

FRONT RANGE FIRE RESCUE BOARD OF DIRECTORS MEETING
101 S. Irene Ave., Milliken, CO 80543 ZOOM & In-Person
Tuesday, March 8, 2022 6:00 PM

Director Rutt calls the FRFR BoDs Meeting to order at 18:00. Those in attendance are: Darrin Rutt, Jim Young, Reid Hobler, Blair Howe, and Greg Freehling (arrive 18:03). Also in attendance are Chief West, Chief Drage, Christine Champlin, Vanessa Thorpe, and Battalion Chief Nat Kronholm. Robert Burns is in the public audience.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: None.

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

STAFF REPORTS

Administration/Financial:

Executive Financial Summary

- General Fund 2022 YTD Revenue is at \$219,807
 - In March we will see a bump up in property tax revenue.
 - 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
- Capital Fund 2022 YTD Revenue is at \$249,558
- Debt Fund 2022 YTD revenue is minimal, property tax revenue will show next month with March's property tax receipts.
- Impact Fund 2022 YTD Revenue is \$41,391
- Construction loan balance is \$453,456.98

Included in the Google Folder:

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

2022 Election: March 1st , Christine was able to cancel the election. We received two nominations for our two openings in May. The oath of office will be at the May board meeting.

Human Resource Update: February 10, 2022, we posted our firefighter openings on our website and social media platforms. Applicants have until 5:00 pm on March 11th to complete the application process. As of March 7th , we have received 97 applications. Over the next month Chief Werness will begin the process of selecting applicants to participate in the interview process.

Social Media And Website: Christine provided a few graphs that show our activity on Facebook and Instagram.

Regarding financials, Howe asked where proceeds go from The Gateway property sale. West explains that the proceeds go into the capital fund.

Hobler asked about apparatus costs. West explains apparatus repairs, tires, etc. Hobler asked if we were going to blow through that. West states probably not.

Life Safety Report:

Life Safety Programs: On February 16th, Lt Nakata successfully passed the examination for the International Code Council plans examiner certification. He subsequently received the State's certification for plans examiner and has begun assisting with the plan review workload. He is starting with smaller scale or less complicated projects, so he has the opportunity to learn the intricacies of the process. He will also be attending the National Fire Academy in June to attend a 6-day class on plan review. We continue to participate in the BBQ Day planning group for the 2022 event. The event committee is using the special event emergency planning template that Chief Drage created so they can put together a solid plan for this event. We will use this plan in our event preparations, so our crews are ready for how the event will impact our call volume and response capabilities.

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.

We are still working with LFRA and Berthoud Fire to work towards a collaborative relationship for a logistics center. Lt Covillo demonstrated the Check-It system to them, plus to Loveland Fleet Services, and we are working on minor adjustments that would allow

this platform to serve all entities better with tracking inventories. With help from several folks in Operations, we completed an inventory of our spare hose, so this info could be loaded into our inventory records.

Apparatus: The 1995 Becker Type 6 engine has been posted for sale through Brindlee Mountain. It is listed at \$32,500. All engines are in service and have been rotating through Loveland Fleet Services for annual maintenance. The ladder is out of service while LFS assesses an unusual shaking that occurs when it is in high idle.

Facilities:

Fire Station 1: The architects are now working on the engineering plans for the project. We are also working with them to develop a timeline for hiring a general contractor and moving the project forward. Staff has discovered a roof leak above the workout area. We have a contractor on board to address the issue.

Young asked about the remodel. He has heard comments from the community/taxpayers and the question of "why." West explains he would be opposed to replacing Station 1, given the square footage, costs are about \$450 sq/ft. The cost would be closer to 8 or 9 million. Remodeling cost is around 5 million and some change. West states it is not just a cost, but what do we get out of it longevity-wise. Architects states 30 years minimum. Remodeling seems more reasonable to West. Young understands the dressing up architecturally. He states that at the time, the BoDs spend a lot of time with the Town of Johnstown and they supported the process of the Fire Station 1. West states, bringing in the town plans and looking at the nature of the buildings going up and in town, dressing the outside appearance up a bit is a good thing. West feels dressing up the outside a bit will also help the moral of the firefighters.

Fire Station 2: The new SCBA fill station finally arrived and installation was completed on March 1st. The exterior improvement project slowed down due to the recent snows, but we're hopeful that the warmer weather will allow the project to get back on track. Staff has discovered a minor roof leak in the firefighter office. We have a contractor on board to address the issue.

Fire Station 3: Nothing new to report.

Training Building: We worked with the school district to have the interior of the building assessed for presence of asbestos. We are also working with a structural engineer to evaluate the building for structural safety. Replacement of the concrete driveway is included in the Station 2 corner enhancement project.

Gateway Building: This will be addressed in New Business.

Communications: All radios will get their annual service during the first quarter of 2022.

Quartermaster: All of the Class A coats have been returned from Galls with adjustments made.

The bunker gear R&D process has concluded. Firefighter Covillo is putting the finishing touches on the final report on the project.

Life Safety Highlights

- February was an extremely busy month with plan reviews. We've received initial submittals for nearly every school building, plus several new commercial buildings. Projects of interest include the first multifamily complex at Ledge Rock Center, and complete remodels of Milliken Elementary School and the old Roosevelt High School.
- 2022 is looking to be an exciting year for the Citizens Advisory Group. We've got a great group of volunteers who are helping us solicit donations to fund the Residential Knox Box program. They are also hard at work at creating the documents necessary to form a non-profit foundation to support and enhance our public outreach and education programs. We're now working with the Small Business Development Center to put together a business plan and by-laws, so we can focus on the legal side of setting up the foundation.
- Staff and leadership are working with the architects to solidify our plan for hiring a general contractor for the Station 1 remodel project.
- Drage will be attending his second in-person class for the National Fire Academy's Executive Fire Officer Program in mid-March. After this class. Drage will be halfway through the program.
- Drage is continuing to work with his instructional team to prepare for the State Fire Officer 1 class being offered in Loveland in May. This will only be the 2nd time this class has been taught since Drage developed it.

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.

Drage states we have had a 50% increase in call volume from January 2021 to 2022.

Fire Chief Report: February was a great month filled with many projects and work as we get deeper into 2022. Even though it's only been four weeks since our last meeting, there is a lot to report on tonight.

West states he just received a document from UCH which is our responses with them and their annual report. West reports that some of their statistics coincide with Chief Drage's.

Work continues on our hiring process for 2022. To date, we have received nearly 100 applications, and the process closes this Friday afternoon. Chief Werness, Christine, and others have put a lot of work into the process so far, and we are optimistic for a remarkable hiring list from all of their work. As you know, there are many departments in the state hiring right now, and that pressure continues to show up in the number of applicants many agencies are receiving. We are very fortunate that our reputation and benefits package is attracting so many interested firefighters.

West reports we will be hiring two firefighters and then two more in the near future. West states we are looking at lateral hires as well as new recruits. We are going to double the ranks and add 25 firefighters over the next five years. West is excited about the process and thinks we have good possibilities.

This month West met with Chief Charles at Berthoud Fire. With the upcoming growth along the I-25 corridor, we discussed what needs we both have related to fire stations and companies. The meeting was very positive, and West thinks there are several opportunities to look at collaboration. This could be in staffing a station together or more automatic aid. We are planning on meeting more frequently on this topic.

Chief Drage and West met with the town managers of both of our communities. We had been doing some work toward a joint emergency plan. This meeting was to ensure that we were on the same page and working toward similar goals. We discussed the possibility of a future emergency coordinator working for FRFR and the towns in emergency planning and operational response. There are several similar models in the state, and we will be looking at ways to pursue this option possibly.

West also reports that in meeting with the towns, the towns felt they did not have the capacity to create emergency plans and that is how the ball got dropped. Now that we are involved, the towns feel more comfortable with help and can now be productive with the Town and Fire meetings.

We held four "Coffee with the Chief" events, and nearly all members were able to attend. Topics we discussed were:

- The future of FRFR.
- The state of the department.
- Any concerns that the members had.

West always enjoys the talks and is looking forward to April when we will meet for dinner and talk about The Way.

West met with Kam Gentry this month. Kam is a local therapist who has worked with agencies such as ours. While we are delighted with Mines and Associates, we are always looking for other options to help our members thrive at work and in their personal lives. Kam will be providing me with some outlines of courses that she teaches, and we will evaluate adding them to our program at FRFR.

Lastly, today we met with representatives of the James Vincent Group. The team is helping Berthoud, Windsor, Wellington, and the FRFC with financial planning and management. A concern that we have at FRFR is our long-term succession planning, and in the area of Admin Director, we are exploring options for the future. We know that as the district starts to experience exponential growth in the next few years, the complexity of our financial picture will require more expertise.

One of West's big concerns is succession planning. We need to have a plan for HR, PIO, etc. These are currently all of the things Christine does. West states we will have them help us run some studies and look into things.

Chief Highlights:

- West attended the FRFC Board Meeting. We will be starting to do work on updating the consortium's documents and long-term plans over the next several months. The fall academy class has an expected enrollment of over 50 and thus, PFA will be stepping away to do their own class. Because of this, our fall class will be held in Loveland.
- We held our first meeting of 2022 of the compensation workgroup. As part of this, we brainstormed topics to consider in 2023 for our members' benefits package. We are now weighing them to see what has the most interest in pursuing. The workgroup is a diverse make up of line and staff members, and the discussions have been great.
- West attended a meeting with Chief Ward of LFRA regarding our Research and Development (R&D) program. FRFR and LFRA, in the past, had used a single subject matter expert in dealing with purchasing of complicated tools. While this adds to our members' motivations some time, it also takes away from the concept of an idea meritocracy and getting the very best result from more input. Chief Ward has assigned three of his members to be involved in our TIC process. First, because they have outdated cameras, but more importantly, because they are looking to improve their process as we have.

FRFR Members and the IAFF: Over the last month, FRFR members have held meetings with the International Association of Firefighters and The Colorado Professional Firefighters' Association. While the word "union" sometimes can cause trepidation in some businesses, it is, in my opinion, a natural part of the life cycle of a career fire district. Tonight, West will be making a brief presentation to the board explaining what these discussions may mean for FRFR, and how West feels it may strengthen our already great culture.

West presents a power point on a Future Partnership:

Over the last several years....

- Members have brought up the topic of forming a Local of the IAFF at FRFR.

- Recently the firefighters had representatives of the IAFF and CPFF attend an informational meeting of our members.
- While our members have not yet decided for form a Local, it is a possibility and this presentation will talk about what that might mean.

The Fire Department Life Cycle

- Volunteer/Combination/Career
- Needs of the public
- Needs of the members

The “U” Word has a negative connotation. IAFF has a no strike clause. Firefighters cannot go out on strike. No danger of things.

Union is a Partnership

- Not all locals are created equally – this means collective bargaining, binding arbitration. West would recommend every couple of months they meet with an open door. West’s past experience with South Metro had an MOU.
- West states in FRFRs future, we will have a local IAFF. We are currently providing what an MOU would. It is a level of security for the firefighters.

Benefits

- Training and education benefits
- Financial Assistance and resources
- Safety initiatives
- Connects our members with State and National safety legislation
- Access to robust PTSD resources such as in patient care
- Networking with larger organizations

Next Steps

- The members may choose to form a Local
- If they do, based on their participation, West would ask the board to support them to the level that is appropriate.

West states from a legal standpoint, firefighters have every right to do this. They have the right to bargain if the board chooses not to go into collective bargaining.

Howe asks how it affects the Chief to manage. West gave recollection of how South Metro’s worked and what he has experienced. Howe is concerned about risks. Howe asked about codes and standards and the NFPA. West explains there is a standing – a firefighter’s voice is always heard with the NFPA Standards. There is an operational and union approach and IAFF representation.

West feels the members are being proactive. Things are good, but as FRFR grows, when it reaches 100 members, there will be an IAFF.

OLD BUSINESS: Selling of the brush truck.

Young moved to have Chief West sign the title and negotiate the Title of the Brush Truck. Hobler seconds. Roll call: All “aye.” Motion passes.

NEW BUSINESS:

Policy/Procedures – Fire Job Description: Over the last two years, we have been updating and simplifying the FRFR Policy and Procedure manuals. Recently, we started work on the FRFR Job Descriptions (JD)and assuring that they are consistent and meet the expectations of the district and our future succession planning.

In reviewing the job descriptions, it was evident that the Fire Chief description was not of the same format as the others and required several updates. Further, it also needed clarification regarding the wearing of SCBA and my desire to continue to raise the bar for West, himself, and our future chiefs.

Because this is the only position that the Board supervises, it seems most appropriate for the BoDs review of the document and your approval. It appears that this may not have been done in the past, and thus this is a new business item.

West shared graphics of the Fire Chief Job description that is expected to model “The Way” and keep the culture.

Hobler moves to approve the updated job description for the FRFR Fire Chief. Young seconds. Roll call: All “aye.” Motion passes.

Gateway Building: A long time ago, in a galaxy far away, someone started work on framing a small portion of the interior of the Gateway building so it could be used as a training prop. We have refocused our thoughts on the potential use of that building and are working on plans to finish the work that was started so that it can become a logistics center and provide us with valuable warehouse space.

We have been working with the architects who are helping us with the Station 1 remodel and we have rough architectural drawings of the interior plan for the Gateway building. We would like to finish the work that was started, clear out the non-necessary items in the building, and reorganize so that this space will be a functional warehouse space. Work with the architecture team will cost up to \$30,000 to develop functional plans and obtain the necessary permits. We do not yet have a solid estimate on cost to actually complete the work. We would like to continue to work with the architecture team to finalize plans, then hire a contractor to complete the work necessary. Our goal would be to have this as a fully functioning warehouse/logistics center by the end of 2022.

FRFR needs to dispose of the old disassembled pool table currently being stored in the building, and come up with a realistic plan for the antique apparatus being stored there. For the pool table, we would like to solicit sealed bids from interested FRFR members so that a final disposition can be reached by the end of March.

Following is our proposal for the antique apparatus currently stored in the building:

1942 American LaFrance: Staff proposes to sell this truck through a process to be determined.

1932 Ford B: Staff proposes to sell this truck through a sealed bid process.

1944 Ford: Staff proposes to keep this truck, since it was the first apparatus that serviced both towns. This truck does need some work, which might be something the Foundation could address in the future.

1964 Dodge Power Wagon: Staff proposes to keep this truck. It would likely not take much work to return it to good running condition.

Estimate up to \$50,000 to complete all of the work needed to create a viable warehouse logistics center. A small amount of revenue could be obtained from sale of surplus items/apparatus.

Drage's ultimate goal is to have it as a logistical functional warehouse by the end of the year.

Hobler states, "Let's be done with it." Hobler is in favor of deciding what we are keeping and sell the rest. Howe suggests contacting the Denver Mint regarding the Le France as this who it was purchased from originally.

BoDs feels the bid should be internal and extended to retirees. Drage suggests keeping it in a very short timeframe.

Hobler asks if we really need \$30,000 architecturally? Drage reads from the architectural paperwork sent. It has to be architectural quality and stamped, engineered and stamped, to finish out the interior. Drages states water and sewer are there. Electrical work and everything needs to have a stamped plan. Drage states the actual contractor work is approximately \$20,000.

Young moves to authorize staff to sell the pool table, 1942 Le France, and the 1932 Ford B truck. Freehling seconds. Roll call: All "aye." Motion passes.

Young moves to direct staff to finish the development process of the Gateway Building to allow it to serve as a Warehouse/Logistics Center, for staff to negotiate, at a cost not to exceed \$50,000, and including the appropriate disposal of specifically identified materials and surplus antique apparatus currently stored within the building. Howe seconds. Roll call: Rutt, yes; Freehling, yes; Young, yes; Hobler, yes; and Howe, yes. Motion passes.

Revise May Meeting Date: Through the Front Range Fire Consortium, we have been invited to participate in developing a new fire service leadership curriculum. This material is based on the book Becoming a Leader of Character. The authors have taken their military and corporate experience to develop the book. They have also produced material for law enforcement and are working solely with the FRFC to create new material for fire districts.

As part of the development, West has an opportunity to participate on May 10 in the evening and May 11-13 during the day in several sessions. Several of our members will also attend the May 12 and 13 classroom sessions as part of a test group. May 10 conflicts with our Board meeting, and West requests that we move that session to May 11 at our regular time.

Hobler moves make a motion to move the regularly scheduled meeting of the FRFR Pension and Regular Board of Directors meeting from May 10 to May 11 at 6:00 PM. Howe seconds. Roll call: All "aye." Motion passes.

BOARD REPORTS: None.

CORRESPONDENCE: In Google Folder.

ADJOURNMENT: Rutt moves to adjourn at 19:42. Howe seconds. Roll call: All "aye." Meeting adjourned at 19:42.

