



# CONSENT AGENDA

## ITEM A MINUTES 4.13.2021

FRONT RANGE FIRE RESCUE BOARD OF DIRECTORS MEETING  
ZOOM & IN-PERSON Tuesday, April 13, 2021 6:00 PM

Due to COVID-19, the Board meeting will be held both virtually and in person; 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 calls the FRFR BoD Meeting to order at 18:04. Those in attendance are: Jim Young, Darrin Rutt, Reid Hobler, Greg Freehling, and Blair Howe via Zoom. Also in attendance are Chief West, Chief Kronholm, Kurt Nakata, Christine Champlin, and Vanessa Thorpe.

### PLEDGE OF ALLEGIANCE

**PRESENTATION: DONATION TO COMMUNITIES THAT CARE:** Neil Ferrell explains C-Shift responded to a traffic accident and provided emergency services. About a month later, the individual involved in the TA donated a grill to FRFR. He wanted to donate it to a Charity/Community. Ferrell introduced Erin Olson, representing Communities That Care - Weld County (CTC). Firefighter Neil Ferrell presented the collected donations from our members, totaling over \$1000. Lieutenant Kate Jennings got the honor of selecting the worthy cause that received the cash and selected CTC. CTC is a community-driven program aimed at helping our community's youth.

Erin Olsen explains that CTC is funded through a grant through the State Health Department. It is a five-year grant. CTC started in 201 and serves both Johnstown and Milliken. In June of 2021, the grant comes to an end. CTC has re-applied and received the grant once again. CTC promotes positive youth development. CTC works with Milliken Police Department to provide a safe environment for the kids to come and hang out. CTC also partners with TRPR.

**PUBLIC COMMENT:** None.

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

### STAFF REPORTS:

#### ADMINISTRATIVE/FINANCIAL:

Financial Summary: YTD Financials are attached in the Google Folder.

Construction Loan Update: 2020 Construction Loan Final Amount: \$585,447.77

2021 YTD Payments (Principal) \$18,683.56

2021 YTD Payments (Interest) 4,555.74

Current Loan Balance: \$548,080.65

**Personnel Update:** March 15th, we had a member resign FRFR. We have contacted a firefighter from our hiring list that was created last spring. We have confirmed the candidate is very interested in pursuing a Full-time position with FRFR. We anticipate finalizing a job offer in May, and having them come onboard for the Fall Academy in August. We should have final details at the June Board Meeting. In addition, we will be giving a promotional exam and creating a list for Lieutenant in June.

**Audit Update:** April 20th we will have our new accountant Joey Hoefler and the Auditor here to all meet in person. The Auditor will be conducting a "fieldwork", this phase includes assessing the adequacy of internal controls and compliance, testing of transactions, records, and resources, and performing other procedures necessary to accomplish the objectives of the audit.

Website Update: We have been approved with SIPA for a free website hosting. We have also finalized our agreement with the website designer, and expect to have her begin designing the site later this month.

Social Media: Front Range Fire Rescue continues to have a strong presence on the major social media platforms such as; Facebook, Next Door, Instagram, and Twitter. Chief West and I have been using a monthly planning session to create a strategy that will eventually link in with our website.

Hobler asked a question about the percentage of the budget regarding Communication/Dispatch Fees, and if we pay this up front. Christine states we do pay this up front.

West spoke regarding the Apparatus Budget that is at 70%. West states we had two very expensive repairs in the last two months. One repair was \$22,000 and the other was \$12,000. Chief West states he does have some concern over it. The BoDs may have to make an amendment to the budget. However, we do have enough in Reserves. West states that with Covillo's position, we are monitoring the apparatus more closely. West does believe we will probably go over budget, but right now we are okay. Young asks about receiving the money from the Wildland Fires. West states we did receive this money, however, we then had to pay for expenses.

Christine did create the Impact and Debt Fund. They are represented in the Google Folder.

Rutt asked if we purchased a Hotsy. West states that we did purchase a Hotsy for each station as we were having electrical issues with apparatus due to paved roads, dust, etc. The Hotsy allows us to pressure wash underneath the chassis.

Rutt asked about the newly purchased docking stations. He asked if they were for the BCs vehicles. West states that these were purchased and one was placed in 2904 as well as Engine 2. The MDT can easily and quickly be taken in/out of service.

Hobler asked about impact fees. One Town is significantly higher. It was this way last year as well. West explains impact fees. Hobler asked if we are waiving the School District Impact Fees. West states the School District is paying them.

Rutt asked if it would be possible to get the BoD Packets out the evening before the schedule BoD Meeting. Christine states she can make this happen.

LIFE SAFETY: Chief West presents the Life Safety Report as Chief Drage is at the National Fire Academy. West explains this is a prestigious program. This is the first group that is an on-campus class since COVID began. This program is 2.5 years rather than the initial 4 years. Drage will then do a site visit after that.

March was our first full month of inspections and pre-plans, and Inspector Nakata hit the ground running at a full sprint, completing 25 inspections and site visits. The engine company pre-plan is slowly restarting. We also completed the reviews and inspections necessary for Nature's Herbs to begin operating their plant extraction and product manufacturing processes. Activity in the facility and apparatus maintenance processes appear to be leveling out.

Drage provided charts and graphs in the Google Folder regarding Existing and New Construction, Plan reviews, as well as Operational Analysis and Responses.

#### Highlights:

- Lieutenant Covillo continues to perform station and apparatus decontamination every other week.
- The new flag pole at Fire Station 3 was installed on March 26th.
- We are working closely with the design team for the new Roosevelt High School to review and make comments on the proposed site plan.
- Chief Drage completed the examination processes to become designated by the International Code Council as a Certified Fire Marshal and a Fire Codes Specialist. These are the highest levels of fire code certification offered by the ICC.

Kurt gave an update on inspections and sidewalk risk assessment.

Life Safety Programs: Inspector Nakata worked with Christine and several members of FRFR to record reading sessions for Knowledge Quest Academy. He continues to monitor The Compliance Engine (TCE) for fire protection system inspection, testing and maintenance reporting.

We were selected by the National Fire Protection Association (NFPA) to participate in an on-line community risk assessment tool called My Sidewalk. Kurt has taken the lead on this project and is working to compile a broad range of information to help us improve our understanding of the communities we serve and the hazards and risks we might face. Through this project, Kurt has started collecting updated community demographics, and several examples are attached at the end of this report. Upon completion, this project will help us be able to develop a comprehensive community risk assessment document that will be used to build a standard of cover, which will explain and quantify how we will use our resources to meet the various risks present within our jurisdiction.

Logistics: Lieutenant Covillo has continued to spend lots of time managing fleet maintenance, most notably with 7002 (the engine usually operated as 2902). The coolant module continues to have issues. So far, each time it gets replaced by Stewart Stevenson, it develops the same crack within a few days. It recently came back after another repair visit. He is working with them to identify the root cause of this cracking in an effort to prevent it continuing to recur. All other apparatus is running smoothly, with only routine maintenance and repairs forecasted for them.

The new apparatus inspection tracking program is going smoothly, and staff is taking extra time with each daily check to learn the new system. Once they are over the learning curve, this should streamline their daily checks. They are definitely doing a more thorough rig check, so we are optimistic this will help reduce apparatus downtime in the future.

He is laying the foundation for many new projects to kick off with the warmer weather in April. Upcoming projects include: installation of an emergency generator at Station 3, exterior paint at Station 3, upgrading the air compressor at Station 2, initiating signage and landscaping at Station 2, repairing the fence at Station 1, and touching up landscaping around the monument sign at Station 1.

He has continued to perform station and apparatus decontamination every other week. Beginning May 1st, this will move to being performed monthly. This is the minimum standard we have established for frequency of decontamination. We will continue to monitor the available dashboards to determine if decontamination frequency needs to be increased in the future.

West states that we have started working on landscape projects with the weather becoming nicer at Stations 1 and 2. Station 3 will be freshly painted, a new flag pole installed, and we have received a bid for a generator there.

We have moved our decontamination process to once a month for now. We are continuing to watch COVID numbers. If numbers continue to rise, we can always go back to decontaminating a couple times a month. This process includes every space in every department, etc.

**FIRE CHIEF:** There is an old saying that March comes in like a lion and goes out like a lamb. That certainly was the case in our district in 2021. Most notable was the major snow event that took place the weekend of March 13 and 14. The storm increased our calls significantly, as noted in the operation report. We up-staffed several units, and West is happy to report that our crews performed outstandingly given the nature of the storm. Each day throughout the storm, we held planning meetings to ensure that we were meeting the mark. We also received a great deal of cooperation and collaboration from our partners in both towns.

On March 27, our crews assisted Loveland Fire on a rolled-over tanker truck on I-25. The interstate was shut for over 36 hours. During the incident, some of our equipment was contaminated. We are working on receiving reimbursement for the incident for our time and equipment.

During the month, West held meetings with area fire departments regarding leadership changes. As you may be aware, the Chiefs of Greeley, Evans, and Poudre Fire Authority have all retired (or will be soon), and new chiefs are or will soon be in place. Additionally, Chief Miller of the Loveland Fire Rescue Authority has announced he will be retiring in the next three months. While West is saddened that these leaders are moving on, West is also optimistic that we will maintain or even improve our relationships with these critical partners. West will be involved in the assessment center process in Evans as an interviewer next week. West states he has known most of these newer members across the districts and has worked with them in the past.

Lastly, Chief Drage and West met with all of our crews over dinner this month. Our purpose was to understand where we are as an agency in our strategic planning process. Each night, on-duty teams shared their thoughts on the Strengths, Weaknesses, Opportunities, and Threats (SWOT) of FRFR. We also discussed area, Statewide, and National trends and how they may affect us in the near future. The input we received was invaluable in starting the process. We have developed a couple of survey tools using the crews' feedback, which will help us identify the most important themes. From there, we will begin to identify the areas we most need to work on over the next couple of years at FRFR.

#### Highlights:

- West met with a few of our eastern neighbors to discuss the future of run cards and automatic aid.
- West participated in Windsor Severance Fire's Strategic Planning process. It was valuable to see their process in comparison to ours and help them identify areas that FRFR and WSFR can work more collaboratively.
- West used a few vacation days in March. It was a nice getaway and an opportunity to "reboot." We have emphasized the importance of finding balance with our members, and it was good to demonstrate that by example this month.
- Lt. Covillo and West met with MVFPD's fleet services bureau and toured their new facility. We had an opportunity to see their program and review the possibility of using them for future apparatus repairs. We also received a copy of their IGA. We are reviewing this document, checking with other customers, and also looking at other fleet service options and expect to come to you in May with a more formal proposal.
- With Spring here, we are starting the work on a number of station projects. Included is Station 3 which we will be painting in the next month. Attached in the Google Folder is the color scheme we are considering and could use some informal input regarding the specific red for the doors.
- West participated as a bagpiper for the LODD Funeral of Chester Riley of the Nucla Fire Department. West participated as a bagpiper for the LODD for Boulder Police Officer Eric Talley. West participated as a bagpiper for the funeral service of a former colleague of mine from South Metro. These events continue to help FRFR be seen as a regional player and partner. In June, two of our members will be attending the State Firefighter's Honor Guard Academy. This will give us another avenue to assist and be helpful.

Young has concerns about the fleet service, even with the IGA that we would have with MVFPD. West explains that they have four full-time mechanics. We can monitor this with the IGA. West states as we look down the road with our IGA with MVFP, we can make sure they have Pierce mechanic/tech. Lt. Covillo and West met with MVFPD's Fleet Services Bureau and toured their new facility. West and Covillo had an opportunity to see their program and review the possibility of using them for future apparatus repairs. We also received a copy of their IGA and are reviewing this document, checking with other customers, and also looking into other options.

Young reports seeing in the minutes that we are getting a new pickup in March. West states it is the replacement for the Battalion Chief's vehicle. The vehicle is not in yet, but should be here very soon. We are beginning to buy some loose equipment to equip this new rig. Young asks if we are getting rid of anything. West states we are evaluating the mileage and maintenance on current vehicles. West states we will more likely get rid of the Dodge if we do not need it.

SCBA Purchase: West explained last month that our SCBA user group had collaboratively met with LFRA over the last few months and concluded that we agreed on the make, model, and spec of our new SCBA. As you are aware, we had been working on this purchase for more than a year, and that included putting the project on hold as we waited for the possible awarding of a federal grant. We, and many others, were unsuccessful in 2020 for the grant, in part due to COVID and other factors. During our discussions, we discovered that LFRA was planning on leasing their SCBA. There are reasons to consider this, and because of those reasons, West asked Lt. Covillo to investigate the rates and costs available. West has attached the findings in the Google Folder. As you will see, our rate would be under 3% and would be dependent on our term of 5, 6, or 7 years. We also obtained payment rates based on 0% down or 50% down. While we are still waiting for our final price from the vendor, West wanted to have a conversation regarding the advantages and disadvantages of purchase versus lease.

#### Purchase advantages:

- We currently have the money allocated and, in the bank, available for purchase. Budgeted at \$460,000, we expect this to fall well within this number.
- Future changes in revenue could affect our ability to make payments, although the payment schedule is a relatively low impact on our capital Lease advantages
- At the conclusion of the term, we would likely be needing to spec new equipment. SCBA that is beyond two cycles of the NFPA standard often needs replacement. We would expect that there will be a new standard in 2022 and again in 2025, meaning that in 2028 we should be strongly considering the purchase of new packs. A 7-year lease puts us at that mark.
- Leasing spreads the cost over several years, allowing for future residents to pay for the equipment that we use to respond to their emergency.

West states it is always good practice to have spare air packs, hose, etc. in the amount of 10-15%. We do not need to keep as many on the shelves as we are splitting this with LFRA. We will split the wear and tear with LFRA. LFRA's financial situation is they have no choice but to lease. They do not have the money outright to purchase. We do have the money. We are going to come well under budget. They are getting a rate of 2.7-2.8%. We have reasons to consider doing this:

1.) We are taking this cash and not giving it to the manufacture all in one swoop. 2.) Philosophically, if we take out the money now, the people will get the use out of the equipment as more people move in.

West would like to hear what the BoDs would like to do. We could make a small payment now and then some later.

Regarding the SCBA Capital Budget, Hobler asks if we are making any interest on this \$456,000. Christine states yes; it is under 2%. Rutt asks if we are looking at a downturn the next couple of years. Young asks about oil and gas and would we be better off paying for it now. Young does not want to get caught. West points out since the major drop in oil and gas, there is an expected drop for 2022. It would take an unprecedented drop. Young asks West if it is a problem if LFRA leases and we pay cash. West states they did check on this and we can pay cash and LFRA can do the lease. Young's other concern is if they default, will it tie us up. West states no, it is an independent lender and it will not tie us up.

Hobler feels if we are making any decent return with the interest, leave it in there; however, in this case, Hobler's opinion is that we are wasting money. Hobler states by paying cash now will save us money in the long run. All BoDs are onboard with paying in cash. West states we have been kicking this around since 2019, we did not get a grant, specs have changed, and we have budgeted this money for nearly 2.5 years now.

West will come back with the final purchase and will ask for a motion at May's BoD Meeting.

2021 Pancake Breakfasts: In 2020, we canceled our two annual pancake breakfasts due to the pandemic. While these events are not money makers (in fact, the district has lost over \$10,000 between the last two years we held the breakfasts), we know the tradition within our community. We also understand that the towns' elected officials are moving ahead with plans for the town(s)-sponsored events. Over the last month, we have held multiple conversations with internal and external stakeholders and have looked carefully at the best course of action for 2021. We have reviewed several alternatives (reservations, drive-through, and hosting food trucks on our property). Most importantly, we have looked at the impact of our own vaccinated employees and the possibility of an outbreak at our firehouse. With the increase in COVID-19 variants, our limitations to socially distance at the stations, and the uncertainty of possible transmission of COVID from our members to the general public, we have decided to cancel the 2021 pancake breakfasts. Our planning cycle requires that we make this decision now rather than a "wait-and-see" approach. West is incredibly disappointed, but feels this is the right decision for our members' and citizens' safety.

#### OLD BUSINESS:

IGA with Loveland Fire Rescue Authority: Over the last few months, West has worked with Chief Miller of LFRA to resolve some boundary concerns between FRFR and LFRA. In January, we discussed this, and with your input, West worked with the chief to communicate the BoDs concerns and possibly draft an agreement between both agencies. In February, Chief Miller brought those concerns to his board, and their attorney has drafted an MOU outlining our resolution. Last Friday, West received the draft from Chief Miller and has passed this draft on to our attorney for a cursory look for any problems. The first draft is attached, and tonight West will present any issues from Mr. Chmil. Further, West will explain some of the first glance issues that he sees in the agreement.

West states because we just got this document, we can table it until May. West would like the BoDs give their input. West will then give input to John Chmil. West will bring the draft version to the May BoD Meeting. We are not in any rush and there is no urgency. West feels Chief Miller would like to button this up before he retires.

West requests the BoDs feedback by Friday, April 23rd, so that he can give this to Attorney, John Chmil in a timely manner.

BOARD REPORTS: Howe mentions he is working on getting out of the Ambulance Business. Freehling wishes him good luck. Rutt thanks everyone, admin, crews, everyone!

CORRESPONDENCE: None.

ADJOURNMENT: Rutt moves to adjourn at 19:12. Hobler seconds. Roll call: All "aye." Meeting adjourned at 19:12.