

FRONT RANGE FIRE RESCUE BOARD OF DIRECTORS MEETING  
In-Person & ZOOM MEETING Tuesday, July 13,2021 6:00 PM

The Board meeting will be held both virtually and in-person; 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 BoDs Meeting to order at 18:00. Roll call: Jim Young, Darrin Rutt, Blair Howe, Reid Hobler, and Greg Freehling present. Also, present are Chief West, Chief Drage, Lieutenant Covillo, Inspector Nakata, Christine Champlin, and Vanessa Thorpe. Guests from Haynie and Haynie, Joey Hoefler and Christine McLeod are present as well.

PLEDGE OF ALLEGIANCE

Director Howe moves to adjourn to the Bay for the Presentations and Oath of Office. Freehling seconds. Roll call: All "aye." Motion passes at 18:01.

Director Rutt calls the FRFR BoDs Meeting back to order at 18:18 following the Presentations and Oath of Office.

PUBLIC COMMENT; No public comment.

AUDIT PRESENTATION: Christine McLeod from Haynie and Haynie is present to present results of the audit. Joey Hoefler is present as well. He helped prepare for the audit. Audit Presentation is in the Google Folder. Hoefler thanks Christine and staff for working together cohesively on the audit.

Director Howe moves to accept the 2020 Audit findings. Young seconds. Roll call: Rutt, yes; Young, yes; Hobler, yes; Howe, yes; and Freehling, yes. Motion passes.

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

STAFF REPORTS:

Administration/Financial

Executive Financial Summary

- General Fund Revenue YTD budget is at \$3,521,164 which is 76% of budgeted revenue.
- Through June, the District has collected \$4,352,269 in property and specific ownership tax revenue, which reflects 77.5% of collected taxes.
- The District's current balance of the Construction loan is \$519,982.
- As of June 30th, the District has expended 49% on the general fund related to operations in the Annual Budget.
  - Specialty Teams & groups are at 55% of budget, we had two members complete honor guard training and the hazmat team purchased supplies with the donation funds they received last month.
- Through May 31st, the District has expended almost 2.2 million of the general fund related to administrative costs (includes overhead and payroll) or 51% of the Annual Budget. o Financial is at 65% of budget, primarily because we have paid some of these for the full year; Audit, contracts with Lexipol, FRFC, Zoom.

Financial Reports Attached: In the Google Folder

- Taxes collected YTD
- General Fund YTD
- Other Fund Balances YTD
- Account Balances

Hobler asks if 76% of revenue has come in, how can it be 98% taxes. Christine states it just reflects what has come in and does not show on the report just yet. Christine states it is going to be around 80%, as we will get a big chunk this next month.

West states at the end of the year last year we were at 99.7% as there was a carry-over from the bond as well as the dispute with the County. That was not given to us until February. West states there are no delinquent taxes.

Highlights:

- Sorted the boxes of folders in the Gateway storage unit, we were able to shred several boxes of outdated paperwork. This is an annual event that will end next year as we continue to get all materials scanned and saved on our drive.
- Assisted with the Lieutenant Assessment process. The candidates were outstanding, and we all learned so much through the process.
- Attended a Retirement Healthcare Funding presentation at WSFR, along with LFRA, PVFD, MVFPD, along with a few others. The presentation showed several ways employees could fund healthcare during retirement.

- Worked with SIPA on our website structure. We are finalizing the forms we are building into the system that allow community members to submit applications for permits online. We also have begun the process to accept payments online as well.
- Cindy and Christine attended an AP/Processing fraud webinar. Christine reached out to our representative at FNB to explore the cost of setting up "Positive Pay", which establishes clear boundaries for each vendor and check issued and ensures checks are not forged after they are written. Since we are already using PayMaker we are covered for any checks we issue through FNB.
- Cindy has been working with Chief Patterson at FRFC to take minutes of their monthly board meetings. We just billed FRFC for the 2nd quarter of her hours.

NEW VISAS CARDS: We are currently using an old Visa card system that charges the District an annual fee of \$500. FNB is offering us a new EVERGREEN edition. The new cards offer 2% cash back on every purchase and there is no annual fee. This will save us banking fees and we can potentially earn \$2,000 annually.

Young asks how many carry the new cards and what restrictions there are. West states there are 15 cards issued to Officers, Battalion Chiefs, and Office Staff. The card holder has to justify expenses/transactions every month. They also sign an agreement when they get the card. Different amounts are allowed per the rank of the individual.

Life Safety Report: Johnstown's BBQ Day event ran very smoothly, including a fantastic fireworks display. We're now working with the planning group for the Milliken Beef and Bean Day in August. The trend of increasing building/construction activity continued during June, with several projects showing progress. Staff has continued to participate in weekly coordination meetings regarding the two new schools. Staff also assisted with the Lieutenant promotional process.

Drage extends a big thanks to both Nakata and Covillo for all their help with logistics. Drage count not have gotten the jobs done with them.

#### Highlights:

- Staff is participating in the various training sessions for the new SCBA.
- Both new school projects are moving smoothly forward in the development review processes.
- We are working with an individual to modify an existing space in downtown Johnstown to become a small concert/special event venue.
- Drage took a much-needed one-week vacation to southern California at the end of June.

Life Safety Programs: June saw the return of the Johnstown BBQ Day event, along with the fireworks display at the RHS athletic fields. Both events went off without a hitch. We're starting to see our public outreach programs coming back slowly, with more events scheduled into July and August. The engine companies also completed several pre-plans last month.

Kurt continued to assist Bernie with several trips to handle apparatus delivery/pickup for various repairs. Kurt is nearing completion of the process to attain the Fire Officer professional credential through the Center for Public Safety Excellence, as well as Fire & Life Safety Educator certification through the State of Colorado.

Kurt is working with new ownership for the former Nacho y Kika's and El Mex-Cal to make sure both buildings are up to speed and any outstanding fire code issues are addressed.

The Johnstown Historical Society has completed a small display area in the basement that showcases the history of the former Johnstown Fire Protection District as well as the development of Front Range Fire Rescue. If you get the chance, take the full tour of their facility...it's very interesting!

Greg Freehling and his son have offered to restore the old hose cart. The Historical Society is super excited about this! West will donate some equipment towards its refurbishment.

Drage also mentions that a small Event Venue is going in downtown Johnstown.

Drage states that High Plains Boulevard will run parallel to I25 up to HWY 34.

Logistics: Lt Covillo participated as a burn instructor/safety over six days of mutual aid live fire training at the LFRA Training Area.

Apparatus: We received a few minor adjustments to the service agreement with Loveland Fleet Management, but nothing substantial. 2901 (apparatus #7001) has finally come back from Stewart Stevenson with the final repairs being completed. It will be going in to Loveland Fleet Management soon for some routine maintenance items. Kurt's Chevy Colorado is at the dealership to get some warranty work on the ignition system. Lt Covillo is coordinating all other apparatus for various routine maintenance and repairs.

#### Facilities:

Fire Station 1: Thanks to Lt Linder for his help in repairing the damaged fence in the southeast corner of the property. Lt Covillo and others completed some yard clean up and weeding on the property in early to mid-June. Lt Covillo has also been hard at work taking

care of the landscaped and turf areas. The apparatus fill connections were modified during the first week of June so that each fill station could be isolated.

Young extends compliments to those that worked on Station 1 clean-up. He states it looks great.

Young asks about the pickup. Drage states it is going in to get measured as well as the topper has not yet come in.

Fire Station 2: An updated site plan and traffic control plan have been submitted to the Town of Milliken to improve the area around the flagpoles, to include adding a monument sign and some benches, along with a concrete patio. We are hoping to be able to begin this work in August.

Lt Covillo worked with Verizon Wireless to test a signal booster in Station 2 for a week. It did not seem to make a noticeable difference, so they have moved the test over to Station 1. Verizon is also going to be working on a tower near Sticker Stadium, so hopefully this will improve signal in the area. He has also worked with Verizon to modify our plans to improve data charges.

All work will continue to remain within the approved and adopted FRFR budget.

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

Fire Chief's Report: West spent part of this month off on vacation. A total of two weeks gone on the east coast. It was a reboot that West needed badly, and it was good to spend time with friends and family after our long COVID lockdown. Most importantly, with my time away was the reminder that the people we have are exemplary leaders. If West was to be hit by a bus tomorrow, FRFR is in the excellent hands of our people, who will quickly adapt to my absence. West appreciates the work of Christine, Ty, and all of the BCs every day, but even more so when he gets back from some time away.

To spite a couple of weeks away, West's schedule was full while he was here. The most important part of West's schedule was the week of the 14th when we held an assessment center for the position of lieutenant. West coordinated the process to allow the battalion chiefs to remain as unbiased mentors to the candidates. Tonight, we will be swearing in our newest lieutenant, and West is confident he will do an outstanding job.

We continue to progress through the purchase of our new SCBA and anticipate delivery by our next board meeting. The implementation phase is taking up a considerable amount of time for Lieutenants Kirchner and Covillo and Chiefs Kronholm and Doyon. As will any change this large, we have had a few hiccups, but the team has adapted and adjusted quickly. We anticipate that we will meet the mark regarding costs and still look to be under our adjusted purchase number from May.

An exciting thing occurred the week of the 14th besides our Lt exam. Two of our members, Lt. Linder and Firefighter Rodriguez, completed the 40-hour Colorado State Honor Guard Academy. This course is attended by dozens of firefighters and police officers in the state each year. The group organizes and responds to the line of duty death funerals and serves at a number of other ceremonies each year. Our goal in starting an honor guard here at FRFR is to be prepared for the best of times and the worst of times. We are ready for ceremonial station openings, academy graduations, and retirements. We are also preparing to assist for funeral services of our retired members or, just in case, we lose one of our own on the job. We plan on adding another few members to the group in 2022. These members will serve as our "technicians" who can help the rest of us fill the various roles needed at larger events.

June, unfortunately, allowed us to test our system of a "supportive peer culture." A number of us responded to a tragic auto accident that resulted in a death. We worked collaboratively with the other responding agencies (UCH, TVEMS, JPD, and LFRA) to provide a formal defusing and also routine check-ins with the responders. We continue to build this program, but so far, West believes we are on the right track.

#### Highlights:

- West attended a number of meetings with the leadership team from LFRA. We continue to strengthen the relationship with them. West also attended a number of joint live fire training sessions with FRFR, LFRA, and Berthoud Fire.
- West met with Chief Seimens (Evans) several times this month. We have been discussing how to work better with
- West participated as a bagpiper for the LODD Funeral of Daniel Trujillo of the Denver Sherriff's Department. Daniel died of COVID. Ironically, West had been working with Trujillo a few weeks before his passing on a charitable event with the bagpipes. Additionally, West assisted Poudre Fire by playing at their change of command ceremonies.

West is passing along a 1956 Le France Old Bell to our new Honor Guard. It will be on display here and to use for ceremonies.

- Evans on our east side, especially concerning EMS. We are making good progress and have a planned meeting with the five UCH agencies in July.
- This month, West continued off-duty get-togethers with our members. These have allowed us to chat about life and home away from the firehouse. They have been fantastic and have given me even more opportunities to see our folks and their families.

Hobler asked if we are working with Greeley at the new station. West states that we are. Greeley did provide Hazmat Training at our station just not too long ago. West states if we ask, they will always provide. The new Fire Chief in Greeley is now on-board.

Station 2 Water: In June, we were surprised by an extremely high-water bill at Station 2. West met with the Town Manager and also the personnel responsible for Milliken Water in June. We determined that we do in fact, have two meters, albeit one is rarely used and is on the test side of our fire sprinkler system. We also found that the primary meter into the building appears to be defective and has since been changed out by the town. Meanwhile, Christine researched other area fire districts, and we have found a mix of those who pay for their water usage and those who do not. Once we have some numbers on our usage, West plans on meeting with Town Manager Powell and work on clarifying the past agreements and how we can best move forward.

West states as far as water with Station 3, West has yet to find a written IGA. There are a lot of emails and such, but no IGA.

West also mentions State Bill 293, last year statewide we de-Gallagherized and the State has done away with the de-Gallagherized. A new bill lowers all residential and commercial to a set fee – significantly lower – this could potentially be back on the drawing board. In talking with legal, it is all in the wording. Residentially we are okay, but when it comes to commercial, it could affect us. West states he would like to wait and see what happens and see what the effect is with all of the growth we have going on. West would like to wait and see which option would be best. Hobler states is only written for two years 0 2022-2023. We will have to see what our evaluations are going to be.

OLD BUSINESS: None.

NEW BUSINESS:

LETA IGA: Staff been participating in the cooperative, multi-agency process for reviewing and updating the 4th Amendment to the Intergovernmental Agreement that establishes the Larimer Emergency Telephone Authority. The process concluded on June 29th after four virtual meetings.

Background: The Larimer Emergency Telephone Authority (LETA) serves as the governing body for the Enhanced 911 (E-911) service within Larimer County. The governing body of LETA consists of seven (7) members who represent the various entities served by LETA, with the four largest municipalities guaranteed a seat.

- One representative is chosen by the Larimer County Board of Commissioners
- One representative is chosen by the City of Fort Collins • One representative is chosen by the City of Loveland
- One representative is chosen by the Town of Estes Park
- One representative is elected to represent fire districts/fire authorities
- One representative is elected to represent hospitals/health districts
- One representative is elected to represent Colorado State University and other towns

This Intergovernmental Agreement (IGA) was created on July 7, 1999, with the most recent update being approved on July 21, 2009. The document has been updated to reflect changes in federal and state laws, to add signatories, and to respond to advancements in 911 call technology and infrastructure. Since Front Range Fire Rescue provides services in Larimer County, we are a party to this IGA.

Hobler moves to approve Resolution 2021-1, approving the 4th Amended IGA for the establishment of the Larimer Emergency Telephone Authority and to authorize the Board President and Secretary to sign. Howe seconds. Roll call: Rutt, yes; Young, yes; Hobler, yes; Howe, yes; and Freehling, yes. Motion passes.

BOARD REPORTS: West approved the MOUs with LFRA. LFRAs Board is on-board too.

Young reports the crews responded to a call to his home. Young states we have outstanding people. Compliments to the crew that was on that night.

Rutt extends thanks and excellent work to everyone.

CORRESPONDENCE: None.

ADJOURNMENT: Rutt moves to adjourn at 19:10. Roll call: All “aye.” Meeting adjourned at 19:10.