

FRONT RANGE FIRE RESUCE
BOARD OF DIRECTORS MEETING
Zoom and In-Person
Tuesday, March 9, 2021 at 18:00

Director Rutt calls the FRFR BoDs Meeting to order at 18:00. Roll call in-person: Jim Young, Darrin Rutt, Reid Hobler. Virtually present: Greg Freehling, Blair Howe, and Vanessa Thorpe. Also present in-person are Chief West, Chief Drage, and Chief Nat Kronholm. Christine Champlin is absent. Guests in attendance are Sam Schleiger and Robert Burns, as well as Kurt Nakata (virtually).

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT: None.

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

STAFF REPORTS

Administrative/Financial: Chief West presents Christine's portion. She was unable to be present due to an emergency. West would like to thank Christine for all of the hard work she has been putting in.

Front Range Fire Rescue Annual Report The 2020 Annual Report is complete. We will begin sharing the report on social media and mailing copies to our stakeholders this week.

Storytime With Our Firefighters: In partnership with Kurt Nakata, we have been recording videos of firefighter reading books to virtual students. Kurt is working with the schools to get them the videos. We will also be putting these on our YouTube channel

West states there is one more bill to come in for the 2918 ladder truck.

West reports since Covillo's assignment changed, we have more statistical logistics on apparatus/equipment. We are catching some things that have been missed for the last couple of years on repair needs for apparatus. West warns the BoDs to be prepared to have a spike in expenses on some of these.

West reports good news in regards to Tax revenue. Everything is going well. Hobler asks if we are caught up on taxes from last year. West states that we are caught up since the month of January. West states we are at 98.9% which is close enough to call it good.

West would like to point out line items on the budget (pg. 13.1), the impact fund. These are impact fees collected since 2019 from Johnstown, and then, Milliken and Johnstown for 2020. These funds roll into the capital fund and are strictly for growth. These funds have to go very specifically for this. We are earmarking a line for the impact fees. A month ago, Drage came into the office with a bill for a developer for impact fees; just over a million for impact fees. This is all going into the same pot of money. We would like to create a separate savings account for these funds, as well as another one for the debt fund. The bond fund sits in the general fund. This will be taken care of in New Business.

Young asks about the bond fund. West says it goes away in 2023.

Life Safety: February continued to see slower activity due to the on-going COVID-19 pandemic. Towards the end of the month, Inspector Nakata was able to get back to performing his fire inspections and Operations personnel began re-engaging in pre-incident plans. February saw several large-scale constructions and/or development project submittals that should start seeing movement once the ground thaws. 2021 is shaping up to be a very busy year for growth in the district.

Highlights:

- Lieutenant Covillo continues to perform station and apparatus decontamination every other week.
- Inspector Nakata and Chief Drage provided fire investigation support at one grass fire and two residential structure fire.
- We participated in pre-construction meetings for the new Letford Elementary School and the new Roosevelt High School.
- Lieutenant Covillo has been hard at work addressing a multitude of long-standing issues with many of our apparatus. He is doing a great job of identifying deficiencies and prioritizing them for repair to return our fleet to the appropriate standard.

Life Safety Programs: Drage provided charts and graphs in the Google Folder regarding Existing and New Construction, as well as Plan reviews.

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 108 systems throughout the district, and only 5

showing current deficiencies. He monitors each of these deficiencies to ensure they get corrected as necessary. Inspector Nakata updated and released the Engine Company Pre-Plan schedule, which will get our crews back out and into the commercial buildings in the district to ensure that everyone is aware of any potential hazards with the buildings. This is also a very valuable opportunity for community outreach as well as a chance to identify small deficiencies before they become a life safety hazard.

He has been working with Roosevelt High School and the school district to identify and resolve long-standing fire alarm system issues at the school. He is also working with the YMCA to address their notification processes for chemical spills and leaks in the building's equipment rooms.

Logistics: Lieutenant Covillo rolled out the new apparatus inspection and maintenance tracking program within Target Solutions. He provided training to all Operations personnel, and is still trying to catch some of the UCHealth EMS personnel. For the training provided to each of the three shifts, he recruited one of the staff from Front Range Fire Apparatus to help walk our personnel through an accurate and effective daily truck check, and to point out critical areas to be checked. This system allows the user to generate work orders for items needing attention, so Lt Covillo can prioritize repairs and bring our fleet back into good shape.

His work with our Apparatus Program continues to dominate his time, as he coordinates repairs and maintenance to many apparatuses. Inspector Nakata and Chief Drage have been helping him transport apparatus to various shop locations to get the necessary work completed. The new Battalion Chief pickup should arrive in April, but it will still need to go to Recreational Electric for installation of radios, lighting, etc.

Lt Covillo has repaired the flag pole halyard at Station 1 and has a plan for replacing the flag pole at Station 3. He has purchased the supplies needed to repair the fence at Station 1 and is waiting for good weather and the ground thaw to complete this work. He is still working on landscape design for improving the aesthetics outside Fire Station 2.

Drage provided charts and graphs in the Google Folder regarding FRFRs Operational Responses, as well as a 2021 Response Performance Analysis.

Drage states Mallard Ridge is going up and a lot of work is being done in this new development.

Young asks about lights on the flagpoles at Station 1. West states there is money in the fund to fix these once the weather gets warmer.

Drage states we are one call away from where we were in February last year.

Hobler points out a typo on response to a structure fire. Hobler asks if we are close to where we need to be with response times. Drage states this is difficult to answer. West and Drage explain that this is in the Accreditation template that we are setting the foundation for. It is in our Strategic Plan which helps line up the foundation and what we expect, what do our citizens expect, etc. Once we have this information, we go from there. West believes we should act and report like we are accredited as these are best practices and goals. Accreditation is a continuous improvement model.

Fire Chief Report: West states he would be remiss if he didn't start with the most obvious. March 5 marks the one-year anniversary of the first diagnosed COVID case in Colorado 2020. March 13 marks the anniversary of the first death in our state. March also marks the anniversary of our first FRFR in-house case of the disease. Since then, over 400,000 Coloradans have been infected, and just under 6000 have died as of today. As West reflects on the last year, he remembers that a year ago today he was most concerned with his day-to-day activities as a fire chief, a bagpiper, and an individual. Since that time, West has grown to see our role in the fire service on a much more global scale. West is sure that we will be discussing these events for the rest of our lives.

February was reasonably busy for our crews and staff. One of the areas West would highlight is the number of mutual aid requests answered by our neighbors. This speaks to the number of high acutities calls that FRFR responded to this month. As a comparison, we received mutual aid eight times in February 2020.

In 2021 we asked for assistance 23 times. Our crews responded to mutual aid requests out of the district 15 times. While some agencies see mutual and automatic aid as a sign that we need more resources, I view this as a sign of increasing positive relationships and being efficient in our use of taxpayer resources. Many places "make due" and send too few people to handle an emergency effectively. We are sending the right equipment with the correct number of people regardless of what the logo is on the rig's side. In 2021 we have increased our cooperative training significantly. Over the last few weeks, our crews, along with Berthoud and LFRA, have participated in wildland training together. Chief Kronholm has plans for more than a half dozen of such joint training sessions this year.

West spoke about deployments and deploying times regarding Wildland Fires. West states it is a constant rolling of the dice. Young is concerned about spreading ourselves too thin.

Christine finished compiling the annual report. You will see that we are stepping up our game with the quality of this report. It again speaks to the need to clearly communicate with our customers and the elected officials. We are mailing individualized copies to the elected officials in Johnstown and Milliken that will be sent tomorrow. As West mentioned at the last meeting, we have begun the process of our strategic planning. West will be mailing each of the BoDs a survey over the next month to get your input on the department's state and what the BoDs feel needs to be our focus as we head down this path. During March, we will be holding internal stakeholder meetings to get input from our crews.

West is pleased to announce that FRFR has selected our SCBA vendor after over a year of evaluations. A huge thanks to Lt. Kirchner and the SCBA group here at FRFR. We held meetings in February and last week with Loveland Fire to see if it is possible for us to come to a consensus regarding the brand and model that both agencies will be purchasing. West is happy to report that we have agreed in principle to this concept, and we will be finalizing the bid and spec over the next few weeks. LFRA is choosing to lease their equipment. Over the next couple of weeks, we will be looking at our purchase options and come to the BoDs in April with our proposal.

West had several meetings with Chief Miller and our attorney regarding the 402 matter and will discuss that below.

Lastly, as you know, we have actively worked to increase our member's mental and physical well-being. The Senior Leadership Team met with our Member Assistance Program (MAP) provider now that we have had the program for over six months. They were very impressed with the level of usage of the system. We're told that our people are using the therapy services and financial and legal counseling. Besides the MAP program, West also had a meeting with Renee Rodgers, a Ph.D. who evaluated FRFR as a Statewide study for first responders in Post-Traumatic Stress Disorder (PTSD), the importance of culture, and the effects of physical fitness on outcomes. She said that among the departments she used in her survey, FRFR is at the top of preparing for incidents, providing open communication, and having members who feel that they can hone. West states that BODs can use the MAP as well. Let West know and he can get the BoDs hooked up on how to obtain services.

Highlights:

- West produced the state of the District video for our members this month. There were a lot of crazy themes in 2020, and is so proud of how our members handled the bumps and bruises that we all took.
- West assisted Evans Fire Protection District in their first round of Chief selection interviews. West is scheduled to help again in April. This activity continues to build relationships with our neighbors to the east.
- West attended our bi-monthly meeting of the Front Range Fire Consortium.
- West attended a meeting of the State Fire Chief's Fire Leadership conference steering committee. West is hopeful that a number of our people will be instructors at the conference this year.
- West attended the quarterly "Critical Issues" briefing with the State Fire Chiefs. Still near the top of the list is how we are doing with COVID. As our vaccinations are completed, and Colorado's numbers start to fall, we will be making decisions about the pace of FRFR returning to normal.
- West participated as a bagpiper for the retirement ceremony of Chief Lyman of Greeley.

FRFR/LFRA Discussions: After our February Board meeting, West met with our attorney and discussed the logistics and how best to proceed with an agreement with LFRA. Here is what we discussed, and West has communicated to Chief Miller.

- The best mechanism is an Inter-Governmental Agreement (IGA) outlining a "Boundary realignment."
- West expressed that we would like a sunset date on the IGA. This allows staff and the Boards to evaluate at a future date the impacts of growth and responses based on data rather than a perpetual handshake agreement
- LFRA's attorney will draft the first copy of the IGA with those items in mind. As of this report, West has no update from Chief Miller. West did receive a copy of the parcels south of 402 and east of I-25. There are just over 80 properties.
- Chief Miller did present this to the LFRA Rural Board and they are on-board with this.

OLD BUSINESS:

Fire Station Property Research Update: Staff has previously reported to the Board on some legal ownership and property line challenges at our Johnstown and Milliken fire stations. Those issues are continuing to progress and we're nearing final resolution on both.

Station 1 Property Line: The northern property line at Fire Station 1 ran at 45-degree angle. The monument sign and flag pole were actually within the property to the north, while our property extended quite a distance into the neighboring property to the north. In 2005, a Quit Claim Deed was filed with Weld County in an attempt to redefine the property line so it followed the existing fence. However, we discovered that the survey was simply a straight line and was therefore not able to be used to define either parcel. At the December 11, 2019 Board of Directors meeting, the Board was informed that we had received corrected surveys of the property line at FRFR Station 1 and that those surveys had been submitted to the Weld County Assessor's Office for recording. We have finally succeeded in "trading triangles" with the property owner to the north. The small triangle that includes our flag poles and monument

signs is now owned by the district, but it is a separate parcel from the rest of the Fire Station 1 property. We are continuing to work through this challenge and hope to bring a solution to the Board by our April meeting.

Station 2 Ownership: In 2005 and 2006, the Milliken Fire Protection District entered into a contract that resulted in the creation of the property and building currently serving as FRFR Fire Station 2. Part of that process included creating a separate legal entity was created to assist with obtaining financing. This entity was named 107 South Irene Avenue, Inc. Staff has been working with our legal counsel for close to two years to remove that entity from the list of legal property owners. We were notified on 03-04-2021 that the property containing Station 2 is now solely owned by the Milliken Fire Protection District. We are now working through the final steps of getting the ownership name changed to Front Range Fire Rescue.

Handout and pictures showing land parcels are in the Google Folder.

NEW BUSINESS:

FNB-Opening of Two Additional Accounts: In an effort to maintain clear financial reporting we would like to move the DEBT(BOND) reserve and property tax into a separate savings account at First National Bank. We would like to open an additional savings for the Impact Fee reserve fund.

Currently the DEBT fund is held in the general account. Impact fees are held in the Capital account. These funds are reserved in the nature of their use. We would like to move these fund balance into a separate savings account.

Separate accounts will be reported on the monthly financial report.

- DEBT reserve and 2021 revenue to move into account: \$185,040
- IMPACT Fees Fund reserve and 2021 revenue to move: \$126,165

Staff is requesting the Board approve the opening of two savings accounts X2912 for Debt Fund and X2925 for the Impact Fees Fund through First National Bank.

Young moves to open two new savings accounts at first National Bank, to hold our reserve funds for the Debt and Impact funds. Hobler seconds. Roll call: Young, yes; Rutt, yes; Hobler, yes; Howe, yes; and Freehling, yes. Motion passes.

State of Colorado Portal Approval: 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 spoken with the State of Colorado Statewide Internet Portal Authority (SIPA), and qualify to participate in the program. Once we sign the agreement, we are eligible for additional FREE services such as;

- Money collection for fees
- Form completion and submission such as permit application

West explains that there are extra safe guards in going with the State Portal. They have built in programs. We have received 2 bids, and have another bid coming. Everything is rolled into one. We will spend under \$5000 to do this. The Citizen Advisory Group will be one of the groups to help look at this as it comes online.

Once the agreement to work with SIPA is signed and accepted, we can then estimate 3-4 months until the project has been completed.

Staff is requesting the Board approve the attached IGA to enter into an agreement with SIPA.

Hobler moves to that we approve the agreement with SIPA. Young seconds. Roll call: Young, yes; Rutt, yes; Hobler, yes; Howe, yes; and Freehling, yes. Motion passes.

FRFR BoD Meeting postpones at 18:49 and moves into Executive Session.

EXECUTIVE SESSION:

Hobler moves to go in to Executive Session at 18:49 to discuss the Purchase, Lease, Or Sale of Any Real, Personal, or other Property Interest. Authorized by Colorado Statue 24-6-402 4a. Young seconds. Roll call: All "aye." Motion passes.

Hobler moves to close this Executive Session at 19:02; no action was taken. Young seconds. Roll call: All "aye." Motion passes. Executive Session ends at 19:02.

Regular FRFR BoDs Meeting resumes at 19:03.

BOARD REPORTS: Howe asks about the antique trucks that have been a frequent discussion. West states Covillo has been helping out with the antique trucks and will be showing them to the Town of Milliken BoDs. Howe thanks Chief West and our BoDs for being transparent to the public. Hobler states his position is to get rid of the trucks and figure out a fair price. Other BoDs agree.

CORRESPONDENCE: All correspondence is in the Google Folder which include some thank you notes.

ADJOURNMENT: Rutt moves to adjourn the BoDs Meeting at 19:09. Hobler seconds. Roll call: All “aye.” Motion passes. Meeting adjourned at 19:09.