



WINDSOR SEVERANCE FIRE RESCUE

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

REGULAR BOARD MEETING

100 N 7th St

Wednesday, May 8, 2024 / 6:00pm

MEETING MINUTES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Rosen, Medhurst (attended via zoom), and Lutz. Directors Thorn and Hansen are absent and excused. Fire Chief Angermuller, Deputy Chief Jaques, Chief Friedrichsen, Battalion Chief Williams, Financial Director Gabe Buldra, Director of Administrative Services Jeff Dykstra, Logistics Manager Travis Chapman, 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 modified and presented by President Rosen, 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. April 10, 2024, Regular Meeting Minutes



WINDSOR SEVERANCE FIRE RESCUE

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Director Medhurst submits a motion to approve the Consent Agenda, Director Rosen seconds, all “Aye”. Approved.

III. Financial Report and Updates

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

Financial Director Gabe Buldra recapped key points for April: Total Revenue for April was \$1,656,445 which is \$63,840 over budget; Tax Levy Revenue for April was \$1,300,605, which is \$97,728 under budget, driven by under collection of property taxes for the month; Non-Tax Levy Revenue for April is \$355,840, which is \$161,568 over budget, driven by Grant Revenue (SB revenue), driven by Plan Reviews & Inspections; Total Expenses for April were \$966,417, which is \$136,470 under budget; Vehicles & Equipment expenses under budget by \$34,607, driven by less than anticipated vehicle maintenance expenses; Travel & Training expenses under budget by \$19,486 driven by less than anticipated training expenses; Total Revenue Year-to-Date is \$5,263,463, which is under budget by \$2,109,217; Total Expenses Year-to-Date is \$3,890,241, which is \$539,804 under budget; Total Cash is \$18,017,632, which is \$2,594,381 more than this time last year; Note at the time of preparing the report, investment statements for April were not available, resulting in the investment balance presented within this report representing the 3/31/2024 balance.. Expenses: Personnel was at 82%, Operations at 10%, and Managerial at 8%; currently at 18% of budget through April with 82% remaining.

Director Lutz submits a motion to approve the April 2024 Monthly Financial Report/Bill Ratification, Director Medhurst seconds. All “Aye”. Approved.

ii. Presentation: 2023 WSFR Annual Comprehensive Financial Report– Walker & Armstrong

Director Rosen thanked Walker & Armstrong, JVG, and staff for the efforts that went into the audit. Director Lutz also expressed gratitude for all the work done within the organization to strive to have such excellence in their accounting practices.

Director Lutz asked when the draft would become a final report. Gabe said



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the plan is for the board to review the draft report and accept the final audit report at the June meeting.

IV. Staff Items

- i. Discussion/Possible Action: Acknowledge Inclusion Petition for BHS Solar Farm and Set Public Hearing

Chief Friedrichsen informed the board regarding the land and project being petitioned for inclusion. The land goes almost to CR 94. Director Lutz asked what is driving the inclusion. Chief Friedrichsen said that there is an agreement with the Town of Severance that when the town's borders move, so do WSFR's. The land is mostly agricultural with few residential homes. Debbie asked if we have IGAs that would help with the addition of land. Chief Jaques said that the current mutual aid agreements will help but that automatic agreements would likely not be considered. Director Lutz asked if we will receive review fees for annexing that land. Jeff said that yes, we will receive review fees but not impact fees because no buildings are being built. John is working on the public notice and paperwork for the board to sign at the next board meeting.

- ii. Discussion/Possible Action: UCHealth Contract
The final contract has been signed and will go through December 31, 2024. The next contract will go into effect on January 1st. Work on next year's contract has already started. Beginning next year, penalty clauses will be implemented if benchmarks are not achieved. The benchmark number will be re-evaluated and potentially adjusted each year. Director Rosen asked how the talks with other fire departments are going regarding penalties. Chief Angermuller said that there are five departments total in collaboration. The goal is to work in partnership with UCHealth to make a tiered approach.
- iii. Discussion/Possible Action: Approve PO2024-127 for Basement Remodel Project at Station 1 to Elder Construction for \$116,959.00

Jeff informed the board that the contractor re-evaluated the plan for the basement remodel. Staff also consulted with JVG on the capital plan and found funds that will not be used this year due to various circumstances. Jeff requests the board consider reallocating the excess capital to the basement remodel. Director Lutz said the plan makes sense due to the convenience and



WINDSOR SEVERANCE FIRE RESCUE

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economy of scale. Director Rosen agreed that doing it now would save the additional cost of doing it in the future.

Director Rosen makes a motion to approve PO2024-127 for the Basement Remodel Project at Station 1 to Elder Construction for \$116,959, Director Lutz seconds, all "Aye". Approved.

V. District Update

i. Reports

1. WSFR Monthly Response Report

Chief Jaques reported April was a busy month. There were more fires than normal. The winds were a significant contributing factor. Lt Berryman was commended for his excellent work and readiness in managing significant incidents on his first day as lieutenant.

Director Rosen asked about response times and why they are not separated into different categories. Chief Jaques said it could be a holdover from when reporting was calculated to the average instead of the 90th percentile. The intent is to get them separated next month for additional clarity.

2. WSFR Division Reports

Training: Chief Greer recognized Lt Tope and Chief Williams for their work on the lateral academy and the DOP academy. 11 members successfully passed the DOP academy. Two lateral recruits successfully finished the lateral academy. Live burns are going on at Eaton currently. It is week 12 of 14 of FRFC. The recruits are going through testing currently.

CRR: Construction upstairs is complete. The annual open house is on June 8. Volunteer sign-ups are now active.

Admin: Chief Angermuller recognized Travis Chapman on graduating with his Bachelor's degree in Fire Science from Columbia Southern University. He will begin work on his Master's program starting next week.



WINDSOR SEVERANCE FIRE RESCUE

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Chief Angermuller reported that the process of looking for land for a training facility is in progress. Land is being evaluated and updates will be made when available.

A couple of changes are being made to the organizational chart to set up expansion for the future. The Director of Administration will be changed to the Deputy Chief of Administration. The Training Chief and Fire Marshal positions will be changed to Division Chiefs. The finance director will report to the Deputy Chief of Administration. Human Resources will now report directly to the Fire Chief. The new org chart will go into effect on June 8. The cost associated with these changes are minimal.

Chief Jaques and Chief Angermuller will be attending the Aims firefighter graduation.

HR Manager Emily will host a booth at the town volunteer fair on Saturday.

Hayley Carson will attend the chili cook-off at the Town of Severance in partnership with the library and the museum.

Work to implement First Due software is almost complete. The switch from Aladtec to First Due may occur this coming weekend. There is a complication with NFIRS reporting but was diagnosed to be a bug within Central Square. A backup plan has been devised to get the information from Central Square into First Due if the bug is not fixed. NFIRS reporting into First Due will likely be delayed, but Jeff is optimistic it will be implemented by July.

Work is being done to ensure the department website is ADA-compliant, specifically regarding PDF documents. Travis submitted a grant that will provide a software license to assist with PDF compliance.

Human Resources: Efforts are being made to recruit new museum volunteers. Promotional processes for battalion chiefs and lieutenants are in progress. The annual firefighter recruiting process will kick off



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soon. A new lateral candidate is scheduled to start on June 20 following pre-hire activities. They will go through on-the-job training since the timeline did not align with the lateral academy.

ii. Personnel

1. FRFC 2024-01 Graduation, Thursday, May 30, 5:30pm, Tentative Location – Foundations Church, 1380 N Denver Ave, Loveland

iii. WSFR Activities and Events

1. WSFR Annual Open House, Saturday, June 8, 10am-2pm
2. Wet Down Ceremony for Tender at Station 2, May 9, 4pm
3. Pinning Ceremony, Thursday, May 16, 6pm

iv. Facilities & Apparatus

The BC vehicle is set to go to Rec Electric at the end of June. The new tender is here and will go into service soon. The current Tender is being appraised and options to sell will be explored. The next engine is planned to be built with Pierce and is progressing as planned.

Construction at Station 3 for the gym model is complete. The bunker rooms are nearing completion. Construction upstairs at Station 1 is nearly complete. Bathrooms on the main floor at Station 1 are on schedule and are expected to be completed in the next couple of weeks. Concrete work in the Station 1 parking lot is complete.

v. Other District Related Matters

VI. Board of Directors Items

Director Rosen presented a position statement on harassment on behalf of the board.

V. ADJOURNMENT

Director Lutz submits a motion to adjourn the May 2024 Regular Board Meeting, Director Medhurst seconds. All "aye". Approved.