



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



**MINUTES
November 13, 2023**

The regular meeting of the Board of Directors of the Frederick-Firestone Fire Protection District was called to order by Chairman Stout at 7:01 p.m.

ROLL CALL

Directors Present:

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

Also present:

Jeremy A. Young, Fire Chief
Dino Ross, Legal Counsel – Arrived at 7:06 p.m.
Steve Iacino, Assistant Chief of Planning
Mike Cummins, Finance Director
Summer Campos, Management Analyst/PIO
Duane Roller, President, Board of Trustees of the Volunteer Firefighter Pension Fund

APPROVAL OF AGENDA

Secretary Freeman moved to approve the Agenda for the November 13, 2023, meeting as presented. Motion seconded by Vice President Maselbas. 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. Vice President Maselbas seconded the motion. The motion passed unanimously. The regular Board meeting was recessed at 7:03 p.m.

PUBLIC HEARING ON THE PROPOSED 2024 BUDGET

Treasurer Houston moved to open the public hearing on the proposed 2024 Budget. Secretary Freeman seconded a motion. The motion passed unanimously. The public hearing began at 7:03 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.

Treasurer Houston moved to recess the public hearing and reconvene the public hearing on the proposed 2024 Budget on December 11, 2023. Secretary Freeman seconded the motion. The motion passed unanimously.

RECONVENE THE REGULAR BOARD MEETING

Secretary Freeman moved to reconvene the regular Board meeting. Vice President Maselbas seconded the motion. The motion passed unanimously. The regular Board meeting reconvened at 7:05 p.m.

ATTORNEY'S REPORT

Attorney Ross presented the Attorneys' Report for November 2023, which was included in the Board packet. Attorney Ross reported that he and Emily Powell continue to work with the Chief Staff on the inclusion of the Mendoza property into the District. Attorney Ferguson continues to assist the Chief Staff with updates to the Member Handbook. Attorney Ross gave an update on the upcoming special legislative session that focus on property tax relief for homeowners.

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 continues to meet and coordinate weekly with Golden Triangle Construction, Allred & Associates, and Dunakilly. The monthly reports from Dunakilly will include financials, schedules, upcoming milestones, and project updates as this twelve-month construction project progresses.
 - Fire Chief Young and Asst. Chief Iacino continued the development of the site plan for the Weld County Road 11 property. The District's Training Grounds / Burn Tower, Maintenance Facility, and a future fire station will be constructed on the property. The site plan and preliminary budget are completed by Dunakilly and Allred & Associates and are provided. The project budget is in the early stages. The project is estimated to cost between \$7.8 million and \$9.5 million. The project is expected to begin in late Summer 2024.

- The Administration Renovation project is underway. Fire Chief Young and Asst. Chief Iacino continues to meet and coordinate weekly with Mark Young Construction, Allred & Associates, and Dunakilly. The schedule still shows completion in March of 2024, and the first executive report on the project will be provided to the Board in December.
- Fire Chief Young, Asst. Chiefs Prunk, Iacino, and Battalion Chief Reasoner attended the annual Colorado State Fire Chiefs Leadership Conference in Keystone on October 17-20. Many great keynote speakers attended multiple breakout sessions, including leadership, fire and emergency medical changes, special district legislation, firefighter behavioral and personnel management, and communication classes.
- The Carbon Valley Emergency Management Agency (CVEMA) Advisory Board held its quarterly meeting on October 26. EMC Garner updated the Advisory Board, including a needs assessment for the agency. The Board worked with EMC Garner on upcoming changes, needs, and objectives for 2024. The Board also unanimously approved changing EMC Garner's title to Emergency Management Director beginning in 2024.
- Since moving the Administration and Finance Sections to the farmhouse during the administration renovation, a few issues with the old home have been identified. The septic system needed repair, and air quality was poor. These issues were handled by contracting with local plumbing and heating and cooling companies to make repairs, clean the air vents, and add an air purifier to the heating and cooling unit.
- 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. The parties are getting closer to a resolution and collaborating on everyone's requirements and desires for the site plan. Once this is accomplished and lot lines are completed, the Chief Staff will begin working on land dedication and deeding of the property.
- Fire Chief Young attended October's Annual Firefighter Heart, Cancer, and Behavioral Trust Board meeting. The trust is solvent and continues to bring on new members, including the State Highway Patrol Hazardous Materials Team, which was voted in by the members at the meeting.
- **Human Resources / Personnel / Staffing**
 - A conditional offer was made for the open Fire Prevention Specialist position within the Planning Section for the District. This is a uniformed-sworn position, and the individual will receive a formal offer once all background checks and fit-for-duty status have been obtained. The tentative start date is December 11, 2023.
 - The District hosted the NPPFA Benefits on November 6 to review the Healthcare Retirement Plans (115 Trust) with all personnel. These meetings introduced personnel to how employees can set up accounts, complete beneficiary forms, and utilize the funding set aside for personal medical expenses within the plan structure.

- Fire Prevention Specialist Puccetti received the Lifetime Achievement Award on November 2, 2023, at the Colorado International Association of Arson Investigators Conference in Vail. FPS Puccetti has over 40 years of service in Colorado. We thank you for your service, Sir, to our community and the State of Colorado. Chief Staff is honored to serve alongside such a great leader and mentor.
- Fire Chief Young led the quarterly Officers Meeting on October 25. Topics of coaching were canceling culture dynamics, inclusion, civility, generational differences, and communication styles. The quarterly officers' meeting has now been changed to quarterly Officer Development. Battalions and Officers of the District will take turns instructing, and the District will host outside instructors occasionally.
- **Intergovernmental & Community Relations**
 - Fire Chief Young and Staff attended multiple Carbon Valley and Weld County meetings throughout October and November.
 - Fire Chief Young met with Town Manager Ostler (Town of Frederick) this last month. They discussed collaboration, Station 5 progress, leadership culture, staffing plans, cost sharing for 2024, and community relationships.

PLANNING SECTION REPORT – ASSISTANT CHIEF OF PLANNING:

FIRE MARSHAL AND CODE ENFORCEMENT

● **Community Development**

The District is currently working on fifty-five (55) commercial projects : twenty-two (22) commercial projects in Firestone, thirty-two (32) 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) 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 the residences.

The District has 436 commercial buildings, with 786 businesses, and is tracking 548 fire protection systems. 95% of systems are compliant – 5% have deficiencies.

- **Certificates of Occupancy** – Five (5) Certificates of Occupancy were completed in October.
- **New Permits Issued** – In October, the District issued two (2) fire alarm permits and two (2) special event permits, for a total of four (4) permits. The District billed \$400.00 in plan review and permit fees in October.
- **Burn Permits** – Seven (7) burn permits were issued in October.

- **Fire Investigations** –There was one (1) vehicle fire and one (1) illegal outside burn for a total of two (2) fire investigations in October.
- **Youth Firesetter Program** – There were no YFS cases in October.

COMMUNITY RISK REDUCTION:

Community and Public Relations Events for October:

Public Education / Community Events:

- CPR Classes: Four (4) classes, with thirty-eight (38) students.
- Residential smoke alarm assists - 2
- Fire Prevention Week School Visits – 6 schools, 30 total classes/teachers, 768 students
- Spark Pre-School Visit x 2 – 262 Pre-Schoolers.
- Wildfire Prevention outreach to Casa Grande – 98 houses reached (2 high-risks identified)
- Station Tours/Home Daycare visits x 2 - 14 kids
- Community Events: 3 – District Open House (600), Tiny Terror Town (1,000), Firestone’s Halloween Safety Night (8,000) – 9,600 people total
- Centennial Elementary AED class – 30 People
- Storytime at Station 4 – 10 kids/ 3 parents
- Car Seat Checks: 0
- Social Medial Safety Messages Posted: 10 media posts / 1 video.

OPERATIONS SECTION REPORT - ASSISTANT CHIEF OF OPERATIONS:

- **2023 Project Updates**
 - All major 2023 projects are completed or wrapping up for closing the Operations Budget on November 16th. The Operations Section program managers are working with the finance section to reconcile any outstanding purchase orders before the end of the year.
 - The Operations Section assisted with the annual Fire Prevention Week. Crews attended numerous public education presentations and Halloween events with Community Risk Reduction Specialist Hayes.
 - As an additional benefit of the upcoming Administration Building remodel project, the Training Division has scheduled several trainings in the building with each shift in Mayday and firefighter rescue, wall breaching, and significant area search techniques.
- **Station Projects, Maintenance, and Apparatus**
 - Apparatus build proposals for the 2023 Ladder Truck project were reviewed in October by Staff for a final recommendation to Fire Chief Young.

- Staff attended the pre-construction meeting for the 2023 Ambulance project with Braun Northwest. Based on the initial information regarding the project, the build time will be under 250 days for a mid-2024 delivery.
- The Station 4 roof project was completed and received the final inspection from the Town of Firestone. The District is still working to get staff vehicles repaired, which will continue into 2024.
- **Training Summary – October 2023**
 - Total Fire Training Hours: 1,514.42 Hours
 - Total EMS Training Hours: 478 Hours
- **Overview of Training Events for October 2023:**
 - All members completed monthly continuing medical education with the medical director.
 - All members completed crew development training.
 - All members completed Fire Suppression - Good Vent/Bad Vent training.
 - All members completed training on Toxicological Emergencies.
 - All members completed Hose Management, Search, and Mayday training at Administration.
 - All members completed multiple Target Solutions Trainings.
 - Tech Rescue Team participated in a trench rescue demonstration at Adams County Fair Grounds.
 - Nine (9) members are working on Recruit Task Books.
 - Three (3) members moved to Phase III in the Paramedic Field Instruction process.
 - One (1) member attended as an Executive Fire Officer at the National Fire Academy.
 - Five (5) members obtained new state certifications.
 - Practical tests were completed for Firefighter II, Fire Instructor I, and Driver Operator.
 - Multiple members attended Fire Leadership, EMSAC, and IAAI Conferences.
 - The Tech Rescue Team provided trench training to the Town of Frederick Public Works.
 - Officers and Acting Officers attended the quarterly Officer Development meeting.
 - 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: 2,424
- **Call Types – Year-To-Date**
 - EMS/Medical – 1660
 - Fire – 102
 - Alarm Activation – 232
 - Public Assist/Other – 224
 - Investigation - 82
 - Hazardous Materials – 39
 - Administrative/Other - 85
 - Special Operations – 0

- **Total Service Calls Comparison:**
 - October 2023 – 247
 - October 2022 – 235

FINANCE SECTION REPORT – FINANCE DIRECTOR:

- **Accounting & Financial**
 - **2024 Budget – 2nd iteration**
 - Staff has prepared the second iteration of the draft 2024 Budget for presentation to the Board (11-13-2023).

Executive Summary – Iteration 2 - 2024 Budget

GENERAL FUND

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

Projected Beginning Fund Balance:	\$33,330,559
Budgeted Revenues – Other Financing Sources:	\$23,039,387
Budgeted Expenditures:	<u>(\$35,405,507)</u>
Projected Ending Fund Balance:	\$20,964,439

- **Banking**
 - One (1) ACH payment from Colotrust accounts was made on October 19, 2023.
 - \$921,380.64 from Colotrust GO Loan account– ACH to GTC for Payment Application #5 (Station 5).
 - Colotrust accounts interest credited in October 2023: \$172,794.34.
- **2023 - YTD Budget Summary**

Executive Summary - Budget vs. Actual - YTD

GENERAL FUND

From January 1, 2023, through November 8th, 2023

Revenue	Budgeted	Received YTD	Remaining Budgeted	Percent Received
TOTAL:	\$17,407,115	\$19,662,168	(\$2,255,053)	112.95%

Expenditure	Budgeted	Expended & Committed YTD	Remaining Budgeted	Percent Expended & Committed
TOTAL:	\$26,868,512	\$14,630,054	\$12,238,458	54.45%

85.0%
Fiscal Year
Expired

• **EMS Billing and Collections Summary**

TRANSACTIONS - OCTOBER 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>)	103	68.21%

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	115	\$164,650
Transportation	Mileage Resident & Non-Resident Emergent	1174	\$29,350
		TOTAL:	<u>\$194,000</u>

ADJUSTMENTS / WRITE-OFF'S

<u>Transaction Payer Name</u>	<u>Transaction Type</u>	<u>Total Transactions</u>	
Medicaid / Medicare / Ins / Other	Adjustment	\$138,665	
Write-Offs / Refunds	Bad Debt	\$0	
		TOTAL:	<u>\$138,665</u>

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%
YTD	<u>\$615,668</u>	<u>\$610,000</u>	<u>100.93%</u>

• **Miscellaneous Financial Information:**

- The District received \$31,263 in deployment reimbursement for the Spring Creek Fire, which originated near Montrose, Colorado, on 9-10-2023.
- The District is changing the company utilized for “Merchant Services” from Heartland Payment Systems to AllPaid. Merchant Services providers provide the District with a secure interface that allows customers to submit payment(s) online, including credit & debit cards and ACH payments, via the District’s website.

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:

- November 13 – December 11 Public review of the Proposed 2024 Budget
- December 11 Final Budget Hearing & Adoption of 2024 Budget
- December 12 Certification of Mills with Weld County
- December 13-15 Budget, Certification, and Resolutions Filed

- **Proposition HH:** With the failure of Proposition HH during the November 7, 2023, general coordinated election, no changes will need to be made to the draft 2024 Budget, and the District will remain on a normal schedule of full approval of the proposed 2024 Budget on December 11, 2023. Chief Staff should have the final assessed valuation numbers from the Weld County Assessor's Office on November 20th.
- **Personnel Expense – 2024 Budget Changes:** The 2024 Budget for personnel expenses increased slightly since the October 9, 2023, meeting. These increases are due to changing the hiring of an additional six (6) personnel to April 2024 versus October 2024. Chief Staff also adjusted the overtime budget in personnel services due to some requirements for external personnel training scheduled in late 2024. Personnel expenses for 2024 were increased by \$420,000 from the version of the proposed 2024 Budget provided to the Board on October 9, 2023.

○ **Administration Objects – Proposed 2024 Budget Changes**

- **Object 5311 – Property & Liability Insurance:** Changes were added to the P&L Insurance for 2024, with another full assessment conducted this year. Chief Staff also planned to add the new apparatus and Station 5 in 2024. Due to the hail damage claims in 2018 and 2023, the District will experience another significant increase in its Property and Liability Insurance. After negotiations with the District's Insurance Provider and the District planning to provide future mitigation of vehicle damage, the Chief Staff reduced the 2024 premiums from 34% to 22%. Adding another fire station and apparatus made up for the differences. The total insurance premium 2024 for all buildings, fleet, contents, equipment, liability, and umbrella insurance is \$144,696.
- **Object 5511 – Software Program & Support:** Changes were applied to the Software Program and Support budget for 2024. To ensure the District's website complies with all state and federal ADA requirements, the Chief Staff is implementing Audio Eye Software to complete monthly ADA compliance and gaps with the website and links for an additional \$590 a year.
- **Object 5800 – Training and Certifications:** Changes were applied to the Training and Certifications budget for 2024. Chief Staff received notice that a couple of the conferences that are attended on an annual basis are increasing their registration fees in 2024. These changes were made within the proposed budget for Training. This increased this line-item budget by \$1,225 for 2024.
- **Volunteer Pension Fund Actuary Report – Discussion Item**
Fire Chief Young is requesting a discussion with the Board on obtaining an actuary from the Fire and Police Pension Association (FPPA) and direction from the board if it wants an actuary study completed on the District's plan alone. It would cost the District \$1,500 to complete the actuary study. The actuary

study and report would allow the Board to decide whether to increase the monthly benefit amount for the retirees or their beneficiaries.

The District contributes to a statewide defined benefit pension plan, which FPPA administers. Assets of the plan are commingled for investment purposes in the FPPA member's Benefit Fund, an agent multiple-employer defined benefit pension plan administered by FPPA. The plan provides retirement benefits for retired volunteer firefighter members and beneficiaries according to the plan provisions as enacted and governed by the pension fund board of trustees. The District's volunteer pension fund was closed to new members in 2010. Volunteers who retire at or after age 50, with 20 years of credited volunteer service, are entitled to pension benefits.

The Plan provides retirement, survivor, death, and funeral benefits. The retirement benefit for a member is \$200 a month for 20 or more years of service. Survivor's death benefits range from a \$100 monthly benefit payment to 50% of the standard benefit, depending on different variables. Funeral benefit to the family members is a one-time payment of \$100. Contributions are determined by the FPPA actuary using the entry age standard cost method as of January 1, 2022. Contributions to the pension fund are derived from two sources: contributions directly from the District and contributions from the state based on assessed property values and other formulas. For the year ending December 31, 2022, the District's contributions were \$10,003 annually. On December 31, 2022, the District reported a net pension liability of \$80,978.

The Board authorized Fire Chief Young to move forward with completing an actuary study for the Volunteer Pension Fund.

- **Additional Ladder Truck Purchase – Fleet Addition**

Staff requests authorization to purchase a new ladder truck through the District's Capital Fleet Improvement Plan. A Request for Proposals (RFP) was provided to four (4) manufacturers in July 2023. The District received three (3) bids in September 2023. The Specification Committee and the Fleet Manager have compared the bids against the District's specifications and options provided. The committee has recommended the District purchase a new Spartan/Smeal 77-foot Ladder Truck (Quint) brokered by Mile-Hi Fire Apparatus for \$1,484,512, which includes a \$30,000 contingency on the project. This project is slated for an eighteen-month build time. This purchase will also bring the District closer to meeting its goal of an ISO 1 rating. If the Board authorizes the purchase, legal counsel will review the purchase contract before Fire Chief Young signs and moves forward with the purchase.

- **Clinical Peer Support Services Agreement**

Under new business, Staff requests the Board authorize Fire Chief Young to sign the 2024 Services Agreement with Good Rain Therapy, LLC d/b/a Elevate Coaching as an independent contractor providing direct employee care and mental health support on-site for all District personnel. Elevate Coaching will continue to provide set office hours and assist Executive Staff with establishing a culture of mental resiliency and open communications while prioritizing therapeutic behavioral treatment confidentiality.

CONSENT AGENDA

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

- Approval of the October 9, 2023, regular meeting minutes.
- Confirmation of the continuity of the Financial Reports from October 5, 2023, to November 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.

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

OLD BUSINESS

None.

NEW BUSINESS

- Treasurer Houston moved to accept and authorize Fire Chief Young to sign a purchase contract after legal review for a Spartan/Smeal Ladder Truck from Mile-Hi Fire Apparatus for \$1,484,512, which includes a \$30,000 contingency, with an eighteen-month build time. Secretary Freeman seconded the motion. The motion passed unanimously.
- Secretary Freeman moved to accept and approve the Clinical and Peer Support Services Agreement for the fiscal year 2024 between Elevate Coaching and the District. Vice President Maselbas seconded the motion. The motion passed unanimously.

RECESS THE REGULAR BOARD MEETING

Treasurer Houston motioned to recess the regular board meeting to conduct an Executive Session, as requested by Fire Chief Young. Motion seconded by Secretary Freeman. The motion passed unanimously. The regular Board meeting was recessed at 8:12 p.m.

EXECUTIVE SESSION

Vice President Maselbas moved to go into Executive Session as requested by Fire Chief Young:

- To determine the District's position on matters that may be subject to negotiation strategies and instructing negotiators. CRS 24-6-402(4)(e).
- Discuss personnel matters related to Battalion Chief Mike Reasoner. C.R.S. 24-6-402(4)(f).

Motion seconded by Secretary Freeman. The motion passed unanimously.

Attorney Ross stated that the Executive Session will not constitute an attorney-client communication and will be recorded. The Executive Session began at 8:13 p.m.

Treasurer Houston moved to come out of the Executive Session. Secretary Freeman seconded the motion. The motion passed unanimously. The Executive Session concluded at 8:23 p.m.

RECONVENE THE REGULAR BOARD MEETING

Secretary Freeman moved to reconvene the regular Board meeting. Treasurer Houston seconded the motion. The motion passed unanimously. The regular Board meeting was reconvened at 8:23 p.m.

ADJOURNMENT

Secretary Freeman moved to adjourn the meeting with no further business before the Board. Treasurer Houston seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:24 p.m.



Robert Freeman, Secretary

I hereby attest that the Executive Session was confined to a topic authorized for discussion in Executive Session pursuant to C.R.S. 24-6-402(4)(e) and (f).



David Stout, President