

FRONT RANGE FIRE RESCUE
BOARD OF DIRECTORS MEETING
Wednesday, September 11, 2019 at 18:00
101 S. Irene Avenue, Milliken, CO 80543

Director Rutt called the FRFR BoDs Meeting to order at 18:05. Roll call: Jim Young, Darrin Rutt, Greg Freehling, and Reid Hobler. Blair Howe is present via cell phone. Others in attendance are Chief West, Chief Covillo, Chief Drage, Christine Champlin, and Vanessa Thorpe.

PLEDGE OF ALLEGIANCE: Pledge of Allegiance was said and a moment of silence was taken in remembrance of those who lost their lives on 9/11.

GUEST/PUBLIC COMMENTS: None.

APPROVAL OF MINUTES: Young moves to approve the August 14, 2019 minutes. Hobler seconds. Roll call: All "aye." Motion passes.

APPROVAL/ADDITIONS/MODIFICATIONS TO AGENDA: Hobler moves to approve the agenda. Freehling seconds. Roll call: All "aye." Motion passes.

CONSENT AGENDA

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

STAFF REPORTS

ADMINISTRATIVE

Treasurer's Report / Financial Report

- August Bills are posted in the Board Financial folder
- YTD Numbers are posted in the Board Financial folder

BUDGET UPDATE

Revenue: The 2019 Pension transfers to both JFPD and MFPD Volunteer pension funds are completed. We are now applying for the State Matching Grant for both Pension Funds and we should see the final deposits made prior to December 31, 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: 2019 Expenses are at 62% of the budget. We expect to come in at 100%.

Capital Fund: The Capital Fund will need to be amended to account for the large donation we received this year and to appropriate the funds to purchase the equipment.

Health Insurance: PSHCG is projecting a 4.5% increase for health, dental and vision coverage. Benefits will remain the same.

MDA: The Fill the Boot Campaign was a huge success; we raised over \$8,920.00, so far. We have a spaghetti fundraiser set up at Johnson's Corner for Oct 6th.

Flu Shots: We have worked an agreement out with UCH, for flu shots this year. We will be able to continue to offer you and your family flu shots again this year! Just a few changes will be required this year. Each person will need to bring an ID and their insurance card. It doesn't need to be insurance provided by the department. UCH will be billing the insurance company for your flu shot. Please send either Cindy or myself the number of flu shots you will need this year. We will send that information to UCH and then be able to get this on the calendar. We will try to schedule the evening of October 9th, but cannot be sure if that date at this time. If the shots are scheduled on a night you are unavailable you are not committed to get your shot from them.

Young states he does not care to have to present his insurance card. He would rather do it like JFPD/FRFR used to do it and just have our district pay for the shots outright in one bulk sum. Christine stated she decided to go with UCH instead of Banner because of our work relationship with them. Christine explained that in order for UCH to administer the flu shots, UCH needed the information from the insurance cards and ID, but UCH will cover the cost of the flu shot. Young does not understand and asks why? He feels it is just not right to have to present an insurance card and ID. Chief Covillo had suggested using UCH Occupational Health. Rutt asked if UCH could just provide a bill for the amount of flu shots given without having to go through insurance. Hobler states from the opposing view - that if people have their own insurance, it is not an issue to present their insurance card. It is people's fiscal

responsibility. Christine states it is about \$40 a shot. Rutt and Young could go either way; it just seems cleaner for FRFR to just pay the cost of the shots. Christine will email Tim Seidel and see about doing just a bulk payment for the shots rather than bill insurances.

Chief West asked if the BoDs were directing FRFR to just pay for flu shots. The BoDs stated yes, FRFR should just pay for the flu shots. Young states that the BoDs would prefer to take it out of the budget and just pay for it in one bulk sum. He states it feels cleaner that way. Young then requested two flu shots per member.

LIFE SAFETY

Special Reviews

Milliken Finally Friday: The Chamber of Commerce is sponsoring a small special event on Friday, Sept 13th in the Town Hall parking lot.

Milliken/TRPR Pool Expansion: The Town has submitted plans to add a 6-line, 50-meter lap pool east of the existing outdoor pool on Centennial Ave.

MyCare Colorado: Ethanol-based extraction from hemp proposed for a commercial condo space in the Gateway industrial park.

Mountain View Fire Rescue Vehicle Maintenance Facility: Complete a review of the proposed fire alarm system for the new MVFR building.

Building Plan Reviews

Johnstown Community YMCA: The final piece of structural steel got installed during a “Topping Ceremony” on August 10th. Fire sprinkler rough-in inspections started on Tuesday, Sept 10th.

Nature’s Herbs: The concrete forms are off and the structural work has begun.

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.

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.

The Ridge – East and Center Villages: Roughly 100 acres with 290 single-family homes. Between Larimer County Roads 3 and 3E, south of Highway 402.

Fire Inspection And Code Enforcement

Kurt completed 19 inspections and re-inspections last month, including getting into every one of our schools. 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’s also preparing to take an exam to become certified as a fire investigator.

Drage states we are partnering with The Compliance Engine, a web-based technology service and analytic suite that helps fire prevention bureaus proactively drive fire code compliance and ensure safer communities. TCE will allow companies that inspect, service, and maintain fixed fire protection systems (fire alarm, fire sprinkler, commercial kitchen hood, etc.) to upload service information. TCE will track the service, follow-up on repairs that are needed and forward to us for follow-up only if repairs aren’t completed within 90 days. This will be a tremendous improvement to our efficiency, and will likely increase compliance with maintaining these critical life safety systems. TCE will not cost FRFR anything. It is financially supported by several large third-party vendors, and each vendor who submits a report pays a fee of \$15. Drage has sent their draft contract to John Chmil for review. Once we have that, Drage will submit it to the Board for review and approval. We would like to “go live” with this service by November 1st. Drage states this is a great opportunity for FRFR.

Community Outreach

Fire Prevention Week: This year, FPW is the week of October 7 to 11. The theme is: “Not every hero wears a cape. Practice home escape plans.” Engine crews and Life Safety staff will be going into each elementary school to visit with the 4th grade classes to present this message.

Citizens Advisory Group: The members of the CAG are continuing to brainstorm 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 were two car seat appointments last month. Crews also provided BP checks at each senior center last month and were very active with the MDA Fill the Boot campaign. On-duty personnel provided event coverage at the RHS football game on Aug 30th.

Intern: Drage provided a bio handout of Chris Howell. He will be interning with FRFR and started today. He will be dedicating two days a week to us and as needed. He needs a total of 240 hours. Drage has put together a task book for Chris. We will use this task book as well for our folks who want to get trained in fire inspection/arson/investigation. Drage states that Chris has no experience other than text book, so he has a lot to learn.

Young asks if FRFR insures him. Drage states that Chris is responsible for his own insurance. Covillo checked on professional liability and he will be covered if anything were to happen. Drage researched and reached out to a government based program regarding professional liability while building this program. They offered every kind of documentation available. Chris will not be independent in any vehicles, just a computer. Chris is responsible for his own person/liabilities. He will always be a lower level assistant and be supervised. Drage states he needs to learn everything.

OPERATIONS

Apparatus, Equipment, and Facilities

Covillo reports that just this evening, baseball size hail did some damage to Engine 4, Brush 2, the ambulance, the Dodge, and several personal vehicles at Station 2. Covillo will be reporting damage to insurance.

Apparatus: We have the 1991 Tender listed for \$30,000. We have not received any offers yet.

We have received the \$20,000.00 from Front Range Fire Apparatus. Engine 2 has been down there for the past couple of weeks. There were some engine and transmission oil leaks. The apparatus is at Stewart Stevenson getting those items repaired. Duane informed Covillo they would be replacing some of the coolant system components. Once E2 is back in service, we will take E1 for them to go through.

Brush Truck update. The chassis is built and was waiting for a part. The part has come in and should arrive soon. Covillo has not received any updates on a delivery time frame.

Facilities: Last month, the BoDs approved the remodeling contract with H3. In the conversation, we talked about the covered parking on the south side of the building. Although this would be a terrific benefit, we are taking this off the table for consideration.

Staffing

- The Chief Officers elected to hire a new RFT Firefighter due to the long term LOA with a current RFT Member. We had two candidates go through an interview process with the Battalion Chiefs at the end of August. The BC's recommend Bishop Dickerson. FF Dickerson has received a formal offer of employment and will be starting at the end of the month. The person out on LOA will not be returning for another 5 to 8 months.
- We are working on getting another 2-3 new reserve members on-boarded and started by next month.
- We will be doing a hiring list process in November in anticipation of hiring another RFT Firefighter.

Operations/Training

Operations:

- Covillo has modified the information that is within the 2019 YTD Overall report. There is now a percentage in for each district indicating the difference from the previous year. We have done this for each District, mutual/automatic aid responses, and the total. We see a 10.5% downward trend within District 1. District 2 is experiencing an 8.8% increase as well as District 3 a 4.7% increase. Mutual/Automatic aid is also down about 10.2%. We are anticipating ending the year with approximately 1815 calls for service. These numbers do not include the MA medical responses to WSFR or interfacility transfers. 2923 Ambulance picks up the calls at Station 3, as it is the interfacility transport vehicle. It handles the nonemergent calls.
- We are now having regular scheduled meetings with the Officers and Command staff members. During these meetings Chief West is presenting a training element to help strengthen the team members.
- Next Wednesday we are hosting the EMTS council and WCFCA meeting at Station 1.

Training:

- The week of Sept. 23rd we along with LFRA are holding a Blue Card IC Certification Class at the LFRA training grounds.
- Chief Kronholm stays busy keeping the training program going forward and ensuring the training is meeting the needs of the organization.

FIRE CHIEF

Chief West wants to tie in with Chief Covillo's report regarding call volume and stats. West wants to give a more robust picture that things are changing. West goes over percentages and gives perspective. West and Covillo are meeting with the Chiefs from Evans as well as the leadership from UCHealth to talk about the potential for automatic aide for significant medical calls in District 3. They are trying to come up with creative ways to handle these more significant calls in District 3 and reduce response time.

August Chief's Report of monthly activities and progress by the Fire Chief:

- Held four executive staff meetings
- Held one leadership meeting- BCs
- Produced four video classes/webcasts for the department to communicate weekly activities and share values and progress as we move forward.
- Chief West met with Chiefs Pristera (Evans FPD) to discuss automatic aid for medical calls in District 3. We will be holding a joint meeting between us, Evans, La Salle, and UCH at the end of the month.
- Chief West attended the Johnstown Town meeting as well as a work session and town meeting with Milliken. We were able to secure a reduced rate for our building permits from the town as a result of this meeting.
- Chief West met with Johnstown's Police Chief and discussed how best to work together on future training opportunities.
- Chief West met with Chief Kazian of Windsor Severance FPD to discuss future improvements to cooperation. We have begun meeting weekly with other chiefs to coordinate our efforts better.
- Met with Chief Hulsey of LaSalle and discussed ways to share resources.
- Chief West met with Chief Demint of PFA to discuss statewide fire service issues.
- Chief West met with Chief Mirowski of the FRFC to work through ways of making a more coordinated effort in regional training. We have been invited to participate in the upcoming leadership training
- Chief West held three shift dinners and sent a survey to our members regarding the state of the department. Chief West will present a power point and be discussing this in-depth below.
- Chief West spoke to the Johnstown/Milliken Rotary Club. The participants were very engaged and had excellent questions regarding FRFR.
- Chief West met with Ryan Roberts of Lexipol and discussed their policy development program and possible implementation in 2020.
- Chief West served on a leadership panel and think tank held in Loveland with fire service leaders from throughout the US. This meeting is held annually here in Colorado and allowed us to hear about new and innovative ways to handle some of the challenges that departments are facing.

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)

Chief West is trying to formalize more frequent get-togethers/meetings with other neighboring fire districts to talk through weekly issues and things going on and eliminate issues before they become big issues.

Chief West just received an email from Chief Miller, LFRA regarding I24/34. It is in their attorneys hands to do their exclusion for the I25/34 property. Their BoDs approved it. It got buried in the piles of paperwork. No ill-intent, just slipped through the cracks.

Internal Stakeholder Meetings and Survey: Over the week of August 19, we held three fire station meetings and dinners to evaluate our current morale and to discuss issues that our members feel need addressing. From these meetings, we conducted a survey of all members where they were able to provide more in-depth feedback. As an aside, we received 100% participation in our survey. A neighboring department conducted a similar survey with only a 15% return.

As we work through the budget process it is important to gain insight on how best to serve our members. These opportunities to interact in person and online have allowed us to gain valuable insight on issues related to;

- Wages
- Benefits
- Succession planning
- Culture

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Financial or economic impacts: These insights will help us fine-tune our upcoming budget process. As wages, benefits, and training encompass a significant portion of our budget, we want to assure that we are meeting the members' needs while establishing a more sustainable future.

Powerpoint Presentation

FRFR 2019 Member Survey: Chief West reports that we got 100% result from the survey he put out for our members. We received great feedback-very transparent and brutally honest. Chief West presented feedback from the survey and gave a briefing on each of the survey questions below:

- Number of years at FRFR: Chief West states that we are a young fire department. 90% of our members have less than 10 years; and 60% less than 5 years. From a leadership perspective and as we talk about succession planning – we will work on making this our project on making people feel confident in their roles. This will be worked on in a training perspective. This is a long-term goal.
- Number of years in the fire service
- The numbers of years before you think you might retire?
- Your position – most want to advance in their career.
- What rank would you like to retire at? Battalion Chief is a sought out advancement in our department. West states this says something about our organization and it is encouraging. Members want to be the next deputy/fire chief. Great aspirations.
- What is your education goal – We will focus on the FESHE Model in 2020—it defines ranks and roles as well as certifications for advancement.
- What grade would you give your own level of engagement while at work? West states level of engagement is heavily engaged. Our members are engaging with the public.
- What grade would you give your own level of training?
- What grade would you give FRFR regarding performance? Chief West said he would like an A-.
- What grade would you give FRFR regarding customer service? Very positive in regards to taking care of citizens and our compassion. We have a great small-town, good neighbor feel. Covillo emphasized from feedback from a citizen just this week on how well our department exhibits compassion and help.
- What grade would you give FRFR regarding leadership?
- What grade would you give FRFR regarding taking care of our members? West feels like we could do better with some of our benefits. Salaries are okay but can be improved. We can do better with sick/vacation leave. West states the statistics from FPPA are post-traumatic stress. Young would really like to put an emphasis on this to taking care of our folks to make it better for them. Chief West had them put their names on the survey and is reaching out to them individually and find out what the needs are. West states this is the goal and will take Young's suggestion as an order to take care of the people and keep improving.
- What grade would you give FRFR regarding courage?
- What grade would you give FRFR regarding compassion?
- What grade would you give FRFR regarding professionalism?
- I make a fair wage
- Do you work a second job?
- I receive enough vacation time
- I receive enough sick time

Chief West thanks the BoDs for their feedback and will bring more information back with the budget meeting.

West states one of the concerns he has right now as we start to talk about the budget, there was a leadership meeting in Loveland – leaders from all over the country. West states that within the next two years, there will be a 40% recession, and within the next five years, a 60% chance of recession. West states as we look at improving, we have to look at sustainability and that whatever we have will match those requirements.

OLD BUSINESS: None.

NEW BUSINESS:

Resolution Amending and Adopting the 2018 International Fire Code: Drage states we have been talking about the 2018 Fire Code for quite a while to bridge the gap between us and LFRA. Normally, a fire code is adopted by each district. We have been working on these relationships. Carrie Dan and Dragee have been meeting for over a year and have agreed to cross pollinate with the fire code. They are the same even though different fire districts. We have raised the bar on amendments and bringing up the level of safety. Drage is asking for the BoDs to look it over and if they have any questions or concerns. Young asks if Drage recommends this. Drage states he highly does.

Young moves to adopt the Resolution 2019-07 amended 2018 International Fire Code. Freehling seconds. Discussion: Hobler states the only thing that jumped out at him was the Food Trucks. Hobler asks if they are required to get permits. Drage states they do have

to have permits. Drage states everything is beefed up a little bit. Roll call: Young, yes; Rutt, yes; Freehling, yes; and Hobler, yes. Motion passes. Drage obtains signatures.

Wests reminds the BoDs of the Special Meeting on Wednesday, September 25th from 17:00-19:00 at the Town Hall. They may adjust the meeting time to 17:30.

BOARD REPORTS/ACTION: Rutt reminds everyone regarding the I25/34 Meeting. Howe had received an email inviting all BoDs to meet at the Urban Egg at 8 am Friday morning.

CORRESPONDENCE: Rutt states there is a nice letter from Chief Bateman in the Google Correspondence Folder. There is an All-You-Can-Eat Spaghetti Dinner for the MDA Drive at Johnsons Corner on Sunday, October 6th from 4-7 pm. We received a letter from the Nelson Family thanking us with a donation in the amount of \$450. Rutt thanks everyone and states "Great Work!"

Covillo states after the first of the year, all of the meeting will be at Station 1.

Young would like to echo from one of Chief's reports. Young reports constantly hearing good things about the ambulance and good things our folks do. Young gives high praise.

ADJOURN: Meeting adjourned at 19:02.