



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



**MINUTES
June 12, 2023**

The regular meeting of the Board of Directors of the Frederick-Firestone Fire Protection District was called to order by Chairman Stout at 7:02 p.m.

ROLL CALL

Directors Present:

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

Also present:

Jeremy A. Young, Fire Chief
Dino Ross, Legal Counsel
Steve Iacino, Assistant Chief of Planning
Mike Cummins, Finance Director
Summer Campos, Management Analyst/PIO
Eric Miller, The Adams Group, LLC - Auditor

APPROVAL OF AGENDA

Treasurer Houston moved to approve the Agenda for the June 12, 2023, meeting as presented. Motion seconded by Vice President Maselbas. The motion passed unanimously.

PUBLIC COMMENT

None.

PRESENTATIONS

Eric Miller of The Adams Group presented his firm's audit of the District's 2022 financial statements. Mr. Miller noted that the District will have to begin reporting leases differently beginning in 2023 and that the District's Financial Department created a single reporting model for all leases during the year ended

December 31, 2022. Mr. Miller noted that the District provided all required financial statements and that the provided information was thorough and correct. It was noted that particular accounting estimates, such as capital assets and depreciation, uncollectable EMS receivables, and pension related liability, were reasonable in relation to the District's financial statements. These estimates are based on past data, management's knowledge and experience of past and current events, and assumptions about future events.

The Board of Directors did not have any questions for Mr. Miller.

ATTORNEY'S REPORT

Attorney Ross presented the attorneys' report for the month of May 2023, included in the Board packet. Attorney Ferguson assisted Chief Young with a Colorado Dept. of Labor Hearing Notice for a former employee. She also prepared the attorney response letter to the District's auditor, which is a required part of the audit. Attorney Ferguson will be presenting Sensitivity and Harassment Training to the District's personnel in late June. She also assisted the Board with the annual performance evaluation for Chief Young. Attorney Ross assisted Chief Young with the final negotiations with the Town of Firestone on the Impact Fee Intergovernmental Agreement. Attorney Powell filed the proper paperwork with the Court for including certain CDOT property into the Fire District. She will be following up with legal counsel for Mountain View Fire Protection District regarding the exclusion of the CDOT property from its boundaries. Attorney Ross presented to the Board his firm's proposal to modify the retainer services beginning on February 1, 2024. The proposal would change the retainer structure from the current fixed monthly fee to a 25% discount on retainer matters, which would still save the District money on legal fees.

The Board did not have any additional 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 on schedule. The groundbreaking ceremony is next Monday, June 20 at 3:00 p.m. The master schedule has been provided by Golden Triangle Construction (GTC). Fire Chief Young and Asst. Chief Iacino will continue to work with the District's Owners Representative (Dunakilly), which will begin providing monthly reports to the Board starting in July. The report will include financials, schedule, upcoming milestones, and project updates on this fourteenth month construction project.
- The Administration Building remodel project continues to move forward. Fire Chief Young and Asst. Chief Iacino continue to work with the District's architect, Owners Representative, and external engineering on the request for proposal (RFP). The District created a shortlist of six potential general contractors through the Request for Qualifications process. The current tentative schedule is:
 - Request for Proposal (RFP) provided to the six contractors – June 27, 2023
 - Mandatory Site Visit by the contractors – July 11, 2023
 - Contractor bids and guaranteed max price submission deadline – July 25, 2023
 - Contractor Interviews – July 27, 2023 (if required)

- Permit process completed with Town of Frederick – August 1, 2023
 - Recommendations to Board of Directors – August 10, 2023
 - Board Meeting – Action Taken – August 14, 2023
 - Legal review of AIA contract from awarded contractor – August 16, 2023
 - Contractor mobilizes on site – October 16, 2023
 - Construction completed – March/April 2024
 - Open House – Dedication June 2024
- The May hailstorms caused significant damage to the District's property, including buildings, outbuildings, and vehicles. The District's insurance agents, T. Charles Wilson and McNeil and Company, have not yet put the District in the catastrophic category for the damage but may. The District is currently looking at one million dollars' worth of damage to buildings, roofs, and vehicles. Chief Staff is working with insurance adjusters, roofing contractors, and auto-body repair shops to schedule repairs and/or replacements. This will be a long process over the rest of this year.
 - The Administration Team completed the EntreLeadership Summit May 31 – June 1. This is the third year in a row that they have completed this leadership conference. The three days of content provided some world-renowned speakers and leaders to share their wisdom and ideas. During lunch and breakout sessions the Administrative Team discussed how they could make improvements and enhancements in the processes they utilize daily for internal and external customers.
- **Human Resources / Personnel / Staffing**
 - Fire Chief Young continues to work with the District's Labor/Management Committee and National Public Pension Fund Association (NPPFA) in relation to the 115 Trust Plans for retirement medical funding. This is a benefit the District has been working on with internal and external stakeholders for the last year. The committee is getting closer to providing details and parameters to the Board on where the parties feel comfortable starting the program in January of 2024.
 - Fire Chief Young and HR Manager Docheff completed the annual census and registration for the District's participation in the Colorado Firefighter Heart, Cancer, and Behavioral Health Trust. These renewals occur annually in June.
 - The District was selected to participate in the Colorado Department of Labor and Employment – Occupational Employment and Wage Statistics Program. Chief Staff was notified on May 15th and completed the mandatory report by May 23, 2023. The report requested all specific job titles, description of duties, wage rates (hourly and annual), and work periods. The deadline to complete this mandatory report was May 31, 2023.
 - Pinning Ceremonies were held the first week of June for four Firefighter-- DeSantis, Rydbom, Salomon, and Tellez. They all completed their first year of recruit training and are now full fledge firefighters for the District. Community Risk Reduction Specialist Hayes completed her Oath of Office and was pinned as well during this week of internal ceremonies.
 - Meetings were held with each shift this last month to provide information and updates on Trakstar Performance Software, District Line of Duty Death/Serious Injury Procedures, Accreditation Process, and the 2023 Leadership Intent and Vision.

- **Intergovernmental and Community Relations**

- Fire Chief Young and Staff continue to attend multiple Carbon Valley and Weld County meetings through the months of April/May 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 Town Manager Ostler met last week for discussion and planning of projects where the Town and District can assist each other. Other discussions were held on the future of the town's maintenance facility, upcoming development in Frederick, building department and planning section communication, and overall leadership and culture insight.

PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:

COMMUNITY RISK REDUCTION AND CODE ENFORCEMENT

- **Community Development / Code Enforcement**

The District is currently working on fifty-nine (49) commercial projects within the District. Nineteen (19) commercial projects in Firestone, twenty-nine (29) projects in Frederick, and one (1) project in Weld County. In addition, we have two (2) annexations coming into the District zoned for residential and commercial/mixed use.

Residential development includes thirty-two (32) 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 roof tops.

The District currently has 433 commercial buildings with 778 businesses. The District is tracking 532 fire protection systems. 95.30% of systems are compliant – 4.70% have deficiencies.

- **Certificates of Occupancy** – There were twelve (12) Certificates of Occupancy issued in May.
- **New Permits Issued** – In May, the District issued six (6) construction permits, three (3) fire sprinkler permits, three (3) fire alarm permits, two (2) fireworks display permits, one (1) kitchen hood permit, one (1) food truck permit, and one (1) special event permit for a total of seventeen (17) permits. The District billed a total of \$48,196.07 in plan review and permit fees in May 2023.
- **Burn Permits** – There were five (5) burn permits issued in May.
- **Fire Investigations** – There was one (1) commercial fire investigation in May.
- **Youth Fire Setter Program** – There were no new Youth Fire Setter (YFS) cases in May.

COMMUNITY RISK REDUCTION

Community and Public Relation Events for April:

- CPR Classes:
 - Frederick High School (FHS) wrapped up their hands on skills check. With the 22/23 school year, a total of 54 students took the FHS's CPR/AED class and a total of 47 students completed the course with a 2-year certification. 7 students completed their skills check on May 17th.
- Public Education / Community Events:
 - Carbon Valley Senior Resource Fair – Community Risk Reduction Specialist (CRRS) Hayes and Carbon Valley Emergency Management Coordinator (CVEMC) Garner attended a senior resource fair focused on providing emergency preparedness and prevention education and resources. Over 100 community seniors attended the event, and 2 home risk assessments were scheduled with CRRS Hayes.
 - Spark Daycare Family Carnival – Crews attended the school's first Family Carnival event and had a tattoo booth as well as gave tours of the fire engines. 75 people attended
 - The District provided EMS coverage for the Carbon Valley's Half Marathon + 5k Race.
 - School Spray Downs
 - Carbon Valley Academy, Firestone Charter Academy, and Prairie Ridge Elementary
- Firestone's School's Out-Standing Community Event – CRRS Hayes along with A-shift crews attended the 2nd School's Out-Standing event and provided tours of the fire engine and ambulance. Air Life helicopter also attended. 150+ people attended.
- Poland Exchange Student Station 1 Tour – Station 1 A-shift along with CRRS Hayes welcomed students from Poland to see how the American fire service is compared to the fire and emergency medical services (EMS) in Poland. Students participated in EMS and fire education and learned about the crew's gear, tools, and skills. 18 students and 4 chaperones attended.
- Car Seat Checks: 2
- Social Medial Safety Messages Posted: 3

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

- **2023 Project Updates**
 - Four new members joined the District on May 8th. These individuals completed their orientation process and on-boarding and have been given their shift assignments. The three (3) Paramedics

- started right into a medical field instruction process and the Paramedic/Firefighter will complete a one-year Recruit Firefighter process before conducting paramedic field instruction.
- All crews conducted live fire training in coordination with Platteville-Gilcrest Fire Protection District. This ongoing collaboration with neighboring departmentd assures enhancements in service delivery to customers.
- Crews conducted extensive spring grounds maintenance at the Weld County Road 11 property. Due to the wet weather pattern, coupled with emergency calls and training, this ongoing maintenance has been problematic, but will be continued to be monitored for weekly upkeep.
- **Station Projects, Maintenance, and Apparatus**
 - Station 4 received annual parking lot maintenance.
- **Operations Section Situation Status**
 - No situational issues at this time.
- **Training Summary – May 2023**
 - Total Fire Training Hours: 2071.27 Hours
 - Total EMS Training Hours: 346 Hours
- **Overview of Training Events for May 2023:**
 - All members completed monthly continuing medical education with the medical director.
 - All members completed live fire training - Vent, Enter, Isolate, and Search (VEIS).
 - All members completed Central Nervous System Injuries & EMS scenarios.
 - All members completed Wildland RT-130 Field Day exercises.
 - All members completed multiple Target Solutions required trainings.
 - All members completed annual FIT Testing for SCBA masks per NFPA.
 - Tech Rescue members attended/instructed NATRT quarterly training (Trench).
 - Multiple members completed the pack test for Wildland Red Card certification.
 - One (1) EMT and one (1) Paramedic Field Instruction (FI) completed.
 - Three (3) Paramedic Field Instructions (FI) started.
 - Multiple members registered for upcoming classes and conferences.
 - One-week new-hire orientation was completed for the four (4) new members.
 - Four (4) members attended Denver Advanced Arson Academy.
 - Two (2) members completed Confined Space Rescue Technician course.
 - C-shift completed annual hose testing per NFPA for the District.
 - Administration Staff completed EntreLeadership Summit conference.
 - Training Division working on multiple strategic goal objectives.
 - The District participated in a mass casualty drill/training at Long Peak Hospital.
 - Training Division members attended multiple local, county and state meetings.
- **Call for Service Overview**
 - 2022 Total Calls for Emergency Service: 2,902

- 2023 Total Calls for Service Year to Date: 1,190
- **Call Types – Year-To-Date**
 - EMS/Medical – 774
 - Fire – 58
 - Alarm Activation – 124
 - Public Assist/Other – 114
 - Investigation - 41
 - Hazardous Materials – 21
 - Administrative/Other - 58
 - Special Operations - 0
- **Total Service Calls Comparison:**
 - May 2023 – 264
 - May 2022 - 250

FINANCE SECTION REPORT – FINANCE DIRECTOR:

FINANCIALS AND CORRESPONDENCE

- **Accounting & Financial**
 - ***Audit***
 - The 2022 Audit was presented to the Board this evening.
 - Unqualified Audit Report (Discrepancies or adverse conditions were ***not*** observed)
 - Increase in Net Position of about \$3.2 Million during 2022 (\$3,186,797) (14.8%)
 - Increase in Fund Balance of approximately \$19.6 Million during 2022 (\$19,689,614)
 - Dramatic increase in Fund Balance almost exclusively due to the General Obligation (GO) Loan (Debt Service) obtained in June of 2022
 - District's 2011 GO Bond debt service was eliminated in 2022
 - The District's ***actual*** revenues exceeded ***budgeted*** revenues by \$1,398,647
 - The District's ***budgeted*** expenditures exceeded the ***actual*** expenditures by \$2,026,412
- **Banking**
 - Transferred \$6,000,000 from First Interstate Bank Checking (7035) to Colotrust per Fire Chief Young's directive on May 16, 2023:
 - \$500,000 to Colotrust 8002 (Capital Equipment)
 - \$1,500,000 to Colotrust 8001 (Capital Facilities)
 - \$4,000,000 to Colotrust (Unassigned Reserves)
- **2023 - YTD Budget Summary**
 - The May 2023 County distribution has not yet been received. These amounts are therefore ***not*** included in the Executive Summary.

Executive Summary - Budget vs. Actual – YTD

GENERAL FUND

From January 1, 2023, through June 7, 2023

Revenue	Budgeted	Received YTD	Remaining Budgeted	Percent Received
<i>TOTAL:</i>	<i>\$17,407,115</i>	<i>\$12,812,934</i>	<i>\$4,594,181</i>	<i>73.61%</i>

Expenditure	Budgeted	Committed YTD	Budgeted	Percent Expended Committed
<i>TOTAL:</i>	<i>\$26,868,512</i>	<i>\$6,915,694</i>	<i>\$19,952,818</i>	<i>25.74%</i>

43.6%
Fiscal Year Expired

• **EMS Billing and Collections Summary**

Billable Calls 5-1-2023 To 5-31-2023

<u>Patient Disposition</u>	<u>Number of Calls</u>	<u>Percent of Total Calls</u>
Patient Treated, Transported by this EMS Unit (Billable Calls)	111	75.51%

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

<u>Charge Type</u>	<u>Description</u>	<u>Charge Quantity</u>	<u>Charge Amount</u>
Base Rate	ALS/BLS Emergent Resident & Non-Resident	93	\$127,850
Transportation	Mileage Resident & Non-Resident Emergent	969.8	\$24,245
		<i>TOTAL:</i>	<i>\$152,095</i>

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

<u>Transaction Payer Name</u>	<u>Transaction Type</u>	<u>Total Transactions</u>	
Medicaid / Medicare / Ins / Other	Adjustment	\$16,777	
Write-Offs	Bad Debt	\$1,525	
		<i>TOTAL:</i>	<i>\$18,302</i>

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	<i>\$39,702.91</i>	<i>\$610,000</i>	<i>6.51%</i>
Feb-23	<i>\$41,959.60</i>	<i>\$610,000</i>	<i>6.88%</i>
Mar-23	<i>\$63,591.53</i>	<i>\$610,000</i>	<i>10.42%</i>
Apr-23	<i>\$130,824.50</i>	<i>\$610,000</i>	<i>21.45%</i>
May-23	<i>\$276,078.54</i>	<i>\$610,000</i>	<i>45.26%</i>
YTD	<i>\$328,883.14</i>	<i>\$610,000</i>	<i>53.92%</i>

• **Miscellaneous Financial Information:**

- Beginning June 1, 2023, the District is set to receive development impact fees from the towns of Frederick and Firestone
 - To account for these revenues, the District established a new “Fund” (Impact Fees Fund)
 - This fund is a Special Revenue Fund
 - A Special Revenue Fund is designed to provide an extra level of accountability and transparency to stakeholders.
 - Special Revenue Funds are established to collect money that must be used for a specific project or a specific class of projects (i.e., capital expenditures)
 - The sole purpose of this fund is to account for the receipt and disbursement of development impact fees.
 - Staff is working to ensure the Auditor understands the requirement to audit the impact fees set forth in the Intergovernmental Agreement between the Town of Firestone and the District.

FIRE CHIEF DISCUSSION AND POTENTIAL ACTION ITEMS

- Independent Audit of 2022 Financial Statements: Under new business Executive Staff is requesting a motion for acceptance and approval of the 2022 Independent Audit and Financials as presented by The Adam Group, LLC, and staff. The audit has been reviewed by legal counsel and will be filed with the State Auditor upon the Board’s approval.
- Special District Association Conference: This is an annual conference provided by the Special District Association of Colorado. Staff normally plans for three to four positions to attend this conference. The conference is held in Keystone and provides three days of keynote speakers and breakout sessions providing information on special districts.

CONSENT AGENDA

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

- Approval of the minutes of the May 8, 2023, regularly scheduled meeting and the May 26, 2023, special meeting minutes.
- Confirmation of the continuity of the Financial Reports from May 4, 2023, to June 7, 2023.
- Approve all payables, financial reports, fund receipts and transfers, Colo-Trust statements, and payroll registers as presented within the monthly financial binder.

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

OLD BUSINESS

None.

NEW BUSINESS

- Vice President Maselbas moved to accept and approve the third-party, independent audit report of the financial statements for the year ended December 31, 2022, as presented by The Adams Group, LLC. Motion was seconded by Secretary Freeman. The motion passed unanimously.

ADJOURNMENT

With no further business before the Board, Secretary Freeman moved to adjourn the meeting. The motion was seconded by Vice President Maselbas. The motion passed unanimously. The meeting was adjourned at 7:59 p.m.



Robert Freeman, Secretary