



# WINDSOR SEVERANCE FIRE RESCUE

100 N. 7<sup>th</sup> Street • Windsor • Colorado • 80550  
970-686-2626

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## REGULAR BOARD MEETING

100 N 7<sup>th</sup> St

Wednesday, March 13, 2024 / 6:00pm

## MEETING MINUTES

### I. CALL TO ORDER

- I. Pledge of Allegiance

### II. ROLL CALL

Board Directors Rosen, Thorn, Medhurst, Hansen, and Lutz. Fire Chief Angermuller, Deputy Chief Jaques, Battalion Chief Seaman, Financial Director Gabe Buldra, Director of Administrative Services Jeff Dykstra, HR Manager Emily Pearson, 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 as presented, Director Medhurst seconds, all "Aye". Approved.

### IV. REGULAR BOARD MEETING

#### I. Public Forum:

##### i. 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

#### II. 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 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. February 14, 2024, Regular Meeting Minutes

Director Thorn submits a motion to approve the Consent Agenda as

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corrected, Director Hansen seconds, all "Aye". Approved.

### III. Financial Report and Updates

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

Financial Director Gabe Buldra recapped key points for February: Total Revenue for February was \$135,377 which is \$412,511 under budget; Tax Levy Revenue for February was \$116,862, which is \$236,754 under budget, driven by under collection of property taxes for the month; Non-Tax Levy Revenue for February is \$18,516, which is \$175,756 under budget, driven by Wildland Revenue and Grant Revenue; Total Expenses for February were \$957,261, which is \$115,038 under budget; Personnel Costs under budget by \$24,961, driven by less than anticipated wages and overtime Costs; Vehicles & Equipment Costs under budget by \$30,693 driven by less than anticipated vehicles maintenance costs; Total Revenue Year-to-Date is \$311,165, which is under budget by \$461,625; Total Expenses Year-to-Date is \$1,961,234, which is \$253,251 under budget; Total Cash is \$15,798,406, which is \$2,401,395 more than this time last year. Expenses: Personnel was at 79%, Operations at 13%, and Managerial at 8%; currently at 9% of budget through February with 91% remaining.

Director Medhurst submits a motion to approve the February 2024 Monthly Financial Report, Director Hansen seconds. All "Aye". Approved.

### IV. District Update

#### i. Reports

##### 1. WSFR Monthly Response Report

Approximately 54 calls less than January. Trending month over month, average response times remain consistent.

There has been progress on UCHealth contract. It is currently waiting on agreements from all organizations to regulate the sharing of information and HIPAA compliance.

Director Medhurst asked how the dynamic staffing is progressing through UCHealth. Chief Jaques responded that overall, the process is good, but there are some concerns about coverage areas in the



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Severance and rural areas that will need to be addressed. There also needs to be more processed data to assess efficacy.

Chief Angermuller discussed changes that will be made to how reporting is done. NFPA Standards have guidelines on how to measure benchmarks. These guidelines will be added to future reports in addition to looking at data from the 90<sup>th</sup> percentile. Another data point that will be measured is travel times, with 4 minutes being the benchmark. These data points will help determine where future stations should be located. The intent is to move away from average response times to get a clearer view of any gaps in the system.

### 2. WSFR Division Reports

Chief Friedrichsen reported that February and March have been busy with CRR trainings and Fire Investigations.

Jeff reported that WSFR has been re-accredited based on the ACR submitted in January. Travis Chapman, Chief Jaques, Jeff Dykstra, LT Bauer, and Chief Vess attended the CPSE conference and learned a lot about the 11<sup>th</sup> edition of the Accreditation guide.

### ii. Personnel

#### 1. FRFC 2024-01 Update

No updates.

HR: The new EMS Program Manager, Eric Schmitz, started on March 4. Offers have been extended to 3 lateral hires and are in the process of pre-hire steps. A lieutenant process was conducted, with one person successfully making the list.

### iii. WSFR Activities and Events

#### iv. Facilities & Apparatus

The final inspection for the new Tender is set to occur in 2 weeks. The truck should arrive approximately 1 month after the final inspection. The new command car has been built and is expected to be in Colorado at the end of the month, where it will go to be outfitted. It is expected to be delivered in May. Remodels at Station 1 are in progress. First Due implementation is



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underway. The goal is to have the program implemented by July.

v. Other District Related Matters

V. Staff Items

- i. Discussion/Possible Action: Approve Updated FIN1331 Purchasing and Purchase Order System Policy: Section 9, Item V

The policy needs to be updated from \$60,000 to the new limitation of \$120,000 for any project exceeding \$120,000 to go public for RFP.

Director Rosen submits a motion to approve the updated FIN1331 Purchasing and Purchase Order System Policy, Section 9, Item V, as presented, Director Thorn seconds. All "Aye". Approved.

- ii. Discussion/Possible Action: Approve Elder Construction Bid for Station 1 Remodel

Bids were received from Elder Construction and PG Arnold Construction. Two other companies were requested and chose not to bid.

Director Rosen submits a motion to approve Elder Construction's Bid for the five projects as presented, Director Medhurst seconds. All "Aye". Approved.

- iii. Discussion/Possible Action: Approve New Mental Health Leave Policy

Chief Williams and HR Emily Pearson presented the mental health leave policy and the process of requesting mental health leave. Director Lutz asked if the policy's guideline of interaction with a peer support member might cause some people not to make use of the benefit. Chief Williams explained the committee discussed this possibility but ultimately decided that the benefit should be an added layer with the additional support of peer support and FRTC on top of general vacation and sick leave, and that this policy was designed with the "worst case scenario" in mind.

Director Lutz submits a motion to approve the addition of mental health leave to the WSFR employee benefits package, Director Rosen seconds. All "Aye". Approved.



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iv. Discussion/Possible Action: Approve Update to Strategic Plan to New 5-Year Plan

Chief Angermuller assessed the current strategic plan and determined that there are a lot of challenges with how to measure the goals as they are currently written. Staff requests that the current plan be retired and that a contractor be brought in to start a new 5-year strategic plan. Bids for contractors were received and presented to the board. The new strategic plan is planned to be put in place by the end of the year.

Director Lutz asked where the budget would come from. It would be planned to come from the Special Projects budget. Director Hansen asked what the plan is for how often to update it. Chief Angermuller said that internal stakeholders will be brought in every year to evaluate goals and publish the progress to the board and the public. If the whole plan were to be completed early, then a new 5 year plan would be created. Director Hansen asked if every new plan would require the help of an outside party. Chief Angermuller said that a good strategic plan requires external help to facilitate the process.

Director Lutz submits a motion to approve the updating of the strategic plan to a new 5-year plan that will better forecast the needs of WSFR with SMART goals and objectives, Director Rosen seconds. All "Aye". Approved.

VI. Board of Directors Items

Director Hansen asked for a follow-up regarding the opening on the pension board. Jeff said that he has reached out to see if there is any interest. He has also confirmed that based on current bylaws if there is no interest, the bylaws could be updated and the board can become the pension board.

Director Rosen presented dates for the board to attend an Annual Diversity and Harassment Training. The board decided to attend training on March 18<sup>th</sup> at 6pm.

V. **ADJOURNMENT**

Director Thorn submits a motion to adjourn the March 2024 Regular Board Meeting. Director Rosen seconds. All "aye". Approved.