



WINDSOR SEVERANCE FIRE RESCUE

100 N. 7th Street • Windsor • Colorado • 80550
970-686-2626

REGULAR BOARD MEETING

100 N 7th St

Wednesday, September 11, 2024 / 6:00pm

MEETING MINUTES

I. CALL TO ORDER

- a. Pledge of Allegiance

II. ROLL CALL

Board Directors Rosen, Lutz, and Hyland. Board Directors Hansen and Medhurst (on shift) was absent and excused. Fire Chief Angermuller, Deputy Chief Jaques, Deputy Chief of Administration Jeff Dykstra, Acting BC Kory Tope, Logistics Manager Travis Chapman, Cierra Will, and members of the public were present at the meeting.

III. APPROVAL OF AGENDA

Director Lutz submits a motion to approve the agenda with the change of the UCHealth Response Report agenda item to be ordered after the Consent Agenda and the addition of a staff item to discuss the approval of a PO to purchase a 2024 Pierce BX3 Wildland Freightliner Type 3 Engine, Director Rosen seconds, all "Aye". Approved.

IV. REGULAR BOARD MEETING

- a. Public Forum:

Public Comments

This portion of the meeting is provided to allow the public to present comments or concerns not listed/related on the agenda. The public may speak on any agenda item during the meeting at the onset of the agenda item. The public comment period will be limited to three (3) minutes. Respectful communication is welcomed; outbursts, interruptions, and personal attacks will not be tolerated. Interaction with the Board of Directors is inappropriate. If further discussion is needed, the topic or concern may be placed on a future agenda.

Public Comments – None

- b. Consent Agenda – Discussion/Possible Actions:

The Consent Agenda is intended to allow the Board to spend its time and energy on the important items on a lengthy agenda. Administration recommends approval of the Consent Agenda. Anyone may request an item on this agenda to be "pulled" off the Consent Agenda and considered separately. Agenda items pulled from the Consent Agenda will be considered



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separately under Pulled Consent Items. Items remaining on the Consent Agenda will be approved by the Board with one vote. The Consent Agenda consists of items of no perceived controversy and routine administrative actions.

i. August 21, 2024, Regular Meeting Minutes

Director Lutz submits a motion to approve the Consent Agenda with the edit of the minutes to reflect both Director Medhurst and Director Rosen's opposition to Propositions 50 and 108, Director Rosen seconds, all "Aye". Approved.

c. District Update

i. UCHealth Response Report

Kevin Waters from UCHealth reviewed the response report. They are still working with the engineers and software company to monitor response time performance. He noted that with the product not yet finalized, all of the data is being manually extracted and run through a variety of programs to generate the report. There are several data complexities that are unable to be addressed currently. There is currently no ability to differentiate response times between different Zones. This will be remedied once the system has been fully programmed. They are trying to compare the differences between having a static model with housing ambulances in the fire station vs the dynamic model of using dispersed units. In many cases, the reason for prolonged response times is because of persistent load. There are often simultaneous calls happening that result in multiple units being called out. UCHealth is addressing the response times by performing a detailed analysis of response times to understand how the larger system is impacting response times. They are analyzing if there is a predictability to the simultaneous calls which can be prepared for by assigning additional units at that time. UCHealth has also placed a new scheduling and attendance team to look at staffing and anticipated needs based on projections for deployment. They can quantify the impact of various leave types that employees are using on minimal staffing. There are significant increases in utilization of leave time compared to historical practices. A second full-time fleet mechanic has been hired to work on vehicles and maintain them. A new deployment model has also been implemented to be more efficient in anticipating hospital transfers so that backfill units can be deployed. They are also working to closely monitor the deployment system to maximize efficiency where possible. UCHealth is also adding an additional unit in both Larimer and Weld County (1 Weld/1 Larimer)



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to be available 24/7 and in full operation by October 2024.

Kevin noted that some of the delays in response times are due to connectivity issues with the CAD system and crews not being noted on scene until long after they have already begun the call response.

Director Rosen asked how the numbers compare to neighboring agencies. Kevin said that Greeley and Fort Collins's data is above 90%. Director Rosen questioned why Windsor is so far behind. Kevin responded that Windsor is farther from a nearby hospital compared to the neighboring districts which creates additional challenges. Director Rosen asked if it should be considered to hold a couple of ambulances closer to Windsor to manage these calls. Kevin said that they are already doing that and that when simultaneous calls take up all of the ambulances, they have to pull ambulances from other locations. Director Rosen asked how confident UHealth is that they will achieve the 90th percentile with the changes they are making. Kevin said that they are making every effort and are hopeful to achieve those numbers. Director Rosen and Director Lutz expressed concern that Windsor is at 63% while the surrounding districts are at 90%. Director Lutz asked if there is anyone else who is not at 90%. Kevin responded that Front Range, LaSalle, and Platte Valley are not at 90%. Director Lutz asked why the two new ambulances are being spread between Larimer and Weld County instead of just Weld when the strain appears to mostly be in Weld. Kevin said that the only distinction between the Counties is due to the differing CAD systems but that units can be pulled from Larimer as needed and will be moved around depending upon need throughout the day each day. The two new ambulances will be implemented in October. Director Lutz asked if there is any such thing as Mutual Aid for ambulances and if UHealth has any agreements with other ambulance companies to pull for help when needed. Kevin said that there are agreements but that they are limited to primarily Banner and Thompson Valley services which are minimal and have limited availability. Director Lutz asked when the new software will be connected to the CAD system. Kevin said that it is in the works but there is no timeline for when the contract will be finalized. Director Rosen asked how confident the Board can be that UHealth will come into the 90th percentile. Kevin said again that they are doing everything they can to get there as quickly as possible and create a more sophisticated system but could not speak to a confidence level at this time. Director Lutz asked how the personnel are adjusting to the new dynamic staffing model. Kevin said they are



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becoming more familiar and are learning why staging is so important. Overall, they are responding well.

Kevin would like to spend some time with the Board to dive into the system and build a better understanding of the full dynamic model. The Board and Kevin Waters will work on scheduling a time to set up a workshop.

The Board reiterated the necessity for UCHealth to achieve the 90th percentile to ensure that the service provided to our community is the best possible.

d. Financial Report and Updates

i. Discussion/Possible Action: Approval of August 2024 Monthly Financial Report/Bill Ratification

Deputy Chief Dykstra recapped key points for August:

Total Revenue for August was \$512,244 which is \$109,595 over budget; Tax Levy Revenue for August was \$246,609, which is \$38,232 over budget, driven by over collection of property taxes for the month; Non-Tax Levy Revenue for August is \$265,635, which is \$71,363 over budget, driven by Interest Earnings; Total Expenses for August were \$1,036,795, which is \$48,105 under budget; Personnel expenses under budget by \$69,233, driven by wildland wages; Vehicles & Equipment expenses under budget by \$36,809 driven by vehicle maintenance costs less than budget; Total Revenue Year-to-Date is \$21,396,039, which is over budget by \$984,072; Total Expenses Year-to-Date is \$8,799,618, which is \$683,808 under budget; Total Cash is \$29,060,704, which is \$8,435,120 more than this time last year. Expenses: Personnel was at 79%, Operations at 10%, and Managerial at 11%; currently at 40% of budget through August with 60% remaining.

Director Rosen asked how much E13 is costing. E13 needed a new transmission for \$12,000. The engine in Brush 2 also needed replacing. The cost for the replacement engine was \$32,000.

Director Rosen submits a motion to approve the August 2024 Monthly Financial Report/Bill Ratification, Director Hyland seconds, all "Aye". Approved.



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ii. Information: 2025 Budget Preparations and Process

Chief Dykstra said the initial review of staff budget submissions has been completed and turned over to JVG to do the roll-up to create an initial Operations budget number. A meeting is set with JVG for tomorrow to dive into the numbers and look at any adjustments that need to be made. Emily provided a full compensation analysis and made recommendations to keep WSFR in the 60th percentile of the peer group. Two reports will be provided: one with only the fixed increases and one with the recommended increases. The overall operations budget is currently looking to trend flat or lower than the current year. A draft budget will be presented in October.

Director Rosen asked if there have been any updates on grants. There are no current updates or awards to note.

e. District Update

i. Reports

1. WSFR Monthly Response Report

Chief Jaques reviewed the monthly response report and discussed comparisons with the June response. Call volume is up approximately 11% year over year currently.

2. WSFR Division Reports

Administration – Chief Dykstra reported that the Admin team is working primarily on budget and First Due. There are still some issues with NFIRS reporting on First Due. They have awarded \$5,500 in credit due to the implantation struggles. The training division is almost ready to move forward with going live with First Due. The Fleet Division is still working on its module. A trial run of the vacation system will be conducted. The new system will automate vacation bids and be a lot easier for BCs to manage. A new District website was launched last week. Cierra has taken the lead on the project and has been designated the ADA compliance manager for the website.

ii. Personnel

The firefighter eligibility was posted today with 16 eligible candidates.

iii. WSFR Activities and Events

1. Fire Prevention Month



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2. MDA Fill the Boot

Director Rosen thanked Ben Guffey and their department for their work on the MDA Fill the Boot fundraiser.

iv. Facilities & Apparatus

No significant updates regarding facilities. Some time has been spent looking at potential projects for 2025. The new RAM has arrived with the new flatbed installed. It still needs some graphics and other minor additions. The new Command car is currently at Rec Electric being fitted. Travis is working with museum curator, Dan Lowe, to add the museum vehicles to a routine maintenance schedule managed by the Fleet division.

v. Other District Related Matters

Chief Angermuller provided an update on Training Center land. They have met with Broe to discuss the benefits of having a fire facility on their land, and they are working on a final cost. We are hoping to get a number closer to the \$1.5 million mark. A presentation will be made to the Board at the October board meeting regarding the three potential pieces of land, and recommendations will be made at that time. There is another parcel of land that has great potential, but the cost is significantly higher than the land offered by Broe. There are some potential cost-share possibilities with the town and the police department.

f. Staff Items

i. Discussion/Possible Action: Approve Purchase Order 2024-310 to Front Range Fire Apparatus for \$578,842.00 for 2024 Pierce BX3 Wildland Freightliner Type 3 Engine

Travis Chapman presented the opportunity to add a Type 3 engine to the Wildland fleet. Originally, the proposal was supposed to come in October, but an Engine came available early from Front Range Fire Apparatus which is first come first serve. The Type 3 engine is better for the flexibility and diversity of the current fleet and could backfill as a main response engine while still having great capability to respond to Wildland fires. The Type 3 engine would take the place of 2012, which was already scheduled to be replaced in 2025. If the decision to purchase the Type 3 is delayed, the effect is not knowing the lead time or the regulation changes to the chassis that are currently pending. Because this is a demo/stock unit, the pricing comes in a few thousand dollars below the HGAC contract pricing. They would anticipate the unit being delivered to Front Range in October as a demo unit, and that WSFR would take possession in January. The funding would come out of the 2025 budget. There



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will also be a clause that the contract will be terminated if the demo unit is damaged prior to being transferred to WSFR. The final pricing will be slightly higher due to a few changes that will need to be made to the stock vehicle to best suit department needs.

Director Rosen expressed that he thinks purchasing the demo unit will be advantageous as Front Range Apparatus can work out some of the bugs during the break-in period before it is transferred to the department. Travis agreed and mentioned that Front Range only anticipates a maximum of 4,000 miles on the apparatus before it would be transferred to the department.

Director Lutz asked how different this unit would be compared to what was originally planned. Travis responded that the unit is very close to the original plan with minimal differences.

Director Lutz asked if the current 2012 would be declared surplus and sold. Travis responded the current 2012 would go into reserve status., and that he is not sure if it was listed for sale that other agencies would have much interest in it due to its age.

Director Lutz submits a motion to approve Purchase Order 2024-310 to Front Range Fire Apparatus for \$578,842.00 for the purchase of a 2024 Pierce BX3 Wildland Freightliner Type 3 Engine, Director Hyland seconds, all "Aye". Approved.

g. Board of Directors Items

Director Rosen provided an update on the Chief Review process and the thought of using an external company. He noted that having an external company come in to do the process adds transparency and prevents bias. He is in favor of using ILG to conduct the Chief Review process. He received a reference from the Fort Collins city manager on ILG that was generally very positive. Director Rosen commented that he spoke with Director Hansen and Director Medhurst, and they are both in favor of using an external company. Director Lutz is a bit apprehensive, as she feels it is the duty of the board to take the responsibility of reviewing the chief. She does, however, admit that she may not be the best expert to review the chief and that an outside agency may help recognize blind spots that the board may not think about, have knowledge about, or know how to evaluate. She understands that an external company is costly and wants to be fiscally responsible, but she believes that it is a



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one-time expense that the board can learn from and take moving forward. Director Hyland commented that the information gleaned from an external company will still be provided to the board to review, so it is still ultimately in the board's hands to review. He is in favor of a one-year trial process to use an external company and decide how to move forward from there.

Director Lutz submits a motion authorizing staff to seek out a contract with ILG for the purposes of performing an Annual Review for the Fire Chief, Director Rosen seconds. All "aye". Approved.

V. ADJOURNMENT

Director Rosen submits a motion to adjourn the September 2024 Regular Board Meeting, Director Lutz seconds. All "aye". Approved.