



**FREDERICK-FIRESTONE  
FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR  
MEETING  
8426 KOSMERL PLACE, FREDERICK  
COLORADO 80504**



**MINUTES  
July 10, 2023**

The regular meeting of the Board of Directors of the Frederick-Firestone Fire Protection District was called to order by Chairman Stout at 7:06 p.m.

**ROLL CALL**

**Directors Present:**

David Stout, President/Chairman  
Kathryn Maselbas, Vice President  
Greg Houston, Treasurer  
Robert Freeman, Secretary

**Directors Absent:**

Pete Ditmon, Assistant Secretary (excused)

**Also present:**

Jeremy A. Young, Fire Chief  
Dino Ross, Legal Counsel  
Steve Iacino, Assistant Chief of Planning  
Mike Cummins, Finance Director  
Summer Campos, Management Analyst/PIO

Treasurer Houston moved to excuse Assistant Secretary Ditmon from the regular Board meeting of July 10, 2023. Motion seconded by Secretary Freeman. The motion passed unanimously.

**APPROVAL OF AGENDA**

Vice President Maselbas moved to approve the Agenda for the July 10, 2023, meeting as presented. Motion seconded by Treasurer Houston. The motion passed unanimously.

**PUBLIC COMMENT**

None.

vehicles can be repaired except for the 1998 Ford F150 Plow Truck and the three trailers (HazMat, Trench Rescue, and Public Education) Staff will be working on salvage and replacement as required.

- The District has been experiencing significant issues with its cellular service with FirstNet - AT&T for some time now. Staff recently met with Verizon, which was the District's cellular service provider before the District moved to FirstNet in 2020. For the last year or more FirstNet has continued to advise Staff that FirstNet is doing major additions to their network and firmware in Northern Colorado. Staff has not seen an increase in service and has actually noticed a decrease in service as of lately. Verizon has offered to meet the FirstNet price for the next two years with a contract. Once Staff has final quotes and logistics lined out, Staff will be moving the District's cellular service back to Verizon in 2023. Over the next 6 month the District will evaluate moving the Mobile Data Terminals and Cradlepoint systems for emergency services to Verizon in 2024.
- **Human Resources / Personnel / Staffing**
  - Fire Chief Young continues to work with the District's Labor/Management Committee and National Public Pension Fund Association (NPPFA) in relation to the 115 Trust Plans for retirement medical health insurance. The District has been working on this benefit with internal and external stakeholders for the last year. A presentation will be provided to the Board this evening under New Business and Discussion Items.
  - The District has three (3) personnel deployed wildland fires. Battalion Chief Gilbert was deployed to the Spring Creek Fire in Parachute, Colorado where he is serving as a Divisional Supervisor. Fire Fighters Miller and Dwyer were deployed with a Type III Engine to the Berthoud Fire in California.
  - Last month the District began its second hiring process for 2023. The District did not receive any applications for Paramedic Firefighters, only for the single role paramedic position. Conditional offers will be made in the next couple of weeks. Staff is tentatively preparing for a September 11 start date.
- **Intergovernmental and Community Relations**
  - Fire Chief Young and Staff continue to attend multiple Carbon Valley and Weld County meetings through the months of June/July 2023. Meetings include the Communication Advisory Board, Weld County Efficiency Workgroups for Emergency Services and Dispatch, Carbon Valley Rotary, Carbon Valley Chamber of Commerce, and the Weld County Utility Board Commission as requested or required.
  - Fire Chief Young is scheduled to meet with both Town Managers in the month of July to ensure service levels and expectations are being met at all levels. They will also be discussing 2024 budgets, planning cycles, and partnerships for the community.

**PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:**

***COMMUNITY RISK REDUCTION AND CODE ENFORCEMENT***

● **Community Development / Code Enforcement**

The District is currently working on sixty-two (62) commercial projects within the District: twenty-one (21) commercial projects in Firestone, forty (40) projects in Frederick, and one (1) project in Weld

- Firestone Police Camp – 23 students
  - Longs Peal Hospital EMS Camp – 26 students
  - Thunder Valley Summer School – 65 students (K-5<sup>th</sup> grade)
  - Thunder Valley / Spark Camp – 60 students
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- Carbon Valley Senior Blood Pressure Check – 36 total attendees / 20 BP checks completed.
  - Station Tours - 1
  - Home Risk Assessments – 1
  - Community Meetings (Chambers, Rotary, Towns) – 2
  - Car Seat Checks: 4
  - Social Media Safety Messages Posted: 5 Social Media Posts / 1 PSA Video

### **OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:**

#### **• 2023 Project Updates**

- The District posted a Request for Proposals (RFP) for a new Type III ambulance on June 26th. Most vendors are still reporting 18-24 month build times, putting this project on track for a 2025 delivery.
- The District will be posting a Request for Proposals (RFP) for a new seventy-five-foot Aerial Fire Truck (Quint) on July 11th. Most vendors are still reporting at least 24 month build times, putting this project on track for a potential 2026 delivery.
- All crews attended a virtual Fire Chief's Update meeting during the month of June. This was a good opportunity for "State of the District" and good of the order interactions between Chief Staff and fire crews.
- All crews attended a joint active shooter training presented by the Frederick Police Department to review tactics, response plans, and communications for these types of events.

#### **• Training Summary – June 2023**

- Total Fire Training Hours: 1,406.24 Hours
- Total EMS Training Hours: 387 Hours

#### **• Overview of Training Events for June 2023:**

- All members completed monthly continuing medical education with our medical director.
- All members completed Safety Stand Down Training, Lithium-Ion Batteries.
- All members completed pediatric arrest scenarios.
- All members completed Multi-Family fire scenarios.
- All members completed apartment hose load training.
- All members completed shore support for swift water rescue training.
- All members completed Sensitivity / Harassment training by District Legal Counsel.
- Crews assisted CRRS Hayes with two (2) Summer police camps.
- Three (3) members participated in teen education day at Longs Peak Hospital.

• **Banking**

- There were no transfers between ColoTrust accounts or between ColoTrust accounts and checking accounts between the June Board meeting and the July Board meeting.
- The only transactions in the ColoTrust accounts were to credit interest earnings by ColoTrust.

• **2023 - YTD Budget Summary**

- The County has not yet distributed the June property tax revenue to the District. These amounts are therefore *not* included in the Executive Summary below. The District received \$424,000 in TIF pass through from the Town of Firestone, which amount of was deposited on June 29.

**Executive Summary - Budget vs. Actual - YTD**

**GENERAL FUND**

*From January 1, 2023, through July 5, 2023*

Revenues	Budgeted	Received YTD	Remaining Budgeted	Percent Received
<b><i>TOTAL:</i></b>	<b>\$17,407,115</b>	<b>\$14,167,029</b>	<b>\$3,240,086</b>	<b>81.39%</b>

Expenditures	Budgeted	Expended & Committed YTD	Remaining Budgeted	Percent Expended Committed
<b><i>TOTAL:</i></b>	<b>\$26,868,512</b>	<b>\$8,131,584</b>	<b>\$18,736,928</b>	<b>30.26%</b>

**50.9 Percent  
 Fiscal Year  
 Expired**

• **EMS Billing and Collections Summary**

**Billable Calls 6-1-2023 To 6-30-2023**

<u>Patient Disposition</u>	<u>Number of Calls</u>	<u>Percent of Total Calls</u>
Patient Treated, Transported by this EMS Unit (Billable Calls)	124	73.37%

**ALL CHARGES BILLED 5-1-2023 To 5-31-2023**

<u>Charge Type</u>	<u>Description</u>	<u>Charge Quantity</u>	<u>Charge Amount</u>
Base Rate	ALS/BLS Emergent Resident & Non-Resident	110	\$149,750
Transportation	Mileage Resident & Non-Resident Emergent	1037.4	\$25,935
	<b><i>TOTAL:</i></b>		<b><u>\$175,685</u></b>

**Adjustments / Write-Off's 5-1-2023 To 5-31-2023**

<u>Transaction Payer Name</u>	<u>Transaction Type</u>	<u>Total Transactions</u>
Medicaid / Medicare / Ins / Other	Adjustment	\$75,866
Write-Offs / Refunds	Bad Debt	<u>\$0</u>

## CONSENT AGENDA

The Consent Agenda for the meeting was presented and consisted of the following items:

- Approval of the minutes of the June 12, 2023, regular meeting.
- Confirmation of the continuity of the Financial Reports from June 8, 2023, to July 5, 2023.
- To accept and approve all payables, financial reports, fund receipts and transfers, ColoTrust statements and payroll registers as presented within the monthly financial binder.

Secretary Freeman moved to accept and approve the Consent Agenda. Motion seconded by Treasurer Houston. The motion passed unanimously.

## OLD BUSINESS

None.

## NEW BUSINESS

- Vice President Maselbas moved to accept and approve the June 2023 audit engagement letter from The Adams Group, LLC, for the independent audit of the District's financial statements for the fiscal year ending December 31, 2023, to be completed in April of 2024. Motion was seconded by Treasurer Houston. The motion passed unanimously.
- Secretary Freeman moved to accept and approve the Town of Frederick Ordinance amending Chapter 18, Article III of the Frederick municipal code by adopting the 2021 edition of the International Fire Code with local amendments and providing a penalty. Motion was seconded by Vice President Maselbas. The motion passed unanimously.

## ADJOURNMENT

With no further business before the Board, Secretary Freeman moved to adjourn the meeting. The motion was seconded by Treasurer Houston. The motion passed unanimously. The meeting was adjourned at 7:50 p.m.



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Robert Freeman, Secretary