

FRONT RANGE FIRE RESCUE
BOARD OF DIRECTORS MEETING
Zoom Video Meeting <https://zoom.us/j/916360714>
Tuesday, April 14, 2020 at 18:00

Director Rutt calls the BODs Zoom Meeting to order at 18:01. Roll call: Darrin Rutt, Greg Freehling, Jim Young, Reid Hobler, and Blair Howe at 18:03 (due to technical difficulties). Also, in attendance are Chief West, Chief Covillo, Chief Drage, LSI Kurt Nakata, Captain Nat Kronholm, Christine Champlin, and Vanessa Thorpe.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: N/a.

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

Regarding bills, Rutt asked about line item 8440, repairs. He asked about the bill of \$2,072.22 from My Pilot Store and what is was for. Covillo states it is was for David Clark Headsets for the engines.

STAFF REPORTS

Administration/Financial: We received large tax payments from both Larimer and Weld Counties. Transfers were made into both pension accounts, the debt fund, and the capital fund. With the stay at home order Cindy has been working from home answering phones and taking care of bills and other administrative tasks. Christine has been coming in on Mondays and Thursdays, and then works from home the other days.

Financial Update: The question brought up last month from Director Hobler has been resolved. The computer equipment line item had been entered as a bill and a journal entry. This has been fixed and the new numbers are reflected in the YTD financial statement, which is attached. We have created a new GL code to track expenses related to the Coronavirus.

May 5, 2020 Election Update: The May 5th election for board members will continue as planned. We are posting on our website and social media encouraging voters to apply for an absentee ballot. We will be following all CDC guidelines for social distancing and decontamination.

Chief West wants to address the new GL Code that has been created related to the Coronavirus that we are tracking. This tracks PPE, over-time, etc. Update to date amount has been \$800. Chief Wests states we are in good shape. Other neighboring districts have signed an emergency declaration. Chief West communicated last month, at the direction of the attorney, that we not have not declared an emergency. Chief West states we have not budgeted for this, and just wants to make sure we are prepared.

Christine asked if there were any questions regarding the election. Young asked what the plan was for handling ballots. Christine states nothing has changed. The election will continue May 5, 2020. Business as usual. We are really trying to encourage absentee ballots and we are hoping that people will chose to participate this way. If people want to come to the station and vote, we are looking at ways to practice safety and social distancing. We are looking at people staying in cars and taking the ballot to them and have them vote from their cars. However, we do have to get that approved through the attorney's office.

Young asked Chief West if property tax assessments have come in on time. West states that so far, they have. The second half of property taxes due are coming soon. There is an option to delay payments with a small interest rate, but so far, Chief Wests states we are right on track. We are not sure if there will be a significant delay. The only place we may see a delay is small businesses may take advantage of this. We are monitoring this. In the meantime, we are maintaining a healthy reserve.

Hobler asked Christine what the difference between construction loan payments and remodeling payments. Christine explains construction loan payment is actually a payment to us, it is money we have taken a draw on...it is in the revenue. The remodeling payments are a line item and we have not paid anything yet.

Life Safety:

Staff News: A big CONGRATULATIONS goes out to Inspector Nakata for passing the examination to become certified as a Fire Inspector II through the International Code Council!

Pre-Plan and Inspection Programs: In response to the COVID-19 pandemic, we scaled back all inspections and preplans, to help prevent unnecessary opportunity for exposing our personnel to possible routes of infection. Inspector Nakata and Chief Drage will perform new construction inspections based on a specific request, so we can help keep these projects moving towards completion. We continue to re-evaluate the ongoing circumstances regularly and will re-initiate these programs when data tells us it is safe to do so.

Fire Hydrant Updates: A few months ago, we learned that it was possible to provide our municipal partners with access to the Hydrants module of Emergency Reporting. We reached out to both Towns to ask if they might be interested in having access to this GIS-integrated database for free. Water Department personnel from both Towns have expressed interest and excitement in having this made available to them. It will bring them a level of information that they have never had before. We are creating user accounts for them to allow them to use this database.

Health and Wellness Program: The Operations Division has borne the brunt of this overall program area for the past several weeks. Through a collaboration relationship with UCHHealth EMS, Chief Covillo and his team have continued to provide current status updates and effective policies and procedures to all personnel. They have also obtained a robust supply of cleaning supplies and personal protective equipment. Additionally, our Peer Support Team has really ramped up their activity by reaching out more frequently to check-in on personnel.

Code Adoption and Impact Fees: We are still working with Milliken to get the 2018 IFC in place. Town staff have reviewed the draft amendments and we are tentatively looking at participating in a Town Council work session in April. We have also had a work session with Town staff to discuss logistics for impact fee collection. We are waiting for the Town Attorney to draft the new municipal code to authorize fee collection. Once approved by Town Council, collection would most likely begin in late summer 2020.

Public Outreach: In response to the COVID-19 pandemic, we halted all in-person community outreach in early March. In the place of in-person efforts, we are working to improve our web presence. Most recently, our engine companies have been encouraged to purchase a take-out meal from one of our local restaurants at least once per tour. They are sending Christine photos of them doing this (while maintaining social distancing) and she is posting them to our social media platforms. We have also sent crews on a few “drive-by parades” for several young residents who have had to cancel birthday parties as a result of the Stay-at-Home Order. We are also looking at how we can share positive messages about how FRFR is prepared to respond to their emergency, be there to support them, etc. as well as sharing websites that have accurate, vetted information that can help calm fears.

Young asked about the Marijuana situation East of Milliken. Drage states it is a work in progress. Drage states they want to have some sort of opening by April 20th, at least the sales portion of it. Drage is still waiting for the submittals for the extraction process, commercial ovens, for all of the other things going on. As far as Drage knows, they are still on track until he hears otherwise.

Rutt noticed that some of the hydrants in Milliken were painting. Drage states Kurt was out there last month and had noticed tags on them. Kurt states they are doing maintenance on them. They have been flushing them. They have tagged the ones that were leaking.

Operations

Apparatus & Facilities:

- We have taken delivery of the new Type 6 Engine (Brush Truck). We will be getting on the equipment put on the apparatus and anticipate doing some training over the next couple of weeks. We are looking to having the unit in service by the first part of May.
- We do have a serious buyer for Tender 3. We are working with them to have the sale completed by the end of April, hopefully.
- The remodel is still on track, and it is beginning to take shape. H3 did present us with a couple of change orders. We have not executed these yet because we need to allocate funding out of the reserve account. Covillo will discuss this further within the old business.
- As mentioned last month, we are working with an architect which LFRA is using to design their Station 10. We are in the infancy stage and taking this slowly.
- Covillo has presented the recommendations to Metco that we discussed last month for the use of the vacant property at Gateway. Covillo is still awaiting a response from them.

Staffing:

- We have had a member who tested positive for COVID-19. He is recovering nicely and should be back on duty this week. He was on vacation when his symptoms first appeared.
- Ryan Boor will be returning from his military leave in May. We are excited to have FF Boor back.
- Covillo is working three days in the office, and the other days he is working from home.

Operations:

- Calls for service have seen a significant increase from 2019. Since we have 2923 in service, the majority of the growth is due to requests in Evans. We will work to put some additional filters in place to better track this information.
- We have involved the officers in the development of a surge plan should we experience an increase in calls due to COVID-19. We have procured sufficient PPE and requested additional if we experience a surge.
- Line staff morale is positive, and everyone understands we are journeying through uncharted waters.

Training:

- BC Kronholm is working from home. Chief Kronholm is ensuring quality to all of the members.
- We are doing decentralized training as much as possible. We are using Zoom to connect the crews virtually for classroom instruction.

Howe asked Covillo about the fire station construction plans they are working on. Covillo states they are for Station 4. The architect that is working with Loveland, we have asked to work with us. We are a consensual phase right now - just doing a general layout. Loveland is further along in the planning stages. This is for the J-25 Station.

Fire Chief

The last month has brought our fire district, and the entire world, to a new place. With our day to day planning, preparation, and response to COVID-19, there have been few days or even hours that we haven't been talking about the current pandemic. We have responded to a number of possible and confirmed cases. Additionally, one member tested positive for the disease. That member is doing well and is expected to return to work soon. Beyond that, we feel that we are prepared for the possibility of a "surge" and have been in close in contact with our partners and the agencies we rely on for support. Chief West is beyond proud of how our firefighters and staff have accomplished over the last month. Chief West feels honored to be a part of such a great group of professionals.

West states that our primary concern is the pandemic response. We are working every single day with video meetings with the Health Departments, State, etc. We are doing a great job with this.

Beyond the coronavirus, there are a few other issues to discuss. We have updated the Board of Directors Bylaws that we presented to you last month. We have begun the process of creating a new FRFR policy manual. And, we have completed the work on the FRFR Way. As we have discussed, this document outlines our expected culture and how we plan to recognize, hire, and promote individuals who match our high expectations of courage, compassion, and professionalism.

Highlights

- Opened applications for the hiring of a firefighter(s) in August. We are short one
- Completed the Way document. It is in this month's report.
- We began our preliminary work on the FRFR policy manual. We are working with Lexipol to host the document on their platform as well as offer best practice advice moving forward. We anticipate that this manual will take up the better part of 2020 to complete.
- Chief Covillo and Chief West had a virtual meeting to discuss joint fire station design at 34/25. LFRA and FRFR are discussing what resources we can share such as a compressor, training pop, etc. There have been a few meetings in regards to this.
- Chief West attended a multitude of video meetings related to the pandemic. Somedays, we attended as many as eight such meetings with Federal, State, and local officials.
- We have begun a policy of 50% home-work time for non-line staff.
- We have started three weekly video meetings with the senior leadership team. These meetings have been focused on COVID-19 and ancillary issues related to this and operational matters in general.
- We met with Firefighter Ryan Boor, who has just returned from a year-long military deployment. He will be back on shift in May. We are proud and thankful for his service and will be looking for an opportunity for everyone to thank him personally once the stay at home orders are suspended.

Old Business

Board By-Laws: 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, we present our final draft for your review. One adjustment from the first draft was the removal of specific financial numbers other than the statutory requirements for construction bids. FRFR has an existing financial management policy, and we feel that the board's approval (and possibly future updates) to that policy is the best way to manage the board's intents regarding finances.

West had asked all BoDs to review the bylaws. The BoDs were given a draft copy last month. Administration received no input. West stated that changes were made specifically to Section 7 regarding discussion about financial numbers. Administration went back and looked at policies in the past. These numbers did not align. Administration took all then umbers out of the bylaws. With this change, bylaws may be changed as time goes along. Everything else in the bylaws is exactly as the BoDs read last month.

We recommend the approval of the updated Board of Director's By-laws

Rutt feels comfortable with the said changes.

Howe moves to adopt the updated BoD Bylaws as presented. Discussion: Young wants to understand abstention of vote. Christine states only if there is a conflict of interest. Young seconds. Roll call: Rutt, yes; Freehling, yes; Hobler, yes; Howe, yes; and Young, yes. Motion passes.

Rutt thanks the Administration Team again as it is a lot of work to go through. West states it was not a problem as Christine did most of the heavy lifting. She put it into context.

The Way

As we have discussed since July of 2019, our members feel that the Front Range Fire Rescue culture is unique and exceptionally healthy. It is our culture that has drawn and kept so many great professionals within the organization. We set out to codify the culture to create a document that could be given to future members, the public, or anyone who tried to understand what we stand for and what we believe. We have created that in the first edition of the FRFR Professional Standards Manual. The manual is in the BoDs Google Folder for review.

We intend to make this a living document, and it will be reviewed and updated in even-numbered years. We are proud of the material and the input of every single member of the department who had a part in its creation. Its first test will be in the hiring of new firefighters this fall. We will be using it to formulate part of the selection process.

West states this is the Front Range Fire Way. This is countless hours of discussion with the crews on how they want to be perceived, as well as for new firefighters. This is how we treat each other and operate; we respect each other. It outlines what the members want it to behave. A lot of discussion about strengths and weaknesses. Everyone here is the culture we have created. The only weakness would be if a new chief came in and upset the apple cart. They want to make sure the current culture stays. West is extremely proud of the work that everyone put into it.

Rutt asks Chief West if this is something that the BoDs should adopt. Chief West feels this would be fantastic as it speaks to the troops, to the men and women that work here. Rutt suggests putting something together for next months meeting. West will make sure it shows up on next months agenda in Old Business to adopt.

Station Remodel:

Funding the contingency line item will fund the three change orders and leave just over \$20,000.00 in the contingency line item. H3 Change orders and drawings are in the Google folder. Staff reviewed the change orders with the Fire Chief and until the contingency line item is funded, then FRFR will approve the change orders.

Covillo states the first one, FRFR anticipated using old piping and doing some reconfiguration of the system. They presented at \$5,459. We bargained with them and ended up agreeing at \$2,105 change. We do feel this is fair.

Upstairs in the living quarters - Kitchen, dining room, and tv area...we needed to put more insulation in those areas. This ended up being \$ 4,125. The deck design on the west side, they originally had wood posts, we had them price steel which was another \$3,200. We allocated \$40,000 for contingencies and cost overruns. We are suggesting to add another \$30,000. \$9, 430 would go to the two change orders and take care of those.

Staff recommends the BoDs to increase the contingency Capital Budget line item with any addition \$30,000.00 to cover current change orders and potential future unforeseen cost impacts.

Freehling asks what else could go wrong. Covillo says that to be honest, he does not know. He is hoping any additional will be minimal. Covillo thinks any additional potential could be the sign and landscaping. Young thinks that we are into an old building that is going to have a lot of problems. Rutt agrees.

Hobler asks if it is \$70,000 over budget now. Covillo states that is correct. Looking at a 1.3-million-dollar budget. We are less than 5% --0.053% over which is pretty good for a project of this magnitude. Covillo states H3 has absorbed some costs. They originally figured a soft lid. We said it was supposed to be a hard lid. They absorbed that and had made a mistake in their bidding. There has not been a whole lot of gouging with us. It has been a very collaborative relationship.

Howe states we are still paying for mistakes that the previous Milliken Fire Board made almost 20 years ago.

Covillo states this: We are at 5.3%. The majority of the time, most of these as Covillo is learning, they put about 20-30% in for contingency. Somewhere around \$100,000 is typically put in for a 1.3-million-dollar project.

Hobler makes a motion to allocate \$30,000.00 from the Capital Reserves to the 2020 Capital Budget contingency line item to cover current change order and have additional funds available for potential addition cost. Young seconds. Roll call: Rutt, yes; Freehling, yes; Hobler, yes; Howe, yes; and Young, yes. Motion passes.

Young moves to approve staff to execute two previous stated change orders: The first one in the amount of \$6,230 and the second one \$3200 for the post changes. Howe seconds. Roll call: Rutt, yes; Freehling, yes; Hobler, yes; Howe, yes; and Young, yes. Motion passes.

Covillo thanks the BoDs.

NEW BUSINESS

May 12th BoDs Meeting: Christine states because of the May 5th election and anticipating a lot of absentee ballots, it is recommended by legal counsel to change our meeting to May 19th instead of May 12th, due to timelines. The attorney's office Lyons Gaddis, has recommended to all Special Districts that if their board meetings are scheduled for May 13th or later, this allow any new members to be given the Oath of Office.

Howe moves to change the BoDs Meeting from May 12th to May 19th. Young seconds. Roll call: All "aye." Motion passes.

BBQ Days/Pancake Breakfast: The Johnstown Bar-B-Que Committee recently announced that they would not be holding BBQ Days in Johnstown in 2020 due to the COVID-19 outbreak. While it is difficult to say where we will be in regards to limitations and stay at home orders two months from now, we have been carefully watching the situation unfold. We believe that in support of the committee's decision, as well as for the safety of the public, it is best to cancel the FRFR Pancake breakfast scheduled in Johnstown in June. We do feel that the Milliken Pancake Breakfast should remain as tentative until we get closer.

West states we will hold off on any plans for Beef-n-Bean Day for now.

Staff recommends that the BoDs pass a motion in support of the cancellation of this year's Johnstown Pancake Breakfast in the interest of public health.

Young had a conversation with Mayor Lebsack a week ago when they first announced cancellation of BBQ Days and he asked what we were going to do about the breakfast. Young told Lebsack he assumed it would be cancelled. Mayor Lebsack would hope that we would consider having it another day in the summer. Young states he is conveying this from Mayor Lebsack. Young states he has mixed feelings about it. He is wondering if we could figure out a way to do it. Young feels it may be something we may want to consider because we will have to go to the taxpayers at some point for revenue and this could be a PR move.

Chief Wests understands the opinion. The problem is the second half of the year is already scheduled. Everything has been pushed back into the second half of the year. Conferences, vacations, etc. have been rescheduled. West says our troops would feel the pressure. Even though West understands it, he honestly states we do not have the resources to pull this off the second part of the year. Rutt conveys his feelings that the mayor has, but supports Chief West. Howe suggests inviting them over to Beef-n-Bean Days. Chief West says that is a really good point and good opportunity t have a bigger event at Station 2.

Hobler moves that we follow the Town of Johnstown's leadership and cancel all that surround BBQ Days and maybe schedule it at a later time. Young seconds. Roll call: All "aye."

Freehling asked if we could keep it in mind and do something in the Fall. Chief West explains that they will keep it open and look for opportunities.

BOARD REPORTS: Young has a question/statement for the Chiefs. Young wants to make sure that we are doing everything we can to take care of the line crews that are under this extra added stress. Young wants to make sure we are taking care of these guys and gals. Young asks if we need to add extra money to cover meals. West states they we are paying for one of the crews' meal per tour as an incentive to take care of our members. This is critical to Chief West. We are also assisting and supporting some of our small businesses in the community. West feel we are doing the right thing. Chief Drage, Chief Covillo, and Chief West are checking in with crews daily to make sure they are dealing okay with the stress. They are making sure that the stress does not turn into long-term stress. West feels we are going above and beyond and appreciates Young's intention and he feels the support. West feels he has the BoDs support to take care of the troops. He feels like we are in good shape. If we need to adjust, we can come back and adjust.

Rutt supports Chief West. Rutt asked the Chiefs to reach out to the BoDs if anything else comes up or if more assistance is needed.

Chief West appreciates the Segway Young has given him. Chief west cannot stress enough how great a job our crews are doing. They are taking care of citizens, watching out for themselves and each other-both off duty and on duty. It is an absolute pleasure to see the professionalism through this. Chief West states this is a first time for all of us and he is so proud to be part of this organization.

Rutt asked to pass along to staff his thanks to the crews for doing the parades and drive-bys for pandemic birthday celebrations.

CORRESPONDENCE: Correspondence in the Google Folder.

ADJOURNMENT: Rutt moves to adjourn at 19:07. Howe seconds. Roll call: All “aye.” Meeting adjourned at 19:07.