



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



**MINUTES
March 13, 2023**

The regular meeting of the Board of Directors of the Frederick-Firestone Fire Protection District was called to order by Chairman Weimer at 7:00 p.m.

ROLL CALL

Directors Present:

Edward Weimer, President/Chairman
Jeffrey Jurgena, Vice President
Kathryn Maselbas, Secretary
David Stout, Assistant Secretary
Christopher Vigil, Treasurer

Also present:

Jeremy A. Young, Fire Chief
Dino Ross, Legal Counsel
Doug Prunk, Assistant Chief of Operations
Steve Iacino, Assistant Chief of Planning
Mike Cummins, Finance Director
Summer Campos, Management Analyst/PIO
Robert Freeman, Citizen - Board Candidate

APPROVAL OF AGENDA

Vice President Jurgena moved to approve the Agenda for the March 13, 2023, meeting as presented. Motion seconded by Secretary Maselbas. The motion passed unanimously.

PUBLIC COMMENT

There was no public comment.

ATTORNEY'S REPORT

Attorney Ross presented the Attorneys' Report for the month of February 2023, which is included in the Board packet. Attorney Ross briefly discussed the Automatic Aid Agreement between Frederick-Firestone Fire Protection District and Fort Lupton Fire Protection District. Attorney Ross also assisted Fire Chief Young in preparing a letter from Board President Weimer to the Firestone Board of Trustees and Mayor expressing concern with the Town's delay in authorizing the District to collect impact fees. Dino also drafted a Waiver and Release of Liability for Colorado Premium Hay LLC to hay the District's WCR 11 property. Attorney Ferguson worked with Chief Staff on a conditional job offer for the Community Risk Reduction Specialist position. Attorney Ross also provided the Board with a brief update on current legislation.

The Board of Directors did not have any questions for Attorney Ross.

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 to move forward. Fire Chief Young and Asst. Chief Iacino continue to work with the District's architect, owners-representative, the Town of Frederick, and legal counsel on the upcoming request for proposal (RFP) for general contractors that will be issued March 1. The current March/April updated schedule is as follows:
 - Last day for questions and substitutions – March 16, 2023
 - Last day for addendums – March 21, 2023
 - Contractor Guaranteed Max Price Bid due – March 28, 2023
 - Interview final two Contractors – April 3, 2023
 - Recommendation to Board of Directors – April 6, 2023
 - Board Meeting – Action Taken – April 10, 2023
 - Permit process completed with Town of Frederick – April 14, 2023
 - Legal review of AIA Owner-General Contractor Agreement which the District entered into with the selected general contractor – April 21, 2023
- Station 4 welcomed the winners of the Carbon Valley Help Center's silent auction, which helped raise funds for the Help Center. Six (6) residents were greeted by A-shift crews and received a station tour, along with dinner that was prepared by the crews. This event allowed for crews to teach the winners about the daily duties of a firefighter, details about the Special Operations (Wildland Fire, Technical Rescue), as well as a tour of the station.
- The District will be hosting an "After the Fire" presentation at The Cove Recreation Center in Barefoot Lakes on March 15 to present fire safety and risk reduction tips for all homeowners. Over 50 residents in the area have responded that they plan to attend. This all stems from the house fire in Barefoot Lakes on February 8, 2023.
- The District's Finance Staff has been working diligently for the last three months to revalidate the District's Colorado Medicaid certification for emergency medical billing purposes. The District was

revalidated and certified by the Colorado Department of Health Care Policy and Financing on March 6, 2023.

- **Human Resources / Personnel / Staffing**

- The District only received two (2) applications for the position of Paramedic/Firefighter by the application deadline of March 1. The District has currently received nine (9) applications for the Paramedic only position that closes March 15. Both testing processes for Paramedic/Firefighter and Paramedic will be conducted at the same time. Chief Staff is currently working towards hiring a minimum of five (5) qualified individuals. The District has budgeted to fill seven (7) positions in 2023.
- Chief Staff and labor have been working together on the Retirement Healthcare Funding mechanisms to present to the Board later this year. Chief Staff has held numerous meetings with National Public Pension Fund Association (NPPFA) and their personnel the last month to learn how to create a 115 Trust Plan that will be sponsored by the District to assist members with retirement healthcare insurance premiums. The team is working towards building in recruitment, retention, and creating a system that allows individuals to retire when they need to, rather than when they can afford to due to health insurance premium cost.
- The District is now part of the Behavioral Health Trust through the State of Colorado. Since the District is already a part of the Firefighter Heart and Cancer Trust, it is enrolled automatically at no cost, per Senate Bill 22-002. Chief Staff is working with the District's internal Peer Support team, Sammy from Elevate Coaching, and staff to develop a full behavioral resource list for all District personnel. This resource list will be provided to all members and be easily accessible in many areas of the fire stations, apparatus, communications media, and software programs.

- **Intergovernmental and Community Relations**

- Fire Chief Young and Staff continue to attend multiple Carbon Valley and Weld County meetings through the months of February/March 2023. Meetings include the Communication Advisory Board, Weld County Efficiency Workgroups for Emergency Services and Dispatch, Carbon Valley Rotary, Carbon Valley Chamber of Commerce, and the Weld County Utility Board Commission as requested or required.
- Fire Chief Young and Asst. Chief Iacino have been meeting with the Town of Frederick over the developer impact fees and Station 5 permitting cost. At this time, the Town has agreed to assist the District by only requiring the District to pay the same permit cost that it paid for Station 4 in 2018. This is a significant cost savings for the District. The Town has also agreed that developer impact fees collection will begin June 1, 2023. The Town's Board of Trustees is expected to give final approval at its March 28, 2023 meeting, and then the District and Town will work together on a communication plan to developers during April and May before collections begin. The District will not be able to impose the developer impact fee on any development permit for which the applicant submitted a complete application before the final adoption of the impact fees schedule.
- Fire Chief Young continues to communicate with the Town of Firestone's Town Manager on developer impact fees. Fire Chief Young and Staff mailed the letter to the Town's Board of Trustees

from the District Board, which was signed by President Weimer on March 6, 2023. Since this time, there have been a few meetings with Trustees and the Mayor about the District collecting developer impact fees within the Town of Firestone.

PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:

COMMUNITY RISK REDUCTION AND CODE ENFORCEMENT

- **Community Development / Code Enforcement**
 - Staff is currently working on eighty-nine (89) commercial projects within the District. Thirty-one (31) commercial projects in Firestone, Fifty-seven (57) projects in Frederick, and one (1) project in Weld County. In addition, there are three (3) property annexations coming that will need to be included into the District boundaries. They will be zoned for residential and commercial/mixed use.
 - Residential development includes thirty-two (32) 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 the residences.
 - The District currently has 433 commercial buildings with 774 businesses. The District is tracking 522 fire protection systems.
- **Certificates of Occupancy** – There was one (1) Certificate of Occupancy completed in February.
- **New Permits Issued** – In February, the District issued five (5) construction permits, four (4) fire sprinkler permits, and two (2) fire alarm permits for a total of eleven (11) permits. The District billed a total of \$28,582.51 in plan review and permit fees in February.
- **Burn Permits** – There were five (5) burn permits issued in February.
- **Fire Investigations** – There were one (1) structure fire investigation and one (1) vehicle fire investigation for a total of two (2) investigations in February.
- **Youth Firesetter Program** – There were no new Youth Fire Setter (YFS) cases in February.

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

- **2023 Project Updates**
 - The new ambulance is still on schedule for review and delivery by the first week of April. Staff will be attending an acceptance inspection at the Braun NW plant during the week of March 27.

- Fleet Manager/EVT Fennell has been working on the logistics of finalizing the fleet maintenance vehicle. He is still trying to source a compressor/generator that is cost effective as well as a shorter delivery time, which has been challenging for this project.
- The Training Division is conducting final preparations for the Paramedic and Paramedic/FF assessment process, which is scheduled for March 28.
- **Station Projects, Maintenance, and Apparatus**
 - Project Managers have begun purchasing for their 2023 projects. Most managers are reporting slightly shorter lead times to receive products. Staff will continue to assess and modify projects as needed.
 - Crews made modifications to Station 3 bedroom to increase storage as well as to provide separation of space in dual bunk situations.
- **Operations Section Situation Status**
 - No areas of noteworthiness or concern at this time.
- **Training Summary – February 2023**
 - Total Fire Training Hours: 1,924 Hours
 - Total EMS Training Hours: 287 Hours
- **Overview of Training Events for February 2023:**
 - All members completed monthly continuing medical education with the medical director.
 - All members completed air consumption and firefighter survival drills.
 - All members completed de-escalation training with North Range Behavioral Health.
 - All members completed the February portion of Wildland RT-130 and S-215 course.
 - All members completed multiple Target Solutions Trainings.
 - A-shift completed annual Fire Inspection/Pre-plan training with the Planning Section.
 - Two (2) EMT Field Instructions (FI) in progress; three (3) EMT FI completed.
 - One (1) new administrative member orientation completed.
 - Multiple members registered for multiple classes and conferences.
 - One (1) member obtained NREMT-P and Colorado Paramedic certification.
 - Members attended Step Up and Lead training with Chief Frank Viscuso (Ret.)
 - Members attended Revital Colorado training in the area of Behavioral Health.
 - Multiple members attended After Action Reports (AAR) on recent structure fires.
 - Peer Support Team attended meeting with District clinician.
 - Training Division is working on multiple strategic goal objectives.
 - Training Division assisted with new hire and Lieutenants testing processes.

- Training Division members attended multiple Local, County and State meetings.

- **Call for Service Overview**
 - 2022 Total Call for Emergency Service: 2,902
 - 2023 Total Calls for Service Year to Date: 443

- **Call Types – Year-To-Date**
 - EMS/Medical – 292
 - Fire – 16
 - Alarm Activation – 54
 - Public Assist/Other – 32
 - Investigation - 20
 - Hazardous Materials – 15
 - Special Operations - 0

- **Total Service Calls Comparison:**
 - February 2023 – 212
 - February 2022 - 191

FINANCE SECTION REPORT – FINANCE DIRECTOR:

FINANCIALS AND CORRESPONDENCE

- **Accounting & Financial – Year End Procedures – 2022 Audit Preparation**
 - Payroll accrual entries calculated.
 - Accounts Payable in process.
 - Cash with County Treasurer entries calculated.
 - Working on receivables entries.
 - Working on capital entries.
 - Working on the PBC list from the Auditor.
 - Auditor has all FPPA Actuarial Reports necessary for the 2022 Audit.
 - Audit field work begins May 1, 2023.

- **Banking**
 - Transferred \$450,000 from Colotrust accounts 8003 (Unassigned Reserves) and 8002 (Capital Equipment) to the FIB Checking account (2-22-2023) - Directive from Fire Chief Young to Finance Director Cummins.

- **2023 - YTD Budget Summary**
 - February 2023 County Distribution was received the morning of Thursday, March 9, 2023. The total tax was \$2,886,858, of which \$50,185 was Specific Ownership Tax. These amounts are included in the Executive Summary below.

Executive Summary - Budget vs. Actual – YTD

GENERAL FUND

From January 1, 2023, through March 8, 2023

| <u>Revenue</u> | <u>Budgeted</u> | <u>Received YTD</u> | <u>Remaining Budgeted</u> | <u>Percent Received</u> |
|----------------|-----------------|---------------------|---------------------------|-------------------------|
| TOTAL: | \$17,407,115 | \$3,682,204 | \$13,724,911 | 21.15% |

| <u>Expenditure</u> | <u>Budgeted</u> | <u>Expended & Committed YTD</u> | <u>Remaining Budgeted</u> | <u>Percent Expended & Committed</u> |
|--------------------|-----------------|-------------------------------------|---------------------------|---|
| TOTAL: | \$26,868,512 | \$2,605,632 | \$24,262,880 | 9.70% |

18.4%
 FY Expired

• EMS Billing and Collections Summary

Billable Calls 2-1-2023 To 2-28-2023

| <u>Patient Disposition</u> | <u>Number of Calls</u> | <u>Percent of Total Calls</u> |
|--|------------------------|-------------------------------|
| Patient Treated, Transported by this EMS Unit (Billable Calls) | 101 | 74.81% |

ALL CHARGES BILLED 2-1-2023 To 2-28-2023

| <u>Charge Type</u> | <u>Description</u> | <u>Charge Quantity</u> | <u>Charge Amount</u> |
|--------------------|--|------------------------|----------------------------|
| Base Rate | ALS/BLS Emergent Resident & Non-Resident | 85 | \$119,100.00 |
| Transportation | Mileage Resident & Non-Resident Emergent | 861.2 | \$21,530.00 |
| TOTAL: | | | <u>\$140,630.00</u> |

Adjustments / Write-Off's Applied 2-1-2023 To 2-28-2023

| <u>Transaction Payer Name</u> | <u>Transaction Type</u> | <u>Total Transactions</u> |
|-------------------------------|-------------------------|---------------------------|
| Medicaid / Medicare | Adjustment | \$18,676.87 |
| Write-Offs | Bad Debt | \$43,100.63 |
| TOTAL: | | <u>\$61,777.50</u> |

Payments Received and Booked as Revenue - Year-To-Date

| <u>Period</u> | <u>Actual Booked</u> | <u>Annual Budget</u> | <u>% of Budgeted</u> |
|---------------|---------------------------|-------------------------|----------------------|
| Jan-23 | \$39,702.91 | \$610,000 | 6.51% |
| Feb-23 | \$41,959.60 | \$610,000 | 6.88% |
| YTD | <u>\$81,662.51</u> | <u>\$610,000</u> | <u>13.39%</u> |

• **Miscellaneous Financial Information:**

- District staff is actively working on a Tier II EIAF Grant for the remodel of the Administration Building (Application is virtually completed).
 - 2nd Meeting held with the District's Regional Manager on 3-7-2023.
 - Consideration is currently ongoing as to the proper grant cycle in which to apply – possibly both [two (2) cycles]; waiting on feedback from the District's Architect.
- District staff (primarily the Fire Chief) are currently diligently working on the application for the fiscal year 2022 SAFER Grant for the hiring of full-time firefighters.
 - Contrary to Staff's original understanding, the grant will pay for the benefit loaded costs of eligible employees for three (3) full years.
 - This situation makes the grant significantly more appealing.

BOARD MEMBER REPORTS:

- Vice President Jurgena spoke briefly to the Board and Chief Staff about his withdrawing candidacy for the upcoming May Board Election. Vice President Jurgena told the Board that he can no longer run for the seat of Director because he may be moving out of the area.
- Vice President Jurgena also thanked fellow Board members and District staff for their support and acknowledged that Chief Young and President Weimer have done a fantastic job communicating on behalf of the District to the Town of Firestone concerning impact Fees. He stated that Chief Young's demeanor and patience working with the Town of Firestone is worthy of the most admiration and respect.

FIRE CHIEF DISCUSSION AND POTENTIAL ACTION ITEMS

Ratification of February 13 Board Meeting – SAFER Grant: Chief Young is requesting consideration of a motion to accept and approve ratification of the February 13, 2023, motion allowing Fire Chief Young to apply and submit for the Fiscal Year 2022 Staffing for Adequate Fire and Emergency Response Grant up to the amount of \$2,100,000 for six full-time firefighter positions by March 17, 2023.

CONSENT AGENDA

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

- Approval of the minutes of the February 13, 2023, regularly scheduled meeting.
- Confirmation and continuity of the Financial Reports from February 9, 2023, to March 8, 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.

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

OLD BUSINESS


None.

NEW BUSINESS

- Treasurer Vigil moved to accept and approve the ratification of the February 13, 2023, motion allowing Fire Chief Young to apply and submit for the fiscal year 2022 staffing for adequate fire and emergency response grant up to the amount of \$2,100,000 for six full-time firefighter positions by March 17, 2023. Motion was seconded by Vice President Jurgena. The motion passed unanimously.

ADJOURNMENT

With no further business before the Board, Treasurer Vigil moved to adjourn the meeting. The motion was seconded by Vice President Jurgena. The motion passed unanimously. The meeting was adjourned at 8:08 p.m.



Kathryn Maselbas, Secretary