



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



**MINUTES
August 14, 2023**

The regular meeting of the Board of Directors of the Frederick-Firestone Fire Protection District was called to order by Chairman Stout at 7:01 p.m.

ROLL CALL

Directors Present:

David Stout, President/Chairman
Kathryn Maselbas, Vice President
Robert Freeman, Secretary
Pete Ditmon, Assistant Secretary

Directors Absent:

Greg Houston, Treasurer (excused)

Also present:

Jeremy A. Young, Fire Chief
Dino Ross, Legal Counsel
Doug Prunk, Assistant Chief of Operations
Mike Cummins, Finance Director
Summer Campos, Management Analyst/PIO

Vice President Maselbas moved to excuse Treasurer Houston for the regular Board meeting of August 14, 2023. Motion seconded by Secretary Freeman. The motion passed unanimously.

APPROVAL OF AGENDA

Vice President Maselbas moved to approve the Agenda for the August 14, 2023, meeting as presented. Motion seconded by Secretary Freeman. The motion passed unanimously.

PUBLIC COMMENT

None.

ATTORNEY'S REPORT

Attorney Ross presented the Attorneys' Report for July 2023, included in the Board packet. Attorney Ross provided a final summary of the 2023 Legislative Session that provided the Board with information on significant legislation impacting the District. Attorney Ross also reported that he has been working with Chief Young on an Intergovernmental Agreement for closest unit dispatching for neighboring districts. Attorney Ferguson worked with Chief Staff on changes to the policy and procedures manual to reflect current changes in employment law. She also assisted Chief Young on a confidential personnel matter.

The Board of Directors had a brief discussion with Attorney Ross concerning best practices for receiving emails relating to District matters.

EXECUTIVE ADMINISTRATION, HR, AND INTERGOVERNMENTAL – FIRE CHIEF:

Fire Chief Young provided the Board with information on the following topics:

- **Administration**

- The Station 5 project continues on schedule. Fire Chief Young and Asst. Chief Iacino continues to meet and coordinate with Golden Triangle Construction, Allred & Associates, and Dunakilly every week. The monthly reports from Dunakilly will include financials, schedules, upcoming milestones, and project updates as this thirteenth-month construction project progresses. Once the structural is going vertical, Dunakilly will begin providing in-person reports.
- Fire Chief Young and Asst. Chief Iacino has begun developing the site plan for the Weld County Road 11 property. The plan is to submit the site plan to Weld County this fall for approval and move forward with a request for qualification and bids in the Spring of 2024 for the training grounds and fleet maintenance facility. Chief Staff monitors timelines, progress, and budgets for all capital projects.
- Staff continues to work with the District's property and liability insurance broker, T. Charles Wilson and McNeil and Company, on all the hail damage sustained in May. The District has contracted with T-Bare Roofing for the facilities and Ozzie's Body Shop for all vehicles. Chief Staff has agreed with the insurance company to pay the contractors directly. These unexpected revenues and expenses may require a budget amendment.
- Due to the continuing growth across the region, Weld County Communications (Dispatch) is revising radio designations for most departments. For many years, the District has been associated with the 3400 series of radio designations for its personnel and fleet. Due to some departments outgrowing the four-number series, Dispatch and the Communication Efficiency Group are working on a new numbering system. Fire Chief Young will be at the August Communications Advisory Board meeting, where a final vote and decision will occur.
- The District is looking at a 4.2 million dollar increase in its budget next year, equating to a 28.71% increase from 2023. This is considering SB22-238, passed through legislation in 2022, and has reduced assessed valuation classes beginning this year. The District will not receive the final assessed valuation numbers until December. If Proposition HH passes in the November election, assessed valuations could be further reduced. The assessor's preliminary analysis is that if Proposition HH

passes in November, the District could experience a 2.5% - 4.5% decrease from the projected 28.71%. The worst-case scenario right now is the increase would only be roughly 3.7 million dollars (23% increase) for 2024.

- **Human Resources / Personnel / Staffing**

- Conditional offers of employment were made to three (3) Sole Function Paramedics and nine (9) EMT/Firefighters the week of July 24th. All conditional offers were accepted, and these twelve new members have completed their background checks and are currently finishing their fit-for-duty assessments with the District's Occupational Medical Provider. Formal offers have begun to be made and will finish over the next week or so. These new members will begin their orientation on September 11, 2023.
- Fire Chief Young and Finance Director Cummins have worked on the 2024 personnel and benefits budgets since July. The District's health insurance broker, Rocky Mountain Insurance Consultants, Inc. (RMIC), advises that the District see close to a 5 percent increase in health insurance premiums for 2024. Dental, life, and vision insurance will remain the same for 2024. The Statewide Defined Benefit Pension Plan administered by FPPA will complete its normal half-a percent increase to the employer contribution, making this amount 10% in 2024. FPPA accidental death and disability insurance is increasing by two-tenths of a percent for a total of 3.6 percent in 2024. All of this is being considered in planning for the 2024 personnel, benefits, and staffing budgets to be discussed later in discussion and action items.
- Congratulations to Management Analyst/Public Information Officer MA/PIO) Summer Campos. MA/PIO Campos was selected to attend the Master Public Information Officer Program (MPIOP) at the National Emergency Training Center in Emmitsburg, Maryland. She will have to attend three classes in Maryland and author a thesis to graduate in late 2024 from the program.
- Fire Chief Young and Asst. Chief Iacino is going through the reaccreditation process through the Center of Public Safety Excellence (CPSE). Chief Young will advise the Board when reaccreditation has been completed.
- Elevate Coaching staff regularly meets with Fire Chief Young to discuss success, complications, collaboration, and potential roadblocks. The Board Packet includes a six-month update from Elevate Coaching, with a breakdown of wins for the organization over the last six months. Fire Chief Young and Elevate Staff are working on how processes and value can be added in 2024 and beyond. Staff continues to receive and experience excellent feedback from personnel on the work and assistance Elevate Coaching provides for all the District's personnel and families. Elevate Coaching's services will become more critical in 2024 as Building Warriors, the District's previous mental healthcare clinicians, and peer support oversight group, is going out of business at the end of this year. A few District personnel are still utilizing Building Warriors, and Chief Staff and Elevate Coaching are working on transitioning them to Elevate Coaching.

- **Intergovernmental & Community Relations**

- Fire Chief Young and Staff continue to attend multiple Carbon Valley and Weld County meetings through July/August 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. For a full list of meetings, please see the meeting schedule at the end of this report.

- Fire Chief Young met with the Frederick Town Manager in July. Topics of discussion were new development, team leadership, maintenance facility changes and timelines, staffing concerns, permitting, building department collaboration, and strategic planning.
 - At the Weld County Fire Chiefs Association's July, Fire Chief Young presented the Weld County Assessor's information to all of the attending Fire Districts, including this year's growth in assessed valuation, what next year looks like. The impact Senate Bill 22-203 and 23-303, and Proposition HH could have on all of Fire Districts.
- **2021-2026 Strategic Plan - 2023 2nd Quarter Update**

Goal 1: Objective 1F - Completed 2023 – Fire Chief and Executive Staff:

“Enhance the District's external relationships that have a direct impact on service delivery and future service needs.”(FFFDSP p.14)

Goal #1 is an intensive goal with many layers of policy, politics, and legal requirements involved. The overarching part of this goal continues to be ongoing with integral components in the District's external relationships to improve services for all of the District's stakeholders. Chief Staff is in the process of communicating with identified entities that have a direct impact on service delivery needs in the years to come. Conversations are being conducted on how to assist each other. Over the next 12 – 18 months there will not be a lot of change within this Strategic Goal #1 due to working through the Standards of Cover with CPSE and new opportunities that may be discovered. There will be an ongoing review and evaluation process with all external relationships regarding service delivery and future service requirements.

Goal 2: Objectives 2C/2D 2023 – Community Risk Reduction Division:

“Enhance community engagement to improve community resilience through community risk reduction measures.”(FFFDSP p.17)

The Strategic Goal #2 Committee focuses on community engagement (Objective 2B). MA/PIO Campos presented a program proposal based on the collected data at the meeting of the Committee. The discussion focused on getting residents involved in programs and what incentives could be offered to increase engagement in District programs. Several ideas were brought forward, including a read-to-ride program for students, a fire safety scavenger hunt, and new ways to advertise around the Carbon Valley area (i.e., grocery carts and gas pumps). New program discussion centered around academies for adults, summer camps for kids, fall prevention, tween cooking, and business continuity planning. The program proposal and Committee suggestions were collected by MA/PIO Campos and used in drafting the Comprehensive Marketing and Outreach Plan (CMOP) (Objective 2C). MA/PIO Campos has drafted all ten (10) sections of the CMOP and presented them to the Executive Staff and the Committee for feedback. The CMOP has been finalized and signed. This will allow for the defined activities in the CMOP (Objective 2D) to be implemented within the District and its communities, both internally and externally, in 2023.

Goal 3: Objectives 3B/3C 2023 – Training Division:

“Enhance the District’s career development processes to better prepare members for professional and personal growth.” (FFFDSP p.19)

With the current changes in staffing, including the sole functions paramedic positions, engineer position, captain role changes, lieutenant promotional process, new hire processes, and EMS Training Lieutenant change, the Committee is still evaluating Objective 3B before moving on to Objective 3C. Once the Committee has completed the critical tasks review of the new positions and succession plan of these positions, it will then move to Objective 3C. The Committee has a process in place for up to the level of Lieutenant, but the Committee has been struggling with all the changes and influx of new personnel and positions over the last few years. The Committee believes many of the critical tasks have been incorporated into implementing the Trakstar Performance software that took effect in May of 2023. The Committee will evaluate its performance measures at the end of 2023. The next meeting will be in late September.

Goal 4: Objectives 4C/4D 2023 – Finance Section:

“Enhance service delivery and resource service life through innovative design, procurement, and replacement of capital infrastructure.” (FFFDSP p.21)

Since the last update (May 2023), the Team has focused on the following items:

1. Virtually all efforts since the last update on 4B – Needs Assessment (procurement & replacement of capital infrastructure)
2. Specifically, 4B – Contracting with a third party to conduct a Needs Assessment – potential third-party consultants were identified and contacted, with two entities responding to the Team’s inquiries:
 - a. Ironwood Strategic Solutions (ISS) [Phoenix, AZ]
 - b. Fitch & Associates (F&A) [Platte City, MO]
 - c. Preliminary (initial strategy) meeting held with Gary West – Principal – ISS, on April 21, 2023.
 - d. ISS is preparing a proposal for delivery late the week of May 2, 2023, possibly early the following week.
 - e. F&A was heavily entrenched with other clients but will be available about mid-May 2023.
 - f. Proposals were received from both Ironwood & F&A
 - i. Ironwood’s proposal was for \$11,700
 - ii. F& A’s proposal was for \$245.00 / Hour
 - iii. Appears that Ironwood is a bit more attuned to the District’s current needs and vision of this strategic objective.
3. Currently, the primary issue is the timing of the Needs Assessment – whether to go ahead in 2023 or wait until 2024 and include the consultant fees within the 2024 budget.

Goal 5: Objectives 5C/5D 2023 – Safety and Wellness Committee (SWC):

“Enhance the health and wellness of the District’s members to prevent injury and promote career longevity.” (FFFDSP p.23)

A draft presentation of the Quarterly Fitness Assessments was made at the Operations Section meeting in July and discussed accordingly among personnel who were present. This assessment is based on IAFF/IAFC specifications and would be adapted to the District's available equipment and needs for the staff. The primary goal of the evaluation would be to provide each participant with relevant data according to their current fitness level and reduce the likelihood of injuries and co-morbidities. The assessment would measure body composition/vital signs, oxygen utilization during exercise, strength, and flexibility.

Exercises that would help everyone prepare for the assessment or improve upon their numbers are currently being evaluated and put together by the Fitness Committee. Possible dates of implementation range between October 2023 and January 2024. Additionally, all personnel are placing monthly workouts and nutritional recommendations on Target Solutions for easy access. The monthly workouts vary in nature so everyone may benefit from the prescribed workouts. The District's Peer Fitness Trainers updates the bank of exercises and nutrition recommendations monthly. Personnel can reach out to the Peer Fitness Trainers on each shift for guidance regarding their exercise selection, form, and nutritional recommendations.

The Committee continues to work on revising and updating the safety-related standard operating guidelines. An update to the ladder training procedures was sent to the District's members with heightened safety messages. The changes put in place additional safety measures to prevent injuries and accidents. The Committee continued to review S&E reports to find lessons learned and make recommendations to prevent accidents in the future. Additionally, all crews participated in the activities scheduled for the annual Safety Stand Down week.

Goal 6: Objectives 6C/6D 2023 – Operations Section / L/M Committee:

“Maintain and enhance an effective program of optimal employee staffing that meets the changing needs of the community and the District.” (FFFDSP p. 26)

Part of maintaining and enhancing an effective workforce is continual evaluation and situational awareness of external forces in the organization. The District and the State of Colorado continue to see a severe lack of qualified candidates for the position of Paramedic/Firefighter. Following up from the successful hiring of the District's first Sole Function Paramedics, the program continued to grow in the second quarter with conditional job offers extended to an additional three Sole Function Paramedics who will begin their careers with the District in September of 2023.

An additional staffing enhancement program that will be implemented on January 1, 2024, is the re-assignment of the current Station Captains from an engine officer role to a stand-alone Safety/Training officer assignment. This new position will increase training consistency, emergency scene overhead, and command presence to each shift, including weekends and holidays as well. This new position will also create opportunities for career advancement with three Lieutenant positions and Engineer positions needing to be filled due to the officer vacancies. The Committee will begin forecasting the needs of staffing in the next few months, taking into consideration future promotions, retirements, and new fire stations.

Goal 7: Objectives 7E/7F 2023 – Planning Section:

“Prepare for, pursue, achieve, and maintain international accreditation to better serve our community and to embrace excellence.” (FFFDSP p. 28)

Assistant Chief Iacino and MA/PIO Campos are currently working on objective 7E, which is the self-assessment. There are ten (10) objectives with multiple criteria in each. They have an outline and are identifying subject matter experts for each of the criteria so they can start

gathering the data for the self-assessment. Currently, subject matter experts are being interviewed on the criteria identified within the self-assessment process. MA/PIO Campos has met with fellow Accreditation Analysts and GIS Analysts to assist with data collection and potential software needs and to help identify a good starting point. On March 29, 2023, MA/PIO Campos officially registered the District for reaccreditation with the CPSE. On March 30th MA/PIO Campos met with the Goal #7 Committee to discuss the process.

It was identified that the Operations Section will assist with the Standards of Cover. MA/PIO Campos has begun work on the Community Risk Assessment (CRA) – Standards of Cover document as CPSE (Objective 7D) outlined. MA/PIO Campos will also work closely with CVEMA Emergency Management Coordinator Garner to ensure that CVEMA and the District's CRA identifies the same community threats. MA/PIO Campos attended a CRA workshop with Vision 20/20 to help complete the data portion for the CRA/SOC. Once the CRA is complete, MA/PIO Campos will work with the Strategic Goal #7 Committee/Operations Section to complete the Standards of Cover. Once the Standards of Cover are complete, MA/PIO Campos can move forward with Objective 7E, which is the self-assessment.

PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:

COMMUNITY RISK REDUCTION AND CODE ENFORCEMENT

- **Community Development**

The District is currently working on sixty-three (63) commercial projects within the District. Twenty-four (24) commercial projects in Firestone, thirty-eight (38) projects in Frederick, and one (1) project in Weld County. One (1) annexation must be included in the District and is zoned for residential and commercial/mixed use.

Residential development includes thirty-three (33) residential development projects with an additional 17,187 planned dwelling units; 7,635 in the Town of Frederick and 9,552 in the Town of Firestone. Residential developments will include additional commercial-zoned property for commercial development in coordination with residences.

The District has 434 commercial buildings with 780 businesses and is tracking 544 fire protection systems. 94% of systems are compliant – 6% have deficiencies.

- **Certificates of Occupancy** – Two (2) Certificates of Occupancy were completed in July.
- **New Permits Issued** – In July, the District issued two (2) construction permits, one (1) fire sprinkler permit, one (1) fire alarm permit, one (1) food truck permit, and two (2) special event permits, for a total of seven (7) permits. The District billed \$600.00 in plan review and permit fees in July.
- **Burn Permits** – Four (4) burn permits were issued in July.

- **Fire Investigations** –There were no fire investigations in July.
- **Youth Firesetter Program** – One (1) Youth Fire Setter (YFS) case was in July.

COMMUNITY RISK REDUCTION

Community and Public Relations Events for July:

Public Education / Community Events:

- District Summer Camp Visits
- The District attended this year's 4th at Firestone. Crews and CRRS Hayes attended the community event. The District's Honor Guard led this year's parade, followed by an engine and ambulance. CRRS Hayes provided fire safety education and first aid supplies. CVEMA Garner provided emergency preparedness education and helped lead the town's first Incident Action Plan (IAP), which led to a much safer and more prepared event. – **over 5,000 attendees**
- Athletic Adventures Activity Camp – **20 Kids**
- Frederick's Chainsaws and Chuck Wagon event. Crews assisted the town by filling up the event's pool. Crews attended the 4-day event in Frederick.
- Carbon Valley Senior Blood Pressure Check – **35 Attendees**
- Fire Station Tours – **3** in July
 - Station 1 welcomed a volunteer firefighter from Paris! He stopped by to learn more about the fire service in America! – **4 visitors**
 - Private tour at Station 3 – **6 visitors**
 - Carbon Valley Summer Camp Station 1 tour – **45 visitors**
- Home Risk Assessments – **0**
- Community Meetings (Chambers, Rotary, Towns) – **3**
- Car Seat Checks: **2**
- Social Media Safety Messages Posted: **4 SM Posts / 2 Video**

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

- **2023 Project Updates**

- All members of the District's swift water rescue team conducted a day-long training at Eben G. Fine Park in Boulder County. Due to the exceptional amount of rainfall this spring the training was valuable for all team members.
- The Training Division prepared and conducted a new EMT/FF hiring process on July 18th-19th. The success of this process produced a recommendation list to the Fire Chief for possible candidates for a September 2023 hiring academy.
- **Station Projects, Maintenance, and Apparatus**
 - All District stations and facilities were inspected as part of the 2024 budget planning process. Assistant Chief Prunk met with each program manager to determine short and long-term needs for each location.
 - There continues to be effective communication between the District and the hail damage roofing contractor to get the repairs completed as soon as possible. Station 1, Station 2, Station 3, and the WCR 11 Property have all been completed. Station 4 will be completed in the Fall. Administration will be completed during the remodeling process.
- **Training Summary – July 2023**
 - Total Fire Training Hours: 1,462.53 Hours
 - Total EMS Training Hours: 354.5 Hours
- **Overview of Training Events for July 2023:**
 - All members completed monthly continuing medical education with the medical director.
 - All members completed the Driver Operator Cone Course at the level certified.
 - All members completed Immunological Emergency scenarios.
 - All members completed ladder training.
 - All members completed Vent, Enter, Isolation, & Search (VEIS) training.
 - Swift Water Rescue Team members completed swift water training.
 - All members completed multiple Target Solutions Trainings.
 - Multiple members assisted with the new hire assessment center.
 - All members completed multiple NFPA 1410 drills.
 - Three (3) members completed their paramedic field instruction phase.
 - Quarterly training completed by Peer Support Team members.
 - All Officers attended the third quarter Officer Meeting.
 - Four (4) members began Driver Operator - Pumper Academy.
 - The Training Division is working on the 2024 training budget.
 - Multiple members registered for multiple classes and conferences for this fall.
 - The Training Division is working on multiple strategic goal objectives.
 - Training Division members attended multiple Local, County, and State meetings during July.
- **Call for Service Overview**
 - 2022 Total Calls for Emergency Service: 2,902
 - 2023 Total Calls for Service Year to Date: 1,704

- **Call Types – Year-To-Date**
 - EMS/Medical – 1154
 - Fire – 80
 - Alarm Activation – 167
 - Public Assist/Other – 156
 - Investigation - 54
 - Hazardous Materials – 25
 - Administrative/Other - 68
 - Special Operations - 0

- **Total Service Calls Comparison:**
 - May 2023 – 259
 - May 2022 - 244

FINANCE SECTION REPORT – FINANCE DIRECTOR:

FINANCIALS AND CORRESPONDENCE

- **Accounting & Financial**
 - ***Budget***
 - 2024 Personnel Budgets – Iteration 1 completed.
 - 2024 Program Budget sheets are distributed and in process amongst line staff and administrative staff program leads.
 - Initial Program Budget meetings begin August 28th, continue August 29th, and September 6th.
 - ***Accounting***
 - Several new accounts were initiated in the District’s General Ledger to account for transfers from the District’s First Interstate Bank (FIB) checking account to the newly established ColoTrust accounts for Impact Fees.

- **Banking**
 - Two (2) transfers to ColoTrust from FIB checking accounts on July 12th.
 - \$500,000 to ColoTrust *Unassigned Reserves*
 - \$1,000,000 to ColoTrust *Capital Equipment*
 - Colotruster interest credited in July: \$169,980
 - Transfer from FIB checking to ColoTrust – Impact Fees - \$10,714

- **2023 - YTD Budget Summary**
 - The July 2023 County Distribution was received on August 8th in the net amount of \$138,692. Of this total net amount, Specific Ownership taxes comprised \$57,323. These amounts are included in the Executive Summary below.

Executive Summary - Budget vs. Actual - YTD

GENERAL FUND

From January 1, 2023, through August 9, 2023

Revenue	Budgeted	Received YTD	Remaining Budgeted	Percent Received
<i>TOTAL:</i>	\$17,407,115	\$17,585,111	(\$177,996)	101.02%

Expenditure	Budgeted	Expended Committed YTD	Remaining Budgeted	Percent Expended Committed
<i>TOTAL:</i>	\$26,868,512	\$10,013,349	\$16,855,163	37.27%

60.6%
Fiscal Year
Expired

• **EMS Billing and Collections Summary**

TRANSACTIONS - JULY 2023

<u>Patient Disposition</u>	<u>Number of Calls</u>	<u>Percent of Total Calls</u>
Patient Treated, Transported by this EMS Unit (<u>Billable Calls</u>)	111	67.68%

CHARGES BILLED

<u>Charge Type</u>	<u>Description</u>	<u>Charge Quantity</u>	<u>Charge Amount</u>
Base Rate	ALS/BLS Emergent Resident & Non-Resident	42	\$59,950
Transportation	Mileage Resident & Non-Resident Emergent	407.4	\$10,185
		<i>TOTAL:</i>	<u>\$70,135</u>

ADJUSTMENTS / WRITE-OFF'S

<u>Transaction Payer Name</u>	<u>Transaction Type</u>	<u>Total Transactions</u>	
Medicaid / Medicare / Ins / Other	Adjustment	\$35,064	
Write-Offs / Refunds	Bad Debt	\$2,142	
		<i>TOTAL:</i>	\$37,206

PAYMENTS RECEIVED & BOOKED YTD

<u>Period</u>	<u>Actual Booked</u>	<u>Annual Budget</u>	<u>% of Budgeted</u>
Jan-23	\$39,703	\$610,000	6.51%
Feb-23	\$41,960	\$610,000	6.88%
Mar-23	\$63,592	\$610,000	10.42%
Apr-23	\$128,573	\$610,000	21.08%
May-23	\$52,805	\$610,000	8.66%

Jun-23	\$52,391	\$610,000	8.59%
Jul-23	\$52,559	\$610,000	8.62%
YTD	<u>\$431,582</u>	\$610,000	<u>70.75%</u>

• **Miscellaneous Financial Information:**

- The District received \$10,730 from the Department of Local Affairs (DOLA) for the Colorado Heart Trust (Firefighter Cardiac Benefit) reimbursement on August 1st.
- Finance Section personnel are working on the information needed by the Colorado Division of Fire Prevention & Control so that the District can bill for employees and equipment deployed to wildfires in Colorado in the last few months.
- The District transferred \$10,714 of Impact Fees for the month of July collected from developers in the Town of Firestone to ColoTrust on August 10th.

FIRE CHIEF DISCUSSION AND POTENTIAL ACTION ITEMS

- General Contractor – Fire District Administration Remodel: The District received proposals from five (5) general contractors out of the six (6) solicited for the Administrative office remodel project. Two (2) general contractors that met the specifications and budget marks were Golden Triangle Construction (GTC) and Mark Young Construction (MYC). Fire Chief Young, Dunakilly & Associates, and Allred & Associates interviewed both companies and their project teams.

Under new business, staff is requesting consideration and approval of Fire Chief Young, Dunakilly, and Legal Counsel to negotiate, review, and sign an AIA contract with Mark Young Construction (MYC) located in Frederick, with a project value to include construction, owner held contingencies, and furnishings for \$2,590,000 with a four-to-five-month project schedule to begin between mid-October and November 1st.

- Retirement Healthcare Funding Plan: Fire Chief Young and the District’s Labor/Management Committee have agreed on employee contributions to a retirement healthcare funding plan, also known as a 115 Trust Plan. The need to implement a plan like this is to allow the District to assist individuals to save money and contribute to their healthcare needs after retirement. The National Public Pension Fund Association (NPPFA) manages the project, which has been around since 1999. The District has worked on this for over a year with its insurance brokers, staff, and NPPFA. This plan is being utilized in numerous fire districts beginning in 2024 and is another puzzle piece to recruitment and retention.

Under new business, staff is requesting approval to establish a retirement healthcare funding plan, also known as a 115 Trust Plan, sponsored by the National Public Pension Fund Association (NPPFA) for employee and employer contributions to begin in January of 2024 and to be included within the 2024 personnel budget.

- Emergency Management Director Job Description: The Carbon Valley Emergency Management Advisory Board has revised the current Emergency Management Coordinator’s job description.

These job description changes add more responsibility in the areas of planned events and emergency management training within the Carbon Valley Emergency Management Area. In light of these changes, the Board believes a title change is appropriate. Since the position reports directly to the Fire Chief of Frederick-Firestone Fire Protection District and the District is responsible for the job description, the District Board's approval is required. This has been reviewed by all four agencies that make up the Carbon Valley Emergency Management Agency – Frederick-Firestone Fire Protection District, the Town of Frederick, the Town of Firestone, and the City of Dacono.

Under new business, Staff is requesting the acceptance and approval of the Emergency Management Coordinator's job description, which includes a title change to Emergency Management Director for the Carbon Valley EMA to begin in January of 2024.

CONSENT AGENDA

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

- Approval of the July 10, 2023, regular meeting minutes.
- Confirmation of the continuity of the Financial Reports from July 6, 2023, to August 9, 2023.
- To accept and approve all payables, financial reports, fund receipts and transfers, Colo-Trust statements, and payroll registers as presented within the monthly financial binder.

Vice President Maselbas moved to accept and approve all items under the Consent Agenda. Motion seconded by Secretary Freeman. The motion passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

- Secretary Freeman moved to authorize Fire Chief Young, Dunakilly, and legal counsel to negotiate and sign an AIA Contract between the District and Mark Young Construction (MYC) for a construction project value including construction, owner-held contingencies, and furnishings in the amount of \$2,590,000 for the 2023-2024 Administration Remodel Project. Vice President Maselbas seconded the motion. The motion passed unanimously.
- Vice President Maselbas moved to authorize Staff to establish a retirement healthcare finding plan, also known as a 115 Trust Plan, sponsored by the National Public Pension Fund Association (NPPFA) for employee and employer contributions to begin in January 2024 and to be included within the 2024 District Budget. Secretary Freeman seconded the motion. The motion passed unanimously.
- Secretary Freeman moved to accept and approve the revised Emergency Management Director job description for the District beginning in January 2024. Vice President Maselbas seconded the motion. The motion passed unanimously.

EXECUTIVE SESSION

Vice President Maselbas made a motion to go into Executive Session as requested by Fire Chief Young regarding:

- Executive Session to discuss personnel matters relating to Fire Prevention Specialist Pucetti and personnel policies for the 2024 proposed budget that will include discussion of specific employment positions pursuant to C.R.S. 24-6-402(4)(f).

Secretary Freeman seconded the motion. The motion passed unanimously. The Executive Session began at 8:15 p.m.

Vice President Maselbas made a motion to come out of the Executive Session. Secretary Freeman seconded the motion. The motion passed unanimously. The Executive Session concluded at 8:59 p.m.

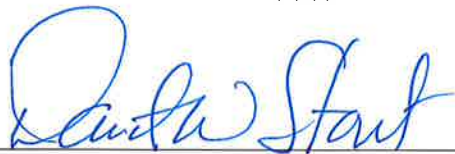
ADJOURNMENT

Secretary Freeman moved to adjourn the meeting with no further business before the Board. Vice President Maselbas seconded the motion. The motion passed unanimously. The meeting was adjourned at 9:00 p.m.



Robert Freeman, Secretary

I hereby attest the Executive Session was confined to topics authorized for discussion in Executive Session under C.R.S. 24-6-402(4)(f).



David Stout, President