



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



**MINUTES  
April 8, 2024**

Chairperson Maselbas called the regular meeting of the Frederick-Firestone Fire Protection District Board of Directors to order at 7:00 p.m.

**ROLL CALL**

**Directors Present:**

Kathryn Maselbas, President/Chairperson  
David Stout, Vice President  
Robert Freeman, Secretary  
Greg Houston, Treasurer

**Directors Excused:**

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

Treasurer Houston moved to excuse Assistant Secretary Ditmon from the regular Board meeting on April 8, 2024. Secretary Freeman seconded the motion, which passed unanimously.

**APPROVAL OF AGENDA**

Vice President Stout moved to approve the Agenda for the April 8, 2024, meeting as presented. Treasurer Houston seconded the motion, which passed unanimously.

**PUBLIC COMMENT**

No public comment.

### **ATTORNEY'S REPORT**

Attorney Ross presented the Attorneys' Report for April 2024, which was included in the Board packet. Attorney Ross informed the Board that the CDOT Inclusion had a discrepancy in the legal description and is currently being corrected by Mountain View Fire Protection District. Attorney Ross assisted Chief Young on a proposed Agreement with Rocky Mountain Christian Church in Frederick for disaster sheltering. Attorney Ross briefed the Board on the bills being considered in the 2024 Colorado Legislative Session that could potentially impact the District.

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**

- Fire Station 5 (Wyndham Hill). Fire Chief Young and Assistant Chief Iacino regularly meet and coordinate on an ongoing basis with Golden Triangle Construction, Allred & Associates, and Dunakilly. Dunakilly's monthly executive report includes financials, schedules, upcoming milestones, and project updates as this eleven-month construction project progresses. GTC is currently ahead of schedule and still well within budget.
- Administration Renovation Project. The monthly executive report from Dunakilly includes financials and schedules. Fire Chief Young and Assistant Chief Iacino regularly meet and coordinate on an ongoing basis with Mark Young Construction (MYC), Allred & Associates, and Dunakilly. The schedule has been pushed back these last four weeks due to issues that have surfaced with final product finishing, an informal punch list, and scheduling with owner vendors. Staff will begin moving back in the week of April 8, 2024. In April, MYC and owner vendors will complete the final punch list items.
- Maintenance and Training Facility. Fire Chief Young and Assistant Chief Iacino continue to meet with Allred & Associates and Civil Engineering as the team prepares to apply for permits through Weld County. Staff is finalizing the checklist provided by the county and will submit the first permit review by the first of May.
- Future Station 6 (Barefoot Lakes). Fire Chief Young and Assistant Chief Iacino continue to meet with Brookfield Development over the final lot lines within Filing 7 for the future fire station within the Town of Firestone. Now that Staff has three (3) access/egress points within the parcel, Staff is working with Allred & Associates on station location within the site plan.
- Fire Chief Young and eight other Fire Chiefs from across the country attended the National Fire Academy (NFA) representing the Missouri Valley Division of the International Association of Fire Chiefs (IAFC). The team evaluated over 500 Executive Fire Officer applications for the academy, and reviewed the curriculum, scheduling of classes, application process changes, and the future outlook of the Executive Officer Program for the IAFC and the NFA.

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

***FIRE MARSHAL AND CODE ENFORCEMENT***

• **Community Development**

The District is currently working on seventy (70) commercial projects: twenty-eight (28) commercial projects in Firestone, forty-one (41) projects in Frederick, and one (1) project in Weld County. There are no pending annexations.

Residential development includes thirty-four (34) residential projects, with an additional 14,236 planned dwelling units: 8,176 in the Town of Frederick and 6,060 in the Town of Firestone. In coordination with the residences, residential developments will include additional commercial-zoned property.

The District has 436 commercial buildings and 799 businesses and is tracking 565 fire protection systems. 94% of systems are compliant, and 6% have deficiencies.

- **Certificates of Occupancy** – Two (2) Certificates of Occupancy were completed in March 2024.
- **New Permits Issued** – In March, the District issued two (2) construction permits, six (6) fire alarm permits, two (2) fire sprinkler permits, two (2) food truck permits, and one (1) event/other permits, for a total of thirteen (13) permits. The District billed \$3,648.56 in plan review and permit fees in March 2024.
- **Burn Permits** – Nine (9) burn permits were issued in March.
- **Fire Investigations** – There was one (1) fire investigation on a commercial structure fire in March 2024.
- **Youth Firesetter Program** – There were no YFS cases in March.

**COMMUNITY RISK REDUCTION:**

**Community and Public Relations Events for March 2024:**

- Public Education / Community Events:
  - CPR Classes: 5 = **109 certifications**
  - Public Education / Community Events: **5**
  - Carbon Valley Senior Blood Pressure Checks = **45 attendees**
  - Station Tours – **15 attendees**
  - Prairie Greens Smoke Alarm Event—This year, Staff introduced “Coffee with the Crew,” where residents can meet with CRRS Hayes and the crews before changing their smoke alarm batteries. Six residents stopped by, and **15 homes** had requested their batteries be changed. CRRS Hayes only had one follow-up resident who needed to purchase new smoke alarms because they were expired.
  - Carbon Valley Easter Hunt – CRRS and B-Shift crews attended the Carbon Valley Easter Hunt at Hart Park. FFFD had the Fire Safety Bounce House for attendees to stop by and learn about

fire safety. Crews helped educate about kitchen fire safety, smoke alarms, and open flames from fireplaces and candles and discussed different ways for occupants to get out safely = **200+ attendees**

- Car Seat Checks: **2**
- Social Media Safety Messages Posted: **13 messages / 6 safety posts / 2 videos.**

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

#### **• 2024 Project Updates**

- All Project Managers have started their 2024 capital projects on equipment, facilities, and fleet.
- Work continues to get the new brush truck and the new ladder truck in service. Early April is for the brush truck, and early May is for the ladder truck.
- A Firefighter hiring process, including phone interviews and an in-person assessment center, was conducted throughout March. Candidate recommendations were presented to Fire Chief Young for final approvals, Fire Chief interviews, and job offerings. Hiring class 2024-1 is scheduled for a tentative hiring date of June 3, 2024.
- The District is still anticipating the arrival of the 2025 Ambulance from Braun Northwest in late April. A final inspection trip is scheduled for the week of April 22<sup>nd</sup>.

#### **• Station Projects, Maintenance, and Apparatus**

- Station 3's apparatus garage door required significant repairs and a specialized spring.
- Engine 3403 (2011) is in the shop being troubleshoot for significant engine issues. Staff will report more as more is learned about the details and extent of the repairs needed.

#### **• Training Summary – March 2024**

- Total Fire Training Hours: 1,862.49 Hours
- Total Emergency Medical Training Hours: 243 Hours

#### **• Overview of Training Events for March 2024:**

- Medical Training with the District Medical Director on Special Needs Patients.
- Hose management and Blue Card – Incident Management Scenario training.
- All members completed company-level training.
- All members completed multiple Target Solutions Trainings.
- Eight (8) Acting Engineers completed Skid School Drivers Training.
- Multiple members attended Hazmat Training with Greeley Fire Department.
- Two (2) members are finishing up paramedic school – AIMS Community College
- Nine (9) members completed Recruit Task Books and passed the mid-term recruit test.
- Two (2) Acting Engineer Task Books completed.
- All members completed Wildfire RT-130 Module #3.
- Tech Rescue Team members attended quarterly North Area Tech Rescue training.
- All Engineers attended in-service training on the new ladder truck.
- Eight (8) members attended the driver/operator academy and passed the state practical.
- Tech Rescue members completed confined space equipment in-service training.

- Two (2) members completed the Hazmat Highway Specialist class.
- One (1) member attending Paramedic School. – Denver Health
- Members registered for multiple classes and conferences for Spring and Summer.
- The Training Division is working on multiple strategic goal objectives.
- Training Division members attended multiple Local, County, and State meetings.
- Five (5) Officer Development Program members completed the online portion of Blue Card – Incident Management training.
  
- **Call for Service Overview**
  - 2023 Total Calls for Emergency Service: 2,944
  - 2024 Total Calls for Service March 31, 2024: 746
  
- **Call Types – Year-To-Date**
  - EMS/Medical – 345
  - Fire – 23
  - Alarm Activation – 45
  - Public Assist/Other – 55
  - Investigation - 16
  - Hazardous Materials – 11
  - Administrative/Other – 8
  - Special Operations - 0
  
- **Total Service Calls Comparison:**
  - January 2023 – 256
  - January 2024 – 243

**FINANCE SECTION REPORT – FINANCE DIRECTOR:**

- **Accounting & Financial**
  - *2023 Audit Preparations & Procedures*
  - Payroll accrual entries calculated.
  - Accounts Payable in process
  - Cash with County Treas entries calculated.
  - Working on Receivables entries
  - Working Capital entries
  - Working on the PBC List from the Auditor
  - Auditor has all FPPA Actuarial Reports necessary for the 2023 Audit.
  - Audit fieldwork begins April 29<sup>th</sup> with the independent auditor
  
- **District Banking – March 2024**
  - Paid \$269,036 to MYC (Admin) from the CT Capital Facilities (8001) on 3-7-2024
  - Moved \$2M from FIB Checking to CT Unassigned Reserves (8007) on 3-8-2023
  - Paid \$1,006,483 to GTC (St.5) from the CT GO-Loan account (8007) on 3-28-2024

• 2024 – YTD Budget Summary

Executive Summary - Budget vs. Actual - YTD  
 GENERAL FUND  
 From January 1, 2024, through April 3, 2024

Revenues	Budgeted	Received YTD	Remaining Budgeted	Percent Received
<b>TOTAL:</b>	\$23,039,339	\$4,009,265	\$19,030,074	17.4%

Expenditures	Budgeted	Expended & Committed YTD	Remaining Budgeted	Percent Expended & Committed
<b>TOTAL:</b>	\$35,270,278	\$7,261,959	\$28,008,319	20.6%

25.6%  
 Fiscal Year  
 Expired

• EMS Billing and Collections Summary

TRANSACTIONS - MARCH 2024

<u>Patient Disposition</u>	<u>Number of Calls</u>	<u>Percent of Total Calls</u>
Patients treated and transported by our EMS Units ( <u>Billable Calls</u> )	107	69.93%

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	89	\$125,000
Transportation	Mileage Resident & Non-Resident Emergent	865.6	\$24,330
		<b>TOTAL:</b>	<b><u>\$149,330</u></b>

ADJUSTMENTS / WRITE-OFF'S

<u>Transaction Payer Name</u>	<u>Transaction Type</u>	<u>Total Transactions</u>	
Medicaid / Medicare / Ins / Other	Adjustment	\$50,076	
Write-Offs / Refunds	Bad Debt	\$3,963	
		<b>TOTAL:</b>	<b><u>\$54,039</u></b>

PAYMENTS RECEIVED & BOOKED YTD

<u>Period</u>	<u>Actual Booked</u>	<u>Annual Budget</u>	<u>Percent of Budgeted</u>
Jan-24	\$102,510	\$675,000	15.19%
Feb-24	\$64,409	\$675,000	9.54%
Mar-24	\$49,633	\$675,000	7.35%

YTD	<u>\$216,552</u>	\$675,000	<u>32.08%</u>
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• **Miscellaneous Financial Information:**

- CO EMS Supplemental Medicaid Payment Program
  - The District drew a Comprehensive Audit Review (CAR) for the fiscal year's remittance. This review has been completed and submitted.
- The 2023 workers comp audit was completed last week.
  - A summary of the audit should be available in the third week of April.

**FIRE CHIEF DISCUSSION AND POTENTIAL ACTION ITEMS**

**Resolution 2024-03:** Action Item: Management Analyst/PIO Summer Campos and staff have completed version one of the District's Standard of Cover for accreditation purposes in 2025. A Standards of Cover document is a systematic way of looking at and identifying the services the District provides. This will remain a working document. This resolution creates the first governance document of accepting and adopting the Community Risk Assessment and Standards of Cover for the District. This document will be updated at a minimum annually, and additional resolutions may be brought forward for review and approval by the Board.

**CONSENT AGENDA**

The following Consent Agenda was presented:

- Approval of the March 11, 2024, regular meeting minutes.
- Confirmation of the continuity of the Financial Reports from March 7, 2024, to April 3, 2024.
- 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 Treasurer Houston. The motion passed unanimously.

**OLD BUSINESS**

No old business.

**NEW BUSINESS**

- Vice President Stout moved to approve Resolution 2024-03, adopting the Frederick-Firestone Fire Protection District's Community Risk Assessment and Standards of Cover. Secretary Freeman seconded the motion, which passed unanimously.

**ADJOURNMENT**

Secretary Freeman moved to adjourn the meeting with no other business before the Board. Vice President Stout seconded the motion, which passed unanimously. The meeting was adjourned at 8:02 p.m.



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Robert Freeman, Secretary