



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



**MINUTES
January 13, 2025**

Chairperson Maselbas called the regular meeting of the Frederick-Firestone Fire Protection District Board of Directors to order at 7:02 p.m.

ROLL CALL

Directors Present:

Kathryn Maselbas, President/Chairperson
Greg Houston, Treasurer
Robert Freeman, Secretary
Pete Ditmon, Assistant Secretary

Directors Absent:

David Stout, Vice President, Excused

Also present:

Jeremy A. Young, Fire Chief
Dino Ross, Legal Counsel
Steve Iacino, Assistant Chief of Planning
Summer Campos, Public Relations (PR) Director

Secretary Freeman moved to excuse Vice President Stout from the January 13, 2025, board meeting. Assistant Secretary Ditmon seconded the motion. The motion passed unanimously.

APPROVAL OF AGENDA

Secretary Freeman moved to approve the Agenda for January 13, 2025, as presented. Treasurer Houston seconded the motion, which passed unanimously.

PUBLIC COMMENT

No public comment.

ATTORNEY'S REPORT

Attorney Ross presented the Attorneys' Report for January 2025, which was included in the Board packet. Attorney Ross noted that Attorney Powell worked with Chief Young on preparing the Resolution before the board tonight on the May 2025 Sales Tax and Director Election. Attorney Powell had to work closely with the Colorado Department of Revenue (DOR) to ensure all information required for the sales tax resolution and ballot was approved by DOR. Attorney Woodward continues assisting Chief Young with the Brookfield Development donation of property for the District's future Station 6. Attorney Powell assisted with the updated affiliation form with FPPA, and Chief Young signed it. Attorney Ferguson assisted with updating the District's Member handbook.

The Board did not have any questions for Attorney Ross.

EXECUTIVE SUITE AND INTERGOVERNMENTAL – FIRE CHIEF:

- **Fire Chief – Executive Summary**
 - Chief Young and PR Director Campos continue to work with Beyond Your Base Consulting regarding the upcoming public communications and public opinion research regarding a potential May 2025 sales tax ballot initiative. Voter analysis is in and will be ready for the Board to review during tonight's meeting.
 - Chief Young served at the National Fire Academy in Emmitsburg, Maryland, January 5-10, assisting the National Fire Academy and International Association of Fire Chiefs – EFO Section with application reviews for 150 Executive Fire Officers to be accepted into the program.
 - The 2025 Colorado legislative session opened Wednesday with a significant contingent of new members, the usual ceremonies and procedural duties, and hints of debates to come in the speeches by House and Senate leaders. Chief Young and the other members of the Colorado State Fire Chiefs' Executive Board began conference calls and meetings this week with the lobbyist firm, Meridian Public Affairs.
 - The District held its annual Christmas Dinner at Rocky Mountain Church on December 13th. There was a great turnout from members and their significant others. There was an online trivia game, a catered dinner, door prizes, an awards ceremony, and the annual year-in-review video.
- **Intergovernmental & Community Relations**
 - Fire Chief Young participated in the following meetings, events, and conferences in December and January:
 - Weld County Communications Advisory Board/E-911 Authority meeting.
 - Weld County Fire Chiefs Executive Board meeting.
 - Meeting with the Town Managers of Frederick and Firestone.
 - North Area Fire Chiefs Meeting
 - International Association of Fire Chiefs (IAFC) Missouri Valley Division (MVD).
 - Colorado State Fire Chiefs monthly board meeting and weekly legislative updates.
 - The IAFC Executive Fire Officer Section (EFO) monthly board meeting.

- Annual Santa Run all three (3) night's meeting and speaking with community members.
- Executive Fire Officer Review committee meeting before review week
- Leadership Mentoring Sessions with four (4) officers and one (1) acting officer within the District assisting with emergency services leadership.

The District's internal meetings are not included in the foregoing list.

PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:

- **Capital Facilities**

- Maintenance and Training Facility. Fire Chief Young and Assistant Chief Iacino are actively coordinating with Allred & Associates, Civil Engineering, and Weld County to ensure everything is ready for building permits, requests for qualifications, and proposals if the project is to be greenlighted in 2025. The design phase is in full swing, with the deadline of complete design and ready for permit submittals by April 2025.
- Future Station 6 (Barefoot Lakes). Fire Chief Young continues to work with the District's legal counsel and Brookfield Development on the final land conveyance agreement for the parcel of land for Station 6. All parties are working on the final revisions to the agreement and engineering. Fire Chief Young plans to have the agreement and the closing of the property completed by 2nd Quarter of 2025.

- **Community Development**

The District is currently working on eighty-seven (87) commercial projects, including thirty-three (33) commercial projects in Firestone, fifty-three (53) projects in Frederick, and one (1) in Weld County. No annexations are pending.

Residential development includes twenty-nine (29) residential projects with an additional **13,270** family dwelling units planned for construction: 6,753 in the Town of Frederick and 6,753 in the Town of Firestone. Residential developments will include other commercial-zoned properties for commercial development in coordination with residences.

The District has 452 commercial buildings and 821 businesses. It is tracking 585 fire and life-safety protection systems.

- **New Permits Issued in December 2024:**

- The District issued twenty-one (21) permits in December 2024, for a total of 211 permits in 2024. The District issued eighty (80) additional permits ahead of this time in 2023.

- **Fire Investigations – December 2024:**

- There were no fire investigations in December.

- **2024 End-of-Year Fire Investigation Stats:**

- 19 fires investigated
- \$620,077 property loss
- \$12,434,411 property saved

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

- **2024 Project Updates**

- The District hosted a five-day Fire Officer II class supported by the Colorado Division of Fire Prevention and Control. Company officers from around Northern Colorado received instruction and mentorship from fire service leaders on tactical considerations, honoring traditions, and performing numerous administrative functions as fire service leaders.
- The Operations Section completed final preparations for the closest unit response project. Due to technical issues, the kick-off date has been moved to the second half of January 2025.
- Crews assisted with the 20th annual Santa Run: no mechanical issues or injuries to report.
- Crews conducted a year-end audit of the 2024 business inspection for the Planning Section. The initial inspections were 100% completed.
- Fleet Manager Fennell and Assistant Chief Prunk conducted phone interviews as the first part of the hiring process for the Fleet Mechanic position. Three candidates will move on to in-person interviews during the week of January 6th.

- **Training Summary – December 2024**

- Total Fire & Rescue Training Hours: 1,427 Hours
- Total Emergency Medical Training Hours: 136 Hours

- **Overview of Training Events for December 2024:**

- One member obtained Fire Officer I certification.
- Four members obtained Car Seat Technician certification.
- Multiple members completed Basic Life Support CPR certification renewal.
- Two members attended Fire Officer II and passed.

- Two members renewed Blue Card Incident Commander certification.
- Two members began the EMT Field Instruction Program.
- The 24-01 Recruit Class passed their mid-term recruit test.
- One paramedic and two EMTs completed the Field Instruction Program.

FINANCE SECTION REPORT – FINANCE DIRECTOR:

• **Accounting & Financial**

○ **December Banking**

- 12-4-2024 – Checking augmentation - \$250,000, from 8003 to FIB 7035
- 12-4-2024 – Internal CT Transfer - \$1,120,000 from 8001 to 8004 – Augment Ops & Tabor Reserve
- 12-5-2024 – Paid GTC - \$53,756.28, from CT 8007 (GO Loan)
- 12-11-2024 – Checking augmentation - \$250,000 from 8003 to FIB 7035
- 12-18-2024 - Checking augmentation - \$650,000, from 8003 to FIB 7035

• **2024 – YTD Budget Summary**

- The December 2024 County Distribution was received on January 6, 2025, for \$61,905, of which \$57,813 was Specific Ownership Tax. These amounts are included in the executive summary below.

Executive Summary - Budget vs. Actual - YTD

GENERAL FUND

From January 1, 2024, through December 31, 2024

Revenues	Budgeted	Received YTD	Remaining Budgeted	Percent Received
<i>TOTAL:</i>	\$23,039,339	\$23,419,464	(\$380,125)	101.6%

Expenditures	Budgeted	YTD	Remaining Budgeted	Percent Expended & Committed
<i>TOTAL:</i>	\$35,270,278	\$24,904,879	\$9,365,399	73.4%

**100%
Fiscal Year
Expired**

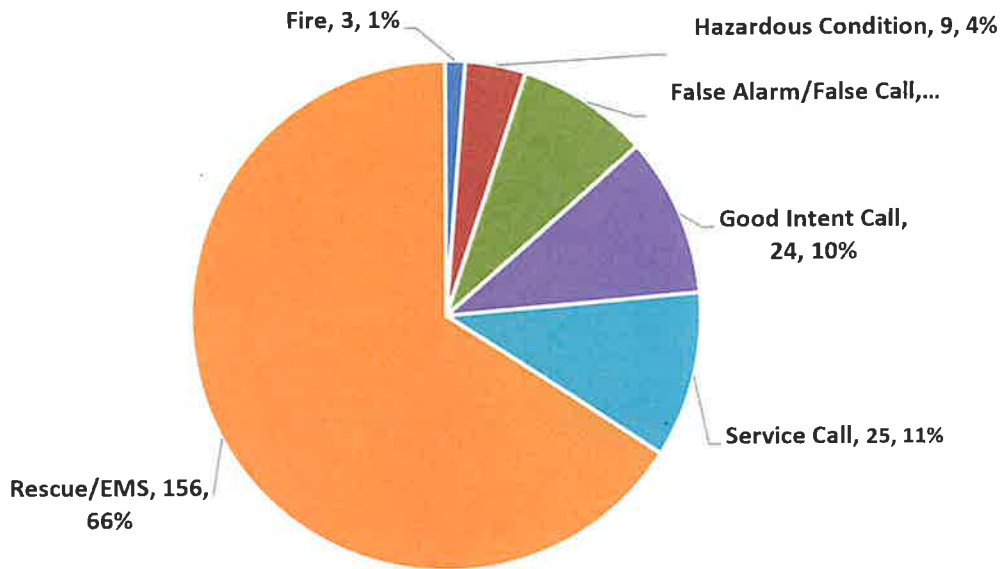
PUBLIC RELATIONS REPORT – PR DIRECTOR:

○ **Data Analysis**

○ December 2024 Emergency Call Metrics – (Includes Mutual/Auto Aid):

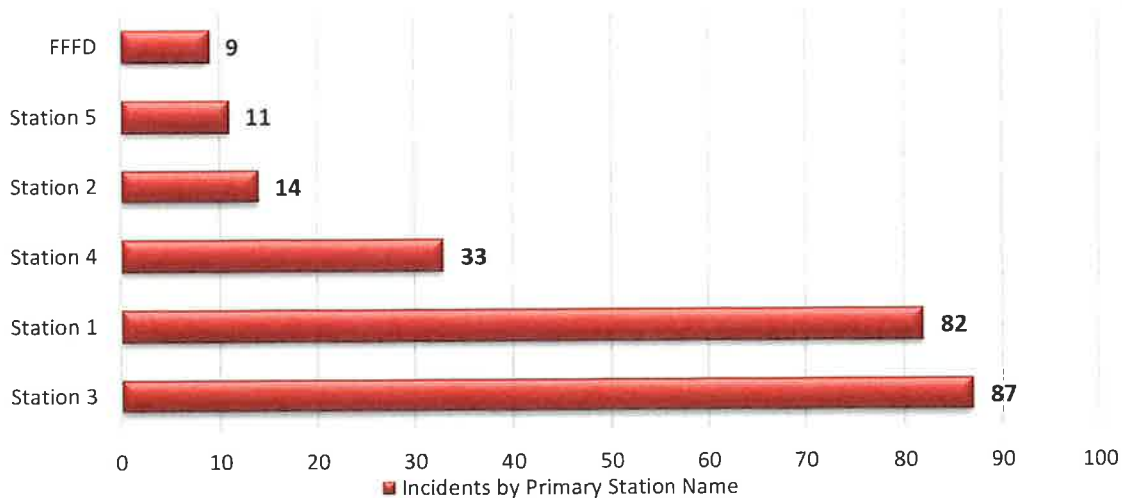
- Average Turnout Time: 1:06
- Average Enroute to Arrival: 4:07
- Average Response Time (Dispatch to 1st Unit On-Scene): 4:07
- Total Calls: 237

December Calls for Service



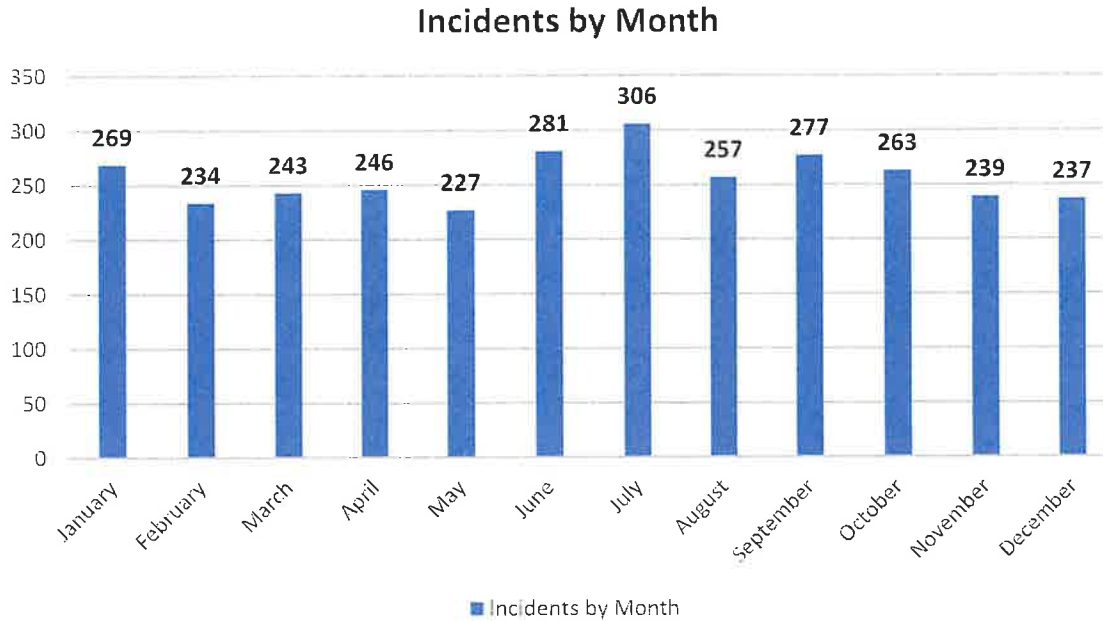
Incidents by Primary Station Name

Dec. 1, 2024 - Dec. 31, 2024



○ **2024 Emergency Call Metrics**

- Total Calls for 2024: 3,079 – 4.59% increase over 2023.



2024 CALLS FOR SERVICE

Fire	80
EMS/Medical	1,877
Alarm Activation	251
Public Assist/Other	369
Good Intent Calls	411
Hazardous Material	88
Special Operations	0
Severe Weather/Natural Disaster	3

○ Mutual and Automatic Aid – January 1, 2024 – December 31, 2024

○ Mutual Aid Given & Received:

- Fort Lupton Fire Protection District – Twenty-one (21) given and four (4) received.
- Mountain View Fire Protection District – One hundred and thirty-two (132) given and thirty-seven (37) received.
- Platteville-Gilcrest Fire Protection District – Twenty-nine (29) given and nine (9) received.

○ Automatic Aid Given & Received:

- Fort Lupton Fire Protection District – One (1) given and two (2) received.
- Mountain View Fire Protection District – Zero (0) given and one (1) received.
- Platteville-Gilcrest Fire Protection District – Thirty-one (31) given and twenty-five (25) received.

- **Accreditation Updates**

- PR Director Campos is working on accreditation documents with the District's CPSE Mentor, Fire Marshal Neil Rosenberger (ret). All accreditation materials must be submitted by February 28, 2025.
- PR Director Campos will travel to Miami Beach Fire Department as a Peer Assessor for their Accreditation January 21-25, 2025.

PR Director Campos was awarded the PIO designation from the Center for Professional Credentialing (CPC) through CPSE. The District now has nine (9) designations.

- **Community Risk Reduction / Education / Public Relations**

- Public Education / Community Events:
 - CV Holiday Festival – The District participated in the Holiday Festival Parade, where Engine 3415 delivered Santa to the holiday festival. B-shift crews assisted Community Risk Reduction Specialist (“CRRS”) Hayes in decorating the ladder truck for the parade. **1750 attendees**
 - Last Senior Blood Pressure Check for 2024 – C-shift crews assisted with Senior BP Checks at the Senior Center. **40 seniors**
 - FFFD's Kids Christmas Party — CRRS Hayes put together a great kids' Christmas party for employees' kids. Fire Prevention Specialist Puccetti and his wife were the District's Santa and Mrs. Claus. In addition to the gifts Santa brought the kids, there were games, cookie decorating, and fun photo ops. **Twenty-one kids** were in attendance!
 - 20th Annual Santa Run: The District held its 20th Annual Santa Run this year. This year's event was over **three days; 45 volunteers, 46 neighborhoods, 185 pounds of candy, and hundreds of families** helped support this year's Santa Run. Three sponsors helped donate or discount dinners for each night, and one church donated a gift card as a “thank you,” which was used for desserts and drinks for volunteers. The District received several messages via social media, emails, and phone calls thanking everyone for this year's Santa Run.
 - The District hosted a 4-day Car Seat Technician Class through Colorado State Patrol. Five District firefighters attended the course and received their technician certification. This class made the news regarding changes to the new car seat laws that took effect on January 1, 2025.
 - Social Media Safety Messages Posted: 30 Posts / 1 Video

HUMAN RESOURCES REPORT – HR MANAGER

- Human Resources (“HR”) Manager Docheff engaged in the following activities:
 - HR Manager Docheff successfully integrated the updated benefits data, new benefits rates, and the 2025 salary information into the District's payroll software. The first payroll processing of 2025 was completed successfully and without errors.
 - The District's annual employee review process began on January 1, 2025, and will continue throughout the month. It involves all members completing self-reviews, followed by feedback from their direct Officers or Managers, and concluding with approval from the Fire Chief or Assistant Chief. The entire process is conducted through the District's performance management software.

- The District's new full-time Behavioral Mindset Specialist completed their official onboarding process with Human Resources on January 6, 2025.
- HR Manager Docheff notified all District members of the internal job posting for the Division Chief of Training position, with a tentative full-time onboarding date set for the first quarter of 2025. HR Manager Docheff notified all District members about the internal and external job posting for the Fire Prevention Specialist position, with a full-time onboarding date scheduled for late January or early February. Fire Chief Young and HR Manager Docheff submitted the District's Affiliation Agreement with the Fire and Police Pension Association of Colorado (FPPA). This agreement ensures that FPPA holds official and accurate affiliation records for District.

CARBON VALLEY EMA – EMERGENCY MANAGEMENT DIRECTOR

- Emergency Management Director ("EMD") Garner received notification that she has met all the requirements to receive the Certified Emergency Manager (CEM) designation from the International Association of Emergency Managers (IAEM). There are currently 2,528 individuals internationally who hold this designation.
- In December, EMD Garner completed administrative and planning tasks for 2025, including developing work plans, defining and outlining projects for the year, revising distribution email lists, scheduling meetings, sending calendar invitations, and coordinating with partners to align schedules.
- The Carbon Valley CARES group, chaired by EMD Garner, held their annual holiday social and networking event and welcomed four new member organizations. This group is made up of representatives from organizations that serve the Carbon Valley in a variety of ways: transportation assistance, medical services, behavioral health, and food/rent assistance providers, as well as other special districts and non-profit organizations. Emergency Management finds value in building relationships with this group to prepare for long-term recovery from a disaster. The member organizations of CV CARES will form a long-term community recovery group and hold critical relationships and information about the community's needs.
- CVEMA helped with the "track Santa" activities during the 2024 Santa Run. This event successfully demonstrated a feature on the District's website that can also be utilized to deliver updates to the community during disasters or large-scale emergencies.
- EMD Garner finalized the After-Action Review and Improvement Plan (AAR/IP) for the October 31, 2024, Emergency Operations Center (EOC) Functional Exercise.
- EMD Garner supported the Accreditation Self-Assessments in Category 5.D, which focuses on the District's domestic preparedness activities. This work included writing content, identifying existing references, and creating new materials to ensure compliance with accreditation requirements. This effort revealed the progress of the emergency management program, highlighting the District's commitment to preparedness.

LOCAL 4123 EXECUTIVE BOARD – LOCAL PRESIDENT

- Local 4123 concluded 2024 with its final General Meeting on December 19th. Throughout the year, the Local hosted three meetings with a total attendance of eighty-eight members, adopted twenty-four motions, and allocated approximately \$4,500 towards member support.
- During the December 19th meeting, members unanimously agreed to submit a letter of support to the District regarding the 2025 sales tax initiative, advocating for Union-organized campaign funding should it be needed.
- Members have opted to assist the District in achieving CPSE Accreditation by sending an additional representative to the CPSE conference in April 2025 in conjunction with President Martinez. The Local believes that increased engagement from the Union is crucial for the success of the sales tax initiative and the accreditation process.

PRESENTATION – ASSISTANT CHIEF OF PLANNING

- Assistant Chief Iacino presented to the Board an update on development within the District. The update included all incoming commercial and residential buildings that the District currently has on its books as of January 2025.

DISCUSSION ITEMS – FIRE CHIEF

- **Frederick-Firestone Fire District Election Survey Presentation**

A public opinion questionnaire was mailed to all 10,597 registered voter households within the District on December 12, 2024, versus a subset of active or likely voter households. It included a QR Code, allowing people to take the survey online. A text message with a link to the online survey was sent on December 20, 2024, to 13,697 registered voters. The questionnaire served as an invitation for public reaction to a possible half-cent sales tax. The survey included 15 questions and a fact sheet about the potential sales tax. Six hundred and fifteen surveys were returned and processed as of January 2, 2025.

The questionnaire used for this research is not a scientific poll but a tool to gather public input and gauge general sentiment on the issue. The summaries and conclusions in the report are not intended to predict the issue's outcome at the polls. Instead, they provide the District with an additional way to gather community feedback and assess initial reactions to the funding proposal. Fire Chief Young and PR Director Campos will review the results with the Board before it is asked to consider the sales tax resolution this evening.

NEW BUSINESS ACTION ITEMS – FIRE CHIEF

- **Resolution 2025-01 Enacting Sales Tax for the District**

Under new business, Fire Chief Young requested Board approval of Resolution 2025-01 to enact a sales tax in the Frederick-Firestone Fire Protection District to defray the cost of providing emergency services.

- **Resolution 2025-02 Board of Directors Meeting Schedule and Posting**
Under new business, Fire Chief Young requested Board approval of Resolution 2025-02, which designates the Board of Directors meeting schedule and the posting locations of regular and special meetings for 2025. This resolution also addresses the need for virtual meetings during a Public Health Emergency or if required or requested by the Board at any time.
- **Resolution 2025-03 Calling for an Election and Appointing a DEO**
Under new business, Fire Chief Young requested Board approval of Resolution 2025-03, a resolution calling for a May 2025 director election and appointing Sue Blair of Community Resource Services of Colorado, LLC as the District's designated election official (DEO).
- **District Policy Manual**
Under new business, Fire Chief Young and Staff requested the Board approveS the District's revised and restructured policy manual in preparation for the Center of Public Safety Excellence accreditation review process.
- **District Standard Operating Guideline (SOG) Manual**
Under new business, Fire Chief Young and Staff requested Board approval of the District's revised and restructured standard operating guideline manual in preparation for the Center of Public Safety Excellence accreditation review process.
- **District Financial Policy 4B.7 & 4B.8 Revision**
Under new business, Fire Chief Young and Staff requested Board approval of the District's revised 4B.7 & 4B.8 concerning District financial objectives and transparency. This was revised due to reviews through the accreditation process.

CONSENT AGENDA

The following Consent Agenda was presented:

- Approval of the December 9, 2024, regular Board meeting minutes.
- Confirmation of the continuity of the Financial Reports from December 5, 2024, to January 8, 2025.
- To accept and approve all payables, financial reports, fund receipts and transfers, Colo-Trust statements, and payroll registers as presented within the monthly financial binder.

Treasurer Houston moved to accept and approve all items under the Consent Agenda. Motion seconded by Secretary Freeman. The motion passed unanimously.

OLD BUSINESS

No old business.

NEW BUSINESS

- Treasurer Houston moved to accept and adopt Resolution 2025-01, a resolution to enact a sales tax in the Frederick-Firestone Fire Protection District to defray the cost of providing emergency services. Secretary Freeman seconded the motion. The motion passed unanimously.
- Secretary Freeman moved to accept and adopt Resolution 2025-02, a resolution 1) Approving the regular Board of Directors meeting schedule for the calendar year 2025 and 2) Designating posting locations for notices of regular and special meetings. Treasurer Houston seconded the motion. The motion passed unanimously.
- Treasurer Houston moved to accept and adopt Resolution 2025-03, a resolution calling for an election and appointing a designated election official for the District. Secretary Freeman seconded the motion. The motion passed unanimously.
- Secretary Freeman moved to accept and approve the District's revised and restructured policy manual in preparation for the Center for Public Safety Excellence accreditation review process. Treasurer Houston seconded the motion. The motion passed unanimously.
- Secretary Freeman moved to accept and approve the District's revised and restructured Standard Operating Guidelines Manual in preparation for the Center for Public Safety Excellence accreditation review process. Treasurer Houston seconded the motion. The motion passed unanimously.
- Secretary Freeman moved to accept and approve the revision and addition to the District's Financial Policies 4B.7 and 4B.8 concerning the District objectives and transparency as presented in preparation for the Center for Public Safety Excellence accreditation review process. Treasurer Houston seconded the motion. The motion passed unanimously.

ADJOURNMENT

Secretary Freeman moved to adjourn the meeting with no other business before the Board. Treasurer Houston seconded the motion, which passed unanimously. The meeting was adjourned at 8:19 p.m.



Robert Freeman, Secretary