



WINDSOR SEVERANCE FIRE RESCUE

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

REGULAR BOARD MEETING

100 N 7th St / Virtual Option (Zoom Info Below)

Thursday, February 9, 2023 / Immediately Following Pension Meeting

MEETING MINUTES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Thorn, Stevenson, Hansen, Rosen, and Medhurst. Fire Chief Kazian, Deputy Chief Jaques, Chief Friedrichsen, Chief Greer, Lt. Edwards, Administrative Director Dykstra, BIS Travis Chapman, Ruthie Knief, Steven Rodriguez from JVG (attending via zoom), and members of the public were present at the meeting.

III. APPROVAL OF AGENDA

Director Stevenson submits a motion to approve the agenda as presented, Director Hansen 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 Board with one vote. The Consent Agenda consists of items of no perceived controversy and routine administrative actions.

i. January 12, 2023, Regular Meeting Minutes

Director Stevenson submits a motion to approve the Consent Agenda as



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presented, Director Medhurst seconds, all "Aye". Approved.

III. Financial Report and Updates

i. Discussion/Possible Action: Approval of January 2023 Monthly Financial Report/Bill Ratification

Account Manger Steven Rodriguez recapped key points for January: Total Revenue for January was \$146,962 which was \$113,561 under budget; Tax Levy Revenue for January was \$73,143, which was \$59,838 under budget; Non-Tax Levy Revenue was \$73,819, which was \$53,723 under budget; Total Expenses for January were \$800,757, which is \$189,081 under budget: Personnel Costs over budget by \$46,621, driven by wages; Vehicles & equipment expenses were under budget by \$25,995, driven by less than anticipated maintenance costs; Managerial expenses were \$62,640 under budget driven by less than anticipated professional services; Total Cash is \$13,853,630, which is \$3,559,966 less than this time last year. This is primarily attributable the following: Monies expended for the construction costs of Station 4. Expenses: Personnel was at 88%, Operations at 10%, and Managerial at 2%; currently at 5% of budget through January with 95% remaining.

Director Stevenson makes a motion to approve the January 2023 Monthly Financial Report/Bill Ratification, Director Rosen seconds, all "Aye". Approved.

IV. District Update

i. Reports

1. Accreditation

a. Final Accreditation Report for Review

- i. Director Dykstra said this is the final report that will be presented to the Commission. There are 17 recommendations and we've already addressed 4. We have a plan in place to address the remaining 13. Jeff reiterated that the Peer Team had had high praise for us, and that word has spread to other agencies and peer teams. Travis will be part of an upcoming Peer Team going to Langley Airforce Base in Virginia. Director Medhurst asked if there is a desire to actually address the



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remaining 13 recommendations. Chief Kazian said we are addressing all of them with some having a higher priority than others. We just need to discuss and plan how we are going to meet them. Director Medhurst asked if we have a cost estimate to get us to that level. The new RMS replacement is in the budget. Not all of the recommendations have a cost aligned. Each year when we have to provide the annual compliance report, we talk to the recommendations.

b. CPSE Conference and Hearing 2/27- 3/3

Chief Kazian said the Board can watch the hearing online. Our hearing is on March 1.

2. WSFR Monthly Response Report

- a. Chief Jaques highlighted that call processing times for the last couple of months are out of line with our benchmarks. This is due to the changes at dispatch with the new CAD system and the EMD coding process. This is a direct impact to our citizens, and we continue to work with dispatch to decrease the times by changing the EMD process to get us out the door immediately via nature of the call. Chief Jaques said he expects to see better call processing and response times going forward. Director Thorn said that when we changed the process, is there a chance of being dispatched with the wrong equipment? We are erring on the side of caution and sending more apparatus than may be necessary. Director Medhurst asked for clarification if it would skew our response volume. Chief Jaques said it wouldn't since it's a call for us anyway. This is a change for all of Weld County, but each agency can address this differently. Call volume is just over 4% from last year at this time. Chief Kazian said every quarter we report the 90th percentile along with the average response times. Chief Jaques said last month we honored Lt Morse and FF Etherton and there was an article in the Greeley Tribune talking about it. We also had a cardiac save recently. What we do matters. Chief Jaques said we spent a lot of time doing mutual aid training with Front Range and Greeley Fire.

3. WSFR Division Reports

- a. Director Dykstra said all the paperwork has been submitted and an account should be opened tomorrow. The money transfer



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will occur next week. At that time, RBC will work on the ladder. The ladder changes day by day and depends on the market. Gabe said he will add a section to the financial report specifically for the ladder.

- b. Chief Greer said for 2022, we completed 18,337 hours of training. Chief Greer mentioned how many folks were certified in the different areas of operations. The week of April 3, we'll host a bootcamp from Admin to Tactical. Greeley Fire would like to connect with us on confined space, etc. We're going to continue working the basics. We are also going to have a Leadership training for Command Staff on March 22-23 and then the same for our Ops staff later this year.
 - c. Chief Friedrichsen said they went out to the school fire in Johnstown – fire investigators and a drone responded. Our part-time inspector has been with us for a month now – working about 20 hours a week. Sandi said they use Airtable to collect and pull LSD data.
 - d. Chief Kazian mentioned that we are in the process of revamping our website as well.
 - e. BIS Chapman said he is finishing up the AFG Radio grant for submittal – it's a \$230,000 grant. The State grant is open for tracking exposures and he'll be starting that application next week. SAFER will open around that same time and we're discussing the need for the applying.
4. WSFR 2022 Annual Report Draft
- a. Director Rosen appreciated the feel and look of the Annual Report. BIS Chapman did an outstanding job for the report, and he had it completed in record time. Director Thorn asked how it would be distributed. Travis said the report would go to the Town boards, commissions, website, stations, school boards, etc. Director Thorn asked about the public and how we can drive them to the website. We can also post on social media directing them to the website.

ii. Personnel

1. FRFC 2023-1 Update

- a. We have five recruits attending our two-week pre-academy with FRFC academy starting on Feb 20. Once these folks are online, we'll have 16 people on shift – running three full-time people on



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- each rig, augmented with part-timers. Director Rosen said he loves to hear that we're running 4 people on each apparatus to help Mrs. Smith. Chief Kazian said we like to operate seamlessly by having all of folks look the same – from part-time to full-time.
- b. Chief Kazian said we are still waiting on ISO. Travis said they did receive our packet.
2. Organizational Update:
- a. Deputy Chief Darren Jaques, BC Joe Seaman, Lt. Mike Matzke, and Lt. Thomas Case promoted 2/4, Badge Pinning – Thursday, March 9, 4:30pm
 - i. Chief Kazian said Chief Jaques is now in place and BC Seaman completed his first shift in that role. Lt. Case is assigned to C-Shift with Lt. Matzke assigned to B-Shift.
 - b. Engineer and Lieutenant Promotional List Status Update
 - i. Chief Kazian said we exhausted our Lieutenant list with the promotions. And we are working on a Lt. acting bootcamp soon. The engineer list is also exhausted and expired, and we'll start that process in June.
3. Chief Kazian Elected to VP of Weld County Fire Chiefs
- a. Chief Kazian is now the VP of WCFC. He's looking at being Vice President for one year and then President for two years.
- iii. WSFR Activities and Events
- 1. WSFR Annual Employee Appreciation Dinner - February 25 at Embassy Suites, 5-10pm
 - a. Chief Friedrichsen said we are at 112 RSVPs at this time. Awards to be presented for years of service and work performance. Greeley Fire and Eaton Fire are covering for us.
- iv. Facilities & Apparatus
- 1. Fire Safety Trailer Sold
 - a. BIS Chapman said the safety trailer sold at auction for \$4500
 - 2. 2003 Ford Explorer Sold
 - a. Sold at auction for \$4500
 - 3. Tender: Pre-Build Conference Update
 - a. On Jan 16th, they had a conference to discuss the spec of the current tender being built. Expecting that in 2024.
 - 4. New Engine: Final Engine Inspection Update
 - a. Lt. Morse, Eng. Guffey, and BIS Chapman went to Pierce last week for the final inspection. Many others commented on it and



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like our new engine. We don't have any major price increases due to change orders. Should arrive in Colorado early March and then it will go to Front Range Fire Apparatus for them to review the engine before we take delivery.

5. F-150 Purchased

- a. LSD will use the new truck and will serve the inspector's purpose better than the Chevy Colorado.

6. Cost of Natural Gas and Electric

- a. Director Dykstra said the cost of the energy bills have escalated. Station 4's utility bill was over \$4,200. Jeff said we are looking at thermostats and other potential areas. Director Thorn asked if the snow melt system is contributing to the high increase. Jeff said they took that into consideration on the budget. We believe it's contributing more than we thought. The rates have been increased and many of our bills have doubled.

v. Other District Related Matters

1. Update to Dispatch and CAD

- a. Chief Jaques covered this topic above in reports. Chief Kazian said we are working to balance the calls to the community with the workload of our staff. We have to get out the door quicker and then we can work on dispatch dispatching us to calls we don't need to go to (EMD process).

2. 2023 Mil Rate Increase and Early Bond Payoff – Impact to Residents

- a. Chief Kazian said we went for MLO in 2020. We had a plan to pay off our bond early and we did. Our plan was to see a half mill increase in 2023 with the bond falling off creating a minimal increase to the tax bills of our community members. Chief said the assessment rates in Weld County are expecting to increase dramatically. Chief wants to highlight the bond being paid off – we did what we said we were going to do. We saw the increase to our revenue without impacting our citizens in a negative way. Director Thorn said he understands the assessment will increase while the market value continues to drop. Chief Kazian said they have to take the value from June 2022 and unfortunately that was when it was at its peak.
- b. Director Rosen asked for an update on the Dive Truck. BIS Chapman said it has been painted and now it went over to Summit for the outfitting – who is starting the process now.



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V. Staff Items

- i. Discussion/Possible Action:

VI. Board of Directors Items

- i. Information Only: Deadline for Filing Self-Nomination Form Application is February 24, 5:00pm
 - 1. Chief Kazian said he wants to remind them that there are three positions open for re-election. Director Rosen successfully submitted his application.

V. **ADJOURNMENT**

Director Stevenson submits a motion to adjourn the February 2023 Regular Board Meeting. Director Hansen seconds. All "aye". Approved.