



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



**MINUTES  
September 11, 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  
Kathryn Maselbas, Vice President, virtually.  
Robert Freeman, Secretary  
Pete Ditmon, Assistant Secretary

**Directors Absent:**

Greg Houston, Treasurer (excused)

**Also present:**

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

Secretary Freeman moved to excuse Treasurer Houston for the September 11, 2023, regular Board Meeting. Motion seconded by Assistant Secretary Ditmon. The motion passed unanimously.

**APPROVAL OF AGENDA**

Secretary Freeman moved to approve the Agenda for the September 11, 2023, meeting as presented. Motion seconded by Assistant Secretary Ditmon. The motion passed unanimously.

**PUBLIC COMMENT**

None.

## **ATTORNEY'S REPORT**

Attorney Ross presented the Attorneys' Report for August 2023, which is included in the Board packet. Attorney Ross reported that he has been assisting Chief Young in preparing the AIA construction contract documents for the remodel of the administration building. He also has been working on the inclusion of the Mendoza property into the District. At this time, he is waiting for the property to be excluded from Mountain View Fire Protection District. Attorney Ferguson and employment associate attorney Jenn Kinkade assisted Chief Staff with revising the Promotion Process Policy and the Line-Staff Hiring Policy. Attorney Ross also prepared a proposed 2024 budget for legal services and submitted it to Chief Young.

## **EXECUTIVE ADMINISTRATION, HR, AND INTERGOVERNMENTAL – FIRE CHIEF:**

Fire Chief Young provided the Board with information on the following topics:

### **• Administration**

- The Station 5 construction 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 & Associates. The monthly reports from Dunakilly will include financials, schedules, upcoming milestones, and project updates as this twelve-month construction project progresses. Once the structural starts going vertical, the Board will receive in-person reports from Dunakilly.
- Fire Chief Young and Asst. Chief Iacino continue developing the site plan for the Weld County Road 11 property. The District needed an updated topography survey and utility location survey. This was completed at the end of August. They continue to work with Allred & Associates, Dunakilly, and Weld County on site plans, budgets, and timelines for this project. More to come as this project progresses.
- Fire Chief Young, Legal Counsel, and Dunakilly continue to work with Mark Young Construction on the Administration Remodel Project, which is slated to begin in late October. The parties are in the final stages of negotiation the contract documents. A project kick-off meeting will be held in the next couple of weeks.
- Finance Director Cummins and Fire Chief Young continue to work on the 2024 Budget. The Board will receive the first iteration of the 2024 Budget by October 6, 2023. This will be located within the Board Packet folders in Dropbox, along with supporting documentation for review.

### **• Intergovernmental & Community Relations**

- Fire Chief Young and Staff attended multiple Carbon Valley and Weld County meetings through August and September. The list of monthly meetings is located at the end of the Fire Chief's report.
- Fire Chief Young and Asst. Chief Prunk have been working with Platteville-Gilcrest Fire Protection District (PGFPD) on a mutual-automatic aid intergovernmental agreement for emergency medical services. This is currently in legal review with PGFPD. Chief Young hopes to submit the proposed intergovernmental agreement to the Board at the October meeting.

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

***COMMUNITY RISK REDUCTION AND CODE ENFORCEMENT***

• **Community Development**

The District is currently working on fifty-nine (59) commercial projects within the District: Twenty (20) commercial projects in Firestone, thirty-eight (38) projects in Frederick, and one (1) project in Weld County. One (1) annexed property must be included in the District and is zoned for residential and commercial/mixed use.

Residential development includes thirty-three (33) 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 residences.

The District has 434 commercial buildings with 781 businesses and is tracking 544 fire protection systems. 95% of systems are compliant; 5% have deficiencies.

- **Certificates of Occupancy** – Two (2) Certificates of Occupancy were completed in August.
- **New Permits Issued** – In August, the District issued three (3) construction permits, one (1) firework permits, one (1) fire alarm permit, and two (2) special event permits, for a total of seven (7) permits. The District billed \$164,399.75 in plan review and permit fees in August.
- **Burn Permits** – Four (4) burn permits were issued in August.
- **Fire Investigations** – There were two (2) vehicle fires and one (1) outside equipment fire for a total of three (3) fire investigations in August.
- **Youth Firesetter Program** – There were no YFS cases in August.

**COMMUNITY RISK REDUCTION**

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

Public Education / Community Events:

- CPR Classes: Three (3) total classes, one (1) BLS certification for a total of forty-two (42) students.
- National Night Out – Frederick and Firestone
- Firestone Charter Academy Teacher’s AED education class
- Station Tours: 2 – Stations 1 and 4
- Carbon Valley Academy Welcome Back BBQ/Spray Down
- Senior BP Check – Remainder of the year visits are scheduled.
- Chambers Before the Hour with new fire extinguisher prop

- FFFPD's 1<sup>st</sup> ever Storytime at the Fire House at Station 1 – 10 kids + 4 parents
  - Station 1 crew welcomed ten young friends to the fire station, where they were given a tour of the station and the fire engine. They enjoyed a snack while reading a fire safety story and learning about smoke alarms. The remainder of Storytime events for the year (1 each month) are already half full!
- 1<sup>st</sup> day of school visits – crews visited seven (7) schools to welcome students.
- Home Risk Assessments: 3 (one initial and two follow-ups)
- Car Seat Checks: 2

Social Media Safety Messages Posted: Three (3) social media posts and two (2) community outreach emails to HOAs regarding wildfire preparedness.

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

- **2023 Project Updates**
  - All members performed auto-extrication training at a local salvage yard. Crews worked to hone their skills in the latest techniques and patient handling.
  - The District's Officers and Acting Officers attended a 2-day leadership summit at the Administrative Offices. National leadership expert Dave Anderson led the conversations of "Becoming a Firefighter of Character." Participating members discussed the organization's current state, the future, and the challenges that must be met. This was a highly engaging training event and was well received by all.
- **Station Projects, Maintenance, and Apparatus**
  - Final budget work was completed for all operational projects and presented to the Executive Staff for review and approval.
  - The latest update from the roofing contractor reports that the Station 4 roofing project should begin by the end of September.
  - The District received six (6) ambulance proposals from four (4) vendors in response to the District's Request for Proposal 2023-04 Type III Ambulance. Two (2) vendors provided two different ambulance proposals. A final recommendation was proposed to the Fire Chief for review and Board approval.
- **Training Summary – August 2023**
  - Total Fire Training Hours: 2,054.25 Hours
  - Total EMS Training Hours: 278 Hours
- **Overview of Training Events for August 2023:**
  - All members completed monthly continuing medical education with the medical director.
  - All members completed forcible entry training.
  - All members completed strip-mall fire suppression and rescue scenarios.

- All members completed training on emergency medical services research.
  - All members completed multiple Target Solutions Trainings.
  - Two (2) members attended Urban Search and Rescue Structural Collapse Course.
  - One (1) member attended Urban Search and Rescue Advanced Trench Rescue Course.
  - Four (4) members completed District Driver/Operator Pumper Academy.
  - One (1) member attended the National Public Information Conference.
  - Four (4) members obtained new state certifications.
  - Three (3) members recertified the Blue Card Incident Command certification.
  - Training Division completed the 2024 training budget with the Fire Chief.
  - Multiple members registered for multiple classes and conferences.
  - Training Division 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: 1,941
  - **Call Types – Year-To-Date**
    - EMS/Medical – 1154
    - Fire – 80
    - Alarm Activation – 167
    - Public Assist/Other – 156
    - Investigation - 54
    - Hazardous Materials – 25
    - Administrative/Other - 68
    - Special Operations - 0
  - **Total Service Calls Comparison:**
    - May 2023 – 237
    - May 2022 - 241

**FINANCE SECTION REPORT – FINANCE DIRECTOR:**

***FINANCIALS AND CORRESPONDENCE***

- **Accounting & Financial**
  - ***Budget***
    - 2024 Personnel Budgets – Complete with slight adjustments expected as additional information becomes available through September.
    - 2024 Program Budget meetings with line staff were completed on 8-31-2023, and the results were incorporated into the Presentation Budget.
    - Excepting a couple of administrative items, the 2024 Rough Draft Presentation Budget is near completion.
    - A rough draft of the 2024 budget is required by state law to be presented to the Board on or before October 15<sup>th</sup>.

- Some budget items will be refined as the year progresses as more knowledge is acquired – these adjustments are usually not material.
    - **Accounting**
      - Several new accounts were initiated in the District’s General Ledger to account for transfers from the District’s First Interstate Bank (FIB) checking account to the newly established ColoTrust accounts for Impact Fees.
  - **Banking**
    - Two (2) transfers to First Interstate Bank from ColoTrust accounts on August 3, 2023
      - \$650,000 from ColoTrust *Unassigned Reserves*
      - \$469,084.14 from ColoTrust *GO Loan Series*
    - ColoTrust accounts interest credited in July 2023: \$178, 771
  - **2023 - YTD Budget Summary**
    - The August 2023 County Distribution was received on 9-7-2023 in the net amount of \$103,565. Of this total net amount, Specific Ownership Taxes comprised \$68,938. These revenues are included in the Executive Summary below.

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

**GENERAL FUND**

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

Revenue	Budgeted	Received YTD	Remaining Budgeted	Percent Received
<b>TOTAL:</b>	\$17,407,115	\$18,171,231	(\$764,116)	104.39%

Expenditure	Budgeted	Expended & Committed YTD	Remaining Budgeted	Percent Expended & Committed
<b>TOTAL:</b>	\$26,868,512	\$11,266,073	\$15,602,439	41.93%

**68.2%**  
**Fiscal Year**  
**Expired**

● **EMS Billing and Collections Summary**

**TRANSACTIONS - AUGUST 2023**

<u>Patient Disposition</u>	<u>Number of Calls</u>	<u>Percent of Total Calls</u>
Patients treated and transported by ambulance ( <u>Billable Calls</u> )	107	74.83%

**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	53	\$70,500

Transportation	Mileage Resident & Non-Resident Emergent	498.6	\$12,465
		<b>TOTAL:</b>	<b><u>\$82,965</u></b>

**ADJUSTMENTS / WRITE-OFF'S**

<u>Transaction Payer Name</u>	<u>Transaction Type</u>	<u>Total Transactions</u>
Medicaid / Medicare / Ins / Other	Adjustment	\$154,150
Write-Offs / Refunds	Bad Debt	\$0
	<b>TOTAL:</b>	<b><u>\$154,150</u></b>

**PAYMENTS RECEIVED & BOOKED YTD**

<u>Period</u>	<u>Actual Booked</u>	<u>Annual Budget</u>	<u>Percent 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%
YTD	<u>\$494,417</u>	\$610,000	<u>81.05%</u>

• **Miscellaneous Financial Information:**

- The District completed the Cost Settlement Certification on 8-29-2023 and will receive \$680,857 from the Colorado EMS Supplemental Medicaid Payment program in late September.

**FIRE CHIEF DISCUSSION AND POTENTIAL ACTION ITEMS**

○ **Public Hearings – October through December Board Meetings**

Just a reminder that there will be public hearings at each Board meeting in October, November, and December. The October Public Hearing will be for the inclusion of the Mendoza Property into the District. The November and December Public Hearings will be for the Proposed 2024 Budget for public viewing and comment.

○ **FPPA Volunteer Pension Fund Board Meeting – October 9 – 6:30 pm**

The annual meeting of the Volunteer Firefighter Pension Fund Board of Trustees is held before the regular District Board meeting in October each year. There currently is one opening on the Pension Board, which is Trustee Lee's position. Self-nomination forms have been sent to the remainder of the volunteers. The meeting agenda will be posted within the regular District Board packets for October.

○ **Second Board Meeting in October**

The District typically holds a special Board meeting on the third Monday in October; however, over the last few years, the budget process has been streamlined, and the complexities have been eliminated. Staff requests that the Board determine if this meeting is of value or if it should be canceled.

○ **Resolution 2023-05: Retirement Healthcare Funding Plan Creation (115 Trust)**

In August, the Board approved establishing a retirement healthcare funding plan, a 115 Trust. Fire Chief Young and Finance has worked with National Public Pension Fund Association Benefits (NPPFA) to create all the governance documents, including a resolution by the Board of Directors. Under new business, Staff requests approval and appropriate signatures for Resolution 2023-05 Retirement Healthcare Funding Plan Creation and all other governing documents required to create and establish a 115 Trust Plan for the District.

○ **2023 Type III Ambulance Purchase**

Under New Business, Staff requests approval for Fire Chief Young to sign the purchase agreement for a new 2023 Type III Ambulance from Braun Northwest for \$248,419. The District received five (5) bids from vendors with delivery dates from 240 – 830 days. This ambulance purchase will put the District back on track with the Capital Fleet Replacement Program for ambulances, which experienced delays due to the pandemic in 2020. This will be included in the 2024 Budget. The District is not responsible for any cost until delivery and acceptance of the ambulance.

○ **New Policy 100.45 Promotional Process**

Under New Business, Staff requests approval of new policy 100.45 Promotional Process. This new policy establishes transparency, consistency, and validation of the promotional process within the District's workforce. This has been reviewed and approved by legal counsel.

○ **New Policy 100.46 Uniformed Line-Staff Hiring**

Under New Business, Staff requests approval of new policy 100.46 Line-Staff Hiring Process. This new policy establishes transparency, consistency, and validation of the application and hiring process for line staff of the District. This has been reviewed and approved by legal counsel.

## CONSENT AGENDA

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

- Approval of the August 14, 2023, regular meeting minutes.
- Confirmation of the continuity of the Financial Reports from August 10, 2023, to September 6, 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

- Assistant Secretary Ditmon moved to accept and approve Resolution 2023-05, a resolution creating a Retirement Healthcare Funding Plan and 115 Trust Agreement with the National Public Pension Funds Association. Secretary Freeman seconded the motion. The motion passed unanimously.
- Secretary Freeman moved to approve the purchase of a new 2023 Type III Ambulance from Braun Northwest for \$265,824, with a delivery date of 240 days and authorizing Fire Chief Young to sign an appropriate contract. Assistant Secretary Ditmon seconded the motion. The motion passed unanimously.
- Secretary Freeman moved to accept and approve the new District Policy 100.45 Promotional Process as presented. Assistant Secretary Ditmon seconded the motion. The motion passed unanimously.
- Secretary Freeman moved to accept and approve the new District Policy 100.46 Uniformed Line-Staff Hiring Process as presented. Assistant Secretary Ditmon seconded the motion. The motion passed unanimously.
- Secretary Freeman moved to cancel the October 16, 2023, Special Meeting of the Board of Directors. Assistant Secretary Ditmon seconded the motion. The motion passed unanimously.

### ADJOURNMENT

Secretary Freeman moved to adjourn the meeting without further business before the Board. Assistant Secretary Ditmon seconded the motion. The motion passed unanimously. The meeting was adjourned at 7:53 p.m.



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Robert Freeman, Secretary