

FRONT RANGE FIRE RESCUE BOARD OF DIRECTORS MEETING  
101 S. Irene Ave., Milliken, CO 80543 In-Person & ZOOM  
Tuesday, October 11, 2022 at 18:00

Director calls the FRFR BoDs Meeting to order at 18:00. Those in attendance are Reid Hobler, Greg Freehling, Jim Young, Darrin Rutt, and Blair Howe (via Zoom), Chief West, Chief Drage, Chief Kronholm, Chief Hinkle, LSI Kurt Nakata, Christine Champlin, and Cindy Heesemann. Gabe Buldra with JVG was in attendance as our guest. Robert Burns and the owner of Budget Host Hotel, Mr. Sang Han were in the audience.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: None.

This portion of the meeting is provided to allow the public to present comments or concerns not listed/related to the agenda. The public may speak on any agenda item during the meeting at the onset of the agenda item. The public comment period will be limited to three (3) minutes. Respectful communication is welcomed; outbursts, interruptions, and personal attacks will not be tolerated. Interaction with the Board of Directors is inappropriate. If further discussion is needed, the topic or concern may be placed on a future agenda.

CONSENT AGENDA: Freehling moved to approve the consent agenda and pay the bills. Hobler seconds. Roll call: Hobler, yes; Freehling, yes; Young, yes; Rutt, yes; and Howe, yes. Motion passes.

STAFF REPORTS:

Administrative/Financial:

Executive Financial Summary

- General Fund 2022 YTD Revenue \$5,157,055
- Capital Fund 2022 YTD Revenue \$1,209,740
- Debt Fund 2022 YTD Revenue \$172,740
- Impact Fund 2022 YTD Revenue \$385,465
- Construction Loan Balance \$375,776

Reports Included at the end of this report:

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

Highlights:

- Christine attended The SDA Conference in Keystone. This was a great opportunity to connect with other fire districts and administrators. In addition, Christine was able to meet with Public Sector members and discuss our health care strategies for 2023.
- MDA was a huge success. We collected \$5,000 and plan to give them a check next month.
- Cindy and Christine attended the 2022 FPPA Summit via Zoom. We heard about the State of FPPA, changes to the employee portal, and an overview of the statewide retirement plan.
- Christine represented FRFR at the Public Sector Health Executive Committee meeting to finalize the IGA. We plan to have a final version to give to John Chmil within the next couple of weeks and then Christine will bring it to the BoDs for the final approval, which Christine expects to be at the December board meeting.
- Assisted Adam Geisick with his MDA work, with social media and communications. Adam is planning to have MDA here to present the FRFR donation check in November.

Life Safety:

September Highlights:

- Fire Station 1 remodel update: The Design Development meetings are wrapping up. We still have a few items to wrap up, but our design team is getting close to being able to submit to the Town for permitting. The initial application will be for the site plan review and approval.

- The new developments throughout the district are showing great progress! The Highway 60 overpass at Interstate 25 has reopened with its new configuration, Roosevelt High School is moving fast, and infrastructure work is well underway in many new developments. 2023 is shaping up to be a busy year for plan reviews, permitting, and new construction inspections.
- Lts Nakata and Covillo assisted with response to the haystack fire on 49th St, including remaining on the overnight fire watch to ensure the fire didn't flare up.

Life Safety Programs: So far in 2022, we have dedicated 625 hours to plan reviews, broken down as follows:

- Proposed new developments: 234 hours and 193,656,999 square feet of development  
Average review time is 3.0 hours per application over 4.47 days 90 percent of reviews completed in 5.0 hours over 9.0 days
- Proposed new buildings: 143 hours and 1,506,519 square feet of new construction  
Average review time is 3.0 hours over 3.0 days. 90 percent of reviews completed in 5.0 hours over 5.2 days
- Fire alarms, sprinklers, etc: 142 hours and 1,849,547 square feet of new systems  
Average review time is 4.0 hours over 3 days.  
90 percent of reviews completed in 7.8 hours over 6.7 days
- Special Hazards: 48 hours and 1,639,336 square feet of hazardous operations  
Average review time is 4.8 hours over 6.3 days  
90 percent of reviews completed in 10.10 hours over 10.3 days
- Special Events Planning: 58 hours for 15 events

Plan reviews continue to come in at a very steady pace, with building construction plan reviews seeing the largest increase. Lt Nakata completed a 6-day plan review class at the National Fire Academy, which will be very helpful as he continues taking on more plan review responsibilities to meet our turnaround goals. Drage is currently working on updates to our fee schedule and gathering information on what our neighbors are charging. Drage plans to bring a proposal for a fee schedule update to the November Board meeting. Drage does not anticipate our fees for building plan review changing, but it looks like our fees for fire protection systems are far below what our neighbors are charging.

#### Logistics:

Apparatus: Our order for Chief Kronholm's new vehicle was canceled by Ford. We are looking for other options to purchase his new vehicle this year.

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

Chief West continues to meet regularly with UCHHealth EMS regarding the sale of the ambulances. We should be seeing this project wrap up in the next few weeks.

#### Facilities:

Fire Station 1: As previously mentioned, the Design Development meetings are drawing to a close. We are hoping to wrap up all the necessary plans and documents so we can apply for permitting before the end of the year. GTC anticipates beginning construction in early 2023, with full project completion by the end of 2023.

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 are waiting for an architectural floor plan so we can provide this to our two potential contractors. They need the floor plan so they can put together accurate estimates for the cost of the project. We're still pushing to have this project wrapped up by the end of the year.

Communications: Nothing new to report.

Quartermaster: The new lightweight bunker gear arrived and has been distributed. We're eagerly awaiting delivery of the new structural gear.

Plan Reviews, Existing Construction Inspections, New Construction Inspections, and the Project Timeline for Fire Station #1 graphs and charts are provided in the Google Folder.

Operations Report:

Operational Highlights:

- Call volume was below September 2021 numbers, but we are still up about 10% for the year. We responded to a large haystack fire early in the month with auto and mutual aid from several neighboring agencies.
- Our members participated in Mayday scenario training with LFRA and Berthoud, user training on our new CAD system, and monthly medical training.
- Our recruits are moving quickly through the fall academy. Their graduation date is November 18th. After some additional training in fire behavior and car seat installation, we expect to have them online the first week of December.
- Kronholm helped Greeley Fire with their Assistant Chief assessment process early in the month and taught part of a state Fire Officer II class with Chief West and Chief Klaas of LFRA.

Charts and graphs for Operational Responses are provided in the Google Folder.

Fire Chief Report: Since our last meeting, most of our time has been spent working on our 2023 budget and tonight's budget presentation. West and the SLT spent a day-long retreat discussing our district's plan for growth over the next few years and, after some very hard number crunching, feel that 2023 is in good shape for the short and medium-term needs. We have also spent additional time reviewing our long-term capital improvement plan and updating the financial policy as discussed

This month, after a vendor caused a delay, we conducted an in-depth process to evaluate new Thermal Imaging Cameras. This week we will be making a final decision on moving forward on our budgeted purchase. Once they arrive, we have arranged for hands-on training to be conducted by a former FDNY firefighter considered the most knowledgeable TIC expert on the planet.

September marked the first anniversary of a friend from SMFRs line of duty death. Additionally, my friend Troy Jackson was placed on the IAFF wall in Colorado Springs. He was delayed due to COVID over the last two years. These two events serve as important reminders about why we at FRFR are working so hard on updating equipment and procedures and adding more robust decontamination facilities at our stations. These things cost money, but the cost of a lost member is far higher and longer lasting.

West taught at the State Fire Officer 2 academy. My succession plan over the next few years is to help our training chief and ops chief build a substantial officer and battalion chief academy curriculum. Teaching at the State's program continues to help me refine some of my material to share with our folks. Kronholm and West also held a brainstorming session with LFRA and BFPD to develop a joint class for our battalion chiefs. We continue to increase our automatic aid with our neighbors to the west, and these sessions are crucial to working together more seamlessly.

Our firefighters have taken the next steps to create a local of the International Association of Firefighters. In the next few months, we will have the local's executive team into a board meeting so they can communicate their intents and how they can collaborate better with the SLT and the Board. West is looking forward to this relationship.

Lastly, we have received a rough proposal for property for Station 5 but have not yet discussed prices. West also has a meeting this week to look at an alternate site. Each of these locations has pros and cons, and the SLT is evaluating each.

Highlights:

- Attended a strategic planning session for the Front Range Fire Consortium. The FRFC is experiencing a little bit of growing pains as the total number of potential hires is straining the

resources available for academy classes. We are hopeful that some of our upcoming changes will help in the short term.

- West coordinated the LODD funeral for an Arvada Police officer who was shot and killed. West also attended the annual Denver Firefighters charitable chili cookoff and the Brotherhood of the Fallen charity event.

#### Old Business:

Adopt Capital Improvement Plan: Last month Gabe Buldra from James Vincent Group (JVG) presented the Draft FRFR Capital Improvement Plan for the next ten years. Tonight, he will present the updated plan for adoption by the Board. We will also present the updated language for the District's Financial Policy that reduces our Operating Reserves to better utilize our current financial resources.

We are expecting significant growth in our District over the next ten years. We engaged the services of JVG to assist us in creating a Capital Improvement Plan that we can use to help budget and plan for the next ten years. While the District has operated with a operating reserve of 80% or greater in recent years, the cost of borrowing money means that to efficiently use our tax revenue and not borrow more than is needed, JVG recommends we reduce the operating reserves to 45%. The capital plan also allows for significant reserves and we are anticipating Capital reserve funds of greater than (and in many years much greater than) one million dollars. Given our current budgets this means that during lean times we will have more than 4 million dollars available for any downturns.

The attached (in Google Folder) Capital Improvement Plan provides the District with an active blueprint for sustaining and improving a community's infrastructures. It coordinates strategic planning, financial capacity, and physical development.

Gabe with JVG answered questions regarding the capital improvement plan.

Young moves to adopt the attached Capital Improvement Plan and modify the district's Financial Policy to allow for a 45% operating reserve. Freehling seconds. Roll call: Hobler, yes; Freehling, yes; Young, yes; Rutt, yes; and Howe, yes. Motion passes at 18:42.

Points West CD: Christine presented the interest rates for a new Point West CD and provided recommendations. The District's CD at Points West Bank will mature on November 10, 2022. The CD value is \$288,401.47.

On September 13, 2022, the Board of Directors directed staff to research CD Rates for the best 3- and 5-year CDs. We purchased the current CD November 10, 2021 with 287,798.33, for a .28% interest rate. The fund is currently at 288,401.47.

The Administration recommends the Board keep the funds with Points West and purchase a 3-year CD for 1.65% interest rate.

Hobler moves to use the funds in the current PointsWest CD to purchase a new three-year CD from PointsWest. Young seconds. Roll call: Hobler, yes; Freehling, yes; Young, yes; Rutt, yes; and Howe, yes. Motion passes at 18:45.

FAMLI Vote And Resolution: Christine reviewed the FAMLI Resolution. The Colorado Family Medical Leave Insurance (FAMLI) Program was approved at the 2020 statewide election and requires payment of payroll premiums starting January 1, 2023. Local Government employers are allowed a one-time opportunity to opt out with Board approval.

FRFR is adding short-term disability insurance for our members beginning January 1, 2023, that is employer paid. In comparison with FAMLI.

FRFR has reached out to our health benefits health broker and found short term disability benefits that will not cost our members anything and improve their benefits. Members cannot utilize the FAMLI plan until 2024, the new short-term disability plan will be available to members as of January 2023.

FRFR has gathered information from other Northern Colorado Fire Districts and they are also opting out of the program.

Freehling moves to decline FRFR participation in the Colorado paid family and medical leave insurance program, and adopt resolution 2022-05. Hobler seconds. Roll call: Hobler, yes; Freehling, yes; Young, yes; Rutt, yes; and Howe, yes. Motion passes at 18:47.

#### NEW BUSINESS:

Introduction Of Inclusion Petition: Guest and owner of the Budget Host, Mr. Sang Han, is seeking annexation into the Town of Johnstown and inclusion of his property into FRFR jurisdiction.

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 from Loveland Rural Fire Protection District. This New Business Item is merely to introduce this Inclusion Petition to the FRFR Board of Directors and to request that it be scheduled for public hearing at the board meeting scheduled for November 8, 2022.

The purpose of this agenda item is to make the Board aware that we have received a Petition for Inclusion to bring new property, the Budget Host Inn located at 2716 SE Frontage Road, into FRFR's jurisdiction. The property 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 Petition for Inclusion has been signed by the property owner and has been properly notarized. Concurrent with this inclusion process, the property owner is submitting a Petition for Exclusion to the Loveland Rural Fire Protection District. 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.

Including this property in FRFR jurisdiction will help to improve our property tax revenue.

Hobler moves to accept the Petition for Inclusion of the property at 2716 SE Frontage Road into FRFR jurisdiction, to direct staff to schedule this matter for a Public Hearing at the November 8, 2022, Board of Directors meeting and follow appropriate procedures for providing public notice of the hearing. Freehling seconds. Roll call: Hobler, yes; Freehling, yes; Young, yes; Rutt, yes; and Howe, yes. Motion passes at 18:48.

#### FRFR Budget 2023:

Hobler moves to direct staff to publish the Notice of Budget Hearing at least 10 days prior to budget hearing on December 13, 2022. Young seconds. Roll call: Hobler, yes; Freehling, yes; Young, yes; Rutt, yes; and Howe, yes. Motion passes at 18:51.

Chief West presents the 202 Budget.

#### Agenda

- Seeing our future
- Overall 2023 Goals
- Revenue
- Reserves
- Wages/benefits 2023
- Capital

#### 2023 Goals

- Complete the Remodel of Station 1

- Finalize property selection and purchase for Station 5 and a long-term Training ground solution
- Begin to add personnel in preparation for Fire Prevention demands and our next staffed fire company (2/4)
- Improve our health and safety programs to include cancer screening and retiree health benefits
- Improve our financial planning and analysis by contracting services.

#### 2023-2024 Goals

- Adding shift personnel quarters and additional fire prevention workspace
- Additional fire prevention personnel hired to meet the demands of increased building in our district

#### Further (2025?) Goals

- Staffing of additional company in anticipation for our next fire station (2025?)

#### AV History

2023 Total Assessed Valuation (previous year)  
 (\$482,032,520)\*\*  
 \*\* Weld County only  
 7 year Averages (Last Year)  
 Gas/oil 20.86% (4.75)\*\*\*  
 Residential 7.6% (10)  
 Commercial 9.6% (10)  
 Total Change 9.5% (6.9)

#### Total Revenue

General Fund \$ 5,489,000 (4,487,000)  
 Capital Fund - \$1,118,000 (986,466)  
 Pensions – \$148,600 (123,308) (.25)  
 Debt (Milliken Bond) \$173,593  
 Anticipated Permits and fees- \$400,000  
 Impact Fees- ????

#### Reserves

- 1/2/2023
  - Operating Reserves \$5,000,000
  - Capital Reserves \$3,500,000
- 12/31/2023
  - Operating Reserves \$ 3,200,000
  - Capital Reserves \$ 1,557,000

#### Wages - 8% COLA (5%+3%)

- Firefighter (Probationary) – \$65,199
- Firefighter (Top) – \$84,758
- Engineer \$91,278
- Fire Inspector\* (matrix matched)
- Lieutenant \$102,742
- Battalion Chief \$126,533
- Admin Specialist (Matrix match- FF-IV)
- Admin Director – (Matrix match-BC/LT split)
- Deputy Chief \$149,247
- Fire Chief 157,437\* (175,860)

#### Total Compensation Program

- Insurance
  - Continue our Healthcare program funding (100/75%)
  - STD (6 months)
  - Life (100K)
- Education

- Tuition reimbursement – up to \$2500 per year
- Educational incentive 1/3/5\*\* (2/4/6 goal)- 27 members
- Holidays
  - Line 72 hours (24/48)
  - Staff (10)

Retirement Healthcare

- Retirement Healthcare Savings Program (115)
  - ER Contribution of 1% Top Grade Firefighter
  - EE Contribution TBD
  - Sick Leave Buyout (3:1)
    - Once banks reach full hours
    - At conclusion of employment (in good standing)
  - DROP incentive
    - ½ the current FPPA ER contribution rate
- Retirement Healthcare options through our provider

Capital

- Station 1- Remodel – 5.3 Million
- Equipment/Apparatus
  - Order New Ladder Truck (24+ months)
  - Inspector’s Vehicle
  - Emergency Manager’s Vehicle

Beginning fund balance- \$3,500,000\*

Ending fund balance- \$1,557,000\*

Throughout the 2023 Budget Presentation, Chief West reviewed and answered questions throughout.

BOARD REPORTS: Director Young presented thank you treats from United Methodist Church. These will be given to the Crews as a thank you.

CORRESPONDENCE: In the Google Folder.

ADJOURNMENT: Moved to adjourn at 19:43. Roll call: All “aye.” Meeting adjourned at 19:43.