



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



**MINUTES
September 12, 2022**

The regular meeting of the Board of Directors of the Frederick-Firestone Fire Protection District was called to order by Chairman Weimer at 7:00 p.m.

ROLL CALL

Directors Present:

Edward Weimer, President/Chairman
Jeffrey Jurgena, Vice President
Christopher Vigil, Treasurer
Kathryn Maselbas, Secretary

Directors Absent:

David Stout, Assistant Secretary, Excused

Also present:

Jeremy A. Young, Fire Chief
Dino Ross, Legal Counsel
Kelley Duke, Legal Counsel, Executive Session Only, Virtual
Doug Prunk, Assistant Chief of Operations
Steve Iacino, Assistant Chief of Planning
Summer Campos, Community Outreach Specialist

Vice President Jurgena made a motion to excuse Director Stout from the September 12, 2022 meeting. Motion seconded by Treasurer Vigil. The motion passed unanimously.

APPROVAL OF AMENDED AGENDA

Secretary Maselbas moved to approve the Amended Agenda for the September 12, 2022 meeting as presented. Motion seconded by Vice President Jurgena. The motion passed unanimously.

PUBLIC COMMENT

No public comment for September 12, 2022.

PUBLIC HEARING

Vice President Jurgena made a motion to recess the regular Board meeting for the purpose of conducting two public hearings on: 1) The District's consideration of the Colorado Paid Family and Medical Leave Insurance Act ("FAMIL") Program; and, 2) The Denmore Petition for the Inclusion of Real Property into the Frederick-Firestone Fire Protection District. Motion was seconded by Secretary Maselbas. The motion passed unanimously.

Treasurer Vigil made a motion to open the public hearing on the FAMIL Program. Motion was seconded by Secretary Maselbas. The motion passed unanimously. The public hearing opened at 7:02 p.m. No public was present during the hearing. Attorney Ross and Fire Chief Young briefed the Board on the FAMIL Program. The Board had no questions or concerns.

Treasurer Vigil made a motion to close the public hearing on the FAMIL Program. Motion seconded by Vice President Jurgena. The motion passed unanimously. The public hearing on the FAMIL Program concluded at 7:16 p.m.

Treasurer Vigil made a motion to open the Public Hearing on the Denmore, LLC Petition of Inclusion of Real Property into the Frederick-Firestone Fire Protection District. Motion seconded by Secretary Maselbas. Motion passed unanimously. The public hearing opened at 7:16 p.m. There was no public present during the hearing. Attorney Ross and Fire Chief Young briefed the Board on the proposed property inclusion.

Treasurer Vigil made a motion to close the public hearing on the Denmore LLC Petition of Inclusion of Real Property into the Frederick-Firestone Fire Protection District. Motion seconded by Secretary Maselbas. Motion passed unanimously. The public hearing concluded at 7:20 p.m.

Vice President Jurgena made a motion to reconvene the regular Board meeting. Motion seconded by Treasurer Vigil. Motion passed unanimously.

ATTORNEY'S REPORT

Attorney Ross presented the Attorneys' Report for the month of September 2022, which was included in the Board packet. Attorney Ross reported that Attorney Ferguson worked with Chief Staff on the FAMIL Program options for the District. Attorney Ross briefly discussed the proposed Resolution and Certified Order for including the Denmore property that the Board will be asked to approve under New Business. Attorney Duke continues to work with Chief Staff on the SCL land donation MOAPI for Station 5. Closing is currently scheduled for mid-October, but due to issues with the developer it may be postponed. Attorney Ferguson worked with Chief Staff on the following new positions: 1) HR Manager; 2) Management Analyst/PIO; and, 3) Fleet Manager/Mechanic. The Board will be asked to approve this new positions under New Business.

The Board 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**

- Staff received three (3) bids from the seven (7) billing agencies that were solicited last month to provide proposals for performing ambulance billing and collection services. Staff is currently reviewing the proposals and meeting with the vendors. Staff will have a recommendation for the Board to consider at the October Board meeting. This will be a 2023 change to the District's EMS billing program.
- The District received its preliminary assessed valuation from the Weld County Assessor on August 24, 2022. The District's preliminary assessed valuation for the 2021 tax year (revenue collected in 2022) was \$661,915,685. The assessed valuation for the 2022 tax year (revenue collected in 2023) will be \$935,279,936, a gain of \$273,364,251 in assessed valuation. This will equate to an increase of approximately \$3,799,763 in tax revenue to be collected in 2023. With these preliminary numbers from the County Assessor, the General Obligation Loan mill levy will be right around 1.43 mills, equating to approximately a 1 mill levy increase for the General Obligation Loan in 2023.
- The District hosted the annual member appreciation picnic on August 13th. The picnic was well attended and allowed members to get together for fellowship and meeting each other's families. EMT/Firefighter Tellez won the salsa contest, and many others received some door prizes and great memories. The ice cone truck was a hit of the event.
- Fire Chief Young received word from Kammy Tinney that Pinnacle Consulting Group, Inc. will no longer be conducting special district election services or serving as a Designated Election Official. Mrs. Tinney also advised Fire Chief Young that she has resigned from Pinnacle Consulting Group as of September 9, 2022. The District is currently working with a few other agencies and evaluating Designated Election Officials and services to be provided to the District for future elections.
- Fire Chief Young and Finance Director Cummins are finalizing the draft 2023 Budget to be presented at the October 10th Board meeting. All project managers and staff presented their budgets for 2023 the week of August 29th. Chief Staff is still waiting on a few quotes and final numbers before completing the first draft of the 2023 Budget.

- **Human Resources / Personnel / Staffing**

- Fire Chief Young has met with each shift, provided a virtual meeting, and attended the monthly Local 4123 Union meeting to provide information on salary structure and employee benefit programs planned for 2023. All meetings were well attended, and personnel are appreciative of the slated changes and increases in salaries and benefits for 2023. All personnel are aware that nothing is final until the Board approves the changes and increases in salaries and benefits. The Board is anticipated to take action on these matters at the December 12, 2022.

- Fire Chief Young provided a formal offer to an individual for the current open Accounting Specialist position. This individual comes from the Town of Erie as their Accounts Payable and Payroll Specialist. The individual has an extensive background in Accounts Payable, Receivables and Payroll, and holds a bachelor's degree from Colorado Mesa University. The individual will begin the new position on September 19, 2022.
- Many uniformed members have completed, or are in the final stages of completing, their annual National Fire Protection Association (NFPA) 1582 medical and fit for duty physicals. All physicals should be wrapped up by the end of October at the latest.
- Executive Staff hosted a two-day Fire Officer Leadership Summit on August 22 and 23. The two days were spent working on leadership needs from today's Fire Officers, personality profiles of officers and personnel, and a review of the book "Leadership on the Line".
- **Intergovernmental and Community Relations**
 - Fire Chief Young and Staff continue to attend multiple Weld County meetings throughout the months of August/September 2022. The meetings included the Communication Board Meetings, E-911 Authority, County Workgroups, CAD Workgroups, and the Weld County Utility Board Commission as requested or required.
 - Fire Chief Young hosted the Weld County Fire Chiefs Executive Board meeting on August 17, 2022. Topics of discussion were: 1) unified Weld County Burn Restrictions during high-fire danger days' workgroup; 2) training for the county agencies and WCFCFA sponsored trainings; 3) the increase in dues for the Weld County Fire Chief association in 2023; and, 4) election of officers 2023-2024.
 - Fire Chief Young met with the Town of Firestone Town Manager on August 17, 2022. The topics of discussion were expectations, new development impact fees, emergency service agreements, and future meeting schedules. At this time Fire Chief Young was informed that the Town will not consider imposing impact fees on behalf of the District until at least January of 2024.
 - Fire Chief Young and Community Outreach Specialist Campos attended numerous Carbon Valley Chamber of Commerce events during the last month. She also attended the State of the Region presentation by the City of Dacono, and the September Board of Trustees meetings for the Town of Frederick and Town of Firestone.

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-seven (27) commercial projects in Firestone, and fifty-one (51) projects in Frederick. In addition, it appears that four (4) annexations will occur with the property being zoned for residential and commercial/mixed use. Once the properties are annexed, they will need to be included into the District's boundaries.

Residential development includes thirty-two (32) residential development projects with an additional 16,161 planned dwelling units -- 7,548 in the Town of Frederick and 8,613 in the Town of Firestone. Many residential developments will include some commercial zoned property for future commercial development.

- **Fire Code Inspections** – Thirty-three (33) fire code inspections were completed in August.
- **Target Hazard Inspections** – Fifty-two (52) target hazard inspections were completed in August.
- **Certificates of Occupancy** – There was four (4) Certificates of Occupancy completed in August.
- **New Permits Issued** – In August, the District issued five (5) construction permits, four (4) fire sprinkler permits, four (4) fire alarm permits, three (3) special event permits, two (2) hazardous processes, and one (1) food truck permit for a total of nineteen (19) permits. The District billed a total of \$29,885.00 in plan review and permit fees in August.
- **Burn Permits** – Six (6) burn permits were issued in August.
- **Fire Investigations** – There was one (1) structure fire on a patio in August.
- **Youth Firesetter Program** – There were no new YFS cases in August.
- **Community and PR Events for August:**
 - Instructed CPR/AED/Basic First Aid Training Class with Firestone Charter School Staff.
 - Worked with all the local elementary schools to schedule Fire Prevention Week presentations with First and Fifth Grade Classes.
 - Met with Town Community Events planners to discuss upcoming events and needs.
 - Attended Chamber of Commerce events, including the Before and After Hours and the Annual Chamber Golf Tournament.
 - Attended National Information Officers Association (NIOA) conference for training.

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

- **2022 Project Updates**
 - Project managers and Battalion Chiefs presented their 2023 budget request to Executive Staff. The presentations consisted of normal program maintenance funding as well as identifying future needs and program enhancements.
- **Station Projects and Maintenance and Apparatus**
 - Parking lot repairs are being conducted the first week of September at three of the five District properties.

- The new ambulance RFP sealed bid process was conducted August 23rd at the District's Administration Offices. Five vendors submitted quality bids which were reviewed by Staff to offer a recommendation to Fire Chief Young and the Board.
- **Operations Section Situation Status**
 - All Company Officers and Acting Officers attended an Officer Summit on August 22nd and 23rd at the District's Administration Offices. This was a quality event and has laid a good foundation for future opportunities of leadership growth and development.
 - The District is monitoring national shortages of certain medical supplies. There has been a noticeable increase in the costs of medical equipment, which is being evaluated for the 2023 budget process.
- **Training Summary – August 2022**
 - Total Fire & Rescue Training Hours: 2,077.02 Hours
 - Total Emergency Medical Training Hours: 237.5 Hours
- **Overview of Training Events for August 2022:**
 - All members completed monthly Continuing Medical Education with Dr. Cheek.
 - All members completed Forcible Entry Training.
 - All members completed Extrication/Vehicle Stabilization training.
 - All members completed multiple Target Solutions assignments.
 - Five (5) members are working on their Recruit Task Book.
 - Three (3) members passed their mid-term recruit test and completed the task book.
 - One (1) member obtained state Firefighter II certification.
 - One (1) member obtained state Hazmat Technician certification.
 - One (1) EMT and one (1) Paramedic Field Instruction were completed.
 - All Officers and Acting Officers attended a two-day Officer's Summit.
 - Multiple state written tests scheduled and completed.
 - Peer Support Team members attended North Area quarterly training.
 - Two (2) IAAI Fire Investigation Technician certifications were renewed.
 - One (1) Battalion Chief attended the first year of a four-year Executive Fire Officer program at the National Fire Academy.
 - Four (4) members completed Paramedic school candidate interviews.
 - The Training Division completed and presented 2023 Budget to the Fire Chief.
 - The Training Division members attended multiple Local, County and State meetings
- **Call Types – Year-To-Date**
 - EMS/Medical – 1347
 - Fire – 191
 - Alarm Activation – 169
 - Public Assist/Other – 219
 - Hazardous Materials – 27
 - Special Operations – 1

- **Ground Transports Comparison:**
 - August 2022 – 107
 - August 2021 - 110

FINANCE SECTION REPORT – FINANCE DIRECTOR:

- **Accounting & Financial**
 - The purchase of the 9551 County Road 11 property was completed on August 30,2022.
 - \$974,307.12 was wired from Colotrust Account 8007 (GO Loan Series 2022).
 - Name changes to Colotrust accounts “Facilities Reserves” and “Equipment Reserves” to “Capital Facilities” and “Capital Equipment” respectively – *Completed.*
 - Combining Colotrust accounts “Operational Contingency” and “Tabor Reserve” into a single account to be titled “Operating Contingency (Tabor) Reserve” – *Completed.*
 - Significant progress is being made on converting paper check vendors to ACH vendors.
 - Less Paper checks is the goal to assist with potential fraud.
- **Budget**
 - Program Manager budgets have been presented and the results incorporated into the Program Budgets
 - The Finance Department has the first iteration of the “2023BUD” in progress.
 - Portions of the budget depend upon reaching the end of September for historical and actual views.
- **2022 - YTD Budget Summary**
 - On September 8th, the District received Weld County distribution:
 - Approximately \$107,542 in total revenues of which approximately \$36,932 was property taxes & related interest, net of County Treasurer’s Fees, TIF reductions & Abatements
 - Approximately \$70,610 was specific ownership taxes
 - These revenues are included in the Executive Summary below.

Executive Summary - Budget vs. Actual – YTD

GENERAL FUND

From January 1, 2022, September 7, 2022

<u>Revenue</u>	<u>Budgeted</u>	<u>Received</u>	<u>Remaining Budgeted</u>	<u>Percent Received</u>
<i>TOTAL REVENUE:</i>	<i>\$11,439,872</i>	<i>\$11,287,894</i>	<i>\$151,978</i>	<i>98.67%</i>

<u>Expenditures</u>	<u>Budgeted</u>	<u>Expended & Committed</u>	<u>Remaining Budgeted</u>	<u>Percent Expended & Committed</u>
<i>TOTAL EXPENDED:</i>	<i>\$14,855,317</i>	<i>\$8,966,890</i>	<i>\$5,88,427</i>	<i>60.36%</i>

68.0% Fiscal Year Expired

• **EMS Billing and Collections Summary**

- Reporting Period: 8/1/2022 through 8/31/2022
- Total Charges: \$143,856.00
- Billable Calls: 128

- Total Cash Posted: Current Month: \$48,455.79
Six Month Average: \$59,541.99

- Current Adjustments: Current Month: \$63,456.72
Six Month Average: \$62,960.64

- Proceeds Collection Referrals: Current Month: \$1,106.29
Six Month Average: \$2,154.74

• **Miscellaneous Financial Information:**

- The CO EMS Medicaid Supplemental Program payment will be distributed on September 29th or 30th. The exact amount is not yet known; the Cost Settlement Report will not be out until the week of September 12th. *Unofficial* estimates range between \$550,000 and \$600,000.

FIRE CHIEF DISCUSSION AND ACTION ITEMS

- Resolution 2022-07 Declining Participation in Colorado “FAMLI” Program: Under New Business Staff is requesting a motion to accept and approve Resolution 2022-07 - A resolution declining participation in the Colorado Family and Medical Leave Insurance Act (FAMLI) Program.

- Resolution 2022-08 Inclusion of Real Property (Denmore, LLC.): Under New Business Staff is requesting a motion to accept and approve Resolution 2022-08 and the Certified Order of the Board approving the landowner’s petition to include the Denmore property into the District.

- Human Resource Manager, Management Analyst/PIO, and Fleet Manager/Mechanic Job Description for 2023: Under New Business Fire Chief Young is requesting the approval and adoption of the new job descriptions for the positions of (1) Human Resource Manager, (2) Management Analyst/PIO, and (3) Fleet Manager/Mechanic. These will be promoted and new positions for the District beginning in January of 2023. The draft job descriptions have been reviewed and approved by legal counsel as presented.

- 2022 Type III Ambulance Purchase: Under New Business Staff is requesting authorization to purchase a new 2022 Type III Ambulance from Braun Northwest in the amount of \$248,419. The District received a \$95,000 grant to go towards the purchase of a new ambulance by July of 2022. Braun Northwest was the only vendor that could meet the grants criteria along with meeting the District’s specifications identified within the Request for Proposal (RFP). The District received five (5) bids

from vendors with delivery dates from 240 – 830 days. This ambulance purchase keeps the District on track with the Capital Fleet Replacement Program.

CONSENT AGENDA

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

- Approval of the minutes of the August 8, 2022, regularly scheduled meeting.
- Confirmation of the continuity of the Financial Reports from August 4, 2022 to September 7, 2022.
- Payment of the bills and approval of all Financial Reports to include ColoTrust statements and payroll registers as presented.

Secretary Maselbas 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 September 12, 2022.

NEW BUSINESS

- Treasurer Vigil made a motion to accept and approve Resolution 2022-07, a resolution of the Frederick-Firestone Fire Protection District declining participation in the Colorado Family and Medical Leave Insurance Act Program. Motion was seconded by Secretary Maselbas. The motion passed unanimously.
- Vice President Jurgena made a motion to accept and approve (1) Resolution 2022-08 of the Frederick-Firestone Fire Protection District for the inclusion of real property upon the petition of Denmore, LLC; and (2) the approval of the certified order of the Board for the inclusion of real property as presented in Resolution 2022-08. Motion was seconded by Secretary Maselbas. The motion passed unanimously.
- Treasurer Vigil made a motion to accept and approve the (1) Human Resource Manager, (2) Management Analyst/PIO, and (3) Fleet Manager-Mechanic job descriptions as new positions for the District Beginning in 2023. Motion was seconded by Secretary Maselbas. The motion passed unanimously.
- Vice President Jurgena made a motion to authorize the purchase of a new 2022 Type III Ambulance from Braun Northwest in the amount of \$248,419, with a delivery date of 240 days, to be initiated and signed by Fire Chief Young. Motion was seconded by Treasurer Vigil. The motion passed unanimously.

EXECUTIVE SESSION

Treasurer Vigil moved to go into Executive Session as requested by Fire Chief Young and the Board of Directors.

- To receive advice of legal counsel regarding the SCL Health land donation agreement and the terms SCL Health and Frederick Development Company for the future Station 5 real property CRS 24-6-402(4)(a) and (b).
- To receive advice or legal counsel and discuss Fire Chief Young's Salary compensation under personnel matters. CRS 24-6-402(4)(b) and (f).

Motion was seconded by Vice President Jurgena. The motion passed unanimously.

Attorney Ross stated the Executive Session will constitute an attorney-client communication and will not be recorded. The Executive Session began at 7:55 p.m. Attorney Duke participated in the portion of Executive Session relating to the SCL Health land donation.

Vice President Jurgena moved to come out of the Executive Session. Motion was seconded by Treasurer Vigil. The motion passed unanimously. The Executive Session concluded at 8:53 p.m.

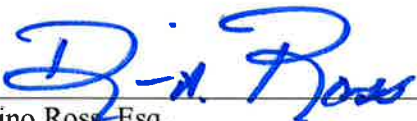
ADJOURNMENT

With no further business before the Board, President Weimer moved to adjourn the meeting. The motion was seconded by Vice President Jurgena. The motion passed unanimously. The meeting was adjourned at 8:55 p.m.



Kathryn Maselbas, 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), and (f).



Edward Weimer, President