



CONSENT AGENDA

MINUTES

FRONT RANGE FIRE RESCUE BOARD OF DIRECTORS MEETING 101 S. Irene Ave. Milliken, CO 80543 In-Person & Zoom
Tuesday, October 13, 2020 at 6:00PM

Director Rutt called the FRFR BoDs Meeting to order at 18:03. Roll call: Jim Young, Blair Howe, Darrin Rutt, and Greg Freehling. Reid Hobler is absent. Those also in attendance are Chief West, LSS Kurt Nakata, Chief Ty Drage (virtual), BC Eric Werness, Christine Champlin, and Vanessa Thorpe.

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: None.

CONSENT AGENDA: Young moves to approve the Consent Agenda which includes the September 8, 2020 BoD Meeting Minutes, this evenings agenda, and September Bills. Freehling seconds. Roll call: Young, yes; Howe, yes; Rutt, yes; and Freehling, yes. Motion passes.

Howe asked about Station 3s water bill as it is almost \$2,000. West states the problems have been fixed. West states a sprinkler control valve and leak have been fixed.

STAFF REPORTS

ADMINISTRATIVE/FINANCIAL:

Financial Summary:

- YTD Financials through September 30th are attached in the Google Folder
- Property Tax Revenue is at 89% of Budget through October

Howe asked if we still have an outstanding note on the station modifications. Christine states on Page 18 on the Capital Projects Fund Report in the Google Folder that we have a bank loan in the amount of \$542,620.94. This is the amount we owe and will start paying.

Signature Cards: Due to the recent administrative staff alignment, we need to update our signature cards at First national Bank. BoDs are asked to please sign their name on the signature card.

Flu Shots: The District has hired Banner Health to administer flu vaccines and TB tests on October 20th, at Station 2, from 5-6pm. All members will need to wear a mask and practice social distancing. Please RSVP by tonight if you would like a flu shot.

Dissolution of Front Range Fire Rescue Authority: We have received letters from the State of Colorado regarding the FRFRA Audit in non-compliance. Finally, as of September 14, 2020, FRFRA is officially dissolved with both DOLA and the State of Colorado. The Letters are in correspondence.

LIFE SAFETY: Drage included Plan Reviews and Existing/New Construction Inspection Graphs in the Google Folder. We continue to operate in Phase 2 of our re-opening plan, with reduced public interactions. Engine company pre-plans began to pick up again last month, and Inspector Nakata has been working on addressing some critical issues at schools to improve student/staff safety as well as our response capabilities.

Public Outreach Programs: Our members have found some new ways to reach our community to provide valuable outreach messages. Station 1, B-shift, presented a safety message to a local Girl Scout troop to help them work towards their first aid merit badges. Inspector Nakata provided fire extinguisher training for the staff at Milliken Animal Clinic. Stations 2 and 3, B-shift, including our UCHealth EMS partners, attended an open house BBQ at the Hill n Park Baptist Church and safely interacted with more than 60 members of the community. Inspector Nakata installed a new residential Knox Box in the Mad Russian neighborhood. Inspector Nakata was interviewed by a student at RHS about the firefighting career. Inspector Nakata and Chief Drage assisted TRPR with evaluating and testing their new emergency plans. Finally, Inspector Nakata and Station 2, C-shift, assisted a property owner with installation of new rural address signs to help improve response capabilities to four rural homes.

Fire Inspections in Schools: Inspector Nakata has completed inspections in every school district building and has also improved our communications and relationship with the school district. This year, he was able to work with Roosevelt High School to improve the keys they provide in their Knox box. Previously, there were two key rings, each with 20+ keys on them, making the Knox box very difficult to open or close, and challenging our ability to find the right key. We now have two key rings with five keys on each and actually have better access than before. He also continues to work with the school district to ensure that any kitchen hood suppression systems in the schools are both updated and operational, or removed. Finally, he is working with each of the schools to add numbering to all exterior doors to ensure that all access points can be easily identified both inside and outside the building.

Drage states we will start seeing some building permits coming in. Howe asked about the picture of the mailboxes with the numbers on them in the Google folder. Drage states we have had these numbers and they are to help with addresses/property in the event of emergent calls. Howe said he would like some numbers to place on his mailbox and hopefully generate others to ask for some too. Nakata will get Howe set up with some numbers. Drage states that if anyone wants to offer a donation, the donation would not be turned down.

Young asked about the Cannabis Dispensary. Drage states they have completed everything for our inspections.

FIRE CHIEF: West states we had a minor accident with one of our ambulances with damage to an individual's property. We made it right and fixed it and it only cost us around \$90.00.

The current state of Colorado's wildfires continues to affect FRFR. We have consistently been deploying personnel with our fire partners (Berthoud, Frederick-Firestone, LFRA) to incidents around the state. 2020 turned out to be a good year to gain experience in deploying personnel. West states we still have one firefighter deployed. He has been out there for 14 days and should be back soon. West states that Christine has gone above and beyond and learned how this system works in regards to being reimbursed by the State. Engineer Frain is working on this program for next year in case of deployments/apparatus/resources. Young asked if we send any equipment/apparatus to these fires. West states we did send apparatus out at the beginning, but we are not really set up for that just yet and have not sent out apparatus recently.

Our three recruit firefighters are doing well at the FRFC Fire Academy. They just completed Week 8 and are reaching the halfway point of the course. We will keep you updated about a formal graduation ceremony. As we have stated, COVID may affect our ability to have the Board or our members present for the ceremony.

We did have a member suffer an injury during training this month. An After-Action Review was conducted and the lessons will be published soon. While our firefighter's injuries were relatively minor, it serves to remind us that incidents on scene, as well as our training exercises can always take a bad turn. It's our goal to assure that we learn from any such injury or close calls that we can prevent as many injuries as possible. Young asked if this is a Workman's Comp Injury. West states that it is.

As a reminder, the Board is welcome to watch this week's live fire training. Please let Chief West know and he will get the BoDs information.

West states they have been wearing red shirts on Fridays. The members have picked out a charity, "Mission 22." It helps Veterans with PTSD. The money from the purchase of extra shirts goes towards this charity.

Highlights:

- With several NOCO Fire Chiefs, West participated in a national think tank of fire service leaders last week. On the top of our agenda were changes to law enforcement responses after recent civil unrest, maximizing our social media presence, and assuring our members are getting the best mental health resources we can find.
- West attended the Special District Association (SDA) annual conference. This conference was held virtually this year and encompassed three days (September 23-25).
- West held a number of meetings with area fire chiefs. With financial struggles these meetings continue to be vital in building cooperation.
- We donated over \$1000 from our members who purchased additional red t-shirts as part of RED shirt Friday. The donation was to Mission-22, an organization that supports returning veterans. They were very appreciative.
- West participated as a bagpiper at Denver International Airport and accompanied TSA's Honor Guard. We performed at 06:46 on 9-11.
- West has had several conversations related to the Gateway property. Tonight, West plans to have an update for our executive session.

OLD BUSINESS

Disposal of Outdated Equipment: Front Range Fire Rescue owns an outdated set of hydraulic extrication equipment and several nozzles that are no longer of use to the District. Through a contact at the Division of Fire Prevention and Control, we would like to donate the equipment to needy departments here in Colorado. Should some equipment go unclaimed, we would then offer it up for departments outside of the country through an individual at Poudre Fire Authority.

As it happens from time to time, we purchase the newest technology and most up-to-date equipment. While we have looked for potential buyers for the used equipment, there is a limited market for these tools. There are many departments here in Colorado that cannot afford to purchase new or used tools but obviously have an operational need. We want to donate this equipment for their use.

As stated above, a member of PFA is involved in a donation program outside of the country, primarily in Mexico that also accepts donations. Should we not find a suitable recipient here in Colorado that would be our next avenue to dispose of the equipment. The equipment in question is one set of Genesis extrication equipment (spreader, cutter, power unit), a set of Res-Q-Jack struts, and several nozzles.

Freehling moves to donate the excess extrication equipment and nozzles owned by FRFR to a department, or departments in need. Howe seconds. Roll call: Young, yes; Howe, yes; Rutt, yes; and Freehling, yes. Motion passes.

NEW BUSINESS

2021 Budget Presentation: The month was full of budget meetings and discussions related to our goals for 2021. Tonight, we will present the draft budget. Different than most years, we are forced to make assumptions, as the counties have been granted an extension in their reporting valuations to us. We anticipate that we will not have final totals until the December meeting.

Agenda

- 2021 Reporting change
- Mil assigned to directly not via a transfer
- Overall, 2021 Goals
- Change in revenue
- Change in reserves
- Wage/benefit philosophy
- Capital

2021 Goals

- Update of the 2019 Strategic Plan
 - o Specific goals that help us identify our end state
 - o Assist with future budgeting and reporting needs
 - o Start the foundations of Accreditation
- Conduct a thorough audit of all of FRFR's programs to maximize efficiency and determine where we can "stretch"
- Begin preparations for our next ISO evaluation
- o Goal of gaining a better score to reduce insurance costs to the customers
- Next phase- Implement our updated Job Descriptions and succession plan

AV History

2021 Total Assessed Valuation (previous year)\$449,496,360** (\$ 493,834,610) ** Weld County only

Averages (Last Year)

Gas/oil 4.3% (3)

Residential 12% (19)

Commercial 12% (18)

Total Change 6.5% (8)

West states this is the best guess based on what we have received from the Country currently. We still have residential growth and room for commercial growth. West states it is still a positive outlook. We are in good shape when it comes to residential assessments.

Total Revenue

General Fund \$ 5,092,345Capital Fund - \$984,449Pensions – \$114,306 (.25)

We have brought everything into general funds and then transfer out. Legally needs to be 0.25 mills – if we need to transfer more money (we need to do what voters have approved). This is the biggest change. This year we will make a one-half contribution. West has contacted the Actuarial Company and will present these at the Pension Board Meeting.

Debt (Milliken Bond) \$238,018

West budgeted for an extra payment this next year. We should be able to pay it off next year. West states we will pay it off in 2023; with the original pay off in 2024. (Additional Payment in 2021)

Reserves

- 2021 Starting
 - o Approx.- \$5,250,000 (TBD- Based on uncollected 2020 taxes)
 - o Percentage of 2021 General Fund Budget 108%
- 2020 Starting
 - o \$4,994,430
 - o Percentage of 2020 General Fund Budget 106%

Our Members

•Career • Physical •Social •Emotional •Financial • spiritual environmental Intellectual

Wage/Benefit Philosophy

- Prior to 2020 FRFR has used LFRA- mid-range- 90%
- o This was problematic for many reasons
- Starting in 2020- Two salary buckets- We compared CPI and market averages

- o PFA, LFRA, Greeley FD verses WSFPD, PGFPD, FFFPD
- 2021- 4 of the 6 departments have little or no increase, but two have substantial increases

Wages (line)

- Firefighter (Probationary) – 54,000 (9%, 54,100)
- Firefighter (Top) – 69,000 (6%, 68,700)
- Engineer 76,000 (5%, 75,800)
- Fire Inspector 82,000 (3%)
- Lieutenant 87,000 (5%, 87,500)
- Battalion Chief 107,000 (3%, 106,700)

Wages (staff)

- Admin Specialist 54,000 (4%, FF-IV)
- Admin Director – 97,000 (4%, BC/LT split)
- Deputy Chief 127,000 (3%, 127,400)
- Fire Chief 149,800 (*5%, 151,000)

Overall average wage increase – 4.7% Overall total personnel salary increase, \$106,000

- Healthcare (100/75%)
 - o Continue our Healthcare Reimbursement Account (HRA) (30K, 2020-\$1500)
 - o Heart and Cancer trusts
- Educational incentive (1/3/5)- 25 members (19-2020)
- o Tuition reimbursement – up to \$600 per year (PV-10K)
- Two additional holidays (total of 8)(President's Day, Cabrini Day) (\$2,250)

Capital

- Station enhancement projects
 - o Station 1- 2022 remodel
 - o Station 2- Exterior signage and landscape
 - o Station 3- Exterior improvements and generator
 - o Training Building- Concrete and exterior improvements
- Equipment/Apparatus
 - o SCBA (2020/2021)

We did not receive the grant. We are hopeful to spend this line item in 2020, but may have to roll into 2021. There were inconsistencies with the COVID Situation with the Grant Evaluators – they never met together or in person. West states we could apply again but it would take another 12 months. We have the money budgeted for this, so we will update now.

- o 2960 (BC) Vehicle

Beginning fund balance- \$2,482,950*

Ending fund balance- \$2,934,682*

Chief West went through and explained all bullet points and recommendations. The BoDs state the Budget Draft looks good for 2021.

Resolution Supporting Weld RE-5J School District Ballot Issues 5A & 5B: Howe moves that FRFR support C.R.S. §1-45-117(1)(b)(III)(A) Ballot Issue 5A and Ballot Issue 5B, which will appear on the November 3, 2020 general election ballot in Weld County. Freehling seconds. Roll call: Young, yes; Howe, yes; Rutt, yes; and Freehling, yes. Motion passes.

BOARD REPORTS: Howe reports that his neighborhood water association is trying to come up with an agreement/contract with a cell tower company to put in tornado sirens and wondered if FRFR could help back this. West said that we can get Chief Drage to speak with them about coverage and needs with the County. Drage will connect with Howe when a firm contract is put into place.

CORRESPONDENCE: Howe read the correspondence from the Google Folder.

oDs Meeting halted at 19:37.

EXECUTIVE SESSION: Freehling moves to end the regular BoDs meeting and go into Executive session at 19:37 I regards of a)§24-6-402(4)(a), C. R. S., concerning the purchase, acquisition, lease, transfer, or sale of any real, personal, or other property interest. Young seconds. Roll call: Young, yes; Howe, yes; Rutt, yes; and Freehling, yes. Motion passes.

Freehling moves to end the Executive Session at 19:49. Young seconds. Roll call: Young, yes; Howe, yes; Rutt, yes; and Freehling, yes. Motion passes.

No action was taken in Executive Session.

ADJOURNMENT: Howe moves to adjourn at 19:49. Freehling seconds. Roll call: Young, yes; Howe, yes; Rutt, yes; and Freehling, yes. Motion passes. Meeting adjourned at 19:49.