

FRONT RANGE FIRE RESCUE BOARD OF DIRECTORS MEETING

101 S. Irene Ave., Milliken, CO 80543 In-Person & ZOOM

Director Rutt calls the FRFR BoDs Meeting to order at 18:16. Roll call: Darrin Rutt, Jim Young, Greg Freehling, and Blair Howe (Zoom). Reid Hobler is absent and excused. Also in attendance are Chief West, Chief Drage, Chief Hinkle, Chief Kronholm, LSI Kurt Nakata, Christine Champlin, Cindy Heesemann, and Vanesa Thorpe. Robert Burns is in the public audience.

PLEDGE OF ALLEGIANCE: Previously said at Pension BoDs Meeting.

PUBLIC COMMENT: None.

CONSENT AGENDA: Drage asks to modify placement for discussion of the Inclusion Hearing. The guest is supposed to attend at 18:30. Rutt states we will have the Public Hearing once the said guest arrives. Young moves to approve the Consent Agenda with the modification. Freehling seconds. Roll call: All "aye." Motion passes.

STAFF REPORTS

Administrative/Financial:

Executive Financial Summary:

- General Fund 2022 YTD Revenue \$5,259,497
- Capital Fund 2022 YTD Revenue \$1,214,049
- Debt Fund 2022 YTD Revenue \$172,767
- Impact Fund 2022 YTD Revenue \$413,748
- Construction Loan Balance \$365,933

Reports Included at the end of this report:

- General Fund YTD
- Other Fund Balances YTD
- Account Balances
- Property Tax Revenue 2022 vs 2021

Highlights

- The Compensation Committee worked together to finalize the compensation packet. We worked to get FRFR the best life and short-term disability insurance for affordable pricing. Using all the updated information, we created a new 2023 benefits guide for all members.
- We are in the middle of open enrollment and members are now making updates and choosing the health, dental and vision policies they want.
- Website improvements have gone up and we have created an employment page to gather prospective new member information.
- All the paperwork has been filed with the State of Colorado to opt-out of FAMLI, the next vote will be in 2030.

HR Update: We have three recruits graduating from FRFR on Friday November 18th . They will then begin their one-year probationary period on their respective shifts. They will be sworn in prior to the December Board meeting, on December 13th, at 5:30 PM.

Young asked about bills regarding repairs for apparatus. West explains that bills are a little higher than normal due to a perfect storm last month. West states we should not have as many bills/repairs coming up in the future. West gives praise to the City of Loveland for apparatus repair and maintenance. He feels they have us on the right program. The City of Loveland also does pump testing. Our engines/equipment are in good shape.

Young asked about fuel expenses. West states fuel expenses are above average as well. West states we under-budgeted the cost of fuel because of the ambulance sales.

Life Safety Report: Drage provides Plan Reviews, Existing Construction Inspections, and New Construction Inspections graphs and charts are provided in the Google Folder.

October Highlights

- Fire Station 1 Remodel Update: The site plan has been submitted to the Town of Johnstown for review and approval. We are working closely with Golden Triangle Construction and Belford Watkins Group Architects to put the finishing touches on all plans so we can nail down the anticipated final budget for the project.
- Several new development projects are starting to take shape, with infrastructure and road networks getting completed. Examples include Purvis Farms, Paulter Ridge, Revere, and The Granary. Several newer developments are nearly through the review and approval processes, so we should start seeing them breaking ground early in 2023. Buc-ee's and Murdoch's are both moving forward with building construction, and we're starting to receive applications for specialized systems associated with Buc-ee's.

Life Safety Programs:

So far in 2022, we have dedicated 726 hours to plan reviews, broken down as follows:

- Proposed new developments: 272 hours and 230,203,691 square feet of development
 - Average review time is 3.0 hours per application over 4.3 days
 - 90 percent of reviews completed in 5.0 hours over 8.3 days
- Proposed new buildings: 192 hours and 1,613,7 square feet of new construction
 - Average review time is 3.0 hours over 4.0 days.
 - 90 percent of reviews completed in 6.1 hours over 8.0 days
- Fire alarms, sprinklers, etc: 149 hours and 1,857,057 square feet of new systems
 - Average review time is 4.0 hours over 3.0 days.
 - 90 percent of reviews completed in 8.0 hours over 6.5 days
- Special Hazards: 50 hours and 7,088,792 square feet of hazardous operations
 - Average review time is 5.73 hours over 4.5 days
 - 90 percent of reviews completed in 10.0 hours over 10.0 days
- Special Events Planning: 63 hours for 18 events

The pace of plan review submittals dramatically increased last month, with building construction plan reviews and fire protection systems seeing the largest increases. Lt Nakata has been picking up more plan review responsibilities to help meet the demand.

Fire Prevention Week was from October 9 to 15. A huge thanks goes out to Lt Nakata for coordinating several of our engine companies and UCHealth partners who helped provide valuable outreach and education to several school groups. We have also resumed the Hunger Heroes backpack delivery program. This program provides specific children in the school district with food that they might not otherwise have over the weekend. FRFR personnel pick up backpacks filled with food from the YMCA and deliver them to two schools in the district. Thanks to Lt Nakata and the engine companies for helping to ensure these youth don't go hungry!

In New Business, Drage will be presenting the Board with a proposal for the 2023 fee schedule. It features minor changes from 2022 and will keep our fees very low compared to our neighboring fire districts/departments.

On October 1st, Operations personnel responded to a reported structure fire at Letford Elementary, which is currently being demolished and was beginning the asbestos remediation process. A smoldering fire was in the attic space. Workers on scene extinguished most of the fire, but members from FRFR and LFRA completed the extinguishment. Lt Nakata investigated and determined that it was an accidental fire related to the ongoing demolition/remediation work that was underway.

Logistics:

Lt Covillo participated in the cooperative R&D process to select new thermal imaging cameras. He also assisted Berthoud Fire with their promotional process for Engineers.

Apparatus:

With Ford cancelling our order for Chief Kronholm's new vehicle, Chief West reached out to some contacts and was able to locate an available vehicle that matched our specs. We purchased the vehicle, and it is currently at Recreational Electric for the various installations required to put it into service. We anticipate it going into service in early to mid-December.

The Type 6 engine with the cracked water tank was repaired by the manufacturer on 10/5 and the apparatus is back in service.

Facilities: Yard sprinkler systems at all stations have been winterized. Fire Station 1: As previously mentioned, the site plan was submitted to the Town of Johnstown for review and approval. We are still on-track to begin construction during the 1st quarter of 2023. We are having a lot of conversations with GTC and BWG to help us put the finishing touches on the final project budget. We will begin working on plans to find new homes for the variety of items currently being stored at Station 1 before construction commences.

Fire Station 2: Nothing new to report.

Fire Station 3: Nothing new to report.

Training Building: Chief West is still working with the school district to assume ownership of the building.

Gateway Building: We received the architectural floor plan and met with two interested contractors. We are now waiting for their bids so we can evaluate them and start moving towards completion on our Logistics Center project. We have met with leadership from LFRA and Berthoud Fire, and both agencies are interested in participating in this collaborative supply chain model.

Communications: Nothing new to report.

Quartermaster: The new lightweight bunker gear as well as the structural PPE has all arrived and has been distributed.

Director Young comments that he hears nothing but good stuff from our community about our interface with the community. Rutt seconds that.

PUBLIC HEARING: Rutt moves to open a Public Hearing for the Inclusion Process of the Property 2716 SE Frontage Road at 18:34. Young seconds. Roll call: All "aye." Motion passes to move ahead with Public Hearing.

Drage presents that Front Range Fire Rescue received notice that the Budget Host Inn, located at 2716 SE Frontage Road, is seeking annexation into the Town of Johnstown boundaries. This property is currently within the Loveland Rural Fire Protection District (LRFPD). In accordance with the Intergovernmental Agreement (IGA) between FRFR and the Town, the property owner is also seeking to exclude this property from LRFPD and include it into FRFR jurisdiction. Included within the annexation process was the property owner's request to include this property into FRFR and exclude it from Loveland Rural Fire Protection District. This petition was introduced to the Board at the October 11, 2022, meeting and the Board scheduled it for public hearing at the November 8, 2022, meeting.

The purpose of this agenda item is to hold a public hearing for the Petition for Inclusion that was submitted to Front Range Fire Rescue by Mr. Sang Han, owner of the Budget Host Inn located at 2716 SE Frontage Road. This petition was introduced to the Board at the public meeting on October 11th. The Board accepted the petition and directed staff to schedule a public hearing to consider this petition at the meeting scheduled for November 8, 2022. The Board also directed staff to follow appropriate procedures for providing public notice of the hearing. The Notice of Public Hearing was published in the Johnstown Breeze on October 20, 2022, and we are currently awaiting an official affidavit of this publication.

The property seeking inclusion is approximately 1.87 acres and contains a motel and several outbuildings. The property owner is currently working with the Town of Johnstown to annex the property into town limits, and to make several improvements to the property. The property is owned by HJJ, LLC (dba Budget Host Exit 254 Inn), represented by Mr. Sang Han. The subject property is located at the intersection of the Interstate 25 Frontage Road and Larimer County Road 16, which is within the area that LRFPD agreed to support FRFR inclusions through the IGA signed between FRFR and LRFPD. Therefore, concurrent with this inclusion process, the property owner has submitted a Petition for Exclusion to the Loveland Rural Fire Protection District. The Petition for Inclusion has been signed by the property owner and has been properly notarized.

A copy of the Petition for Inclusion, along with applicable maps and legal descriptions, is provided in the Google Folder.

Mr. Han explains it is because of the taxation process.

Young moves to approve the Petition for Inclusion of the property at 2716 SE Frontage Road into FRFR jurisdiction, authorize the Chair and Secretary to sign the Certified Board Order of Inclusion, and to direct staff to file the signed Order with the Court. Freehling seconds. Roll call: Rutt, yes; Freehling, yes; Young, yes; and Howe, yes. Motion passes.

Rutt moves to close the Public Hearing 18:41. Young seconds. Roll call: All "aye." Motion passes. Public Hearing is closed at 18:41.

Operations Report: Call volume was above October 2021 numbers. We are up about 10% for the year. October volume ticked up from September, especially toward the end of the month. Our crews ran a fire at the old Letford building early in October.

Department training in October included continuing medical education, live fire with Loveland and Berthoud, and annual company performance evaluations. Chief Hinkle is getting his feet under him and is finishing up planning our 2023 training.

Our recruits are about two weeks from their academy graduation. They will spend two weeks in post-academy with some additional training and they will start online the first week of December. Graduation is November 18th and their FRFR swearing in will be at the December 13th board meeting.

Greeley Fire has approached us with an interest in automatic aid. We've discussed some options and Kronholm hopes to bring an agreement to the board at the December meeting.

Young asks about auto aid with Greeley and if Kronholm sees FRFR leaving the district more. Kronholm states not imminently as it is more for structure fires or traffic accidents. Kronholm states there is a possibility that we could go out a little more, but he will closely monitor this.

Our new CAD system went live on November 1st. It has been working well with just a few bugs that got worked out last week.

West explains that some things have changed with Active 911 regarding response vehicles. We are only using one of our engines. We are focused on sending only the amount of correct apparatus. We are getting automatic aid out a little bit more – at least once a day and we are sending air out about 1.5 times a day with ambulance.

Kronholm attended a three-day introduction to accreditation class at PFA early in the month and was able to spend a day at the Fire Chief's Conference in Keystone for a training meeting with Chief Hinkle.

Response Summary

The monthly and year-to-date response summary data is provided in the Google Folder.

Fire Chiefs Report: Since our last meeting, West states we have had several productive accomplishments.

First, our Thermal Imaging workgroup had a final evaluation session at LFRA's training facility. They selected the FLIR TIC, and West has met with the vendor in the last few weeks to negotiate the price. West is pleased to report that this budgeted safety equipment will be coming in well under budget and be delivered before the end of the year. This will significantly enhance operations and the safety of our members.

We continue to move forward with our Station 1 remodel project. We are at a pivotal portion of the project, and West expects final prices to be determined soon. While West is disappointed at the ever-increasing costs, he is happy with the project's overall scope and can safely say that this will be a facility we can all be very proud of in the future.

Several meetings have been held with developers to locate the property for Station 5. We have one proposed location and expect a second very soon. We also have the possibility of a third location. These options will help ensure that we have the best place to respond strategically to calls along our west border. All of them have advantages and, of course, some downsides. Overall, all will help us be ready for future growth.

Our recruits will be graduating on November 18 at 5:30 pm. BoDs are invited to attend. Following graduation, they will be attending several workshops to finalize some of their certifications. They will report to the line around December 4 and be sworn in at FRFR at the Board meeting on December 13. Because of the amount of activity that night, we will swear them in at 5:30.

As West reported last month, our firefighters have taken the next steps to create a local of the International Association of Firefighters. They have been notified that they will be local 5400 in the IAFF. This is an exciting time for our members as they take this next step in professionalism. The SLT met with the four members of their executive team. We are planning a brief

presentation at the January board meeting so they can let you know their appreciation for our support as well as discuss their goals to be a vital part of the community.

Highlights:

- Assisted Lt. Covillo in picking up the new DC Pick Up.
- Attended the "Imagine" Project. This school program is something we may be assisting in implementing here in the district to help kids deal with trauma and hopefully prevent a tragedy.
- We anticipate the final check to complete the ambulance sales very soon.
- West attended the grand opening of the Elwell School in Johnstown
- West participated in the Aims CC Advisory Board Meeting

West states admin has had some discussions regarding the report they gave the BoDs. He states they give BoDs a lot of information. West wants to go over in January on what information the BoDs wants. West states they can add or eliminate reports/graphs, etc. and use more automation.

OLD BUSINESS:

Milliken Bond Closeout Resolution: In August 2022, we made the final payment on the 2024 Bond, leaving an ending fund balance of approximately \$19,726. We now need to close the account and move the funds.

The Board directed staff to work with our attorney, John Chmil, to write a resolution to move the remaining funds into the Capital fund.

Given the relatively small amount of money, John believes that the best approach is to deposit the remaining bond funds into the capital fund and use it with the intent of the bond.

Freehling moves to approve and sign resolution 2022-07, directing staff to move the remaining bond funds into the Capital Fund. Young seconds. Roll call: Rutt, yes; Freehling, yes; Young, yes; and Howe, yes. Motion passes.

NEW BUSINESS:

Retirement Healthcare Fund 115 Trust Resolution: Retirement Healthcare Funding Plans (115 Trusts) are an account that allows both member and employer to set aside pre-tax dollars for retirement health care expenses, including premiums. The Retiree Health Savings Plan will be provided by FRFR, through NPPFA, to assist members in building a tax-free fund for retirement health care expenses. Contributions are deposited into the plan completely tax-free prior to the Medicare Tax being applied. These funds accumulate and compound tax-free to fund the future cost of health care expenses.

Members can retire with the rule of 80 as early as 50. Front Range Fire Rescue has been working with the Compensation Committee to explore ways to help gap the time between the member retires and qualifies for Medicare. This healthcare savings plan is an excellent way for members to save money to help offset future healthcare costs. The account may be used to pay for any qualified medical, dental, or vision out-of-pocket expenses (deductibles, co-payments, co-insurance, etc.), plus insurance premiums for medical, dental, vision (including COBRA premiums), qualified long-term care premiums, Medicare Part B premiums, Medicare Part D premiums, and Medicare supplement insurance plan premiums. Members are eligible to access these funds, tax-free, at the time of separation from service.

FRFR members have voted on their contribution to the plan and have elected to contribute 1% of their annual base pay.

FRFR has budgeted the following contributions for 2023.

- All members receive 1% of a FF 1 annual base salary. For 2023, the annual amount is \$844.00.
- Any member at the end of the year who is over the max bank of sick leave, will have those extra hours paid out as 1 day for every 3 sick days and deposited in to their RHS plan.
- If a member elects to enter the FPPA DROP Program, they will receive 50% of the current FPPA employer contribution rate deposited in to their RHS beginning the first day of their DROP date.
- Any member who separates service in good standing will have their sick bank hours paid out as 1 day for every 3 sick days and deposited in to their RHS plan.

Admin believe this is a fantastic benefit for our members. In addition, we believe it will be a great tool to attract and retain valuable members.

Freehling moves to approve Resolution 2022-08, adopting this Retirement Healthcare Funding Plan and Administrative Service Agreement. Roll call: Rutt, yes; Freehling, yes; Young, yes; and Howe, yes. Motion passes.

2023 Consolidated Fee Resolution: Drage presents. The Life Safety Section charges fees for new construction plan review and permitting. Every year, we compare our fee schedule to the prevailing market around us to ensure that our fees are in-line with the neighbors. The review this year indicated that our fees are very comparable to our neighbors, so the proposed fee schedule for 2023 is very similar to the 2022 fee schedule, with only minor changes made.

Colorado Revised Statutes, 32-1-1002(1)(e) authorizes fire protection districts "to fix and from time to time increase or decrease fees and charges as follows, and the board may pledge such revenue for the payment of any indebtedness of the district." It is the staff's intent that any fees we charge would be reasonable and appropriate, and comparable to our neighboring fire districts. We reviewed the following current and proposed fee schedules for the following fire departments: Loveland Fire Rescue Authority, Greeley Fire Department, Poudre Fire Authority, Windsor Severance Fire Rescue, Frederick-Firestone Fire Protection District, Greeley Fire Department, and the Colorado Division of Fire Prevention and Control (CFPC), to provide comparison data for plan review and permit fees. The DFPC fee schedule was added to the comparison matrix since that is the entity with statutory authority over publicly funded schools and healthcare facilities.

1. Since most of our fees are based on project valuation, we defined that term.
2. We added information about credit card processing fees that are assessed by our on-line payment vendor.
3. We added a fee for work being performed without a permit, which would be one-half of the project's permit fee.
4. The rate for review of fire protection systems increased from 0.005 to 0.006 times project valuation.
5. We removed the table that showed impact fee amounts. Since we will be conducting a new Nexus Study in 2023, there is a possibility that our impact fee amounts could change. Staff felt that it made more sense to include a reference to the Impact Fee Schedule instead of printing it in this document.

Adjusting our fee schedule as recommended by staff will allow the agency to continue to assess reasonable and appropriate fees that are comparable with our neighboring fire agencies. Comparison graph shown in Google Folder.

Young moves to approve Front Range Fire Rescue Board Resolution 2022-06 adopting the Consolidated Fee Schedule as presented, for implementation effective on January 1st, 2023. Freehling seconds. Roll call: Rutt, yes; Freehling, yes; Young, yes; and Howe, yes. Motion passes.

BOARD REPORTS: Freehling asked about a Christmas Party. West states it will be in March. We will have something like we did last year. We will have the awards at the fire station and then have a get-together elsewhere.

Rutt thanks everyone including crews, admin, etc.

CORRESPONDENCE: Provided in the Google Folder.

ADJOURNMENT: Rutt moves to adjourn at 19:04. Roll call: All "aye." Motion passes. Meeting adjourned at 19:04.