

FRONT RANGE FIRE RESCUE
BOARD OF DIRECTORS MEETING
Wednesday, April 10, 2019 @ 18:14
(Immediately following the Special Pension Meeting)
101 S. Irene Avenue, Milliken, CO 80534

Director Rutt called the FRFR Board of Director's Meeting to order at 18:14. Roll call: Darrin Rutt, Reid Hobler, Jim Young, Blair Howe, and Greg Freehling. Also in attendance are Chief Bateman, Chief Covillo, Chief Drage, and Vanessa Thorpe.

PLEDGE OF ALLEGIANCE: Said prior at Special Pension Meeting.

GUEST/PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Freehling moves to approve the March 12, 2019 minutes. Young seconds. Roll call: All "aye." Motion passes.

APPROVAL/ADDITIONS/MODIFICATIONS TO AGENDA: Bateman states we will strike the Swearing-in Ceremony due to the inclement weather. We will move old business and new business up and take care of the resolutions.

OLD BUSINESS:

Resolutions 2019-1 (Strategic Plan Adoption), 2019-2 (Amending IFC Adoption), 2019-3 (Support for Residential Sprinklers) and 2019-4 (Adoption of FRFR Statement of Purpose).

Drage described Resolution 2019-1. Drage reports that the Strategic Plan Adoption will be updated and renewed every five years. Young states he and Drage had good conversations regarding this.

Freehling moves to adopt Resolution 2019-1. Young seconds. Roll call: Rutt, yes; Hobler, yes; Young, yes; Howe, yes; and Freehling, yes. Motion passes. Signatures obtained.

Drage reports that we adopted the International Fire Code last year. Drage reports that in conversations with commissioners and Weld County that amendments need to be made. Drage went over the four areas he is cleaning up.

Bateman and Drage have a 30 minute work session with commissioners in April.

Young moves that we adopt Resolution 2019-02 to amend the fire code. Freehling seconds. Roll call: Rutt, yes; Hobler, yes; Young, yes; Howe, yes; and Freehling, yes. Motion passes. Signatures obtained.

Drage explains that Resolution 2019-3 is a ballot initiative. It is a statement that the BoDs support and endorse residential fire sprinklers.

Freehling moves to adopt Resolution 2019-3 to support residential sprinklers. Hobler seconds. Roll call: Rutt, yes; Hobler, yes; Young, yes; Howe, yes; and Freehling, yes. Motion passes. Signatures obtained.

Drage explains Resolution 2019-4. It is the Statement of Purpose to be updated with the County Fire Code. Since we are a new district, we needed a new Statement of Purpose.

Hobler moves to adopt Resolution 2019-4, Statement of Purpose. Young seconds. Roll call: Rutt, yes; Hobler, yes; Young, yes; Howe, yes; and Freehling, yes. Motion passes. Signatures obtained.

Fire Chief Process Discussion: Chief Bateman states that Prothman sent the candidate packets in the mail today. They should arrive tomorrow pending the blizzard. The packets are confidential. Bateman states he will let the BoDs know when they are here and get them to the BoDs.

Bateman states we are entering the home stretch now. Prothman finished with 35 applicants. Marcus, from Prothman, shared in an email to Bateman that this, "was the largest pool [they have] received in the last few years for a Fire chief position." Marcus also described the applicants as, "very qualified." To aid with confidentiality, they prefer to send "hard" copies of the packets for the BoDs to review. Bateman will notify the BoDs as soon as the packets are received. Marcus said it will maximize our time on April 17th if the BoDs have reviewed them in advance. Here is Marcus' proposed agenda for the work session on the 17th:

1. *Receive my oral review the semifinal candidate interviews and my recommendations for finalists. This typically takes about an hour to an hour and a half. The materials will include each candidate's application materials along with my*

interview notes. In addition, we will provide a one-page overview matrix that is very similar to what you put together. The Board is encouraged to review this ahead of time.

2. *Consensus on the final candidates. After receiving my recommendations for finalists, the Board should deliberate on the candidates and acknowledge who will be invited participate in the final process. While we were hired for our expertise, the ultimate decision for who to bring in for the final process rests with the Board.*
3. *Discuss the final process. This will include determining the level of support FRFR will provide to the candidates to participate in the process, i.e. travel, lodging, meal re-imbusement etc. In addition, the logistics of the finals will be finalized as well such as the date, number and make-up of interview panels, location, etc. Attached is a sheet we use to capture all of these details.*

Director Young asked for a timeline (for the hiring process) and Christine sent that out in a March 14th email. There have been no real changes to that timeline, as of now.

Christine has made a block of hotel room reservations for Monday, Tuesday, and Wednesday night.

Bateman has put together an agenda for next Wednesday night's meeting. It is included in his Chief's Report. There are only a couple of items on that agenda.

We will handle the logistics of food for May 14th and 15th. The schedule that Bateman would propose is meeting at AIMS NLT 0730 for a briefing and orientation. We would then break into three separate rooms and rotate with three candidates before lunch and three candidates after lunch (0800, 0930, 1100, 1300, 1430, and 1600). The extra time in between candidates allows for bathroom breaks and finishing note-taking on one candidate before diving into another. We could take a break for dinner and reconvene to de-brief the BoDs. The BoDs can proceed then with their decision-making process.

Bateman has asked for questions from the BoDs, so that Bateman could help collect them. Bateman has included the questions that Director Young sent me. They are the only ones I have received; perhaps you have some and just haven't sent them yet?

What is a personal success story in your service as a fire officer?

After reviewing the Front Range Strategic Plan, what are your thoughts regarding this department.

What would your short-range goals be if selected for this position (3 years).

How would you be involved in the Milliken/Johnstown communities?

Talk briefly about your family, hobbies and other interests.

What is the largest problem you have solved as a fire officer(explain)?

Since we are getting later in the process, Bateman will let you create and develop your own questions. Bateman would recommend only 8-10 questions, as fire chiefs can be verbose and you will find yourself running out of time.

Bateman has made himself available to the membership panel and will do a mock interview with them on Monday, April 29th. Bateman has interviewed hundreds of people in the past 10 years and, sometimes, when he gets a less-than-stellar response, he faults the question. Bateman wanted to give the BoDs a chance to make sure their questions are exactly what they want. Bateman would make that same offer to the BoDs, as well. Perhaps, because of posting requirements, we could do that as an executive session before or after the May 8, 2019 board meeting.

We talked a little bit about the "Meet & Greet" on the night of May 14th, but Bateman does not know if we settled on the approach the BoDs would like to take with that step. That can be ironed out with Marcus in the video-conference next week. We will work out the logistics and it will be held at Grace Community Church in Johnstown.

The Administrative Team are going to step out of the point position and let the BoDs take the lead (with Prothman's support) now.

Station 2 Remodel: Covillo reports that we have received 90% of the complete drawings of the work phasing plant. It is in the Board Google file. Covillo reports that they have met with the interior designer. Meredith Parish came highly recommended by the Design Team and Contractor. SWe have given her some parameters in determining the finishes and fixtures that has been researched to fit well in fire stations. Her fees are not a part of the architecture fees. She provided us with two proposals. One is a lump sum and one is \$70/hr. Covillo states the lump sum is the best way to go. \$4,200 is a lot cheaper way to go versus Covillo. She researches and picks out appliances, toilets, colors etc. If something doesn't go the way it should, then it is her responsibility. The question was asked why we are getting new appliances and toilets. Covillo states everything is old.

Freehling moves to have Meredith Parish be our Rescue Design Coordinator. Howe seconds. Roll call: Rutt, yes; Hobler, yes; Young, yes; Howe, yes; and Freehling, yes. Motion passes.

NEW BUSINESS

2020 Budget Presentation: (Chief's Report)

As Bateman mentioned in my Chief's Report last month, he was planning on getting some information from the Weld County Assessor in late March and, along with his own projections, present a draft copy of a 2020 Operations Budget at our April board meeting. The WC Assessors office had a significant computer / technological hiccup, but Dee Kayl and Brenda Dones really went out of their way to provide me some good information, despite it being very early in the year. The real property AV in the District looks to be going up at \$45 million. That's the good news...and the more *solid* news. Early projections for Gas/Oil look like it may go down, perhaps as much as 14%. That's, obviously, not the best of news, but it's also the more *slippery* figure. With that said, Bateman believes that the AV figure could be anywhere from slightly up from this year's figure of \$459 million to significantly up and be over \$500 million. Even our best efforts of tracking data don't make this process any less nebulous. With that said, Bateman went ahead and prepared two (2) draft operational budgets, one based upon an AV figure of \$491 million which would be an AV increase of 7% - the average increase per year we've experience over the last 11 years and another based upon a slight increase and a figure of \$465 million.

These budgets include adding three (3) RFT firefighter positions and growing the Inspector position from half to full-time. We hired one (1) of those RFT firefighter positions earlier this month because of the military deployment of another member. Alongside 3% COLA adjustments, the one draft budget still projected finishing 2020 with around 100% of operating expenses in reserve. If the G/O AV does drop, as the WC Assessor has forecasted, we will deficit spend to the tune of about \$38,000. That budget predicts still having 97% of operating funds on hand to begin 2021.

These are good plans and places to begin discussion in the latter part of this year. Things that should be considered beyond the dollars and cents are operational and life safety needs, the potential growth of the FRFR service area, and the drop in reserve / volunteer membership (Chief Kronholm found that we had 11,500 of V/R service in 2016 and will likely have just over 5300 hours in 2019). While we don't rely on that slice of our membership as heavily as we did in the past, they are still key to perpetuating our culture. In other words, culture should be part of this seemingly financial decision.

IGA-PGFPD: (Operation's Chief Report)

We have been approached by PGFPD to enter into an agreement that will clean up our borders on the east side of the district. There are areas of FRFR's district that resides on the south side of the Platte River and there are areas of PGFPD that are on the north side. The agreement is to clean up the border and have the appropriate agency to take care of response and allow either agency to enter into a automatic aid agreement with other agencies. John Chmil has crafted the document and it is fairly simple. Covillo has include a map in the Operations folder for information purposes. This is merely a housekeeping matter with no money exchanged.

Young moves to approve the IGA with PGFPD. Hobler seconds. Discussion: Howe asked if includes both fire and medical. Covillo's reply is "yes." Roll call: Rutt, yes; Hobler, yes; Young, yes; Howe, yes; and Freehling, yes. Motion passes.

ADMINISTRATION REPORT: Chief Bateman presents this for Christine. Report in Google Folder.

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

The 2019 Pancake Breakfast shirts were given to BoDs. Chief Bateman came up with the design for this year and relayed his story on how the design came to be.

Resolution 2019-05: Young inquires about this Resolution. Bateman states it is a matter of housekeeping and cannot really speak to it. The BoDs went through it and did not have any questions as it had already been discussed.

Young moves to adopt the Financial Policy Resolution 2019-05 (Young read the entire Resolution 2019-05). Howe seconds . Roll call: Rutt, yes; Hobler, yes; Young, yes; Howe, yes; and Freehling, yes. Motion passes.

IGA- Town of Johnstown (Fire Chief's Report)

Chiefs Covillo and Drage met with Matt LaCerf on Monday, April 1st. Bateman's best understanding is they discussed continuous improvement and response times especially as they are spoken to the Paragraph 6 (D) of the IGA. The Town, understandably, wants the best service possible, but calibrating expectations with new Town leadership is key to understanding that where we were in early April 2013 will help best predict where we might and can be in April 2025. Kouzes and Posner, in their landmark book *The Leadership Challenge*, speak to this "Janus Effect" and "your ability to look both to your past and your future...opens up more exciting possibilities...when you gaze first into your past, you elongate your future." (p. 108). In 2013, we had three people on the engine in Johnstown with no strategic IC and the 90th percentile for ALS transport was 22 minutes. We now, most days, have four people on the engine with a strategic IC in place and a 90th percentile for ALS transport of 9 minutes. The strides we have made in six years have been monumental and unprecedented, but economic theory (Law of Diminishing Returns) would suggest that further gains will be more difficult. With that said, with continued collaboration and cooperation we believe the aspirational language in that paragraph is reasonable and very attainable.

John Chmil was out of town last week when Avi Rocklin sent him their redlined version of the IGA. He got it to FRFR leadership first thing Tuesday morning. We thought it looked good and responded with alacrity. We have exchanged several emails with Mr. LaCerf and Ms. Rocklin in the past 24-36 hours, trying to best meet their desires with mapping immediately. Unfortunately, the Town decided to move decision on this item from their April 15th meeting to their May 6th meeting. The IGA will be on their agenda next Monday night, but not for signatures / vote. FRFR staff intends to be at that meeting to answer questions.

Bateman interjects that the BoDs would merit being at the Johnstown Town Meeting. An item of discussion too, is moving County Road Line 1 to County Line Road 3. We are locked in and the verbage is good. Evrything is feasible and do-able as long as we collaborate and communicate with the Town.

We have the IGA on our special board meeting agenda for Wednesday, April 17th for the BoDs decision / vote / signatures.

Howe asked about questions for the Fire Chief Candidates. Bateman states that Fire Chief's tend to be verbose. Bateman suggests writing down two questions instead of 30.

ADJOURNMENT: Howe moved to adjourn the meeting at 18:56. Roll call: All "aye." Meeting adjourned at 18:56.