

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

Director Rutt called the FRFR BoD Meeting to order at 18:01. Those in attendance are Darrin Rutt, Blair Howe, Greg Freehling, and Jim Young. Reid Hobler arrives at 18:02. Also in attendance are Chief West, Chief Covillo, Chief Drage, Christine Champlin, and Vanessa Thorpe. Those representing Milliken Fire: Buddy Prather and Sam Schleiger are in the public audience.

PLEDGE OF ALLEGIANCE

GUEST/PUBLIC COMMENT: None.

APPROVAL OF MINUTES: Young moves to approve the November 13, 2019 minutes. Freehling seconds. Motion passes. Roll call: All "aye." Motion passes.

APPROVAL/ADDITIONS/MODIFICATIONS TO AGENDA: A request is made to change and discuss Milliken's Bond Issue first. Howe moves to do the Milliken Bond Issue first. Freehling seconds.

2020 BUDGET HEARING: Director Rutt opens the 2020 Budget Hearing at 18:04.

FRFR RESOLUTION TO SET MILL LEVIES: Hobler moves to approve the Resolution 2019-01 Levying General Property Taxes For The Year 2020 To Help Repay The Costs Of The 2024 Bond For The Milliken Fire Protection District, For The 2020 Budget Year. Howe seconds. Roll call: Hobler, yes; Howe, yes; Buddy Prather, yes; and Sam Schleiger, yes. Motion passes.

FRFR RESOLUTION TO AMEND CAPITAL BUDGET AND APPROPRIATE FUNDS: Young moves to approve Resolution 2019-10 - Levying General Property Taxes For The Year 2018 To Help Defray The Costs Of Government For The Front Range Fire Rescue Fire Protection District, For The 2020 Budget Year. Freehling seconds. Roll call: Freehling, yes; Hobler, yes; Young, yes; Howe, yes; and Rutt, yes. Motion passes,

FRFR RESOLUTION TO AMEND CAPITAL BUDGET AND APPROPRIATE FUNDS: Freehling moves to adopt Resolution 2019-11 - A Combined Resolution Concerning The Adoption Of A Budget And Appropriation Of Funds For Fiscal Year 2020. Discussion: Hobler asks what the changes were. West explains the dollar amounts in revenue. We did get the updated AVs from Larimer and Weld Counties. We had an \$11,831.00 increase in revenue from our total of about 6.5 million dollars. We did not appropriate anything; we just rolled it into reserves. Young seconds. Roll call: Freehling, yes; Hobler, yes; Young, yes; Howe, yes; and Rutt, yes. Motion passes,

MOTION TO CLOSE THE 2020 BUDGET HEARING: Freehling moves to close the 2020 Budget Hearing at 18:10. Howe seconds. Roll call: All "aye." Motion passes.

2019 BUDGET HEARING: Hobler moves to open the 2019 Budget Amendment Hearing at 18:10. Freehling seconds. Roll call: All "aye." Motion passes.

FRFR RESOLUTOIN TO AMEND CAPITAL BUDGET AND APPROPRIATE FUNDS: Covillo states that in respect to the Districts Capital Budget, we have received an additional \$139,796, unrecognized and unanticipated revenue. \$ 99,000 was the donation we received from Cub Creek Energy. The other \$41,000 was due to interest income that was not recognized during the budgeting process. With these unanticipated expenses we have had with the remodel of Station 2 and remodel of Station 3, an amount of \$110,895 was moved from the Capital Reserve Fund to take care of the expenditures for 2019.

Buddy Prather, in the audience states he has noticed the lights left on all the time at Station 3. He asked if this could be taken care of by putting in motion sensor lights. Chief West and Covillo will get this taken care of.

Hobler asked what the net impact is. Covillo states the net impact is \$139, 796 of revenue, and we are moving \$110,000 from reserves. We have an increase of expenditures of \$256, 273. West states this is more procedural than anything. It is a wash, but it is because of the expenditures that involves us doing the amendment for 2019.

Hobler moves to approve Resolution 2019-12 Of the Board of Directors of the Front Range Fire Rescue Fire Protection District Amending the 2019 Capital Fund Budget and Appropriating Additional Sums of Money. Young seconds. Roll call: Freehling, yes; Hobler, yes; Young, yes; Howe, yes; and Rutt, yes. Motion passes.

Freehling moves to close the 2019 Budget Amendment Hearing at 18:16. Young seconds. Roll call: All "aye." Motion passes.

Howe moves to pay a stipend of \$100 to Buddy Prather and Sam Schleiger for taking the time to attend the meeting. Hobler seconds. Roll call: Freehling, yes; Hobler, yes; Young, yes; Howe, yes; and Rutt, yes. Motion passes.

#### CONSENT AGENDA:

Young asked Covillo why we have contracted out snow removal. Covillo states they have elected to contract snow removal out as it was impacting over-time. Folks had to come in. It is very time consuming and fatiguing to the crew members. All three stations will be plowed.

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

#### STAFF REPORTS

##### Administration:

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

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

##### Financial Update

- The 2019 State Contribution to Volunteer Firefighter Pension Funds have been approved and mailed to the District for both JFPD and MFPD. Letters are attached.

##### Director Of Administrative Services Report Board Agenda And Meetings

House Bill (HB) 19-1087 was signed into law on April 25, 2019, and allows and encourages local government entities to post a notice of public meetings electronically rather than in a physical location.

Under Colorado's Sunshine law, a local government must provide full and timely public notice of any meeting of two or more members of a public body at which any public business is discussed or at which any formal action may be taken. Starting on July 1, 2019, this Bill allows all local government entities to fulfill this requirement by posting a notice of public meetings on the entity's website, available to the public at no charge, at least 24 hours before holding a meeting. The intent of the General Assembly with this Bill is:

- That local governments transition from posting physical notices of public meetings in physical locations to posting notices on a website, social media account, or other official online presence of the local government.

The posting of meetings on FRFR's website will save staff time by eliminating the travel time to physically post meeting notices at multiple locations. This will also allow the public to see minutes and other board documents within a meeting date. We will begin this January 1, 2020. The 2019, agendas are on the website now.

Young approve the temporary change in location of board meetings on the second Tuesday of the month at Station 1 until further notice. Freehling seconds. Roll call: All "aye." Motion passes.

Covillo anticipates meetings will be at Station 1 until June 2020. B. Prather in the audience asks if the meetings will be held downstairs at Station 1 for handicap accessibility. Covillo states this was the plan.

Freehling moves to post meetings on the FRFR Website. Hobler seconds. Roll call: All "aye." Motion passes.

##### Auditor Engagement Letter

The engagement letter from Christine McLeod, CPA (Haynie & CO) for audit services of the 2019 FRFRFPD financial statements is in the Google Folder.

Howe moves to direct staff to engage Haynie & Co for the 2019 Audit. Hobler seconds. Roll call: Freehling, yes; Hobler, yes; Young, yes; Howe, yes; and Rutt, yes. Motion passes.

Life Safety: Drage states he just received new information regarding our property line at Station 1. He received an email from legal counsel. The quick deeds have happened, but the process is not a 100% done. We need to communicate with county and town that all boundaries are adjusted appropriately.

Fire Investigations: On Monday, Nov 11th, crews responded to a report of an explosion and fire at Ranger Energy. The incident was a result of unsafe hotwork activity inside the building. These practices resulted in three distinct deflagrations from an MC-312 corrosive liquids tank trailer. There was no fire upon arrival, thanks to the building's installed fire sprinkler system. Chief Drage submitted this sprinkler save to the National Fire Sprinkler Association. They are going to feature the save in an upcoming issue of their national magazine!

Personnel: Eastern Kentucky University (EKU) fire investigation intern Chris Howell completed his 240 hours shortly after the end of November. FRFR leadership is now working with Chris to develop an opportunity for him to continue volunteering his time to build his knowledge, skills and abilities in the highly technical field of fire investigations. Through the process of developing this new relationship and internship program, we were able to develop a written agreement with EKU that should allow us to continue to host internship students. We're excited to see what the future holds for this new relationship!

Training: As previously reported, Chief Drage has been working for more than 4 years to develop and implement a brand-new Fire Inspector 1 certification class for the Colorado Division of Fire Prevention and Control. On 11-25-2019, we learned that the class was approved for accreditation by the ProBoard, and also received tentative approval from IFSAC. All that we are waiting on now is formal approval from IFSAC and the new certification class will become available throughout the state. The course should be fully accredited before the end of 2019. A huge thank you goes out to all of the industry subject matter experts who helped to develop this course!

Johnstown YMCA: Work on the building's automatic fire sprinkler system is progressing. FRFR staff completed rough-in inspections for the entire first floor and the pool area. The second floor is in progress, so we should be seeing additional inspections picking up in 2020. The commercial kitchen hood system has also been installed.

Development Reviews: We've been participating in bi-weekly development review meetings with the Town of Johnstown. Meetings have been very productive and have really helped to strengthen the relationships among the team of professionals involved in helping Johnstown grow. We're hoping to evolve a similar process with the Town of Milliken during 2020.

Code Adoption: The Town of Johnstown had the first reading of the new ordinance to adopt the 2018 International Code series during their 11/18 meeting. The 2nd reading was scheduled for the 12/2 Board meeting, but it was tabled for further discussion based on input from Councilor Molinar. His concerns have been addressed and the item is slated for 2nd reading on the 12/16 Board meeting, with the 2018 Codes going live in early 2020.

Fire Station #1 Northern Property Line: With assistance from our legal counsel and the surveying company, we have received corrected surveys of both parcels as well as updated Quit Claim Deeds. Both of these documents have been signed and notarized, and were sent to our counsel for filing with Weld County.

Marijuana & Hemp Extraction Processes: Since Feb 1st, Chief Drage has been participating as a subject matter expert on the Standards Technical Panel charged with developing UL 1389, the first ever UL standard for safety for plant oil extraction equipment. On Nov 25th, Underwriter's Laboratories passed a Resolution approving this American National Standards Institute and Underwriter's Laboratories new international standard for implementation. This monumental accomplishment will allow manufacturers of extraction devices to obtain UL listing, something that has been unavailable until now.

Pre-Plan Program: Inspector Nakata has been working to re-vamp the preplan program. He will be rolling the new program out to Operations personnel in January 2020. He has also downloaded the USEPA's CAMEO software suite, updated it with all of our district's hazmat facilities, and saved that information to all MDTs in response apparatus.

Community Outreach: Outreach Programs turned to a slower pace last month. Our Citizens Advisory Group is now working with Inspector Nakata to develop detailed plans for improving our community outreach efforts. We will start seeing impacts from this as we move into 2020.

#### Operations Report:

##### Apparatus, Equipment, and Facilities

##### Apparatus:

- We have not lowered the asking price due to activity on Tender 3.
- SVI is working on putting the truck together, and Covillo is hopeful that we will be able to have it here by the January BOD meeting. There are a few pictures within the Operations folder for the BoDs to review. They have been doing all the wiring and working on getting all the things that are not yet completed.
- Engine 1 is back in service.

Facilities: Station 2 Phase 2 remodel is well underway. The demo is complete, and they are working on getting plumbing, electrical, and HVAC rough-in completed. They also have started at Station 3.

##### Staffing:

- Upon approval of the 2020 budget, we now have an additional opening for a Firefighter. We are planning on having a process that will include our reserve members as well as candidates from outside of FRFR. We are working with the Officers to develop a plan for the process. We want to ensure we are hiring the best possible candidate for our agency.
- Covillo is happy to announce that one of our members who have been on medical leave will be back to duty on the 20th.

- Covillo is just ecstatic on the amazing work done by all of FRFR. He feels this was expressed at the banquet the other night. Covillo feels FRFR has demonstrated humungous growth and is a great organization.

We have two board action items for consideration:

- Before the beginning of phase 3, we need to determine what we would like to do with the large safe? We are planning on keeping the small safe.
- We have received the new washer and dryer. We are taking the old ones to Station 3 and would like to donate the old St 3 washer and dryer.
- We have been approached by Metco Landscape to use our vacant lot at Gateway. They are willing to compensate or work out a trade for services. Covillo has reached out to Counsel for direction.

Declaration of Surplus on a large bank vault: Station 2 (fka Milliken Station 1) acquired a bank vault from the previous owners of the building. The District and staff do not need the vault would like the Board to declare the vault as surplus. The staff recommends the Board to declare the large bank vault as surplus and allow staff to dispose of the item as best possible. There would be a minimal gain in revenue.

Hobler makes a motion to declare the large bank vault as surplus and direct staff to dispose of the said vault in the best possible manner. Howe seconds. Roll call: All "aye." Motion passes.

Declaration of Surplus on washer and dryer: The old washer and dryer have been replaced with new high-efficiency units as part of the remodeling process. The old ones have relocated to St. 3. Staff would like to donate the former St. 3 units to a non-profit organization. The staff recommends the Board to declare the old St 3 washer and dryer as surplus and allow staff to dispose of the item as best possible. There are no Financial or Economic impacts.

Freehling moves to declare the washer and dryer at Station 3 as surplus and direct staff to donate the said units to a nonprofit organization. Young seconds. Roll call: All "aye." Motion passes.

Use of Gateway District property as a parking lot for a business's employees: We have been approached by Metco Landscaping to allow them to use our lot at the corner of WCR 48 and Gateway Cir as an employee parking lot. Metco is willing to compensate FRFR for the use of the lot or have an agreement in providing service in place of monetary compensation. The staff makes the following recommendation to the FRFR Board of Directors. The Board of Directors to direct staff to negotiate an agreement with Metco Landscaping to perform spring cleanup and irrigation startup, fall cleanup and irrigation winterization, and to provide snow removal services at each of the three FRFR Stations. FRFR will allow Metco Landscaping to utilize the property at the corner of WCR 48 and Gateway Cir as a parking lot for their seasonal employees.

Financial / Economic Impacts: Receiving service instead of monetary compensations will save the Fire District approximately \$9,000.00 of budgeted expenditures. (Strategic Plan: Future Program Planning: We will innovate, create, and further prepare a system to deliver safe, outcome-changing, and mission-driven service. During 2019, the Facilities Program Group will empower membership to share ideas for the present and future needs to provide for efficient use of facilities.) Since the property is only home to vegetation and some critters, allowing Metco to use the property will save the district approximately \$9,000.00 in Operation expenditures.

Hobler moves to direct the Fire Chief or designee along with Legal Counsel to negotiate and execute any agreement with Metco Landscape for the use of the Gateway property and the fire district to receive service in replace of monetary compensation. Young seconds. Roll call: All "aye." Motion passes.

Operations/Training:

Operations:

- November was a busy month. We are up 46 calls in comparison from this time in 2018. If we continue at this pace, we will end at approximately 1880 requests for the year. Covillo hopes we do slow down this month. It is the holiday season, and we want our Citizens and Guests to be safe. The full reports are in the Google folder.
- The folks have worked hard this year and have delivered terrific service to our citizens and guest of the District. Covillo is incredibly proud of the entire Officer Group for their growth personally and professionally.

Training: Chief Kronholm is working on a new career hire training manual along with the training group. The manual will help to equip our folks better and develop Thinking Firefighters.

### Fire Chiefs Report:

West reports activities and progress. November was a busy and productive month for us.

- Held four executive staff meetings
- Held one leadership meeting- Officers, provided leadership and discipline training
- Produced four video classes/webcasts for the department
- Met with all three shifts for coffee meetings. We discussed culture and where FRFR is and is heading based on their feedback.
- West represented FRFR at the retirement of Mark Bodane of the Brighton Fire District. Bodane served for a total of 42 years. He was replaced by his Deputy Chief, Mark Shuppe.
- West attended the Funeral for an active duty death in Cheyenne and represented FRFR. The death was that of a young firefighter who died in an auto accident. He was a firefighter with Laramie County District #2. As you may be aware, their chief has developed a relationship with the departments in northern Colorado, and he greatly appreciated our support.
- Chief West reports that we will be sending an Engine to Summit View for a firefighter death for support.
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- West attended the Rotary Club of Johnston's meeting and discussed FRFR as well as my recent trip to Normandy. These meetings continue to build relationships with the citizens we serve.
- Chief Covillo and Chief West attended the Weld County Commissioners' meeting, where we were relicensed as a Tier 1 EMS provider.
- West assisted and represented FRFR at the funeral service of the former Edgewater Fire Chief and Mayor.
- Chief Drage and Chief West attended a meeting between UC Health, Evans FPD, La Salle FD, and Platte Valley. At that meeting, we discussed better ways to provide medical screening for our members as well as methods for providing consistent fit for duty evaluations. This was the first of several meetings that we have planned as we look to improve in 2020 in all aspects of our members' wellness.
  - Chief West explains the program for Workers Comp Clearance. There have been issues with the PCP clearing and not the Worker's Comp Doctor- we as well as Platte Valley have had issues with this. Cooperatively, between four agencies, we can do this program together. It is the cutting edge and Chief Drage will run this in 2020. West is optimistic that we will make some strides.
- West instructed an officer development course for the Front Range Fire Consortium.

Milliken IGA: Staff continues to work with the Town regarding our IGAs The attorneys are completing the wording, and we hope to finalize this soon.

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.

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.

The FRFR Way: The membership has begun work on defining, documenting, and institutionalizing the culture of FRFR. The document we are producing will help us define our collective expectations. This will eventually become part of our hiring process as well as a methodology for training and evaluation.

Background: Several fire departments in the United States have found it helpful to define their culture through a written document. The document serves as a backdrop for future firefighters to understand expectations. It also is used in promotional processes as candidates reflect on their role in creating, maintaining, and enhancing the culture. Work on our document has taken several forms including meetings, coffee discussions, surveys, and feedback from staff. We expect to give the Board the draft document over the next few months.

Young asked if we are all wrapped with LFRA and J-25. West states that we are and it is a done deal.

OLD BUSINESS: None.

NEW BUSINESS: Already handled.

Young asks Covillo about hiring somebody. Covillo reports that we are planning on hiring another firefighter in March/April in 2020 to help round everything out and to help with the overtime budget. Covillo states we are developing a plan as well as an integration

plan. We will have a 6-8 week academy because of some deficiencies we are seeing with some of our new hires. We will have a task book and it will be reviewed on a quarterly basis. They will have to successfully pass these modules to move satisfy the probationary period.

Shift swap will be the beginning of the year, January 3, 2020.

BOARD REPORTS: Rutt states that School Board President, Michael Wailes approached him about a having a possible meeting with the school board. They would like to have a work session with FRFR. BoDs ask to leave it open and check on dates to have a work session.

CORRESPONDENCE: In Google Folders.

Young thanks Christine for coming to see him at MCR. He really appreciates it.

ADJOURNMENT: Freehling moves to adjourn at 18:55. Young seconds. Roll call: All "aye." Motion passes. Adjourn at 18:55.