

## FRONT RANGE FIRE RESCUE BOARD OF DIRECTORS MEETING

Tuesday, February 9, 2021 18:50 pm, following the Pension BoD Meeting

Due to COVID-19, the Board meeting will be held virtually; instructions to join the meeting can be received by emailing [info@frfr.co](mailto: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](mailto:info@frfr.co) prior to the meeting.

Director Rutt calls the FRFR BoDs Meeting to order at 18:50 following the FRFR Pension BoDs Meeting. Those in attendance are Darrin Rutt, Greg Freehling, Jim Young, Reid Hobler, and Blair Howe. Those also in attendance are Chief West, Chief Drage, Chief Kronholm, Christine Champlin, and Vanessa Thorpe. Joe Balderson, Eagle Scout is also in attendance.

PLEDGE OF ALLEGIANCE: Pledge said previously at FRFR Pension Meeting.

PUBLIC COMMENT: Eagle Scout Proposal: Joe Balderson, Eagle Scout provided a handout in the Google Folder. Balderson explains his need for damaged/retired fire hose. He is making three beds for large animals at the Wildlife Sanctuary. Balderson explains any donation of hose would be most helpful. Chief West states that we have taken inventory of our out of service hose and we can easily donate to his cause.

Hobler moves to donate as much hose as needed for the Eagle Scout Project. Freehling seconds. Roll call: Rutt, yes; Freehling, yes; Young, yes; Hobler, yes; and Howe, yes. Motion passes. Donation of out of service fire hose will be donated.

### CONSENT AGENDA:

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

Young has a question about a bill. Regarding the 2000 Pierce...for \$21,000. West anticipated Young would ask. West explains wildland fires and deployments. Apparatus 2904 was in our best position to be sent out on deployments, so our front-line rigs could be left here to respond to calls. West explains that issues developed on our deployments. The transmissions, (Jake brake) brakes, command lights, etc., were some of these issues. The bill was far more expensive than what we anticipated. West states we now have a very good front line rig after the repairs. At the same time, Apparatus 2902 is out, so we can run Apparatus 2904 as a front-line vehicle now. There should be no more significant repairs for the rest of the year (knock on wood). West states that one of our intentions this year is working on some upgraded software for better forecasting tools, (every rig is good for 10 years with 5 in reserves), going back to look at data to see if it makes sense to hold onto these rigs, and when to replace apparatus. Young thanks West for answering and explaining.

### STAFF REPORTS

Administrative/Financial:  
Financial Update

- YTD Financials are attached in the Google Folder– Only one month in, so only YTD numbers this month.
- Wildland Reimbursement – We received the remaining funds for the Wildland deployments in 2020; those have been credited to 2020 revenue.

Front Range Fire Consortium (FRFC) Admin Assistance: FRFC needed some admin support to assist with Board of Director and Training Officer Meetings. Cindy will be helping FRFC by recording and typing minutes for their meetings. Specifically;

- BOD Meeting Support: Record meeting minutes for 4 - 6 meetings per year (2nd Friday)
- Training Officers Meetings: Record meeting minutes for 12 monthly meetings (3rd Thursday)

The hours dedicated to supporting the FRFC would be subject to our Leased Resources. Reimbursement program and reimbursed at the 2021 BOD approved rate of \$30.95/hour.

Audit Prep and Preliminary Meetings: Last month we held a preliminary audit meeting with Christine McCleod (Haynie), Joey Hoefler (RLR Accounting), and me to discuss the FRFR expectations of the 2020 Audit Process. In addition, we set the field date for the week

April 19, 2021. Christine M. did a thorough job of explaining what they needed and Joey was confident that we would not have any problem meeting that deadline. Cindy and Christine are appreciative with some assistance we have received from Joey tying up some trial balance details from 2019, which he offered to us for no additional charge.

**Website Update:** As we approach the anniversary of the initial 2020 COVID quarantine, we have come to realize the value in the quality of digital communication. Now more than ever, we see more of our community members rely on our website and social media to retain some form of connection with FRFR. Not only is the importance of having a website increasing, the number of consumers searching for information online and being able to access and submit business applications digitally instead of in-person has increased. Despite the uncertainty of the day-to-day, one thing that remains constant is the importance for our website to perform well for the public trying to access information. We have received bids from different web designers, and we are also exploring options through the State of Colorado for grants to assist. We plan to improve:

- Clean up the home page and improving navigation for users
- Remove old, outdated content
- Enable online submissions for plans, permits, and applications.

We are forming a committee to assist with this overhaul, which we hope to have completed by late spring. We recognize that it may be a while before we can have social gatherings, such as the pancake breakfasts; therefore, we want this to be a vibrant connection place. We will also be utilizing Google Analytics to ensure we deliver appropriate content to our community.

**Life Safety:** Drage provided charts and graphs in the Google Folder regarding Existing and New Construction, as well as Plan reviews. January continued the trend of scaled back operations due to the on-going COVID-19 pandemic. The only inspections that were completed were those that were necessary to keep projects moving forward. As the pandemic's curve begins to flatten, we anticipate increasing our public presence. January saw several development project submittals continue to move through the Town's development processes, so we're optimistic of seeing construction begin in 2021.

#### Highlights:

- Based on the continued downward trend in COVID-19 case counts, Lieutenant Covillo has scaled back station and apparatus decontamination to every other week.
- Inspector Nakata and Chief Drage provided fire investigation support at one structure fire and two car fires.
- Mallard Ridge, the new residential development on the SE corner of Hwy 60 and Colorado Blvd should start seeing houses going up in the near future.
- The Black Sheep Apartments project is moving along nicely, with the owner working on plans to install automatic fire sprinkler and alarm systems throughout both floors of this historic building.

**Life Safety Programs:** Inspector Nakata continues to monitor The Compliance Engine (TCE) for fire protection system inspection, testing and maintenance reporting. This system continues to prove itself very worthwhile, with tracking 101 systems throughout the district, and only 4 showing current deficiencies. Inspector Nakata and Chief Drage assisted Operations personnel with a residential structure fire investigation in the Arrowhead neighborhood. They also assisted Operations personnel and Weld County Sheriff's Office with investigating two nearly simultaneous vehicle fires on CR 13, south of Highway 34. WCSO personnel were able to make an arrest in this case the same night. Strong work by Operations personnel to protect these scenes for the criminal investigation needs! Plan reviews are continuing at a very brisk pace, with several new developments in the works. More to come on those...

**Logistics:** Lieutenant Covillo's primary focus last month continued to be setting up the Target Solutions suite of programs. We will be rolling out the new apparatus inspection/maintenance process, along with several "warehouse" type tracking systems for a variety of supplies and equipment. Not only will these systems allow us to improve our asset tracking, but we also anticipate improved tracking of actual costs. His work with our Apparatus Program has been obvious. Engine 2904 was recently operating as a front-line response apparatus while Engine 2902 was getting an emergency repair of a bulging hose that was discovered during a daily truck check. All areas of Fire Station 2 that were not touched during the remodel have received a fresh coat of paint, so things are looking much cleaner throughout the building. Lt Covillo is still working on landscape design for improving the aesthetics outside Fire Station 2. He has evaluated the damaged fence at Fire Station 1 and will complete those repairs as soon as the weather cooperates. He is currently working on repairs to the flag poles at Stations 1 and 3.

**Health and Wellness Programs:** A large percentage of our membership has completed, or will soon complete, both doses of the COVID-19 vaccine.

Station 1 took delivery of the new Peloton stationary training bicycle during the middle of January. So far, the trainer seems to be getting quite a bit of use. Station 2's trainer arrived and was set up on Feb 3rd.

Dr. Chuck and Tim Brown are working on plans for another training session centering around our peer-to-peer network.

Firefighter Amanda Olig completed the testing process to become a certified Peer Fitness Trainer. We now have five members certified with this specialized capability.

The Leadership Team is currently examining our annual fitness and medical evaluation processes to identify opportunities for improvement.

Drage provided charts and graphs in the Google Folder regarding FRFRs Operational Responses, as well as a very detailed 2020 Response Performance Analysis.

Rutt likes all of the information Drage has provided. Rutt states that it is very well prepared and put together. Rutt thanks Drage.

Fire Chief Report: January was an active month as we started the new year. As part of West's New Year's resolutions, he is working diligently to find ways to reach out to our external stakeholders even more than we have been doing. To that end, West held many in-person and virtual chats that are outlined below.

Our crews were also active. Although our monthly total calls were slightly down from last year, there were several high acuity incidents and notable fires. Most concerning is the number of brush fires that we are running. At the same time, it's not uncommon to have brush fires in Colorado this time of year. The size and frequency have West hoping for snow soon.

West wants to bring your attention to the incident reporting that Chief Drage has provided over the last month or two. In 2021, as West has mentioned, we will be updating our Strategic Plan. Enhancing how we report calls, inspections, vehicle maintenance, and facility wear and tear are all data points that we will be looking at to make sure that we are fiscally responsible while being prepared for the future. Chief Kronholm has also been working with Target Solutions on getting us better data on our training hours. Drage and Kronholm are really working hard to get better data to help us with budget and apparatus. A big KUDOS to Chief Drage and his staff for providing these talking points. We have had about the same number of calls as last year but this year has had higher acuity/higher apparatus calls.

Today, the vast majority of our people who have wanted to get vaccinated for COVID-19 have received their second shots. West is waiting for the official tally from UCH, but is confident our percentage of vaccinated members is very high from talks about the firehouses. While there has been controversy throughout the fire service (not unlike the country in general), West feels that our members all understand the importance of this step to help the community.

#### Highlights

- West had a meeting with the Chief of EMS for Thompson Valley EMS. As our District has extended into Larimer County and TVEMS's area, these get-togethers assure that we are working collaboratively for the future. At this meeting, we discussed the possibility of FRFR Station 4 being able to house a TVEMS ambulance. While this topic needs more robust conversation, our current drawings would allow for this. We will be continuing to meet every few months.
- West had a meeting with the new Milliken Town Manager. Ms. Powell seems eager to collaborate with FRFR, and West is confident that our relationship with the Town of Milliken will be greatly enhanced under her leadership.
- The first of the year officer meeting focused on our 2021 plans and leadership training.
- Our new Training (software) platform has gone live. Chief Kronholm has improved our ability to deliver training and, equally important, easily track training attendance. Please be sure to log into our annual refresher training for all members including the Board.
- West participated as an assessor in the Metro area for a promotional exam. These opportunities help me to keep my fingers on the pulse of officer training and development that West can share with our staff.
- West met with South Metro's new Chief of Human Services. Their newest Assistant Chief worked for me as a firefighter over two decades ago. They are doing some innovative things in the way of wellness, fitness, and HR. West was able to share some new ideas with our BCs.
- West was filmed for an upcoming FB post called "Experiencing Johnstown." This is another way for us to reach out to our customers and let them know what we do at FRFR.
- West participated as a bagpiper for the funeral service of a retired police chief from Haxtun, Colorado. West played at a funeral service for one of our UCH paramedic's brother. It was an honor to help out one 192727 of our own at FRFR. West coordinated the bagpipe service for several LODD'd and active-duty deaths during the month.

FRFR/LFRA Discussions: West met with Chief Miller twice in the last month. West expressed the BoDs thoughts on our desire to eliminate turf battles and to be collaborative as neighbors and operational partners. Through Chief Miller, the Loveland Rural Fire Board expressed similar views. The LRF board also is amenable to FRFR, including all of the property south of 402 and east of I-25 into our District. This, of course, requires an election. Chief Miller and West feel that in order to clearly state both agencies' intent, that a written Memorandum of Understanding (MOU) would be worthwhile. He expressed that their attorney could write the document. We would then have our attorney and the Board review and clarify any issues. Should we proceed with an MOU, West would hope that final approval and signature might be done with both boards being present.

Discussion and concerns ensued. BoDs suggest writing down and documenting our expectations and let them go ahead and pay the attorney fees. This would help set the stage for future election.

Young wants to clarify. Whether or not the J-25 is a done deal with the exception of the one pie-shaped 55 acres north of the development. West states an election would be required for the 86 properties. West states it will be easier to do this at one time for future growth.

Hobler asks if we have to do the election right away. West states yes and no. LFRA has had some budget woes. Loveland Rural District went back to voters in November as their mill levy was going to sunset. The voters maintain the mill levy. They will have to go back to the voters within the city. This will be where they may come up short. Their mill levy is a little below ours. There is no urgency

or no rush. West states we just want to be prepared if another developer comes in, so things do not get territorial. Hobler still feels the 402 dividing line is not the best line because of the new stations with us and LFRA's new station. Hobler asks about the 402 dividing line and feels we should get documentation that says we will have revenue sharing with this.

Howe does not understand how the Town of Johnstown fits into all of this. Howe would love to have Town of Johnstown see where they would like us. Hobler feels they will not go to court on this. Howe is concerned about Johnstown's strategic plan for the whole area and what their goals are for annexing properties between 402 and HWY 34 and the whole area we have been discussing recently.

Young explains some history of past mayors and their decisions with the town. Hobler feels we need to leave I25-HWY34 alone, but feels our focus needs to be on the dividing line for 402 and revenue sharing.

Rutt asks if there are any other departments that have anything going on like this with revenue sharing. West explains about covering Centennial with 3 other departments and they were able to maintain 40% revenue. West says it will all come down to who can cover these areas. It is trying to vie for the position.

SCBA Research and Development has agreed to the same air packs as LFRA has. This cooperation will save us about \$50,000. It also saves us operational costs on this side. West would like to maintain cooperation along the way.

Howe would like to know going forward if the Town of Johnstown wants to know what we are up to and if they have a stake in it. West states that he has monthly meetings with Matt LeCerf. West states they have had open conversations about this topic. They do not want to go to court or fight it. They want everyone to get along peacefully, as long as we are providing similar fire protection/service. West states we have a service agreement that stops at 402. Drage shows the land extends north of 402 to Larimer County Road 3 which is the Western boundary.

Young does not feel it worth going to court over. Rutt agrees. Rutt asks Chief West if any knows of any revenue sharing with other district/departments. Rutt feels the language should be documented showing that we have discussed revenue sharing. West will bring this up with John Chmil and see what language may need to be documented. West will make sure there is discussion and find out which way is the best way to go. Young wants to get this tied up, as well as Rutt. West agrees as well. West states it would be nice to have this in place as things start going up.

Young asks if we are currently staffed to take care of this growth that has been discussed. West states we are. We hired 3 firefighters the end of last year. We are staffed very well right now. Drage has been providing excellent statistics. Young asks if we are in good shape regarding inspections and such. West states we are well covered and we are collecting more data to help compare and follow trend lines.

West will continue the conversations and have them draw up the first paper and bring it to the BoDs for review.

Strategic Plan 2021-2026: Over the last year, we have discussed the need to update the 2019 Strategic Plan. The 2019 plan, as adopted by the Board, was a monumental undertaking. Its writing left a well-documented history of many of the programs from the previous two districts and the foundation of FRFR. Many of the parts of this document will be helpful as we move into the future and educate the public and the members of our roots in the community.

Few districts could claim to have their first document be so thorough. That said, the day-to-day effectiveness of the document to guide our direction strategically is lacking. West has included just a couple of pages from the FRFR 2019 Strategic Plan for your reference. On these pages, you will find the "District Goals." You will also find one program area, "Apparatus," and how apparatus fits within the goals. As with most of the original plans, the written intent is to "continue to..." It is in this way that there is room for improvement as we start to write our updated Strategic Plan.

Also included in your packet are two brief examples. Both of the models are written by the Accreditation Board as part of a contract service and are similar in format. Goals, though, are written for specific overarching areas. For Poudre Fire, the goal given in your packet is "Provide the highest level of care..." Objectives come next, then the timeframe. The person(s) responsible and finally the critical tasks needed to meet the objective.

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Both of these plans are online if the BoDs are interested in seeing them as examples. <https://www.poudrefire.org/home/showdocument?id=4736> and <https://www.southmetro.org/DocumentCenter/View/1863/South-Metro-Strategic-Plan-2021-2025>. Both documents are significantly shorter than ours and again give more of a roadmap to completion.

West asks the BoDs where to from here?

A hallmark of excellent strategic planning, in West's opinion, is the input of internal and external stakeholders as well as the community at large. In some ways, this will be a little challenging because of our COVID restrictions, but West feels that our ability to use

technology over the last year will help us get input and feedback. West also envisions a need to have a Board workshop in the future as we start to get a draft together of the document.

Time frame: West intends to have the document complete and approved by the July Board meeting. This will allow us to use it for planning purposes for our 2022 Budget.

West wants to document where we are going in the future and what our goals are. BoDs like it. West wants it to be easy for a firefighter or a programmer.

Young wants an update on Station 1 on flagless flag poles and fence. Drage states Covillo has identified the problem and is working with the vendor on getting replacement pieces. His goal is to have it done as soon as weather cooperates. The flagpole halyard broke with the raising and lowering. This should be repaired within the next week or so.

OLD/NEW BUSINESS: N/A.

BOARD REPORTS: Young wants to know if anyone had anymore thoughts on selling the antique fire trucks. Young has a contact he spoke to about a month ago, Rick Babb. Rick would really like to work on the antique fire trucks. West states that selling and/or refurbishing these antiques can be emotional for past members. West is putting this in the BoDs hands. Hobler states there will always be somebody who will have an issue with our decision. Freehling asked about getting some grants to help cover costs. Rutt asked about resources in the fire magazine. Howe suggests putting a letter out to the pensioners and see what their thoughts are and if they have any.

Freehling likes Howe's idea. Howe will craft a letter and sent it to the BoDs and then send it out to retirees.

CORRESPONDENCE: In the Google Folder.

ADJOURNMENT: Freehling moves to adjourn at 20:02. Roll call: All "aye." Meeting adjourned at 20:02.