



# 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, April 10, 2024 / 6:00pm

### MEETING MINUTES

#### I. CALL TO ORDER

- I. Pledge of Allegiance

#### II. ROLL CALL

Board Directors Rosen, Thorn, Medhurst, and Hansen. Director Lutz is absent and excused. Fire Chief Angermuller, Deputy Chief Jaques, Battalion Chief Williams, Chief Friedrichsen, Financial Director Gabe Buldra, Director of Administrative Services Jeff Dykstra, 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 as presented, Director Rosen 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. March 13, 2024, Regular Meeting Minutes



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

### III. Financial Report and Updates

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

Financial Director Gabe Buldra recapped key points for March: Total Revenue for March was \$3,295,852 which is \$1,711,433 under budget; Tax Levy Revenue for March was \$3,064,753, which is \$1,748,260 under budget, driven by under collection of property taxes for the month; Non-Tax Levy Revenue for March is \$231,099, which is \$36,827 over budget, driven by Interest Revenue; Total Expenses for March were \$912,788, which is \$199,885 under budget; Personnel Costs under budget by \$80,508, driven by less than anticipated wages and timing of benefit expenses; Managerial Expenses under budget by \$38,425 driven by treasurer fees due to the under collection of taxes for the month; Total Revenue Year-to-Date is \$3,607,017, which is under budget by \$2,173,058; Total Expenses Year-to-Date is \$2,881,359, which is \$445,799 under budget; Total Cash is \$18,221,756, which is \$2,629,269 more than this time last year. Expenses: Personnel was at 80%, Operations at 12%, and Managerial at 8%; currently at 13% of budget through March with 87% remaining.

Mike Warne introduced two of his colleagues to the board, Joseph Duran and Tracy Warne. Mike presented an update on the portfolio as it currently stands and recapped the portfolio's progress over the past year.

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

#### ii. Audit Update

Gabe presented the audit update. The auditing process has been very thorough, but it is going smoothly. They are still on track to present the results in May. WSFR did successfully achieve the GFOA certification. Director Rosen thanked Gabe and staff for efforts to obtain the GFOA certification.

### IV. District Update

#### i. Reports



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### 1. WSFR Monthly Response Report

Chief Jaques presented the monthly response report. Call response is trending 1 call higher than the previous year. The new reporting to the 90<sup>th</sup> percentile has been implemented. No major incidents to note.

Director Hansen asked why false alarms/false calls are showing over 50%. Jeff noted that there is a lot more fire alarm testing happening which is generating a number of these calls. Director Rosen asked why March data is not being presented this month. Jeff explained that with reporting to the 90<sup>th</sup> percentile, all of the data has to be fully completed whereas it was more lenient when reporting by average. The new reporting means that data will now always be one month behind.

### 2. WSFR Division Reports

Operations Chief Angermuller and Chief Jaques have been meeting with crews every two weeks to converse and develop relationships with the crews.

Training: Chief Williams and Lieutenant Haynie have put together the DOP academy and 11 members are currently attending. Three lateral firefighters started academy this week. Following academy, they will go online. The training plan is in progress and operating on schedule.

Admin: Lieutenant and Battalion Chief promotional processes are underway. The mental health leave policy is now in place. The audit has been very detailed and thorough. Progress is being made to implement First Due as the new scheduling software.

Community Risk Reduction: The Town of Windsor is implementing a short-term rental ordinance which will result in increased inspections for the fire department. It will be in effect starting next year. Lieutenant Godbold will be coming on as a full-time Fire Inspector in July.

#### ii. Personnel

1. FRFC 2024-01 Update
2. The new Training Lieutenant and EMS Program Manager have started.

#### iii. WSFR Activities and Events

1. Next week is dispatcher week. WSFR will be dropping off treats and



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meals to dispatchers to thank them.

#### iv. Facilities & Apparatus

1. Tender Update – The tender arrived to Front Range and is now at the graphic shop. Once graphics and equipment are mounted, it will be transferred to WSFR. A wet down ceremony is being planned.
2. The new command car has arrived, but there is an issue with the build. The command car will go to Rec Electric for the build at the end of June. It should be in service by the end of August.
3. Construction is well underway. The upstairs construction is nearly complete. Main floor construction will begin on Friday.
4. Fans for the bunker rooms have been installed. Doors are on backorder.

#### v. Other District Related Matters

Chief Angermuller recognized four members:

- Deputy Jaques for being designated with his Chief Fire Officer credential.
- Chief Friedrichsen for being designated with her Chief Fire Officer credential and re-designated with her Fire Marshal credential.
- Lieutenant Tope for completing the National Fire Academy's Managing Officer Program
- Travis Chapman for his incredible work on the 2023 Annual Report

The board completed the Annual Diversity and Harassment training last month.

#### V. Staff Items

##### i. Information Only: UCHealth Contract Update

Kevin with UCHealth shared that a draft contract has been received from the attorneys, and he anticipates the finalized draft will be sent to Chief Angermuller on Friday (4/12) afternoon. Chief Angermuller anticipates bringing the final draft to the board next month.

#### VI. Board of Directors Items

The board wishes to make a public statement on their position regarding Diversity and Harassment but would like to make sure that the statement is carried out appropriately and deliberately. The board will confer with the



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attorney before releasing the statement. They expect to have a statement ready to release by the next board meeting.

### V. ADJOURNMENT

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