

FRONT RANGE FIRE RESCUE BOARD OF DIRECTORS MEETING  
101 S. Irene Ave., Milliken, CO 80543 In Person & ZOOM  
Tuesday, February 8, 2022 Following Pension Board Meeting

The Board meeting will be held both virtually and in person; instructions to join the meeting can be received by emailing [info@frfr.co](mailto:info@frfr.co) Individuals who wish to make comments regarding items scheduled on the agenda or wish to address the FRFR Board during public comment on items not specifically scheduled on the agenda will use the Q&A option in the Virtual Meeting and a moderator will deliver the comments to the Board, or individuals may send public comment to [info@frfr.co](mailto:info@frfr.co) prior to the meeting.

Director Rutt called the FRFR BoDs Meeting to order at 18:54, following the FRFR Pension BoDs Meeting. Those in attendance are: Darrin Rutt, Jim Young, Blair Howe, Greg Freehling, and Reid Hobler. Also in attendance are LSI Kurt Nakata, Cindy Heesemann, Vanessa Thorpe and Christine Champlin (both virtual), Chief Drage, and Chief West.

PLEDGE OF ALLEGIANCE: Previously said at Pension Meeting.

CONSENT AGENDA: Hobler moves to approve the consent agenda. Freehling seconds. Roll call: All "aye." Motion passes.

STAFF REPORTS:

Administrative/Financial: Christine goes over finances.

Executive Financial Summary

- General Fund 2022 YTD Revenue is at \$118,348.
  - We will see some property tax revenue in February, and then a big jump in March
  - Similar to past years we have several upfront expenses that maximize their budget, but will see minimal increases throughout the year
    - Communications, houses the Weld County Dispatch Fees which are paid in January every year
    - General Apparatus, we received a UL testing bill from 2019 that had been mailed to the wrong address. However, 2020 and 2021 reached us and was paid on time.
- Capital Fund 2022 YTD Revenue is at \$238,692.
  - Capital Revenue in January is primarily the sale of the Gateway property, \$238,476
- Debt Fund 2022 YTD revenue is minimal, we will see some property tax revenue in February, and then a big jump in March
- Impact Fund 2022 YTD Revenue is \$25,076
- Construction loan balance is \$453,456.98

Included at the end of this report:

- General Fund YTD
- Other Fund Balances YTD
- Account Balances

January Highlights

2022 Election: Cindy and Christine attended the Lyons Gaddis training for DEOs The Call for Nominations was published on 1/27/22 in the Johnstun Breeze and on our website. Interested candidates will have until February 25th to self-nominate. Should we receive more than 2 valid nominations we will have a mail and in person election. If there are less (or equal) candidates to openings, then Christine will cancel the election. We will be able to make a decision March 1st and will notify everyone at that time.

Social Media and Website: We continue to update our new website and encourage everyone to take a look. We have also updated Google Maps with our new website and some consistent messaging.

Recruitment Module Added To Paylocity: Rather than using a third party to process and store our application we've added a new module to our current payroll and HR software. We will retain complete control of the hiring process while modernizing the process to allow candidates to apply online or on their mobile device. All background checks, test scores and feedback notes are kept in a secure file that helps streamline the administrative part of the hiring process.

Human Resource Update: Last week we had a reserve member resign, leaving us with one volunteer.

Below are our 2021-year end trends. (Chart in BoDs Packet/Google Folder) 2019 is when we began tracking turnover information, as reserve members have been hired or left for other full-time positions, we have seen a significant decline in our turnover rate.

We ended 2021 with two firefighter positions open. We have begun working on our recruitment campaign to hire two Firefighters. We are opening the process to lateral firefighters. Chief Werness is spearheading the assessment process.

FRFR mirrors the current American fire service workforce, which includes five generations: pre-baby boomers (1900-1945), baby boomers (1946-1964), Generation X (1965-1980), millennials (1981-2000) and Gen Z (2001-present). With these age groups comes varied life experiences and aptitudes (Chart in BoDs Packet/Google Folder).

Life Safety: Howe asked the trajectory of hiring and if it is certification heavy. Drage states we are looking at hiring someone coming in with a State Certification. With this process, we are looking at 2023. Young asked if this position would be able to do firefighting. Drage states that they would be utilized for this as well. Young also asked if we had a member who wanted to go over to Life Safety from our department, would that be considered. West states yes. West states we are going to be careful how we build this program up. Drage states they are preparing for 2023. West, states we are in a great position at looking at other ways in doing this process, whether we need an inspector or a part-time inspector. They are looking into all options.

#### Highlights

- The Station 1 design process is moving along well. We have solidified the interior floor plan and are working through ideas for exterior expression. The architects met with the Johnstown Review Committee on Jan 27th and received positive feedback.

Hobler asked about just scrapping what we have with Station 1 and starting fresh. West states it could be problematic. We could build Station 5 and then possibly scrapping Station 1. West states we need to look at all options.

Drage showed the BoDs architectural pictures of the exterior expression look for Station 1. The architects want to dress it up a little bit so it doesn't look like just an industrial steel building. They want it to stand out and look nice as well as functional and useable space.

Rutt asked about flip-flopping it. West states there is potential there. Young would like to see indoor storage for the vehicles, since we are accumulating them. West states that we have not pulled the trigger other than on Station 4. It is a fine line to time all of this to make sure we have all of the income.

Drage states they are working on the interior at the new elementary school. The new high school is vertical. Drage received two building permits for signs over by the motor cross land.

Drage states once Elwell is completed, they are already planning on adding additions.

Drage states our crews are getting hammered with calls. They are doing a great job and meeting benchmark goals. They are performing with good outcomes.

- Lt Covillo and Drage are continuing to work with LFRA and BFPD to develop plans for a collaborative logistics program.
- Drage is working with leaders from WSFR, LFRA and FFFPD to prepare to host the 4-day State of Colorado Fire Inspector 1 class in May.
- Drage was notified by the Colorado Emergency Management Association that his task book application for certification as an EOC Operations Section Chief has been approved.
- The National Fire Academy's Executive Fire Officer program has resumed. Drage is currently working through several pre-course assignments, in anticipation of attending the next in-person class in mid-March.

Life Safety Programs: Lt Nakata is back to working full-time in the office. He is not yet released to full duty, but he has resumed many of his administrative and inspection duties. He has been dedicating time to catching up on many upcoming certification renewals and has also been preparing to take the examination for the Fire Plans Examiner certification, which he hopes to complete in February.

We are participating in the BBQ Day planning group, which has been busy for several months making preparations for the 2022 event. Chief Drage developed a template for a special event emergency plan and we will be working collaboratively with the BBQ Day organizers and Johnstown Police Department to help establish preparations and plans for a safe event in June.

We are working collaboratively with LFRA to evaluate the possibility of moving to the 2021 International Fire Code. The State of Colorado adopted the 2021 codes as the codes in place for all new schools and healthcare facilities. Larimer County has also already adopted the 2021 codes. Kurt is comparing the 2018 IFC to the 2021 IFC to see what we might expect if we were to pursue this code adoption process.

Logistics: Lt Covillo continues to participate in the FRFC Envision Leadership class, facilitated by Chief Mirowski, while also keeping up with the demanding workload of FRFR Logistics. He has also been able to support Operations by stepping up to cover an officer vacancy that resulting from a mutual aid hazmat tech deployment to Greeley. He has also been participating in operational training with 2902 B-shift.

We met on Jan 31st with leadership from LFRA and Berthoud Fire to discuss opportunities to improve interagency collaboration in the logistics programs. We're working on building the foundation for new processes that increase our buying power and save on redundancies across all participating departments. We plan on getting together again in April to start looking closer at some of the details.

Apparatus: Apparatus, including ambulances, are starting to roll into Loveland Fleet Maintenance for annual preventive maintenance. A flyer was distributed to several potentially interested agencies regarding the sale of the 1995 Becker Type 6 engine. If we are not able to sell it through this route by the end of February, we will pursue listing in through Brindlee Mountain.

Facilities:

Fire Station 1: Architectural renderings of the final floor plan have been provided by the architect.

Fire Station 2: The contractor has begun work on the exterior improvement project, beginning with removing three trees. The monument sign will be the next step, followed by the plaza and concrete work when weather permits.

Fire Station 3: Nothing new to report.

Training Building: Replacement of the concrete driveway is included in the Station 2 corner enhancement project.

Gateway Building: FRFR staff intends for this building to be used to house our logistics program and serve as a warehouse. To meet this intent, we will need to come to resolution on the antique apparatus currently housed in the building and finish some of the interior construction that was started several years ago.

Communications: All radios will get their annual service during the first quarter of 2022. We have ordered new batteries for all of the Motorola APX portable radios.

Quartermaster: During January, all of the Class A coats have been sent to Galls to make needed adjustments. They are starting to roll back in, so we are hopeful to have everyone properly outfitted in the next few weeks.

The R&D process to evaluate bunker gear is nearly complete. The process results will be released in March.

Drage provided existing construction, new construction, plan reviews, 2021 Operational Responses, FRFR call volumes by zone, automatic and mutual aid, total responses by apparatus, total incidents per station, total incidents by day of week/hour/NFIRS Category, response performance analysis, and operational responses. All are in the Google Folder.

Fire Chief: West missed last month's meeting due to illness. While it seemed that West may have had COVID, the tests came up negative. Regardless, my symptoms were more along the lines of a nasty head cold rather than anything severe. West appreciates the texts and e-mails from everyone.

Speaking of COVID, we continue to have isolated outbreaks among the members. Since the Holidays, about 1/3 of our members have tested positive. Fortunately, most have had minor symptoms and have lost relatively small amounts of time. We continue to use our disinfecting procedures once a week. We have volunteered to become a mask distribution site through the state. While the rollout was a little haphazard, we feel that this is a valuable service to the community.

In January, we celebrated the retirement of Lieutenant Kate Jennings. This was an essential milestone in FRFR history as Kate was the first member of our department to start and finish her career with us. Our updated policy from last year outlines that a "retirement" is when a member has met the current requirements of the Fire and Police Pension Association (FPPA) for normal or vested retirement or has served at least 20 years with FRFR. Additionally, the member must have left in good standing. Recognition of "retired" will also be given to any member who receives an FPPA disability pension. Our assumption is that anyone who must take a disability pension would have stayed for their full-service time and, through no fault of their own, must retire. The ceremony has been codified, and our honor guard members are going through it to ensure that it meets our needs fully for the future. In my opinion, this type of tradition is so vital for an agency like ours to help recognize our people's service and clearly communicate to their families how much their service meant to us and the citizens we protect. Thank you to those that were able to attend.

January was filled with many projects starts and revisits.

- In 2020 we implemented a new member evaluation program. We are now performing a retrospective look to make sure that it is meeting our needs.
- In 2021 we formed a Compensation Steering Group. We are beginning to meet now to look at alternative benefits and programs that enhance our members' wellbeing in 2023.
- In 2021 we implemented a new medical surveillance program through UCH. Chief Drage and the team are meeting with UCH and CSU to determine ways to improve the process and look at testing and evaluation to help our members even more.
- In 2022 we are evaluating new Thermal Imaging Cameras (TIC). Our current inventory of cameras is near their end of life, and several standards have changed in the last few years.
- We will be hiring firefighters in 2022. We have two openings currently and anticipate two more. Chief Werness is heading up the workgroup and processes. We are planning on lateral and new hires for several reasons.

We discussed some tactical concerns from recent fires here and Boulder County at the January Officer meeting. As you can imagine, both internally and externally, we have had a great deal of interest in the conflagration. We are discussing holding some tabletop exercises with the towns on a large-scale emergency, and this scenario might be included.

Also, at the last officer meeting, we had Teresa Ward from Pike's Peak Community College help introduce our officers to their program and some educational opportunities for them. As an important note, West would like to recognize Chief Davis, who recently completed his Associates' Degree and is well on his way to his bachelor's degree. Chief Doyon has started work on his Master's Degree.

We continue to hold meetings about our Station 1 remodel. The design team from FRFR has been instrumental in coming up with a good design and one that will carry us into the future. We are beginning to work on our plans for a contractor and financing options, and West anticipates a more robust discussion about this in March.

Lastly, we have closed on the Gateway property. As you know, this was a lengthy process from our first contact from the buyer in May of 2020 until the closing in January of 2022. West appreciates the Board's patience as we worked through the details. The funds have been deposited in the Capital account where it was budgeted.

Chief West states we are really building our relationships with other departments/entities that would not have been possible in the past.

#### Highlights

- West was asked to take the role of treasurer for the Weld County Fire Chiefs Association. The position became vacant when Chief Schaefer recently resigned from Platte Valley Fire.
- West attended several meetings and discussions and filmed a promotional video related to the upcoming hiring process.
- West attended a meeting with Chief Ward of LFRA regarding our direction on joint purchasing.
- We have had some initial talks about possibly co-locating with Berthoud Fire in the future along I-25. With our growth and the distance from their downtown area, this type of cooperation could serve both districts well in the future. I will be meeting with Chief Charles to discuss this even more in the near future.
- West taught a class for our neighbors to the east to discuss command board use. This class helps assure that our members are well accounted for when we respond to the east or one of the automatic aid partners is in command of one of our incidents. Evans and Platte Valley both have interim chiefs in place, and having these sessions helps keep us working well together.
- West took a rescheduled vacation to the east coast. It was a great getaway, and once again, West is appreciative of the staff's ability to pick up the little pieces that he leaves behind. We have a fantastic team here at FRFR.

Young asked where we are at with working with LFRA and Berthoud and the joint purchasing. West states meetings about logistics and such are happening.

OLD/NEW BUSINESS: None.

BOARD REPORTS: None.

CORRESPONDENCE: In the Google Folder.

ADJOURNMENT: Young moves to adjourn the FRFR BoDs Meeting at 19:52. Rutt seconds. Roll call: All "aye." Motion passes. Meeting is adjourned at 19:52.