

FRONT RANGE FIRE RESCUE
BOARD OF DIRECTORS MEETING
100 Telep Avenue, Johnstown, CO 80534
Tuesday, January 14, 2020 at 18:00

Director Rutt calls the FRFR BoD Meeting to order at 18:00. Roll call: Darrin Rutt, Blair Howe, Jim Young, Greg Freehling, and Reid Hobler. Also, in attendance are Chief West, Chief Covillo, Chief Drage, LSO Kurt Nakata, Christine Champlin, and Vanessa Thorpe. Special Guest to accept award are Parker Freeman and his family to receive an award.

PLEDGE OF ALLEGIANCE

LIFE SAVING AWARD PRESENTATION: Chief West presented a Citizen Lifesaving Award to Parker Freeman for his actions on December 16, 2019. Parker discovered a fire burning in his family's garage and recognizing the danger, immediately woke his family members up and helped everyone get out of the house without injury. Photos were taken and the on-duty crew gave a station tour to Parker and his family.

PUBLIC COMMENT: None.

CONSENT AGENDA:

- December 11, 2019 Minutes
- Approval/Additions/Modifications to Agenda
- December bills

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

STAFF REPORTS

Administration/Financial:

Financial Report: Preliminary 2019 Year End numbers are attached. Final numbers will be reported with the 2019 Financial Audit completed July 2020.

2019 Financial Highlights

- 2019 General Fund Reserves sit at \$4,927,738 which is higher than projected
- 2019 General Fund Expenditures are approximately 95% of budget
- Although we used some reserves from the Capital Fund when we amended the 2019 Budget the 2019 year end reserves are still slightly higher than projected in the 2019 Budget
- The 2024 Bond has been paid for 2019 and based on the projected income for the bond in 2020; we may want to consider a larger lump payment towards the end of 2020. After the final Audit we will look at the feasibility of paying the bond off earlier than the 2024 deadline.

Hobler asked why revenue was in the negative when the YTD expenses are less than the budget and our revenue made more than budget – in theory save money. Christine states we will have an audit that will account for everything down to the penny. Christine explains that we came in over budget but the accounting actually shows it as a positive. West states we have 4.9 million in reserve and reserves went up well beyond what we thought which is great. West states there is still a prediction for a recession.

Hobler mentions looking down the road at doing a lump sum payment on the bond – he asks about the tax base paying for a building that is not in our district anymore. Hobler wants to make sure we account for that. Christine states that we will be receiving more money than we need, so will be able to make a larger payment. Christine states that we have contacted the UMB Bank that holds the bond. We may be able to pay it off earlier.

Howe thanks the Administration team and lets them know what a great job they are doing for us financially.

Calendar Deadlines

- The Budget, Map, and Transparency Form have been filed with DOLA and the County commissioners and recorders
- The Transparency Report Can also be viewed on our website and is posted at each station
- All additional local government posting statutes have been met for December and January

Life Safety Report: Chief Drage prepared charts and graphs for Inspections, Plan Reviews, and Public Outreach that are in the Google Folder for the BoDs.

Health and Wellness Program: 2020 will see the development of a new program area to bring together the various offerings relating to employee health and wellness. Chief Drage will be coordinating the new program area, with a focus group comprised of all the involved program areas. There will be more to come on this, as it develops.

Fire Investigations: On Monday, Dec 16th, crews responded to a report of a residential structure fire at 280 East Holly Street in Milliken. The fire originated in the attached two-car garage and caused smoke damage throughout the home's interior. Nobody was injured as a result of the fire. The family's six-year-old son discovered the fire, closed the door to the garage, and woke the family to alert them of the fire.

Training: During January, Inspector Nakata will be rolling out training for a new preplan program to all Operations personnel. Crews will begin performing preplans in February and information will be saved to the MDTs on the rigs, so the information is readily available to all.

Development Reviews: 2019 saw a tremendous increase in the number of plans submitted for new developments, the vast majority within the Town of Johnstown. If all goes well, 2020 should be a busy year for new construction.

Code Adoption: The Town of Johnstown should be having the 2nd reading of the new municipal code adopting the 2018 IFC in early January. The new fire code will go into effect on Feb 1st.

Fire Station #1 Northern Property Line: The corrected Quit Claim Deeds were filed with Weld County to correct the property line. These documents have also been provided to the Town of Johnstown for recording.

Community Outreach: Outreach programs retained the slower pace last month; however, 2019 was overall a very busy year for our outreach programs. We implemented several different new processes to assist us in collecting and reporting accurate data on program activities. Our Citizens Advisory Group is working with Inspector Nakata to develop detailed plans for improving our community outreach efforts as we move into the New Year.

Hobler reports that he likes all of the graphs as he is a visual person. Hobler asks Drage if he could throw some more graphs in showing the rest of the year instead of just the current to give a more visual idea what is/was going on throughout the year. Drage states he will work on this.

Operations:

Apparatus:

- Covillo reports we have adjusted the price on Tender 3 to \$25,000.00. We have not had any offers yet. We will see if we need to change again in March.
- Covillo has put three updated photos in the Operations folder. SVI is making progress, and we are hopeful to see the truck by the end of the month.

Facilities:

- Station 2 Phase 2 is close to being completed. We will be able to move in by the end of the month. Phase 3 will be starting the week of the 27th. We are anticipating Station 3 being complete by the end of next week. We are excited about getting UCH into station 3.
- Battalion Chief Davis and Covillo are planning on attending a conference in Illinois in May. The conference has a focus on Fire Station Design and Construction. Additionally, Chief Davis, Lt. West, and Covillo will join LFRA folks on a tour of four modern fire stations in February.

Covillo reports that we were able to get rid of the safe. We found a company that will pick it up and haul it away for us.

Young asks Covillo if construction has started at Station 3. Covillo states that it is. Covillo states that is in the drywall phase right now. Young states he drove by the other day and it was locked up tight. Young just wants to make sure it is being monitored throughout construction. Drage states he went to Station 3 today. He states that the drywall is up but not taped yet. West states it will be very functional. Rutt asked about the entry system for Station 3. Covillo states it will continue to be just the keypad for now. Station 2 will have an updated card key system.

Hobler asked where the new brush truck will go. Covillo states it will be placed at Station 1 and others will be shifted around.

Rutt asked how the gear situation was going with the research. He asked that the BoDs keep informed about this. Covillo has sent an email to the quartermaster. They are researching and reaching out to suppliers regarding gear.

Staffing:

- Chief West and Covillo will be meeting with the director of the Front Range Fire Consortium soon. We have been looking hard at our onboarding process for new career members. We feel that putting them through an academy will give them the best foot forward with the organization. Also, revamping our probationary process is underway. BC Kronholm has been working on a 12-month process for our new members, both Career and Reserve. We anticipate having a new member hired by the first of August of this year, followed by 16 weeks at the fire academy.
- We have a new Reserve Member; Grayson Brunner has joined the FRFR family.

Operations:

- In a review of my spreadsheet, Covillo feels he had a lousy formula. We have been a little ahead for most of the year. We have finished out ahead of last year. We are up overall, just over 5% from 2018. 2019 we responded to 1908 calls for service. The full reports are in the Google Folder.
- Covillo is super proud of our folks. They have been working hard and servicing our guests and citizen with excellent service. They pick up and assist with many different projects to help make FRFR a great department.

Training: Chief Kronholm is always busy working on many different parts of the organization. We are happy to have him in our organization. He has been working on the new probationary manual as well as updating the training manual. He never has a slow day.

Fire Chief Report: Report of activities and progress by the Fire Chief West.

December 2019 turned out to be an emotional and stressful time in the Colorado fire service as the State suffered two line of duty deaths, in addition to a law enforcement death. My involvement in the planning and coordination of funeral services kept me away from the office for a large portion of the time. West appreciates the support of the Board in helping me honor these individuals. The lessons from the events will hopefully serve to help us keep our members safe and more effective.

- Held four executive staff meetings
- Held one leadership meeting- Battalion Chiefs
- Produced two video classes/webcasts for the department
- West attended and emceed FRFR's annual awards ceremony. West appreciates the attendance of the board at this event. In 2020 we will be looking at updating our awards and are setting up a workgroup to assure that our program meets our current needs. We do plan on moving the event to January rather than December as we can help avoid the holiday rush and potentially save the District some costs as well.
- West helped coordinate Pipes and Drums the LODD Funeral for a Summit County Firefighter who fell from a roof at a structure fire. Our members also attended the funeral and we had apparatus in the procession.
- West participated as a pallbearer at the LODD funeral for a South Metro Assistant Chief who died of job-related cancer. On a personal note, Chief Jackson and West were hired together in 1990 and remained lifelong friends. West was able to spend a few hours with him at the hospital before he passed. West appreciates the texts, calls, cards, and e-mails of support from the board and the members of the department.

Chief West states that FRFR is looking in making sure we are as best prepared as we can be if we were to lose a firefighter. West states we are ill-prepared right now if someone were to get diagnosed with cancer. The law says the presumption of the seven job categories is covered by Workers Comp. The reality is, is that Workers comp fights it. We are trying to make sure our policies/procedures/documentation/decon/ health and wellness in general work around the Workers Comp System. There is an irony in the State and Federal Government. If one of our members (god forbid) dies of a heart attack tonight, he/she will go on the State and Federal wall and be eligible for the Public Safety Officer Benefit Program which is a lump sum payment to their family that takes care of them. Ironically in the State of Colorado, if one of our firefighters has a heart attack tonight and is hospitalized for a length of time, they are not covered under Workers Comp because it is considered job related and part of the job's stress. The State of Colorado for firefighters has a cancer trust. In the event one of our members gets diagnosed with a cancer; it shortcuts the process. Money is available the vest first week or two to help care for our members. There is also a Heart Trust. We are looking into the Statewide heart Trust. Chief Drage is doing the research now. The cost is neutral—pennies to the department. We put money into the trust; the trust then gives us a grant on the backend which helps us fund our CSU Physical Fitness Testing. Rutt thanks West and states he is glad he is here.

Young wants to comment to the BoDs regarding Chief West's December 24th video to the department and the packet he is putting together. Young feels it is outstanding to be so prepared for uneventful things. Young states he is very proud of Chief West. West states that it is hard stuff to do and talk about. Young thanks West.

Howe asked if there has been any discussion about being tethered on the roof. West states certainly there is. Where do you attach yourself too? Is there a logical place? The difficulty with tethering is it makes it hard to do the work. Chief West states that it will be interesting to see the after action review.

OLD BUSINESS:

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.

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.

Chief West states he and legal met with the Town of Milliken last week. Our attorney indicated that the Town's attorney is not as familiar with it. Chmil has had the opportunity to speak with the Town's attorney. The staff of the town wanted to change a different provision in the enforcement of the fire code. This is a big deal. They want to change the word to "may" instead of "shall." Chmil is working with their attorney. Chmil felt by the end of the month that the Town will sign. West asks for the BoDs to continue to be patient.

NEW BUSINESS

Election on May 5, 2020, DEO Resolution: We have 3 board members up this May 5, 2020. 2 from the West District, Darrin Rutt and Jim Young, 1 is Member at Large, Greg Freehling. Based on the new legislation from the State of Colorado, board members elected in 2020 and 2022 will serve for 3 years, in 2023, Board members will return to 4-year terms. This new law allows local county election officials to assist districts with their elections.

Front Range Fire Rescue is required to follow Special District Statutes, the new 2019 law states; "Special districts must hold regular elections on the first Tuesday after the first Monday in May in even-numbered years for the purpose of electing Directors to the Board and, as applicable, for the submission of other ballot issues or questions. §1-13.5-111(1), §32-1-103(17), C.R.S. Note: In the regular election in May 2020, and also in May 2022, those full-term seats that are on the ballot will be for three years, for the one term only, after which those seats will revert back to the normal four year terms. As a result, beginning in 2023, regular special district elections will be on the first Tuesday after the first Monday in May of odd-numbered years. §§1-1-104(42), 1-13.5-111(1), 32-1-103(17), and 32-1-305.5(3)."

Hobler moves to approve Resolution 2020-01 to set the regular election date May 5, 2020; appointing Christine Champlin as the Designated Election Official, and authorizing the designated election official to cancel election. Howe seconds. Roll call: Rutt, yes; Howe, yes; Young, yes; Freehling, yes; and Hobler, yes. Motion passes.

The Election will be May 5, 2020 for three Board Members, to serve 3-year terms, 2 for the West District, 1 for the general district. The Call for Nominations will be posted Thursday, January 30, 2020, in the Johnstown Breeze.

Health Reimbursement Resolution: In December 2019, Chief West reviewed the 2020 Budget and the plan to set up a Health Reimbursement Account to help members offset health costs which was then approved by the Board. We contracted with Dick Smith with ABCFLEX to prepare the legal documents. We have budgeted \$30,000 for this line item and will be able to manage the account in house saving the cost of additional fees.

Members have expressed concern regarding the high out of pocket costs of our health insurance. In September of 2019, Chief West met with a committee of members, chiefs, and administrators to create this program.

We have budgeted \$30,000 for 2020. No cost to administer to members.

Howe moves to establish Resolution 2020-02, a Health Reimbursement Arrangement Plan #503, and effective January 1, 2020. Freehling seconds. Roll call: Rutt, yes; Howe, yes; Young, yes; Freehling, yes; and Hobler, yes. Motion passes.

The entire Health Savings Reimbursement Plan can be read in the Admin folder under January 2020 Board Reports.

Howe asks if people are running for office, do they need to select if they are going to be in the district or at large? Christine has these forms and they will have to select this when filling out the form. West explains if there were too many candidates for the district and no candidates for at large, they could withdraw and put in for at-large. West explains this process in detail and it is a time-stamped manner.

Request to Declare Surplus Property: Request to declare as Surplus Property, several hand-held puppets and a complete puppet stage assembly.

Several years ago, certain members of the former Milliken Fire Protection District purchased a wide variety of hand-held puppets, a large stage, and various components of an amplified public address system. The stage sells new for nearly \$900, while the puppets range in value from around \$60 to as much as \$300. Total value of the puppets and stage could approach \$2,000, if purchased new. Other than the PA system, none of these supplies have been used in at least eight (8) years. We have used the PA system several times and we intend to keep it. We would like to dispose of the puppets and stage by finding them a new home. We would first like to see if Roosevelt High School might have a use for them. If RHS cannot use them, we would reach out through the Colorado Risk Reduction Network to seek reasonable offers.

There would be no costs to the District, but we might be able to obtain a small amount of revenue if these items are sold.

Photos of the puppets and stage are in the Google Folder.

Young moves to declare all puppets and their stage as surplus property, and to authorize FRFR staff to evaluate and implement the most reasonable and timely solution for disposing of them. Rutt seconds. Roll call: All "aye." Motion passes.

2020 Policy, By-Law, and Job Description Work: During the first six months of Wests' tenure, West has taken the time to review our current policies, procedures, and district documents. We have found examples of written policy not matching organizational practice. This is not atypical of an organization such as ours that has grown quickly and been forged from separate entities, In order to be efficient and consistent, we will be working on updating these foundational documents with our current practice and assure that we are meeting local, state and federal law.

In 2017 the district merged existing documents into one shared location on Google Drive. While this has collocated all of our documents in one place, this has also led to confusion about which is current policy and which is archived. Additionally, many of the district's documents are not written as policy, but rather as memos. This can lead to the false notion that these mandates are just suggestions. While some organizations shy away from having policies, we have found through discussions with staff that the lack of clear direction has left many members feeling unsure of their role or their expected actions. Consistency is a hallmark of a professional organization and updating these documents will be a priority for 2020.

Contract services with Lexipol, a policy and procedure review company to assure that we are meeting best practices in the fire service. (<\$9000).

West states other neighboring districts are using this same service. We will have training on this every month. West states that it is time to work on all of this – policies, bylaws, job policies, etc. West plans to have a Bylaw Draft in February for the BoDs to review. This will be implemented in March or April. West reports we will have the most current methodology to move forward. We will be spending a lot of time talking about policies and procedures. West feels it is important to do the right thing and know that the culture can be understood.

BOARD REPORTS: Young states he has visited with Chief Covillo. Young would like to revisit and address about our old antique trucks. Young states we have no money or time to maintain them. Young would like to bring this up as a discussion item. He asks if we want to try to dispose of as is or do we want to hang onto them. Young states they have set out at Gateway for two years now. Freehling suggests calling the guy in Estes Park that refurbishes them and if he would want to take them off our hands. Young feels this could be a sentimental issue for some of the retired/folks. Young asks West for his input. West feels this is a tough one. West states he is a softie on this kind of situation. He states that these things do not mean anything until they are gone. He feels that we do not need to keep them all, but would suggest keeping one or two, making more sense.

Howe asked about the legalities of this and how we should go about doing it. Howe suggested obtaining a list of pensioners as the target audience. Howe himself would be interested in purchasing one of the apparatus.

West mentioned about looking into having a fire museum or building a room at our eventual Station 4 where we could place antique apparatus and equipment. We would have time to put money aside to refurbish one or two of the rigs. West will do some research and get back to the BoDs on this.

CORRESPONDENCE: Correspondence is in the Google Drive Folder.

ADJOURNMENT: Rutt moves to adjourn at 19:10. Meeting adjourned at 19:10.