



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



**MINUTES  
October 14, 2024**

Chairperson Maselbas called the regular meeting of the Frederick-Firestone Fire Protection District Board of Directors to order at 7:07 p.m.

**ROLL CALL**

**Directors Present:**

Kathryn Maselbas, President/Chairperson  
David Stout, Vice President  
Greg Houston, Treasurer  
Pete Ditmon, Assistant Secretary

**Director Absent:**

Robert Freeman, Secretary (excused)

**Also present:**

Jeremy A. Young, Fire Chief  
Dino Ross, Legal Counsel  
Mike Cummins, Finance Director  
Summer Campos, Public Relations Director

Treasurer Houston moved to excuse Secretary Freeman from the October 14, 2024, meeting. Vice President Stout seconded the motion, which passed unanimously.

**APPROVAL OF AGENDA**

Treasurer Houston moved to approve the Agenda for the October 14, 2024, meeting as presented. The Vice President Stout seconded the motion, which passed unanimously.

**PUBLIC COMMENT**

No public comment.

**PUBLIC HEARING**

Vice President Stout moved to recess the regular Board meeting to conduct a public hearing on the proposed establishment of an impact fee and impact fee schedule for the Town of Frederick, Town of Firestone, and Weld County. Treasurer Houston seconded the motion, which passed unanimously.

Treasurer Houston moved to open the public hearing on the proposed establishment of an impact fee and impact fee schedule as published. Vice President Stout seconded the motion, which passed unanimously. The public hearing began at 7:09 p.m.

Attorney Ross gave the Board a brief overview of the new statute that authorizes the District to impose its impact fees directly rather than through the Intergovernmental Agreements (IGAs) it has with the Towns of Frederick and Firestone. The new law also enables the District for the first time to impose impact fees in Weld County. The public hearing, although not required, provides full transparency. Chief Staff noted that the public notice for impact fees was published in two (2) local papers and that the District had received no responses.

With no public present, Assistant Secretary Ditmon moved to close the public hearing. Treasurer Houston seconded the motion, which passed unanimously. The regular Board meeting resumed at 7:17 p.m.

### **ATTORNEY'S REPORT**

Attorney Ross discussed the October attorneys' report with the Board, which was included in the Board packet. The Board had no following questions.

### **EXECUTIVE SUITE AND INTERGOVERNMENTAL – FIRE CHIEF:**

#### **• Fire Chief – Executive Summary**

- Fire Chief Young discussed with the Board the Town of Frederick Phase II Environmental Site Assessment Report from 7301 Eagle Blvd. Frederick, Colorado. This site is where the District housed its mobile training facility since 2019. This location is the current Frederick Public Works facility. The District recently removed the mobile training facility from the District's Weld County Road 11 property. The Town of Frederick sold the property to Agilent Pharmaceuticals, which prompted environmental testing, which revealed a carcinogenic, PFAS, on the sight. The Town of Frederick is researching clean-up and containment measures and estimated costs. Once this is obtained, the Town of Frederick and the District will work together on a mediation strategy for the property.
- The District first met with Beyond Your Base Consulting regarding the upcoming public communications and public opinion research regarding a potential May 2025 sales tax ballot initiative. Voter analysis was reviewed, and as of January, the consulting company will obtain new voter analytics from the November 2024 election. The Team created a communication strategy with upcoming informational graphics, videos, frequently asked questions, and a website landing page for the potential election. The public opinion poll will be sent out via postal service. However, it will have a QR code and other options to participate in the polling digitally versus returning the survey by mail. More fire districts are beginning to talk about running an initiative in May of 2025, and one fire district is running a sales tax initiative in the November 2024 election. Chief Staff will continue to monitor how public opinion polling is received.

- Voter Analysis 2025
  - May 3, 2022: 3,681 (17% of 21,750 registered voters)
  - Current 2024 Registered Voters 24,308 – 12,938 households
  - Expected May 2025 Turnout: 4,114
  - Party Affiliation: D=21%, R=42%, Unaffiliated 37%
  - Age 18-54 = 44%, 55+ = 56%
- President Maselbas, Fire Chief Young, Finance Director Cummins, and Human Resources Manager Docheff attended the Special District Association’s annual conference in Keystone on September 10-12. Many great keynote speakers and multiple breakout sessions from leadership, special district finance and accounting, special district legislation, cyber security, human resource management, and communication classes for the District were attended. Great networking was established, as always.
- The revised draft 2025 Member Handbook has been sent to legal counsel for review. Once legal counsel has reviewed it and made all new employment law additions, the Board will be provided with a draft copy for review, and staff will request approval at the December 9<sup>th</sup> Board meeting.
- Fire Chief Young met with the Flight 629 Memorial Committee last month to review future possibilities and timelines. The committee has difficulty finding donations and will host many events over the next six months to gain support. They are also working on numerous grants for the memorial. The committee wants to offer the District a three-foot by six-foot-tall panel on the memorial to put anything the District wants. Fire Chief Young will continue to work with the committee as fundraising and land acquisition continue.
- **Intergovernmental & Community Relations**
  - Fire Chief Young attended and participated in the following external meetings, events, and conferences in July and early August. Weld County Communications Board meeting.
  - Special District Association Conference – September 10-12, 2024
  - Denver Metro Chief’s Meeting in Westminster – MVD Report
  - Center of Public Safety Excellence Discussion Forum – Mental Health Screenings
  - Weld County Fire Chief’s Executive Board luncheon.
  - International Association of Fire Chiefs (IAFC) Missouri Valley Division (MVD) Board Meeting as State of Colorado Director.
  - Colorado State Fire Chiefs monthly board meeting.
  - The International Association of Fire Chiefs (IAFC) Executive Fire Officer Section (EFO) monthly board meeting.
  - Leadership Mentoring Sessions with four (4) officers and five (5) acting officers within and four (4) outside the District assisting with EFO, leadership, and mentoring.
  - Interviewed on leadership in the fire service for a “Tip of the Hat” column within Redline Leadership’s monthly newsletter.
- **2021-2026 Strategic Plan – 2024 3<sup>rd</sup> Quarter Update**

**Goal 1: Objective 1F – Fire Chief:**

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

Goal #1 was 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 the District's stakeholders. Chief Staff is in the process of communicating with identified entities will have a direct impact on service delivery needs in the years to come. Conversations are being conducted on how agencies can assist each other. Over the next 12 – 18 months, there will not be much change within Strategic Goal #1 due to working through the Standards of Cover with the Center for Public Safety Excellence (CPSE) and new opportunities that may be discovered. We will continue an ongoing review and evaluation process with all external relationships regarding service delivery and future service requirements.

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

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

The Strategic Goal #2 Committee is completing Object 2E to evaluate the effectiveness of community outreach activities and measure community resilience related to the program's overall goal. A community survey was released for input and feedback throughout July and August 2024. Internal and external stakeholders also sent a survey in August 2024 to provide feedback on community engagement and programs. This collected data will help revise the community outreach programs for 2024, beginning the process again to improve community engagement. The internal committee will meet in early October to evaluate all feedback once the internal/external stakeholders survey closes on September 30, 2024.

**Goal 3: Objectives 3D – Training Division:**

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

The Goal 3 Committee is still working on the operations section draft career development plan/succession plan. The draft document has the framework in place. The Committee is comparing it to the District's current job descriptions and ensuring the process will meet our organizational needs now and in the future. The Committee plans to have the draft document completed in December 2024. Once the operation division's career development plan/succession plan is complete, the Committee will start working on the administrative division's career development plan/succession plan.

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

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

1. A third-party consultant was engaged to perform a *Capital Infrastructure Needs Assessment* for 2024-2033 (Objective 4B).
  - a) Ironwood Strategic Solutions visited the District on February 5, 2024 and produced a final report in late April.
2. The Committee has shifted its focus to Objective 4C, “Develop a comprehensive plan based on the outcomes of the third-party needs assessment.”

- a) The Committee has compared the District's pre-existing capital asset plan against the Ironwood Capital Needs Assessment document.
- b) The Committee is developing the revised 12-year capital asset plan document by comparing the District's original plan with Ironwood plans.
- c) This document should be in rough draft form before Thanksgiving, if not before.
- d) The document will be presented to the Fire Chief for review.
- e) Upon the Fire Chief's approval, the document will tentatively be brought to the Board for approval at the December 2024 Board meeting.

**Goal 5: Objective 5F – 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)***

No update or report for the third quarter of 2024.

**Goal 6: Objectives 6D – 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)***

In July, an employee career planning survey was conducted with an approximately 70% completion rate. The Committee will use the data received to help predict future vacancies associated with retirement. Of those who responded to the survey, about 10.5%, or five individuals, plan to retire in five years or less. This creates opportunities for growth within the organization and plays into future hiring processes and the number of recruited firefighters needed to maintain required staffing levels.

Unfortunately, after Fire Chief Young provided reduced revenue information during the 2025 budget planning process, the District's identified staffing needs will not be met by hiring additional firefighting staff. This will be suspended in 2025 while options for diversifying the District's revenue streams are developed. The Committee will utilize this time to develop current and future positions through advanced training topics and organizational reconfiguration in the Training Division and Operations Division.

**Goal 7: Objectives 7E/7F Public Relations Director:**

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

Current Objective 7E is to begin the District's Self-Assessment document utilizing the CPSE/CFAI Fire and Emergency Services Self-Assessment Manual (SAM) Criteria.

All SAM managers have been assigned all performance indicators that must be completed. The deadline for the first draft of performance indicators was August 1, 2024. At that time, Public Relations Director Campos will begin the review process and, with the help of Fire Prevention Specialist Puccetti, confirm and document all resources utilized. Director Campos has changed the District's status to “Candidate“ with the CPSE, which means a mentor should be assigned to help ensure all documentation is completed correctly. Director Campos continues to work on keeping data updated for the accreditation process. Director Campos has also updated the Community Risk Assessment/Standards of Cover to include all 2023 data and has submitted it to the Board for approval.

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

• **Capital Facilities**

- Fire Station 5 (Wyndham Hill). Fire Chief Young and Assistant Chief Iacino regularly meet and coordinate on an ongoing basis with the general contractor, Golden Triangle Construction (GTC), the architect, Allred & Associates, and the owner’s representative, Dunakilly. The GTC is completing punch list items and working on warranty items identified by the crews. A Temporary Certificate of Occupancy has been issued. The backup generator was shipped and has been installed. The generator should be the final item for the final Certificate of Occupancy. Everyone is waiting for the Town to complete the final commissioning and inspections.
- Maintenance and Training Facility. Fire Chief Young and Assistant Chief Iacino are actively coordinating with Allred & Associates, Civil Engineering, and Weld County to ensure everything is ready for building permits, requests for qualifications, and proposals if the project is to be greenlighted in 2025. Currently, the project is delayed due to budget cuts for the 2025 fiscal year. Chief staff is in close collaboration with Dunakilly on the total project budget.
- Future Station 6 (Barefoot Lakes). Fire Chief Young has been working with the District’s legal counsel and Brookfield Development on the final land conveyance agreement for the parcel of land for Station 6. The next meeting to discuss revisions will be in the third week of October. Fire Chief Young is pushing to bring the land conveyance agreement to the Board within the next few months. Items being negotiated at this time are utilities, detention ponds, easements, timelines, and impact fees. Fire Chief Young, Assistant Chief Iacino, and Brad Bonnet from Allred met with the Town’s Planning, Engineering, and Building Departments to discuss timelines and next steps as the project progresses, with a potential closing on the land in 2025 and construction beginning in 2026.

• **Community Development**

The District is working on eighty-six (86) commercial projects, including thirty-seven (37) commercial projects in Firestone, forty-eight (48) projects in Frederick, and one (1) in Weld County. No annexations are pending.

Residential development includes thirty-six (36) residential projects with an additional **14,236** family dwelling units planned for construction: 8,176 in the Town of Frederick and 6,060 in the Town of Firestone. Residential developments will include other commercial-zoned properties for commercial development in coordination with residences.

The District has 444 commercial buildings and 813 businesses. It is tracking 582 fire and life-safety protection systems.

• **New Permits Issued in September 2024:**

- The District issued 36 permits in September 2024, a total of 150 permits to date in 2024, and thirty-eight (38) additional permits ahead of this time in 2023.

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

• **2024 Project Updates**

- Work continues with Mountain View Fire Protection District on the closest unit dispatching project. There is still plenty of EMS, operational, and administrative work before January 2025.
- The District received information on the 2025 engine refurbishment project that the engine must be delivered to the Henderson, Nevada facility in late April and will be gone for approximately six months. Fleet Manager Fennel will make some modifications before that departure to be incorporated into the overall refurbishment process.
- PR Director Campos and Asst. Chief Prunk lectured on community risk reduction during the annual State of Colorado Fire Officer III class hosted by the Colorado Division of Fire Prevention and Control at the Denver Tech Center. Fire service leaders from around the state attend this week-long class for executive-level students wishing to obtain their Fire Officer III certification.
- Battalion Chief Gilbert and Lt. Williams were deployed individually for two-week wildland assignments in California, Idaho, and Colorado. Additionally, the District sent a Type 6 Engine to Larimer County for four days to assist with the Pearl Fire this last month.

• **Training Summary – September 2024**

- Total Fire & Rescue Training Hours: 1,844.28 Hours
- Total Emergency Medical Training Hours: 264 Hours

• **Overview of Training Events for September 2024:**

- One member obtained Drive/Operator-Utility certification.
- One member passed the Driver/Operator-Aerial exam.
- One sole-function paramedic began Fire Academy.
- Two members obtained Fire Officer-I certification.
- Two members attending paramedic school at Aims Community College.
- Two members began the North Area Technical Rescue Academy.
- Paramedic Assessment Center Completed.

**FINANCE SECTION REPORT – FINANCE DIRECTOR:**

• **Accounting & Financial**

- **September Banking**
  - 10-3-2024 – Paid GTC \$489,202.71 (Pay App #16) from CT 8007 (GO Loan)
  - 9-25-2024 – Transfer - Impact Fees - \$275,439.81 from CT 8003 (Unassigned Reserves) to Impact Fees account (8008 & 8009)
  - 9-25-2024 – Checking augmentation - \$250,000, from 8003 to FIB 7035
  - 9-9-2024 - Checking augmentation - \$250,000, from 8003 to FIB 7035

• **2024 – YTD Budget Summary**

- The September 2024 County Distribution was received on October 10, 2024, in the total amount of \$65,375. Of this total amount, Specific Ownership taxes comprised \$61,436. These amounts are included in the executive summary below.

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

**GENERAL FUND**

*From January 1, 2024, through October 3, 2024*

Revenues	Budgeted	Received YTD	Remaining Budgeted	Percent Received
<b>TOTAL:</b>	<b>\$23,039,339</b>	<b>\$22,863,565</b>	<b>\$175,774</b>	<b>99.2%</b>

Expenditures	Budgeted	YTD	Remaining Budgeted	Percent Expended & Committed
<b>TOTAL:</b>	<b>\$35,270,278</b>	<b>\$21,235,143</b>	<b>\$14,035,135</b>	<b>60.2%</b>

**75.5%**  
**Fiscal Year**  
**Expired**

• **EMS Billing and Collections Summary:**

<u>Disposition Destination Hospital</u>	<u>Runs</u>	<u>Percent</u>	<u>Month</u>
Refusals / Call Offs	45	29.22%	Sep-24
CHILDREN'S HOSPITAL	1	0.65%	Sep-24
GOOD SAMARITAN	9	5.84%	Sep-24
LONGMONT UNITED HOSPITAL	1	0.65%	Sep-24
LONGS PEAK HOSPITAL	86	55.84%	Sep-24
MEDICAL CENTER OF THE ROCKIES	1	0.65%	Sep-24
N SUBURBAN MEDICAL CENTER	1	0.65%	Sep-24
ST. ANTHONY'S NORTH HEALTH CAMPUS	3	1.95%	Sep-24
CHILDREN'S NORTH CAMPUS - HWY 7	7	4.55%	Sep-24
<b>Total EMS Calls:</b>	<b>154</b>		
<b>Billable Runs:</b>	<b>109</b>		

**Activity Summary - Financial Transactions by Billing Period**

Month	Gross Charges	Allowances	Net Charges	Rev Adj	Payments	Write-offs	Refunds	Balance
Sep-24	211,993	48,812	163,181	0	26,994	0	0	136,187



• **2025 Budget –Initial Rough Draft:**

- Staff has prepared the initial rough draft for presentation to the Board at tonight’s meeting.
- Under Colorado law, the Board must receive an initial rough draft of the 2025 Budget by October 15<sup>th</sup>.

**Executive Summary - Draft 2025 Budget**

**General Fund**

**For The Calendar Year 1-1-2025 To 12-31-2025**

<b>Projected Beginning Fund Balance:</b>	\$30,225,019
<b>Budgeted Revenues:</b>	\$18,211,641
<b>Budgeted Expenditures:</b>	<u>(\$26,152,544)</u>
<b>Projected Ending Fund Balance:</b>	\$22,284,116

• **Miscellaneous Financial Information:**

- As of October 8, 2024, approximately \$138,000 in deployment receivables have been or will be billed for wildfire and hurricane deployments.
- Impact fees received in September 2024 - \$4,870.

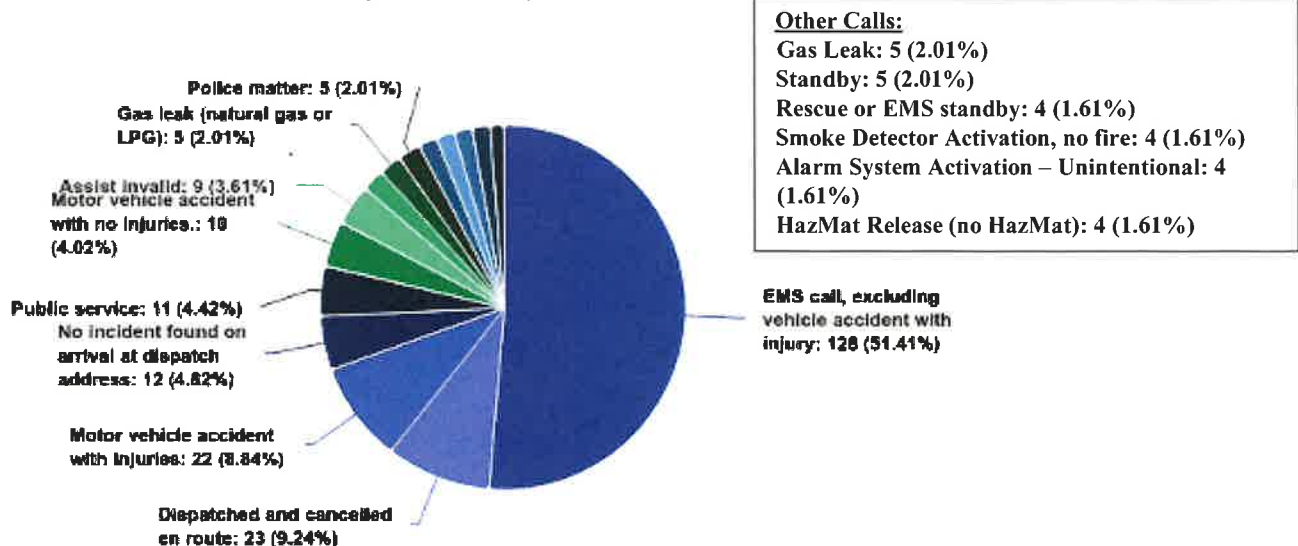
**PUBLIC RELATIONS REPORT – PR DIRECTOR:**

• **Data Analysis**

- September Emergency Call Metrics – (Includes Mutual/Auto Aid):
  - Average Turnout Time: 1:16
  - Average Enroute to Arrival: 4:26
  - Average Response Time (Dispatch to 1<sup>st</sup> Unit On-Scene): 5:32
  - Total Calls for September 2024: 277

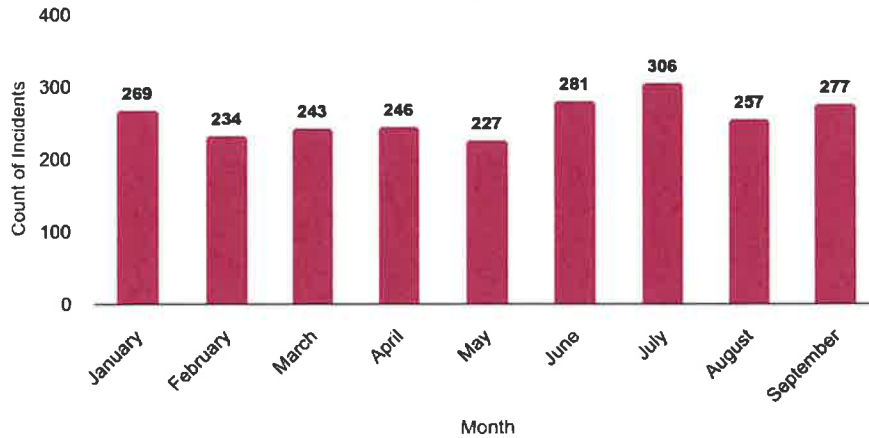
**Incident Types (Top 15)**

Sep 01, 2024 to Sep 30, 2024



### Incidents by Month

Jan 01, 2024 to Sep 30, 2024

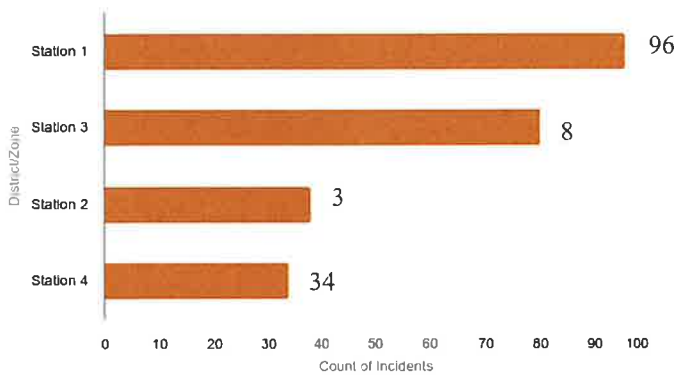


- Incidents by District
  - Incidents by Primary Station Name
- under Frederick-Firestone Fire District represent Standby events.

call response.  
 ve (5) calls

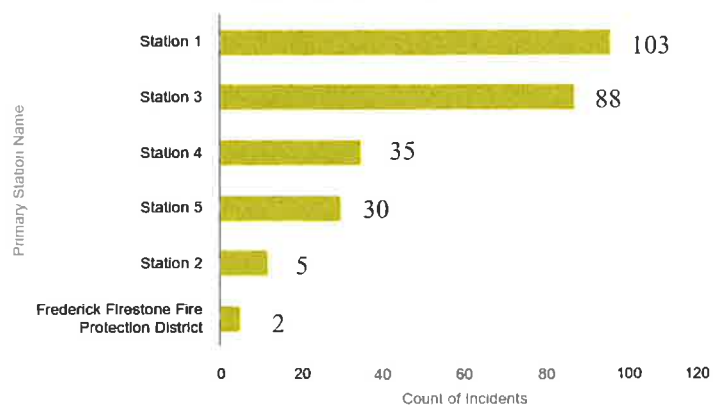
### Incidents by District/Zone

Sep 01, 2024 to Sep 30, 2024



### Incidents by Primary Station Name

Sep 01, 2024 to Sep 30, 2024



- Mutual and Automatic Aid – January 1, 2024 – September 30, 2024.
  - Mutual Aid Given and Received:
    - Fort Lupton Fire Protection District – Eighteen (18) given and four (4) received.
    - Mountain View Fire Protection District – 102 given and thirty-one (31) received.
    - Platteville-Gilcrest Fire Protection District – Twenty-five (25) given and five (5) received.
  - Automatic Aid Given & Received:
    - Fort Lupton Fire Protection District – One (1) given and two (2) received.
    - Mountain View Fire Protection District – Zero (0) given and one (1) received.

- Platteville-Gilcrest Fire Protection District – Twenty-seven (27) given and twenty-one (21) received.

- **Accreditation Updates**

- The District continues working on the Self-Assessment Manual (SAM) and its corresponding performance indicators. The SAM will require the District to self-assess all segments of the District and their corresponding processes. FPS Puccetti and Director Campos continue working on references for the SAM.
- The District's Community Risk Assessment/Standards of Cover (CRA/SOC) has been updated for 2024. Director Campos has deleted all 2020 data and added data from 2023. The CRA/SOC should provide three (3) years of call data.
- CPSE has assigned PR Director Campos to a Peer Assessment Team for the Miami Beach Fire Department to be reaccredited. PR Director Campos will be traveling to the department on January 19, 2025.

- **Public Relations / Community Risk Reduction / Education**

- PR Director Campos and Assistant Chief Prunk attended the Carbon Valley Chamber Luncheon.
- Public Education / Community Events:
  - American Legion Car Show – **Unknown Attendance**
  - Senior BP Check event – **37 Seniors**
  - Miners Day Event – **3,000+ total**
    - District Ladder and Ambulance in parade / Color Guard led the parade
    - CRRS Hayes had a community outreach booth to educate about fire safety
    - Crews provided EMS stand-by tent for the event
  - Storytime at Station 4 – **16 visitors**
  - CPR Classes: 2 – **13 total students**
  - Fire Drills: **3**
  - Car Seat Checks: **0**
  - Social Media Messages: **22**

### **HUMAN RESOURCES REPORT – HR MANAGER**

- Human Resources (HR) Manager Docheff is in final preparation for the Districts' 2025 open enrollment meetings and the 2025 benefits guide. Open enrollment for all employees will occur October 28-31, 2024.
- The line and administrative response staff have completed all the 2024 annual District fit-for-duty physicals.
- HR Manager Docheff has submitted a request for recertification to the Colorado Division of Workers' Compensation Premium Cost Containment Program. This program offers the District workers

compensation cost savings through safety and loss control programs implemented by the District. The Premium Cost Containment Board grants certification status.

- Chief Staff is excited that the District's top candidate for the open paramedic position has accepted the Fire Chief's formal employment offer. The candidate's first day with the District will be October 28, 2024, and will begin the orientation and field instruction programs.

### **CARBON VALLEY EMA – EMERGENCY MANAGEMENT DIRECTOR**

- In September, CVEMA completed two small purchases through the Homeland Security Grant Program (HSGP). The first was a Meeting Owl™ system (\$1347) to add redundancy to the Carbon Valley Emergency Operations Center's capability and support a mobile or alternate EOC setup. The second grant provided four (4) night vision scopes for the City of Dacono Police Department (\$3,396). These are all considered regional assets and can be shared between agencies in the Northeast Region. Additionally, two larger 2023 HSGP grants were awarded to the District for a fire extinguisher training system (\$15,000) and to local law enforcement for Personal Protective Equipment (PPE) (\$43,000). Purchases for these are due to begin in November 2024.
- The new Expanded Public Safety Briefing form introduced during planning for the Town of Frederick Miners Day event was well received and readily understood by event planners and public safety personnel. This form will be CVEMA's primary tool for supporting public safety planning and operational contacts for community events.
- September was National Preparedness Month. EMD Garner created and posted social media messages to encourage the community to start essential conversations about preparedness. Messages included talking with family about evacuation plans and go-kits, learning about hazards, and building personal resilience by learning new skills. A highlight of September is that CVEMA's municipal partners and the District share these messages through their networks, and the impact grows as the District gains more followers.
- EMD Garner met with the Town of Frederick's GIS and Risk Management departments to discuss their roles and support in the EOC and to explore how CVEMA can assist them. Ongoing meetings with departments from both the Town of Frederick and the Town of Firestone will continue, aiming to build strong, mutually beneficial relationships with key staff in each municipality.
- EMD Garner updated the Emergency Operations Center (EOC) layout for the remodeled space and revisited processes and checklists in preparation for the functional exercise on October 31, 2024.

### **LOCAL 4123 EXECUTIVE BOARD – LOCAL PRESIDENT**

- In late September, Local 4123 received the final figures from the Muscular Dystrophy Association (MDA) for the 2024 collection drive. Local 4123 achieved a record high of \$45,017.17, marking a significant milestone for the District and the Local. Although the final counts from other agencies in the

state are pending, the District/Local's MDA contact estimates that the District/Local collections are among the top five for the State.

- The Annual Open House and Pancake Breakfast is scheduled for the second week of October, and the Local is fully committed to supporting the District in this longstanding tradition. Chief Staff is pleased to announce Local 4123 has secured donations from McDonald's (Frederick, Firestone, and DelCamino locations), Maggi's Kitchen, and a popular coffee shop in Old Town Frederick to cater for the event. Additionally, over twenty (20) Local members and their families volunteered to work at the event, in addition to three Board members. The Local is eagerly anticipating this event and is enthusiastic about another successful event with the District to collaborate and engage with the community

## **DISCUSSION ITEMS – FIRE CHIEF**

- **Administration Parking Lot and Retention Pond**  
The additional parking spots to be added during the administration remodel project were delayed earlier this year due to discovering the original retention pond for stormwater drainage was not to proper code and scale. The District has been working with Allred & Associates, Lamp Ryerson Civil Engineering, and Kumar & Associates for the last few months to redesign this area to the east of the administrative building. They are diligently working to finish this project by the year-end. The additional design and bringing the property up to the current stormwater code will cost the District some additional funding that was not anticipated. However, the entire administrative remodel project was \$320,000 under budget. Fire Chief Young confirmed that the Board wants to keep moving forward with this part of the project and work toward completion by the end of the year.
- **Station 5 Dedication Ceremony**  
The Station 5 Dedication Ceremony, scheduled for Saturday, October 26th, from 0900 to 1200 hours, is in the final planning stages. Part of the ceremony will involve uncoupling the hose to simulate a ribbon cutting for the new station. Fire Chief Young requested that the Board members participate in this ceremony portion. Seating will be assigned for the Board and their significant others.
- **2025 Draft Budget Preparation and Scheduling**

The remaining timeline for the adoption of the 2025 Budget is as follows:

- September 26                      First Draft 2025 Budget Provided to the Board
  - October 14                         First Reading of the Proposed 2025 Budget
  - October 15                         Public Notice of the Proposed 2025 Budget for review
  - October 15 – Dec. 9                Public Review of the Proposed 2025 Budget
  - November 13                        Public Hearing of the Proposed 2025 Budget
  - December 9                         Final Public Hearing and Adoption of 2025 Budget
- **2025 Tax Revenue:** The general operations property tax for 2025 will remain at 13.900 mills as approved by the District's constituents in November 2019. In addition, the property tax for debt service (General Obligation Loan, 2022) will be 1.634 mills to make the minimum principal and interest payment on the 2022 General Obligation Loan for the fiscal year 2025 as approved by the District's constituents in May of 2022. The 0.454 mill increase is due to the decrease in the District's assessed value for 2024 for revenue collection in 2025. The total assessed valuation to which the District's property taxes and the tax

increment revenue pass-throughs decreased from the 2024 amount of \$1,325,049,310 to the 2025 amount of \$981,393,380, resulting in a \$343,655,930 (26%) decrease in assessed real property valuation. This is roughly a \$4,774,475 decrease in the District's annual revenue from property taxes. This amount is subject to adjustment for the final assessed valuation and unaudited 2024 numbers. The District's official assessed valuation numbers will be provided by the Weld County Assessor in late November or early December. Chief Staff expects a 2-4% swing in these final numbers.

- **2024 Other Revenue:** The District receives additional revenue through fee schedules, developer impact fees in the Towns of Frederick and Firestone, grant funding, educational administration, and cost-sharing through other governmental agencies. The additional revenue accounts are projected to be \$3,445,493 for 2025.
- **2024 Fee Schedule:** Besides tax revenue, which accounts for approximately 86% of the District's revenue, the 2025 Fee Schedules establish fees for records release, ambulance transports, and code enforcement activities. Staff continues to evaluate the overall costs of these programs to recover as much of those costs through user fees as possible.
  - The Stand-by Fee for EMS Services will increase in 2025. The fees for personnel and equipment follow the FEMA rate. This fee considers the hourly personnel and equipment rates to provide a dedicated crew for special events.
  - Chief Staff recommended slightly adjusting the Building and Fire Code Plan Review and Inspection Fee System for all new construction in January 2025 for the valuation formula. The District began to utilize the International Code Council Building Valuation Data formula for the permit fee multiplier. This has provided the District with precision for establishing permits and planning review fees to fund all code compliance activities offered by the Fire District. The fee structure follows the 2021 International Building Code (IBC) and the 2024 International Code Council (ICC) recommendations.
  - Operations and Finance Sections recommend a 10% increase to the Ambulance Fee Schedule for 2025. A review of the ambulance service fees was completed, and the District's fees are in the lower third of all other transport agencies. It has been well over a decade since the District increased the ambulance service fees.

○ **Personnel Expenses**

The 2025 Administrative Program Budget with outlined accounts is included within DropBox and the 2025 Draft Budget Folder for the Board's review.

○ **2025 Staffing Plan Additions and Promotions**

For 2025, Chief Staff requests a Behavioral Mindset Specialist, a Mechanic—Emergency Vehicle Technician (EVT), and a full-time Fire Prevention Specialist. The District will also fill vacant positions through normal attrition as needed or required.

The District will also promote one (1) additional Engineer and one (1) Division Chief of Training in 2025.

○ **2025 Salary Plan**

The District can fund the salary structure as indicated for January 2025 as presented to the Board in August 2024. Every position received a 5% increase, and some positions also received a market adjustment to keep all staff within the 90<sup>th</sup> percentile of the District's competition. This will continue to assist the District in remaining competitive with neighboring agencies and provide fully trained and educated individuals within four (4) years of hiring within the District who will be topped out in pay (other than Cost of Living Adjustments) within their rank or class. To implement the salary structure as agreed upon in August of 2024, the approximate increase in salaries within the new 2025 salary structure equates to approximately a \$1,712,242 increase, which includes changes since 2024, such as cost of living adjustments (COLA), market adjustments (90<sup>th</sup> Percentile), new positions, and internal promotions.

○ **2025 Employee Benefits**

The following is a summary of the proposed changes from the current employee benefit periods for 2025:

- **Medical Insurance Plans:** The new medical insurance provided to employees in 2025 will remain through United Healthcare through the District's Broker – Highstreet TCW Risk Management. There will be a 4% increase in all health insurance premiums in 2025. The District is still offering three (3) different health plans for employees. Two (2) of the plans provide competitive copays and deductibles, and the other plan offered by the District is the health savings account (HSA) plan. The District also provides full family-paid health insurance for one of the plans. For the HSA plan, the District will contribute \$358 per month to the HSA contribution. These competitive and market changes the health insurance plans for 2025 equate to approximately \$460,451 in health insurance for personnel and their families from what was budgeted in 2024.
- **Dental Insurance:** The District pays 100% of the full-time employee premium. The District's provider will be MetLife Dental Insurance, provided by Highstreet TCW Risk Management. Dependent care, if elected, will be through payroll deduction at 100% at the employee's expense. Through MetLife, the District will see a 5% annual increase in cost for this dental plan in 2025.
- **Vision Insurance:** The District pays 100% of the full-time employee premium. The District's provider will be MetLife Vision Insurance, which is provided by Highstreet TCW Risk Management. Dependent care, if elected, will be through payroll deduction at 100% at the employee's expense. With this vision plan through MetLife, the District will see a 5% annual cost increase for 2025.
- **Life Insurance:** The renewal policy represents maintenance of the \$100,000 coverage with an additional \$100,000 AD&D coverage and a \$100,000 Line of Duty Death coverage for all personnel. Through OCHS, this policy offers Voluntary Life, which allows members to add coverage above the limits the District provides for themselves and dependents through a payroll deduction. The cost of the policy is offered to all members. The District pays 100% of the employee/member-only premium for the Life and AD&D portions of the policy. The District will see a \$7,098 annual increase in the cost for 2025.
- **Long-Term Disability:** This policy is administered by the Fire & Police Pension Association of Colorado (FPPA). Fire Chief Young recommended that the District continue to take on the total cost of the Long-Term Disability for all eligible personnel up to the 3.6% cost started in 2023. This benefit

would bring an approximate \$52,466 annual increase to the District in 2025, allowing an imputed benefit for all employees within the Long-Term Disability Insurance.

- **Short-Term Disability:** This policy through Standard Insurance fills the gap for off-duty injuries or illnesses once sick leave is exhausted and before an employee's Long-Term Disability is available. This is available to all full-time staff. The District pays 100% of the premium, and the benefit ceases after six (6) months per occurrence. This benefit plan will see a \$936 increase for 2025.
- **Colorado Heart & Circulatory Trust:** All uniformed employees have this mandated policy that pays out through an established schedule for work-related cardiac illness. The requirement for eligibility is a minimum of five (5) years of full-time service in fire or EMS. The District pays 100% of the premiums for all uniformed employees who meet the five-year service requirement and is reimbursed by the State (DOLA) for the compensation of all full-time eligible employees. With newer personnel available for the Heart Trust, this will increase by \$1,447 in 2025.
- **Colorado Cancer Trust:** All full-time and part-time employees with more than five (5) years of firefighting service are eligible to be part of the Colorado Cancer Trust. This allows firefighters diagnosed with cancer to begin treatment immediately with their personal physician or healthcare provider without creating a workers compensation claim. The trust outlines the types of cancer firefighters receive and makes a quick process to begin paying for necessary care and treatment. The District will see an approximate increase in 2025 \$1,956 due to newer personnel joining and a slight increase in the Trust due to recent cancer diagnoses being added. Three (3) personnel have utilized the Cancer Trust in the last year.
- **FPPA Statewide Retirement Pension Plan:** This 23-year District vested pension is funded by payroll contributions based on a 10.5% employer contribution and a 12% employee pre-tax contribution beginning January 1, 2024. The employer portion of this benefit will increase by .5% each year to a maximum of 13% in 2030. This benefit is provided to all full-time employees. Members of the FPPA Statewide Retirement Pension Plan do not pay Social Security taxes. With the salary plan increases and the .5% increase to employers in 2025, this will be an approximate \$199,432 increase to the District in 2025.
- **115 Trust Plan, Healthcare Retirement Plan:** The District will match the an employee's 1% contribution to the plan continuing January 1, 2025. Also, part of the 115 Trust Plan is once an employee's sick leave bank accumulates over the allowed carry-over, all hours over the top-out will be deposited at 100% value into the employee's 115 Trust Plan for the preceding year by February 15<sup>th</sup>, beginning in 2025. Fifty percent (50%) of vacation payout will be deposited into the employee's 115 Trust Plan at the end of their career or separation from the District. This was all agreed upon between Management and Labor, with Board approval at the August 2023 Board meeting and governance documents signed in September 2023. This increase for 2025 due to salary increases will be \$14,122.
- **Volunteer Firefighter Pension Fund:** The District contributes \$19,006 annually and the State contributes an additional f \$9,003 to the Volunteer Firefighter Pension Fund, making the total contribution amount \$28,009. The Volunteer Pension Board administers this benefit, providing a \$300/month and \$150/ month survivor benefit to all retired volunteer firefighters who served at least



20 years with the District. The Volunteer Firefighter Pension Fund was closed to new members in 2005. The District raised the contribution amount for all eligible volunteers in 2024.

- **Employee Assistance Program (EAP):** Optum Employee Assistance Programs provides Counseling Services for all employees/members and immediate family. This benefit includes four one-hour sessions with a licensed counselor per employee household per calendar year. The District's broker, Public Safety Health Care Group, and Highstreet Risk Management provide this benefit at no cost.
- **Air Med Care:** Continued for 2025, based on a census plan, Fire Chief Young recommended the District continue to provide AirMedCare (air ambulance) supplemental coverage for all employees and persons who reside under one (residential) roof. Undergraduate students are covered under their parent's membership and anyone previously living in the household in school. This can be utilized across the United States with numerous Air Ambulance providers. Local providers with this plan are Reach Air – Cheyenne, UC Health Helicopters, Med Evac (Banner) Helicopters, and Children's Hospital Helicopters. This will provide the District's employees with extra coverage should their regular medical insurance or deductible not meet for themselves or any family member. The cost of this benefit is estimated to be \$7,284 a year. This benefit includes the five (5) Board members and their families.
- **Educational Tuition Reimbursement:** Tuition reimbursement will remain the same in 2025, even though the District raised the reimbursement rates in 2024. Anything over \$5,250 per employee per year is considered taxable income for the employee.
  - Undergraduate Degree(s) - \$5,000 annual reimbursement
  - Graduate Degree - \$7,000 annual reimbursement
  - Doctoral Degree - \$9,000 annual reimbursement
- **AFLAC:** These are independent injury and sickness policies, with the benefit paid directly to the member. They are employee-funded benefits through payroll deduction.
- **Administration and Operational Objects –Proposed 2025 Budget**
  - **Objects 5000-5052**—Utilities: Overall, there will be a 3.10% decrease in 2025 due to moving the phone systems from Comcast to Verizon. This was a significant savings, even adding another fire station utility cost.
  - **Object 5110-5111-5130 – Membership, Dues, and Fees:** Membership, dues, and fees have decreased by 4.18% in 2025. Staff continues to prioritize and submit proper reasoning and logic to belong or participate as members of these local, regional, state, and national agencies. In return, the amount of information, networking, and education is worth the overall cost.
  - **Object 5150—Administrative Maintenance:** Normal annual maintenance items are proposed for the Administrative Building. This object has a 33.28% increase from 2024 because half of the year it was unoccupied due to the remodel. The budget increased from \$7,335 to \$10,995 for 2025.
  - **Object 5151-5157 – Fire Stations Maintenance:** Normal annual maintenance items are proposed for the District's five (5) Fire Stations and the WCR 11 Property. Station 5 came online in August

2024 and constituted the most significant component of the 5% increase in fire station maintenance. The other four stations thoroughly reviewed their budgets and were reduced by 5% on average.

- **Object 5160 – Elections:** Fire Chief Young advised the Board in July and August of 2024 that the is required by law to conduct a Director election in May 2025. The Board also is considering including a sales tax ballot as part of the May 2025 election. With legal fees, printing costs, and the designated election official (DEO) compensation, the election will cost approximately \$133,779. If the District includes a sales tax ballot in the May 2025 election, and it does not pass, there is the possibility that the District could run another sales tax election in November 2025. The total cost of election services for 2025 is currently budgeted at \$267,558, with over 50% of this budget line being contingency.
- **Object 5170 - 5180—Notifications and Printing:** These annual object numbers will decrease 38% due to reduced services and print publications for the District and planned events in 2025.
- **Object 5175—Public Relations:** This is a new object for 2025. It will provide better data tracking for annual costs the District has worked on with civic groups, the Towns, and other support agencies dealing with public relations. A total of \$6,200 is budgeted within this account for 2025.
- **Object 5300 – Lease & Service Agreements:** This object will see a 11.37% decrease in 2025. There is also contingency for any new agreements that may be needed as the District continues to raise all other expected inflation costs from its other lease and service agreements. There also is a consultant fee within this line item to hire a third-party consultant to assist with the update of the nexus study for impact fees in 2025. The District has a current Capital Improvement Plan (CIP). Many of these items support strategic goals in the 2021 – 2026 Strategic Plan. This also includes the lease agreement with the Town of Frederick to utilize their maintenance bay for the District’s mechanics in 2025.
- **Object 5311—Property & Liability Insurance:** Changes were made to the P&L Insurance in 2025, with another full assessment conducted this year and the addition of another fire station and associated property. Staff also planned to add the new apparatus scheduled for 2025. This object number will see a 12% increase in 2025.
- **Objects 5330-5333 – Legal Fees:** Property and employment will remain conservative in 2025. Contingency is built into the legal fees, but we are still seeing a notable change affecting the District from legislative changes and the potential for collective bargaining cost, potential elections, land platting and deeding for Station 6, and property design for the maintenance and training facility. Beginning in 2024, Fire Chief Young recommended utilizing third-party investigators for all internal investigations moving forward due to the complexity of new employment laws and regulations that staff are not formally trained or educated to handle. For this reason, there has been a 32% increase in this object for 2025, which equates to a \$52,075 gain.
- **Object 5340 Fire Engineering Fees:** This object will have a contingency amount of \$10,000 provided due to the high-hazard fire engineering plan reviews required by the Fire District for 2025.
- **Object 5350—Ambulance Billing Service:** The third-party billing company did a great job in 2024, and the District continues to see an annual increase in ambulance patient transports. Chief Staff believes this number could be significantly higher in 2025.

- **Object 5355 – Accreditation Services:** The District is scheduled to become accredited in 2025. It is essential to make this a priority within the budgets moving forward. The most significant focus in 2025 will be bringing in the peer assessors and assessment teams, conferences, and peer reviewers slated to be facilitated by the CPSE in the second quarter of 2025. This object number will see an increase in 2025 of \$12,975, which equates to an 82% increase due to that 2025 deadline and requirements for accreditation status. This supports the 2021-2026 Strategic Plan.
- **Object 5360—Treasurer’s Fees:** These fees directly correlate with the property tax revenue the District is slated to collect. Chief Staff has increased them to match the assessed valuation increases for the District.
- **Object 5370—Auditor:** The 2025 Budget was increased by \$2,800 (18.6%), as reflected in the Board-approved Audit Engagement Proposal in August 2024, which includes auditing for recognition and accreditation by the Governmental Finance Officers Association (GFOA).
- **Object 5390 – Employee Recruitment and Retention:** Due to the fee cost of health care, personnel physicals to meet current NFPA 1582 requirements, fit-for-duty testing, random drug testing, and ongoing inflation cost, this object number will see a \$15,000 (15.96%) increase in 2025. Other items attached to this line item are the annual appreciation employee picnic, holiday dinner, and promotional ceremonies, which include annual awards and gifts for these ceremonies.
- **Object 5510 – IT Computer Incidentals:** This object will not change in 2025 due to the tools and incidentals needed by our in-house IT Specialist and ongoing hardware needs.
- **Object 5511—Software Programs and Support:** This object decreased slightly in 2025 due to consolidating and moving to more efficient software programs. There was a \$2,559 (2.09%) decrease for 2025.
- **Object 5512—Cyber Security:** This object number will decrease by 49% in 2025. Chief Staff continues to provide cybersecurity software and training for all District personnel. \$30,840 is allocated towards cyber security in 2025. The most significant part of this decrease from 2024 is the new VPN Firewalls, including Virus, Spam, and Phishing Protection for our systems, which are on a multi-year contract paid by the District until 2028.
- **Object 5520 – Communications Equipment:** This line-item ebbs and flows over the years due to expiring items mandated by Weld County Communications. This object number will see a 30.96% decrease for 2025.
- **Object 5540 – Uniforms:** With proper processes and tracing of daily uniforms for the 93-plus employees in 2025 and the minimal hires for 2025, there will be a 35.3% decrease for 2025. The District continues to provide an exceptional uniform package. There will continue to be a 3-5% manufacturing increase due to availability and cost. The District provides roughly \$1,525 in uniforms and equipment for each individual annually.
- **Object 5542 – Personnel Protective Equipment and Clothing (PPE):** The District continues to provide its personnel with an exceptional Personal Protective Equipment (PPE) package. Manufacturing costs increased by 7-9% in 2024. In 2024, we could catch up on PPE items slated for

replacement or coming up on their expiration dates. With the District not hiring additional firefighters in 2025, this object will see a 44% decrease in 2025. This still includes all testing and cleaning of all PPE clothing for IDLH atmospheres completed by a third-party vendor to ensure the District follows NFPA's and the manufacturer's recommendations.

- **Object 5550—Specialized Equipment:** The cost increased in 2024 due to equipment expiring or needing to be replaced in 2025. The Operations Section was able to fine-tune this budget for 2025 and prioritize the needs only for 2025. This line item decreased by 8.55% for 2025.
- **Object 5600 – Office Supplies:** This object will see a \$1700 decrease for 2025 due to cutbacks within the administration and the fire stations.
- **Object 5700—District Expendables—Station Supplies:** The 4.07% decrease for 2025 is due to efficiencies created in station supply orders, stocking, and inventory control. This is another successful win of having a full-time logistics specialist in charge of supplies, uniforms, PPE, and communications.
- **Object 5730 – Emergency Medical Supplies:** This object will see a 9.27% decrease for 2025. The District replaced numerous medical bags due to wear and tear in 2024. Those items were removed for 2025 and will likely be reintroduced in 2026 as needed.
- **Object 5740 – Food & Meeting Expenses:** This object was decreased by 7.36% for 2025 due to the number of training, business meetings, and community outreach events hosted by the District.
- **Object 5800 – Training & Certifications:** Continuing and maintaining the District's training programs are essential. Chief Staff continues to find ways to streamline and utilize current methods to provide cost savings where possible. Currently over 1,000 certifications must be maintained, and new procedures and technology are facing the profession. This object will decrease 7.84% for 2025 due to efficiencies and collaboration. Due to budget cuts, the District will not bring in national speakers and courses in 2025. Object 5830, Travel and Subsistence go hand-in-hand with object 5800 and outline the travel and subsistence costs for the training courses and certifications outlined by the Training Division to meet the minimum standards by Executive Staff and the District's training abilities and vision.
- **Object 5803 – Education Reimbursement:** Each July, as part of the 2025 Budget preparation for the upcoming year, the District requires personnel seeking higher education reimbursement for the forthcoming year to submit a request. Eleven employees are requesting education reimbursement for 2025, and one (1) EMT/Firefighter is budgeted to attend paramedic school for \$81,000 in 2025. Each year, the entire budgeted amount is not spent due to life changes and personnel not being able to meet their personal goals. However, the District still supports all employees in this endeavor and ensures funds are available if needed.
- **Object 5810/5811 – Public Education and Outreach Materials:** As part of the District's ongoing community outreach, education, and risk reduction to the community, these objects will decrease 7.77% in 2025. With a record number of community events and opportunities to be in the public the District's Community Risk Reduction Specialist continues to find additional grant funding and ways to cut costs.

- **Object 5840—Board of Director Donations:** The Board of Directors Donations were decreased to \$500 for 2025 due to no utilization over the last three years. A maximum of \$500 for group events and \$100 for individual requests has always been the standard, and the money must be related to the services the District was organized to provide.

**Objects 5900-5940—Equipment and Fleet Preventive Maintenance/Repairs:** These items increased as maintenance costs for parts and materials on the emergency service fleets continue to see all-time inflationary rates. The District also is adding two apparatus in 2025. Collaborating with the District's Fleet Manager for projects and needs in 2025, a \$23,254 (11.11%) increase is expected.

- **Object 5950—Fuel:** Due to the volatility in fuel prices estimate 2025 fuel costs is difficult. Chief Staff used current market studies and projections to predict a decrease in costs of 12.2% in 2025.
- **2025 Reserves, Capital & GO Loan Expenses**

The District's reserves are established to provide for two (2) primary purposes:

- 1) To provide for emergency funding of unanticipated expenses resulting from natural or manufactured emergencies, unforeseen revenue shortages, and additional costs not anticipated with approved projects; and,
  - 2) To provide for capital improvements, life-cycle replacements, or additions of fleet, capital equipment, and purchasing facilities to be included within the District's depreciation schedule.
- **Unassigned Reserves:** This balance is in a ColoTrust Plus+ Account. It provides a holding account to maximize interest revenues for monthly collections of surplus revenues over expenses and to fund General Fund expenses in periods of excess monthly fees over collected revenues. It is also used to support specific general fund expenses, considered extraordinary, sporadic, or temporary, so as not to interrupt funding for reoccurring general fund programs and projects. The anticipated 2024 unassigned reserves float from the District's investments to checking is \$5,452,144. Chief Staff strives to keep a minimum of \$1,250,000 in this unassigned capacity year-to-year to cover District liabilities from fiscal year-to-fiscal year, often during low property tax disbursements from Weld County. Chief Staff is expecting a 2025 year-end balance of \$1,534,970.
  - **Capital Equipment:** The Capital Equipment balance is in a ColoTrust Plus+ account. This account is in place to cover the estimated replacement cost of fleet and capital equipment at the end of their projected life cycle or additions to meet the District's mission. This schedule is adjusted annually for projected inflationary increases and lead times for specific orders. Therefore, a fire engine purchased in the current year with the same equipment and capabilities will have a higher annual investment amount than an engine purchased five years ago. With a balance of \$4,739,725 at the end of 2024, Chief Staff is expecting a 2025 year-end balance of \$2,804,136 due to a new rescue engine and ladder truck to be delivered in 2025.
  - **Capital Facilities:** The Capital Facilities balance is in a ColoTrust Plus+ account. For 2025, the Chief Staff has budgeted for facilities and grounds that need major repair or replacement. Also, any required maintenance or smaller remodel projects at existing facilities are budgeted out of this account each year. With a balance of \$8,565,060 at the end of 2024, Chief Staff is expecting a 2025 year-end balance total of \$9,164,129.

- **Operating Contingency Reserve:** This reserve was established as a ColoTrust Plus+ account to allow funding flexibility during short periods of economic downturns and to fund unforeseen expenses during a budget year. The District targets to retain 25% of its operating budget in reserve, not including the capital facilities, equipment, or debt service funds (GO Loan, 2022). This is accomplished through two (2) reserves: the restricted Emergency Contingency (TABOR) reserve and the restricted Operating Contingency reserve. The District has added surplus revenue to this account each year, increasing the funding level above the 25% target. The projected 2024 year-end balance of this reserve will be \$3,227,538. We anticipate a 2025 year-end balance of \$3,812,538, which will be approximately 27% of the District's annual operating budget for 2025.
  - **Capital Purchases & Projects for 2025:** The following are the major Capital Asset Projects proposed for 2025 that are requested for approval within the comprehensive budget. The auditor and finance section classify these items as depreciable or non-depreciable capital items within the schedule of values.
    - **EMS Equipment:** Due to the lifecycle replacement schedule, the District will expend \$46,500 to replace a Lifepak monitor in 2025.
    - **Fire Equipment:** Two new fire suppression apparatuses will arrive in 2025. They must be outfitted with equipment and other items, which is projected to cost \$14,000.
    - **Radio Equipment:** Lifecycle replacement and additions of portable and mobile radios for personnel and apparatus are projected to be \$128,000. This is due to Motorola and the FCC requirements phasing out the current radios. This occurs every 8 – 12 years for emergency services. Motorola will no longer support the current radios beginning in 2025.
    - **Computer Hardware and Equipment:** In 2025, the District will continue to follow the lifecycle replacement schedule, plus new apparatus and mobile data terminals. These units have reached their 5+ year lifecycle replacement schedule and are no longer covered under warranties. The cost associated with this project is \$33,000, which is the bare minimum for 2025. The District has roughly 89 computer devices and twenty-three apparatuses throughout six buildings.
    - **Fire Apparatus Purchases - Fleet:** The replacement of the Heavy Rescue with a Rescue Engine will continue into 2025 with a potential completion date of March 2025. The District also ordered a Quint/Ladder Truck in 2024 to be delivered in the fall/winter of 2025. The District will also refurbish the 2009 Pierce Engine in 2025. The projected cost for these large apparatus in 2025 is \$2,449,000 and may likely flow between budget years 2025 and 2026 if the Quint/Ladder is delayed for any reason.
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- **Administration and Station Furnishings:** Along with the new Station 5 and Administration Remodel slated to be completed in 2024, furnishings for each project will be needed. These furnishings are included in the total project cost approved by the Board in 2023. However, in 2024, Chief Staff separated the furnishing costs from the construction project to track the cost associated with each project. Some of these items are depreciable capital, and some are non-depreciable capital. Both projects will need full furnishings, including office furniture, kitchen/breakroom furnishings, and appliances.

- **Maintenance Facility/Training Grounds and Station 6 Design:**

The initial timeline to provide a maintenance facility for the fleet maintenance division has been delayed due to the 2025 budget constraints. The District leases space from the Town of Frederick for the fleet maintenance division. The District has roughly 18 months to vacate the Town's facilities. The District will need to build a maintenance and training facility before the 18 months expire in order to continue providing adequate job performance training and future recruitment opportunities for training individuals as firefighters by the District. The District has been utilizing facilities owners by Platteville-Gilcrest Fire Protection District and Ft. Lupton Fire Protection District for the District's annual training, which has been required for years. The District has become too busy, and the overtime cost of doing this off-duty training is no longer feasible. This project is currently in the architectural design phase. Contingent on available funding, construction of the maintenance and training facility is anticipated to begin in the fourth quarter of 2025 and to be completed in the third quarter of 2026.

- Station 6 design, site plan, and land acquisition are all ongoing. Fire Chief Young, staff and legal counsel continue to work on all these areas to get the parcel deeded to the District for potential construction beginning in the Spring of 2026 and opening of Station 6 in the first quarter of 2027.
- The total budget in 2025 as a placeholder with a successful election cycle for Station Construction and Facilities is \$4,935,000, and the components of this budget line item will span at least two budget cycles for the District. This includes architect and owner representative fees during each of the construction phases.

- **GO Loan Expenses – General Obligation Loan (Series 2022)**

- The District will make annual payments for the General Obligation Loan (Series, 2022) approved by the District's voters in May 2022. For the 2025 Budget, interest and principal payments will be made twice a year. The total cost will be \$1,396,875.
- The GO Loan property tax of 1.493 mills was certified in 2022 to meet the 2023 principal and interest payments. A property tax of 1.180 mills was certified in 2023 to meet the 2024 principal and interest payments. A property tax of 1.634 mill will need to be certified for 2024 to meet the 2025 principal and interest payments.
- The GO Loan Series 2022 funds in the ColoTrust+ account will have an estimated \$10,112,484 at the end of 2024. This funding is slated for the construction of Station #6 (2026-2027), as approved by the District's voters in May of 2022.

- **Developer Impact Fees as of September 2024**

- Town of Frederick - \$194,350
- Town of Firestone - \$192,925
- As the District moves forward with establishing its own impact fee and impact fees schedule in the fourth quarter of 2024, Chief Staff is budgeting this revenue separately from any general fund revenue within the 2025 budget. Chief Staff anticipates higher impact fee collections than

budgeted in 2025 due to the new nexus study to be conducted in the first quarter of 2025. Once the nexus study is completed, Chief Staff will submit to the Board an updated impact fee schedule for approval in the second quarter of 2025. Chief Staff is anticipating the following collections of impact fees in 2025.

- Town of Frederick - \$375,000
  - Town of Firestone - \$375,000
  - Weld County - \$10,000
  - Interest Earned - \$15,000
- Total 2025 - \$775,000**

Total Year End 2024 and 2025 = \$1,200,000 for future capital expenditures.

### **ACTION ITEMS – FIRE CHIEF**

#### **Fleet Mechanic Job Description (2025)**

Under new business, Fire Chief Young requested approval of the newly created job description for a Fleet Mechanic for the proposed 2025 Budget. This new position will bring additional mechanical assistance to the fleet manager and the in-house fleet maintenance program. The posting for this position will begin in the fourth Quarter of 2024, with a potential start date in January 2025.

#### **First Amendment to 4.11.2022 Board By-Laws – Impact Fee**

Under new business, Fire Chief Young requested the acceptance, approval, and Board member signatures for the First Amendment to Chapter XI, Section 1(A) of the April 11, 2022, Board of Director Bylaws regarding fee schedules and charges.

#### **Resolution 2024-05 Establishing and Adopting Impact Fee and Schedule Town of Firestone**

Under new business, Fire Chief Young requested the acceptance, approval, and Board member signatures of Resolution 2024-05 Establishing a District Impact Fee and adopting an Impact Fee Schedule for areas within the Town of Firestone effective November 5, 2024.

#### **Resolution 2024-06 Establishing and Adopting Impact Fee and Schedule Town of Frederick**

Under new business, Fire Chief Young requested the acceptance, approval, and Board member signatures of Resolution 2024-06 Establishing a District Impact Fee and adopting an Impact Fee Schedule for areas within the Town of Frederick effective October 14, 2024.

#### **Resolution 2024-067 Establishing and Adopting Impact Fee and Schedule Weld County**

Under new business, Fire Chief Young requested the acceptance, approval, and Board member signatures of Resolution 2024-07 Establishing a District Impact Fee and adopting an Impact Fee Schedule for areas within unincorporated Weld County that are also within the District's jurisdictional boundaries effective October 14, 2024.

#### **FFFD Community Risk Assessment and Standards of Cover 2024**

Under new business, staff requested the acceptance and approval of the District's updated Community Risk Assessment and Standards of Cover (CRA/SOC) with data metrics from 2023. The CRA/SOC must be updated annually with the previous year's data metrics and then approved by the governing body. This



document will be revised and updated annually, with an occasional Board support and understanding resolution.

### **BOARD MEMBER REPORTS**

President Maselbas addressed the Board concerning a breakout session on public comments she had attended at the Special District Association Conference in September 2024. President Maselbas wanted to inform all Board members that the public comment section of Board meetings should follow the District's outlined directive. Attorney Ross provided feedback on the importance of following the current directive to ensure consistency. All Board members agreed with the importance and plan to follow the current guidelines set forth for public comments during Board meetings moving forward.

### **CONSENT AGENDA**

The following Consent Agenda was presented:

- Approval of the September 9, 2024, regular Board meeting minutes.
- Confirmation of the continuity of the Financial Reports from September 5, 2024, to October 9, 2024.
- Acceptance and approval of all payables, financial reports, fund receipts and transfers, Colo-Trust statements, and payroll registers as presented within the monthly financial binder.

Treasurer Houston moved to accept and approve all items under the Consent Agenda. Motion seconded by Assistant Secretary Ditmon. The motion passed unanimously.

### **OLD BUSINESS**

No old business.

### **NEW BUSINESS**

- Treasurer Houston motioned to accept and approve the newly created Fleet Mechanic job description as a new full-time position for the District in 2025. Vice President Stout seconded the motion. The motion passed unanimously.
- Vice President Stout motioned to accept and approve the First Amendment to the April 11, 2022, Board of Director Bylaws revising Chapter XI, Section 1(A) regarding fees and charges now authorized by law. Assistant Secretary Ditmon seconded the motion. The motion passed unanimously.
- Vice President Stout motioned to accept and approve Resolution 2024-05 establishing and adopting impact fees and an impact fee schedule for areas within the Town of Firestone effective November 5, 2024. Treasurer Houston seconded the motion. The motion passed unanimously.

- Treasurer Houston motioned to accept and approve Resolution 2024-06 establishing and adopting impact fees and an impact fee schedule for areas within the Town of Frederick effective October 14, 2024. Vice President Stout seconded the motion. The motion passed unanimously.
- Vice President Stout motioned to accept and approve Resolution 2024-07 establishing and adopting impact fees and an impact fee schedule for areas within unincorporated Weld County within the District's jurisdictional boundaries, effective October 14, 2024. Treasurer Houston seconded the motion. The motion passed unanimously.
- Vice President Stout motioned to accept and approve the District's Community Risk Assessment and Standards of Cover for publication updated with 2023 required data metrics. Assistant Secretary Ditmon seconded the motion. The motion passed unanimously.

## **ADJOURNMENT**

With no other business before the Board, Treasurer Houston moved to adjourn the meeting. Vice President Stout seconded the motion, which passed unanimously. The meeting was adjourned at 8:28 p.m.



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Pete Ditmon, Assistant Secretary