



WINDSOR SEVERANCE FIRE RESCUE

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

REGULAR BOARD MEETING

100 N 7th St

Wednesday, July 10, 2024 / 6:00pm

MEETING MINUTES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Rosen, Medhurst, Hansen, and Hyland. Director Lutz is absent and excused. Fire Chief Angermuller, Deputy Chief Jaques, Chief Friedrichsen, Battalion Chief Vess, JVG Dominic Filosa, Deputy Chief of Administration Jeff Dykstra, HR Manager Emily Pearson, Logistics Manager Travis Chapman, Cierra Will, and members of the public were present at the meeting.

III. APPROVAL OF AGENDA

Director Medhurst submits a motion to approve the agenda with the addition of a formal board position election, Director Hansen seconds, all "Aye". Approved.

IV. BOARD OF DIRECTORS

- I. Discussion/Possible Action: Establishment of Board Officers

Director Rosen submits a motion to elect Director Medhurst for the position of Vice President. Director Hyland seconds. All "aye". Approved.

Director Rosen submits a motion to elect Director Lutz for the position of Secretary. Director Medhurst seconds. All "aye". Approved.

Director Medhurst submits a motion to elect Director Rosen for the position of President. Director Hansen seconds. All "aye". Approved.

Director Rosen submits a motion to elect Director Hansen for the position of Treasurer. Director Hyland seconds. All "aye". Approved.

Director Rosen submits a motion to elect Director Hyland for the position of Director at Large. Director Medhurst seconds. All "aye". Approved.



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V. 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. June 12, 2024, Regular Meeting Minutes

Director Medhurst submits a motion to approve the Consent Agenda, Director Hyland seconds, all "Aye". Approved.

III. Financial Report and Updates

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

JVG Dominic Filosa recapped key points for June:

Total Revenue for June was \$661,696 which is \$1,039,966 under budget; Tax Levy Revenue for June was \$530,510, which is \$976,880 under budget, driven by under collection of property taxes for the month; Non-Tax Levy Revenue for June is \$131,186, which is \$63,086 under budget, driven by Grant Revenue; Total Expenses for June were \$1,179,623, which is \$76,448 under budget; Personnel expenses under budget by \$60,244, driven by wages and associated benefits; Managerial expenses under budget by \$21,467 driven by treasury fees; Vehicles & Equipment over budget by \$39,442 driven by PPE purchases; Total Revenue Year-to-Date is \$17,608,339, which is over budget by \$2,347,538; Total Expenses Year-to-Date is \$6,681,291, which is \$575,341 under budget; Total Cash is \$27,573,736, which is \$8,386,043 more than this time last year.. Expenses: Personnel was at 79%, Operations at 10%, and



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Managerial at 11%; currently at 31% of budget through June with 69% remaining.

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

IV. District Update

i. Reports

1. WSFR Monthly Response Report

Chief Angermuller shared the monthly response report. Chief Angermuller noted that since reporting at the 90th percentile has just started the number of values is low and as such can easily be skewed. As more data comes in and is measured, the numbers will even out and show a more accurate representation. The data is expected to be more reliable towards the end of the year. Administration is going to look at the benchmarks as more data comes in, determine if they are appropriate, and adjust them as needed. Director Hansen asked if the data will always have a 1 month delay. Due to the time it takes to process the data, Chief Dykstra explained that it will always be delayed by 1 month. Accreditation only requires gaps to be reported annually, so by reporting monthly, WSFR is far exceeding accreditation requirements. Chief Angermuller is working with UCHealth to show improvement in EMS response times. UCHealth has until December to show improvement before WSFR assesses penalties. The benchmarks and penalty structure will be more clearly outlined in the next contract that will go into effect in January. He is also working with other districts to assess what other departments are using for their benchmarks and what their contract structures entail.

2. WSFR Division Reports

Community Risk Reduction: Dave Godbold transitioned from Lieutenant to join the division as a full-time fire inspector.

Operations: Chief Vess discussed notable calls from the previous month.

Director Rosen asked if there is anything, such as PulsePoint to alert the public where CPR maybe required. Chief Friedrichsen said that



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Weld County has considered paying for PulsePoint for the fire departments in the county. The project is on hold at the moment but will hopefully move forward in the future.

Admin: First Due scheduling is live and is working well. Feedback from staff has been that it is really easy to use. Progress has been made on NFIRS reporting, but a few changes are still needed. First Due is committed to completing the implementation for all of the modules as efficiently as possible.

Budget planning begins next month for the 2025 year.

3. Personnel

The lieutenant process just wrapped up. One candidate was successful and will be promoted in about a week. As a result, a new engineer will be promoted. Both will be pinned in August. Three new lateral firefighters have started and are all in place. The lateral program has been successful in bringing in seasoned firefighters. Next week is a Battalion Chief promotional process to create a new Eligibility List for any future vacations. Two applicants will take part in the assessment center. The entry-level firefighter process has also kicked off and is currently accepting applicants.

Emily also reported that Dr. Brian Crandell will be coming out to do two 2-day sessions with the internal leadership team in August and October. The same group will also be partaking in a program called Everyday Leading, also led by Dr. Brian Crandell.

Director Medhurst asked if a post-analysis has been done for the Lateral Academy. Chief Angermuller shared that Chief Greer is working on getting the post-analysis scheduled, but it has not officially occurred yet. Director Medhurst also asked how the crews are responding to the lateral hires. Feedback seems to be positive overall, and the laterals are doing very well.

ii. WSFR Activities and Events

Family Picnic is being held on 7/13 at Main Park from 11-3.



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The strategic planning process will kick off in September. Travis Chapman is facilitating the project and putting together the internal/external stakeholder list.

iii. Facilities & Apparatus

Chief Dykstra reported that the Station 1 basement remodel is close to being complete. It should be done within the next couple of weeks. The main floor and upstairs remodels have reduced congestion and are much appreciated. Next week, exterior repainting will begin at Stations 2 and 3. The Tender has been sold to a fire department in Oregon. The Ram truck that was ordered is on its way to Colorado. It is anticipated to be ready within the next month or so. The command vehicle is at RC Electric and is due to be ready for outfitting sometime in July and will likely be in service in August.

iv. Other District-Related Matters

President Rosen and Chief Angermuller are working on updates to the bylaws to be in line with the new SDA manual that was released.

Discussions with Broe about land for the training facility continue. Currently, no official price has been set yet. Chief Angermuller and Chief Jaques are working together to consider all options to complete the project. Still in the very early stages. Chief Dykstra says that a parcel has been identified and that discussions have begun regarding pricing and the possibility of leasing the land. More updates are expected within the next month or two.

Director Hansen asked what a realistic timeline is to have the training facility operational. Chief Angermuller said that ideally, it would be complete and fully operational in 2026. There are still a lot of unknown variables currently. Director Medhurst asked if part of the plan is to add additional personnel to staff the training facility. Chief Angermuller responded that a staffing projection meeting occurred recently where the needs for additional staffing over the next 10 years were analyzed. This will be addressed in more detail with the strategic plan.

The board discussed potential impacts on funding from new legislation. Chief Angermuller discussed possible strategies to be proactive in weathering financial changes and how data is being used to determine future needs and develop fiscally responsible capital plans.



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Director Hansen asked if a particular area is being sourced for the training center. Chief Angermuller responded that the training facility needs to be a Zone A to conduct fire burns and determined that the industrial area is the best place to source this land. Currently, land without any buildings is the preference to avoid the added complexity of having to demolish buildings.

Director Rosen asked when the next mill levy ballot is. The next mill levy consideration is in 2026.

V. Staff Items

i. Information/Discussion: Impact Fee Study Final Report

Chief Friedrichsen presented the impact fee study final report. An Open House will be held on August 8 for developers to attend and ask questions regarding the new impact fees. A resolution will be presented at the August board meeting, and the changes will be enacted in January. Chief Friedrichsen said the numbers were developed specifically for WSFR and do not consider other districts due to the unique characteristics of each district.

Director Rosen stated that the board is in favor of seeing more residential developments with fire sprinkler systems. Chief Friedrichsen stated that if a neighborhood 100% voluntarily installs sprinkler systems, then they will receive a 75% reduction in impact fees. So far, no developers have taken part in this incentive. Discussion has started to potentially change the discount to 100% with the new impact fee resolution.

Director Medhurst asked if any feedback has been received from the community or developers. Last time there was minimal feedback, and no feedback has been received as of now.

Discussion/Possible Action: Approve Increase of Contingency Funds for 2025 Pierce Engine

Chief Angermuller seeks an additional \$15,000 contingency fund as well as the authority to sign off on the additional funds if needed. The increased funds are due to some technical changes to the Engine that were not previously included in the plans. Director Medhurst asked if the proposed changes are supported by the Steering Committee. Chief Angermuller



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confirmed that the Steering Committee is in support of these changes to make the Engine more useful on a day-to-day basis.

Director Rosen submits a motion to approve increasing the previously approved \$20,000 contingency fund on PO2022-351 to \$35,000, Director Medhurst seconds, all "Aye". Approved.

- ii. Discussion/Possible Action: Approve Updated Automatic Mutual Aid Agreement with Eaton Fire Protection District

Chief Angermuller presented the new agreement. A dispute resolution clause was added to the agreement. A minimum staffing clause was also added. Another change includes Eaton committing to sending a ladder truck for automated aid response. In return, WSFR will only send an engine instead of an engine and a tender.

Director Medhurst submits a motion to approve the updated automatic mutual aid agreement with Eaton Fire Protection District, Director Hansen seconds, all "Aye". Approved.

VI. Board of Directors Items

- i. Information Only: Special District Association Conference, Keystone, September 10-12

- ii. Other Board of Director Items:

Director Hansen asked if any processes occur prior to new schools opening. Chief Friedrichsen noted that there are several opportunities for crews to get into the buildings, do trainings, and create preplans before opening.

Director Rosen noted that the Chief review process is coming up at the end of the year. Discussions are being had to determine whether an internal or external performance review is more advantageous. Emily recommends an external performance consultant to guide the Board on expectations and develop the performance review process. Emily has reached out to other departments to learn their process. She is also reaching out to companies to get quotes for an external consultant. More information to come. Director Medhurst asked if Chief Angermuller has had experience with an external consultant previously. Chief Angermuller has not personally had this



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experience but has had conversations with other Chiefs who have gone through a similar process. Emily requested to partner with a board member to help facilitate this process. President Rosen volunteered to be Emily's contact.

VI. ADJOURNMENT

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