

FRONT RANGE FIRE RESCUE
BOARD OF DIRECTORS ZOOM MEETING
Tuesday, December 8, 2020 at 18:00

Due to COVID-19, the Board meeting will be held virtually; 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.

Director Rutt calls the FRFR BoD Zoom Meeting to order at 18:01. Roll call: Darrin Rutt, Jim Young, Reid Hobler, and Buddy Prather. Greg Freehling and Blair Howe join at 18:16 after technological problems. Also in attendance are Chief West, Chief Drage, Captain Kronholm, Christine Champlin, and Vanessa Thorpe.

PLEDGE OF ALLEGIANCE

BADGE PINNING CEREMONY: This ceremony is held by Zoom for social distancing. Chief West introduces Cory Gore-Salazar, Justin Herman, and Cutter Wicks. Chief West states these firefighters are the cutting edge as they are the very first FRFR Academy. They have survived 15 weeks of 40-60 hours of hard work, drill grounds, classroom, and fitness feats. Chief West swears them in. Badge-pinning by family members. All BoDs congratulate the new firefighters.

PUBLIC COMMENT: None.

CONSENT AGENDA: Hobler moves to approve the consent agenda. Young seconds. Roll call: Young, yes; Hobler, yes; and Rutt, yes. Motion passes. (Freehling and Howe not present yet due to technical difficulties).

PUBLIC HEARING: LAND EXCLUSION ORDER

West calls the Open Public Hearing to order at 18:15. Roll call: All "aye." Motion passes. Public Hearing open at 18:15.

No one from the public is attending the Zoom Open Hearing, just the Zoom Meeting Members.

Last month the Board received a petition to exclude land from our district that will be included into the Evans Fire Protection District. At the November meeting, staff was directed to make the appropriate postings for public hearings and obtain a copy of the Certified Board Order of Exclusion from our attorney. Tonight, the public hearing is being held and upon motion will execute the document required to exclude the property.

The land in question does not currently produce any tax revenue for the district as it is owned by the City of Evans. There is no financial or service impact from this exclusion.

Staff recommends approval of this exclusion and that the Board direct the Board President and Board Secretary to sign the document.

Hobler moves that we approve the petition to exclude this property from Front Range Fire Rescue's District and direct the president and board secretary to sign the board order of exclusion. Young seconds. Roll call: Young, yes; Rutt, yes; Hobler, yes; Howe, yes, and Freehling yes. Motion passes.

Howe brings up the easement (fence) that the HOA put up. There is no recreation allowed at this lake. Howe asks that West speak with Evan's Fire District regarding this. Chief West will contact the Evan's Fire Chief.

Hobler moves to close the Public Hearing for Land Exclusion at 18:20. Freehling seconds. Roll call: All "aye." Motion passes for Public Hearing for Land Exclusion closed at 18:20.

2021 BUDGET HEARING

Rutt calls the Public Hearing regarding the 2021 Budget at 18:21. Roll call: Young, yes; Rutt, yes; Hobler, yes; Howe, yes; and Freehling yes. Motion passes. 2021 Public Budget Hearing open at 18:21.

This budget hearing was published in accordance with the law, said proposed budget was open for inspection by the public at the admin office.

Fire Chief Michael West was appointed by the Board of Directors to prepare and submit a proposed budget to said governing body by October 15, 2020. Chief West submitted a proposed budget on October 13, 2020, for consideration.

Staff recommends approval of budget and ask the MFPD Board to approve the resolution to budget and appropriate the funds for the 2021 Budget. Staff also recommends the Board set the mill levy for 2021 tax collection.

The 2021 Budget for the MFPD Debt Fund is broken down as follows:

- GENERAL FUND \$4,915,933
- CAPITAL FUND \$1,014,795
- VOLUNTEER PENSION FUND \$ 391,724
- IMPACT FUND \$ 0

That the estimated revenues are as follows:

- GENERAL FUND \$4,638,884
- CAPITAL FUND, \$ 939,696
- VOLUNTEER PENSION FUND \$ 287,607
- IMPACT FUND \$ 51, 000

Board Members (MFPD Howe, Hobler, Prather):

Howe moves to approve Resolution 2020-07 to adopt the budget and appropriation of funds for 2021. Hobler seconds. Roll call: Howe, yes; Hobler, yes; Prather, yes. Motion passes.

Board Members (MFPD Howe, Hobler, Prather):

Hobler moves to approve resolution 2020-08 to set the mill levy for Larimer and Weld Counties for 2021. Howe seconds. Roll call: Howe, yes; Hobler, yes; Prather, yes. Motion passes.

Chief West has Jim Young on speaker phone due to technical difficulties at 18:30.

Staff recommends approval of budget and ask the FRFR Board to approve the resolution to budget and appropriate the funds for the 2021 Budget. Staff also recommends the Board set the mill levy for 2021 tax collection.

The 2021 Budget for the FRFR General Fund is broken down as follows:

- GENERAL FUND \$4,915,933
- CAPITAL FUND \$1,014,795
- VOLUNTEER PENSION FUND \$ 391,724
- IMPACT FUND \$ 0

That the estimated revenues are as follows:

- GENERAL FUND \$4,638,884
- CAPITAL FUND, \$ 939,696
- VOLUNTEER PENSION FUND \$ 287,607
- IMPACT FUND \$ 51, 000 14

Young asks about Wildland Reimbursement. West explains and gives figures. West explains it is usually always a wash – what we wend out, we end up getting back.

Young asks about budget for banquet money. West states that we are carrying over the majority of that money into 2021. It ends up in our reserves. We did not spend the \$15,000 in 2020. West states we were scheduled for the end of January but the banquet is now postponed until May. West states with COVID restrictions, we may have to continue to postpone into the next year.

Young asks about the expenditures for insurance. West explains and gives figures. West also explains blanket policy.

Young asked about money allowed to fix the grounds. West states it is on Page 27 of the Budget under Facilities and Capital Budget as well as the training building included in Station 1. In part, this is the grounds and architecture remodel in 2022.

Young asks about Station 2. West states this money is budgeted for exterior and landscape work. West states budgeted for Station 3 is for the exterior work, painting, and a generator.

Hobler asks if we are expected to spend about a half million more. Hobler asks if this comes out of revenue. West explains.

Hobler asks about the Milliken Pension Fund Figure on page 30 of the Budget Packet. Hobler asks why the balance is up. He asks if it is off by \$200,000. He states it should be \$550-. Hobler asks why the totals are wrong. West guesses that it is a formula issue. Christine is checking. It may be formatting from Excel to Word. This issue was resolved during discussion regarding this matter.

Young is still a bit concerned about .25 mils and the districts contribution. West explains about property tax and feels most secure contributing some from the district. West went back to the Actuarial Report and took the difference. It is a nice compromise and provides security.

Howe asks about bumping up the pensions next year. West, as a point of order, states we would have had to that at the November 2020 meeting this year. We locked in for the Year 2021. Rutt feels this is where we should hand out for a little while. We can discuss this and get it ready for next year.

West states he has asked our Financial advisor, Ronda from 1st National Bank to come to the February Pension BoDs Meeting. The BoDs needs to select the assets that they would like. West asks the BoDs to ask Ronda when she comes what advise she advises. She will be able to answer all questions.

Hobler moves to approve FRFR Resolution 2020-09 to adopt the budget and appropriation of funds for 2021. Freehling seconds. Roll call: Young, yes; Rutt, yes; Hobler, yes; Howe, yes; and Freehling yes. Motion passes.

Hobler moves to approve FRFR Resolution 2020-10 to set the mill levy for Larimer and Weld counties for 2021” Howe seconds. Roll call: Young, yes; Rutt, yes; Hobler, yes; Howe, yes; and Freehling yes. Motion passes.

CLOSURE OF 2021 BUDGET HEARING

Howe moves to close this Public Hearing for the 2021 Budget. Hobler seconds. Roll call: All “aye.” Motion passes. The 2021 Budget Haring is closed.

2020 AMENDMENT CAPITAL BUDGET HEARING

Rutt moves to pen The Public Hearing of the Capital Budget. Howe seconds. Roll call: Young, yes; Rutt, yes; Hobler, yes; Howe, yes; and Freehling yes. Motion passes. The Public Hearing

This budget amendment hearing was published in accordance with the law, said proposed budget was open for inspection by the public at the admin office.

The Board of Directors previously, adopted the 2020 budget; however, the capital budget was based upon expense projections which did not include an insurance reimbursement for roof damage, resulting in roof repairs, and the remodel of Station 2 change order during the calendar year 2020, resulting in additional expense that were directed by the Board of Directors; and the increase in impact fees that need to be appropriated to the reserve fund. These increases in expense require a budget amendment and supplemental appropriation.

Staff recommends approval of the 2020 Capital Budget amendment to reflect the additional 2020 revenue received of \$89,942. And the Construction Loan revenue of \$595,824. The expenditure of an additional \$72,246 to repair the roof and the additional construct change order costs of \$109,120. In addition, since we received additional impact fees of \$31,298 that will also need to be appropriated to the reserve fund.

Hobler moves to approve FRFR Resolution amending the 2020 Capital Fund Budget and appropriating additional sums of money. Howe seconds. Roll call: Young, yes; Rutt, yes; Hobler, yes; Howe, yes; and Freehling yes. Motion passes.

CLOSURE OF 2020 AMENDMENT CAPITAL BUDGET HEARING

Howe moves to close this Public Hearing for the 2020 Capital Budget Hearing. Freehling seconds. Roll call: Young, yes; Rutt, yes; Hobler, yes; Howe, yes; and Freehling yes. Motion passes. The 2020 Amendment Capital Budget Hearing is closed at 19:02.

Buddy Prather excuses himself from the meeting at 19:02.

STAFF REPORTS:

Administration:

Financial Summary:

- YTD Financials
- Property Tax Revenue 2019 vs 2020

Attached in the Google Folder are the YTD finances. We expect to come in on budget for 2020. The November property tax came in on December 4, and is not included in the year-to-date numbers. Attached in the Google Folder is an updated report showing where we are this year.

2021 Accounting Services: We are evaluating accounting services for several reasons, primarily our logistic and communication needs that have become issues during this COVID environment. We have reached out to a couple of accounting services to get bids for 2021. At this time, we have received two and be able to make a final decision by the next board meeting.

Open Enrollment for 2021: Full time members have already completed the open enrollment for their health benefits for 2021. We now begin Aflac open enrollment through December. Just a reminder all members (including Board) are eligible to participate in Aflac. Christine explains the insurance portion to the BoDs.

LIFE SAFETY: Chief Drage provides charts and graphs in the Google Folder for BoDs.

In response to the statewide, regional and local increases in cases of COVID-19, we scaled back to Phase 1 of our re-opening plan on November 23rd, with slight modifications. Fire inspections are being performed to keep construction permits active, and other critical facilities are still being inspected, but engine company pre-plan visits have stopped. We are also restricting access to the fire stations to "by appointment only." We are still doing car seat inspections, but no other public education activities are taking place in fire stations. Anyone showing up to a FRFR facility is being screened before they are allowed entry, and they must wear a mask and be accompanied while inside the building.

Life Safety Programs: Inspector Nakata continues to monitor The Compliance Engine (TCE) for compliance with fire protection system inspection, testing and maintenance. We saw several systems brought up to par from last month when they were reported as being deficient. He is also working with ownership of several large, multi-tenant buildings to improve their Knox Box systems through implementation of master key systems.

Personnel responded to two (2) reported structure fires last month. Origin and cause were determined for all fires, with appropriate reporting and documentation completed.

Also attached in the Google Folder is an updated summary of our October public outreach sessions provided. We saw a tremendous increase in activity for the rural address sign program, with 20 new signs requested last month. There was enough activity that we finally had to order more supplies. We also supported the Front Range Fire Consortium with a last-minute request to use our new fire sprinkler/alarm training prop at Station 1 when the prop at WSFR was found to be out of service on the day of that class.

Logistics: Lieutenant Covillo is continuing to find new opportunities to improve efficiencies in the various project and program areas where he is involved. He has been able to develop processes to ensure our apparatus get the service and repair they need to stay operational. He is working with H3 to close-out the contract for the Fire Station 2 remodel project, and has also facilitated the replacement of this station's roof. We now have enhanced exterior lighting systems on the north and west sides of Station 2, to enhance member safety. New internet-based phones have been installed at all fire stations.

Chief Drage provides YTD Call Volume and Aid charts and graphs in the Google Folder.

FIRE CHIEF:

November was a busy month, and our crews had several significant fires in District and adjoining jurisdictions.

As we wrapped up the Station 2 remodel, we became aware of roof damage that likely occurred after last year's significant hail storm. Our insurance carrier inspected and agreed to cover the costs, and work has now been completed. In 2021, we will be beginning a better program of routine inspections of all facilities and apparatus to assure that we don't get caught blindsided on issues such as this.

Our three newest members completed their academy time last Friday, and all will be starting shift next week. From their instructors, we are told that we can have high expectations from these new members and that they performed exemplary in class and on the drill ground. Tonight, we will be swearing them in, giving them their badges, and for the remainder of the week, they will be completing several additional training sessions to help them start their career at Front Range Fire Rescue.

COVID has again taken a portion of our work process. We are now disinfecting the stations weekly. We have also checked with our health insurance provider regarding cost containment for vaccines. Once available, vaccines will be covered under our health insurance with no out-of-pocket cost to the District or employees. Currently, we have no one off for a positive test or quarantine.

Highlights:

- This month we held training sessions with our critical incident therapists for all members. This training helped introduce the concept of creating a community of supportive co-workers. This concept is unique and nearly unfound outside of FRFR. We are proud of the receptivity of all of our firefighters to the idea.
- West was selected as the vice-chair for the Front Range Fire Consortium. West will be assuming the role formally filled by Chief Miller of LFRA. As new members of the FRFC, we are still learning all of the benefits, and this new role will give us an important seat in the direction of the efforts.
- FRFR members completed "Movember." The annual no shave November event brings attention to men's health issues such as cancer and suicide. Engineer Neil Ferrell is heading the efforts here, and we raised \$1000 for charity.
- West participated as a bagpiper at the LODD funeral for a Salt Lake City Firefighter. West played at the Veteran's Day celebration in Fort Lupton. West also assisted the Thornton Fire Department with their academy graduation ceremony
- West held a meeting with Weld RE-5J school superintendent Leslie Arnold. She was appreciative of the Board's support of their recent ballot initiatives. She and West discussed the training building lease and how best to accomplish needed repairs in 2021. We have budgeted funds to assist. through AIMS.
 - Leslie Arnold is interested in Career Training (Vocational and Educational). They will be starting a program in our school district and they would like to include EMS and Fire Education as a career path for students. We will start

working hand-in-hand in how to assist them with instructors and curriculum. This would also give us access for classrooms and training opportunities.

- West participated in a strategic meeting with the COO of UCH and the four fire departments in Weld County regarding changes to their organizational chart. They have selected Ryan McLean, a PFA Division Chief, to be a Senior Director of ambulance service for UCH. We are optimistic that this change will assure that EMS has a strong voice high in the hospital system's chain of command.

9-1-1 Weld County Surcharge: West wanted to bring this to the BoDs attention. Letter from Weld County is attached in the Google Folder. West states from a Budget perspective – we are pre-billed for next year, \$58,000. This is what we pay for 911 services. This brought our fee back to \$48,000. This saves us \$10,000.

Hobler asked if this is controlled by the Public Utilities Commission. Hobler asks if they can essentially raise the rate as long as they can justify the raise. Hobler asks, going forward, raising revenue, raising taxes, which goes to vote—how can we look at this in the long-term. West states this particular authority board is made up of fire chiefs, police chiefs, county officials, etc. They have had this rate and this is the first raise that has been implemented in quite some time.

OLD BUSINESS: None.

NEW BUSINESS:

AMENDMENT TO Fee Schedule Resolution 2020-12: At the September 8th meeting, the FRFR Board of Directors approved Resolution 2020-05, adopting an updated Consolidated Fee Schedule to take effect on January 1st, 2021. Drage recently realized that the new fee schedule would not work for proposed new oil and gas developments. Drage has researched fees from various surrounding fire departments and have proposed an amendment to the 2021 Consolidated Fee Schedule to establish consistent, fair and reasonable fees for these projects.

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 reviewed the adopted fee schedules of these same districts for comparison. Drage also reached out to the Mountain View Fire Rescue because of their extensive involvement in oil and gas development and permitting.

Of these agencies, WSFR, FFFPD, GFD and MVFR assess plan review and/or permit fees for new oil and gas developments. WSFR and FFFPD charge \$500 per well head. Greeley charges \$165 per well head, plus \$225 per oil tank and \$75 per other tanks. MVFR charges an hourly rate for all reviews. LFRA and PFA do not have many active projects for new oil and gas development, and do not have fees published. The fees proposed for inclusion in the FRFR 2021 Consolidated Fee Schedule are the exact same as those charged by GFD.

Adjusting our fee schedule with this proposed amendment will present a reasonable, fair and appropriate fee for plan review and permitting for new oil and gas development. It will also more accurately represent staff time involved in reviewing these projects.

Staff requests the Board review the proposed fees that are recommended by staff. If the Board is in agreement.

Hobler moves to approve Resolution 2020-12, amending the 2021 Consolidated Fee Schedule with the addition of specific plan review and permit fees for new oil and gas development, as listed in the Resolution. Howe seconds. Roll call: Young, yes; Rutt, yes; Hobler, yes; Howe, yes; and Freehling yes. Motion passes.

Heart and Cancer Trust Resolution 2020-13: The Colorado Heart and Cancer Benefits Trust was created under Part 4 of Article 5 of Title 29, Colorado Revised Statutes, to aid the state’s firefighting professionals and agencies contain the human and financial burdens created by serious health issues by providing mandated cardiac and voluntary cancer benefits to our members. It allows participating organizations to opt out of the presumption of cancer for workers’ compensation. To date, the trust has approved approximately 95% of the claims filed.

HEART TRUST: In 2014, CRS 29-5-302 was created as a new law, which required fire agencies to provide firefighters with coverage for heart and circulatory malfunction. The Heart Trust program enables us to more easily meet this requirement by removing the financial burden on the district. Once our payment is received, we receive a Memorandum of Coverage, which serves as a payment receipt. We provide this payment receipt to the Colorado Department of Local Affairs for reimbursement. We can apply for this reimbursement immediately after receiving the Memorandum of Coverage. After we have been a member of the Heart Trust for one year, we may begin receiving Firefighter Heart Fitness Grant funds to help offset the costs associated with heart wellness training.

CANCER TRUST: The Cancer Trust was enacted in 2017 to ensure quality care for firefighters affected by cancer. These individuals often had to fight lengthy legal battles to obtain benefits. This Trust allows members to avoid these legal battles and obtain coverage very rapidly. To be eligible for Cancer Trust coverage, full-time firefighters must be active employees with at least 5 years of continuous service. Part-time or volunteer/reserve firefighters must have at least 10 years of active service and maintain at least 36 hours of training each year. When determining eligibility, years of service can be combined from any fire department.

The Trust follows the State's fiscal year of July 1 to June 30, so our initial payment in January 2021 will be pro-rated for half of a year. We will need to make a full year's payment for the July 2021 renewal period.

HEART TRUST: Initial cost will be \$2,337.50 for the first half of 2021. We will need to make a full year payment for July 1 coverage (\$4,675.00) Costs will be refunded by DOLA, resulting in \$0.00 net cost to FRFR.

CANCER TRUST: Initial cost will be \$3,813.00 for the first half of 2021. We will need to make a full year payment for July 1 coverage (\$7,626.00). As our members reach the minimum years of service for enrollment, we would add them to the coverage. Total 2021 cost = \$11,439.00.

Staff recommends approval of this Resolution and the associated Trust Agreement, to include authorizing the required payments to be made.

Hobler asks if we are already budgeted for this. West states there is a line item for this and it is budgeted in.

Hobler moves to approve Resolution 2020-13, adopting and entering into the Trust Agreement for the Colorado Firefighter Heart and Cancer Benefits Trust, to take other actions in connection therewith, to direct our Board President and Secretary to sign both the Resolution and the Trust Agreement, and to direct FRFR staff to pay all required costs for full participation in the Trust Agreement. Freehling seconds. Roll call: Young, yes; Rutt, yes; Hobler, yes; Howe, yes; and Freehling yes. Motion passes.

Audit Engagement Approval: As FRFR financial stewards, we have reviewed our financial audit costs and received bids from 3 CPA firms for the 2020 audit. Based on the information we received, we would like to remain with Haynie & Co.

Haynie & Co. have been conducting our financial audits the past 3 years. We are confident that they are fair, thorough, and conduct themselves in a professional manor.

Staff recommends contracting with Haynie & Co for the 2020 Audit, and asks the board to make a motion to approve them as our auditor, allowing president, Darrin Rutt to sign the letter of engagement.

Hobler moves that we engage Haynie & Co as our auditor to conduct the 2020 Financial Audit. Young seconds. Roll call: Young, yes; Rutt, yes; Hobler, yes; Howe, yes; and Freehling yes. Motion passes.

BOARD REPORTS: Howe commends all staff for service level and milestones. He is pleased with everyone's efforts. Howe cannot compliment everyone enough.

Rutt echoes Howe's sentiments.

Thorpe relays that the Weld Re5J School District is offering free COVID testing.

Rutt asks if we can continue doing the Zoom Meetings even after pandemic passes. West states FRFR now has a Zoom Account, so we can keep this up for people who may need this option or out of town.

Howe wants to make sure we are not violating any bylaws and do an addendum for Zoom Meetings. West states he will look into this and make any adjustments in Old Business.

West will contact BoDs for signatures they need for passed Resolutions.

Hobler has to leave to attend another meeting at 20:01.

CORRESPONDENCE: In Google Folder.

ADJOURNMENT: Rutt moves to adjourn the meeting at 20:02. Howe seconds. Roll call: All "aye." Meeting adjourned at 20:02.