



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



**MINUTES
December 8, 2025**

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

ROLL CALL

Directors Present:

Kathryn Maselbas, President/Chairperson
Robert Freeman, Vice President
Greg Houston, Treasurer
Edward Weimer, Secretary
Jeff Jurgena, Assistant Secretary

Also present:

Jeremy A. Young, Fire Chief
Dino Ross, Legal Counsel
Summer Campos, Public Relations Director
Doug Prunk, Assistant Chief of Operations
Mike Cummins, Finance Director
Chris Edwards, Battalion Chief

APPROVAL OF AGENDA

Treasurer Houston moved to approve the Agenda for the December 8, 2025, meeting with the addition of an action item from Administration. Vice President Freeman seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

No Public Comment.

PUBLIC HEARING

Secretary Weimer moved to recess the regular Board meeting to conduct the continued public hearing on the proposed 2026 d budget. Assistant Secretary Jurgena seconded the motion. The motion passed unanimously.

Secretary Weimer moved to open the continued public hearing on the District's proposed 2026 budget. Treasurer Houston seconded the motion. The motion passed unanimously. The public hearing began at 7:01 p.m.

Fire Chief Young advised the Board that the public notice for the hearing was published digitally and in the newspaper since the week of October 15, 2025. The District and legal counsel have not received any public comments or questions on the proposed 2026 Budget as of the time of this meeting.

With no public present, Treasurer Houston made a motion to recess the public hearing on the 2026 Budget. Vice President Freeman seconded the motion. The motion passed unanimously. The regular board meeting resumed at 7:03 p.m.

ATTORNEY'S REPORT

Attorney Ross presented the December Attorney's Report, which was included in the Board packet. Attorney Ross drafted a proposed Resolution that is before the Board tonight for adoption of the 2024 International Fire Code and the 2025 Wildfire Resiliency Code in the forms adopted by the Town of Frederick. Adopting the Town's codes provides consistency in application and enforcement within the Town's boundaries. Attorney Ross provided two legal advisements to Chief Staff concerning the updated Mill Levy Public Information Sheet that must be filed with the County Assessor's Office when the District certifies its mill level, as well as a legal advisement on the 2026 Statutory Compliance that identifies many of the statutory deadlines the District must comply with in the upcoming year. Attorney Ross advised the Board of a recent Colorado Court of Appeals decision that indicates significant matters should be included in the posted agenda and not added during the Board meeting.

There were no questions from the Board.

EXECUTIVE SUITE AND INTERGOVERNMENTAL - FIRE CHIEF

• Fire Chief - Executive Summary - December 2025

Fire Chief Young engaged in the following activities last month: This is not a comprehensive list.

- o Fire Chief Young and design staff for Station 6 in the Barefoot Lakes development met with representatives and designers for Brookfield Residential, which is the developer. Overall, the Brookfield team is happy with the layout and the location of the future fire station. They did have some recommendations on aesthetics and materials that the design team is considering. Brookfield also recommended a change to the roofline. Fire Chief Young and the architect, Allred & Associates,

advised Brookfield that it is a little too late in the design phase to make these significant changes. They were going to take this back to the overall community design team for comments.

- o Fire Chief Young and Staff attended the Town of Frederick Business Awards held on November 12 at Rocky Mountain Christian Church. This was an excellent opportunity to meet established and new businesses within the Town of Frederick. The District showed support and met with several new companies in the area to assist with future District projects and to keep local tax dollars local when possible.
- o Fire Chief Young, along with the Executive Director of the Colorado State Fire Chiefs (CSFC), presented to the Denver Metro Chiefs Association on the upcoming legislative session and coordination with the Special Districts Association and the Colorado Professional Fire Fighters (CPFF). Fire Chief Young and the CSFC Executive Committee met with CPFF to collaborate and formulate a strategic operational and communications plan for the upcoming legislative session.
- o Fire Chief Young met with the Rocky Mountain Police and Fire Chaplains Association members from Loveland and Frederick about getting more chaplain involvement within the association for the District's members. Chief Staff will be meeting some of their staff in January 2026.
- o Fire Chief Young asked the Labor/Management Team and Mindset Specialist Freyta to research and discuss the potential of a later start time for members to go on shift. Current science is proving that the current 0700 hours shift start forces firefighters to wake between 0400 - 0600, cutting directly into their normal biological sleep rhythms, especially for those members who are "night owls." The team is evaluating whether the District should pilot a later start time of 0900-1100 to support firefighters' health, performance, and longevity.
- o Firefighter sleep research and science shows:
 - The night before shift is consistently the worst sleep of the entire 48/96 tour.
 - Firefighters are arriving sleep-deprived, even when they believe they slept enough, and this carries over into the second day for a busy shift.
 - Cancer research suggests an increase due to sleep deprivation.
 - Early start times cause circadian misalignment, reduced alertness, and increased mental and physical risk.

- **Intergovernmental & Community Relations**

- o Fire Chief Young attended and participated in board meetings, events, and conferences in November and early December. The District's internal meetings are not included in this list.
 - Ft. Lupton Fire Protection District Interim Fire Chief meeting - welcome and operations.
 - FFFD Kids Holiday Party - Saturday, December 6.
 - North Area Fire Chiefs meeting(s).
 - Denver Metro Chiefs Association meeting.
 - Weld County Fire Chiefs Association meeting(s).
 - Weld County E-911 Authority board meeting - Budget Review.
 - International Association of Fire Chiefs (IAFC) Missouri Valley Division (MVD).

- Colorado State Fire Chiefs bi-weekly executive committee meetings.
- Colorado State Fire Chiefs monthly board meeting.
- Strategic Planning meeting between CSFC and CPFF.
- IAFC Executive Fire Officer Section (EFO) board meeting.
- IAFC Constitution and Bylaws Committee bi-monthly meeting.
- Leadership Mentoring Sessions with six (6) acting officers, two (2) officers within the District, and one (1) external officer assisting with culture and transformational leadership. For a total of nine (9) hours of leadership mentoring this last month.

PLANNING SECTION REPORT- ASSISTANT CHIEF OF PLANNING

- **Capital Facilities:**

- o Fleet Maintenance and Training: Golden Triangle Construction (GTC) has received the building permit from Weld County and is working on grading and stormwater pond excavation, along with footing and foundation for the fleet maintenance building. Fire Chief Young and Assistant Chief Iacino, along with the District's architectural firm (Allred & Associates), the Owner's Representative (Dunakilly), and the civil engineers (Lamp Rynearson), are actively coordinating with Central Weld County Water District on the design and approval of the domestic water system. Owner, Architect, and Contractor (OAC) meetings have begun and are being attended by Fire Chief Young, Assistant Chief Iacino, and Assistant Chief Prunk.
- o Fire Station 6 Design: Fire Chief Young and Assistant Chief Iacino are actively coordinating with the Allred & Associates, Dunakilly, and Lamp Rynearson, who are working on the site plan and design phase for Station 6. The team has submitted the first site plan to the Town of Firestone and hopes to receive initial comments before Christmas.
- o Fire Station 5 utilities follow-up: Because of the increased utility costs at Fire Station 5, Fire Chief Young and Assistant Chief Iacino have been working with electrical and mechanical engineers with Galloway and Company to evaluate all electrical and mechanical systems within the facility to try to determine if there are steps available to make the systems more cost-efficient. They have completed their evaluations of the facility, and the District met with them on November 12th to discuss their findings. Chief Staff is scheduled to meet with GTC on December 10th to discuss the findings and the path forward.

- **Community Development:**

- o The District is currently working on sixty-six (66) commercial projects, including twenty-four (24) projects in Firestone, forty-one (41) projects in Frederick, and one (1) project in Weld County.
- o Residential development includes twenty-eight (28) residential projects with an additional 13,270 family dwelling units planned for construction within the Fire District: 6,753 in the Town of Frederick and 6,517 in the Town of Firestone. Residential developments will include other commercial-zoned properties for commercial development, in coordination with residential areas.
- o Current annexations include LG Everist, Varra Estate, Mead CR 9.5 and CR 28 ROW, and 9816 CR 7 in Frederick.

- o The Planning Section is tracking fire and life safety inspection records for the District's 470 commercial buildings, 870 businesses, and 618 fire and life-safety protection systems.
- **New Permits Issued in November 2025:**
 - o The District issued fifteen (15) permits in November 2025, for a total of one hundred seventy-five (175) permits to date in 2025, which is fifteen (15) permits behind the total permits issued through November 2024.
- **Fire Investigations - November 2025:**
 - o One (1) structure fire investigation.
 - o One (1) outside fence fire investigation.

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS

- **2025 Project and Activities Updates:**
 - o Battalion Chief Edwards was assigned to a two-week Acting Assistant Chief of Operations assignment. The assignment intends to provide the battalion chiefs with on-the-job training as part of succession planning and professional development.
 - o Operations continues to collaborate with Weld County fire agencies and Weld County Dispatch on implementing closest unit dispatching, Emergency Fire Dispatch (EFD), First-In Alerting (AVD), and tactical guidelines to enhance efficiency and operational effectiveness. Enhancements have already taken place, and more are scheduled.
 - o Staff continues to work on transitioning from the National Fire Incident Reporting System (NFIRS) to the National Emergency Response Information System (NERIS) records management system (RMS) in preparation for January 2026.
 - o Wildfire Team members assisted Northern Colorado agencies with a prescribed fire in Greeley at Signature Bluffs. Personnel functioned as branch directors, fire bosses, and engine crews.
 - o Program managers have closed out 2025 budgets and projects until the 2026 budget is opened.
- **Station Projects, Maintenance, and Apparatus:**
 - o Truck 3415 (110' Aerial) is still in Pennsylvania; they are waiting for waterway parts to arrive before they can finish repairs. Timeframe for return: January 2026. Fleet Manager Fennell is following up weekly.
 - o Tower 3417 (100' Tower) - Fleet Manager Fennell is working with Brindlee Mountain Fire Apparatus on an appraisal and decision on how to list for selling.
 - o Hazmat team members are obtaining pricing for a vehicle and outfitting for 2026, thanks to the local grants received.

- **Operations Section Situation Status**

- o Station 1 crews were approached by a citizen whom they treated for a medical emergency. He expressed his gratitude and wanted to thank the crew personally for their professionalism and service.
- o Alpine Lumber donated a large amount of wood to the Training and Operations Sections that will be used in the forcible entry prop at the training center.

- **Training Division Update-November 2025:**

- o Monthly Staff Training Hours
 - Administration/Leadership: 216.75
 - Company Level: 975.39
 - Driver/Operator: 411.5
 - Hazmat: 12
 - Officer: 413
 - Special Operations: 41
 - EMS: 855.5
- o Year-to-Date Staff Training Hours
 - Administration/Leadership: 1,756.71
 - Company Level: 12,456.39
 - Driver/Operator: 5,380
 - Hazmat: 418.5
 - Officer: 6,392
 - Special Operations: 1,962.25
 - EMS: 4,627.5

- **Monthly Training Overview:**
 - One member obtained State Live Fire Instructor Certification.
 - One member passed the State Fire Officer-II practical.
 - The District hosted two state-written testing sessions.
 - Seven members completed the Officer Development Program's Leadership Roundup.
 - Two members have completed the EMT field instruction program.
 - Two members attended the Colorado EMS conference in Keystone.
 - Three members participated at the Colorado Arson Investigation conference in Vail.
 - Four members attended the Science to the Station conference in Loveland.
 - Three members attended the Wildland Interface Conference.
 - Paramedics completed Pediatric Advanced Life Support (PALS) certification renewals.
 - Seven members attended a three-day Basic Field Training Officer course, hosted by the District.
 - Two After Action Reviews completed for recent structure fires.

FINANCE SECTION REPORT - FINANCE DIRECTOR

- **District Banking (November 2025):**
 - Checking Augmentation - from CT 8003 to FIB Checking - \$500,000 - (11-4-2025)
 - Frederick Impact Fees - transferred \$125,715 from CT 8003 (Unassigned Reserves) to CT 8008 (Impact Fees - Frederick) - (11-19-2025)
 - Firestone Impact Fees - transferred \$289,300 from CT 8003 (Unassigned Reserves) to CT 8009 (Impact Fees- Firestone)-(11-19-2025)
 - Checking Augmentation - from CT 8003 to FIB Checking - \$500,000 - (11-19-2025)
 - GO Loan - Series 2022 - Loan Payment \$692,683, from CT 8003 to Truist Governmental Financing - (11-19-2025)
 - Training & Maintenance Facility - PayApp#2 - GTC - \$208,457 - CT 8001 - Cap Facilities - (11-19-2025)
- **District Reserve Accounts (12-3-2025):**
 - Capital Facilities - \$7,295,774
 - Capital Equipment - \$2,746,228
 - Unassigned Reserves - \$4,398,315
 - Operating Contingency - \$4,531,324
 - GO Loan Series 2022 (Station 6) - \$10,321,191
 - Impact Fees - \$2,072,319

Total Reserves: \$31,365,151
- **Development Impact Fees:**
 - Fees received in November 2025: \$67,936.

• **2025 - YTD Budget Summary:**

- o The November 2025 County distribution statements have not yet been received and are not included in the summary below.

Executive Summary - Budget vs. Actual - YTD

GENERAL FUND

From January 1, 2025, through December 3, 2025

Revenues	Budgeted	Received YTD	Remaining Budgeted	Percent Received
<i>TOTAL:</i>	<i>\$18,158,601</i>	<i>\$20,407,459</i>	<i>(\$2,248,858)</i>	<i>112.5%</i>

Expenditures	Budgeted	YTD	Remaining Budgeted	Percent Expended & Committed
<i>TOTAL:</i>	<i>\$26,362,652</i>	<i>\$20,146,353</i>	<i>\$6,216,299</i>	<i>76.4%</i>

92.3%
 Fiscal Year
 Expired

• **EMS Billing and Collections Summary:**

Activity Summary- Financial Transactions by Billing Period

<u>Month</u>	<u>Gross Charges</u>	<u>Contractual Allowances</u>	<u>Net Charges</u>	<u>Rev Adjs</u>	<u>Payments</u>	<u>Write-offs</u>	<u>Refunds</u>	<u>Balance</u>
Nov-25	214,525.20	101,828.84	112,696.36	20.00	72,672.83	1,966.40	-300.00	38,337.13

<u>Disposition Destination Hospital</u>	<u>B.uns</u>		
Refusals/ Call Offs	41	23.43%	Nov-25
GOOD SAMARITAN	4	2.29%	Nov-25
LONGMONT UNITED HOSPITAL	6	3.43%	Nov-25
LONGS PEAK HOSPITAL	101	57.71%	Nov-25
ST ANTHONY NORTH HEALTH CAMPUS, WESTMINSTER	18	10.29%	Nov-25
CHILDRENS HOSPITAL NORTH CAMPUS- HWY 7	5	2.86%	Nov-25

Total EMS Calls: 175 100.00%
Billable Runs: 134

• **Miscellaneous Financial Information:**

- o The District received a grant for \$44,750 from Phillips 66 on 11-28-2025.
- o The District also received a grant of \$5,000 from Oxy Petroleum on 11-24-2025.
- o Staff completed the "Cost Report" for the EMS Supplemental Medicaid Payment Program. This intergovernmental source of revenue provided the District with close to \$900,000 in 2025.

- o Wildfire Deployment Information below shows the 2024 and 2025 wildfires in which the District participated. The "Remaining Amount" column shows the amounts still owed to the District. This information is essential as it significantly offsets the District's overtime expenditure.

- **Wildfire Deployment & Recompense Matrix:**

As of 12-03-2025

			Initial		Remaining
	<u>Year</u>	<u>State</u>	<u>Amount</u>	<u>Received</u>	<u>Amount</u>
Task Force 1	2024	NC	\$ 20,000	\$ 18,361	\$ 1,639
Task Force 1	2025	TX	\$ 37,825	\$ 28,369	\$ 9,456
Himalaya Road Fire	2025	AK	\$ 28,649	\$ 28,649	\$
Lee Fire	2025	CO	\$ 20,758	\$ 20,758	\$
Elk Fire- Merrie	2025	CO	\$ 7,023	\$	\$ 7,023
O'Brien Fire	2025	AK	\$ 2,942	\$ 2,942	\$
Aggie Creek Fire	2025	AK	\$ 13,460	\$	\$ 13,460
Turner Gulch Fire	2025	CO	\$ 31,268	\$	\$ 31,268
PNF ONC Support	2025	CA	\$ 131,288	\$	\$ 131,288
2025 ONC Staging 2	2025	CA	\$ 9,512	\$	\$ 9,512
Garnet	2025	CA	\$ 25,870	\$	\$ 25,870
L-2 Cub Fire	2025	CA	\$ 75,848	\$	\$ 75,848
Total:			\$ 404,444	\$ 99,079	\$ 305,365

PUBLIC RELATIONS REPORT- PR DIRECTOR

- **Data Analysis:**

- o November Emergency Call Metrics - (Includes Mutual/Auto Aid):
 - Total Emergency Response Calls Evaluated: 128
 - Average Turnout Time: 1:23
 - Average Enroute to Arrival: 4:00
 - Average Response Time (Dispatch to 1st Unit On-Scene): 5:09
 - **Total of ALL Calls for Service: 274**
- o Mutual and Automatic Aid- **January 1, 2025 - October 31, 2025**
- o Mutual Aid Given & Received
 - Fort Lupton Fire Protection District- Fourteen (14) given and zero (0) received.
 - Mountain View Fire Protection District- One hundred fifty-three (153) given and forty-four (44) received.
 - Platteville-Gilcrest Fire Protection District - Twenty-seven (27) given and seven (7) received.
 - Front Range Fire Protection District - Two (2) given and zero (0) received.
- o Automatic Aid Given & Received
 - Fort Lupton Fire Protection District - Four (4) given and two (2) received.
 - Mountain View Fire Protection District- Four (4) given and one (1) received.

- **Accreditation Call Metrics/Gap Analysis:**

- o Includes Emergent and Non-Emergent Calls to the 90th percentile for all High- and Moderate-Risk Fire and Emergency Medical Services (EMS) calls.

High-Risk Fire Suppression (Structural) Response Times November 1, 2025 - November 30, 2025			
Specific Metric	Baseline	Benchmark	Gap
PSAP - Dispatch	2:55	1:30	1:25
Turnout Time - 1st Unit	1:32	1:30	0:02
Travel Time - 1st Due	1:12	4:30	3:18
Total Response - 1st Unit	5:39	7:30	1:51
	n=1		
Total Response - ERF	9:56	10:30	0:34
	n=1		

Moderate-Risk Fire Suppression Response Times November 1, 2025 - November 30, 2025			
Specific Metric	Baseline	Benchmark	Gap
PSAP - 1st Unit	1:02	1:30	0:28
Turnout Time - 1st Unit	1:47	1:30	0:17
Travel Time - 1st Due	4:45	4:30	0:15
Total Response - 1st Unit	7:34	7:30	0:04
	n=1		
Total Response - ERF	9:16	10:30	1:14
	n=1		

High-Risk Fire EMS Response Times November 1, 2025 - November 30, 2025			
Specific Metric	Baseline	Benchmark	Gap
PSAP - 1st Unit	2:04	1:30	0:34
Turnout Time - 1st Unit	2:06	1:30	0:36
Travel Time - 1st Due	6:49	4:30	2:19
Total Response - 1st Unit ERF	10:16	7:30	2:46
	n=146		
Total Response - ERF	12:03	10:30	1:33
	n=37		

Moderate-Risk Fire EMS Response Times (Charlie, Delta)			
November 1, 2025 - November 30, 2025			
Specific Metric	Baseline	Benchmark	Gap
PSAP - 1st Unit	2:04	1:30	0:34
Turnout Time - 1st Unit	2:02	1:30	0:32
Travel Time - 1st Due	7:01	4:30	2:30
Total Response - 1st Unit ERF	10:01	7:30	2:31
	n=126		
Total Response - ERF	11:17	10:30	0:47
	n=121		

Moderate-Risk Fire EMS Response Times (MVAs)			
November 1, 2025 - November 30, 2025			
Specific Metric	Baseline	Benchmark	Gap
PSAP - 1st Unit	2:36	1:30	1:04
Turnout Time - 1st Unit	2:09	1:30	0:39
Travel Time - 1st Due	6:13	4:30	1:42
Total Response - 1st Unit ERF	10:58	7:30	3:28
	n=26		
Total Response - ERF	10:58	10:30	0:28
	n=26		

- **Accreditation Updates - Center of Public Safety Excellence (CPSE):**
 - Public Relations (PR) Director Campos has been working closely with Chief Joseph and Chief Edwards on Basic Incident Report Needs in ImageTrend for the transition to National Emergency Response Information System (NERIS) on January 1, 2026, to ensure the correct data is being captured for Accreditation reporting to the Center for Accreditation International (CAI).

- **Public Relations/ Marketing/ Outreach:**
 - PR Director Campos will be joining the Carbon Valley Chamber of Commerce Board as Treasurer for a three-year term beginning January 1, 2026. Being involved in the Chamber brings value to the District and the business community it serves.
 - PR Director Campos applied to Occidental Petroleum's First Responder Program for a grant for a HazMat Grounding Kit for the District Hazardous Materials Response Team. The District was awarded \$5,000.
 - The Public Relations Team continues to work on upcoming events, including the Kids Holiday Party, Annual Holiday Dinner, and the 21st Annual Santa Run.

- o PR Director Campos has been working with new team members, Digital Media Specialist (OMS) McKenzie, and FLSE Story, on the daily workflow and District needs.
- **Public Education/ Community Events:**
 - o PR Director Campos, OMS McKenzie, and the B-Shift Station 3 Crew presented the Sizzle & Safety Cooking Presentation at the Carbon Valley Regional Library. **13 attendees**
 - o FLSE Story and PR Director Campos taught the Fall Babysitting Class. **15 kids attended and were certified.**
 - o CPR Classes: CPR Class with Trident Security. **16 certifications/students**
 - o Senior Blood Pressure Checks. **50 attendees**

HUMAN RESOURCES REPORT - HR MANAGER

Human Resources (HR) Manager Docheff engaged in the following activities:

- The District-wide Open Enrollment period for the 2026 health insurance plan year has officially closed. This year's enrollment process was executed smoothly and seamlessly, with no significant issues reported.
- Year-end audits and preparations are now underway as the District approaches the end of the 2025 payroll year. Through careful planning, extensive auditing, and proactive coordination, the District continues to ensure full compliance, accurate reporting, and a streamlined transition into the 2026 plan year.
- All District members have been notified of the internal job posting for the newly established position of Deputy Chief. This key leadership position is designed to strengthen operational oversight and support the District's strategic initiatives. The position has a tentative full-time start date of January 5, 2026, with onboarding plans already in place to ensure a seamless transition and continued organizational effectiveness.
- In alignment with the recently updated Line of Duty Death and Serious Injury Handbook, a comprehensive Member Death and Serious Injury Benefits Guide has been developed. This thoughtfully designed resource provides families with clear, step-by-step information regarding the full range of benefits available to their loved ones in the event of a tragedy. By offering timely guidance and support during difficult times, the District reaffirms its commitment to the well-being of its members and their families, ensuring they are fully informed and supported when it matters most.
- On behalf of Kristen Hayes, the District has prepared and submitted a comprehensive information packet requesting her inclusion in the Colorado Fallen Firefighters Foundation Memorial in Lakewood. This submission reflects the District's commitment to honoring Kristen's service, sacrifice, and lasting impact on the District and the community. HR Manager Docheff will keep the Board informed as the Foundation completes its review process.

CARBON VALLEY EMA - EMERGENCY MANAGEMENT DIRECTOR

Carbon Valley Emergency Management Director (EMO) Garner engaged in the following activities:

- Hosted a well-attended Community Resilience Workshop on November 7 with 24 attendees, including representatives from local nonprofits and service organizations such as North Range Behavioral Health, United Way of Weld County, Carbon Valley Parks and Recreation District, High Plains Library District, Weld County agencies, local municipalities, and other community partners.
- Submitted final drafts of community annexes for the Weld County Multi-Jurisdictional Hazard Mitigation Plan. Awaiting complete draft from contractor; next steps include offering the draft for community review and submission for review by the State of Colorado before the plan is forwarded to FEMA for review and approval.
- Collaborated with EMS Lieutenant Concialdi to update the list of available community resources, reviewed the updates with Chiefs Joseph and Gilbert, and met with a behavioral health co-responder to align resource information and shared understanding.
- Carbon Valley Community Foundation signed the foundation agreement and is "live" as of November 21, 2025. The fund was announced at the Carbon Valley Chamber of Commerce non-profit showcase luncheon in November. With an advisory board of community members, the fund will move forward in January with an official launch and initial fundraising campaign. The Weld Community Foundation will match the first \$10,000 raised.
- Weld County's emergency notification system, CodeRed™, was taken offline on November 10, 2025, due to a potential security issue and remains unavailable. This outage prevents the use of location-based alerts for first responders and emergency management. If needed, Weld County can coordinate with Larimer County to issue iPAWS alerts on its behalf, though these alerts cover a much broader geographic area.
- Supported the Member Death and Serious Injury Handbook update team by incorporating all changes discussed throughout the year and entirely reformatting the document; the final draft is now under review.
- Completed and presented the *CVEMA 2025 Review and 2026 Preview Report* at the November CVEMA Advisory Board meeting. The executive summary emphasizes current and anticipated federal and state shifts, CVEMA's continued focus on strengthening local preparedness, partnerships, and operational sustainability. It frames 2026 as a Program Building Year with priority efforts in Continuity of Operations (COOP) planning, formalizing a Program Charter, advancing EOC technology assessment and planning, and preparing for the addition of the Emergency Management Coordinator in October 2026. The document is available for Board review.

LOCAL 4123 EXECUTIVE BOARD - LOCAL PRESIDENT

- No report for December 2025.

DISCUSSION ITEMS - FIRE CHIEF

- **2026 Draft Budget Preparation and Scheduling:**

The remaining timeline for the adoption of the 2026 Budget is as follows:

- o October 15 - Dec. 7 Public Review of the Proposed 2026 Budget
- o December 8 Board's Final Public Hearing and Adoption of 2026 Budget

- **Administration and Operational Object Changes - October - November:**

- o **Revenue 3000-3030:** The District received the official assessed valuation from the Weld County Assessor showing a minimal decrease in assessed valuation, roughly a \$39,000 decrease from the August preliminary assessed valuation. This was adjusted for in the final budget presentation.
- o **Object 4000 - Personnel and Benefits:** This object was adjusted to reflect the changes in final employee benefits enrollment, vacation and sick leave utilization, cell phone reimbursement, health savings account, and workers' compensation cost for 2026. This was a \$91,238 increase from the November budget presentation.
- o **Object 5350-Ambulance Billing Cost:** This object has increased by \$1,000 due to forecasted additional call volume for 2026.
- o **Object 5511 - Software Programs and Support:** This object has increased by \$12,003 to meet the District's financial software (Caselle) cost and support for 2026.

NEW BUSINESS ACTION ITEMS - FIRE CHIEF

- **Battalion Chief, Shift Captain, and Lieutenant Job Descriptions:**

Fire Chief Young requested Board approval of revised job descriptions for the positions of Battalion Chief, Shift Captain, and Lieutenant. The addition of the Deputy Chief position within the senior management structure necessitates adjustments to the duties and responsibilities of these roles to ensure appropriate alignment and delineation of authority. The revised job descriptions will be implemented in the first quarter of 2026, following completion of the promotional process for Assistant Chief of Operations.

- **2026 Fire District Member Handbook:**

Under new business, staff requested that the Board approve and adopt the January 1, 2026, Member Handbook as presented. The Member Handbook was revised in October and November 2025 to meet all new policies, procedures, and employment laws. It has been reviewed and approved by legal counsel and Fire Chief Young.

- **2026 Budget Adoption Overview & Resolutions:**

- Budget Resolutions: Chief Young requested that the Board approve three resolutions that were completed once the final assessed valuation (AV) certification was received and are now presented to the Board. The three (3) resolutions constitute the final adoption and appropriation of the 2026 Budget: 2025-08 Omnibus Resolution Summarizing, Adopting, Appropriating, Certifying, and Levying Property Taxes for the 2026 Budget, 2025-09 Resolution Adopting 2026 Fee Schedules, and 2025-10 Resolution allowing Staff to apply for grant funding. Each is presented under new business for your consideration and approval.
- 2026 Budget Letters and Transparency Notice: These were completed once the final assessed valuation (AV) certification was received and presented in the Board packet. These two (2) letters are issued to the Weld County Board of County Commissioners and the Colorado Department of Local Affairs (DOLA). Both cover letters for the 2026 Budget Packet and Message will be submitted to the County and the State as required by Colorado law.

- **Resolution 2025-11 Adopting the 2024 Edition of the International Fire Code and the 2025 Wildfire Resiliency Code:**

Fire Chief Young requested approval of Resolution 2025-11, adopting the 2024 edition of the International Fire Code with local amendments and the 2025 Wildfire Resiliency Code for the District, in coordination with ordinances within the Town of Frederick.

- **FFFD Member Death Handbook Revisions:**

Fire Chief Young requested acceptance and approval of the revised Member Death Handbook. This standard operating guideline, formatted as a handbook, has been revised to provide support and guidance for any active member, line-of-duty, and retired member deaths. The handbook and standard operating guidelines have been under full review and revision in 2025 by Executive Staff to meet the current and future needs of the District.

CONSENT AGENDA

The following Consent Agenda was presented:

- Approval of November 10, 2025, regular Board meeting minutes.
- Confirmation of the continuity of the Financial Reports from November 6, 2025, to December 3, 2025.
- Accept and approve all payables, financial reports, fund receipts and transfers, Colo-Trust statements, and payroll registers as presented within the monthly financial binder.

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

OLD BUSINESS

None.

NEW BUSINESS

- Vice President Freeman moved to accept and approve the revised job descriptions for Battalion Chief, Shift Captain, and Lieutenant as presented for implementation in 2026. Assistant Secretary Jurgena seconded the motion, which passed unanimously.
- Vice President Freeman moved to approve and adopt the Frederick-Firestone Fire Protection District Member Handbook, effective January 1, 2026, as presented. Secretary Weimer seconded the motion, which passed unanimously.
- Treasurer Houston moved to accept and approve the Certified Omnibus Resolution 2025-08, a certified resolution summarizing expenditures and revenues and adopting a budget for the calendar year of 2026; appropriating sums of money to the various funds for fiscal year 2026; and certifying and levying property taxes for the calendar year 2025 to help defray the cost of government for the fiscal year 2026. Vice President Freeman seconded the motion, which passed unanimously.
- Treasurer Houston moved to accept and approve Resolution 2025-09, a resolution approving and adopting the 2026 Code Enforcement, ambulance service, and administrative fees. Assistant Secretary Jurgena seconded the motion, which passed unanimously.
- Treasurer Houston moved to accept and approve Resolution 2025-10, a resolution authorizing the Fire Chief to submit and authorize submission of applications for any local, state, federal, and private grants as applicable in the fiscal year of 2026. Vice President Freeman seconded the motion, which passed unanimously.
- Assistant Secretary Jurgena moved to approve and issue the 2026 budget letters, supporting documentation, transparency notice, and 2026 meeting dates to the Weld County Board of County Commissioners and the Colorado Department of Local Affairs as required and presented. Secretary Weimer seconded the motion, which passed unanimously.
- Vice President Freeman moved to accept and approve Resolution 2025-11, adopting the 2024 Edition of the International Fire Code and the 2025 Wildfire Resiliency Code for the District within the Town of Frederick. Treasurer Houston seconded the motion, which passed unanimously.
- Vice President Freeman moved to accept and approve the revised Frederick-Firestone Member Death Handbook in relation to the loss of any District member on or off duty, including a line-of-duty death. Secretary Weimer seconded the motion, which passed unanimously.

ADJOURNMENT

Treasurer Houston moved to adjourn the meeting, as there was no other business before the Board. Secretary Weimer seconded the motion, which passed unanimously. The meeting was adjourned at 7:37 p.m.



Edward Weimer, Secretary