

**FRONT RANGE FIRE RESCUE
BOARD OF DIRECTORS MEETING**
Wednesday, June 12, 2019 at 18:00
101 S. Irene Avenue, Milliken, CO 80543

Director Rutt called the FRFR BoD Meeting to order at 18:00. Roll call: Darrin Rutt, Jim Young, Greg Freehling, and Blair Howe. Reid Hobler is absent. Also, in attendance are Chief Bateman, Chief Covillo, Chief Drage, Christine Champlin, and Cindy Heesemann. Special Guests, family of FF Joe Belanger and Chief Michael West.

PLEDGE OF ALLEGIANCE

GUEST/PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Howe moves to approve the May 8th and May 16th, 2019 minutes. Rutt seconds. Roll call: All “aye.” Motion passes.

APPROVAL/ADDITIONS/MODIFICATIONS TO AGENDA: Chief Bateman would like to add a presentation to the agenda. Freehling moves to approve the agenda with the additions as stated. Young seconds. Motion passes.

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

PRESENTATION: Chief Bateman had presented a T-shirt to Director Rutt for his 25 years of serving at the pancake breakfast. Tonight, Chief presented a T-shirt to Director Freehling that stated “Serving breakfast for almost as long as Chief Darrin Rutt”.

STAFF REPORTS:

ADMINISTRATION:

Treasurer’s Report / Financial Report

- YTD Numbers are posted in the Board June Financial folder
- May Bills are posted in the Board June Financial folder

Pancake Breakfast Update: Christine reported that 1,605 meals were served total. The breakdown by item is in the report. Director Young complimented Christine on the details of her report.

Audit

The field audit was completed and the Audit report will be presented at the July 10th Board meeting.

No questions on the administrative update.

LIFE SAFETY:

ACCREDITATION

Chief Drage and members of the Citizens Advisory Group along with new volunteer Skye Taylor circulated with District iPads to get the survey completed during the pancake breakfast. There were 162 surveys with 100% completion and we received overwhelming support for what we are doing. Specifics from the survey are in the Life Safety report. The survey will remain live on our website throughout the summer and we will run it with iPads again in August at the Milliken pancake breakfast. Survey Monkey is very user friendly and allows for quick consolidation of data. Director Rutt asked how much work went into the survey? Chief Drage said that they worked until 9:30am-10am and the Citizens Advisory Group also helped draft questions for the survey. Rutt thanked the Citizens Advisory Group for their help and Young and Freehling commented that the breakfast was great.

CODE ADOPTION PROCESS

Weld County- The Consent to Enforce request was approved by the Board of County Commissioners.

Town of Milliken: They are meeting tonight to discuss moving the 2018 codes. Drage provided the Building Official with our approved amendments as well as some brief talking points that include information on residential fire sprinklers and protection of unfinished basement ceilings. Town of Johnstown: The Town will meet June 17th for the second public meeting on the 2018 code adoption process.

IMPACT FEES

Chief Bateman and Chief Drage are planning to meet later this month with Milliken Town Administrator Tim Singewald to discuss updating our IGA and another IGA to allow us to collect impact fees. More information will be presented at the July Board meeting.

COMMUNITY OUTREACH

Citizens Advisory Group: Two of our members (Tami and Joe) volunteered to spend the morning of May 15th helping to facilitate the Fire Chief assessment center at Aims. Thank you both so much for the help! We truly appreciate it. The members of the CAG will soon be tasked with helping us put together a plan for increasing our presence in the schools.

In the News: On Thursday, June 6th, several of our hazmat technicians met with Fox31 News to demonstrate and provide information on the new air monitoring equipment we purchased with the financial donation made by Cub Creek Energy. FRFR got some decent coverage on the broadcast, but Chief Drage felt the spot was focusing more on one negative aspect of the oil and gas industry.

EMERGENCY MANAGEMENT

Chief Drage has been putting in a lot of time over the past month to draft a basic Emergency Operations Plan for our entire response area. He has reached out to both Towns to ask if they would be willing to work together to revise and implement this plan. Both Towns have agreed, he is trying to get a working document prepared by mid-June so we can meet and discuss plans.

Rock & Rail Facility: On June 13th, Chiefs Covillo, Kronholm and Drage will be touring the facility to evaluate the different hazards and come up with a plan for any necessary special operations training and/or operations staff planning.

No questions on the Life Safety update.

PRESENTATION TO THE BELANGER FAMILY: (Fire Chief's report) Chief Bateman has been cleaning out his office and came across the turnout gear name plate from FF Joe Belanger's bunker gear. The name plate was made into a plaque and Chief Bateman presented this to the Belanger Family. Chief thanked FF Steve Lester for beautifully mounting and preparing the plaque. This was a heartfelt presentation and the family was very thankful.

OPERATIONS CHIEF REPORT:

Operations/Training

Operations:

- Our call volume continues to decline. Fewer calls mean that our customers are being safe and healthy. Our members can spend time on training and projects. Chief Covillo put the monthly and year to date in the operations folder. In addition to these two reports, you will see two additional bits of data for your viewing pleasure. District 1 TOJ only and District 2 TOM only represents the response time for calls within the incorporated boundaries of Johnstown and Milliken. Chief Covillo went into detail on the response times for both towns. Those are detailed in the Operations report.
- 2923 has been more present than in the past. The crew has responded to several calls with District 3 over the past 30 days. When the new UC facility opens towards the end of the month Chief is anticipating that 2923's presence within District 3 will be more frequent.
- We have been approached by Jo Keller of the Milliken Presbyterian Church to have Station 2 site host a Little Free Library Kiosk. There will be no cost to FRFR. We will need to designate a location and have no responsibility to maintain or support the library.

Director Howe makes a motion at 18:20 to approve the placing of a Little Free Library Kiosk at Station 2. Director Freehling seconds. Roll call: All "aye." Motion passes.

Training: BC Kronholm spent the past weekend implementing the reserve training program. The labor intensive program went well, and we will continue to look at how we can do this more efficiently.

MFPD Signs: (Fire Chief's report) The time has come for two MFPD signs to come down. Chief Bateman is asking the Board to consider giving the metal MFPD sign to Director Howe and the old Station 1 sign to Dean Prather. Chief feels each of these individuals gave 20+ years to the organization and deserve to have the signs.

Director Freehling stated that others within MFPD may feel like they are deserving of a sign. Director Rutt stated that this could be possible but that Director Howe and Dean Prather have been consistently present through the years.

Director Young makes a motion at 18:25 to approve giving the signs to Director Howe and Dean Prather. Director Freehling seconds. Roll call: All "aye." Motion passes.

Apparatus: We have some positive news. We received the title for the 1991 GMC Tender. Chief Covillo will be going to the County next Monday in hopes of getting the title put into MFPD name, and then having to go back again to have it transferred into FRFR's name. Yes, it is a crazy process.

The new Brush Truck should be delivered in August. We received confirmation that the chassis should be at SVI in July.

Chief Covillo is still working on the cost recovery for Engines 1 and 2 from Front Range Fire Apparatus. He hopes to hear back this week.

Facilities: We have received the pricing for the remodel based on the 90% drawings. The anticipated cost is approximately \$1,377,975.00. As the contracting team began putting the numbers together, they have commented that the phasing is making it confusing as some phases carry over into others. H3 has provided some detailed explanations for Phase 2, this is in the Operations folder. In a conversation with Hannah, the overall buildout of the project will take approximately 8 to 12 months.

Chief Covillo reviewed the Financing handout and thanked Christine for putting a nice report together. Chief recommends using Points West, they put together an A grade proposal. Question was asked about using First National Bank. Chief responds that they put together a C grade proposal.

Chief Covillo goes in to detail on the 4 different Phases of the remodel including the cost of each phase.

Since the jump in the overall price, we are looking for some direction from the Board. Do we proceed with all four phases? Do we only proceed with three phases and leave the workout area in the truck bay? Can we afford this project?

Chief Covillo has done extensive work looking at the capital budget and projecting the 2020 budget. If we remain committed to borrowing the \$600,000, he believes from analyzing the 2019 budget and the 2020 budget we can afford to complete the project and provide our members with an excellent facility without dipping into the capital reserves. Chief would like guidance from the Board.

Director Young asks what we have spent so far on plans and estimates? Chief Covillo states \$28,166.45 to date. Young mentions that is a lot of money so far and feels that we do it right or do not do it. He also asks what phase are the bedrooms? Chief states they are in phases 1 and 2. Young mentions that we could be in constant construction mode and wants to make sure this is a long-term solution. Chief Covillo feels like this a 20-year solution. Young asks when would they be able to start? Chief states in September. Chief adds that the additional cost is due to the stopping and starting within the different phases and contractors having to come and go to accommodate keeping the station a working station during construction.

Director Howe explained the decision that was made in the past to expand the old bank building and how hard it is to make decisions that affect the future, Howe thanked the Johnstown side for taking a risk. Chief Covillo states that the current location serves the community well and thanks everyone for the discussion.

Director Young asks if the sleeping situation and the heating/cooling situation will be corrected and Director Rutt asks about security at the front office. Chief states that these are considered in the construction plans. Chief describes the next steps with H3 and that they are working hard to provide information to us.

Director Young makes a motion at 18:50 to authorize Chief Covillo to proceed with all phases of construction. Director Freehling seconds. Roll call: All "aye." Motion passes.

NEW BUSINESS:

MOU W/ J25: (Fire Chiefs Report) The important next piece of the J-25 inclusion is now in place. Chief Bateman read the summary of the MOU and the final MOU was emailed to the Board on Monday for them to review. The "Petition for Inclusion" was received today and is also included in the Board folder. We would like to schedule a hearing for the July 10th, 2019 Board meeting to finalize this inclusion.

Director Freehling makes a motion at 18:54 to direct the FRFR President and Secretary to sign the MOU Regarding In-kind Contribution of Land Offsetting Fire District Impact Fees. Director Young seconds. Roll call: All "aye." Motion passes.

Director Freehling makes a motion at 18:57 to accept the petition and direct staff to post the hearing for next month. Director Howe seconds. Roll call: All "aye." Motion passes.

Director Howe would like to recognize, thank and give credit to Chief Bateman for all his hard work. Director Howe appreciates how Chief has handled this and all the other work that he has done. Howe feels confident that this will create jobs for firefighters. Director Rutt agrees and thanks Chief Bateman for all the work that he has done!

FIRE CHIEF'S REPORT:

Town of Milliken IGA:

Chief encourages that the two IGA's (one for services and the other for impact fees) with the Town of Milliken remain a big priority moving forward. The history of effort towards getting this document completed is well known, but we are, unfortunately, no closer to getting it done than we were a year ago at this time.

Financial Update: In the interest of both expediting tonight's meeting and organizational transparency, Chief sent out an email on May 30th sharing where we are (were) five months into the year. We had anticipated, especially with the Fire Chief hiring process, that we would be closer to 93%, relative to previous years around 89% of budget v. actual. Barring any big and unforeseen events, Chief believes that FRFR will be able to begin 202 with \$4.4 million in its operating reserve.

BOARD REPORTS/ACTION:

Fire Chief Employment Agreement: Board members have read through the final employment agreement for Chief Mike West and accepted all contract terms.

Director Freehling makes a motion at 19:00 to accept the employment agreement for Michael West. Director Young seconds. Roll call: All "aye." Motion passes. President Darrin Rutt, Secretary Jim Young, and Michael West sign the agreement to take effect July 1, 2019.

EXECUTIVE SESSION:

Howe moves to enter into Executive Session per §24-6-402(4)(f), C.R.S. for personnel matters. Young seconds. Roll call: All "aye." Executive session approved and entered at 19:10.

The Board of Directors came out of Executive Session at 19:40. No decisions were made.

BoDs Meeting resumed at 19:42

Director Freehling makes a motion at 19:43 asking Christine to consult with legal regarding Executive Session discussion. Director Young seconds. Roll call: All "aye." Motion passes.

CORRESPONDENCE: Provided in Google folder.

ADJOURNMENT: Meeting adjourned at 19:45.