

FRONT RANGE FIRE RESCUE  
BOARD OF DIRECTORS MEETING  
Wednesday, February 13, 2019 at 19:00  
(Or immediately following the Pension Board Meeting)  
101 S. Irene Avenue, Milliken, Co 80543

Director Rutt called the FRFR BoDs Meeting to order at 18:52. Roll call: Reid Hobler, Jim Young, Darrin Rutt, and Greg Freehling. Blair Howe is absent and excused. Others in attendance are Chief Bateman, Chief Covillo, Chief Drage, Christine Champlin, and Vanessa Thorpe. Guests in attendance are Robert from Synergy Energy and John Chmil, Legal.

PLEDGE OF ALLEGIANCE: Said previously at Pension Meeting.

GUEST/PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Minutes are approved as read. Roll call: All "aye." Minutes approved.

APPROVAL/ADDITIONS/MODIFICATIONS TO AGENDA: It is requested to move "SRC Energy-LSC Report" to immediately follow "Approval/Additions/Modifications to Agenda" followed by the Executive Session, and Old Business, Item B "IGA – Town of Johnstown" the latter two will reduce attorney fees, the first to respect our guests time.

SRC Energy LSC Report:

SRC Energy applied for a permit for 28 new horizontal wells in the area of 37th and Two Rivers Parkway. Some of the well bores associated with this project are planned to extend beneath Fire Station #3. We own the mineral rights beneath that property and Noble Energy currently has the lease for those rights. Noble transferred those rights to SRC. SRC is currently working on removing that old lease and initiating a new one. Our counsel reviewed the lease proposal and worked with SRC Energy's counsel to make some revisions. The proposed lease agreement before the Board is approved by our counsel. Brian DeRose and Shane Garza, representing SRC Energy, are in attendance to answer any questions from the Board.

Drage introduced Robert from SRC Energy. Robert spoke about new and old leases. Royalty payments are given, which is a small revenue generator for FRFR.

Freehling moves for the two documents to be signed. Hobler seconds. Roll call: Hobler, yes; Young, yes; Rutt, yes; and Freehling, yes. Motion passes. The two documents will be signed.

EXECUTIVE SESSION:

Hobler moves to enter into Executive Session per §24-6-402(4)(a), C.R.S. for purposes of discussing real property acquisition for a new station. Young seconds. Roll call: All "aye." Executive session approved and entered at 19:05.

Executive session ended at 20:27 and regular FRFR It is certified that we did not discuss anything regarding the Fire Station. BoDs Meeting resumed at 20:27.

IGA – Town of Johnstown (Old Business Item): (Moved to facilitate respect for Guest's time): We have been working with the Johnstown Town staff on a new IGA that would serve as a template with the Town of Milliken, too. Chief Drage, via email, sent a good first draft on December 3, 2018. Chief Drage reached back out, again via email, on December 28, 2018. He had erroneously believed that the Johnstown attorney had reviewed, but it was actually our attorney who had done so. The Johnstown attorney reviewed the document and got back with Chief Drage on January 13, 2019. In a follow up email, the following day, the Johnstown attorney advised that there wasn't much more to do without the consent of counsel. In the days following, Director Young shared that a conversation with the Johnstown Mayor indicated that council was waiting on staff. With each piece of the puzzle perhaps waiting on the other and, in a desire to make sure that this process didn't stall, Director Young went to the Town meeting on January 23, 2019 to ask politely as much. Bateman spoke on the phone with the Johnstown Town Manager on Monday, January 28<sup>th</sup> and he advised that he was looking at the IGA at that time. FRFR counsel and the Johnstown attorney spoke at length on Monday, February 11<sup>th</sup>.

Bateman believes there are a couple of items that the Town would like to discuss further and Bateman believes, even though he has no firsthand knowledge, which this may be on an agenda in the near future.

Chmil is waiting for a redline response.

CONSENT AGENDA:

Bills: Young asked about Stewart Stevenson bill. Covillo will address this in his report. It is being paid.

Freehling moves to pay the bills. Young seconds. Roll call: Hobler, yes; Young, yes; Rutt, yes; and Freehling, yes. Motion passes.

## STAFF REPORTS

### Administration:

#### TREASURER'S REPORT / FINANCIAL REPORT:

- YTD Numbers have been posted in the Board February Financial folder
- January Bills have been posted in the Board February Financial folder

W2 2018: We discovered an error with career FF W2s for 2018 and were able to get that corrected and distributed prior to the January 31 due date.

ID BADGES: We are in the process of updating pictures for ID badges and our files. Covillo states the State is implementing the Salamander System. Covillo reports that it is an accountability method.

Young asks about retired firefighters getting pictures with the department name in order to get discounts. Covillo states that we cannot use the Salamander System for that. Christine states we can do a more generic laminated picture/card/badge like they did at the Christmas Banquet for retired personnel.

Christine will update the BoDs regular picture at the next business meeting.

ACCOUNTING UPDATE: Our District accountant, Cathy Fromm is working to help us to financially close out FRFRA and MFPD. The close outs will be part of the AUDT process and submitted to the State of Colorado this summer. In addition, we have begun the process of preparing for the April audit.

Christine has begun writing up the Financial Policies and Manager Analysis & Discussion which are to be included in our FRFR Audit. This is part of the GASB 34 policy which took effect in 2011; however these have not been part of our Audit for JFPD, MFPD or FRFRA. This will be the first year we submit these to the auditor and will be much easier to complete in the upcoming years. A draft copy of the financial policies can be reviewed in the Admin Folder this month.

### Life Safety Officer Report:

CODE ADOPTION PROCESS: No additional information has been received from the Town Building Official on this process. Drage is working with the WSFR Fire Marshal in an effort to schedule a side-by-side demonstration of a fire in a sprinkled vs unsprinkled room. Staff and elected officials from both Towns will be invited, as well as BOCC and County staff. We are tentatively looking at dates in April and will likely use the Aims Fire Sciences Campus for the demonstration. More information will be provided as we get closer to finalizing the schedule.

IMPACT FEES: So far, we have not received any impact fees from the Town of Johnstown. We are waiting for building permits to be issued within our jurisdiction. Drage is still working with Weld County to pursue impact fees. Before we can move forward on them, we need to update the Consent to Enforce document for our adopted fire code. This is the simple result of creating our unified District and the fact that each of the previous districts had a different adopted fire code. Drage plans on initiating this process after the side-by-side burn demonstration, so the impact fee discussion will follow.

### BUILDING PLAN REVIEWS:

Johnstown Community YMCA – The project is currently at footings and foundations. Drage just received responses to my previous review comments and he is reviewing them now. Drage is still waiting for additional plan submittals for hazardous materials, fire alarm system, fire sprinkler system, and radio amplification system.

Nature's Herbs – The owner has hired a new general contractor and expects to begin site development activities as soon as weather allows. Additional permit submittals will include fire alarm, fire sprinkler, hazardous materials storage/use, and flammable liquid and carbon dioxide extraction processes.

Dreams and Dragonflies Event Center – This is a new public event center and wedding venue under construction on County Road 50, just north of Johnstown. Drage is waiting for a site plan and floor plan so Drage can complete this review.

No new information on: Wilson Horse Arena, Bernhardt Compressor Station, Milliken Reverse Osmosis Plant, or Boulder Scientific.

### DEVELOPMENT REVIEWS:

Johnstown Farms 3rd Filing – Developers are continuing to work on this project. They recently learned that the westernmost access road is within the 100-year flood plain. The eastern access road is beyond that boundary, as is the emergency access easement to the south, so we will still be able to have two points of access. They just submitted responses to my comments last week, so Drage is reviewing those now.

No new information on: Glenrose Heights, Brookstone 3rd Filing, Vista Commons, Sunfield, Johnstown Village, Prairie Sky, or Ridgeview Ranch.

#### FIRE INSPECTION AND CODE ENFORCEMENT:

The donation from Cub Creek Energy was received and deposited in late January. Lt Linder has been working hard to get the vendor moving forward with the equipment purchase. Once received, this equipment will provide a tremendous improvement in the air monitoring capabilities not only of FRFR, but also for the region.

Kurt has been busy again, completing 48 inspections and/or re-inspections last month. He found a few instances of construction occurring without permits, some Knox Box update needs, and some change of occupancy issues that did not go through the permit process.

Hazardous Materials Permit Program – Drage is steadily working on a new policy to develop and implement this program area. Drage is striving to have this policy in place in the next two months. It will be specifically aimed at identifying businesses that produce, store and/or use hazardous materials at or above the quantities established in the adopted fire code. Kurt will be primarily responsible for the boots-on-the-ground implementation. The program will require annual fire inspections for the business to renew their permit(s). The fees associated with this program were included in the most recent fee structure approved by the Board. Chief Covillo and Drage have been talking about these fees and we are thinking that it makes the most sense to record these permit fees in a revenue line item that can be directed towards meeting FRFR HazMat team needs. As we start to implement this new program, Drage anticipates waiving the first year's fees and giving the message that fees will be assessed with the 2nd year and all subsequent years. Drage is looking at the fee schedule to see if any changes might be necessary to make this a viable program.

Liquor License Authority – Drage reached out to the Liquor Licensing Authorities with the Towns of Johnstown and Milliken. A business's compliance with fire safety requirements is one of the items that is evaluated by the Authority at the time a license is considered for renewal. Drage extended to each Authority an offer for FRFR to complete a fire safety inspection prior to any business being allowed to renew their liquor license. The intent of this was to demonstrate our desire to improve communication between the Towns and the District, as well as to provide each licensing authority with accurate information on the fire code compliance at each business. Both Authorities were very receptive to this offer, but we have yet to receive notification of any upcoming liquor license renewals. To be proactive, Kurt is working on completing inspections at all businesses that currently have liquor licenses.

#### COMMUNITY OUTREACH:

Drage had a meeting last month with both Larimer and Weld county burn permit coordinators. Both agencies are now working on making some great improvements to their permitting process as a result of that meeting.

Car seat appointments were down last month, with only three completed. Operations staff also completed blood pressure checks at both senior centers. At the beginning of this year, we implemented a new practice of providing quarterly safety presentations as part of the blood pressure screenings. They provided a winter fire safety message at the Johnstown Senior Center on January 23rd that was very well received by all in attendance.

We will again be participating in the 2019 Johnstown-Milliken Children's Festival, scheduled for Saturday, April 6, at Roosevelt High School. 2901 and 2921 will both attend with on-duty crews. The 2901 firefighter(s) will provide car seat safety checks as requested by the public attending the event.

We will be hosting a one-day recertification session for all car seat technicians at Station 2 on Wednesday, May 29th. The relationships with the Colorado Department of Public Safety as well as Colorado SafeKids are steadily improving, with tremendous benefits such as these free recertification opportunities, being made available to FRFR members and the public.

#### EMERGENCY MANAGEMENT:

Front Range Emergency Resources Co-op – The Jan 24th meeting at FRFR Station 1 was canceled due to weather.

Weld County Local Emergency Planning Committee – We hosted the LEPC meeting at 10:00am on Thursday, January 24th, at Station 2.

#### Operations Chief Report:

##### Apparatus, Equipment, and Facilities

- Apparatus: As of today all apparatus are in service. We have not heard back from Front Range Fire Apparatus on the cost recovery for the transmissions on the Engines. Covillo spoke to Duane a few weeks ago, and they are in contact and working with Pierce. Covillo has submitted the paperwork to Pierce to obtain a duplicate copy of the MSO for each engine. For some reason, we have never received them. As for the other titles - Ally is working on getting us the title for the 1991 GMC. Covillo is hoping to have it sometime this month. Covillo is anticipating going back to the County in March.
- We have taken delivery of the new pickup truck for the Training BC. Covillo anticipates we will have the truck in service by April 1st. The delay is due to the topper beginning delayed and Recreational Electric backlog.

- The delivery of the new Brush truck should arrive at SVI the first part of May. We anticipate a 30 day build time once SVI can begin working on the truck. I will touch base with Jason who is our sales person at SVI and ensure they get it completed promptly.

Facilities: The overall design layout is finalized. Brent is working on getting the Electrical, Mechanical, and Plumbing Engineers working on their portions. Covillo anticipates us having 90 drawings in March. Once we have 90% drawings Hanna with H3 will be putting together the construction estimate. As previously mentioned, we are looking around 750,000.00 to 1 million in cost for the renovation and the addition. We have met with the Town of Milliken and Pro Code. There are a few stumbling blocks although Brent is navigating those waters and Chief Drage is assisting as necessary. We believe that complying with ADA requirements may be the only stumbling block. We have a plan if we have to make accommodations to have ADA access to the second floor.

We should begin the conversation regarding funding the project. The staff has met and suggested that we utilize \$400,000.00 from the Capital Reserve fund and obtain financing for the balance. The mentioned option will not significantly impact the current capital reserves and potentially allowing the repayment of the remaining cost over the next 5 -10 years. Staff will entertain discussion from the Board and upon conclusion of dialogue a direction from the Board that Staff shall investigate.

Staffing:

- We are saddened with the departure of FF Omar Serrato. FF Serrato has accepted an entry-level position with GFD. We are happy and supportive of FF Serrato's new journey.
- Wednesday of last week, the Chief Officers interviewed three current FRFR Reserve Members. These candidates are wonderful, qualified, and fit the FRFR culture to fill the vacancy. We had a tough decision to make, although we have provided a formal offer to Richey and he has accepted the position. His first day will be February 25 on A Shift.

Operations/Training:

Operations:

- Within your Operations Chief folder, there are the monthly and YTD reports. January was a slower month than in the past for the District. We saw fewer calls in Districts 1 & 2, yet an increase in District 3 & Mutual Automatic aid.
- We are anticipating UCH EMS Transfer truck going into service in March. We have made a few purchases to help accommodate the staff that will be at Station 3. Covillo is also meeting with UCH EMS, La Salle Fire, and Platteville Gilcrest Fire on Monday next week. PGFPD has asked UCH, and FRFR for assistance as Banner will be moving the ambulance out of the Gilcrest Station. The only concern that we have is the billing model that PGFPD has put in place for their citizens. We desire to make reasonable accommodation although, since we are not the billing side of the service delivery we feel that it is essential to have UCH apart these talks.
  - Covillo has met with FFFPD, MVFPD, and PGFPD regarding the possibilities of utilizing closest unit dispatching. We are in the infancy stages of these talks and will be meeting with WCRCC to determine if this is any possible ways to improve. All of this began as we revamped our automatic aid response zone with PGFPD and entertained a possible AA IGA with MVFPD. Covillo will keep the Board apprised of any developments.
- In the fourth quarter of last year Chief Drage, BC Kronholm, and Covillo attended a review session of the new NFPA 3000 standard. This standard was evolved by law enforcement and fire / EMS agencies to address the growing concerns of an active shooter incident and a planned, organized response. Covillo was compelled to reach out to our brothers in blue and the school district to evolve a generalized plan for dealing with such an event. Covillo is pleased to say that we had our second meeting with the stakeholder on Monday and we are moving forward in a very cooperative manner. Covillo is appreciative of Chief Drage authoring the technical document that will help govern a response. We anticipate having a tabletop command exercise. We will further venture into talks with the Recreations District as well.
  - Covillo has completed a response analysis for response time in District 1 and 2. The data was broke down into four areas. Call processing time which is out of our control and is in the hands of WCRCC. Turnout time is the time it takes the crew to don PPE and goes en route to the incident. Drive time, and finally an overall time. The data shows we are meeting if not exceeding the 10-minute expectation over 90% of the time. The information supports that Station 2 is in an excellent location to support the calls for service in Milliken. However, Station 1 at max RPMs of making this benchmark. In looking at the geographic location of the population's centers of Johnstown being primarily along the Hwy 60 corridor.
  - Additionally, the Pioneer Ridge Development is south of downtown. Improvement to the drive time is an area the District should explore. The areas we see where improvements are possible are the call processing and turnout time. Call processing is meeting the goal of 1 minute 50% of the time, and turnout time for District 1 is meeting the benchmark 80% of the time and District 2 is meeting the time 60% of the time. These time will lead to a discussion with the command staff and lieutenants to determine some possible means of improvement.

Training: Training is going great. We are going through the second round of renewal for Blue card this year. In March we will be doing some automatic aid training with WSFR here in Milliken.

Fire Chief's Report:

IGA – Strategic Plan: We have been working on the strategic plan for the better part of a year. We have been incredibly deliberate in trying to get a good draft together in front of the fire chief hiring process; it's not our desire to handcuff the new fire chief, but rather firmly establish who we are and provide a healthy sense of direction. Chief Drage should be commended for corralling so many people and so much information. We have provided, in the Board Google drive, the document, as it exists now. As you get closer to the end of the document, you will see several places that have been highlighted in yellow. These are the places where we have more work to do. It is our desire to flesh a little more of this document out and schedule a work session before our March 13, 2019 board meeting. We would like to include it on the April 10, 2019 for resolution and adoption by the FRFR Board of Directors.

We would ask that the BoDs to please look over this document and provide feedback, via email, to Bateman.

IGA – 2020 Draft Budget: As we were working on the strategic plan, Bateman realized that it would be negligent to not do a little, in pencil, budgeting prior to my July 1, 2019 departure. It would equally irresponsible to manacle my successor with something written in red ink, too. Bateman has begun a preliminary 2020 Operations Budget with some possible / potential changes that he would like to present at the April 10, 2019 board meeting. Although he has collected eleven years of data and can, reasonably, predict an increase of 6.99% in AV each year, he has also asked the Weld County Assessor, Brenda Dones, if in the first week of April she might be able to help project 2020 AV for Bateman. She is happy to help.

OLD BUSINESS:

Fire Chief Process: As you are all well aware, Marcus Kragness was in town for a few days and, as best as Bateman can estimate, spoke with about 30 people in that short time. Prothman sent Bateman a draft of the posting yesterday, Tuesday, February 12<sup>th</sup>. The leadership team and counsel all reviewed it and sent our comments back last night. Prothman made several changes and we reviewed it again this morning and sent it back. The timeline Bateman shared with the BoDs in November of last year had the posting going "live" next week and remaining open for six weeks or so. It is necessary for the BoDs to approve this posting, prior to Prothman publishing it. Because he wouldn't be present tonight, Bateman did send a good red-lined draft to Director Howe this afternoon for his review and input.

Marcus will take the first two weeks of April to review and interview the top 8-15 candidates. He will then report to the BoDs the following week, reviewing semifinalists, picking finalists, and designing the final interview process. We would request scheduling this 2 hour teleconference on Wednesday night, April 17<sup>th</sup> or Thursday night, April 18<sup>th</sup>. Because it will take time for candidates to arrange travel, because Director Hobler has shared that he will be in Europe from late April until May 11<sup>th</sup>, and because it's vital that each of you is involved in the final interview / assessment. Bateman can only see the final process occurring the week of May 13<sup>th</sup>. Bateman would like to tentatively plan on the assessment / interview process taking place that week. Christine suggested that we explore using the AIMS Windsor campus for the process, as it was very conducive for the LSC process (and it's not as expensive as a hotel). The BoDs can make their final selection and negotiate terms of a contract, hopefully, by Friday May 24<sup>th</sup>. It was Bateman's desire to spend a couple of weeks with the new fire chief prior to July 1, 2019; however, Bateman believes that is not possible with this timeline. Bateman will consider staying a bit beyond my original end date to make the transition as smooth as possible. Bateman states that he will, however, NOT be shaving or wearing a uniform after July 1<sup>st</sup>.

First, Bateman would ask for the BoDs to take the time now to review, discuss, and direct regarding the job announcement. Bateman also asks for the BoDs to discuss and appoint a board member to take point on establishing what day (the week of May 13, 2019) works best for you and advising staff no later than March 1, 2019. We will schedule around the BoDs availability.

Bateman proposes Wednesday, April 10<sup>th</sup> and Wednesday, April 17<sup>th</sup> for the meetings. Bateman also wants to establish the date of May 13<sup>th</sup>. Bateman anticipates there will be a meet and greet and then the next day will be the lion's share of the gauntlet. Perhaps do a Meet and Greet the evening of May 14<sup>th</sup> and May 15<sup>th</sup> for the interview.

Bateman would like feedback by Friday on the handout for the Fire Chief Position. Rutt would like each individual board member to get back with Chief Bateman on this.

Station 2 Remodel: Covillo goes over Station 2 Remodel. Young reads email from Howe, as he was unable to attend. Young asks per Howe's email, how do we finance? Young feels we do part of it with our capital reserves and then finance the other half of it. Bateman mentions that we have a piece of property as a foothold, property estimate of around \$300-400,000. Covillo review and goes over what could possibly be left out per the remodel. He mentions the workout room could be left out, but we need to create office space for Drage to conduct business and to have better living space for crew members for sleeping and bath quarters, etc. Young, as well as other BoDs agree, let's do it right...no mistakes. BoDs give the okay to move forward with the remodel. They will take out from capital and finance the rest. They will also look into seeing if it could be paid of earlier with no restrictions or fees.

Hobler asked what is in the capital reserve account. Bateman reports 3.3 million.

Young asks approximate timetable. Covillo states that we will get through the Chief's process. We will obtain a trailer while the remodel is going on for approximately 3-6 months. We need to start talking about the timetable for Station 1. A strategic discussion needs to be done before total discussion. Bateman reiterates that we can only do so many things at one time. We can only juggle so many balls at once.

Bateman states that Matt Branch is leaving Station 1 by April 30<sup>th</sup>. He will be leaving the office space at Station 1, so that space will be vacated and open.

NEW BUSINESS: N/a.

CORRESPONDENCE: N/a.

ADJOURNMENT: Rutt moves to adjourn at 21:16. Hobler seconds. Roll call: All 'aye.' Meeting adjourned at 21:16.