

FRONT RANGE FIRE RESCUE  
BOARD OF DIRECTORS MEETING  
Wednesday, August 14, 2019 following Pension BoD Meeting at 18:41  
101 S. Irene Avenue, Milliken, CO 80543

Director Rutt called the FRFR BoD Meeting to order at 18:41. Roll call: Blair Howe, Darrin Rutt, Jim Young, Reid Hobler, and Greg Freehling. Also in attendance are Chief West, Chief Covillo, Chief Drage, and Vanessa Thorpe. Guests in attendance are Kenny Lee Architect Group – Hannah Long and Jay.

PLEDGE OF ALLEGIANCE: Said previously at Pension Board Meeting.

GUEST/PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Hobler moves to approve the July 19, 2019 Minutes. Young seconds. Roll call: All “aye.” Motion passes.

APPROVAL/ADDITIONS/MODIFICATIONS OF AGENDA: Hobler moves to move Old Business up before Consent Agenda to be respectful of guests’ time. Young moves to approve the amended agenda. Howe seconds. Roll call: All “aye.” Motion passes.

OLD BUSINESS:

Station Re-Model Financing Discussions and Contract: Covillo introduces the representatives from Kenney Lee Architect Group - Hannah Long and Jay. Covillo reports they are here to assist in presenting and answering any questions regarding the contract for the Board’s consideration of approval for the agreement for the remodel of Station 2. Last month Covillo gave the BoDs 90% of the numbers that were approximately \$1,370,000.00. Through the final stages of the pricing, there have been a few items that we changed, and the contractor updated all pricing. In reviewing the scope and the impacts to the crews, the need to have an area for them to retreat in the evening and facilities to prepare meals were missing. The construction team offered a great idea of a temporary kitchen that would be in a self-contained structure that would be placed in the apparatus bay.

The remodel project will be done in four phases with Phase 3 and Phase 4 being done simultaneously.

- Phase 1 – Portion above Training Room: Bedrooms, laundry, bathrooms.
- Phase 2 – New Portion: Two bedrooms subdivided into four, and two new bathrooms
- Phase 3 – Big building behind us: Create two office spaces, reception, kitchen, dining, and living space.
- Phase 4 – Work Room off of southwest corner of building including trash enclosure. This will include the flag poles.

Covillo reports it will be over 1.37 million for the work. He states they made changes including going from a 50 to 75 gallon hot water heater, proximity cards for entry with an alerting system to be included.

We are now at \$1,408,895.19. However, a part of the scope that is not included in this number is the covered parking structure on the south side of the station. After many conversations and having the Engineer look at the design, the structure will cost \$82,551.20. Due to the cost Lt. West and Covillo have talked about not including this item at this time. Covillo describes the parking structure as being a tastefully done pole barn. It will be open on all four sides and will include eight parking spots. Hannah states it will be structurally sound, welded, steel, and up to code. Not cheesy looking at all. All of the pre-existing concrete/flatwork will have to come out.

Covillo will leave this decision for the BoDs discretion on whether or not to include the parking structure. Young asks if it stretches the width of the building with the eight parking spots. Hannah answers question.

The District can fund \$891,860.00 out of the Capital funds as presented last months, and Covillo has updated the new cost. We will still be borrowing \$600,000.00 on a 5-year note. Covillo states we are not dipping into reserves. Covillo reports a sale of a vehicle will include \$22,000 revenue.

1,408,895.19 Contract bid  
82,551.20 Parking structure  
1,491,446.39 - 1.5 million – Covillo states this is a locked number.

BoD’s directed questions towards Covillo, Hannah, and Jay. All appliances are included. For the long term- Milliken Station 2 will be done in 2019-2020. The next project will be Station 1 and/or Station 4. Hannah states all asbestos tests have been done and it can be removed. Hannah states they have done their due diligence. Covillo reports that we have money in contingency. We will need new furniture.

Young asks if there is a construction penalty. Covillo reports we did not put liquidated damages into contract. We do have assurance with a two year warranty on the project.

Young asks from start to finish when the project will be completed. Hannah states they want to be done in eight months but the schedules currently show a year's worth of work.

Young asks how many people in to work at a time. Hannah states 10 at a time- they will stagger workers, but potentially up to 10 at a time.

Covillo has expressed concern with line staff – for them to be able to have a working kitchen and a place for crews to retreat. A Con Ex-Box with AC and electricity with a 10 x 18 foot temporary kitchen will be in the bay. This is included in the contract agreement price. It is a rental.

Covillo states construction will start August 26<sup>th</sup>.

Discussion amongst BoDs on parking structure. Hobler loves the idea but also reflects on how many employers actually provide a parking garage for its employees? He feels it is nice to have, but is it really a necessity. Young reiterates his belief that we should do everything we can to take care of our folks. Young feels it makes us a little more attractive. Hobler also suggests that instead of a parking garage - perhaps giving employees a little more money to add to their paycheck.

Covillo states that we can approve the contact tonight without the parking garage addition as it can be added on later. The parking garage would be in the Phase 4 stage with the weight room, so later on in the process.

Howe asks Covillo if he has asked staff what their thoughts are - particularly the ones pushing for the parking garage. Covillo states he has asked staff and they state it is too expensive. Howe also asks Covillo regarding the concrete after the pre-existing stuff is broken out-if it would help the flooding situation. The parking structure would basically be from the landscaped area 24 feet out to the north edge of existing concrete and south 24 feet.

BoDs asked about building permit. Hannah states we should know by tomorrow.

Freehling moves to make a motion to approve the remodel of Front Range Fire Rescue Station 2 in the amount of \$1,408,895.19 with H3 Construction, and authorize the Board President and Secretary to sign the documents. Young seconds. Roll call: Rutt, yes; Howe, yes; Hobler, yes; Freehling, yes; and Young, yes. Motion passes.

The parking garage will be tabled until the next meeting.

Covillo thanks the Board of Directors.

#### CONSENT AGENDA:

Bills: Rutt has a question about a hat. West states it is a hat to help with sun protection.

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

#### STAFF REPORTS

##### ADMINISTRATION:

##### Treasurer's Report / Financial Report

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

##### Budget Update

Revenue: The 2019 Pension transfers to both JFPD and MFPD. Volunteer pension funds are completed. We are now waiting for the State to send the matching funds application and we should see the final deposits made prior to December 2019. The Capital Reserve Fund transfers are also complete for 2019. The remaining revenue accounts are on schedule and we expect to have our revenue budget come in on target.

Expenses: The 2019 Expenses are at 58% of the budget. We expect to come in at 100%.

#### AUGUST

Audit: 2018 Audit was filed July 30, 2019 and copies are in the Board Folder

Pancake Breakfast/August 10: Pancake sales were down slightly down. We did not have the runners this year, which may have been a factor. We are waiting for the final expenses to complete the report for the board.

## LIFE SAFETY:

### Code Adoption Process

Town of Milliken: No new updates.

Town of Johnstown: We've attended two public meetings to discuss amendments. Town Manager LeCerf is now asking FRFR and LFRA to have the exact same amendments so the Town will only have one fire code in all parts of the Town. Drage has been talking with Carie Dann at LFRA for more than a year about this process and she has sent me her most recently proposed amendments for review. We're very close! We were supposed to meet in early August to talk through a few areas of difference, but that has been delayed until the 19th. Subject to that conversation, Drage will plan on bringing a new Resolution to the Board in September to change our amendments to one that collaborates with LFRA and meets the Town's request.

### Special Reviews

Johnstown Finally Friday: Chamber of Commerce sponsored small special event on Sunday, 7/14, involved the closure of Parish Ave from Hwy 60 to Veteran Brothers Brewery. No issues were reported. Thanks to BC Davis for completing the event's permit inspections.

SRC Energy's Bona State Facility and Pads: Located due west of the Bernhardt Compressor Station on CR 25, south of CR 52. This complex will include two well pads totaling 28 horizontal wells, six 500-barrel crude oil storage tanks, two 500-barrel produced water tanks, a modular large volume storage tank, gas lift manifold and a complete production facility. Drage is working with SRC Energy to revise their site safety and emergency action plans for this large complex.

Beef and Bean Day Fireworks Display: Permit issued for Saturday, August 10th. The display went off as planned.

Beef and Bean Day: Permit issued for Saturday, August 10th. The event had no issues.

### Building Plan Reviews

Milliken Water Treatment Plant: Final fire inspections were on July 18th. They have a few more minor areas that they're working on before the facility goes operational.

Johnstown Community YMCA: The final piece of structural steel got installed during a "Topping Ceremony" on August 10th. Fire sprinkler rough-in inspections will be starting soon.

Nature's Herbs: The concrete forms are off and the structural work is beginning. The site is also getting curb and gutter installed.

Wilson Horse Arena: The building passed all final fire inspections on July 16th.

Red Barn Liquor: Waiting for construction to begin.

Huwa Building (39 S. Parish): All portions of this building are finally developed and occupied

FRFR Station 2 Remodel: Thanks to WSFR Fire Marshal Sandi Friedrichsen for reviewing our building permit application. Waiting for permit submittals for the fire sprinkler and fire alarm systems.

School District Modular Classrooms: The school district added two modular buildings to Milliken Middle School, one modular building to Milliken Elementary School, and one modular building to Pioneer Ridge Elementary. All buildings have been tied in with the main building fire alarm system and all systems have passed final fire inspection.

### Development Reviews

Milliken Self Storage: The business owner has applied for a development permit to expand the fenced storage area by extending it into the vacant lots on the north and south sides of the access road.

### Fire Inspection And Code Enforcement

Kurt completed 17 inspections and re-inspections last month. He taught three days of non-destructive forcible entry class for all operations personnel in late July. He's working with Front Range Fire Protection on the plans for our new fire alarm/sprinkler training prop. He's working with several local businesses who are asking for training, and laying the groundwork for our updated preplan program and process. He also responded with 2902 and Drage to a recent auto-aid call to Platteville-Gilcrest for a missing two-year-old.

The hazardous materials permit administration program officially kicked off July 1st. This new program will help improve public safety through increased awareness and monitoring of the hazardous materials storage, dispensing, use and production throughout the district. Permit fees will be earmarked for hazmat program improvements, but all fees will be waived for the first year to build support and improve compliance.

### Community Outreach

Citizens Advisory Group: The members of the CAG are brainstorming ideas to increase our outreach efforts and to try to attract more community volunteers. They are also helping to identify State teaching standards so we can try to correlate with them and increase our presence in the schools.

Car Seat Program: There was only one car seat appointment last month. Crews also provided BP checks at each senior center last month.

Youth Firesetter Intervention: Kurt successfully passed his State exam for certification as a YFS Specialist. Congratulations, Kurt!!

### Emergency Management

Drage has completed a rough draft of a basic Emergency Operations Plan for our entire response area. Chief West is reviewing the draft and Drage has received a review from the Weld County Emergency Manager. Drage will be reaching out to both Towns later this year to try to schedule a time to sit down together and review it and discuss opportunities to collaboratively plan and prepare.

### OPERATIONS:

#### Apparatus, Equipment, and Facilities:

Apparatus: Captain Werness is working on getting our 1992 Tender listed on Brindle Mountain. We are hoping to have the asset sold before the end of the year.

We had a great meeting with Front Range Fire Apparatus and Pierce a few weeks ago. They have stated they will be reimbursing FRFR \$20,000.00 for the repairs to the transmissions on both engines. We are rotating both trucks into FRFA to have the coolant systems checked and repairs on other items. Annual servicing will also be done at the same time they are at FRFA. Covillo states the two engines, both brush trucks, and the ladder need weight tickets to get them in to get weighed.

Covillo reports that the brush chassis is built and has been told it is in transit to CO. It should be at SVI. Covillo has not heard from Jason Kelin. It is a Chevy Chassis.

Staffing: We have a couple potential new Reserves in the mix. Chief Kronholm is always out looking for new folks. We did have one of our reserve members depart from the department due to obtaining a career position with another agency. Another Reserve member went on a leave of absence. He was also hired by another agency.

### Operations/Training

#### Operations:

- July was a little bit busier than in the past few months. Although overall call volume is still down from 2018.
- This past month we responded to two gas and oil facility fires. One in Windsor and another in Greeley.
- Covillo is working on a communications SOP for the department and maybe something we can push out to the entire county.

Training: BC Kronholm never has a dull moment. He has made some minor modifications to the training building to add some new elements for the crews. Covillo reports that Kronholm has been putting in a ton of hours and taking safety and training to the next level with creating great training opportunities. Covillo personally thanks him as well as BoDs.

### FIRE CHIEF:

#### Executive Summary: Report of activities and progress by the Fire Chief:

- Held five executive staff meetings
- Held one officer meeting- all BCs and Lt.s
- Produced five video classes/webcasts for the department to communicate weekly activities and share values and progress as we move forward.
- Met with our Peer Support team leads to discuss improving care for our members.
- Ms. Champlin and West met with representatives from First National Bank and Colotrust related to our current accounts and gaining an understanding of our past investment and saving philosophies.
- West met with Paul Barker, Actuarial for the District's volunteer pensions to go over the document provided in the spring.
- Chief West and Chief Covillo met with representatives from Front Range Fire Apparatus about ongoing issues with 2901 and 2902.
- West met with Chiefs Pristera (Evans FPD) and Schaffer (Platte Valley FPD) to discuss strengthening our relationships between the districts. We will be continuing discussions soon.
- Chief West met with the town managers from Milliken and Johnstown in separate meetings. We have established a plan to meet more routinely to maintain an open dialogue between our agencies. A separate item will be later in this report related to our Milliken IGA.

- West met with Johnstown's Police Chief and discussed how best to work together on future training opportunities
- West attended two meetings of the Johnstown Council and one meeting of the Board of Trustees for Milliken. Thanks to Directors Rutt and Howe for their assistance.
- West attended two training sessions, one internal related to active shooter events and an outside training held at Platte Valley. These were invaluable in helping me hear about our tactical concerns within FRFR.
- West also attended several meetings with local officials as well as external stakeholders to gain perspective on how our agency is best serving the public. West has plans in August to attend several other similar meetings.

West mentions the possibility of looking into changing next year's BoD meeting night from Tuesday to another night as it conflicts with the Town of Milliken Meetings.

These meetings and classes continue to help West build a network of internal and external stakeholders. It is Chief West's goal to continue to network in this way.

Associated Strategic Goals: *Our members will be healthier, wiser, freer, more autonomous, and more likely to be servant leaders themselves. In order to be understood, culture must be discussed openly at every level of the organization. (P.33 of our 2019 plan)*

#### Preliminary Budget 2020

Executive Summary: Chief West and Chief Covillo attended the Weld County Chief's Association and received our preliminary AVs from Weld County. While we have not yet received our AVs from Larimer County (these should be available soon), we feel confident that these numbers are reflective of what we can expect for our 2020 numbers.

#### Background:

- Weld County overall increase (preliminary) in FRFR's District is 8.49%, and the total assessed valuation is estimated to be \$491,088,860
- Weld County overall increase (preliminary) for the Milliken Fire 2024 Bond is 93.34%, and the total assessed valuation is estimated to be \$395,436,550. This is reflective of a gas and oil increase of 190.08%.
- We anticipate 2020 tax-related revenue to be approximately \$6,271,798.
  - Additional revenues (specific ownership, grants, permits, fees, etc.) of \$132,000
- Our 2020 expenses and transfers will include
  - Pension transfer TBD based on Board action
  - Capital fund transfer of just over \$1,000,000
    - Station 2's remodel (approximately \$950,000 from Capital)
    - New SCBA (approximately \$500,000) \*\*see added item below
- Additionally, we have started evaluating 2020 wages and benefits with the goals of supporting our culture of taking care of our people and supporting their needs and goals. We will be meeting with all members and conducting a comprehensive survey over the next month.
  - Increase to Healthcare costs of 4.2% (plus a nominal increase to dental and vision)
  - Looking into tuition reimbursement for employees

Associated Strategic Goals: *We will value our entrusted resources- The District shall maintain a healthy financial reserve and continue to be transparent with the annual budget as established in the agency's financial policies (P. 41).*

Financial or Economic Impacts: Over the next two months, we will be refining our proposed budget. We anticipate being in excellent financial health going into 2020 and being able to hold reserves near their current levels. Staff and the Board's work toward establishing solid funding and reserves have allowed us to feel secure for any economic downturns.

#### Milliken IGA's

Executive Summary: At the July Board of Directors' meeting, West received information related to the Town of Milliken's IGA. In reviewing the history of our relationship, West learned that FRFR had not yet updated this document since the formation of the District. While staff had met with the Board of Trustees for the town and the previous Town Manager, formal agreements had not yet been signed or agreed upon. West was able to meet with the Town Manager recently, who seems eager to complete these agreements.

Background: Utilizing the previous IGA and Impact IGA that had been signed with the Town of Johnstown, we have forwarded draft agreements to the Town Manager. West anticipates that he will be able to provide feedback on any concerns that he and West can then discuss. It is West's hope to have a finalized draft to the FRFR Board of Directors at our September 11 meeting. FRFR is on the work session and general session agenda on September 25 for the town.

Associated Strategic Goals: *We will cultivate authentic relationships with external stakeholders as they are integral to our organizational success (p. 28).*

Financial or Economic Impacts: The Impact Fee IGA may result in some additional revenue to the District based on future growth. Drage has good comparisons for impact fees. Ours are actually not that high.

Recommendation and Action Proposed: Save the date of September 25 for attendance at the work session and meeting (5:00 pm.)

Front Range Fire Rescue Board of Directors ByLaws

Executive Summary: Since the District's formation, it appears that the former Johnstown FPD has not been updated and is not reflective of our current practices. The current bylaws are dated 2007.

Background: While not required to operate the District, staff feels that these documents help to provide a consistent framework for the governance of the district. We would like to update these documents before 2020 so that the bylaws are current as we head into next year's election.

Associated Strategic Goals: *We will seek to establish, maintain, and improve relationships with strategic partners, professional peers, and citizens. (p. 28)*

Recommendation and Action Proposed: Establish a working group of two board members and staff to revise and update the District Board of Directors bylaws with a goal of presenting the updated bylaws at our November Board Meeting.

Howe and Rutt volunteer to go over bylaws. West will make it easy for them and get some dates out to them.

Assistance to Firefighters Grant (AFG) Program

Executive Summary: We expect FEMA will be opening their annual AFG process this fall. FRFR has utilized the services of Firehouse Grants, an independent grant writer, in the past with success in obtaining our current SAFER grant. Firehouse Grants believes that we would have a high probability of obtaining an AFG grant for the purchase of some if not all of our 2020 SCBA purchase. In preliminary discussions we could possibly receive about \$175,000.

Background:

- Our current SCBAs are greater than 10 years old and are no longer meeting NFPA standards.
- Staff placed the purchase of SCBA on hold in 2019 due to the remodel costs of Station 2
- Utilizing a grant writer for this application would increase our odds of successfully navigating the FEMA process and winning a grant.
- AFG grants for SCBA would cover the 90% of the cost of an air pack, two cylinders, and a face piece. FRFR would work with the grant writer to determine the best total of SCBA to be requested based on our current and expected needs.

Associated Strategic Goals: *We will value our entrusted resources- The District shall maintain a healthy financial reserve and continue to be transparent with the annual budget as established in the agency's financial policies (P. 41).*

Financial or economic impacts: \$4500 dollar cost (budgeted under Contract Services) for Firehouse Grants. This expense is balanced by a potential 2020 savings in Capital expense of up to \$175,000.

Recommendation and Action Proposed: Staff recommends that the Board makes a motion approving the Fire Chief to initiate a contract with Firehouse Grants to apply for an AFG grant.

Young moves to approve Chief West to hire Fire House Gant for the SCBAs. Hobler seconds. Roll call: Rutt, yes; Howe, yes; Hobler, yes; Freehling, yes; and Young, yes. Motion passes.

BOARD REPORTS/ACTION: Howe thanks Chief West for everything as well as the staff for the hard work at the pancake breakfast. Chief West states that Chief Covillo wears many hats and thanks him for wearing all of the hats and knocks it out of the park.

Howe reports that he met with Chief Bateman and that Chief Bateman has sent a letter of thanks and says he did not feel like a thank you letter expressed how much he appreciated all of us.

Rutt states everyone did an excellent job at the pancake breakfast and thanks Chief West for playing the bagpipes. Rutt also thanks all of the crews for their hard every day work.

ADJOURN: Meeting is moved to adjourn at 19:47. Roll call: All "aye." Meeting adjourned at 19:47.