

FRONT RANGE FIRE RESCUE BOARD OF DIRECTORS MEETING
101 S. Irene Ave., Milliken, CO 80543 & ZOOM
Tuesday, July 12, 2022 6:00 PM

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 BoDs Meeting to order at 18:07. Roll call: Darrin Rutt, Jim Young, Greg Freehling, Reid Hobler, and Blair Howe (Zoom). Also in attendance are Chief West, Chief Drage, Chief Kronholm, Christine Champlin, and Vanessa Thorpe. Guests in attendance is Christine McLeod from Haynie & Company.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: None.

AUDIT PRESENTATION: Haynie & Co. was hired by the FRFR Board of Directors on November 9, 2021, to provide a financial audit and opinion of the 2021 fiscal year. Christine McLeod was the lead auditor and will present their findings. Joey Hoefler our CPA assisted in preparing the financial statements for Haynie and can also answer questions.

Christine McLeod from Haynie & Company presented the Audit findings. The audit showed no deficiencies or weaknesses. She explained that the audit looks at internal controls. We have had no new significant account policies. A PowerPoint presentation prepared by Haynie & Company is in the Google Folder. Christine gave a run down and thanks FRFR.

Young moves to accept the 2021 Audit Findings as presented by Christine McLeod. Hobler seconds. Roll call: Rutt, yes; Freehling, yes; Hobler, yes; Young, yes; and Howe, yes. Motion passes.

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

Hobler notes and asks in looking at expenses if there are any expenses that will push us above budget. West states there could be two things: FRFR had a tremendous breakout of COVID and injuries which resulted in overtime expenses. The other factor is now fuel. West does have concerns but also states that we have a contingency, and we will use it if need be, so as not to go over budget.

Young asked if fuel is contracted. West states that we go wherever to fuel as there are not a lot of contractors. We do use a Fleet Credit Card and it can only be used for fuel.

Hobler asked if we were able to take advantage of the money from the government with the COVID situation. West states that we were not able to because of the timing.

STAFF REPORTS

Administrative/Financial:

Executive Financial Summary

- General Fund 2022 YTD Revenue is \$ 4,163,282
- Capital Fund 2022 YTD Revenue is \$1,018,838
- Debt Fund 2022 YTD revenue is \$143,297
- Impact Fund 2022 YTD Revenue is \$199,049
- Construction loan balance is \$405,074.21

Included at the end of this report:

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

Website Accessibility Update: Last month we let you know about the new accessibility changes required on all State and Local Government websites. We also let you know that Trish Coberly, who was the initial website designer is assisting us free of charge. She has completed the changes and the last scan of our website shows us at 100%. We have also created an accessibility policy and it can be found on our website. This is an ongoing project that we will be keeping up to date and creating a monthly scan accessibility report.

Digitized Files: As you may recall we have been working to transition to a paperless office, Cindy has worked hard to complete the digitizing of all our papers into a shared drive. We are now able to access and share files without sifting through paperwork.

SDA Board Workshop: If you missed the SDA Board Workshop, BoDs could still watch the class online. The link to the video is <https://www.sdaco.org/board-member-workshops>. The handouts are under correspondence at the end of this packet.

LIFE SAFETY:

June Highlights

- The contract with Golden Triangle Construction is signed and we've started the Design Development phase of the Fire Station 1 remodel. We have a full schedule of meetings and discussions through the end of August that will help us put together all the details we will need to get the necessary permits and start construction in early 2023. GTC is going to work closely with staff to minimize impacts to operational readiness as much as reasonably possible throughout the project. The project will be complete prior to the end of 2023.
- Lt Covillo and Drage are working with the surveyor to complete the maps needed to annex the NE corner of Station 1 property into the Town.
- Ledge Rock Center is moving forward, with three retail building permit submittals. The developer is working with the Town to obtain permits to construct footings and foundations in the very near future. Several new apartment buildings, and many more retail buildings, should follow shortly after.
- Crews responded with Evans and LaSalle to a residential structure fire in the Hill n Park neighborhood. Nobody was injured and the cause was identified as an electrical fault/failure in the home's electrical supply.

Life Safety Programs: Plan reviews for new building construction are starting to pick up. Lt Nakata is building comfort in this area and has been a huge help in keeping up with the demand. Lt Nakata and Drage both attended a 2-day class in Greeley on plan review of fire sprinkler systems. This was a very timely training opportunity, given the anticipated volume in new building reviews in the next few months.

Lt Nakata completed several fire inspections last month, and operations personnel completed several pre-plans. Lt Nakata also led the fire investigation for the structure fire in Hill n Park.

Elwell Elementary School is nearing completion. We have completed several phased inspections, and all is going well so far. The general contractor and school district have established a very aggressive plan with a tight timeframe and are planning to open the building in August for the upcoming school year.

Logistics: Lt Covillo attended the Train the Trainer session for the on-going mayday training we are doing with LFRA and Berthoud. He will be instructing several sessions in July.

The fire station supply ordering process kicked off at the beginning of the month. Crews will complete an inventory twice monthly to ensure that we maintain the necessary quantities of basic station supplies.

Apparatus: All front-line apparatus are in service. Loveland Fleet Services has been working with us to identify an operational issue with 2918. A new control module is on order and the issue should be resolved by the end of the month. 2901 received minor damage while it was at LFS for service. The apparatus is fully operational and LFS is taking care of all necessary repairs.

We have still not received any new updates about the delivery date for Chief Kronholm's new pickup. It was ordered in Dec 2021, and 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: Lt Covillo coordinated the CM/GC interview process for the Fire Station #1 remodel project. We have a signed and executed contract with GTC to serve as the Construction Manager/General Contractor (CM/GC) for the remodel project. The project kick-off meeting took place on June 24th. We have a full schedule of Design Development meetings through early September. This will prepare us for permit submittal. GTC anticipates beginning construction in early 2023, with full project completion by the end of 2023.

Fire Station 2: We are working with the landscape contractor to address concerns with the concrete finish and to install benches by the monument sign. Also, H3 will be doing some warranty work on the station, including replacing the concrete pad outside the workout room, patching some drywall, and completing some other minor repairs.

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

Gateway Building: We are reaching out to a small project contractor to begin the process of completing the interior work to finish this project by the end of 2022.

Communications: We have worked with the Weld County radio shop to increase the programmed radio volume. We are also reaching out to MSA to see if it's possible to increase the volume of the SCBA speaker device.

Quartermaster: After a comprehensive R&D process, we have identified a new department specification for both structural and lightweight PPE that will provide our members with excellent protection. We have ordered 12 new sets of structural PPE and 26 sets of lightweight PPE. It should start arriving in August.

Drage provided existing construction and new construction, plan reviews.

Operations Report: While call volume was down slightly in June, our crews were still out making a positive impact in our communities. Notable calls this month included a structure fire in Hill n Park with assistance from Evans and LaSalle on A Shift, C Shift Station 2 delivering a baby, and a carbon monoxide incident where B Shift crews found and resuscitated a dog in a residence.

We will convene an apparatus specification group this fall. Our first task will be to work on a replacement for the current 2918 ladder truck. Lead times for apparatus are approaching 24 months, so we need to get the process started. This group will also assess our current engines so that we are able to address the new development in the district.

Department training in June included hazardous materials response, continuing medical education, and rural water supply.

Three of our members went through firefighter survival instructor training with our partners from Loveland and Berthoud. They are helping to instruct critical hands-on training that began yesterday and will continue through next week.

Our three new hires were fitted for gear and uniforms on Friday. They begin their academy on August 22nd. Please plan to attend a welcome cookout on August 19th at 6:00 pm. With large academy classes throughout the region this fall, FRFC will look a little different than in the past. Chief Werness has been helping the other training chiefs with planning and curriculum review for a revamped academy hosted at Loveland. We will also be assigning one of our members to the academy as a full-time instructor this fall. We will be reimbursed for instructor hours by FRFC at the conclusion of the academy.

Rutt and Freehling have concerns regarding the amount of money put in the 2004 apparatus. Rutt asked Chief about speaking with Loveland. West states we want to compliment our apparatus so that we can all

work well together for our community. West will meet with the Ops Chief regarding the need for new engines.

Rutt thanks Kronholm and reports him doing a great job.

Young asked if we can clear any of the \$400,000 off. West states they have a meeting coming up and will find out what is the best way to go 0 roll it into one loan, etc. West states we will come up with a good plan so that we have plenty of reserves. Young states he gets concerned when we pile up debt. West is making sure we have plenty of reserves and feels that JVG will help us out. JVG will be coming to the August meeting to present what they can do for us.

Kronholm provided graphs and charts showing our incident response trends during June 2022, and also the summarizing year-to-date information for several areas of incident frequency and response performance. Thankfully, the trend of numerous ground cover/grass fires has slowed. Overall, call volume dipped slightly, with numbers closer to 2021; however, year-to-date call volume remains roughly 25% higher than it was in 2021. Response performance is still meeting our established goals. UCHealth EMS response performance for the month met the contract requirements with 94% compliance in the urban response area and 92% compliance in the suburban area of the district. There were 22 instances of concurrent EMS calls in the district during the month of June.

Chief Report: A hectic first half of the year ended this month, and West is excited for the district's direction and the continued success we're having.

With Chief Kronholm in position, the Senior Leadership Team (SLT) held a full-day retreat in June. The purpose of this retreat was to discuss several areas of importance. First, we to redistribute some duties among the team. With this change, you will see some of these duties reflected in each of our reports. Already, West is seeing the positive impact of more routine and ongoing communication between the shifts and training, thanks to Nat.

West states that the Administration Team has really taken a lot off his plate and have been working extremely hard. They had a retreat day and just really came up with a comprehensive plan.

Second, we discussed one of the most critical aspects of our future: building a staffing and succession plan that carries us into the future. With our new capacity in the SLT, it is a good time for each area to evaluate the proverbial "hit by a bus" scenario. We have built a deeper bench over the last few years online, meaning we have more qualified folks ready to step up and promote. We are also working on assuring this philosophy is in place at the top of the organizational chart.

Last, we discussed dividing the workload among the team and how we will be doing the budgeting process for next year. The additional input and feedback will help assure that we have a comprehensive document that will serve us well in 2023.

West states we should be getting preliminary numbers for our budget. JVG is crunching numbers and they are impressive. The impact fees are helping. West states in answer to Young's question – we will have new money coming in. West is very optimistic and things in our area look promising. The big concern is how long will the inflation go on. We must keep the numbers up with the predicted cost of living being in the double digits which is unheard of.

West completed and compiled the results of the Weld County career fire department's salary survey. FRFR is doing very well in comparison with most departments. We found a couple of areas that we need to improve, and the Compensation Committee will be looking at those and some benefits that we need to add to our portfolio. The continuous need to be an employer of choice in today's tough hiring market means that yearly evaluations will be required for a long time to come.

Christine and West are working on compensation benefits. They are working on adding benefits that we do not currently have such a life insurance.

This month, several more meetings and discussions were held about land acquisition for Station 5 and the future training grounds. Additionally, West met with Superintendent Trussler regarding the ownership of the training building on Irene. While this project has stalled, West is confident we are back on track.

Next month we will be planning on a presentation of our 10-year capital improvement plan. We have had a few meetings so far and exchanged information with the James Vincent Group (JVG) via phone, zoom, and email. JVG will be presenting this information to all of you in August.

West states there are a lot of changes with FRFC – a lot of changes and a lot of growth with young departments. There are changes in pensions and growth in this area. FRFC has 890 members between 10 department and two big academy classes a year in the foreseeable future. It is a problem but also an opportunity to fix it. West states we are part of the solution. Young states that FRFR is respected. West states our opinion is always asked for. West states that FRFR is headed in the right direction.

IMPORTANT UPDATE and Reminder: Bill Elder Funeral 7/26 at 1030 at 2101 16th Street in Greeley. FRFR will have a presence at the service at the request of Bill's widow.

Highlights

- West attended several meetings with the FRFC members regarding our upcoming fire academy class. We are also beginning to conduct evaluations of our last hiring process. As we have discussed, the next few years are shaping up to be explosive in the way of growth, and our goal to hire outstanding firefighters will require us to be efficient in how we hire.
- We are gearing up for the Annual Fire Service Think Tank. Chief Drage and West are attending, and West will also be speaking at this nationwide event held in our own backyard.
- West participated as a bagpiper for several funerals and events last month. To date, West has participated in 37 such events, with the majority falling on the weekends. We are evaluating how FRFR can collaborate on honor guard activities throughout NOCO. As a bagpiper, West has been assisting several neighbors to this end.
- Some additional reboot time and vacation were spent on the east coast. West appreciates how the staff ensures that everything runs all the time smoothly, with or without him. West feels very blessed.

Director Rutt thanks Chief West.

OLD BUSINESS:

Ambulance Sales: In October 2020, we were approached by UC Health about the possibility of them purchasing our current ambulances. As a reminder, four of the six agencies who partner in Weld County with UCH use ambulances owned by UCH. Ourselves and WSFR own our ambulances, and UCH provides personnel. In November of 2021, the new UCH Leadership team met with us and WSFR and agreed to move ahead with this idea. Ultimately, we ran into a few speed bumps, but through ongoing conversation, we are now ready to move ahead with this issue.

The units were purchased by FRFR originally in the interest of assuring we had units should we lose UC Health or another private service. If that were to happen, we would have ambulances and possibly conduct a Paramedic hiring process and fire-based transport services. As time has passed, we feel confident in our relationship with UC Health, and the concept of us purchasing rigs in the future, their maintenance, fuel, and associated expenses would not make sense. In 2022 alone, due to rising costs of parts, service, and fuel, we will likely be over our budget on these costs if we continue to keep ownership of these ambulances. Further, we will be required to purchase new ambulances in the coming years as our current ones need replacement. Having UCH as a partner without maintaining these units will be very beneficial.

West presents that our oldest ambulance was purchased in 2013 followed by 2016 and 2017. West states it makes sense as to why we purchased them back in the day. He states he would have done the same thing. West has trust with UCH, and if we do not sell, we will probably need \$6 – 700,000 in the next couple of years to buy ambulance (which West does not want to do), especially when we have a partner that is willing to provide this service for us. Windsor will be doing the same thing a us. We will not get the transport revenue which is about \$8000/year, but considering the fuel, etcetera, it has been costing us money.

Young states he feels we do not need to be in the ambulance business (as far as owning).

Although it has been a while since our conversations about price, West feels confident that we can still negotiate a sales price that is reasonable for the district. We are recommending negotiating the sale of these units.

Young moves to make a motion to authorize the chief to negotiate and sell the ambulances for a fair price to UCH and to execute any needed paperwork to conclude the sale. Hobler seconds. Roll call: Rutt, yes; Young, yes; Howe, yes; Freehling, yes; and Hobler, yes. Motion passes.

West states all the ambulances had a little bit of grant money left, so there will need to be a little bit of paperwork to finalize things. This could possibly take a little bit of time.

NEW BUSINESS:

TDS Contract: Drage states we received a request from TDS Telecom to extend a contract between TDS and FRFR for an additional ten (10) year term. The contract granted TDS with an easement on FRFR property that allowed TDS to install and operate cable system facilities on Station 1 property. The terms of the contract indicate that there can be a single ten-year automatic renewal of the agreement if TDS Telecom was not in default of the provisions of the agreement.

The initial contract went into effect on June 1, 2007, for a 15-year term. It allowed the company that is now TDS Telecom to install cable system facilities (cables, fibers, utility transmission lines, etc.), including an eight-foot by 18-foot concrete pad, cabinets, generators, and other appurtenances on fire district property.

Item #13 in the contract indicates that the fire district received a one-time payment of \$5,000 in consideration of the use of fire district property. This same provision indicated that the fire district would also be given monthly "HyperSonic internet service (updated as the system is updated)" and basic cable television at no cost for the life of the agreement.

FRFR staff believes that Item #13 of the contract is not currently being honored, since we are currently paying approximately \$175 per month for TDS services at Stations 1 and 2, and our internet service is not near the "HyperSonic" speed equivalent noted in the contract. Staff believes that we were initially receiving free internet services but switched to a different provider due to connectivity and/or speed issues, and then switched back to TDS Telecom and began being billed for services.

FRFR staff would like to renegotiate the contract with TDS Telecom to establish a monthly rate that TDS would pay to FRFR for this easement. We would seek to establish the monthly payment at a cost that is equivalent to the monthly costs for internet and cable TV services. Admin's question is: Should we look at pricing for only station 1 or for both station 1 and station 2?

FRFR is currently paying approximately \$4200-\$4500 annually for internet services that the contract stipulates would be free of charge. We would seek to negotiate a cost-neutral agreement. Admin asks: Should we seek repayment of fees we have previously paid to TDS that should have been waived?

Hobler asked why they pay us, and we pay them. Drage states in case a better service comes along, and we can apply it towards that. Hobler says to ask for Stations 1 and 2.

Freehling moves to make a motion to direct staff to work with TDS Telecom to renegotiate the terms of the contract that allows TDS to use FRFR property for their cable internet systems. Young seconds.

BOARD REPORTS: None.

Rutt tells everyone to keep up the great work and to stay hydrated!

CORRESPONDENCE: Provided in the Google Folder.

ADJOURNMENT: Rutt moves to adjourn at 19:03. Seconded. Roll call: "All aye." Meeting adjourned at 19:03.