

FRONT RANGE FIRE RESCUE  
BOARD OF DIRECTORS MEETING AGENDA  
100 Telep Ave., Johnstown, CO 80534  
Tuesday, July 14, 2020 6:00 PM

Due to COVID-19, the June Board meeting will be held both virtually and in person; instructions to join the meeting can be received by emailing info@frfr.co. Individuals who wish to make comments regarding items scheduled on the agenda or wish to address the FRFR Board during public comment on items not specifically scheduled on the agenda will use the Q&A option in the Virtual Meeting and a moderator will deliver the comments to the Board, or individuals may send public comment to info@frfr.co prior to the meeting. Those attending the meeting in person will be required to maintain social distancing guidelines and wear a face mask.

Director Rutt called the FRFR BoDs Meeting together at 18:02. Roll call: Darrin Rutt, Jim Young, Greg Freehling, Reid Hobler, and Blaire Howe. Those also in attendance are Chief West, Chief Covillo, Chief Drage, Christine Champlin, Vanessa Thorpe, and Captain Kronholm.

PLEDGE OF ALLEGIANCE

SWEARING IN – ENGINEER FRAIN: Chief West introduces FF Chris Frain. FF Frain is sworn in as an Engineer. Engineer Frain introduces his family. Photos were taken. BoDs congratulate Engineer Frain.

PUBLIC COMMENT: None.

AUDIT PRESENTATION: Haynie Company Representative, Christine McLeod, presented and reviewed FRFRs audit. (Google attachments of report and letter are attached in BoDs Folder).

McLeod reviews that FRFRs revenue went up due to impact fees. FRFR has a good trend on debt. FRFRs overall position is good. Financials are in draft form. McLeod states that if anything needs changing to please contact them.

Howe asked about the 20-year bond on Page 81. Covillo states this bond was refinanced in 2012. McLeod will go back and make sure this is properly corrected. Howes questions were answered sufficiently.

The BoDs thank Christine McLeod. She exits at 18:19.

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

STAFF REPORTS:

ADMINISTRATIVE/FINANCIAL:

Financial Summary:

- YTD Financials
- Property Tax Revenue 2019 vs 2020

The above items are attached in the Google BoDs Folder. The property tax chart, compared to what was received in 2019 receipts to what we have received in 2020. June receipts were received this week, and are over last year. We are sitting at 83% of budget year to date. We have been conservative with expenditures and sitting at the half way point in the year, expenses remain on target at 48% of budgeted expenses in the general fund.

Howe asked about revenue. Christine states we are down because of property tax. We have been collecting it. It is just taking a while longer. The county has allowed residents until October to pay property taxes. West explains this as well.

First National Bank “PayMaker” System: First National Bank has been providing FRFR with “PayMaker” free of service since March 30th, to assist with COVID-19 restrictions. As of August 1, they will begin charging approximately \$100 per month for the service. This would mean a small revision to our Financial Policy. Advantages of the Paymaker system are:

- Integrates with our software for up to date reporting
- Bills are paid faster; vendors receive payments quickly through electronic payment
- Account reconciliations are faster • Creates reminders and easier tracking of all payments
- We can also create invoices for items/services such as ambulance payments that can go directly into our account, (it can take 45-60 days)
- Board members continue to review bills monthly but do not need to come in to sign checks
- PayMaker utilizes fraud-busting controls

Young asks if this will cost FRFR and asks how it works. Christine explains how the process works with entering, approving, and paying. The Bank will give us reports. West states this is a quicker way for us to balance book. This came about during COVID and everything was shut down. West states there is a small fee, but it is more reliable instead of writing checks.

Christine states that this will coordinate with our database and makes it easier. Hobler asks why it costs. Christine states it costs for the users and for writing checks. Christine will talk more about this in August. West states it is \$100 a month. This is in the budget. West states we will have a slight modification with the bylaws. We will still be reviewing the bills electronically.

Young asks a hypothetical question - if bills are paid and BODs does not like it or do not approve of it. West gives a scenario of a fire district, South Adams. West states that nine BoDs gave it to their financial team. They had 17 million dollars in bills a month. West states we are growing and though we are not spending 17 million a month; however, we are growing, so we will get to a point where we need to pay these without directors having to review and sign. West states we still have to pay these bills. This is part of growing and evolving an organization. Changes. West states they are happy to do it the old-fashioned way or as current; however, it is slowing the process down.

Rutt states since it is already done, why not go ahead and just approve it now. Howe agrees. Young states we have hired these people to run this organization and that is what they are doing.

Rutt asked if the bylaws will be changed by next month regarding the pay-maker.

West states the BoDs have hired them to do this. West states Howe and Hobler, because of their business backgrounds, look at numbers and ask questions. West states that is what they need the BoDs to do. The BoDs need to ask questions, go over bills to make sure it meets the BoDs overall approval. Again, West states we are a growing district.

2020 Updated Weld County Calendar: Brenda Dones, Weld County Assessor, notified FRFR that based on the executive order signed by Governor Polis in April 2020, the State Board of Equalization has extended preliminary certification deadline from 8/25/2020 to 10/13/2020. However, Brenda's office will provide "unofficial preliminary certifications on or before the August 25th deadline.

West states that we feel lucky in Weld County that they recognized our dilemma and they are trying to get the numbers. Howe states it will be interesting to see how accurate they are.

Howe asked Christine about the loan payments. Howe asked if this could be in the account balance section. Howe states it would be more of a snap shot. Hobler asked what the total loan is that we took out. It is \$424,608.92- these are construction draws that we have taken out from FNB. We have not started paying on it yet. We have \$175,391.08 left to draw out. Christine will put this in the financial reports.

LIFE SAFETY: June saw activity begin to increase after several months of reduced activity due to the COVID-19 pandemic. We continue to have reduced interaction with the public due to the limited opening of our buildings. Inspector Nakata has resumed fire safety inspections and hazmat permit inspections. The engine companies have also resumed the pre-incident planning program.

Code Adoption and Impact Fees: The Milliken Board of Trustees unanimously approved the 2018 IFC at their Council meeting on June 27th. The new code was published on July 2nd and will take effect on August 1st. We greatly appreciate the support of the Town Staff and the Board of Trustees in bringing this code adoption to reality to help us ensure a consistently high degree of life safety throughout our communities! Front Range Fire Rescue now has the 2018 International Fire Code in place throughout all portions of our district.

Howe states his amazement that this is happening. Freehling said the theme is "changes."

Fire Safety Inspections: One inspection to note is The Black Sheep Eatery in downtown Johnstown. Inspector Nakata visited this restaurant on June 8th and noticed that they had cut a hole in the wall the separated The Black Sheep from the kitchen of Dominic's Pizza. We contacted ProCode, the Town's Building Official, and determined that a permit had not been issued for this work. On June 10th, Inspector Nakata and Drage, along with ProCode, met at The Black Sheep to investigate. In addition to confirming that the work was performed without a permit or any architectural oversight, we also learned that the entire building is now owned by one person. He was not aware of the permit requirement for the work he had already done. He is planning to renovate the entire building and is still working through the various steps of applying for appropriate permits. The June 10th inspection did generate a complaint from the building owner to the Town.

Howe asked the capacity of Black Sheep Eatery. The capacity is up to 100. They need to install a sprinkler system which they are planning to install.

Public Outreach Programs: With the on-going pandemic, we are still providing limited public outreach programs. One that has returned since we have moved into Phase 2 of our re-opening plan, is car seat services for citizens. People have been very excited to

hear that we are once again providing this service. We are also distributing coupons for free ice cream cones at either Goobers or The Lunch Box when we see children riding bikes, scooters, etc. while wearing helmets.

Health and Wellness Program: June 29th marked the end of our contract for clinical counseling services through First Responder Trauma Counselors. To take its place, we're building a multi-level system to dramatically improve the availability of behavioral health services for our members and their families. In addition to developing a robust referral list for a variety of specialists, we're also entering into relationships with the clinicians who can be available for crisis response and will also provide enhanced training to our members to further improve the existing peer-to-peer network. We are also going to be entering into an Employee Assistance Program (EAP) in the near future that will add another layer to how we care for our members and their families/loved ones.

Howe asked what happened with working with the First Responders Trauma Counselors? Drage states that based on survey results: 40% of staff utilized it; 80% have talked with peers and it has helped. West states that up until to June, we had Ed and Joanne Rupert. They specialize in PTSD. West states we have members that are having more personal problems with kids/spouses, etc. Our members felt like the needs were not being met with them regarding personal/PTSD. West states he feels we will be on the cutting edge with this and how we are handling this.

Fire Investigations: B-shift responded to a 27-acre grass fire on June 15th. The fire was controlled with assistance from LFRA. Nobody was injured and no structures or vehicles were damaged. The fire was caused by an agricultural burn that escaped containment.

#### OPERATIONS:

Apparatus: No important information.

#### Facilities:

- The remodel is progressing well. Chief Drage, Christine, and Cindy have moved into their new spaces. Our crews are now enjoying the living and kitchen area upstairs. We have submitted a punch list to H3 for resolution. We have chosen to relocate the radio and station alerting equipment out of what is now Inspector Nakata's office. There is a small change order to make this happen.
- The station access controls now up and running. Covillo can program your card key to work at Station 2 when BoDs stop by.
- We are also going to upgrading the access control system at Station 1. The current system is outdated, and the computer that controls the access is running Windows XP. We are not able to upgrade the equipment without additional expenses. The system will be identical to Station 2, and we will be able to monitor the security of the stations via a cloud-based program.

#### Staffing:

Engineers Promotional Process: This evening we officially promoted Chris Frain to the rank of Engineer. Both of the candidates performed well in the assessment process. Congratulations, Engineer Frain.

#### Firefighter Hiring Process:

- Our folks did an excellent job of vetting the candidates. We are proud to say the process worked out well. Covillo wants to acknowledge Battalion Chief Kronholm for all of his efforts in designing the process.
- We will be hiring three promotional firefighters in August. We did have one of our firefighters leave the organization at the end of June. The six final candidates will be going through fitness and background screening. We will make conditional offers to the top three candidates once we have all of the screening results. The other candidate will remain on a hiring eligibility list until February of 2021.
- Lieutenant Linder has returned to work in a modified light duty assignment. He is assisting BC Kronholm with training projects.

Operations: Last month Director Howe asked a question regarding Basic Life Support (BLS) ambulance service out of Station 3. Is 2923 licensed at a BLS unit for transport? Does UCH-EMS allow for BLS transport? Covillo presented a PowerPoint Presentation in regards with our relationship with UCH. Covillo states that we have developed a system that is providing better service to our citizens.

Howe still has concerns about canceling. He just wants to make sure it is really well understood and that is not just a basic call, that it could potentially be more.

Covillo states that they do not cancel typically. This system keeps all units on call for help and backup.

Howe asked if 2923 ambulance is configured to do ALS calls. Covillo cannot answer that. He does not know if they have drugs on this car without a paramedic sign off. Covillo will find out for Howe. West clarifies Howe's question - We run an ALS System. The frequency that a BLS crew says this is a simple call and not bring a medic in is very rare. It would not be any different if we get back to back medical calls and the others that are transporting patients. We trust our basic EMTs to make the call on what kind of

ambulance we need. All BLS personnel are on the engines. West feels like we have given a huge increase in service to the Hill n Park area.

- Call volume is still down; however, it is getting busier. A few weeks ago, we had a ground cover fire just north of CR 54 and between CR15 and CR 13. LFRA and WSFR assisted us. PGFPD was assisting in covering the district at Station 2.
- On Monday, July 6, we had a structure fire in Hill n Park. All of our units were on calls when we received the request for the structure fire. We are appreciative of our relationships with neighboring agencies. Evans fire was first on scene and began suppression efforts. LaSalle and Platte Valley also responded to the fire. 2902 was assigned an on-deck position. Evans received a call for a ground cover fire, and 2902 was able to respond. Alone we can do little; together, we can do a great deal.
- The data presented in the Google Folder is a more comprehensive view of 2020. We still need to go in and clean up some past reports so that the data is accurate.
- Many of you are aware of the new bloom of COVID-19 in states surrounding Colorado. We here at FRFR are still operating in Phase 2 of the reopening plan. We require our crews to wear a mask while on calls, and when out in public. We are also encouraging them all to practice social distancing and to wear a mask when in public. We want to do everything possible to minimize the potential exposure to our members.

#### Training:

- BC Kronholm is working with LFRA, BFPD, and WSFR on a collaborative multi-agency training plan.
- We have begun multi-company training.
- BC Kronholm is working to evolve an alternative fire academy plan in the event FRFC cancels the academy due to COVID concerns.

FIRE CHIEF: This last month proved to be a busy and productive month at FRFR. First and at the forefront of Wests' mind, was the fact that he celebrated his first anniversary as a member of this great team. It's hard to believe how much he has learned in the last 365 days and knows that he has a long way to go. West is appreciative of the support and collaborative spirit of the whole organization.

In June, we were officially voted in as a member of the Front Range Fire Training Consortium (FRFC). This Fire Authority is made up of the majority of career northern Colorado Fire agencies. Our membership gives us access to share recruit training for our three new firefighters as well as officer and leadership development training. It strengthens the relationships we have built over the last year.

We were unsuccessful at our first attempt at a grant for the Aeroclave (disinfecting machine). We have submitted for a DOLA grant and hope to hear back soon on that. Should that prove to be unsuccessful, we have another grant opportunity that we will pursue. With the current uptick in cases of COVID, we believe that this equipment is important to the safety and wellbeing of our members.

The Aeroclave runs about \$15,000. Young asked what it is and asked for a description. Covillo explains that the unit aerolizes a unit and disinfects it. It is basically a hydrogen peroxide solution. It decontaminates very quickly. It has attachments to hook into compartments. The solution is inexpensive. Young asked if we are going to move this unit around to different stations. West states just having one based on the usage for now would be sufficient. Rutt and Young asked if we should re-work our budget for this. West states as good stewards of financial, it is in the best interest to ask the State and other entities first. The BoDs feel very strongly about getting this sooner rather than later.

In June, we began work with our members on three workgroups. These workgroups are taking the "FRFR Way" document and making changes to our current policy in three areas. They are our evaluation system, our uniform and dress code policy, and our employee recognition program. We feel that these three areas are important in further defining our culture and future expectations. June proved to be a busy and productive month at FRFR.

Lastly, as Chief Drage mentioned in his report, we are revamping our program to assure the member's mental health. Until recently, we have only had one safety net in place for post-traumatic stress instances and only some of our personal issues. As you likely know, this topic has become an essential area of concern in the fire service. Starting in August, we will be adding a Member Assistance Program (MAP) as a benefit to our members. The program will offer clinical services, financial advising, legal referrals, and supervisor training and coaching as part of the program. A bonus to all of this is that the cost is less than we had been paying for our limited services, which ended in June. We will be including the Board and Board secretary to this benefit and will keep you in the loop when the program starts.

#### Highlights:

- West has received feedback on the updated job descriptions and matrix. West appreciates the honesty of the line members who weighed in on the new requirements and feel that we are building an outstanding foundation for our future at FRFR.
- While COVID cases are on the rise, the meetings related to such have been greatly reduced. We have met several times internally and discussed the PPE inventories and burn rates. We feel that our plan is solid if we have another outbreak and have to shut down again. Chief Covillo has worked closely with the members to make sure we are prepared. We continue to be in a holding pattern at Level Two of our reopening because of the current increase in cases.

- West participated in one memorial service as a bagpiper. This was for Berthoud Firefighter Josh Macdonald. Josh died in the line of duty in April as a result of injuries he sustained several years ago at a structure fire. We also provided coverage in Berthoud during the service.
- West has had several conversations related to the Gateway property. Tonight, West has no update, but expects to have some movement in the next week or so.

12 Months in Review: This month marks Wests' first anniversary with FRFR. It's hard to believe how time has flown by and how much we have accomplished together. In reflecting on this over the last few weeks, West wanted to take a few minutes tonight and share some of that reflection. West presented a PowerPoint (which is also in the Google Folder).

- Not just built to last, let's build it to grow and last
- Hired a full-time inspector
- Station 4 design
- Started work on our policies (consistency)
- Upgraded our wage and benefit package
- Have an IGA/impact fees with Milliken
- BoD Bylaws 41 Taking care of our own, so that they can take care of others
- Wages
- Healthcare
- Deductible Reimbursement program
- FLSA Overtime regardless of vacation/sick
- Trades extended for 12 months
- Increased vacation and sick time banks 42 Establish OUR "way"
- Endorsed by our BoD • Used now to make decisions
- Used in our hiring process
- To further evolve a culture and a structure that outlasts us and that meets and exceeds the District's anticipated growth. To be recognized by our citizens and external stakeholders as an outstanding public service agency. To be an "employer of choice" for our current and future members.
- Grow leaders and assure that our future replacements are homegrown. Deepen the bench.
- Improve our matrix and JDs for clearer end goals
- Joined the FRFC
- Improved consistent internal communications
- Increased teamwork among the SLT
- Become the recognized leader in the State and region on all things within our mission statement
- The Way is now being held up as a model by other departments
- Over 100 people applied for our firefighter openings
- Our firefighters are getting hired at other agencies
- Improved external relations with M/A and A/A partners

#### 12 Month Preview

- Find ways to fund more member education (tuition reimbursement)
- Increase internal professional development (conferences/ NFA / teaching opportunities)
- Improve external communications (building raving fans) Collaborate on the future of EMS
- Strengthen the Way- workgroups

West is most proud of the teamwork and how they all work together. West is very proud of his team.

Young compliments Wests' leadership by pulling the team altogether.

Young states the new construction is just beautiful and everyone needs to see it. Young states Covillo did a great job coordinating it.

West has a meeting next week with another fire dept regarding "Our Way," they like it and want to reciprocate it.

ADJOURNMENT: Meeting adjourned at 19:53.