

FRONT RANGE FIRE RESCUE
BOARD OF DIRECTORS MEETING
Wednesday, October 9, 2019 at 18:00
101 S. Irene Avenue, Milliken, CO 80543

Director Rutt called the FRFR BoDs Meeting to order at 18:00. Roll call: Darrin Rutt, Greg Freehling, Jim Young, and Blair Howe (arrived at 18:11). Reid Hobler is absent and excused. Others in attendance are Chief West, Chief Covillo, Chief Drage, Christine Champlin, and Vanessa Thorpe.

PLEDGE OF ALLEGIANCE

SWEARING IN OF FF DICKERSON: Chief West introduced and presented FRFRs newest full-time member, Bishop Dickerson. Chief West states that Dickerson is currently attending CSU and pursuing a Bachelors in Organizational Leadership with plans to finish up in 2020. Dickerson also enjoys traveling. Chief West is excited to have him as part of our team. Chief West, Chief Covillo, Chief Drage, and the on-duty crew swore him in. Courtney pinned his badge on. Champlin took photos.

GUEST/PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Freehling moves to approve the September 11, 2019 minutes. Young seconds. Roll call: All “aye.” Motion passes.

APPROVAL/ADDITIONS/MODIFICATIONS OF AGENDA: Rutt would like to amend and add under new business “Support Weld Re5J School Districts Bond Issue.” Young moves to approve the amended added addition to the agenda. Freehling seconds. Roll call: All “aye.” Motion passes.

CONSENT AGENDA:

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

STAFF REPORTS:

ADMINISTRATION:

Treasurer’s Report / Financial Report

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

Update: First National Board notified Chief West and Christine that the Goldman Sachs Sweep accounts will be changing to ICS sweep accounts. These new ICS sweep accounts are still insured by FDIC and will continue to earn interest.

Director of Administrative Services Report

BOARD STIPEND For 2019: Several Board members are getting close to the \$1600 max stipend for 2019. If a BoD would like an update on their year-to-date stipend, please let Christine know and she will get it to you.

Just a reminder that Board Directors serving a term of office beginning after January 1, 2018, may receive compensation up to \$2,400 per year, payable not to exceed \$100 per meeting attended. This would apply to both Director Hobler and Director Howe. For Directors Freehling, Rutt, and Young who were elected prior to January 1, 2018, they may receive compensation not in excess of \$1,600 per annum, payable not to exceed \$100 per meeting attended.

MDA Fundraiser: This was the first fundraiser for MDA, which FRFR has done. Engineer Leto coordinated the efforts and worked with local vendors to get donations to use as door prizes, and with Johnson’s Corner to cook, prep, and serve the food. We are still waiting for final numbers, Leto estimates that we sold about 34 tickets, plus we fed the crew on duty. We will do a presentation with MDA. Chief West says hats off to everyone who helped with the MDA Fill the Boot and dinner. We raised almost \$10,000.

Awards Banquet: Reminder that the Awards banquet will be on December 7th at Brookside Gardens. Details are coming.

LIFE SAFETY REPORT: In an effort to better show where our time is going for plan reviews and inspections, Drage put together a few graphics that might help paint that picture. Drage will be building on all of these for the future, so he will be able to show trends and comparisons to previous time periods. Graphs/charts are in the Life Safety Google Folder.

Personnel: We’ve extended an offer to Inspector Kurt Nakata to move his position to full-time. He has accepted the offer and is working on logistics of making this change. His last day with LFRA will be November 4th. We should have a better idea of his first day with FRFR in the very near future. We are extremely excited to have Kurt joining our family on a more regular basis!

Training: Kurt and Drage have been working with the fire sprinkler company Front Range Fire Protection to pursue construction of a fire sprinkler and alarm training prop. They have completed construction of the sprinkler system and are still working on obtaining the alarm system components. This is a permanent training prop that they have installed in the south vehicle bay at Station 1. They donated 100% of the parts and labor for this project, which will become a valuable training prop for our internal use as well as for classes we provide to outside personnel.

Also on the topic of training, Chief Drage has been working for more than four (4) years on developing a Fire Inspector 1 class for the State Division of Fire Prevention and Control. We are finally going to be running a pilot offering of this class on Oct 16-18 at Fire Station 1. We have 15 students signed up from FRFR, WSFR, LFRA, FFFPD, SMFR, Brighton, and Ault-Pierce. US Engineering has agreed to let us use their building for portions of two days, so students can gain valuable real-world experience.

Johnstown Community YMCA: The building is really coming along, with fire protection systems getting and drywall getting installed.

Development Reviews: We're starting to see a lot more development projects coming forward. Items of special interest include The Ridge (roughly 300 homes in the East Village and Center Village), a couple large oil and gas facilities, Welty Ridge, Great Plains Village, and...yes, Boulder Scientific appears to still be in progress.

The Compliance Engine: We go-live with TCE on October 15th. This a web-based service will help us to dramatically improve compliance and monitoring of inspections, testing and maintenance of installed fixed fire and life safety systems.

Community Outreach: A huge THANK YOU goes out to the engine companies and ambulances at both stations on all three shifts. They've been meeting a lot of community requests for outreach this month. Drage provided a chart of public outreach events. Drage states this month has been a crazy month with Fire Prevention Month. Drage extends thanks to all of the crews who are visiting the schools and getting out in the community. They are doing a phenomenal job.

Young asks Drage what is happening with the marijuana place. Drage states it is a Type 4 heavy timber construction building, 8600 square feet, two stories, and fully sprinklered and alarmed. The sales floor is on the main level.

Drage states there is a Pelican Joe's Pizza Place that will be going in. Drage states they are going through the building permit process with the town.

OPERATIONS:

Apparatus, Equipment, and Facilities

Apparatus:

- A quick update on Tender 3. We have not received any offers at this time.
- We have received word from Johnson Auto Plaza that the New Brush truck chassis is in transit from the factory to Colorado. Not sure when it will arrive. Covillo is hoping to have some photos to share the progress of the build process at SVI for next month.
- Engine 2 is back in service. Front Range Fire Apparatus has upgraded the coolant system on the engine and corrected all of the deficiencies. Engine 1 will be going in soon for the same coolant system upgrade as well as a leak on the power steering pump.

Facilities: The remodel is going well. H3 has absorbed the cost of the damage to the training room. It will be finished up in the next month or so. Once the rough-in inspections are all complete, the contractor will begin drywall installation. We are waiting on WSFR to review and issue a permit for the alarm system. Upon issuance of the permit, the contractors will call for a rough-in inspection.

Staffing:

- FF Bishop Dickerson began his RFT career on October 3rd. C Shift BC and Lieutenants will be working on fine-tuning his skills over the next couple of months.
- We have decided to hold off on running an assessment process in November. We will have a discussion with our Officer cadre regarding our hiring process, and determine the best method for the District. We will keep you posted.
- We have decided to mix up the crews going into the New Year. BC Doyon and BC Werness have switched shifts. BC Doyon is now on C Shift, and BC Werness is on B Shift. We have determined the movement of the Lieutenants, which will take place after the first of the year. We will be doing our very first shift bid process for Engineers and Firefighter towards the end of November. The bid process allows the member to determine which shift and station they will be assigned.

Operations/Training:

Operations:

- Our call volume is still lagging behind last year, although not by much. We are down 21 calls from 2018. District 1 is down 73 calls, whereas District 2 is up 52 calls, and District 3 call volume has increased by 13 calls. We have also seen a 15 call drop in Automatic and Mutual Aid calls in comparison to last year. The monthly and YTD reports are in your folder.
- Covillo has completed the YTD response compliance report for each of the towns.

- In Johnstown, we are meeting the 9 minute response time 92.25% of the time. The 90th percentile is 8.46 minutes.
- In Milliken, we are meeting the 9 minute response time 96.56% of the time. The 90th percentile is 6.37 minutes.
Excellent work by the crews with keeping our response times in compliance.
- At the end of September, we hosted a 3-day Blue Card certification class. We evaluated nine students from the following districts. Greeley Fire, Loveland Fire, Berthoud Fire, Windsor Fire, and Federal Heights. It is always great to get in front of other agencies and help them grow.
- We have been continuing to work with the RE 5J School District and both Law Enforcement agencies on developing and unified approach to emergencies that may arise. The process has assisted FRFR to build relations in all directions.
- We had a haystack fire on early Sunday morning. The crew did an excellent job ensuring the fire was controlled quickly.

Training:

- The crews are completing their yearly deployment evolutions evaluations. B and C Shift have completed their evolutions, and they have been doing excellent.
- Chief Kronholm, Lt. Butler, and Kirchner attended the Alert Conference.
- We will be sending two members to the annual training hosted by CIAAI in Vail later this month.
- Chief West, Lt. Kirchner, and Covillo will be attending the CSFC Leadership Conference in Keystone later this month.

FIRE CHIEF'S REPORT:

Executive Summary: September Chief's Report of activities and progress by the Fire Chief:

- Held four executive staff meetings
- Held one leadership meeting- Company Officers
- Produced two video classes/webcasts for the department
- West met with Chief Beebe of Mountain View Fire to discuss strengthening our relationship
- Met with John Rosso of the J-25 project with the executive team and Directors Rutt and Young. The productive meeting will be discussed in an item below.
- West met with Johnstown's Town Manager to discuss expected growth along Hwy 60 and continuing to strengthen our working relationship.
- Attended the Milliken Board of Trustees work session on 9/25. A summary is below.
- West attended a three-day course on the FLSA standard as it related to fire departments. There have been several recent changes to the regulations in the FLSA, and the intent of this class was to assure we are in full compliance. We are doing a good job and making sure our folks are properly taken care of and receiving appropriate over-time.
- We met with Chiefs Pristera and Schaeffer as well as Chief Seidel of UC Heath to firm up automatic aid into District 3. This will be discussed below. Handshake Automatic Aid in District 3. We came to an agreement and put it into practice. We did get a critical call on a child—this agreement paid off right then and there. We will ask for an engine from Evans to be ready for Echo Calls, but not to use their Medic Unit. We did end up with a Medic Unit on this particular call and did a cut and run. Chief Pristera contacted Chief West. This will provide quicker service on Echo Medical Calls—which is a huge win.
- West instructed 9 hours of officer development training to our shift personnel. This was an opportunity to continue building relationships with our members and share our operational vision for the future.
- West attended an employer summit held by FPPA with Christine. The day-long event helped us understand potential changes to FPPA's contribution rates that will affect FRFR in 2021. No major changes to 2020 as far as current legislations as far as death and disability. There is some legislation that is pending that will go to committee next week. There will be a "yea or nay" to move forward in January, and the vote on this legislation will be in May or June. The next five to eight years, the will be stepping up our increase. Employees will be contributing 12%, which is a half increase percent for us. Matching 12/12 is becoming a standard. We are currently at 8%. They have not allowed cost of living increases. There is also a legislation to increase death and disability at 0.02% and slowly making its way up. These claims are going up because of cancer and PTSD. They are funded at about 67%. This legislation should pass in May or June of next year and will allow us to budget in the future.
- West instructed an officer development course for the Greeley Fire Department. This was my first opportunity since starting as Fire Chief at FRFR to share the great work our people are doing while strengthening our relationships and FRFR's reputation with our external stakeholders.
- West attended the MDA fundraising dinner held at Johnson's Corner. Once again, West is extremely proud of our peoples' efforts toward this worthy cause.

OLD BUSINESS:

J-25 LFRA Exclusion: The executive team members attended several meetings over the last month with the developers, legal counsel, and LFRA's executive team. Additionally, we attended the board meeting of the Loveland Rural fire board. At that meeting, their board elected to approve the exclusion of J-25's property from their district. This action is the final significant step in assuring the property is within our District boundaries as development starts to occur.

Background: The work on including J-25 in our district started over two years ago as Chief (ret.) Bateman approached the developers about inclusion in FRFR's district. While there have been ebbs and flows with communication and cooperation, this inclusion paves

the way for better service to not only FRFR's district but also in LFRA's district as we will be more strategic in our approach and more collaborative in our deployment of resources for both departments.

Young asked Chief West if Chief Miller has any animosity. Chief West feels there is no animosity and we are on the downhill side. He spoke strategically, so everyone is taking of things. Chief Miller is onboard. Chief West feels we still have some wounds to heal as far as the LFRA BoD goes. However, moving forward, everything will be written down with no more handshakes. We have good philosophy.

Financial or Economic Impacts: Based on our recent conversations with the developers and their aggressive building plan, it is Wests' recommendation that FRFR plans on beginning work on the conceptual work for FRFR Station 4 near the end of 2020. This will help assure that we are prepared to begin work on the Station in late 2021 if needed, should the developer continue with their proposed time frame. Additional information on LFRA's Exclusion is in the Google documents folder.

Howe feels we need to reach out to Thompson Valley. West states we will smooth everything out before it becomes a problem. Howe asks about timeframe for station. West states our overall timeline will be three different phases. It will be our intention towards the end of 2020 to start the design phase/field trip phase to look at other facilities to see what we like and what we want for the future. Beginning in 2021, we will have an architect involved and will have more of a timeframe then. West states that John Rosso would be happy to help us out. Howe asks if the Station 1 will be taken care of first. West states yes.

Chief West had coffee with the Johnstown Administrator and he is pleased with how things are going.

Milliken IGA

Executive Summary: The FRFR Board held a special meeting and attended the Milliken Board of Trustees Meeting on 9/25. At that meeting, FRFR presented our proposed IGA and Impact Fee IGA to the Town. The Board of Trustees asked for a few modifications to the IGA, which we have provided to the Town Administrator.

Background: In 1986, the town signed an agreement with the then Milliken Fire Protection District. Since that time, the agreement does not appear to have been updated. Since the creation of FRFR leaves the Milliken IGA defunct, we have written an updated agreement (and its accompanying Impact Fee IGA) that has been adopted by the Johnstown. We are hopeful that Milliken will soon adopt this agreement. Recent discussions with the town have led us to feel that they may be reluctant to agree to impact fees in the town. As you know, growth paying for itself and the infrastructure within FRFR has been stated as an important talking point in the recent past. We feel that it is right to request such fees to ensure that we can keep up with the added call volume that growth brings.

West states there is concern for developer impact fees. It is FRFRs opinion that with any growth that happens, the impact fees will help pay for the growth. For every 1000 people that move into our district, this generates 100 more calls. Reporting requirements include response times and facilities to be able to operate.

Chief West asks for two BoDs to attend the Milliken Town Meeting on October 23rd and speak on behalf of FRFR. It is the same week that West and Covillo are at a conference. Drag has offered to present.

Chief West would like the BoDs to think about how to handle if the town decides that they are not interested in doing impact fees. Rutt wants to keep the impact fees in place. He feels that Hall Irwin and the town have worked together a lot and that we need to stand our ground on this. Young feels real strong about impact fees and it is a necessary thing in our growth pattern with huge dollar figures. We cannot keep going back to the existing taxpayers to keep paying for these things. Impact fees need to help finance some of this growth that we are experiencing. Rutt wants to fight tooth and nail. Howe states if there are no impact fees then we will go back to asking for another mill levy raise.

Financial or Economic Impacts: Our IGA (and specifically our Impact Fee IGA) will have long term effects on FRFR's capital funds and our ability to continue to provide the level of service the Town expects.

Recommendation and action proposed: Staff requests the attendance at the October 23 Board of Trustees meeting. Additionally, we feel that a discussion this evening regarding the Boards' direction, should the Town not agree to the impact fee IGA.

Rutt and Howe will go to the October 23rd Town of Milliken Meeting. They will ask Hobler if he is interested in going as well. Howe was impressed with the formal collaborative meeting.

School Board Resolution: Rutt asks the BoDs what they think about coming out and supporting the school bond issue. Young has struggled with this but in the past few days he has had questions answered positively. The school system is grossly overcrowded and the schools are not getting the help either. He is in support of this. Howe feels the community supported us and that we have to trust what the school district is doing. Rutt states the Town of Milliken and Johnstown have passed a resolution on supporting the bond. West states that our relationship with Weld Re5J has been great in regards to safety. Covillo states the school district is working on getting more safety features in place regarding active shooter, fires, safety, etc. They are working on getting more people trained.

West states they have taken a very active and aggressive approach to work with FRFR. They have been working with everyone. Young feels we should support them as they have allowed us into their buildings to make suggestions and changes. They have respected us and treated us very well.

Young moves for staff to develop a resolution to support the Weld RE5J School District with the bond issues. Freehling seconds. Roll call: Rutt, yes; Freehling, yes; Young, yes; and Howe, yes. Motion passes.

2020 Budget Presentation:

Executive Summary: Staff has been diligently working on the 2020 budget. Chief West expresses sincere thanks to the executive team for their patience and tutelage. As we discussed in August, AVs are up in the county, which allows us to continue the path forward on many of the projects and initiatives started before my arrival. In 2020 we are updating our budget format to meet recommendations from the auditor. This, we believe will enhance the auditor's ability to review our documents and assures we are in compliance with our requirements. A Draft Budget Packet was handed out to BoDs.

West explains that there is a change with budget line items this year. This advice was received from the auditor this year. They felt we could change information on how information is presented and is more user-friendly for them. Christine has worked two months nonstop on this. West wants to speak about wages, benefits and philosophy for next year.

West goes over gas and oil fluctuations over the years. Our average gas and oil are 13% each year over the course of time. Gas and oil reported in strategic plan last year was 14%. We are on a big wave that fluctuates. In West's perspective, he is doing a happy dance, looking at the gigantic jump in commercial. This year there will be zero change in commercial. It is a roller coaster and 7% on average is a valid number.

Background:

- Our AVs are up, on average, 8% for a total assessed valuation of \$501 million
- Our total revenue is expected to be \$6,500,000
- Our Capital Fund Transfer will be 1,022,044
- Our Pension Transfer will be 250,620
- Our 2020 Operations reserve start balance will be just over \$4,500,000 (estimated based on current projected expenses and revenues for the 4th quarter)

Chief West reviews and explains in detail the AV, total revenue, etc. The largest portion of the budget is based on wages and benefits. There have been multiple important discussions on wellness – good benefits, paychecks, good healthy environments, good sense of belonging and culture, and striving for and working towards with wages and benefits for 2020. West gave a history on discussion and philosophies of wages. He illustrates this and points out that there will be a significant jump in 2020. It will even out in the future.

Chief West wants to address the traditional cost of living increase. This keeps us up with the local economy by 2-3%. It does not keep us up with the neighbors the traditional way. Looking at proposed base wages with a percent increase (per power point). West explains each step for the four grade of firefighting. West feels like we are making something good for everyone.

West states the healthcare program will be increased. The committee has done a lot of work on this. West states they have fought very hard on this. We will increase sick time for next year with no cost impact to anyone. We do not want a firefighter to come to work sick and get someone else sick.

Educational incentives are where West ran out of money. West was not able to find a way for educational tuition reimbursement for 2020. West states he will work on this and to stay tuned as it is on his radar.

There will be increased vacation time. We will be at about 75% at where our neighbors are. This will help get us back to the big circle of wellness.

Chief West summarizes capital funds. Numbers are detailed in the draft budget. West states they are working on the grants.

With these facts, we will strive to meet our strategic goals of strengthening our bench, add valuable training, and assure that we are prepared to serve the public effectively and efficiently.

- We have reviewed and formulated a more comprehensive way of wage analysis. The overall average wage increase is 5%
- We are adopting a percentage-based methodology for paying for our members' healthcare coverage. (100/75%)
- We are starting the planning phases for Station 4, as well as remodel considerations for Station 1

Young states he is impressed with what Chief West has done. He feels the budget echoes the family culture we have.

West thanks everyone for their input on getting to where we are at. Everyone has put in a lot of time and has had a lot of patience.

Young asked if we have anything in the rise of Station 3. West and Covillo are working on some creative ways to make sure our folks are protected. West states he has been and is working on the landmines.

The Board of Directors express that the 2020 Draft Budget is very well done.

Freehling moves to approve the 2020 Budget Draft Packet available for public review per C.R.S. 29-1-105. Young seconds. Roll call: Rutt, yes; Freehling, yes; Howe, yes; and Young, yes. Motion passes.

BOARD REPORTS/ACTION: None.

CORRESPONDENCE: None.

ADJOURNMENT: Young moves to adjourn at 19:47. Howe seconds. . Roll call: Rutt, yes; Freehling, yes; Howe, yes; and Young, yes. Meeting is adjourned at 19:47.