



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



**MINUTES  
December 19, 2023**

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

**ROLL CALL**

**Directors Present:**

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

**Director Absent:**

Kathryn Maselbas, Vice President (excused)

**Also present:**

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

Treasurer Houston moved to excuse Vice President Maselbas from the regular meeting on December 19, 2023. Secretary Freeman seconded the motion. The motion passed unanimously.

**APPROVAL OF AGENDA**

Secretary Freeman moved to approve the Agenda for the December 19, 2023, meeting as presented. Motion seconded by Assistant Secretary Ditmon. The motion passed unanimously.

**PUBLIC COMMENT**

No public was present.

**RECESS THE REGULAR BOARD MEETING**

Secretary Freeman moved to recess the regular Board meeting to conduct a public hearing on the proposed 2024 Budget. Assistant Secretary Ditmon seconded the motion. The motion passed unanimously. The regular Board meeting was recessed at 7:02 p.m.

### **PUBLIC HEARING ON THE PROPOSED 2024 BUDGET**

Secretary Freeman moved to open the public hearing on the proposed 2024 Budget. Assistant Secretary Ditmon seconded a motion. The motion passed unanimously. The public hearing began at 7:02 p.m.

Chief Staff confirmed for the record that notice of tonight's public hearing was published in two local newspapers, the Longmont Times-Call and Fort Lupton Press, and posted on the District's website. The District did not receive any written or verbal objections before tonight's public hearing, and no public members were present to express an opinion on the proposed 2024 Budget.

### **RECONVENE THE REGULAR BOARD MEETING**

Secretary Freeman moved to close the public hearing on the proposed 2024 Budget and reconvene the regular Board meeting. Assistant Secretary Ditmon seconded the motion. The motion passed unanimously. The regular Board meeting reconvened at 7:03 p.m.

### **ATTORNEY'S REPORT**

Attorney Ross presented the Attorneys' Report for December 2023, which was included in the Board packet. Attorney Ross reported that Emily Powell continues to work with the Chief Staff on the inclusion of the Mendoza property into the District. Attorney Ferguson assisted Chief Staff in updating the Member Handbook, which the Board will be asked to consider approving this evening. Attorney Ross revised a proposed agreement between the District and Mile-Hi Fire Apparatus for the purchase of a Smeal/Spartan Ladder Truck.

The Board 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 on schedule. Fire Chief Young and Asst. Chief Iacino continue to meet and coordinate weekly with Golden Triangle Construction, Allred & Associates, and Dunakilly. The November Executive Report from Dunakilly includes financials, schedules, upcoming milestones, and project updates as this ten-month construction project progresses.
  - The Administration renovation project is well underway. The November Executive Report from Dunakilly includes financials and schedules. Fire Chief Young and Asst. Chief Iacino continue to meet and coordinate weekly with Mark Young Construction, Allred & Associates, and Dunakilly. The schedule still shows the completion of construction in early March of 2024.

- Fire Chief Young and Asst. Chief Iacino have continued to develop the site plan for the Weld County Road 11 property, which will host the District's Training Grounds / Burn Tower, Maintenance Facility, and a future fire station. The District has its first development planning meeting with Weld County on Monday, December 18, 2023. Chief Staff has been able to streamline the budget and provide additional cost savings.
  - Station 6 (Barefoot Lakes) site plan development continues. The District continues working with Brookfield Development, the Town of Firestone, and Allred & Associates on site and traffic plans for emergency and non-emergency response for Station 6. Chief Staff has had two additional meetings with Brookfield and the Town in the last month to determine access and egress from the fire station to maximize safety and response times. Brookfield is redesigning the site so emergency operations are as effective as possible for the community. Once this is accomplished and lot lines are completed the property will be dedicated to the District.
  - The District received its final rating from the Insurance Service Office (ISO). Many insurance providers consider this rating in determining whether to insure a property and the associated premiums. The ISO assessment was conducted in late 2021 and early 2022. The ISO representative apologized for taking so long to get the District its final rating. The District remained an ISO 2 for any residence or business within five miles of a station. The District improved from an ISO 9 to an ISO 2X for any residence or business that is more than five miles from a station. ISO also identified areas needing improvement to achieve a better rating: Station 5, Station 6, staffing, and additional ladder trucks.
  - The District accepted and approved a Tier I Ambulance License from Weld County EMTS Council and the Weld County Board of County Commissioners for 2024. The Tier 1 Ambulance License is the highest level of license that the County issues. It allows the District's EMS service to be utilized and provided in numerous emergency and non-emergency situations and venues.
  - The District held its annual Holiday Party on December 9 at Rocky Mountain Christian Church. The District had over 100 people in attendance, and everyone enjoyed an evening of fellowship, awards, door prizes, and a guest speaker from Denver University.
  - Staff put the final touches on, and conducted, the annual Santa Run from December 15th through the 17th. The Santa Run was once again a non-contact type of event, parade-style, through all the neighborhoods and subdivisions in the District. All the parade route maps were posted on the District's website and social media links. Thank you to everyone who participated and made this event a massive success for the community. Next year will be the 20th anniversary of the Santa Run.
- **Human Resources / Personnel / Staffing**
    - The 2024 Benefits Open Enrollment was finalized in the second week of December with HR Manager Docheff and the District's employee benefits broker. All the new changes will go into effect on the first payroll in January for all members. This also includes the 115 Trust Retirement Healthcare Plan. All respective software regarding payroll, crew scheduling, and employee navigator will be updated with new data before January 1, 2024.

- The District received notice that the Federal Government could not fund the District's application for the Staffing Adequate Fire and Emergency Response Grant Program (SAFER) that would have funded an additional six (6) firefighters in 2024. Fire Chief Young will be working with grant writers in the future as the District continues to apply for this federal grant for staffing each year.
- **Intergovernmental & Community Relations**
  - Fire Chief Young and Staff attended multiple Carbon Valley and Weld County meetings through November and December. Meetings are located at the end of the Chief's report.
  - Fire Chief Young met with Town of Frederick Manager Ostler this last week. They discussed collaboration, Station 5 progress and the future build-out of Glacier Way Parkway, upcoming residential and commercial development, cost sharing for 2024, and ongoing community dynamics and relationships between the towns.
  - Executive Chief Staff attended the Weld County Fire Chiefs Association meeting in Greeley in November. Topics at the meeting were: upcoming legislative changes to EMS, EMS changes and services across the county, forthcoming training, updates for 2024, and dispatch changes, including unit designation changes to begin in the spring of 2024. Chief Young voted onto the Executive Board as an at-large member for the southern district of the county for 2024-2025.

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

***FIRE MARSHAL AND CODE ENFORCEMENT***

● **Community Development**

The District is currently working on fifty-four (54) commercial projects: twenty-three (23) commercial projects in Firestone, thirty (30) projects in Frederick, and one (1) project in Weld County. One (1) additional annexation must be included in the District and is zoned for residential and commercial/mixed use.

Residential development includes thirty-four (34) 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 the residences.

The District has 436 commercial buildings, with 789 businesses, and is tracking 550 fire protection systems. 95% of systems are compliant – 5% have deficiencies.

- **Certificates of Occupancy** – Three (3) Certificates of Occupancy were completed in November.
- **New Permits Issued** – In November, the District issued one (1) construction permit, one (1) fire alarm permit, one (1) fire sprinkler permit, three (3) food truck permits, and two (2) oil well permits, for a total of eight (8) permits. The District billed \$17,892 in plan review and permit fees in November 2023.

- **Burn Permits** – One (1) burn permit was issued in November.
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- **Fire Investigations** –There were no fire investigations in November.
- **Youth Firesetter Program** – There were no YFS cases in November.

**COMMUNITY RISK REDUCTION:**

**Community and Public Relations Events for November:**

- Public Education / Community Events:
  - CPR Classes: Two (2) classes, with forty-four (44) students
  - Aims Fall Recruitment Event – 100 students
  - Station 3 Pre-K tour - 11 students/4 parents
  - Senior BP Check – 20 seniors
  - Town of Frederick Business Awards
  - American Legion Safety Class – 20 attendees
  - Storytime at Station 3 – 9 kids / 5 parents
  - Car Seat Checks: 3
  - Social Media Safety Messages Posted: 7 posts / 1 video.

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

- **Project Updates**
  - Para/FF Murray and AC Prunk conducted a pre-construction meeting with representatives of Braun Northwest for the final design of the 2024 Ambulance project. The final documentation was completed by the end of November with a mid-2024 estimated delivery date.
  - Final technical testing of the First-In station alerting system was conducted with Weld County Communications Center. The District's 'Go Live" date is December 18, 2024.
- **Station Projects, Maintenance, and Apparatus**
  - Additional ice shields need to be installed on the roof of Station 4. Asst. Chief Prunk has been working with the roofing contractor to correct this, with repairs anticipated to be completed in December as soon as the correct parts arrive.
  - The Operations Section and Fleet Manager Dominic Fennell have been challenged with extensive repairs to several front-line fire apparatus. Obtaining repair parts has been the biggest obstacle to making all needed repairs. A team effort has been required to conduct extensive maintenance and parts procurement from multiple distributors in multiple states.
- **Training Summary – November 2023**
  - Total Fire Training Hours: 1,771.53 Hours
  - Total Emergency Medical Training Hours: 380.5 Hours

- **Overview of Training Events for November 2023:**
  - All members completed monthly continuing medical education with the medical director.
  - All members completed crew development training.
  - All members completed the training on Vent, Enter, Isolate, and Search (VEIS).
  - All members completed training in hygiene and infectious controls.
  - All members completed Large Area Search and Mayday training at Admin.
  - All members completed multiple Target Solutions Trainings.
  - Tech Rescue Team members completed NATRT training at North Metro.
  - Nine (9) members working on Recruit Task Books.
  - Three (3) members completed the Paramedic Field Instruction process.
  - One (1) member moved to Phase 3 of the Paramedic Field Instruction Process.
  - Two (2) members attended the Instructor Methodology Course.
  - Three (3) members obtained new state certifications.
  - One (1) member obtained AHA Instructor Certifications for BLS, ACLS, and PALS.
  - Tech Rescue Team completed rope rescue training at Spindle Hill Power Plant.
  - Three (3) members working on Driver Operator-Aerial Task Books.
  - Members completed mutual-aid hazmat training with Ft. Lupton Fire Protection District.
  - Multiple members registered for multiple classes and conferences.
  - The Training Division is working on multiple strategic goal objectives.
  - 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: 2,695
  
- **Call Types – Year-To-Date**
  - EMS/Medical – 1837
  - Fire – 113
  - Alarm Activation – 254
  - Public Assist/Other – 259
  - Investigation - 97
  - Hazardous Materials – 42
  - Administrative/Other - 93
  - Special Operations – 0
  
- **Total Service Calls Comparison:**
  - November 2023 – 266
  - November 2022 – 216

**FINANCE SECTION REPORT – FINANCE DIRECTOR:**

- **Accounting & Financial**
  - *2024 Budget – 3<sup>rd</sup> iteration*

- Staff has prepared the third iteration of the draft 2024 Budget for presentation to the Board (12-19-2023).

**Executive Summary – Iteration 3 - 2024 Budget**

**GENERAL FUND**

**For The Calendar Year 1-1-2024 To 12-31-2024**

<b>Projected Beginning Fund Balance:</b>	\$33,330,559
<b>Budgeted Revenues – 2024:</b>	\$23,039,387
<b>Budgeted Expenditures:</b>	<u>(\$35,270,278)</u>
<b>Projected Ending Fund Balance:</b>	<b>\$21,009,668</b>

- **Banking**

- 12-6-2023 - \$500K from Colotrust – Unassigned Reserves to FIB 7035 – Cash Flow
- 12-4-2023 - \$40,204 from Colotrust Cap Facilities to MYC
- 11-30-2023 - \$1,161,692 from Colotrust – GO Loan to GTC – payment app #6
- 11-27-2023 - \$565,855 from Colotrust Unassigned Reserves to GO Loan Payment
- 11-16-2023 - \$500K from Colotrust Unassigned Reserves to FIB 7035 – Cash Flow
- 11-16-2023 - \$250K from Capital Equipment to FIB 7035 – Cash Flow

- **2023 - YTD Budget Summary**

- The November 2023 County Distribution was received on 12-7-2023 in the amount of \$52,231.37, all Specific Ownership Taxes. These amounts are included in the 2023 executive budget summary below.

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

**GENERAL FUND**

*From January 1, 2023, through December 6th, 2023*

Revenue	Budgeted	Received YTD	Remaining Budgeted	Percent Received
<b><i>TOTAL:</i></b>	<b>\$17,407,115</b>	<b>\$20,043,221</b>	<b>(\$2,583,875)</b>	<b>114.84%</b>

Expenditure	Budgeted	Expended & Committed YTD	Remaining Budgeted	Percent Expended & Committed
<b><i>TOTAL:</i></b>	<b>\$26,868,512</b>	<b>\$17,447,433</b>	<b>\$9,421,079</b>	<b>64.94%</b>

**93.2%**  
**Fiscal Year**  
**Expired**

• **EMS Billing and Collections Summary**

**TRANSACTIONS - NOVEMBER 2023**

<u>Patient Disposition</u>	<u>Number of Calls</u>	<u>Percent of Total Calls</u>
Patients are treated and transported by ambulance. ( <u>Billable Calls</u> )	131	80.86%

**CHARGES BILLED**

<u>Charge Type</u>	<u>Description</u>	<u>Charge Quantity</u>	<u>Charge Amount</u>
Base Rate	ALS/BLS Emergent Resident & Non-Resident	131	\$75,300
Transportation	Mileage Resident & Non-Resident Emergent	559.6	\$13,990
		<b>TOTAL:</b>	<b><u>\$89,290</u></b>

**ADJUSTMENTS / WRITE-OFF'S**

<u>Transaction Payer Name</u>	<u>Transaction Type</u>	<u>Total Transactions</u>	
Medicaid / Medicare / Ins / Other	Adjustment	\$13,596	
Write-Offs / Refunds	Bad Debt	<u>\$124</u>	
		<b>TOTAL:</b>	<b><u>\$13,720</u></b>

**PAYMENTS RECEIVED & BOOKED YTD**

<u>Period</u>	<u>Actual Booked</u>	<u>Annual Budget</u>	<u>% of Budgeted</u>
Jan-23	\$39,703	\$610,000	6.51%
Feb-23	\$41,960	\$610,000	6.88%
Mar-23	\$63,592	\$610,000	10.42%
Apr-23	\$128,573	\$610,000	21.08%
May-23	\$52,805	\$610,000	8.66%
Jun-23	\$52,391	\$610,000	8.59%
Jul-23	\$52,559	\$610,000	8.62%
Aug-23	\$62,835	\$610,000	10.30%
Sep-23	\$46,409	\$610,000	7.61%
Oct-23	\$74,842	\$610,000	12.27%
Nov-23	\$30,759	\$610,000	5.04%
YTD	<u>\$646,427</u>	<u>\$610,000</u>	<u>105.97%</u>

• **Miscellaneous Financial Information:**

- The District is expected to receive approximately \$44,000 in December 2023 related to state and federal wildfire deployments in 2023.

**FIRE CHIEF DISCUSSION AND POTENTIAL ACTION ITEMS**

- **2024 Draft Budget Preparation and Scheduling:**



The remaining timeline for the adoption of the 2024 Budget is as follows:

- December 19 Final Budget Hearing & Adoption of 2024 Budget
- December 20 Certification of Mills with Weld County
- December 20-22 Budget, Certification, and Resolutions Filed

- **Special Legislative Session:** Senate Bill 23B-001 (SB001) Taxpayers Reduction. During this summer's Special Legislative Session, the legislature enacted Senate Bill 23B – 001, which retains all property tax reductions for 2023 that were enacted as part of last year's Senate Bill 22-238. SB001 also contains the state "backfill" (*i.e.*, reimbursement) provisions that will compensate fire districts and other local governments for tax revenue lost due to the property tax reductions. SB001 adds more property tax reductions for the 2023 assessment year over and above what Senate Bill 22-238 provides. Specifically, for 2023, SB001 decreases the residential assessment rate from 6.765% to 6.7% and increases the residential property exemption amount from \$15,000 to \$55,000. There is a 100% backfill for all fire districts. The state property tax administrator and Department of Local Affairs (DOLA) determined the reductions due to SB001. Due to the lowering of the assessment rate and increasing the residential property exemption amount from \$15,000 to \$55,000, the District has seen a \$520,067 reduction in projected tax revenue to be received in 2024. It remains to be seen whether the District will receive a full backfill for the revenue it will lose.
- **2023 Assessed Value Certifications:** The final 2023 Certification of Assessed Valuation was received from the Weld County Assessor's Office on December 13, 2023. The final assessed valuations are lower than the preliminary numbers the Assessor's Office issued in August 2023 due to the impacts of SB001.

**2023 Tax Revenue (Collections in 2024):** The general operating levy 2024 will be 13.900 mills, as established in the November 2019 election. In addition, the property tax for debt service (loan payment) will be certified to 1.218 mills to make the minimum principal and interest payments on the 2022 General Obligation Loan. The total tax to be assessed against taxable property in 2023 for tax revenue collection in 2024 will be 15.118 mills.

- **Proposed Budget Expenditure Changes Since November 13, 2023**

**Personnel Expenses – 2024 Proposed Budget Changes:** The 2024 Budget for personnel expenses decreased since the November 13, 2023, Board meeting. These decreases are due to getting the final employee benefit reconciliation and final numbers for workers' compensation and 2024 policy. Personnel expenses for 2024 were decreased by 1.42% from the proposed 2024 budget on November 13, 2023.

- **Object 4542 – EMS Capital Equipment:** Due to a front-line LUCAS CPR compression device failure that is eight (8) years old and is no longer under warranty, Staff is requesting to replace the unit in 2024. The reserve unit is currently in service. The intent is to purchase a new unit with a warranty and service plan in early 2024. This increased the capital budget by \$14,500. This unit was slated to be replaced in 2025. However, its lifecycle ended before the replacement date. Chief Staff is reevaluating all the lifecycle plans for EMS equipment due to increased calls and normal wear and tear.
- **Object 5511 – Software Program & Support:** Changes were applied to the Software Program & Support budget for 2024. Chief Staff received updates on the 2024 cost allocation for current software programs that were not provided in August -September 2023. This increase was for an additional \$1,200 for two programs that increased their services for 2024.

- **Object 5512 – Cyber Liability Security:** Changes were applied to the cyber liability program budget due to getting the final policy cost for 2024 on December 8, 2023. Due to the levels of security used within the District at this time and training conducted on cyber liability with personnel, the cyber liability insurance policy was reduced by 28% within the program budget.
- **Object 5511 – Personal Protective Equipment:** Changes were applied to the Personal Protective Equipment program budget by \$3,800 due to one additional person needing personal protective clothing and equipment in 2024.
- **Object 5511 – Ladders and Pump Testing:** Due to some ladders failing third-party testing in November, the District must purchase three ground ladders for the fleet. Due to this occurring and the inflationary cost of ground ladders, this budget line item was increased by \$5,000 to assist with ladder replacement in 2024 as a contingency for third-party testing failures next year.
- **Volunteer Pension Fund Actuary Report:** Staff will have the Volunteer Pension Fund Actuary Report for the Board to review at the meeting on January 8, 2024. Staff will request direction from the Board on how it would like to move forward with the Volunteer Pension Fund payments and budget. More will be provided on the first of the year by Staff.

#### **New Business – Action Items**

- **2024 Budget Adoption Overview**
- **Budget Resolutions:** These resolutions were completed once the final Certification of assessed valuation was received and are now presented to the Board. Three (3) resolutions constitute the final adoption and appropriation of the 2024 Budget: 2023-06 Omnibus Resolution Summarizing, Adopting, Appropriating, Certifying and Levying Property Taxes of the 2024 Budget, 2023-07 Resolution Adopting 2024 Fee Schedules, and 2023-08 Resolution allowing for Staff to apply for grant funding. Each is presented under new business for the Board’s consideration and approval.
- **2024 Budget Packet:** This document was completed after the final assessed valuation was received. The Budget Packet summarizes the 2024 Budget, including appropriations, revenue sources, expense categories, and significant capital projects for the upcoming fiscal year. This packet must be submitted with the overall District budget and is what the District provides to the public on the District’s website for transparency and public review throughout the year. This will be presented under new business for consideration and approval by the Board to be published.
- **2024 Fire District Member Handbook:** Under new business, Staff requests the Board approve and adopt the January 1, 2024, Member Handbook as presented. The Member Handbook was revised in November 2023 to meet all new policies, procedures, and employment laws. Legal counsel has made employment law revisions since the November draft of the Member Handbook. The Member Handbook has been reviewed and approved by legal counsel and the Fire Chief.

#### **CONSENT AGENDA**

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

- Approval of the November 13, 2023, regular meeting minutes.
- Confirmation of the continuity of the Financial Reports from November 9, 2023, to December 7, 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.

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

## **OLD BUSINESS**


None.

## **NEW BUSINESS**

- Secretary Freeman moved to accept and approve the Certified Omnibus Resolution 2023-06, a certified resolution summarizing expenditures and revenues and adopting a budget for the calendar year of 2024, appropriating sums of money to the various funds for the fiscal year 2024 and certifying and levying property taxes for the calendar year 2023 to help defray the cost of government for the fiscal year 2024. Treasurer Houston seconded the motion. The motion passed unanimously.
- Treasurer Houston moved to accept and approve Resolution 2023-07, a resolution approving and adopting the 2024 code enforcement, ambulance service, administrative service fees, and developer impact fee schedules. Secretary Freeman seconded the motion. The motion passed unanimously.
- Secretary Freeman moved to accept and approve Resolution 2023-08, a resolution authorizing the fire chief to submit and authorize submission of applications for any local, state, federal, and private grants as applicable in the fiscal year of 2024. Treasurer Houston seconded the motion. The motion passed unanimously.
- Secretary Freeman moved to accept and authorize the Fire Chief to sign and publish the 2024 Budget Packet and Message as presented. Assistant Secretary Ditmon seconded the motion. The motion passed unanimously.
- Treasurer Houston moved to accept and approve the issuance of the 2024 budget letters, supporting documentation, transparency notice, and 2024 meeting dates to the Weld County Board of County Commissioners and the Colorado Department of Local Affairs as required and presented. Assistant Secretary Ditmon seconded the motion. The motion passed unanimously.
- Secretary Freeman moved to approve and adopt the Frederick-Firestone Fire Protection District Member Handbook, effective January 1, 2024, as presented. Treasurer Houston seconded the motion. The motion passed unanimously.

**ADJOURNMENT**

Secretary Freeman moved to adjourn the meeting without further business before the Board. Treasurer Houston seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:49 p.m.



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Peter Ditmon, Board Assistant Secretary