

FRONT RANGE FIRE RESCUE BOARD OF DIRECTORS MEETING
101 S. Irene Ave., Milliken, CO 80543 In-Person & ZOOM
Tuesday, May 11, 2022 at 19:18, Following the 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 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 prior to the meeting.

Director Rutt calls the FRFR Pension BoDs Meeting to order at 19:18. Those in attendance are Darrin Rutt (Zoom), Jim Young, Greg Freehling, Reid Hobler, and Blair Howe. Also in attendance are Chief West, Chief Drage, Cindy Heesemann, Vanessa Thorpe (Zoom) and Kurt Nakata.

PLEDGE OF ALLEGIANCE: Said prior at Pension BoDs Meeting.

BOARD OFFICERS: With the passage of HB-1138 and SB-242 in 2018, the oath requirement changed somewhat; the biggest and most important change being the oath must be filed with the County Clerk and Recorder for each county in which the special district is located prior to taking office which may cause logistical problems if unknown ahead of time.

After taking oaths and filing bonds, the Board shall elect one of its members as Chair of the Board and President of the special district; one of its members as Treasurer of the Board and special district; and a Secretary who may be a member of the Board. The Secretary and the Treasurer may be one person, but, if such is the case, he or she shall be a member of the Board. §32-1-902(1), C.R.S.

Hobler moves to have the Board Officers remain the same as last year. Freehling seconds. Roll call: All "aye." Motion passes.

LIFE SAVING AWARD PRESENTATION: West states we will table this until June. West states we will start the June meeting at 17:15. There are other awards to be presented and the survivor of the lifesaving award would like to attend. He is doing well!

PUBLIC COMMENT: None.

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

STAFF REPORTS:

Administration/Financial: Christine is not in attendance. Chief Wests gives a brief report.

Executive Financial Summary:

- General Fund 2022 YTD Revenue is \$1,657,227
- Capital Fund 2022 YTD Revenue is at \$508,077
- Debt Fund 2022 YTD revenue is \$40,885
- Impact Fund 2022 YTD Revenue is \$184,081
- Construction loan balance is \$434,129

Included at the end of this report:

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

Human Resource Update: We are in the final portion of the hiring process. There are nine remaining candidates, and we hope to be able to make an announcement regarding final recruits next month.

West explains that we have some good candidates. We will be hiring a lot of firefighters over the next several of years, both laterally and new hires. West states that across the state, there is a struggle getting lateral firefighter hires.

Young asks if we are paying the recruits while they are attending the academy. West states that we are paying them as they are getting their foundation. The academy is 16 weeks. West states it is tough to get good candidates.

Finance Update: We had our field audit earlier this month, on April 19th . The Auditor will present their finding at the July 12th Board Meeting.

Transparency Notice: The Transparency Notice has been updated and filed with DOLA – A copy is attached in the Google Folder to Christine’s report and is also on our website.

REMINDER: Picture Day: Skillman Photography will be taking member pictures this year. Pictures will be at Station 2, BoDs - please wear Board Shirt for pictures. If one of the times listed does not work, we can make arrangements to have your picture taken at their studio in Fort Collins.

- Tuesday, May 17th, 5-6 pm
- Wednesday, May 25th, 1-2 pm
- Thursday, June 2nd, 1-2 pm

Chief West gives the BoDs a gift of a Pancake Breakfast T-shirt in hopes that the BoDs will make it to the Pancake Breakfast. West states we are changing the menu a little bit. There will be no choice of eggs or meat. They are having a hard time finding sausage.

Life Safety Report:

April Highlights:

- The Citizens Advisory Group continues to help us push towards creating a non-profit Foundation. They are also helping us create the documents we need to kick off the Residential Knox Box program. We are working hard to create a draft business plan and by-laws for Foundation, to assist us in completing the application for non-profit tax status. The overarching goal of the Foundation will be to enhance our public outreach and education programs.
- April was an extremely busy month for grass fires. Life Safety and Logistics staff supported operational responses to several grass fires and provided some much-needed coverage to assist with staffing of engine companies.
- Due to Red Flag Warnings and predictions for critical fire danger, we contacted Weld County Dispatch two times in April to advise them that we were prohibiting all fires within the FRFR district. Weld County Dispatch call-takers read a prepared script to anyone calling in to burn on those days.

Life Safety Programs: Lt Nakata’s return to full duty status was very timely, given the high number of fire responses last month. He responded to several grass fires, including operating a Type 6 engine for several hours on one of them, and also covered a 12-hour shift on one weekend to fill a vacant Engineer position.

March continued to see a high number of plan reviews, with more building permits submitted than site plans. New construction inspections are starting to pick up as several projects are progressing towards completion. Ledge Rock Center has been granted permits for three tall sign towers, and applications have been received for their first two commercial buildings. The final Buc-ee’s site plan was submitted for the road and utility infrastructure. As the I-25 overpass work moves out of the SW corner of that intersection, we should start to see site work commencing for Buc-ee’s. The overall campus at the new Roosevelt High School is starting to take shape, with the field house steel frame and several athletic fields showing progress. Other projects that we expect to start seeing move forward this summer include an expansion of Mountain States Plastics, the Purvis Farms neighborhood, and the Podtburg golf course and neighborhoods.

We continue to participate in the BBQ Day planning group for the 2022 event. FRFR leadership will be meeting with JPD leadership in mid-May to share planning information so both agencies are better prepared for the event.

Lt Nakata visited several other sites and discovered similar problems. He is working with the company’s health and safety director to address this deficiently promptly.

Lt Nakata contacted several juveniles involved in fire setting activities near the Milliken dog park. He has worked with parents of all kids to schedule intervention sessions for all of them.

Logistics: Lt Covillo successfully completed the FRFC Envision Leadership class, facilitated by Chief Mirowski. The graduation ceremony was this morning. He also provided 44 hours of coverage as the Lieutenant on engine companies to fill vacant positions and operated a water tender fill site for several hours on two of our grass fire incidents.

We are still working with LFRA and Berthoud Fire to work towards a collaborative relationship for a logistics center. We provided LFRA with a tour of our Gateway facility and toured the current LFRA warehouse to gain a better understanding of the needs for both agencies. LFRA’s current warehouse facility is likely going to become the primary facility for the FRFC Firefighter Academy in 2023, which will occupy most of the space LFRA currently has available.

Lt Covillo began performing quarterly air sampling of our SCBA fill stations to ensure we are providing our personnel with safe breathing air. This is a requirement of NFPA 1989, Standard on Breathing Air Quality for Emergency Services Respiratory Protection.

Apparatus: All front-line apparatus are in service and have been rotating through Loveland Fleet Services for annual maintenance. 2901 and 2902 both received new front tires.

We have not received any new updates about the delivery date for Chief Kronholm's new pickup. We anticipate delivery to be in September or October. All its additional equipment has been ordered and is starting to arrive, so it will be ready for installation as soon as the vehicle arrives.

Facilities:

Fire Station 1: On April 28th, we hosted a walk-through at Station 1 for companies interested in submitting RFQs for the upcoming remodel project. Five companies participated in the walk-through and showed strong interest in applying. Yesterday was the due date for all RFQ submittals.

Fire Station 2: The landscaping project is finally nearing completion, with the benches as the only remaining item to be installed. Staff is working on relocating offices to open an office for Chief Kronholm.

Fire Station 3: The ambulance shoreline has been upgraded so it can be used with any ambulance.

Training Building: The concrete driveway has been replaced with a new 6-inch-thick pad. Still working with the school district to assume ownership of the building.

Gateway Building: Staff is continuing to move forward on improvements to the building to allow it to serve a vital role as a warehouse/logistics center. We anticipate being able to move forward on the necessary interior work in the next few months, with a goal of it being complete and operational by the end of 2022.

Communications: All radios received their annual service at the end of April.

Quartermaster: The bunker gear R&D process has concluded. Firefighter Covillo has distributed the final report on the project.

West states we are still over 30% above from where we were last year on call volume.

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 Report: Our hiring process is in full swing, and we have narrowed our list down to the final 9. We are hoping that from this list, we will hire one lateral firefighter and two new hires that will start the academy in August. Additionally, we have made a contingent offer to Nate Aldersea to serve as a Lieutenant full-time with FRFR. He has accepted, and we are finishing up the final stages before he is sworn in at our next Board Meeting in June. With the expected promotions of Chiefs Kronholm and Hinkle and Lt. Kronholm, we will hold the promotional portion of the meeting at 5:15 PM on June 14.

Red Flag warnings took up a great deal of our social media presence and operational time for our crews over the last month. FRFR responded to over a dozen brush fires and several dozen reports of fires that turned out to be under control agriculture burns. The County Chiefs are actively working with the sheriff to consider implementing burn bans in the county during times like these. Chief Drage has been working with Dispatch to have them notify our residents that burns are prohibited on Red Flag days in our district boundaries. Recent disasters have opened conversations to correct some of the past reluctance to take steps in proactively preventing such fires in our area. West will update you next month.

West, Drage, and Christine had the pleasure of having lunch with Cindy for Administrative Assistant's Day. West couldn't imagine not having Cindy on our team. She is constantly helping us accomplish so much at HQ, and we are lucky to have her here.

We held a strategic planning session with the Front Range Fire Training Consortium (FRFC) this month. All ten agencies were represented as well as the Cheyenne Fire Department. While FRFR is new to the FRFC, the consortium has existed for just over 20 years. The final plan was drafted in 2018, and quite a lot has changed. These changes are related to the hiring

challenges that all of us are experiencing and the growth in the area. These challenges were experienced in my previous organization in our version of the training group. The fire chiefs hope to avoid some of the pitfalls that can cause such an organization to split up.

On a personal note, West was recertified as an EMT this month. A big thanks to Chief Werness and UCH folks for helping me complete this process. This was my 11th recertification and by far the simplest because of their help.

Please set June 4 aside for our Johnstown Pancake Breakfast. We are looking forward to having the public back at our firehouse for this event.

Highlights:

- West attended the meeting of the Lake Arrowhead HOA on April 20. West presented hydrant clearance, address posting, and outdoor burning. The attendees spoke very highly of FRFR.
- With Chief Drage and Lt. Covillo, West attended the RFQ kick-off at Station 1 on 4/28. Several possible contractors attended.
- West cooked for all three shifts this past month. As always, there is an agenda and discussion topic. This year we are updating the FRFR Way, and all crews were asked to review the current document and come up with ideas for improving it. As we head down the path of tremendous growth in the future, having this document updated and solid will help assure that our future firefighters understand the culture and values we expect.
- The compensation workgroup has begun evaluations of Retirement Health Accounts (RHA). Having a retirement health benefit was the number one issue identified by the workgroup as needing to be addressed. We met with representatives from NPPFA Benefits and plan on presentations from others soon.
- West served as a bagpiper for Director Rutt's father's funeral, and West also coordinated and played at the service for Fire Marshal Stephen Smith of the West Douglas FPD. Smith died in the line of duty on April 24. West attended and played for the Colorado Law Enforcement Memorial and the Colorado Fallen Firefighters Memorial. This year's service was especially meaningful as a number of friends were added to the wall.
- FYI- West will be taking some vacation time at the end of this month.

NEW BUSINESS:

Contract: JVG Capital Plan: Over the last few months, staff has been working on plans for our impending growth. This has included our project work on Station 1, the looking for property for Station 5, and preliminary work on forming an apparatus workgroup to begin designs for future FRFR apparatus needs. Understanding that the impact of growth on our district will take some careful financial consideration, we have contacted the James Vincent Group (JVG) to give us a price to conduct a financial analysis of our growth-related infrastructure needs.

About JVG - Founded in 2010, JVG and its clients have been recognized by the Government Finance Officers Association through the award of a certificate of achievement for excellence in financial reporting. JVG has achieved that award with multiple fire district clients over multiple years. Several area districts use JVG and, as part of our due diligence, all reported that they were very satisfied with the level of professionalism and expertise. Additionally, we have received copies of similar studies that they have performed and feel that JVG will give us the type and quality of data we need to help the board make the best financial decisions on our capital projects. JVG will meet with staff, review our anticipated capital growth needs, analyze records from the counties and economic forecasts to develop a 10-year capital improvement plan. Additional information is provided in the attached proposal in the Google Folder.

Financial Or Economic Impacts - Approximate cost of \$7000 or less.

Freehling moves to approve the proposal at a cost not to exceed \$7000 from the James Vincent Group to conduct a 10-year Capital Improvement Plan for FRFR and for the Board President and/or Secretary or any of the BoDs to sign the proposal. Hobler seconds. Roll call: Rutt, yes; Young, yes; Freehling, yes; Hobler, yes; and Howe, yes. Motion passes.

Larimer County Impact Fees: Drage states staff reached out to the Larimer County Building Official to inquire about establishing an impact fee agreement between the District and Larimer County, in anticipation of the future growth of our district. Larimer County Commissioners approved and signed an Impact Fee IGA at their meeting on April 26, 2022.

The FRFR response area is poised to see tremendous growth along its western border. All this area is currently within unincorporated Larimer County and also within the Loveland Rural Fire Protection District (LRFPD). FRFR and LRFPD have a current written agreement that affirms LRFPD will support all their territory east of Interstate 25 and south of Highway 402 moving into FRFR jurisdiction. To be better prepared to respond to the impending growth in this area, and the future inclusion processes, FRFR worked with legal counsel and Larimer County staff and counsel to establish an intergovernmental agreement (IGA) between the District and the County that allows FRFR to begin collecting fire service impact fees on July 1,

2022, for any growth that occurs within FRFR jurisdiction in unincorporated Larimer County. The IGA was reviewed and approved by legal counsel for both FRFR and Larimer County. The Board of Commissioners for Larimer County approved and signed the IGA at their regular meeting on April 26, 2022. To finish the formal adoption of the IGA, FRFR's Board of Directors is requested to review, approve, and sign the IGA so it can be recorded with the Larimer County Clerk & Recorder.

There is currently a very small portion of FRFR's response area within unincorporated Larimer County, so there will be no collectible impact fees in the short-term. However, as the District moves toward acting on the written agreement between LRFDP and FRFR, there will be several hundred acres of unincorporated Larimer County that could be included into FRFR's jurisdiction. As growth reaches these properties, the District will be able to assess and collect impact fees for any new construction to help new growth pay its fair share to support the expansion of FRFR's response capabilities.

Young moves to approve the intergovernmental agreement with Larimer County for the assessment, collection, and remittance of Emergency Services Impact Fees and to direct the Board President and Secretary to sign it. Hobler seconds. Hobler seconds. Roll call: Rutt, yes; Young, yes; Freehling, yes; Hobler, yes; and Howe, yes. Motion passes.

Surplus Designation Request: West states at a recent meeting with our counterparts with UCH we learned that they no longer advocate the use of our Autopulse machines. The machines were utilized heavily in the times where staffing was limited, and response times were long. Recent medical studies have shown that our current manual CPR to be as effective with less possibility of secondary injury.

There are, though, departments that can benefit from the use of these machines. Primarily they are in more rural areas with limited personnel. Because of the cost of repairing our machines, which are also near end of life, and the direction of UCH, we are recommending that our equipment is designated as surplus and donated to an agency that might benefit from them.

This includes:

- (1) AutoPulse Resuscitation System Model 100
- (2) AutoPulse Multi-Chemistry Battery Chargers
- (6) AutoPulse Batteries

Young moves to designate the FRFR Autopulse machine and its accompanying equipment as surplus and, if an agency is located and in need, donate the equipment to them. Freehling seconds. Roll call: Rutt, yes; Young, yes; Freehling, yes; Hobler, yes; and Howe, yes. Motion passes.

BOARD REPORTS: None.

CORRESPONDENCE: Google Folder.

ADJOURNMENT: Rutt moves to adjourn at 20:01. Freehling seconds. Roll call: All "aye." Meeting adjourned at 20:01.