



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



**MINUTES
June 13, 2022**

The regular meeting of the Board of Directors of the Frederick-Firestone Fire Protection District was called to order by Chairman Weimer at 7:01 p.m.

ROLL CALL

Directors Present:

Edward Weimer, President/Chairman
Jeffrey Jurgena, Vice President
Christopher Vigil, Treasurer
Kathryn Maselbas, Secretary
David Stout, 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
Kara Docheff, Human Resources Specialist
Eric Miller, The Adams Group, LLC.

APPROVAL OF AGENDA

Treasurer Vigil moved to approve the Agenda for the June 13, 2022 meeting as presented. Motion seconded by Vice President Jurgena. The motion passed unanimously.

PUBLIC COMMENT

Eric Miller of The Adams Group, LLC, presented the audit report of the District's 2021 financial statements. Mr. Miller noted that the District's financial statements had appropriate utilization. He also noted that the Board of Directors and Chief Staff provided good internal controls of all finances. The District's financial status is strong, controlled, and viable, showing net gains within the 2021 financial statements. It was noted that the District's defined benefit retirement plan, which is administered by the

Colorado Fire and Police Pension Association (FPPA) is secure, as the District is required by State law to contribute additional funding over the next eight (8) years.

The Board had no additional questions for Mr. Miller in regard to the audit of the District's 2021 financial statements.

ATTORNEY'S REPORT

Attorney Ross presented the Attorneys' Report for the month of May 2022, which was included in the Board packet. Attorney Ross continues to assist Chief Staff with bond financing and briefed the Board on the proposed Resolution authorizing, and establishing parameters for, the financing. Attorneys Duke and Woodward continue to work on the SCL Health land donation of property to the District; the closing date has been extended to September 15, 2022. Attorneys Ferguson and Kinkade assisted Chief Staff in preparing the Accounting Specialist Job Description. Attorney Ross will participate in the new Board member orientation for Director Maselbas scheduled for July 28.

The Board of Directors did not have any additional 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 Finance Director Cummins have been working diligently with Stifel Public Finance on the request for proposal for debt service (general obligation loan) for the District. The Board has been kept apprised of proposals and discussions with financial institutions. Staff will have recommendations for approval stemming from the May 2022 debt service ballot issue approved by the District's constituents.
- Fire Chief Young has provided the Board with all the necessary documents and requested metrics for the annual performance review of the Fire Chief. The annual performance review of the Fire Chief is conducted between June and September of each year.
- Fire Chief Young and Fire Chief Beebe with Mountain View Fire Protection District have started preliminary discussions on boundary realignments between the two Fire Districts. At this time updated maps, planned annexations, future station locations, and proposed realignments are all being shared and discussed. More to come in the future on potential direction and resource needs.
- All required and supporting documents for May 2022 Election, Board of Director's Oath of Offices, and Transparency Notices were updated with the Department of Local Affairs and Weld County Clerk and Recorder after the May 23, 2022 Board meeting.

- **Human Resources / Personnel / Staffing**

- Fire Chief Young and Finance Director Cummins continue working on 2022 – 2023 Salary and Benefits comparable studies for the Denver Metro area and Northern Colorado area in order to provide current data for the upcoming salary and benefit planning for the 2023 budget. Due to the District still waiting on additional data to be presented by other agencies, this presentation will be provided to the Board in July and August for future planning purposes.
- Fire Chief Young met with Recruit Class 2022-02 as they begin their journey as new family members here with the District. Mission, vision, values, and expectations were all outlined by Chief Young to all five new recruits. We welcome them with open hearts and arms as we look forward to serving our community with each and every one of them.
- Administrative Assistant Vasquez resigned in late May because she accepted a job with the Town of Mead. Her last day with the District was on June 1st. At this time, the District will be bringing in a temporary employee with the intent to hire in the future.
- Administrative Staff attended the virtual conference of Entre Leadership May 23 – 25. Staff was able to participate in the conference and then have breakout sessions to discuss on how various aspects could be applied within the District. One of the tools provided through the conference was an individual and team assessment report on the six types of working genius – mapping the gifts each individual has with the work they do on a daily basis. This will be an ongoing study within the Administration group over the next couple of months as we map out the District's working geniuses, working competencies, and working frustrations making the team that much stronger.

- **Intergovernmental and Community Relations**

- Fire Chief Young and Staff continue to attend multiple Weld County meetings throughout the months of March/April 2022. Meetings include the Communication Board Meetings, E-911 Authority, County Workgroups, CAD Workgroups, and the Weld County Utility Advisory Board as requested or required.
- Fire Chief Young and the Town Manager of Frederick continue to meet to discuss the Station 5 property and the MOAPI in relation to the SCL land donation agreement, developer impact fees, inspection processes between the District and the Town, and needs assessments for both governmental agencies moving forward.
- Fire Chief Young met with Town of Frederick's Deputy Town Manager, Director of Public Works, and Fleet Manager to discuss the Intergovernmental Agreement (IGA) between the Town and the District establishing a vehicle maintenance program and sharing those costs. As the Town and the District continue to grow, both parties are needing to separate items from the IGA beginning in 2023. One of these is the cost share for the mechanic. The Fleet Manager believes it is time for the District to have a full-time mechanic. The District planned to hire a full-time mechanic in 2024; however, this timeline needs to be moved up a year due to workload and management of the District's fleet. Fire Chief Young and the Deputy Town Manger are working on an agreement for maintenance space and bulk fluid cost sharing for 2023 and 2024.

- Fire Chief Young led the Weld County Fire Chiefs Association meeting in May at Platteville-Gilcrest Fire Protection District. Topics of discussion were unified Weld County Burn Bans during high-fire danger days with Weld County Sheriff Reams, salary and benefits studies for Northern Colorado, training for the county agencies, updates from the Department of Local Affairs, dispatch changes and modifications, and special operation teams within the county and their upcoming joint trainings and meetings.

PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:

● **Community Development / Code Enforcement**

The District is currently working on seventy-eight (78) commercial projects within the Towns: twenty-six (26) commercial projects in Firestone, fifty-one (51) 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.

Residential development includes thirty-six (36) residential development projects with an additional 14,588 planned dwelling units: 7,558 in the Town of Frederick and 7,030 in the Town of Firestone. Many residential developments will include additional commercial zoned property for future commercial development.

- **Fire Code Inspections** – Twenty-seven (27) fire code inspections were completed in May.
- **Target Hazard Inspections** – Twenty-nine (29) target hazard inspections were completed in May.
- **Certificates of Occupancy** – There was one (1) Certificates of Occupancy completed in May.
- **New Permits Issued** – In May, the District issued four (4) construction permits, three (3) fire alarm permits, four (4) fireworks stands and special events permits, and one (1) food truck permit for a total of fourteen (14) permits. The District billed a total of \$4,978.00 in plan review and permit fees in May 2022.
- **Burn Permits** – There were seven (7) burn permits issued in May.
- **Fire Investigations** – There were three (3) vehicle fires, one (1) structure fire in Frederick, and one (1) brush fire that resulted in damaged property in Firestone for a total of five (5) fire investigations in May.
- **Youth Firesetter Program** – There were no new Youth Fire Setter (YFS) cases in May.

COMMUNITY OUTREACH

Community and PR Events for May:

- Third Grade Station Tours for Thunder Valley K-8 at Fire Station 1.
- Continued work on Comprehensive Marketing & Outreach Plan (CMOP) .

- Met with Civic Plus on ADA review for website and 2022 alignment review.
- Finalized May E-Newsletter.
- Updated website/social media planning.
- Continue working on Strategic Plan goals.

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

Section Activity Summary

- **2022 Project Updates**
 - Battalion Chief Edwards and Assistant Chief Prunk attended the Central Square Train-the-Trainer Computer-Aided Dispatch (CAD) training with Weld County Communications. The project is still slated to move forward with transition in August of 2022
- **Station Projects and Maintenance and Apparatus**
 - All 2022 station projects are in process. Still dealing with supply and lead time issues but all project managers anticipate concluding within the 2022 budget as planned.
 - Final work is being done on request for proposals (RFP's) for a new Rescue Engine and New Type III Ambulance.
- **Operations Section Situation Status**
 - The 2022-2 Recruit Class started with the District on June 6th. These five individuals will complete a week of administrative orientation, a week of shift visits prior to being assigned to a shift.
 - The District is monitoring national shortages to certain medical supplies. Thus far, the District has been able to modify procedures to accommodate these shortages.
- **Training Summary – May 2022**
 - Total Fire Training Hours: 1,778.25 Hours
 - Total EMS Training Hours: 232.5 Hours
- **Overview of Training Events for May 2022:**
 - All members completed monthly Continuing Medical Education with Dr. Cheek.
 - All members completed annual hose testing.
 - All members completed mutual-aid live fire training with Platteville-Gilcrest FPD and Front Range Fire Protection District.
 - All members completed Swiftwater training at St. Vrain State Park.
 - All members completed multiple Target Solutions assignments.
 - Four members are working on their Recruit Task Book.
 - Two members passed their six-month recruit test.
 - Two members obtained Swiftwater Rescue Tech. 1 & 2 certification.
 - Three members attended Fire Investigation Technician certification training.

- Two members attended the state Fire Officer-II class.
- Two members attended specialty auto extrication training.
- Multiple members obtained state certifications: Firefighter-II, Driver Operator, and Fire Instructor I.
- Three members completed Blue Card certification renewals.
- Two members completed Advanced Cardiac Life Support (ACLS) renewals.
- Multiple members instructed throughout the National Fire Academy (NFA) week held in Loveland.
- Training Division members attended multiple Local, County and State meetings.

● **Call Types – Year-To-Date**

- EMS/Medical – 835
- Fire – 133
- Alarm Activation – 105
- Public Assist/Other – 128
- Hazardous Materials – 17
- Special Operations - 1

● **Ground Transports Comparison:**

- March 2022 – 108
- March 2021 - 88

FINANCE SECTION REPORT – FINANCE DIRECTOR:

● **Accounting & Financial**

- Unqualified 2021 Audit Report (Discrepancies or adverse conditions were not observed).
- Increase in Net Position during 2021 of \$2,656,052 (14.1%).
- Increase in Fund Balance during 2021 of \$1,794,122 (17.7%).
- Monday May 23rd is the conversion date for most of the new banking services, except for the credit cards:
 - The District is now officially a customer of First Interstate Bank (FIB) – No longer Great Western Bank (GWB) – except for the credit cards.
 - GWB VISA credit cards will be active through 6-18-2022.
 - The new FIB Mastercards will be here June 9th, 2022.
 - The new FIB Mastercards will be active as of June 19th, 2022.
 - Bill Pay Vendors (payees) have been re-entered into the FIB system.
 - A FIB representative will be at the Board meeting on 6-13-22 to obtain signatory card documentation from Director Maselbas.

- **2022 - YTD Budget Summary**

- County Distribution was realized on Wednesday, June 8th, 2022 (May 2022 Distribution) and is included in the Executive Summary below (Total Distribution \$628,668).
 - Motor Vehicle Specific Ownership Tax comprised \$50,400 of the total of \$628,668.

Executive Summary - Budget vs. Actual – YTD

GENERAL FUND

From January 1, 2022, through June 8, 2022

<u>Revenue</u>	<u>Budgeted</u>	<u>Received YTD</u>	<u>Remaining Budgeted</u>	<u>Percent Received</u>
<i>Total Revenue:</i>	<i>\$11,439,872</i>	<i>\$7,931,116</i>	<i>\$3,508,756</i>	<i>69.33%</i>

<u>Expenditure</u>	<u>Budgeted</u>	<u>Expended & Committed YTD</u>	<u>Remaining Budgeted</u>	<u>% Expended & Committed</u>
<i>Total Expenditures:</i>	<i>\$14,855,317</i>	<i>\$4,993,799</i>	<i>\$9,861,518</i>	<i>33.62%</i>

43.6%
FY Expired

- **EMS Billing and Collections Summary**

- Reporting Period: 5/1/2022 through 5/31/2022
- Total Charges: \$71,894.00
- Billable Calls: 74

- Total Cash Posted: Current Month: \$62,553.08
Six Month Average: \$62,543.51

- Current Adjustments: Current Month: \$77,525.86
Six Month Average: \$65,507.36

- Proceeds Collection Referrals: Current Month: \$3,304.72
Six Month Average: \$1,543.29

- **Miscellaneous Financial Information:**

- The District is expected to receive approximately \$9,300, mid-June from the “Nebraska Spring 2022 Fire” as reimbursement for deployment of a District Battalion Chief for overhead command staff on large prairie fire.

FIRE CHIEF DISCUSSION AND ACTION ITEMS

- **Independent Financial Audit of Fiscal Year 2021:** Staff is requesting a motion for acceptance and approval of the 2021 Independent Audit and Financials as presented by The Adams Group, LLC, and staff. The Audit has been reviewed by legal counsel and will be filed with the State once the Board accepts and approves the report.
- **Resolution 2022-04 Authorizing the Issuance of a General Obligation Loan for Capital Improvements:** Staff is requesting the acceptance and approval of the 2021 Independent Audit and Financials as presented by The Adams Group, LLC, and staff. The Audit has been reviewed by legal counsel and will be filed with the State.
- **Accounting Specialist Job Description:** Staff is requesting the approval and adoption of the new job description for the position of Accounting Specialist. This position will be the final build out of staffing for the Finance Section and will be utilized for position recruitment and hiring within the next few months. This draft job description has been reviewed and approved by legal counsel as presented.
- **Senate Bill 22-238 – State Legislation:** Staff has been utilizing the new chart within our financial forecasting as a result of the changes in assessed valuation rates established by Senate Bill 21-293 and Senate Bill 22-238. These bill make significant changes to residential and non-residential assessment rates and property tax calculations. A chart breaking down the different classifications and assessment rates from 2023 to 2025 was provided to the Board.
- **SCL Land Donation and Submittals – Station 5:** Chief Staff and legal counsel are still working with the Town of Frederick’s attorney on final stipulations and approvals for the MOAPI revisions and finalization. A ninth extension has been completed with SCL for the land donation agreement due to the amount of time needed to complete the governmental approvals through the Town. Currently, it is on the agenda for the June 28th Board meeting for final review and approval. The plan is still to close on the parcel in late July or August. Currently working with the Town on an agreement regarding fees that will be imposed. If the Town develops a policy on fees that would benefit the District in the future, the Town will agree to apply that policy to the District. We are trying to secure this in writing for the future.

CONSENT AGENDA

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

- Approval of the minutes of the May 23, 2022 regularly scheduled meeting.
- Confirmation of the continuity of the Financial Reports from May 12, 2022 to June 8, 2022.
- Payment of the bills and approval of all Financial Reports to include ColoTrust statements and payroll registers as presented.

Treasurer Vigil moved to accept and approve all items under the Consent Agenda. Motion seconded by Vice President Jurgena. The motion passed unanimously.

OLD BUSINESS

No old business for June 13, 2022.

NEW BUSINESS

- Treasurer Vigil made a motion to accept and approve the third party, independent audit report of the District's financial statements for the year ending December 31, 2021, as presented by The Adams Group, LLC. Motion was seconded by Vice President Jurgena. The motion passed unanimously.
- Assistant Secretary Stout made a motion to accept and approve (1) Resolution 2022-04, a Resolution of the Frederick-Firestone Fire Protection District to: 1) authorize the incurrence of a general obligation loan, series 2022 in the amount not to exceed \$19,873,012, and the issuance of a promissory note evidencing the loan; 2) authorizing the project providing details concerning the loan and funds appertaining thereto; 3) ratifying acts previously taken concerning said loan; 4) delegating certain authority to the sale delegate; 5) repealing all resolutions in conflict herewith; and, 5) providing all other matters relating thereto. Motion was seconded by Treasurer Vigil. The motion passed unanimously.
- Vice President Jurgena made a motion to accept and approve the 2022 Accounting Specialist job description for the finance section as presented. Motion was seconded by Treasurer Stout. The motion passed unanimously.

EXECUTIVE SESSION

Treasurer Vigil made a motion to go into Executive Session as requested by President Weimer in relation to:

- Discussion of Fire Chief Young's annual performance review. CRS 24-6-402(4)(f).

Motion was seconded by Secretary Maselbas. The motion passed unanimously.

Attorney Ross stated that the Executive Session will not constitute an attorney-client communication and will be recorded. The Executive Session began at 7:57 p.m.

Assistant Secretary Stout made a motion to come out of the Executive Session. Motion was seconded by Secretary Maselbas. The motion passed unanimously. The Executive Session concluded at 8:17 p.m.

ADJOURNMENT

With no further business before the Board, Treasurer Vigil moved to adjourn the meeting. The motion was seconded by Assistant Secretary Stout. The motion passed unanimously. The meeting was adjourned at 8:19 p.m.



Kathryn Maselbas, Secretary

Frederick-Firestone Fire Protection District
Board of Directors Meeting
June 13, 2022

RECORD OF PROCEEDINGS

I hereby attest that the Executive Session was confined to a topic authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4)(f).



Edward Weimer, President