19 for anyone who attends the meetings. The Fire District has posted information on its official website inviting the public to join the meeting electronically.

**ATTORNEY'S REPORT**

Attorney Dino Ross presented the Attorneys' Report for the month of March 2020. The report is included in the Board DropBox.

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The Board had no 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 Assistant Chief Prunk have continued to research and review options and partnerships with other health care provider networks for future medical direction for the District. However, given the current COVID-19 pandemic, further discussion has been tabled by all parties at this time.
- Fire Chief Young and Planning Staff continue to work with the Center of Public Safety Excellence (CPSE) on the upcoming Strategic Planning process that was scheduled for March 30 through April 2. Given the current COVID-19 pandemic, this has been tentatively rescheduled for June 8 through 12, 2020. More information will be provided in the near future.

- **Human Resources / Personnel / Staffing**

- The District will begin Recruit Class 2020-01 on March 23 with seven (7) new recruit firefighters, emergency medical technicians, and paramedics. The recruits completed a full week of administrative orientation before being assigned to shifts. Understanding the COVID-19 limitations and concerns regarding social distancing, the week-long session was deemed an essential function of the District. The new recruits are now on shift and are completing their recruit training and task books with their assigned companies and officers.
- Final interviews were conducted for the future full-time Fire Prevention Specialist position. The position is scheduled to begin in early September 2020. Executive Staff is happy to report that the internal candidate who was selected was the District's Training Captain Joshua Venerable. Executive Staff have now started the internal process to fill the Training Captain's position that will become vacant in September 2020.

- **Capital Fleet/Equipment/Facilities**

- The water heater at Station 1 has started to have issues and required a service call. The recommendation by the service company was to repair for the short-term and plan on replacing within the next year. At this time, Executive Staff have decided to include a new water heater in the 2021 budget, however the water heater may need to be replaced sooner. The District will replace the current heater with an in-line water heater.

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- Station 2 septic system and laterals were inspected last month, and the recommendation was to replace the system. Staff anticipated the need to replace the system, and the District is currently soliciting bids with the intent of getting the station off the septic system and onto public sanitation.
- New signage was installed for the District's Administration building. The signage company has a few more items to fix and the company will be adding the building's address on the west side of the building as well. This was a capital project identified in the 2020 Budget as part of the District's marketing and rebranding strategy.

### ➤ Intergovernmental and Community Relations

- Fire Chief Young and Staff continue to attend multiple Weld County meetings through the month of March, using electronic platforms due to the COVID-19 pandemic. These meetings included the Communication Board Meetings, E911, County Workgroups, CAD Workgroup meetings, MAC Group and the Weld County Utility Board Commission as requested or required each month.
- Fire Chief Young has been meeting electronically with Colorado State Fire Chiefs, North Metro Area Fire Chiefs and Weld County Fire Chiefs weekly since the week of March 15, 2020 due to the COVID-19 pandemic.
- Fire Chief Young has been hosting and leading the Weld County Fire Chiefs through the COVID-19 pandemic and coordinating response management through Carbon Valley Emergency Management Agency, Weld County Office of Emergency Management and Weld County Public Health.
- Weld County Public Health has been hosting weekly Town Meetings led by Dr. Wallace who is the Incident Commander for COVID-19 pandemic Weld County. Chief Young, EMC Garner and AC Prunk have all been attending this meeting weekly.
- Fire Chief Young and staff continue to attend numerous conference calls, webinars and electronic meetings presented by FEMA, International Association of Fire Chiefs and multiple other partners such as local hospitals to stay informed. Communication flow is not an issue or concern with staff right now. Ensuring the proper information communicated with staff has been a challenge and staff continue to do an excellent job.
- Chief Young and CVEMC Garner have been meeting with Policy Group members within the Towns of Frederick, Firestone, and Dacono, and Mountain View Fire Protection District, weekly to ensure priorities are being met at the policy group level; communication flow remains consistent and openly between all parties.

### PLANNING SECTION REPORT

#### • Community Development / Fire Code Enforcement

New construction project activities in March 2020:

- Commercial Projects - 95

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- Residential Projects - 23

- **Fire Inspections** – Annual fire code inspections to be completed by crews were suspended during the month of March due to the COVID-19 pandemic.
- **Target Hazard Inspections** – There were eleven (11) Fire Code Inspections scheduled in Target Hazard Occupancies by the Fire Prevention Division in March 2020.
- **Fire Code Violations** – There were six (6) Fire Code Violations recorded by the Fire Prevention Division in March.
- **Certificates of Occupancy** – There was one (1) tenant finish project completed in March.
- **New Permits Issued** – The District issued five (5) construction permits, six (6) fire alarm permits, four (4) fire sprinkler permits, one (1) special event permit and two (2) development permits, for a total of eighteen (18) permits issued in March. The District billed a total of \$10,139.00 for plan review and permit fees in March.
- **Burn Permits** – Weld County cancelled all Burn Permits and issued a burn ban in March.
- **Fire Investigations** – There were three (3) fire investigations in March:
  - Vehicle Fire
  - Dumpster Fire
  - Residential Structure Fire
- **Youth Firesetter Program** – There were no new YFS cases in March.

### Community Outreach

- **Community and PR Events:**
  - 7th Grade Presentations at Coal Ridge Middle School – These included Basic First Aid, When to Call 9-1-1, and how the Internet and Social Media can affect emergency response. This was completed before the outbreak of COVID-19 in early March.
- **Community and PR Events:**
  - Regular website maintenance and updates. This included adding a COVID-19 informational page for community residents and members, as well as job postings for EMT/FF and Paramedic/FF for the Training Division.
  - Attending several weekly electronic meetings for COVID-19, including Carbon Valley JIS for local PIOS, Weld JIC Updates, and State of Colorado JIC updates. Focus on common communication across the state dealing with the COVID-19 pandemic.
  - Worked on social media posts to inform and educate residents during COVID-19.

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

#### **Section Activity Summary**

##### ○ **New Water Tender Project**

The new water tender truck was picked up from Weis Fire and Safety in Salina, Kansas on March 23rd. It has been receiving equipment installation and is scheduled for graphics on April 15th. Driver and Operator Training are being conducted and task book will be required for those operating the new water tender. The truck should be in service sometime in late April.

##### ○ **2020 Staffing Project Updates**

- Recruit Class 20-01: Conducted their onboarding orientation the week of March 23rd and started on their assigned shifts the week of April 4th. Thus far, they have been a great addition to the District.
- The Training Division has scheduled the new recruit process to open March 30<sup>th</sup>; testing will take place in June, with an anticipated hiring date of August 3, 2020.

##### ○ **District Officer Retreat**

All crews and Command staff conducted extensive situational preparedness for anticipated COVID-19 medical responses. Due to the nature of the situation, continual evaluation and revision of operating policy has taken place. Staff will continue to evaluate and modify as needed as this situation follows its natural progression. This is a daily new norm for the Operations Section and the event still remains fluid and District personnel remain flexible to daily changes.

##### ● **Training Summary – March 2020:**

- Total Fire Training Hours: 879.50 Hours
- Total EMS Training Hours: 223.75 Hours

##### ● **Overview of Training Events for March 2020:**

- One (1) Paramedic Firefighter attended the 40-hour Fire and Emergency Services Instructor I course hosted by Estes Valley Fire Rescue.
- All Line personnel completed the annual Ice Rescue Refresher course.
- One (1) Battalion Chief attended the Colorado Emergency Managers Conference.
- One (1) Paramedic Firefighter and one (1) EMT Firefighter attended the two-day Centura Emergency Medical Services Symposium.

##### ● **Call Types – Year-To-Date:**

- EMS/Medical: 380
- Fire: 11
- Alarm Activation: 47
- Public Assist/Other: 75
- Hazardous Materials: 20

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- **Ground Transports Comparison:**
  - March 2020: 75
  - March 2020: 84

**FINANCE SECTION REPORT**

➤ **Software**

- **Caselle Implementation**

- Finance Director’s Training in Provo Utah – beginning May 18, 2020
- “Go Live” – June 2020
- June 1<sup>st</sup> – Transactions in Caselle

➤ **2019 Financial Audit**

- The Audit of the District’s 2019 Financial Statements began April 6, 2020.
- The Audit is well underway. A good portion of the field work is now completed.

➤ **Colorado EMS Supplemental Payment Program**

- Completed CO FY 2019 Desk Review February 28, 2020
- All Notice of Audits have been out by the Department of Health Care Policy and Finance
- The District has not received a Notice of Audit to date.

➤ **2020 YTD Budget Summary**

**Executive Summary - Budget vs. Actual  
 General Fund  
 From January 1, 2020 through April 8, 2020**

Revenue	Budgeted	Received YTD	Remaining Budgeted	% Received
<b><i>TOTAL</i></b>	<b><i>\$11,988,232</i></b>	<b><i>\$3,734,809</i></b>	<b><i>\$8,253,423</i></b>	<b><i>31%</i></b>
Expenditure	Budgeted	Expended & Committed	Remaining Budgeted	% Expended &
<b><i>TOTAL</i></b>	<b><i>\$10,373,035</i></b>	<b><i>\$2,266,803</i></b>	<b><i>\$ 8,106,232</i></b>	<b><i>22%</i></b>

**Property Tax Revenues Received  
 Through April of the years 2010 – 2020**

<b><u>2011</u></b>	<b><u>2012</u></b>	<b><u>2013</u></b>	<b><u>2014</u></b>	<b><u>2015</u></b>
<b><i>\$1,281,257</i></b>	<b><i>\$1,338,628</i></b>	<b><i>\$1,467,209</i></b>	<b><i>\$1,332,814</i></b>	<b><i>\$1,375,353</i></b>
<b><u>2016</u></b>	<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>
<b><i>\$1,752,457</i></b>	<b><i>\$1,860,446</i></b>	<b><i>\$2,048,393</i></b>	<b><i>\$2,486,290</i></b>	<b><i>\$3,242,598</i></b>

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### ➤ Billing and Collections Summary

- For the reporting period: 03/01/2020 through 03/31/2020
- Total Charges: \$ 102,533.00
- Billable Calls: 87
- Total Cash Posted:

	<u>Current Month</u>	<u>6-Month Average</u>
Medicare/Medicaid	\$ 21,887.86	\$ 15,064.14
Insurance	33,336.28	22,331.06
Private/Self Pay	15,283.40	9,901.27
Other	<u>766.00</u>	<u>392.67</u>
Total	\$ 71,273.54	\$ 47,689.12
- Adjustments:

	<u>Current Month</u>	<u>6-Month Average</u>
Medicare/Medicaid	\$ 50,606.87	\$ 40,437.29
Ins. Uncollectible	2,379.63	1,551.39
Uncollectible/Other	<u>35,957.90</u>	<u>15,995.56</u>
Total	\$ 88,944.40	\$ 57,984.24
- Proceeds from Collection Referrals:

	<u>Current Month</u>	<u>6-Month Average</u>
Total	\$ 1,456.35	\$ 1,114.25

### ➤ Miscellaneous Financial Information

- The District received a check from Pinnacol Assurance in the amount of \$4,010 which is the District's portion of Pinnacol's 2020 general dividend for the period of 1-1-2018 to 1-1-2019.

## FIRE CHIEF DISCUSSION AND ACTION ITEMS

### ○ COVID-19 Pandemic / District Response

The Board and Chief Staff participated in a lengthy discussion on the COVID-19 Pandemic and the effects on the District. Topics of the discussion included:

- Operational Plans, Staffing Plans and Demobilization Plans.
- Personnel updates regarding quarantine and testing results for COVID19.
- Testing procedures, protocols and sites.
- Data collection, both internal and external.
- Member physical and mental health. Peer Support and EAP.
- Internal Memo of Communication to members and significant others.

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

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### CONSENT AGENDA

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

- Approval of the minutes of the March 9, 2020 regularly scheduled meeting and the March 18, 2020 special meeting.
- Confirmation of the continuity of the Financial Reports from March 9, 2020 to April 13, 2020.
- Confirmation there were no electronic or printed voided checks for the period from March 9, 2020 to April 13, 2020.
- Acceptance of the Projected Expenditures Financial Report for April 13, 2020 to May 11, 2020, Accounts Payable and Payroll expenses to include a transfer of \$897,016.00 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 \$364,200.00 from the JP Morgan Chase Bank Business Checking Account to the ColoTrust Investments Fund Balance Account for future Accounts Payable and Payroll expenses.
- Payment of the bills and approval of all Financial Reports to include ColoTrust statements and payroll registers.

Vice President Weimer 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

None.

### ADJOURNMENT

With no further business before the Board, Treasurer Stout moved to adjourn the meeting. The motion was seconded by Assistant Secretary McElvaney. The motion passed unanimously. The meeting was adjourned at 7:47 p.m.

  
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Christopher R. Vigil, Secretary