

FRONT RANGE FIRE RESCUE BOARD OF DIRECTORS MEETING
101 S. Irene Ave., Milliken, CO 80543 In-Person & ZOOM
Tuesday, December 14, 2021 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 18:00. Those in attendance are Greg Freehling, Reid Hobler, Jim Young, Darrin Rutt, and Blair Howe. Also in attendance are Chief West, Chief Drage, BC Nat Kronholm, Christine Champlin, and Vanessa Thorpe. Also in attendance are Buddy Prather and Robert Burns.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: None.

CONSENT AGENDA: Director Howe would like to add Pension Business under New Business. Howe moves to place an additional item on the agenda. Young seconds. Roll call: Freehling, yes; Hobler, yes; Young, yes; Rutt, yes; and Howe, yes. Motion passes.

2022 BUDGET HEARING

Young moves to move into the 2022 Budget Presentation at 18:06. Hobler seconds. Roll call: All "aye." Motion passes.

This budget hearing was published in accordance with the law on December 2, 2021, said proposed budget was open for inspection by the public at the admin office.

Fire Chief Michael West was appointed by the Board of Directors to prepare and submit a proposed budget to said governing body by October 15, 2021. Chief West submitted a proposed budget on October 12, 2021, for consideration.

Discussion before motions: Hobler asked what the biggest differences are between 2021 and 2022 are with the exception of personnel. Hobler asks what is increasing/decreasing drastically. West states Hobler hit the nail on the head, it being personnel. Apparatus is pretty even with FRFRs goals in 2022. From a capital perspective, the biggest change, is we are setting aside money for the remodel of Station 1. We are not quite far enough along to have firm numbers. West may come back after finalization on the remodel. We drop down our reserves to 93.5%, which is a very conservative guess. Young asked what the pay off is for the reconstruction of Station 2. West states we have five years to pay it off.

West states things to consider: Should we pay off the loan for Station 2 or keep both loans. These are things the BoDs needs to discuss.

Buddy Prather asked about the bonds. Chief West answered Buddy's questions. Hobler asked if the \$16,000 could go towards paying off the remodel. Hobler asked if there is a reason the district is paying off the bond early. West states that we would clearly save on interest. Hobler states that from a taxpayer's standpoint he would love to see it go; however, use the money to better our district/stations. Hobler/Rutt asked about collecting it over the next few years. The district has ended up with an extra \$30,000 in this account that was to go towards the bond. What if we were to make a double payment this year, and then a double payment next year? West explains that they will explore these options and bring it back to the BoDs for a decision.

Hobler states that we made last years payment and had enough to make another payment and carried the money forward to this year, around \$30,000 – we were bringing more money in. Hobler states we had a cash balance in our bond account. The Mill Levy is bringing in more than what the bond payment was, and the interest went up.

Staff recommends approval of budget and ask the MFPD Board to approve the resolution to budget and appropriate the funds for the 2022 Budget. Staff also recommends the Board set the mill levy for 2022 tax collection.

The 2022 Budget for the MFPD Debt Fund is broken down as follows; Estimated expenditures for the Debt Fund are as follows:

Debt Fund: \$263,094

Estimated revenues are as follows: Revenue \$173,160

Hobler moves to approve resolution 2021-03 to adopt the budget and appropriation of funds for 2022. Howe seconds. Roll call: Hobler, yes; Howe, yes; and Prather, yes. Motion passes.

Hobler moves to approve resolution 2021-04 to set the mill levy for Larimer and Weld Counties for 2022. Howe seconds. Roll call: Hobler, yes; Howe, yes; and Prather, yes. Motion passes.

Staff recommends approval of budget and ask the FRFR Board to approve the resolution to budget and appropriate the funds for the 2022 Budget. Staff also recommends the Board set the mill levy for 2022 tax collection. The total estimated expenditures for each fund are as follows:

General Fund \$5,657,529

Capital Fund \$1,551,755
Volunteer Pension Fund \$419,842
Impact Fund \$ 0

The total estimated revenues for each fund are as follows:

General Fund \$5,244,648
Capital Fund, \$1,205,601
Volunteer Pension Fund \$341,88
Impact Fund \$275,000

Young moves to approve FRFR Resolution 2021-05 to adopt the budget and appropriation of funds for 2022. Howe seconds. Roll call: Freehling, yes; Hobler, yes; Young, yes; Rutt, yes; and Howe, yes. Motion passes.

Young moves to approve FRFR Resolution 2021-06 to set the mill levy for Larimer and Weld Counties for 2022. Hobler seconds. Roll call: Freehling, yes; Hobler, yes; Young, yes; Rutt, yes; and Howe, yes. Motion passes.

Young moves to close this Public Hearing for the 2022 Budget. Hobler seconds. The 2022 Budget Hearing is closed at 18:23. Roll call: Freehling, yes; Hobler, yes; Young, yes; Rutt, yes; and Howe, yes. Hearing is closed.

Original FRFR BoDs Meeting at 18:25.

STAFF REPORTS:

Administrative/Financial:

General Fund YTD Revenue is at \$4,707,611. 101% of the 2021 Budget.

- We are still expecting the 4th quarter EMS mileage and a wildland reimbursement.
- As of November 30, we are sitting at 91% of general fund expenditures for the year and project to finish 2021 at 100%.

Capital Fund YTD Revenue is at \$921,655, 98% of the 2021 Budget.

- The 2% deficit is projected interest that was not received
- Debt Fund revenue is at 100%
 - We have an estimated reserve of 105,000, which will allow us to pay the Bond off in 2022.
- Construction loan balance is \$484,641.86

Included at the end of this report: a

- General Fund YTD
- Other Fund Balances YTD
- Account Balances
- Property Tax 2021 vs 2020

West states we increased the budget for this next year. West states we have a much more accurate number. West also states that we did a little bit of pre-spending this year such as with the tires for apparatus.

West states that Christine spends a lot of time and hard work on preparing the budget. Hats off to Christine! BoDs thank Christine.

November Highlights:

- Assisted with the Battalion Chief assessment test. We had a smooth test at Grace Church in Johnstown.
- Finalized the Calendar for FRFR, which is now available
- Worked with Chief West to finalize our 2022 budget.

Life Safety: The annual wellness/fitness assessment process has wrapped up, with many lessons learned regarding program administration. We were not surprised to learn that all our members are in good health. What was a little surprising was learning how much our members enjoyed the process.

Construction of both Elwell Elementary School and the new Roosevelt High School is moving very rapidly, and several new developments are moving through the Town approval processes.

Highlights

- Most of our staff have completed the comprehensive wellness/fitness assessment process for the year, completing fitness assessment through CSU's Human Performance Laboratory and medical assessments through UCHealth Occupational Medicine. Half of the membership completed full evaluations, while the other half completed the physical fitness assessment. These halves will swap in 2022 and then, beginning in 2023, every member will receive a comprehensive wellness/fitness assessment annually.
- Drage traveled to Cobb County (GA) Fire & Emergency Services to serve as a peer assessor in the agency's bid for fire service accreditation. It was a great trip, with many positive takeaways.
- The planning group for the 2022 BBQ Day event continues to meet monthly to make sure we have a tremendous event next year. Drage provided the planning team with the first draft of a detailed emergency plan for the event, and they are reviewing it now. Early next year, we will begin collaborating with the Johnstown Police Department to train the event leadership group.
- The Citizens Advisory Group continues to work on helping us develop a non-profit foundation to improve our ability to reach our citizens and provide important public outreach programs.

Life Safety Programs: Lt Nakata worked with several members of our Operations section to kick off a brand middle school and high school fire sciences program. This two-day program provided students with an overview of the firefighting career. In addition to learning about what it takes to become a firefighter, other topics covered included completing a confidence maze while wearing bunker gear, advancing a charged hose line and spraying water, and properly using a portable fire extinguisher. The program evaluations were extremely positive, and both the schools and students are looking forward to this program continuing to grow.

Of note, there were 4 boys and the rest of them girls. They were extremely enthusiastic.

Kurt has been continuing to develop his plan review skills and abilities by assisting with some of the plans that have been submitted. He is completing various classes to build up his knowledge in preparation for taking the Fire Plans Examiner certification exam in the near future.

FRFR members continue to support the Hunger Hero Backpack program. This program is a collaboration between the school district, the Weld County Food Bank, FRFR, the police departments in both towns, the YMCA, United Methodist Church, and the RHS Interact Club to provide food to 75-100 disadvantaged students. Once each week, our members help out by delivering these food-filled backpacks. We are also assisting the Weld County Food Bank once per month, as they distribute food at the TRPR building.

Kurt is still actively using The Compliance Engine to track and monitor fire protection system maintenance. Recently, we were able to connect with two different businesses who did not understand the on-going maintenance that was required for their systems.

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 met last week with leadership from LFRA and Berthoud Fire to discuss opportunities to improve inter-agency collaboration in the logistics programs.

Apparatus: The Weld County Board of Commissioners approved the renewal of our EMS license. The new BC vehicle is in service. There have been a few minor punch list items identified, but the new vehicle is working out very well for the BCs. This same build will be applied to vehicle for the Operations Chief. Lt Covillo is working with Loveland Fleet Services (LFS) to clarify and establish an appropriate preventive maintenance schedule for our apparatus. We will be working collaboratively with LFS to make sure we are monitoring and maintaining our apparatus appropriately.

Facilities: Based on the recent increase in COVID-19 statistics, we have increased station and apparatus decontamination to take place every other week. Staff has also been reminded to clean frequently touched surfaces regularly to reduce the potential for disease transmission.

Fire Station 1: The design team is working with the architects to put the finishing touches on the new layout. Recently, the team met to discuss options for including training elements in the design program.

Fire Station 2: We are waiting for the contractor to start the corner enhancement project.

Fire Station 3: Nothing new to report.

Training Building: Replacement of the concrete driveway is included in the Station 2 corner enhancement project.

Gateway Building: Nothing new to report.

Communications: No new developments for this program area.

Quartermaster: The R&D process to evaluate bunker gear is going well. We should be receiving the set of gear from the third vendor being evaluated very soon, so we can have a decision made in early 2022.

Chief Drage also included in the Google Folder: Operational Responses and 2021 Response Performance Analysis.

Young asked about the approach to calls when weapons are on-scene. Drage states we stage and wait for law enforcement.

Fire Chief Report: As seems to be the case, November was a haphazard month due to the numerous projects we are finishing and as we prepare for 2022.

We held our first Battalion Chief Assessment Center at FRFR. This comprehensive exam had assessors from throughout Colorado evaluating three candidates for the position of BC. As you know, we will be promoting a BC next year once Chief Kronholm is appointed to Operations Chief. Cody Hinkle was our top scorer on the test.

Chief Drage and West met with the rep from ISO and are well underway for completing our evaluation for 2021. West is confident that we will maintain our good score and have asked our representative for assistance after the review in building a roadmap for improving our scores in the future.

We continue to hold meetings about our Station 1 remodel. The design team from FRFR has been instrumental in coming up with a good design and one that will carry us into the future.

In addition to the services listed below, West attended and played the bagpipes for the air tanker pilot who died while fighting a wildland fire to our west. We also sent a staffed engine to the procession from the crash site to the coroner's office, and from the office to the mortuary. We are back to disinfecting our stations bi-weekly with the fogger, and we have been able to cut back to once a month. With the recent surge in cases, including a couple of internal cases unrelated to work, we are evaluating the need to increase our prevention efforts again. As you know, our latest recruit has graduated from FRFC and began her shift work yesterday. We are currently down one firefighter among the ranks and anticipate being at least one more down in 2022. There is a possibility we may be down even more and are starting to make plans for our next hiring process.

Highlights

- West attended the FRFC Board of Directors meeting and was once again selected as Vice-Chair of the consortium.
- We are moving ahead with several improvements to the program in 2022.
- We held our bi-monthly officer meeting, and West taught a class in time management for our folks. While we are still at a small stage in our growth, we are poised for significant changes in our activity level in the next few years. Having this training now will help assure that our leaders will be prepared as they get busier.
- FRFR members completed "Movember." The annual no shave November event brings attention to men's health issues like cancer and suicide. Engineer Neil Ferrell is heading the efforts here, and we raised \$500 for charity. This year also allowed members to "buy out" if their significant other took exception to their facial hair!
- West participated as a bagpiper at several events, including Rich Wakeman's services. Additionally, West played for the LODD services for a Platte Valley EMS BC who passed from COVID. West also played for the LODD services for an Elbert County deputy who died on his 30th birthday from COVID.

West reports that UCH has continued interest in purchasing our ambulances. UCH will have a meeting in January with a presentation. West wanted to slow the process down so that the BoDs could understand and participate.

West again states the importance of "The Last Wishes" packet for all of our firefighters and what kinds of things they want at their funeral. West states he wants to reach out to retirees to recognize service as a volunteer. West will send out a year end letter with a page or two of options.

EXECUTIVE SESSION:

Hobler Moves To Go In To Executive Session To Discuss The Purchase, Lease, Or Sale Of Any Real, Personal, Or Other Property Interest. Authorized By Colorado Statue 24-6-402 4A at 18:49. Young seconds. Roll call: All "aye." Motion passes to go into Executive Session.

Hobler moves to close this Executive Session at 19:03; no action was taken in executive session. Young seconds. Roll call: All "aye." Motion to close the Executive Session passes.

Howe moves for Chief West to negotiate and conclude the sale of the Gateway Property. West may seek advice with our attorneys as needed. Hobler seconds. Roll call: Freehling, yes; Hobler, yes; Young, yes; Rutt, yes; and Howe, yes. Motion passes.

NEW BUSINESS:

Audit Engagement Letter: The Board shall cause an annual audit to be made of all financial affairs of the District through December 31st of the prior fiscal year.

The Board has hired Haynie & Company to conduct the annual audit for the past three years. Each Audit has been completed and filed by the State of Colorado deadline of July 31st. Haynie & Co., has submitted the attached Audit Engagement letter which includes the scope of work.

There is an increase in the Audit fee for 2022. The costs by fund are as follows, General Fund \$13,200, Pension Fund \$8,800. An overall increase of \$2,000 over last year.

Staff recommends engaging Haynie & Co. to conduct the 2021 Audit.

Howe moves to engage Haynie & Company to conduct the Financial Audit. Freehling seconds. Roll call: All "aye." Motion passes.

Sale Of Type 6 Apparatus: Based on Board direction to evaluate our fleet of apparatus, staff has evaluated utilization of our fleet of Type 6 fire apparatus and determined that we have one (1) excess vehicle that is not necessary. To reduce overhead costs of owning and maintaining a fire apparatus that is not being utilized, staff has identified the specific Type 6 fire apparatus that is surplus and is seeking Board approval to dispose of the apparatus through the most cost effective means possible.

Front Range Fire Rescue leadership has been tasked with providing and maintaining an effective fleet of emergency response apparatus. The District currently owns and maintains four (4) wildland Type-6 fire engines. Two of these apparatuses are operated on a regular basis as front-line response apparatus. A third apparatus sees regular use as a reserve Type 6 apparatus. The fourth apparatus has been driven less than 100 miles combined during 2020 and 2021. This apparatus is not in peak operating condition and improvements have been identified that would need to be made to this apparatus for it remain a viable response apparatus for our current and future firefighting programs. The 1995 Ford (apparatus number 7333) has been identified as the surplus apparatus. To avoid continuing to fund on-going maintenance for this apparatus, staff is requesting Board approval to declare it as surplus and to direct staff to sell the apparatus for a fair and reasonable price.

This action will allow the District to retain one (1) Type 6 response apparatus as a reserve. In addition, the existing apparatus sharing agreement in which the District participates with many of our neighboring fire departments would allow us borrow one of their Type 6 apparatus, should an emergency need arise that our fleet of three (3) Type 6 engines could not handle.

Declare the 1995 Ford Becker Type 6 fire engine as surplus property, and direct staff to sell it for a fair and reasonable price.

Young moves to declare the 1995 Ford Becker Type 6 fire engine as surplus property and to direct staff to sell it for the highest possible price via public sale, and if unsuccessful, via internal bid. Freehling seconds. Roll call: Freehling, yes; Hobler, yes; Young, yes; Rutt, yes; and Howe, yes. Motion passes.

Pension Discussion: Howe has been thinking about the pension. Howe asks if asking the attorney about putting both of our pensions together instead of going through the State. West asks what the benefit would be. Howe states the accounting would be easier and not having two different accounts, but just combining and having one. Howe feels we should simplify it.

Christine feels we may end up losing both because Milliken has the higher amount. This needs to be researched. West and Christine state they will ask the Actuarialist as he may be able to help answer questions.

BOARD REPORTS: West reports that he had a meeting with LFRA. There is a lot of power in purchasing together. The Berthoud Fire Chief is interested in saving some money along with LFRA. After the first of the year, with some brainstorming, West states we can offer the warehouse as it is very close to all districts. West states his target for this to happen is in the first quarter. West states they have had very productive meetings.

Howe and Young state there a lot of vehicle body parts that are in pieces at the Hill -n- Park storage.

Young reported a quick and fun request for the RHS Dance Team winning 1st at State. Young had asked Linder for a welcoming committee as they came into town. Linder made it happen.

CORRESPONDENCE: In the Google Folder.

ADJOURNMENT: Rutt moves to adjourn the FRFR BoDs Meeting at 19:19. Young seconds. Roll call: All "aye." Meeting adjourned at 19:19.