



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



MINUTES
June 8, 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.

ROLL CALL

Directors Present:

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

Also, present:

Jeremy A. Young, Fire Chief
Dino Ross, Legal Counsel, Participating Virtually
Doug Prunk, Assistant Chief of Operations
Steve Iacino, Assistant Chief of Planning
Dale Ingraham, Executive Assistant
Duane Roller, Volunteer Firefighters' Pension Fund Board of Trustees
John Lee, Volunteer Firefighters' Pension Fund Board of Trustees

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

Mr. Jim Rae, a CPA with The Adams Group, LLC, presented the independent audit report of the financial statements for the year ending December 31, 2019. Mr. Rae started his presentation with an overview of the audit letter addressed to the Board of Directors. Under Significant Audit Findings, the District implemented four (4) new GASB standards. None of the standards had an effect on the District. The District's financial statements had three (3) significant estimates. The first is all the actuarial assumptions in both the Volunteer Firefighter and the Statewide Defined Pension Plans, most notably the Return on Investments. The second estimate is Depreciation. The final estimate is the Allowance for Doubtful

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Accounts Related to Ambulance Services provided by the District. The Notes in the report are standard, without any identified concerns. The auditors did not encounter any difficulties in performing the audit. . None of the comments in the management letter rise to the level of material weakness or a significant deficiency. Mr. Rae highlighted the bank reconciliations and journal entries to adjust the general ledger; property taxes receivable; and accrued payroll journal entries. The auditors suggested that the District take a look at its overall control structure, particularly with the new accounting system being implemented in 2020.

Mr. Rae proceeded to review the financial statements with the Board. The financial statements are both management and the Board's responsibility. The auditor's role is to express an opinion on the financials. The auditor is providing a "clean opinion", which is the best opinion an entity can get from a third-party audit. The numbers and the disclosures in the report are an accurate representation of what occurred in 2019. The Management Discussion and Analysis was prepared by the District's Financial Director and is a good overview of what occurred in 2019. Long term, the District's financial situation is getting healthier. The District does not have much debt. The District is putting money into contingency accounts and watching the budget closely as well.

The Board had no questions for Mr. Rae.

ATTORNEY'S REPORT

Attorney Dino Ross presented the Attorneys' Report for the month of May 2020. The report is included in the Board DropBox. A 2020 Colorado Legislative Tracker as of June 5, 2020 is on the table for the Board's information. Attorney Ross briefly highlighted the Bills of interest:

- HB20-1119 State Government Regulation of Perfluoroalkyl and Polyfluoroalkyl Substances: This Bill is expected to be revised in committee in order to reduce the compliance burden on local governments.
- HB20-1293 Emergency Telephone Service Charges: The Bill allows the PUC to establish the cap for emergency telephone charges on an annual basis, instead of the cap being set by statute. The Bill allows 911 service providers to assess overdue or unpaid remittances and imposes a time limitation to do so. The Bill also establishes a new 911 surcharge.
- HB20-1415 Whistleblower Protection Public Health Emergencies: The Bill provides immunity for any employee who raises a concern about workplace health and safety practices related to a public health emergency.
- SB20-216 Workers' Compensation for COVID-19: The Bill provides that, for the purposes of the "Workers' Compensation Act of Colorado", if an essential worker who works outside of the home contracts COVID-19, the contraction is (1) presumed to have arisen out of and in the course of employment; and (2) a compensable accident, injury or occupational disease. If passed, this legislation is expected to significantly increase workers' compensation premiums for all employers and to specifically impact emergency medical service providers with premium increases of up to 300%.
- SB20-218 CDPHE Hazardous Substances Response: The Bill imposes a fee on manufacturers and transporters of fuel products, which will be used primarily to establish the PFAS/PFOS cash fund.
- SCR20-001 Real Property Tax Assessment Rates: This Resolution would submit to the registered electors of the State of Colorado a ballot question to repeal the Gallagher Amendment to the Colorado constitution.

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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:

- **Annexation/Inclusion/Exclusion Update**

- The District has not been notified of any annexation, inclusion, or exclusion actions in May 2020.

- **Administration**

- Fire Chief Young and Planning Staff continue to work with the Center for Public Safety Excellence (CPSE) on the District's upcoming Strategic Planning process that was scheduled for June 8 - 12. This has now been rescheduled for September 28 through October 1, 2020.

- **Human Resources / Personnel / Staffing**

- Fire Chief Young and Finance Director Cummins are continually monitoring the District's financial situation given the COVID-19 pandemic. The Recruit Class 2020-02 is still moving forward at this time. The District is planning to bring on six (6) to eight (8) new recruits instead of the original 12 scheduled for August 2020.
- The internal process to fill the vacant Training Captain's position has been completed. The District's Safety and Medical Officer, Lieutenant Bret Joseph, was offered the position after the internal testing and interview process was completed. Lieutenant Joseph will take over the Training Captain position in the next 90 days.
- Due to Lieutenant Joseph's promotion, the Safety and Medical Officer position is now vacant, and an internal letter of intent was requested by the end of May for interested internal candidates. Chief Staff only received one (1) letter of intent for the position, submitted by Lieutenant Nicholas Puccetti. After an interview session with Lieutenant Puccetti discussing expectations, requirements, and future vision of the position, to ensure it is the right fit for him and his family, he accepted the position. Staff will now focus on a Lieutenant testing process.
- The District received a resignation from an EMT / Firefighter who has been with the District for five (5) years. This individual has taken a position outside of the fire and emergency medical services field. He had just finished his degree and was offered a job through his internship. The District wishes him and his family the best with their future endeavors.

- **Capital Fleet/Equipment/Facilities**

- Station 5 land allocation continues to move forward. Staff continues to meet virtually with SCL Health regarding the acquisition of roughly two (2) acres of land. SCL Health has stated they would

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donate the land to the District. Fire Chief Young and Assistant Chief Iacino have begun looking at the development costs required to enable the District to construct a fire station on the two (2) acres . The costs will be negotiated between SCL Health and the Wyndham Hill developer. Chief Staff is working with Allred & Associates and will be looking for a Civil Engineer soon.

- Chief Staff continues to work with the Town of Frederick on a new location site for the District's mobile training props. At this time, Staff plans to make the move in the month of June. The Land Use Agreement was signed by the Town Manager and Fire Chief Young on June 1, 2020.
- The new sanitation line for Station 2 was completed in May. Station 2's septic system had reached its life-cycle and the ability for the District to move the sewer onto public sanitation was now available. Station 2 and Administration Building were included into the St. Vrain Sanitation District. There was a facility cost allocation within the Capital Budget.

➤ **Intergovernmental and Community Relations**

- Fire Chief Young and Staff continue to attend multiple Town and Weld County meetings through the month of May, using virtual platforms due to the COVID-19 pandemic. These meetings included the County Workgroups, CAD Workgroup meetings, and the Weld County Utility Board Commission as requested or required each month.
- Fire Chief Young continues to meet virtually 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 continues to host and lead the Weld County Fire Chiefs through the COVID-19 pandemic, coordinating with Carbon Valley Emergency Management Agency (CVEMA), Weld County Office of Emergency Management and Weld County Public Health.
- Fire Chief Young and Staff continue to attend numerous conference calls, webinars, and meetings on virtual platforms hosted by various entities, including FEMA, International Association of Fire Chiefs, and multiple other partners such as local hospitals. These types of meetings are starting to become less frequent as the State and County begin to lift restrictions.
- Fire Chief Young and CVEMA Coordinator Garner met with Policy Group members within the Towns of Frederick, Firestone, Dacono and Mountain View Fire Protection District weekly during the month of May to ensure priorities are being met at the policy group level and communication flow remains consistent and openly between all parties. The last meeting, including the closing of the Carbon Valley Emergency Management Virtual EOC, occurred the week of May 25.

PLANNING SECTION REPORT

• **Community Development / Fire Code Enforcement**

New construction project activities in May 2020:

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- Commercial Projects – 95
- Residential Subdivision Projects – 26
- **Business Fire and Life Safety Inspections** – Annual fire code inspections to be completed by crews were suspended during the month of May due to the COVID-19 pandemic. Business fire and life-safety inspections will resume in June 2020.
- **Target Hazard Inspections** – There were (4) Fire Code Inspections in Target Hazard Occupancies by the Fire Prevention Division in May 2020.
- **Fire Code Violations** – There was one (1) Fire Code Violation recorded by the Fire Prevention Division in May 2020.
- **Certificates of Occupancy** – There were no certificate of occupancy inspections completed in May, primarily due to the COVID-19 pandemic.
- **New Permits Issued** – The District issued one (1) in-home daycare permit, one (1) fireworks display permit, one (1) fire sprinkler permit, and one (1) commercial kitchen hood system permit, for a total of four (4) permits issued in May. The District billed a total of \$249.00 for plan review and permit fees in May 2020.
- **Burn Permits** – The Weld County burn ban has been lifted as of April 27, 2020. Six (6) Burn Permits were issued in May 2020.
- **Fire Investigations** – There were two (2) vehicle fire investigations in May.
- **Youth Firesetter Program** – There were no new YFS cases in May. However, the District's Community Risk Reduction personnel met with a family whose child called 911 multiple times reporting a fire.

Community Outreach

- **Community and PR Events for May:**
 - Scheduled crews for forty (40) birthday parades. Parade attendance ended June 1, 2020.
 - Community Outreach Specialist met with the Towns of Frederick and Firestone to discuss the future of Community Events. It has been decided that these Community Events will continue, but they will look different to reflect recommended social distancing and other prevention procedures in response to the pandemic.
- **Marketing/Website/Office:**
 - Regular website maintenance and updates as needed.
 - Social Media postings/planning continued.
 - Attended weekly meetings with Weld PIO groups in relation to COVID-19.
 - Continued weekly meetings with State JIC/PIOs in relation to COVID-19.
 - Worked on video public service announcements (PSA) with Station 2's C-Shift.

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- New District marketing materials are being developed for implementation in 2020.

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

Section Activity Summary

- **New Apparatus Reviews**

The new ambulance and water tender were made available at the Administration Offices for the Board to view before or after tonight's meeting.

- **2020 Staffing Project Updates**

- Under the direction of Fire Chief Young, crews have been allowed to begin any 2020 budget projects that have not already begun. Some of these projects include equipment replacement cycle investments, facilities maintenance and improvements and safety/operational equipment purchases.
- The application period for the position of EMT/Firefighter closed on June 1, 2020. The District received over 70 applications. The Training Division is currently evaluating the applications and will deliver invitations to test, once a pool of qualified applicants is identified. The testing process will take place June 16th and 17th, with a scheduled hire date of August 3, 2020.
- As result of Lieutenant Joseph being promoted to Training Captain, the District needs to fill a Shift Lieutenant position. The position will be posted internally for consideration. This promotional process will take place at the end of June and the successful candidate will assume the new role July 27, 2020.

- **Operations Section Situation Status**

- The Operations Section continues daily evaluations of supplies and personnel. Policy has been adjusted throughout the COVID-19 escalation and will continue to evolve based on current data and recommendations of the various health departments.
- Crews are returning to a more normal schedule of daily events, including hose testing, business safety inspection, and multi company fire training drills. Although much more challenging, crews have still remained diligent with any of the current guidelines for medical mask use and social distancing.

- **Training Summary – May 2020:**

- Total Fire Training Hours: 1,265 Hours
- Total EMS Training Hours: 184 Hours

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

- All line personnel completed the annual Swiftwater Rescue and Shore Operations refresher course conducted by the Training Division and Swiftwater Rescue members.
- One (1) Lieutenant and one (1) EMT Firefighter completed the Swiftwater Rescue I and Swiftwater Rescue II certification course hosted and conducted by Poudre Fire Authority. Each participant completed 48 hours of training to obtain the certification.
- All line personnel completed monthly EMS continuing education training on Sepsis presentation

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and pre-hospital care. The training was conducted by the District's medical provider and reinforced with hands-on training scenarios conducted by the District EMS Liaisons.

- **Call Types – Year-To-Date:**
 - EMS/Medical: 606
 - Fire: 60
 - Alarm Activation: 80
 - Public Assist/Other: 110
 - Hazardous Materials: 14

- **Ground Transports Comparison:**
 - May 2020: 68 – Reduced numbers due to COVID19
 - May 2019: 95

FINANCE SECTION REPORT

➤ **Software**

- **Caselle Implementation**

- Pre-Live training was attended by the Finance Director, Executive Assistant and Administrative Assistant.
 - All day on-line training was completed on Monday May 18th for Accounts Payable;
 - All day on-line training was conducted on Tuesday May 19th through Thursday May 21st; and
 - All day on-line training was conducted on Friday May 22nd and completed on Tuesday May 26th for General Ledger accounting.
- Caselle Live training and implementation - June of 2020

➤ **Audit**

- The 2019 Audit proved to be relatively difficult for staff, as the ledger lacked necessary entries, generally caused by communication issues within the Finance Section. The District's software conversion, which required extensive staff time, the Fire District's payroll changes, and the development of new accounting procedures played a significant role in the Finance Section's challenges. Some of the issues were attributable to Black Mountain Software (BMS) complications. Some of the issues were attributable to FPPA external reporting.
- The 2020 Audit Plan has been initiated. Primary items will include an after-audit follow-up with the Auditor; communication and education; itemized list of accruals and adjustments, and associated accounting; and producing time and space in the Finance Section. Staff anticipates that the 2020 Audit will run much smoother with the new accounting software in place with supporting structure.

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➤ **2020 YTD Budget Summary**

**Executive Summary - Budget vs. Actual
 General Fund
 From January 1, 2020 through June 3, 2020**

Revenue	Budgeted	Received YTD	Remaining Budgeted	% Received
<i>TOTAL REVENUE:</i>	<i>\$11,868,592</i>	<i>\$5,418,491</i>	<i>\$6,450,131</i>	<i>46%</i>
Expenditure	Budgeted	Expended & Committed YTD	Remaining Budgeted	% Expended & Committed
<i>TOTAL</i>	<i>\$10,373,035</i>	<i>\$3,572,172</i>	<i>\$ 6,800,863</i>	<i>34%</i>

➤ **Billing and Collections Summary**

○ For the reporting period: 05/01/2020 through 05/31/2020

○ Total Charges: \$ 69,156.00

○ Billable Calls: 65

○ Total Cash Posted:	<u>Current Month</u>	<u>6-Month Average</u>
Medicare/Medicaid	\$ 18,116.35	\$ 14,544.29
Insurance	19,600.38	22,194.49
Private/Self Pay	15,788.82	9,706.90
Other	0.00	392.67
Total	\$ 53,505.55	\$ 46,838.35

○ Adjustments:	<u>Current Month</u>	<u>6-Month Average</u>
Medicare/Medicaid	\$ 40,104.00	\$ 36,730.21
Ins. Uncollectible	2,770.22	1,673.42
Uncollectible/Other	24,476.52	18,793.27
Total	\$ 67,350.74	\$ 57,196.90

○ Proceeds from Collection Referrals:	<u>Current Month</u>	<u>6-Month Average</u>
Total	\$ 1,293.38	\$ 971.54

➤ **Miscellaneous Financial Information**

○ The District received a capital credit (patronage dividend) from United Power in the amount of \$400.39 in May.

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FIRE CHIEF DISCUSSION AND ACTION ITEMS

○ **COVID-19 Pandemic / District Response**

Fire Chief Young provided a brief overview on the status of the COVID-19 pandemic's impact on the District. The Board had no questions for Fire Chief Young.

○ **Adams Group LLC Audit of Financial Statements for Fiscal Year 2019**

Executive Staff is requesting a motion for acceptance and approval of the 2019 Audit and Financials, as presented by staff and the District's third-party auditing firm. Attorney Ross reviewed the MD&A and Notes to the audit and provided his suggested revisions to the District and auditor.

○ **District Property - Surplus, Donate or Dispose**

Staff is requesting Board authorization to surplus, donate and or dispose of items that have either been replaced because they are no longer relevant, replaced on scheduled life-cycle replacement, updated with current software or hardware, or mandated to be replaced.

○ **DOLA – Coronavirus Relief Fund (CVRF)**

On Friday, May 29, 2020, DOLA announced it will allocate up to \$275 million from the Coronavirus Relief Fund ("CVRF") to local governments, including special districts, to reduce the financial impact of the COVID-19 pandemic. The CVRF was created by the U.S. Congress under Title V of the CARES Act. CVRF funds may be used for necessary expenditures incurred between March 1, 2020 and December 30, 2020 due to the COVID-19 public health emergency that were not accounted for in the most recent local government budget. Fire Chief Young and Finance Director Cummins are monitoring this and will be applying for reimbursement of qualifying expenses.

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 May 11, 2020 regularly scheduled meeting.
- Confirmation of the continuity of the Financial Reports from May 11, 2020 to June 8, 2020.
- Confirmation there were no electronic or printed voided checks for the period from May 11, 2020 to June 8, 2020.
- Acceptance of the Projected Expenditures Financial Report for June 8, 2020 to July 13, 2020, Accounts Payable and Payroll expenses to include a transfer of \$186,296.00 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 \$487,300.00 from the ColoTrust Investments Fund Balance Account to the JP Morgan Chase Bank Business Checking Account for Accounts Payable and Payroll expenses.
- Payment of the bills and approval of all Financial Reports to include ColoTrust statements and payroll registers as presented.

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Treasurer Stout 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

- Assistant Secretary McElvaney moved to accept and approve the Independent Third-Party Audit Report of the Financial Statements for the Year-Ended December 31, 2019 as presented by The Adams Group, LLC. Motion seconded by Vice President Weimer. The motion passed unanimously.
- Secretary Vigil moved to (1) Approve the Release of Computer and Communications Hardware as presented and declare it surplus; and (2) Authorize the Hardware Equipment to be discarded per District policy. Motion seconded by Treasurer Stout. The motion passed unanimously.

RECESS THE REGULAR BOARD MEETING

Assistant Secretary McElvaney moved to recess the regular Board meeting for the purpose of conducting an Executive Session. Motion seconded by Vice President Weimer. The motion passed unanimously. The regular Board meeting was recessed at 8:10 p.m.

EXECUTIVE SESSION

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

- To Determine the District's Position on Matters That May Be Subject to Negotiations; Developing Negotiation Strategies; and Instructing Negotiators regarding:
 - Potential Land Development for Future Fire Stations #5
 - Upcoming Elections and Impact Fees
 - Mountain View Fire Protection District Automatic Aid Agreement 2010 and First Amendment 2012
- Personnel Matters
- Fire Chief Young's Performance Review

Motion seconded by Vice President Weimer. 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 8:14 p.m.

Assistant Secretary McElvaney moved to come out of the Executive Session. Motion was seconded by Vice President Weimer. The motion passed unanimously. The Executive Session concluded at 9:40 p.m.

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RECONVENE THE REGULAR BOARD MEETING

Treasurer Stout moved to reconvene the regular Board meeting. The motion was seconded by Assistant Secretary McElvaney. The motion passed unanimously. The regular Board meeting was reconvened at 9:40 p.m.

ADJOURNMENT

With no further business before the Board, Assistant Secretary McElvaney moved to adjourn the meeting. The motion was seconded by Secretary Vigil. The motion passed unanimously. The meeting was adjourned at 9:41 p.m.




Christopher R. Vigil, Secretary
Tracy McElvaney, Assistant 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)(a),(b),(e), and (f).



Clyde A. Walb, President