



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



**MINUTES  
May 13, 2024**

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

**ROLL CALL**

**Directors Present:**

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

**Also present:**

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

**APPROVAL OF AGENDA**

Vice President Stout moved to approve the Agenda for the May 13, 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 May 2024, which was included in the Board packet. Attorney Ross informed the Board that he revised a proposed agreement prepared by Rocky Mountain Christian Church for CVEMA to use two buildings owned by the Church for shelters in a disaster. The CDOT

- Chief staff and legal counsel continue to work with the Town of Erie Urban Renewal Authority (EURA), the Town, and Mountain View Fire Protection District to have Mountain View FPD include properties within Erie that the District excluded in 2018 but which Mountain View FPD never included. This usually would not be a problem, as the District is typically not involved with the property being included in another fire district; however, in this case, the Weld County Assessor's Office has kept assessing the excluded properties for tax purposes as if the properties had not been excluded from the District.
- The Capital Infrastructure Needs Assessment Plan 2025-2035 is receiving its final revision and updates before being delivered to the Board at the June 2024 meeting. Ironwood and Associates, a third-party consultant reviewing the District's current plans, finances, facilities, and fleet, conducted this needs assessment plan.
- The District received the 2023 Community Impact Award from the Carbon Valley Chamber of Commerce on April 26th. The District received this award by the vote of over 200 businesses in the Carbon Valley area. This award is dedicated to the District's community staff, who are difference-makers.
- **Human Resources / Personnel / Staffing**
  - Finance Director Cummins and Fire Chief Young are working on the 2024 Weld County Fire Districts Salary Study. This study will be completed in late June and presented to all surrounding fire, rescue, and emergency medical agencies for 2025 budgeting.
  - The District has provided conditional and formal offers to seven emergency medical technicians-firefighters who will begin their six-week recruit academy on June 3, 2024.
  - Administrative Staff attended the EntreLeadership Summit April 22 – 24. This virtual conference offered lessons on leadership, management, crucial conversations, mental health, strategic planning, and a multitude of business-centric topics. Staff completed tabletop discussions and shared their takeaways during the three education days.
- **Intergovernmental & Community Relations**
  - Fire Chief Young attended and participated in the following meetings in April, above and beyond what is included on the monthly meeting and event list:
    - Sections 11 and 14: Water Users Association annual meeting
    - International Association of Fire Chiefs (IAFC) Missouri Valley Division (MVD) Board Meeting as State Director.
    - Colorado State Fire Chiefs Critical Issues Briefing
    - Colorado State Fire Chiefs Legislative Update and Timely Topics
    - Leadership Mentoring Sessions with five (5) officers within the District and one (1) outside the District.

- Senior Fall Bingo – CRRS Hayes visited the Carbon Valley Senior group and played “Fall Bingo,” which goes over frequent fall risks and ways to prevent them. CRRS Hayes provided valuable prizes, which included easy-to-use fire extinguishers, hallway lights, and run tape. The group had a great time and requested more Fall Bingo games! – **45 seniors**
- Station 1 tours
  - AuParis – A group of AuParis from Europe visited Station 1 (B-shift). They learned about kitchen fire safety, fire extinguishers, and how to have an emergency plan for the families for which they are nannies. – **25 attendees**
  - Legacy Elementary – Legacy Elem 3rd grade class visited Station 1 (A-shift) and other stops throughout the Town of Frederick. Students learned the basic skills and tasks for first responders. Students were given a ‘Station 1 Scavenger hunt’ looking for tools, gear, and of course... the Grinch. – **140 3rd graders + 45 teachers/parents**
- Firestone’s Pump Park Schools Out Event – Station 3’s crew (A-Shift) visited Mountain Shadow’s Pump Park for a community event. They discussed bicycle helmet safety with kids and parents at the pump park. – **150 Attendees**
- Spark Preschool Ambulance Visit – (B-shift) visited Spark Preschool as they were learning about emergency vehicles. They specifically requested an ambulance as that was the most requested apparatus by students! Crews discussed how the ambulance is a big “First Aid Box” and helped fix certain injuries and took patients to the hospital to get help from a doctor at the emergency room. – **65 Preschoolers + 10 staff**
- Carbon Valley Academy Career visit – (B-shift) visited CVA’s middle schoolers for their career fair. This group of students was specifically interested in becoming EMTs. Crews discussed the required education, certification, and application process to become an EMT. They also discussed future career opportunities with having an EMT certification. – **13 students + 1 teacher**
- Car Seat Checks: **1**
- Smoke Alarm Install/check: **2**
- Social Media Messages Posted: **19 SM posts / 1 video**

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

- **2024 Project Updates**

- All Project Managers continue their work on 2024 capital projects.
- The new 110’ ladder truck is in service and is located at Station 4 until the completion of Station 5 in August.
- Hiring class 2024-1 is scheduled for a tentative hiring date of June 3, 2024.
- The new ambulance arrived in the District on April 29th. It is currently undergoing upfitting and licensing and is anticipated to be in service in early June.
- Staff has been preparing the oldest ambulance (2011 diesel Chevy Express) for decommissioning, waiting for further direction from the Fire Chief and Board.

- **Station Projects, Maintenance, and Apparatus**

- Engine 3401's turbo and associated EPA emissions components catastrophically failed. Repairs have been made, and the unit is back in service.

**FINANCE SECTION REPORT – FINANCE DIRECTOR:**

• **Accounting & Financial**

- *2023 Audit Preparations & Procedures*
- Audit fieldwork was completed on May 1, 2024.
- The auditor was expected to submit a rough draft of the audit by May 9 or 10; however, it has not yet been received.
- Upon receipt of the rough draft, the writing of the Management Discussion and Analysis (MD&A) will commence.
- The auditor will present the 2023 Audit at the Board meeting on June 10, 2024.

• **District Banking – April 2024**

- Moved \$1M from FIB Checking to CT Unassigned Reserves (8003) on 4-12-2024.
- Paid \$374,539 to MYC Admin. from CT Capital Facilities (8001) on 4-12-2024.
- Moved \$250K from CT Unassigned reserves (8003) to FIB Checking on 4-25-2024.
- Paid \$671,936 to GTC St. 5 from CT GO Loan (8007) on 4-26-2024.
- Paid \$272,249 to N. Star Braun from the CT Capital Equipment (8002) on 4-26-2024.

• **2024 – YTD Budget Summary**

- The April 2024 County Distribution was received on 5-8-2024 in the net amount of \$9,770,648. Of this amount, \$55,664 was Specific Ownership Tax. These amounts are included in the summary below.

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

**GENERAL FUND**

*From January 1, 2024, through May 7, 2024*

Revenues	Budgeted	Received YTD	Remaining Budgeted	Percent Received
<b><i>TOTAL:</i></b>	<b><i>\$23,039,339</i></b>	<b><i>\$15,610,518</i></b>	<b><i>\$7,428,821</i></b>	<b><i>67.8%</i></b>

Expenditures	Budgeted	Expended & Committed YTD	Remaining Budgeted	Percent Expended & Committed
<b><i>TOTAL:</i></b>	<b><i>\$35,270,278</i></b>	<b><i>\$9,542,772</i></b>	<b><i>\$25,727,506</i></b>	<b><i>27.1%</i></b>

**34.8%**  
**Fiscal Year**  
**Expired**

• **EMS Billing and Collections Summary**

**TRANSACTIONS - APRIL 2024**

<u>Patient Disposition</u>	<u>Number of Calls</u>	<u>Percent of Total Calls</u>
Patients treated and transported by our EMS Units ( <b><u>Billable Calls</u></b> )	<b>117</b>	<b>82.39%</b>

Colorado House Bill 21-110 Act. Legal Counsel guided development and Management Analyst/PIO Campos wrote the policy.

**Surplus Property of 2011 Chevy Ambulance:** Action Item: Staff is requesting consideration of a motion to authorize Fire Chief Young to donate the decommissioned 2011 Chevy Express diesel ambulance to St. Anthony's Paramedic Program for educational purposes. The District's current ambulance vendor offered a \$500 trade-in for the ambulance. The Board requested that the staff find a better alternative for the surplus. Both parties will conduct a formal notarized donation bill of sale and release of liability.

## **CONSENT AGENDA**

The following Consent Agenda was presented:

- Approval of the April 8, 2024, regular Board meeting minutes.
- Confirmation of the continuity of the Financial Reports from April 4, 2024, to May 8, 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.

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

## **OLD BUSINESS**

No old business.

## **NEW BUSINESS**

- Treasurer Houston motioned to authorize, approve, and sign the Agreement for the Use of Emergency Facilities During a Disaster between Frederick-Firestone Fire District and Rocky Mountain Christian Church in the Town of Frederick. Secretary Freeman seconded the motion. The motion passed unanimously.
- Secretary Freeman motioned to approve the new District Policy 100.18 Website Accessibility as presented and required by the Colorado House Bill 21-110 Act. Treasurer Houston seconded the motion. The motion passed unanimously.
- Vice President Stout motioned to approve the Surplus of the District 2011 Chevy Express Ambulance to Saint Anthony's Paramedic Program for educational purposes. Treasurer Houston seconded the motion. The motion passed unanimously.

## **EXECUTIVE SESSION**

Secretary Freeman made a motion to go into Executive Session as requested by President Maselbas regarding: