



WINDSOR SEVERANCE FIRE RESCUE

100 N. 7th Street • Windsor, Colorado 80550 • 970.686.2626

REGULAR BOARD MEETING

Station 1 – 100 N 7th St – Windsor – Training Room

Thursday, February 13, 2020 / Immediately Following Pension Meeting

MINUTES

I. CALL TO ORDER by Director Young at 18:33

- a. Pledge of Allegiance

II. ROLL CALL

Director Pearson, Director Young and Director Rosen in attendance. Directors Abbott and Fagler are absent and excused. Also in attendance accountant Amanda Castle, Chief Kris Kazian, Chief Mike Blackwill, Battalion Chief Todd Vess, Battalion Chief Travis Chapman, Captain Mark Williams, Life Safety Specialist Morgan Matthew, Fire Marshal Sandra Friedrichsen, Special Systems Technician Jim Hays, Museum Curator Dan Lowe, various members of the public, and WSFR fire fighter personnel.

III. REGULAR BOARD MEETING

- a. Public Forum:
 - i. Public Comments: none
- b. Consent Agenda – Discussion/Possible Actions:
 - i. January 9, 2019 Regular Meeting Minutes

Director Pearson to submits motion to approve the Consent Agenda, Director Rosen seconds. All “aye”, approved.

- c. Financial Report and Updates
 - i. Discussion/Possible Action: 2019 Quarter 4 Financial Report
 1. Amanda Castle:
 - Discussion of the unaudited financial statements ending December 31, 2019.
 - Formal financial audit will occur April 2020.
 - The final financial statements will be made available to the Fire Board by June 2020.



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- Cash on hand will be used for future capital funding and expenditures since revenues were greater than budgeted and expenditures were under budget.
- Property tax receivable and offset deferred property taxes increased in Q4 of 2019 (oil and gas revenue)
- Unrestricted fund balance of \$9.3 million (\$6.5 million reserved for future capital assigned to new Capital Fund, \$2.2 million for Operations and \$650,000 in an unassigned fund balance).
- Revenues \$9.2 million (\$8.0 million was budgeted) from increases in specific ownership tax, grant and donations revenue and investment income.
- Expenses: cost savings from decreased need in wildland deployment and operations.
- Capital outlay: Budgeted \$1.8 million and spent \$740,000, capital outlay will be listed as part of Capital Fund in 2020.
- Ending fund balance \$3.2 million (budgeted for \$2.4 million). Increase attributed to spend less on capital expenditures.
- Capital Fund created in 2019.
- Debt service: \$426,000 in revenue (property tax collections for debt service). This revenue was used to pay the principle balance on the District's debt and an early payment. Total principle payment was \$775,000 which will save taxpayers about \$77,000 in the long run.

Director Pearson to submits motion to approve the 2019 Quarter 4 Financial Report. Director Rosen seconds. All "aye", approved.

ii. Discussion/Possible Action: Ratification of January 2020 Checks

1. Chief Kazian: discussion of changes to accounts payable policies to increase transparency between the District, the Fire Board and the public.
2. Director Pearson: comfortable with approving submitted January 2020 checks.



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Director Pearson to submits motion to ratify the January 2020 checks, Director Rosen seconds. All “aye”, approved.

d. Organization Update

i. Board of Directors Report

1. Director Rosen: voiced appreciation of District’s work using good data and analysis to support of the efforts of the District and Fire Board.

ii. Administrative Captain Report

1. Chief Kazian for Jeff Dykstra (absent): submitted the Annual Compliance Report (ACR) for accreditation and working on retroactive corrections for FPPA.

iii. Training Captain Report

1. Captain Williams: Summary of current efforts and completed projects.
 - Summary of completed 2019 Comprehensive Training Report.
 - Increased annual training hours (4,000 more hours than 2018).
 - Six-month summary: 3% increase in membership training hours (2,100 hours total), Overall training hour average has increased by 23% because of better data collection and analysis and an increase in membership.
 - Awarded certifications: 4 Fire Officer and 1 Fire Instructor.
 - January 2020 Mutual aid training: Managing the Mayday course with Front Range Fire Rescue and increased training with Eaton Fire.
 - 2020 Crew Capstone Projects: completed and presented. Project topics were human performance, strategy/tactics and research-based concepts. Captain Williams supports of the efforts of the crews on these projects. All reports will be archived for future review and use.
2. Chief Kazian: supportive of the Capstone projects and presentations.

iv. Battalion Chief Report

1. Chief Vess: brief discussion of the Capstone project, 2020 promotion and hiring schedules (truck company, lieutenants and engineers) and



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apparatus committees (engine, truck and tender).

2. Chief Kazian: discussion of District efforts to find a new norm with the increased staffing since the FRFC 19-1 academy.

v. Fire Marshal Report

1. Chief Friedrichsen:

- January 2020 plan review revenue was not \$0. An update to January revenue will be presented to the Board in March.
- Life Safety Division (LSD) crew training and expansion of current and new programs in the community, especially visits to schools outside Fire Prevention Month.
- Increasing LSD inspections of existing buildings.
- Large projects coming to District. During future concept reviews, operational staff will be consulted to make sure sites are optimal for crew access.
- Continuing on projects related to Station 1 and Station 4.

vi. Operations Chief Report

1. Chief Blackwill:

WSFR MONTHLY RESPONSE REPORT

- 6.6% increase in call volume due to more interfacility transports.
 - Ambulances will be kept in district more often in 2020.
 - Turn-out time data: times seem slower when units call into Dispatch via their radios which forces the dispatcher to manually input call logs. Connection reliability of MDTs will be monitored since that triggers radio use and manual logging by Dispatch. An Exception Reporting Process spreadsheet will be used to track longer response and turn-out times and their causes. This report will be presented to the Board in March.
2. Director Rosen: supportive of the work to the District to collect and analyze data associated with response and turn-out times.



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vii. Fire Chief Report

1. Chief Kazian:

- General discussion of the process working with crews on critical tasks and projects.
 - Grants applied for:
 - Station 1 Gear Extractor grant submittal (\$12-13,000).
Director Rosen: How old is this equipment? Chief Vess: The equipment is second-hand from Kodak Fire Department and need to be replaced since it is 30 years old.
 - 2020 Northeast CO State Homeland Security Program (SHSP) for 8 Additional Sets of Ballistic Protection Gear (\$8,600) which will include helmets, carrier and front and back armor plates (per a query by Director Rosen) and provide protection for engine companies, Battalion and other Chief-level officers. A meeting the week of 2/17/2020 to decide how grants are awarded.
 - AFG grant open for submissions
- #### **2. Chief Blackwill:**
- Brief discussion of current active assailant/shooter tabletop training with the Windsor school district that will tie into functional and full-scale exercises.
- #### **3. Chief Kazian:**
- Staff wearing shrouds for West Metro FF Dan Moran.
 - The District is preparing and monitoring the spread of the Corona virus.
 - Director Rosen: What else does the District need for cancer, long-term illness prevention and prevention of disease spread for active members? Chief Kazian: District currently using industry best practices to protect the crews and their health.

viii. Museum Report

1. Curator Dan Lowe:

- January Museum attendance: 208 people versus 84 YTD.
 - January staff hours: 108 and more data being collected.
 - Revenue: \$105.00
 - 1951: Met 50% of goal to refurbish the truck with an additional
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\$5,000 needed to complete its restoration. Chief Vess and several others are working together with fundraising efforts.

- 1941 Howe: rear brakes have arrived and truck should be back in service shortly.
- Bucket Brigade: 138 2nd graders from Rangeview Elementary. On-shift crews assisted.
- AIMS Community College: 15 students attended class on the history and traditions of the fire service
- April 4, 2020 Pancake Breakfast: 1st meeting on 2/13/2020.

ix. Recent/Upcoming WSFR Activities and Events

1. Chief Kazian:

- WSFR's Annual Award Banquet – January 18: good turnout for the event.
- Director Young: supportive of efforts surrounding the Banquet

e. Staff Items

i. Information/Update:

1. Station 1 – Sprinkler and Renovation Project

Chief Kazian:

- Received architectural drawings for Station 1 renovation plans including flipping current offices and the training room.
- Currently getting input from contractors based on these plans a preliminary cost for these renovations.
- The District is still deciding if the sprinkler system and building renovations will be tied together or separated.

2. Apparatus Updates

Chief Chapman:

- Water Tender: 3 assigned staff leave on 2/18 to Ontario, Canada for the prebuild of 420-day build-out.
 - Ladder Truck: build bond is moving along, pre-build should start in April with projected delivery before 2021. Discussion on Chief Kazian's hybrid Ford Explorer.
 - Engine: a lot of active collaboration among committee.
 - Presentation will be during the March or June Board meetings.
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- There has been a significant price increase in the last 2-3 years. Bid will likely sent out via HGA.
- Chief Kazian is supportive of buying an engine that meets the long-term needs of the District over the lifespan of the equipment (15-20 years). Chief Chapman: reiterates this is the goal of the committee.
- Director Rosen: will more information be presented in March? Chief Kazian: proposes that a presentation occurs after the May 2020 Fire Board elections. The latest a presentation would occur is June.

3. Update to Reserve and Part Time Fire Fighter Program

Chief Kazian:

- Discussion of District needs to have more personnel as volunteer and part-time to since the budget cannot fund a fully career department.
- Looking to update the program including part-time staff hourly rate and monthly stipend for volunteers. The existing 12-month performance bonus will be eliminated.
- Part-time staff: increases to monthly hour requirements and assignment to a specific shift. Each shift will have 3 full-time and 1 part-time fire fighter.
- Minimum staffing model: 9-12 part-time and 20 volunteers.
- Full staffing model= 14 career and 2 part-time and volunteer members. Using part-time and volunteer staff will be 33% of cost for the same number of career members (\$200,000 versus \$600,000).
- Looking to fill the part-time ranks using current volunteer as the need arises. Looking to use these members to optimize the service that the District provides to the community.
- No action needed from the Board.

4. WSFR Board By-Laws

Chief Kazian:

- Current bylaws approved in 2016.
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- Need to keep harassment and sexual harassment language in the by-laws and WSFR policy.
- Chief would like to formally present and get board approval prior to change in board membership in May.
- Directors Young and Rosen: request that any comments by Chief Kazian and Attorney John Chmil associated proposed changes to Board by-laws be presented to Board members.

ii. Discussion/Possible Update: Policy AD-017 Assigned Staff Vehicle Use

1. Chief Kazian:

- Discussion of language associated with Fire Chief's contract guidelines on vehicle use and needed policy changes to current take home vehicle policy.
- Attorney John Chmil would like to keep current policies that restrict personal use of department vehicles within District boundaries and requiring Board authorization prior to planned out-of-state business travel.
- Chief proposes changes to current language that allow take home use based on ability and on-call status and removing requirement for Board approval prior to out-of-state travel since there staff frequently travels to Wyoming for meetings.
- The District feels capable enough to properly manage WSFR vehicle use without using the language submitted by John Chmil.

2. Directors Rosen, Young and Pearson

- Trusts the District will properly manage its resources and supports Chief Kazian's proposal for self-regulation.

3. The Board is in consensus and supportive of Chief Kazian's proposal and policy AD-017 as written.

iii. Discussion/Possible Update: Grant Chief Kazian Authorization for Selecting and Hiring an Owner's Rep

1. Chief Kazian:

- Have received 4 RFQs for Station 4's construction as of 2/13/2020.
 - Proposes to discuss this item during the Executive Session.
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- iv. Discussion/Possible Update: Resolution 2020-02 to Purchase Station 4 Property from Raindance Aquatic Investments LLC

1. Chief Kazian:

- Closing will occur at the end of February.
- The underwriters need a clearer delineation of the purchase in Resolution 2020-02.

Director Rosen to submits motion to approve Resolution 2020-02 to purchase Station 4 property from Raindance Aquatic Investments LLC and naming the Fire Chief as the authorized agent, Director Pearson seconds. All "aye", approved.

- f. Board Member Items: none

IV. EXECUTIVE SESSION

- i. Possible Vote to go into Executive Session pursuant to Section 24-6-402(4)(e), C.R.S., for the purposes of discussing negotiations and instructing the Fire Chief, as the District's negotiator, regarding the selection of an Owner's Representative for the Station 4 project.

Director Young to submits motion to move to Executive Session pursuant to Section 24-6-402(4)(e), C.R.S., for the purposes of discussing negotiations and instructing the Fire Chief, as the District's negotiator, regarding the selection of an Owner's Representative for the Station 4 project. All "aye", approved.

Moved to Executive Session at 20:41.

V. RECONVENE INTO PUBLIC SESSION

- i. Discussion/Possible Action relating to the negotiations and instruction of the Owner's Representative for the Station 4 project.

Director Young reopens the February 2020 Board of Directors Meeting at 21:10.

1. Chief Kazian: discussion

- The District has received 4 bids for Owners Rep process.
 - Discussion during the Regular Board meeting and Executive
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Session would allow the negotiation of contracts between the Fire Chief and owners representative and commitment of funding to pay for these services.

- The Board supports Chief Kazian interviewing all four submitted RFPs.

Director Pearson to submits motion to authorize the Fire Chief as the District's negotiator regarding the selection of an Owner's Representative for the Fire Station Number 4 project, Director Rosen seconds. All "aye", approved.

VI. ADJOURNMENT

Director Young to submits motion to adjourn the February 13, 2020 Regular Board Meeting. Director Pearson seconds. All "aye", approved.

Adjournment at 21:12.