

FRONT RANGE FIRE RESCUE
BOARD OF DIRECTORS MEETING AGENDA
101 S. Irene Ave., Milliken, CO 80534
Tuesday, September 8, 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 Howe called the FRFR BoDs Meeting together at 18:00. Roll call: Jim Young, Greg Freehling (Virtual), Reid Hobler, and Blair Howe. Darrin Rutt is absent and excused. Those also in attendance are Chief West, Chief Drage (Virtual), Christine Champlin, Vanessa Thorpe, Captain Kronholm, and Inspector, Kurt Nakata.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: None.

CONSENT AGENDA: Chief West requested the Executive Sessions be moved in front of Staff Reports. Young moves to approve the consent agenda with the Executive Sessions to be moved up in front of Staff Reports. Freehling seconds. Roll call: All "aye." Motion passes.

Hobler moves to approve the consent Agenda which includes the minutes for the August 11, 2020 BoDs Meeting Minutes and to pay the bills for August. Freehling seconds. Roll call: All "aye." Motion passes.

EXECUTIVE SESSION: Hobler moves to go in to Executive Session to discuss the purchase, lease, or sale of any real, personal, or other property interest. Authorized by Colorado Statue 24-6-402 4A," as well as a personnel matter regarding Chief West. Authorized by Colorado Statue 24-6-402 4F at 19:47. Young seconds. Roll call: Freehling, yes; Young, yes; Hobler, yes; and Howe, yes. Motion passes. BoDs enter into Executive Session at 18:05.

Hobler moves to adjourn the Executive session at 18:31. Roll call: Freehling, yes; Young, yes; Hobler, yes; and Howe, yes. Motion passes. Executive Session adjourned at 18:31.

FRFR Regular BoD Meeting back into session at 18:31. No action was taken in the Executive Session.

STAFF REPORTS

Administrative:

Financial Summary: Christine went over financial numbers.

- YTD Financials
- Property Tax Revenue 2019 vs 2020

The above items are in the Google Folder. The property tax chart compares what was received in 2019, to what we have received in 2020 (In Google Folder). We are sitting at 74% of budget year-to-date. We are expecting a catch-up payment to be made to us in October, as businesses have been given an extended date of 9/29/2020 to pay their taxes.

Fill the Boot

Every year Front Range Fire Rescue partners with MDA for the annual "Fill the Boot" campaign. Unfortunately, the current COVID19 pandemic poses some different circumstances for us this year. Unlike past years, you won't see us in the streets or at Hays to fill the boots. Instead, we have decided to launch a virtual "Fill the Boot" campaign to help make sure we are keeping everyone's safety a top priority—what better way to social distance than to safely donate from the comfort of your home.

CD Mature: Christine states a CD will come due mid-October. Christine will provide the most current update of numbers next month. The last numbers were at .2%.

LIFE SAFETY: Chief Drage provided graphs and charts in the Google Folder in regards to Plan Reviews, New Construction Inspections, Existing Construction Inspections, as well as Public Outreach (less because of COVID).

We continue to operate in Phase 2 of our re-opening plan, with reduced public interactions. This was most notably seen in the lack of public outreach activities. The engine companies continue to complete pre-incident plans, and Inspector Nakata was able to complete all of the school inspections. The new Member Assistance Program provided by Mines and Associates officially kicked off on August 1st and we have received lots of positive feedback.

Health and Wellness Programs: Our new Member Assistance Program (MAP) officially went into effect on August 1st. Also, the on-going pandemic has forced us to modify our annual member fitness evaluations.

Chief Doyon has worked with CSU to establish an excellent process for this year's annual fitness assessments. In the past, we sent a portion of our membership to CSU for a comprehensive evaluation, while the remainder participated in submaximal evaluations at Fire Station #1. Due to operational restrictions in place with CSU (as a result of the pandemic), the submaximal evaluations at our station will not be possible this year. However, Chief Doyon has arranged for our members to complete a modified maximal assessment at CSU. This is the same assessment that our six firefighter candidates completed as part of their pre-employment assessment process. Some benefits we anticipate seeing include a greater percentage of "passing" results since it will truly be an assessment of maximal physical capacity instead of an estimation, dramatically reduced cost per assessment, and a reduced time commitment for each member due to the reduction in areas assessed. The only downsides are that all tests must be completed at CSU and each member will be asked to reach out to their primary care physician to participate in an annual physical and complete other health and medical screenings as part of their annual physical. We feel that it is important to promote and encourage each member to have a primary care physician they know and trust, and to get these annual physicals on a regular basis. Also, our health insurance covers annual preventive physicals at zero cost to the employee.

FRFR's financial costs will be reduced by approximately 30-40%. Our health insurance provides annual physicals, and all commonly associated screenings and testing, at no cost to the member.

Howe asks if members are encouraged to get the flu shot and the COVID Vaccine when available. West states that they are deciding what to do regarding the flu shot and if it will be provided. West states we strongly encourage a flu shot. The contact with whom we went through with UC Health has moved on. West states they are looking into this.

As far as the COVID vaccine, West states we are going through a process to try to figure this out. West wants to make sure it is vetted and well monitored in regards to the CDC. Hobler feels this is a good time to discuss it – whether or not FRFR will require it or recommend it. Chief West will investigate further regarding the COVID vaccine for FRFRs employees

Training Prop Completed at Fire Station #1: The fire alarm and fire sprinkler system training prop in the south bay at Fire Station #1 has finally been completed.

Last summer, we borrowed a mobile training prop from Windsor Severance Fire Rescue to train our personnel on fire alarm and fire sprinkler system operations. While the prop worked well and provided a good training opportunity, we found some issues with (1) having to plan very far in advance to borrow the prop, (2) having to tow the very heavy trailer to the training site, (3) storing the trailer, and (4) the prop was limited in its complexity because of weight restrictions. After the training was completed, Inspector Nakata took on a project to try and build a permanent training prop for our personnel. He was able to get a fire alarm panel donated from DCP Midstream, then got all of the sprinkler system parts donated and installed by Front Range Fire Protection, and all of the fire alarm system parts donated and installed by Western States Fire Protection. The training prop was finally finished at the end of August. Inspector Nakata is now putting together a training manual for it, so it can be used periodically by our crews to refresh their knowledge on how these complex life safety systems operate. This will be a tremendous addition to our firefighter training capabilities. We owe a huge debt of thanks to DCP Midstream for their donation of a fire alarm panel, and to Front Range Fire Protection and Western States Fire Protection for donating all of the materials and labor associated with building this prop. Also, a huge thanks goes out to Inspector Nakata for his perseverance in seeing this project through to completion!

OTHER INFORMATION:

Inspector Nakata has joined the FRFR Peer Fitness Trainer program. He is currently studying in preparation for his certification exam.

Fire Investigations:

On August 12th, FRFR responded, along with Evans and LaSalle fire protection districts, to a reported commercial structure fire in the Arrowhead subdivision. The fire was actually a ground-cover fire that caused minor damage to a small out-building. Inspector Nakata investigated the fire and determined it was caused by the property owner burning weeds. No burn permit had been issued by the County.

On August 13th, FRFR responded, along with Loveland and Berthoud fire departments, to a residential structure fire on Overland Drive, near FRFR Station #1. Fire was contained to a detached deck and fence in the rear of the home. Inspector Nakata investigated the fire and determined it was caused by an improperly installed pool heater.

On August 17th, FRFR responded, along with Loveland and Berthoud fire departments, to a residential structure fire in the Clearview neighborhood. Fire was contained to an exterior deck with minor extension into the structure. Inspector Nakata and Chief Drage investigated the fire and determined it was caused by improperly discarded smoking materials. Cigarettes had been disposed of a small plastic container with potting soil in it.

Howe asked questions regarding hazmat and large scale developments that are in the Town of Johnstown. Drage states special events such as Beef and Bean Day Fireworks as well as the YMCA Grand Opening have been postponed. The fireworks for these events are in storage for the time being until a new date is set.

Howe wants to know when we may see a bump in tax revenue. Drage states probably next spring or summer as Mallard Ridge is in the stages of working on water lines and streets. This will be all residential single family homes. Hobler asks why Mallard Ridge is a Thornton Water Line Project. Drage states it is one of the largest water lines they are installing

FIRE CHIEF: On August 17 our newest members started with FRFR. The following are their personal bios:

Justin Herman was a FRFR reserve firefighter and has been married to Diane for 15 years. They have four children; Slate (25), Izzy (18), Hope (13), Max (8). Justin lived in Guatemala for seven years, where he began an orphanage, House of Hope, in 2015, which continues today. Justin and his family moved to Colorado in 2000. He enjoys playing golf, hiking RMNP, and spending time with his family.

Cory Gore-Salazar (Sal) is a youth sports performance coach with Game Ready Fitness. Through GFC, he has helped many young people and youth teams reach their athletic goals. Sal comes from a large family and is one of seven children. Sal currently lives in Broomfield with his girlfriend, two dogs, and a pet snake. In his free time, he enjoys working out, hiking, snowboarding, and spending time with family and friends.

Cutter Wicks moved to Colorado to work here at FRFR from Oregon with his wife, two dogs, and their first baby on the way. They are excited to be starting a new life together with their new baby in Colorado. They are looking forward to everything Colorado has to offer as they both enjoy mountain biking, snowboarding, hiking, camping, and are open to all sorts of new adventures. Cutter has spent the past year as an intern firefighter for Clark County Fire and Rescue in Southwest Washington, where he gained valuable experiences and knowledge to help prepare him to serve Front Range Fire Rescue's citizens.

All three of these men have been in the FRFC Academy since August 24 and seem to be doing well. BC Kronholm is checking in with them routinely. We will keep you informed of any formal graduation ceremonies. Obviously, COVID may affect our swearing-in and formal recognition of their entry into FRFR.

Chief Drage and Chief West held a meeting with Chuck Allen and Tim Brown. These individuals will be providing training for our members in the fall on better communication skills for both incidents and as peers. Additionally, they have agreed to provide critical incident debriefings when needed. These services continue to build on the mental health goals that we have established, and West is happy to report that we are making great strides in taking care of our members. They will be providing some training for the crews in November. West really feels this is a great program for wellness procedures for our folks.

Highlights:

- With several NOCO Fire Chiefs, West has participated in a national think tank of fire service leaders. We held a few meetings this month as we get closer to our annual gathering. This group brings some of the brightest in the business to discuss current topics in the fire service and brainstorms answers on what we should be doing next.
- West attended the FPPA Employer summit. As a reminder, in 2021, we will be contributing an additional ½ % to our members' pension plan. In reviewing plans from around the US, Colorado still ranks at the top in terms of funds available and low cost.
- West attended continuing education on current legal topics.
- West participated as a member of the selection committee for this year's Colorado Fire Instructor of the Year.
- West participated in one memorial service as a bagpiper. This was for a retired Gunnison Fire Chief.
- West has had several conversations related to the Gateway property.

West states from an operational view, they are working on a punch list for the fitness room. They also met with the Town of Milliken on moving the flag poles from the roof to the front. The flag poles will be relocated to the northeast corner of the parking lot. We will lose two parking spaces. Some curbing will be put in. They are working with H3 to put flag poles back a bit and add signage for the future. Lighting, grass, and signage will be in the future.

Young asks about night lights. West states they are getting prices on this. They are updating lights on the north side and increase lighting inside. Station 3 will have LED lighting. All of this work should be done within the next couple of weeks. It is on the punch list for electrician.

Starting next month and in meeting with the Battalion chiefs, West asked Drage to up his game and get specific numbers of incidents, training, etc. This will help start to set the stage for future accreditation purposes and all of those pieces.

OLD BUSINESS:

Resolution to Adopt Clerical FPPA: Adoption of model resolution to include clerical and other personnel whose services are auxiliary to fire protection under the FPPA statewide defined benefit plan. This was discussed last month during our budget discussions.

This resolution allows the admin staff the opportunity to participate in FPPA, alongside our other firefighting members, and grow their retirement savings at a better rate than social security. This had been approved in 2015; however, the organization opted not to enroll at that time. Christine and cindy approached Chief West a couple of months ago. This will get the girl a retirement package (included in FPPA).

Currently, FRFR offers no retirement benefits to our support staff. We do contribute to Social Security however, we feel that this is not seen by our current employees and potential future employees as a strong retirement benefit. In our efforts to be an employer of choice, we feel that the enrolment into FPPA offers a solid retirement option and at a minimal cost. For our current staff, this expense is less than \$3500 net per year, and they have each stated that this would be a great benefit that they would appreciate. West states we will contribute an additional half percent for our members next year. We are at 103%. It is a good program.

Freehling moves to adopt resolution 2020-06, allowing our auxiliary personnel to be covered by FPPA under the statewide defined benefits program. Hobler seconds. Roll call: Freehling, yes; Young, yes; Hobler, yes; and Howe, yes. Motion passes.

Resolution to Adopt 2021 Fee Schedule: At the August 11, 2020, Board of Directors meeting, the Life Safety Bureau presented basic and preliminary information on a proposal for a revised and updated fee schedule that would be presented for Board consideration and discussion at the September Board meeting. The attached 2021 Consolidated Fee Schedule is presented and Board review and discussion are requested. If deemed to be reasonable and appropriate, we request a motion to approve FRFR Board Resolution 2020-05, adopting the Front Range Fire Rescue Consolidated Fee Schedule for implementation on January 01, 2021.

Colorado Revised Statutes, 32-1-1002(1)(e) authorizes fire protection districts “to fix and from time to time increase or decrease fees and charges as follows, and the board may pledge such revenue for the payment of any indebtedness of the district.” It is staff’s intent that any fees we charge would be reasonable and appropriate, and comparable to our neighboring fire districts.

The FRFR membership has asked the Senior Leadership Team to use the following fire districts as reasonable comparisons when it comes to personnel salaries: Loveland Fire Rescue Authority, Greeley Fire Department, Poudre Fire Authority, Windsor Severance Fire Rescue, Frederick-Firestone Fire Protection District, and Platteville-Gilcrest Fire Protection District. We have used the adopted fee schedules of these same districts, plus our two towns, to provide comparison data for plan review and permit fees. Drage presents a Power Point Presentation explain the proposed changes and demonstrate justification for these changes.

2021 Consolidated Fee Schedule

- 32-1-1002(1), § CRS authorizes fire protection districts to fix and from time to time, increase or decrease fees and charges.
- The last time the FRFR fee schedule was adjusted was July 2018. It was a significant change from the previous fee schedule.
- Our current fee schedule is not reflective of the associate demands on staff time, and is not clearly aligned with neighboring fire jurisdictions.

Evaluation of Current 2018 Fee Schedule

2018 Fee Schedule (Current)

- This fee schedule was a significant change from previous fees charged by FRFR
- Changes primarily mirrored those assessed by Frederick-Firestone FPD
- Review of proposed new developments assessed fees based on a count of fire hydrants
- Review of buildings and fire protection systems assessed fees based on square feet of project

Challenges/Limitations

- Development review fees are often not reflective of the associated staff time
- Fees based on square feet of project may not be reflective of staff time
 - 500SF pole barn vs 5000 SF hazmat facility
- Same Fees for buildings and fire protection systems
- Fees based on % of value is more accurate, but would have been a massive change in 2018

Proposed 2021 Fee Schedule

Significant Changes

- New development review: \$200 flat rate
- Valuation-based fees for all others
 - Consistent with multiple agencies
- Fire protection systems assessed at a higher rate than buildings
 - Reflective of staff time involvement

- Separate fees for plan reviews and permits

Benefits

- FRFR's new fees will still be significantly lower than most of our neighbors who assess fees based on project value
- Creates a more objective fee for each project
 - 5000 SF pole barn vs 5000 SF hazmat facility
- Fees more transparent than many of our neighboring agencies
- Fee schedule easier to adjust in the future

A Snapshot of Proposed 2021 Fee Schedule was Viewed (Google Folder)

Fee Comparisons were Viewed (Google Folder)

What About Impact Fees?

- FRFR Impact Fees that are currently in place within the Town of Johnstown and the Town of Milliken are established at 70% of the maximum allowable, as documented in the Nexus Study that was completed in October 2018
- Colorado Status, as well as the IGAs between FRFR and each Town, allow the District to adjust these fees on January 1st of each year, to account for inflationary increases
- District staff does not believe it is necessary to adjust impact fees at this time

Young feels that we are not price gouging. We are still making it affordable. Hobler agrees.

Young moves to approve FRFR Resolution 2020-05 adopting the Consolidated Fee Schedule as presented, for implementation effective on January 1, 2021.

Drage thanks the BoDs for their support. Christine will get signatures. Howe thanks Drage for the effort. Drage and the leadership team want to still encourage growth and being compensated for the work we provide. Young compliments as well and is pleased with all of the effort.

West wants to bring to the BoDs attention that they have cleaned out closets, sheds, etc. in order to occupy space again; they have found a plethora of excess stuff such as pieces of equipment, nozzles, and hydraulic equipment that we will never use again. West states there is no market to speak of for this equipment. West will bring an inventory list to the October meeting next month for donation to a department that needs it.

Howe asks about the "B." Young states it is in storage over at Gateway. West states we will put that closer on our radar.

Hobler moves to allow Vice President Howe to sign Chief Wests' new extension on his contract that has been negotiated and discussed. Young seconds. Roll call: Freehling, yes; Young, yes; Hobler, yes; and Howe, yes. Motion passes.

CORRESPONDENCE: In the Google Folder.

Christine reports that we received a donation of \$2500.00 from Great Western Petroleum. West states another company is looking to donate up to \$4000. We are looking at putting this towards hazardous materials equipment.

BOARD REPORTS: Young asked about the community being able to use the fire station. West states not at this time with COVID.

BoDs would like to go into another very short Executive Session.

EXECUTIVE SESSION: Hobler moves to go in to Executive Session to discuss a personnel matter regarding Chief West. Authorized by Colorado Statue 24-6-402 4F at 19:47. Young seconds. Roll call: Freehling, yes; Young, yes; Hobler, yes; and Howe, yes. Motion passes. BoDs enter into Executive Session at 19:33.

Hobler moves to adjourn the Executive session at 19:46. Roll call: Freehling, yes; Young, yes; Hobler, yes; and Howe, yes. Motion passes. Executive Session adjourned at 19:46..

FRFR Regular BoD Meeting back into session at 19:47. No action was taken in the Executive Session.

ADJOURNMENT: Young moves to adjourn. Hobler seconds. Roll call: All "aye." Meeting adjourned at 19:47.