

FRONT RANGE FIRE RESCUE
BOARD OF DIRECTORS MEETING
100 Telep Avenue, Johnstown, CO 80534
Tuesday, March 10, 2020 at 18:00

Director Darrin Rutt called the meeting to order at 18:00. Roll call: Darrin Rutt, Jim Young, Greg Freehling, Blair Howe, and Reid Hobler. Also, in attendance are Chief West, Chief Covillo, Chief Drage, Kurt Nakata, Christine Champlin, and Vanessa Thorpe.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENTS: None.

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

STAFF REPORTS:

ADMINISTRATIVE REPORT: February emphasis has been on Election, Audit, and preparing the Board Bylaws.

Financial Update: February numbers are attached in agenda. We are expecting to see the tax income around March 12. Christine spoke with our FNB representative February 27th regarding the ICS accounts (formally Goldman Sachs), regarding the interest rates on the 2 accounts. She said the accounts would be calculated differently than the Goldman accounts, the ICS accounts are the Effective Funds Rate - .20%, which as of the end of February are still higher than the Goldman rate. The YTD financial report is attached in the Google Folder.

Hobler had questions regarding the communications bill. He stated that it was at 80% of budget two months in. He asks why it is so high already. Christine states it is the radio service agreement and dispatch fees up front. These are now taken care of for the year and will not recur until next year.

Hobler asked about capital projects regarding computers, or if it was other equipment. He asked if we bought more than anticipated. Covillo states he cannot answer that. Covillo reports the new computers for the station was around \$10,000. Christine will itemize and get back to Hobler with an answer. Hobler states they should have been in the February bills under capital under computers and accessories. Hobler requests confirmation on said bill.

Howe wanted to interject regarding Weld County Dispatch. He states and wants to make everyone aware that they run 911 which includes sheriff, ambulance, police, etc. He states they are double taxed and that this is at the Commissioners level. West stated that this comes up at every fire chief's meeting. West states it is all of the fire/police/ambulance agencies up and down the front range. All calls are charged and this is fairly common. We started paying approximately three years ago and have had a step charge. The first year was 10%, the second year was 20%, and now we are up to 40%. Howe felt he needed to explain this and the reasoning to why Greeley wants their own dispatch. West states there is a lot of infrastructure.

First National Bank CD X1250: FRFR has a CD with FNB that will mature on April 2, 2020. The CD is valued at \$1,428.76.

The staff recommends moving the CD to our Colorado Trust account. The funds will then earn interest and also be accessible anytime we may want to use them.

Young moves to authorize Christine to move the CD that will mature into the Colorado Trust Account. Hobler seconds. Roll call: Rutt, yes; Young, yes; Freehling, yes; Howe, yes; and Hobler, yes. Motion passes.

Election Update: The Certification of Ballot has been sent to Larimer and Weld Counties. We have begun to contact election judges and will be ordering election materials next week. Four people are running and all four will be on the ballot.

LIFE SAFETY:

Pre-Plan Program: Inspector Nakata has been managing this program, which began with training in December and January. Engine companies started completing their assigned pre-plans on Feb 1st and appear to be making good progress so far.

Inspection & HazMat Permit Programs: These programs are continuing to build steam with Inspector Nakata's leadership. All of our schools are working to complete much needed repairs to various fire and life safety systems.

Health and Wellness Program: The peer fitness team is actively examining opportunities to improve the program, including a Yoga for First Responders class coming up next month. Drage is still working on preparing the documents needed for FRFR to join the State's Cancer Trust and Heart Trust. I hope to have documents for the Board to review at our April meeting. Drage states every quarter the crews are coming up with themes.

Rutt asked about staying local and looking into having Kim Smarr with Be Well Yoga here in Johnstown do classes instead of outsourcing.

Code Adoption: Drage is still working with Milliken to get the 2018 IFC in place. They have a red-lined version of our proposed code amendments and we should be meeting with the Development Director in mid-March to review them, before going to a Board work session. Drage has a meeting with the Town of Milliken March 11, 2020 for 2018 Code Adoption.

Public Outreach: The Red Cross provided a second day of smoke detector and carbon monoxide outreach to the Hill n Park neighborhood on Feb 22nd. On this visit, they visited 31 homes and installed 61 smoke alarms and 7 CO detectors. They also reported a possible natural gas leak that was found during one of the home visits. They will be continuing their efforts in Hill n Park, and also helping us identify and visit other neighborhoods throughout the district to bring this same service to them.

The Compliance Engine – Outputs: We have been using TCE since October 15th to monitor and track fire protection system maintenance throughout the district. The graph in Google provides a snapshot of activity to date.

OPERATIONS:

Apparatus & Facilities:

- We are expecting to take delivery of the new brush truck towards the end of March. SVI has the bumper, and it is on the truck. Covillo has received some pictures, and they are in the March/Staff Report/Operations folder.
- We have decreased the price of tender 3 to \$20,000.00. FRFC was not interested in the apparatus. Per the Board's direction last month, if there are no reasonable offers by the beginning of April, we will advertise the tender available as a donation to a fire agency who is in need.
- The remodel is still on track. We hit a little snag with there is a concrete masonry coating on the interior brick walls. We are working with H3. (Old Business)
- LFRA and FRFR have been in talks to approach the design development of LFRA St 10 and FRFR St. 4. We are looking at the viability of having similar stations, yet the overall product may not look the same; they could have a common layout theme. The approach can allow for different training elements in the stations and allow for FRFR and LFRA crews to train together more often. We will continue to explore these options with a goal in mind in reducing costs.
- Covillo has presented the recommendations to Metco that we discussed last month for the use of the vacant property at Gateway. Covillo is awaiting a response from them.

Staffing: Staffing has been stable. Christine is working on an online application that will allow convenience for those wishing to apply.

Operations:

- Calls for service have been up slightly in comparison to 2019. We are still early in the year, and as we all know, this can change next month.
- A few weeks ago, Covillo met with Chief Kuznik of GFD along with Chief Schuman of ACFR. Chief Schuman provided us with some great insight in respect to the formation of the Adams County regional HazMat Team in the early 80s, and they have moved to a local collaboration with Jefferson County agencies. The evaluation of a Weld County team is in the infancy stages. FRFR and GFD will continue a dialogue on how this will look.

Training:

- We had a joint meeting with LFRA, BFPD, WSFR, and FRFR to begin to look at training in a regionalized approach. The Training officers from all four districts will be meeting to have further conversations and to determine if we can make this work.
- The crews have completed the Mayday drills at PGFPD training grounds. The course was challenging, and all members did well. Some of our members were able to determine the individual skills they need to improve.

FIRE CHIEF'S REPORT: The time between our last meeting and this one was unusually short, and so too, will be this summary. Most importantly was the Town of Milliken's approval of our IGA and Impact Fees. While there is still one administrative step left, West is reasonably confident that we have now concluded this process. Thanks again to all of the Board for their help and guidance, as well as their patience as we worked through this process. The Deputy Chiefs and West met with the developer of J-25 this month and worked through a few concerns. Their project continues to move ahead, and the relationship we have built has been very positive. Over the last month, we have held two meetings with UC Health as well as some of our mutual aid partners to discuss collaborating more fully in the future regarding EMS delivery. One of the items of concern has been the standardization of data that we each gather so that reports can be delivered in an automated and timely manner. We feel that these talks are the beginning of a more

coordinated response system between ourselves, Windsor, Evans, LaSalle, and Platte Valley. Ultimately, it is our citizens who benefit from these talks. Lastly, we have begun preparation for the possibility of COVID-19 having a direct impact on FRFR. It's a great reminder of how connected we all are and how our agency can be affected by the entire world.

Chief Highlights:

- Worked with Christine and Chiefs Covillo and Kronholm as we start the process of planning our next hiring process for a firefighter.
- West coordinated portions of the Line of Duty Death funeral of FF Dan Moran at West Metro Fire. Again, West appreciates the attendance and support of our members.
- West attended the monthly BC meeting. We held good discussions regarding the "FRFR Way."
- West met with, and cooked dinner for, our three shifts. We continued culture discussions, and West gained valuable insight into concerns that our folks had. West incorporated their comments into the next version of The Way and is confident we are getting closer to having a useful document for the Board to look at.
- Chief Covillo and West met with LFRA to discuss joint fire station design
- West met with LFRA and WSPFD to discuss strengthening our training relationship and sharing resources. Talks will continue soon.

West states that IGAs are important. Our district is trying to coordinate with other districts regarding staffing, working on plans if stations are quarantined, etc. West would like to have a plan in place. We are working with UC Health trying to minimize exposure. EMS personnel is going in on calls first. The other part of being prepared is the decontamination process. West has spent a lot of time the last ten days working on some of these plans. With these plans being in place, this will help us in the future.

Young compliments West and staff for patience and a job well done. Hobler seconds this.

CDOT property: We received a letter from CDOT offering us the purchase of Weld County parcel 105904002010. This is standard when CDOT disposes of property for them to offer it to local governments. It is our belief that this parcel provides no strategic benefit to FRFR and thus should not be purchased. We did, however, feel it was worthy of your awareness. A copy of the letter and a map is included in this packet in the Google Folder.

Young and Freehling agree with this. West states there are political aspects of building a station in and around the neighborhood – It would not serve the public well. We will not respond and call it good.

OLD BUSINESS:

Milliken IGA: Impact fees must also be adopted by ordinance by the Town and we anticipate that happening in March at either the March 11 or the March 25 meeting. This should conclude the process fully. Chief Drage has been coordinating with Town staff on how to collect those fees in the future.

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.

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 final IGA with the Town is included in this packet in the Google Folder.

Howe moves to authorize our President Darrin Rutt and our Secretary, Jim Young to sign the IGA with the Town of Milliken regarding their fire service. Hobler seconds. Roll call: Rutt, yes; Young, yes; Freehling, yes; Howe, yes; and Hobler, yes. Motion passes.

Howe moves to authorize our President Darrin Rutt and our Secretary, Jim Young to sign the IGA with the Town of Milliken to begin collecting Impact Fees. Hobler seconds. Roll call: Rutt, yes; Young, yes; Freehling, yes; Howe, yes; and Hobler, yes. Motion passes.

Board Bylaws: The staff has been reviewing the bylaws adopted by Johnstown FPD long before FRFR existed. Additionally, we examined the statutes as well as documents from other similar agencies in the area. Tonight, staff presents a draft copy of the updates we recommend. We hope that the board reviews this draft and makes suggestions for updates. We will work to incorporate your thoughts into a final draft for your review and adoption at the April meeting, if possible. This allows us to include the updated bylaws in May after the election.

Staff asks the BoDs to review the attachments in Google and please submit any of your thoughts to Christine by April 3, 2020.

Howe states he has read through them and feels it is really clean and very thorough.

Remodel Update Station 2: The remodel of station 2 has endured some additional cost that was not anticipated during the bid process.

During the design development phase of the project, our intent was to have some of the brick exposed in the living space. Once the wall was demoed the contractor discovered a masonry finish on the brick. Also, Director Young observed that the mortar on the north side of the station needed some attention. Also, an existing window on the north side was left off of the plans. The window must be enclosed because the cabinets will cover this window. The layout of the kitchen was not working well as the contractor also discovered the chimney was going to impact the placement of the refrigerators. Staff worked with the contractor and a new kitchen layout was agreed upon. We also wanted to add a cabinet in the copy room to accommodate supplies since we reduced the number of cabinets by the copier to accommodate a plan plotter that we received under a donation. Staff requested a price to make these change.

The attached change order was necessary to execute to cover the changes. Total change order \$39,250.00

H3 Change orders and drawings are in the Google Folder. Staff reviewed the change orders with the Fire Chief prior to signing the documents. The Fire Chief recommended staff to sign the change orders since funds have been allocated in the contingency line item of the Capital Budget and to keep the project on schedule. Staff is providing this information to keep the Board informed of changes that were necessary to keep the project progressing. Also, the contingency funds have been used to cover the necessary changes.

Young asked if the remodel project is on-schedule. Covillo states that it is. With the weather being nice, some exterior work can be started. Covillo states we are looking at May/June or total completion. The rough-in is getting close – dry walling in another couple of weeks. Within 60-90 days, the living space should be done. The bunks (sleeping quarters) are done. The crews have been doing a great job dealing with the little cubicle.

Howe thanked everyone again for leaving the fire station where it is, covering the ditch up to accommodate the towns' code/standards, etc. How cannot express how much gratitude he has for the work being done for the firefighters and correcting mistakes from the past.

West states the crew's attitudes have been fantastic. They have turned this into an adventure. Rutt suggested doing a taco truck for them at the end of this project.

West would like to have a grand reopening by Been-n-Bean Day.

West and Covillo state that the 2933 BLS Ambulance is running out of Station 3. It is shockingly very nice. West hopes to try and paint and do some exterior work to make it look nicer in 2021.

NEW BUSINESS: None.

CORRESPONDENCE: There are a couple letters and clippings in the Google Folder. West expresses how proud he is of our folks showing up for line of duty deaths.

Young expressed how he was impressed with the Ellen Show on how people pay it forward to the firefighters.

ADJOURNMENT: Rutt moves to adjourn at 18:51. Hobler seconds. Roll Call: All "aye." Motion passes.