

FRONT RANGE FIRE RESCUE
BOARD OF DIRECTORS MEETING
Tuesday, March 12, 2019 at 18:46
(Immediately following the Strategic Plan Work Session)
101 S. Irene Avenue, Milliken, CO 80543

Director Darrin Rutt called the FRFR BoD Meeting to order at 18:46. Roll call: Darrin Rutt, Blair Howe, Jim Young, Reid Hobler, and Greg Freehling. Also in attendance are Chief Bateman, Chief Covillo, Chief Drage, Christine Champlin, and Vanessa Thorpe.

PLEDGE OF ALLEGIANCE: Pledged at Strategic Plan Work Session previously.

GUEST/PUBLIC COMMENT: N/a.

APPROVAL OF MINUTES: Howe moves to approve the February 13, 2019 minutes. Freehling seconds. Roll call: All "aye."
Motion passed.

APPROVAL/ADDITIONS/MODIFICATIONS TO AGENDA: Howe would like to add one additional topic under Board Reports regarding Code of Conduct.

CONSENT AGENDA:

Bills: February Bills are posted in the Board March Financial folder. Christine reported the year-to-date numbers are there as well but in a different format from last year. Hobler asked what the annual FRFR Inspection is. Covillo answers with fire sprinklers per code. Hobler asks why everything at Station 2 costs more. Covillo states there are more people at Station 2. Hobler asked about the trash costs between the two towns. Johnstown's trash cost is through the Town of Johnstown. There are different charges for waste removal between the two towns.

CO Trust report.

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

STAFF REPORTS:

Administration: On February 21st we received notice from The State of Colorado, DOLA division that they did not receive a budget for FRFRA for 2019. Christine immediately contacted Parker Crowe to let him know that in January 2018 we notified them of the dissolution of FRFRA and sent them the necessary paperwork. He asked that we send it to him directly via email, he then replied to the email that we would be fine and to disregard any notice we might receive from their office about funds being held. On March 5th we received the notice from DOLA in the mail, regarding tax warrants being held, to be sure, Christine called Parker to see if this was the notice that we could "disregard" he said yes it was and that there shouldn't be any issues. However, on March 8th when we received our tax distribution statements, we were informed by Weld County Treasurer's Office that they had been asked to put a hold on FRFRFPD's tax warrants for February. Christine called Parker Monday morning, and he sent an email to Weld and Larimer County notifying them that they should not have withheld the funds. Larimer County had not held funds. When we didn't hear from Weld County by Monday, we called again, to find out they were perplexed. Apparently, they don't use the DOLA account numbers as the reference; instead, they use names, which was the problem. They considered FRFR to be the same as the Authority. On Tuesday, March 12th the Weld County Treasurer's office called to let us know they spoke with Parker and cleared up the confusion. These funds will now be deposited April 10th with the March funds.

Bateman states we file the budget every year. Christine has been chasing this all over and has been proactive. They have borrowed \$960,000 of ours. The problem is, FEMA will not give us \$18,000 early for a SAFER Request, so we do not earn any interest on this money. They cannot seem to think outside of the box enough to give us our \$960,000. We have not had any money in March. Bateman has not done any more tax transfers to the pension funds, etc., because they will not give it to us. Christine states they did not penalize us. Bateman states it is quite perplexing as we have had a good relationship with the County Assessor in the past. This money would have already been here the beginning of March instead of April. A phone call would have been nice to know they were not going to distribute these tax warrants via email. Bateman cannot recall a situation in the last 10 years like this. Christine and Cindy have spent tons of time working this out. Young asks if we need to go to the Commissioners. Bateman will email Brenda politely. He will ask her what happened here. Bateman will come back to the Board once we get an answer. We are short a million bucks. We will lose money on the interest as it could have been earned while they withheld the money.

Financial/Investment Policy: We submitted a draft copy of the proposed financial and investment policy to the Board last month. The attorney also weighed in, and some changes have been made and sent out. Please review and we will adopt in April.

Howe compliments Christine on a good report.

Life Safety Officer Report:

Code Adoption Process: No additional information has been received from the Town Building Official on this process. On Monday, April 22, beginning at 5:00 pm, we will be hosting a side-by-side demonstration of a fire in a sprinkled vs unsprinkled room. The FRFR Board of Directors is invited to attend this educational event. Staff and elected officials from both Towns will be invited, as well as BOCC and County staff.

Impact Fees: We have received one check for a new home permit in the Town of Johnstown.

Drage is still working with Weld County to pursue impact fees and update our Consent to Enforce document. Drage will also be working on getting them in place in Milliken in conjunction with the 2018 IFC adoption process this summer.

Special Reviews: Kerr McGee (Anadarko) has submitted plans for a large gas compressor station in the area of County Road 44 and County Road 15.

Building Plan Reviews:

Johnstown Community YMCA – Fire sprinkler plans has been submitted and are in review. Additional plan submittals will be for the fire alarm system, radio amplification system, and for hazardous materials.

Nature's Herbs – Construction has begun! Pending permit submittals will include fire alarm, fire sprinkler, hazardous materials storage/use, and flammable liquid and carbon dioxide extraction processes.

Wilson Horse Arena – Drage had to reject the fire alarm permit submittal because it didn't comply with the adopted code. Drage is reviewing the permit submittal for the fire sprinkler system.

Dreams and Dragonflies Event Center – Completed initial plan review and issued a building construction permit.

Red Barn Liquor – Site plan submitted for review.

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

Development Reviews

Johnstown Farms 3rd Filing – No new information.

Drage has received very preliminary site plan submittals for three new developments along I-25 in the area of Highway 60.

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

Fire Inspection And Code Enforcement : Kurt passed his Fire Inspector 1 certification exam on Monday, 3/11! Congratulations to Kurt on this awesome news! He completed 18 inspections and/or re-inspections last month. He also spent 3 days in fire code test prep class and 3 days learning about CAMEO, the software program developed by the US EPA for hazardous materials planning. He will be working with Lt Linder to develop and implement this software to support our preplan program with current information on hazmat locations and risks.

He also purchased bump keys for our front-line apparatus and trained a few of our Operations crews on their use for non-destructive forcible entry. He's working with Chief Kronholm to schedule training for the rest of the department.

Community Outreach: Car seat appointments were down last month, with only three completed. But 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. The engine and ambulance will both attend with on-duty crews. Our crews 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: Drage attended the Colorado Emergency Management Association annual conference in late February at the Embassy Suites in Loveland. This was a great learning and networking opportunity and Drage is very appreciative of the scholarship he received from CEMA that allowed him to attend at no cost.

Front Range Emergency Resources Co-op – The next meeting is March 28th in Evans.

Weld County Local Emergency Planning Committee – The next meeting should be on March 28th at a location to be determined.

Operation's Chief Report

Young asked about a grant a ways back – foam trailer. Covillo states the meeting had been cancelled regarding this. On March 28th it will be presented again and have an industry buy-in. Covillo states we have a good relationship with Anadarko – it is a donation through the gas and oil operation, not a grant. Covillo states we are looking at five trailers throughout the county that have two tubs of foam. It is approximately \$60,000 for each trailer.

Young asked about the tank truck. He asks if we have a title on it. Covillo is still waiting for the title before it can be listed to sell. Covillo states it was a lease purchase by Milliken Fire. The title was never released even after final payment. Covillo states we are waiting on a new title. Covillo spoke to them about four weeks ago and they told it was about 4-6 weeks out/away.

Apparatus, Equipment, and Facilities

Apparatus: We are doing well on all apparatus. Covillo has received notification that Front Range Fire Apparatus have the MSO at their office. Covillo will get them picked up this week. As for the cost recovery we have not received any word from Front Range. Covillo has asked for a telephone call this week.

Covillo has not received the title for the 1995 Brush Truck from Ally.

Poudre has been added to the apparatus lending. Covillo needs signatures from Young and Rutt.

Young asked how long FRFR helped with LFRA the other evening of the fire. Chief Doyon states they were over there for about four hours, initially stayed at Station 1 and then got diverted to the fire.

Facilities: The plans are progressing well. We should have more to report next month on the remodel. We anticipated construction to begin in late July or first of August.

Staffing: We have interviewed three excellent candidates for Reserve Member position with the District. Two have moved on to interviews with Chief and are in process for on boarding.

Operations/Training

Operations:

- Within your Operations Chief folder, there are the monthly and YTD reports. Much like Bill Murray in the movie Ground Hog Day. The call volumes are down in districts 1 & 2. District 3 and MA/AA are up slightly. Please take a moment to review the two reports.
- We have crafted and will be executing a Memorandum of Understanding with Platteville – Gilcrest for ambulance transport services. We do not anticipate many request from PGFPD although we have the agreement in place.
- We are continuing to work with FFFPD, MVFPD, and PGFPD on the closest unit dispatching for Western Weld County.
- As Covillo reported last month - We are working with JPD, MPD, and the School District to evolve a response to an active assailant incident at the schools.

Training: Training is going great. The crews have been busy this week training with WSFR and Wildland Certification renewal. BC Kronholm is doing wonderful. We could not ask for a better individual to lead the training program.

Bateman states the participation in the Donkey Basketball was great community outreach and support (and a little embarrassing).

Fire Chief's Report:

RFT Hiring / 2020 Draft Budget: As Bateman mentioned in his Chief's Report last month, Bateman was planning on getting some information from the Weld County Assessor in late March and, along with my own projections, present a draft copy of a 2020 Operations Budget at our April board meeting. That budget, tentatively, included adding three (3) RFT firefighter positions and growing the Inspector position from half to full-time. Alongside 3% COLA adjustments, that draft budget still projected finishing 2020 with very close to 100% of operating expenses in reserve. We have had an unprecedented amount of sick time usage in the past

six weeks that has our OT line item through the roof (OT for the first two months of the year - \$6,209.05; OT for the two weeks since - \$8,213.14; Total - \$14,442.19). We are currently about 21.2% over budget in this line item. At the end of February, we were at 92.95% of budget vs. actual.

We, also, have the expectation that an RFT member will be sent on a 10-month military deployment beginning in May. Two or three extended absences is a reflection of a 10% drop in our operational staffing. With these significant gaps in our people will continue to pick up OT shifts, increasingly impacting our budget, but more importantly, they will become fatigued and it will ultimately impact responder safety. Our leadership team discussed the possibility of hiring another RFT firefighter now, so we might get him through a physical and online prior to that military deployment. Chief Covillo further discussed the challenge at an officer's meeting on March 8, 2019.

It is our desire to interview the three top candidates on our list this Friday afternoon and have the selected candidate go to a pre-employment physical next week with a start date the first week of April. This will begin to reduce OT in April, increase firefighter safety and, ultimately, have a potential, additional liability around \$25,000 this year. We have \$60,000 in our contingency line item and we have directed staff to be frugal in moving forward in various program budgets.

In the event that the 2020 Operations Budget doesn't support hiring the other two RFT firefighters, this person would serve in a "rover" capacity.

Young asks if they are sick or what. Bateman states we have one that is injured and one he is unable to speak about for confidentiality reasons. One will be on military leave. Bateman states this is a structural situation...as we continue to grow, these things will happen.

Serrato has been replaced. The new person replacing Serrato has been onboard since February 25th. Bateman states we have a list of 5---we have a top 3. An afternoon has been blocked off and Christine has scheduled a pre-employment physical. They have already been advised of the situation pending board approval.

Bateman states there is a ranking. It is a clear 1, 2, and 3. Bateman is trying to stay true to the way we have done things, since these people were interviewed just the beginning of February. The Chiefs will be diligent and deliberate at keeping line expenses down. We have been 92% historically budget a year. The contingency line item more than covers the burden what is going to happen.

Young moves for the Chief's to authorize to hire a RFT. Freehling seconds. Roll call: Rutt, yes; Howe, yes; Young, yes; Hobler, yes; and Freehling, yes. Motion passes.

Fire Chief Process: As of last week, Prothman had already received 10 application packets for the position. The things that need consideration, discussion, and action are:

- Residency requirement – Bateman has had a couple of candidates ask me about this reality. Bateman believes that, since it isn't spoken to in the job posting that it would and should be a negotiation item with the candidate you select. There are strong arguments on both sides, but my personal recommendation is it shouldn't be required. A reasonable commuting distance should be addressed.
- Interview Questions – Bateman would ask you to each develop and write 3-4 questions that you would like to ask the finalists on May 15th. If you would email those to me NLT April 1, 2019, we will consolidate and present them to you at the April board meeting.
- Contributions to finalist's travel –
- Meet and Greet v. Presentation – We have discussed, at length, the pros and cons of doing a meet and greet on Tuesday night, May 14th v. having the candidates do a brief, public presentation. Bateman participated in both, as a candidate, and believe that the presentation is the best, most complete way for the members of the department to get a good look the finalists, their public speaking ability, etc. The 2019 FRFR Strategic Plan could be provided for the finalists after notification and they could present on a topic based upon their exploration of that document. We could also provide a form for the members of the audience to provide feedback to the BoDs for their decision-making. Christine has arrangements made with Grace Community Church and they have us penciled in for this event.
- De-briefing – The 15th will be a long day. There will be lots of note writing and little time to really think too much. Will the BoDs be ready, willing and able to de-brief that night – with each other and with the other panel groups?

Young would like to see a calendar of events or an itinerary as we go through this process. He asks Christine if she can do this. Young asked who will all interview. Bateman states that we have the Board of Directors, the leadership team, and the interview team.

Young would like each group to come in with a ranking of the candidates. Howe asks how we evaluate everybody to assess who is best. Prothman facilitates the evaluation process. Howe asks about travel costs. Bateman approximates around \$300-400 for airfare. Howe asks if we should stipend them \$250. Christine points out that in the Prothman Contract that they will handle the travel portion of the candidates. Christine states that for the Life Safety Position, the candidates paid for their own travel.

Regarding the May 15th date – Hobler suggests the candidates present a 5-10 minute presentation regarding their vision of the department or strategic plan the night before the interview panel and then do the Meet-n-Greet.

Howe's opinion is that Meet-n-Greet says a lot about the candidate and if they are a "fit." It also gives the candidate an opportunity for them to see if they like us.

The BoDs and Chiefs came up with a plan for the candidate speech and then a Meet-n-Greet to eliminate awkwardness for the candidates.

Rutt requests to go ahead and finale the Meet-n-Greet and have Nordy's cater. Christine will speak with Prothman about travel arrangements.

BOARD REPORTS: Regarding Howe's addition added item – In the last year we have had instances of elected officials being probed. Howe asks if we have a Code of Conduct. Covillo states that we have a Code of Conduct in our Handbook. Covillo can set this up under VFIS for the candidates; target solutions for approximately a half an hour to do each one. The BoD wishes to do this. Covillo will set this up.

OLD BUSINESS:

Fire Chief Process Discussion: Bateman states the Chief Process has gone through already. Bateman would like to whittle down the BoDs to ask 8 questions as chiefs tend to be long-winded. Howe asks what kind of questions we should ask. Bateman suggests asking about their values, vision, and their stories and how they affected their organizations, how they define leadership. Bateman suggests having them tell a story and giving their introspective. This will tell you a lot. Drage suggests leadership questions. Covillo suggests why they want to be in this role rather than why they are in this role. Howe would like to incorporate being proactive into technology.

IGA – Town of Johnstown: Bateman thanked everyone for attending the work session yesterday evening with the Town of Johnstown. Bateman and Chmil spoke briefly today. The Town and FRFR have come up with a line of demarcation. The Town of Johnstown is agreeable to do a 502 Process for people to include into the FRFR. The Town will take the Political position, not FRFR.

The Strategic Plan Adoption and the Financial Plan Adoption will be during the April BoD Meeting.

Station Remodel: Covillo does not have any more to add to this at this time.

CORRESPONDENCE: Correspondence is in the Google Folder. There are Thank you letters from the school for moving furniture in the teacher's lounge.

Young is troubled by the fact that our pension increases are subject to a later time (May). He does not know the procedure on how to fix this. It was approved in February. Hobler explains to Young that it was approved in January by the BoDs and that we approved the increase in January. Rutt states we have to put this in the bylaws to change. Christine states the actuarial is every other year. Bateman states that everything about the gentleman we had do the Actuarial was great. Bateman states there are two things: 1.) Cindy sent the information to 1st National Bank, and 2.) The Actuarial was more optimistic. The Bylaws need to be changed once a year. If the pension benefit was changed now, it would be changed by the amount of recipients. The budgeting process has gotten more scientific.

Young would like to change the bylaws for the increase. Bateman states it is a question of budgeting. If we did in in August, then you know how you are going to budget it. Rutt states we have to change the wording of the bylaws first. Bateman asks the BoDs if they would like to hear what 1st National Bank has to say/what Rhonda and Christy would say as Paul Barker was very positive. Howe states they sound very differently from each other. Howe states that 1st National has something vested in it. Howe states our pension liability is funded to 60% and it would be in our best interest to fund it to 75%. Howe states 1st National is driven by a market based on political and other factors. We raise the funded balance in addition to having an increase as well.

Christine states Paul Barker would love to answer any questions. She will get Howe the information.

ADJOURN: Howe moves to adjourn at 20:15. Hobler seconds. Roll call: All "aye." Meeting adjourned at 20:15.