

FRONT RANGE FIRE RESCUE BOARD OF DIRECTORS MEETING
101 S. Irene Ave., Milliken, CO 80543 In-Person & ZOOM
Tuesday, April 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 called the FRFR BoDs Meeting to order at 18:04. Roll call: Darrin Rutt, Jim Young, Blair Howe, and Greg Freehling. Reid Hobler is absent and excused. Also in attendance are Chief West, Chief Drage, Lt Nakata, BC Werness, Christine Champlin, and Vanessa Thorpe. Robert Burns is public attendance. Zoom attendees are Don Watkins and Lt Covillo.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: None.

CONSENT AGENDA: Young has two questions. Young asked why it costs \$18,000 for a training room. West states Windsor's training room cost \$50,000. West states we are doing pretty good and still under budget. Young asked about the \$22,000 charge on radios. Christine explained that the radios needed an upgrade/flash so that they meet current standards. West states we will be having to update radios, so will have some big bills in the future.

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

STAFF REPORTS

Administrative/Financial:

Executive Financial Summary

- General Fund 2022 YTD Revenue is \$1,443,981
 - We received 30,000 for the Brush truck
 - We will be receiving a bill for trash service at Station 1, that the City of Johnstown had not been billed us for over the past six months
- Capital Fund 2022 YTD Revenue is at \$471,229
- Debt Fund 2022 YTD revenue is \$35,205
- Impact Fund 2022 YTD Revenue is \$134,066
- Construction loan balance is \$443,867

Included in the Google Folder:

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

Member Picture Day: Skillman Photography will be taking member pictures this year. Pictures will be at Station 2, please wear your Board Shirt for pictures. If one of the times listed does not work, we can make arrangements for BoDs 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

Human Resource Update: We received 138 applications for Entry Level Firefighter and 17 applications for Lateral Firefighter positions. Chief Werness expects to have final rankings the first week of May.

SDA Annual Workshop: SDA will cover a wide variety of important topics such as conflicts of interests, TABOR, notice of meetings, and district powers, just to name a few. They will give you the scoop on this year's legislative changes and how they affect your district. There will be time to answer any questions, big or small. SDA and the law firm of Collins Cole Flynn are hitting the road once again to bring you these educational trainings in person. The workshop closest to our district will be held Tuesday, June 21 8:00 am-12:30 pm, at Windsor Severance Fire Rescue 100 7th Street Windsor. Please contact Christine by May 1st if you would like to register for this workshop.

Pinnacol Worker Compensation Insurance Audit: Every year, Pinnacol who is our Workers Compensation Insurance Company, conducts an annual review of payroll, class codes, and sub-contractor records. An audit is required under the terms of our policy. The audit determines if the payroll and class codes quoted at inception accurately reflect the actual payroll and scope of work performed during the policy period. Audits also ensure that sub-contractors have their own coverage in place. We completed an estimation of payroll for Pinnacol in the late summer of 2020. At that time, we had not included the education incentive for 2021 and underestimated our overtime. In March, we received the results of our 2021 Worker Comp Audit. We are in compliance with all of our record keeping and classifications; however, we will see a one-time adjustment of 2.7% (\$2,827) on our next invoice.

Life Safety:

March Highlights:

- Drage attended the second in-person class for the National Fire Academy's Executive Fire Officer Program in mid-March. This was a 6-day class. Drage is now roughly halfway through the program and should have two more in-person courses as well as one more 10-week on-line mediated course.
- The Citizens Advisory Group continues to help us push towards creating a non-profit Foundation. Sadly, our Citizens Advisory Group was unsuccessful in their efforts to gain assistance from a class at UNC in writing the Foundation's business plan and by-laws. Thankfully, the group is not deterred, and the Advisory Group is renewing their efforts to make the time they need to write these two critical documents. The overarching goal of the Foundation will be to enhance our public outreach and education programs. The CAG is continuing to work with the Small Business Development Center to put together these documents, so they can focus on the legal side of setting up the foundation.
- Staff was directed to conduct a sealed bid process with current and former members to liquidate the antique JFPD pool table, the 1932 Ford B and the 1942 American LaFrance. We received three bids for the pool table, two bids for the Ford B, and no bids for the LaFrance. Lt Zack Kirchner was the highest bidder on both items. He is currently working on plans to get them out of the Gateway facility.
- On April 5th, Drage was notified that his application for the Chief Fire Officer credential was approved by the Center for Public Safety Excellence, Commission on Professional Credentialing. Drage now joins Chief West as one of approximately 1,659 individuals in the U.S. to hold this credential.

Life Safety Programs: March continued to see an extremely high number of plan reviews. Several of the more visible projects, such as Ledge Rock Center and Buc-ee's, should start seeing more visible progress in the next few months. Lt Nakata is beginning to take on some of the plan review load, so his timing in completing his certification is impeccable!

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.

Howe asked Drage what they need from the BoDs on BBQ Days. Drage states we need the BoDs presence.

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 and participating in periodic Operations-level training and coverage.

We are still working with LFRA and Berthoud Fire to work towards a collaborative relationship for a logistics center. We are planning on meeting at the Gateway facility next month to showcase its capabilities and to discuss possibilities.

Apparatus: The 1995 Becker Type 6 engine was sold on March 23rd to the Alice Fire Department in North Dakota. They were extremely excited to purchase it.

All front-line engines, including 2918, are in service and have been rotating through Loveland Fleet Services for annual maintenance. 2904 is currently out of service for repair of a mechanical issue.

The new pickup for Chief Kronholm was ordered in December 2021. So far, we have not received any updates on its delivery. We have ordered all the additional equipment that will need to be installed in it. We anticipate it being complete by the end of October.

Facilities:

Fire Station 1: Crews discovered a minor roof leak above the workout area, which has been repaired. We are continuing to work towards implementation of the remodel project. Lt Covillo, Chief West, and Chief Drage met with the architects and representative from a construction management company to help us better understand the design and construction process. More information on this will come from Chief West.

Fire Station 2: Several improvements have been made to the training room. Thanks to Chief Werness for all his hard work in facilitating these improvements. The landscape improvement project has commenced, with the monument sign installed and landscaping work well underway. The new SCBA fill station has been installed and is operational. Lt Covillo has installed air testing connections to the new SCBA fill station and he will be completing quarterly evaluations of the breathing air quality to ensure it meets standards.

Fire Station 3: The old air compressor from Station 2 has been installed at Station 3. Lt Covillo is working with an electrician to improve the shoreline in the apparatus bay so that it can accommodate the ambulance.

Training Building: A structural engineer evaluated the buildings status and gave it a good bill of health. Replacement of the concrete driveway is included in the Station 2 corner enhancement project.

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 will get their annual service by the end of April.

Quartermaster: All members have received their Class A uniforms. The bunker gear R&D process has concluded. Firefighter Covillo is putting the finishing touches on the final report on the project, which should be released within a couple of weeks.

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: Chief West states as the first quarter ends, we are well into the start of our 2022 goals and initiatives. The list of activities is impressive, and we are making strides in several areas.

First, as a reminder, we have plans to fill four firefighter positions in 2022. We have two current openings and are anticipating two more. One is due to an anticipated employee separation. We have a member who has

indicated they are leaving the fire service for a different career path, one for Chief Kronholm's promotion and the trickle-up effect it causes. We are filling these positions through two different tracks. One is by hiring lateral firefighters. The other is by hiring new firefighters. Our thoughts in the two separate tracks are to ensure that over the next three years, we are filling positions in the most efficient way for FRFR. This year's hiring is the first swipe at looking at different methodologies.

This week, we are in the second round of interviews in these processes. We received over 150 applicants (17 lateral hires), and they have completed the first round. Following this week, we will be scheduling their third round, which is in-person ride-a-longs with our crews. While our process is far more in-depth than many, we know from our last two classes that we are being successful in hiring top-quality candidates that likely will stay at FRFR for the long term.

Chief West reports that Nate Aldersea has been hired as a lieutenant. He is one of FRFR's reservists; it will be 11 years this May. West reports we have received twice the number of applicants that surrounding districts have. He states that this speaks to our reputation.

Young asked about the pool of applicants and if we keep pulling from that list. West explained how it works. He states there is a lot of hiring across the board.

Last month, Lt Covillo and West met with representatives from the Alice Fire Protection District in North Dakota. They were very impressed with our old Type 6 brush truck, and we were able to negotiate a fair sales price of \$30,000. That money has been deposited into the general operating account.

Initial investigation into property availability for Station 5 continues. This month we traded correspondence with Oxy Petroleum, and West also met with the Johnstown Town Manager to discuss possible locations and possibilities for land. Ideally, we are looking for property near HYW 60, east of I-25. Our target includes property just north of or just south of the highway off High Planes Blvd. This gives us good access to the interstate and back toward downtown Johnstown. Additionally, West met with Steve Charles, who is the Chief of Berthoud. He has some interest in a possible space lease at Station 5 should we be able to obtain land that meets his response needs to HWY 56 and I-25. West's experience with this type of corporate arrangement is that it would help both agencies and potentially save operating costs.

With all the above, the Station 1 remodel serves as an essential pivot point for FRFR. For us to staff for Station 5 and purchase the apparatus needed for the future, Station 1 will become the launching pad for our future. A presentation will be presented of our plan for that station. While the price is somewhat higher than originally anticipated, this remodel will ultimately ensure that the location is viable for decades into FRFR's future.

West states they are looking for property for Station 5 first as there is not a lot of growth or movement by/for Station 4. West states having this property in mind before it is built all the way out is starting to create conversations for purchasing. West states we want to have adequate space for hiring firefighters and trickle them in over the course of building the new stations. West states that we have some good ideas and plans.

Chief West recognizes BC Werness for making sure all the new technology in the Station 2 Training Room is up and running. West states that Werness came in on his day off to make sure everything was working.

Last month was again busy with responses. Included was an incident that resulted in our crews saving a life along with JPD, UCH, and a civilian bystander. We plan a recognition at the next board meeting for the individuals involved.

Last, Kudos to Christine for completing the annual report for 2021. These have been distributed to the towns, the Board, and our alumni. Also, additional copies are available at headquarters.

More informal meetings were held with our members considering forming an IAFF Local. West is excited to report that they continue to evaluate the possibility and have selected representatives to continue their investigation.

West has been impressed with the amount of due diligence they have taken in the process. West anticipates that they will want to present to the Board at a future meeting.

Highlights:

- West was asked to teach three days of Managing the Mayday for command officers in our area. This is part of a regional training that FRFR is taking part in with LFRA and Berthoud Fire. Officers from PFA, Estes Park, Evans, Las Salle, and Platte Valley were also invited.
- West asks the BoDs to please set June 4 aside for our Johnstown Pancake Breakfast. We are planning several changes to make the event easier to operate and make it a little more interactive and provide more information to the public.
- Two of our current firefighters completed probation last month, which resulted in their receiving a step increase in pay and moving them to the next chapter in their careers. Congratulations to Cory Gore-Salazar and Cutter Wicks.
- We held meetings of the TIC R and D Workgroup and the Compensation Workgroup.

OLD BUSINESS: None.

NEW BUSINESS:

Resolution Request For RFQ: Since last year, we have been working through the process of designing a major remodel of Station 1. The current building, built in 1998 and classified as a volunteer fire station. The building is about 16,000 square feet. As you know, the building went through a major remodel to add living quarters once before.

- For several reasons it is time too
- Facilitate remodel this facility for FRFR's future. Bring the building up to current standards for a modern career firehouse Facilitate the needed offices to take care of our impending growth.
- To add best practices in the way of decon procedures and facilities to reduce the possibility of cancer among our firefighters
- To provide privacy for all our members in their sleeping and shower facilities.
- To be prepared to house multiple fire companies as we build future firehouses, and for continuity of operations.
- To improve the aesthetics of the facility as Johnstown continues to grow in that area as well as demonstrate professionalism.
- To add in training props for our members to reduce the amount of time they are out of place in Milliken.

West states we are up 27% in call volume and may soon need two response crews. Don Watkins and Lt Covillo are present on a Zoom Report. Don Watkins has a schematic design report. He has more detailed information that is available.

Watkins explained the redeveloping phase. He explained the redesign phase. With the Redesign phase, the looked at 3 or 4 different options/pro's/con's and went through a process to redevelop the process.

Watkins then explained the schematic phase which is to set the scope of the phase. Watkins explained the market phase to see where we are with cost.

Watkins gave an overview of design /conception options. The Design Committee wanted to use leverage and use existing space and reduce number of additions with current building. Below are some of the design/additions:

- Storage for pancake breakfast stuff such as tables, equipment, etc.
- Expanding the parking lot to the north (open it up a little bit)
- Training Tower

- Reuse certain spaces for accommodations and reduce additional space
- Decontamination/showers/SCBA/bunker all better conveniently located
- Office space/administrative
- Open area room
- Extra bedrooms (for ambulance crew too)
- Training Room
- Storage
- Better zoning – thermostat in each bedroom. Howe asked question about HVAC. Watkins explained it will be a variant refrigerant flow system. This system does not have a lot of large duct work running throughout. Howe also asked if windows would be operable. Watkins stated they will be for emergency egress as well as temperature regulating.

West will load the SD into the Google Folder for the BoDs to peruse.

Young feels the tower is an absolute must. Young asked if the bays will be big enough for larger apparatus in the future. Watkins states we have very nicely sized bays currently. Young asked about putting in a pole. Watkins state there is a possibility. This is a big discussion item. The risk is possible firefighter injuries.

West states our longest apparatus is 48 feet. He states the bays will have enough depth. West states it will be the same as LFRAs new station.

Young asked about parking for vehicles setting out in the elements on the south side. West states that down the road we can plan and utilize space for this at Station 5.

Watkins explained the four different delivery methods for Contract/Management:

Hard Bid: Basically, get construction documents, put it out on the street, get bids and go with the lowest bid. The downside is you may not get a well-qualified contractor and have more risk.

Selective Bidding Builder: LFRA uses this. You get a short list of contractors who are qualified to competitively bid. You have better control of who the contractor is.

CM/CG: Construction Management/General Contractor approach. This is what FRFR is considering. Up-front construction management on board. Keep project on budget better. Construction at risk – remodels are messy but keep station functional. It is a negotiated approach.

Turnkey Situation: Design Build-Request - qualifications and contact who in turn contracts with the design team. This is taking over administrative tasks and becomes very dollar driven (tends to be government projects).

West understands and feels comfortable with going with the CM/CG delivery method. We need to find individuals who will meet our needs and have the qualifications plus keep the station functional.

We have come to the point in the project where we feel that hiring a Construction Manager/ General Contractor is in our best interest. We have worked with our architect and while we can continue with more drawings and engineer work, they advise us that having our general contractor on board now, likely saves time and effort by collaborating with the company who will ultimately complete the remodel. Tonight, per state statute we are bringing the BoDs a resolution from FRFRs attorney to approve the Request for Qualification (RFQ) for such a contractor. This step allows us to solicit information from CM/CGs who have an interest in working with FRFR to complete our remodel and provide us with bids. Additionally, we will be joined by our architects who can answer any questions you have regarding the project and the next steps.

Young moves that we approve resolution 2022-03 to begin the RFQ process for CM/CGs to remodel Station 1. Freehling seconds. Roll call: All “aye.” Motion passes.

West would like some of the BoDs to be on the interview panel.

BOARD REPORTS: Howe asked what we are doing with the LeFrance. West states we received a little bit of internal interest. A couple of our members who are interested in forming a Local asked if we do form a local, if they could purchase it for \$1 and use it for funerals/parades, etc. West feels they are moving in that direction.

Young compliments Chief West, Christine, and Cindy for the Awards Banquets. Young states they did a very nice job. Kudos for the efforts that are put into having these events.

Rutt asked about a room/auditorium for reward banquets, etc. in the future with the station remodels or new builds. He asked if this could possibly be considered.

CORRESPONDENCE: In the Google Folder.

ADJOURNMENT: Rutt moves to adjourn at 19:48. Freehling seconds. Roll call: All "aye." Meeting adjourned at 19:48.