



# 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

Thursday, August 10, 2023 / Immediately Following Pension Meeting

## MEETING MINUTES

### I. CALL TO ORDER

- I. Pledge of Allegiance

### II. ROLL CALL

Board Directors Rosen, Thorn, Medhurst, Hansen, and Lutz. Interim Fire Chief Jaques, Interim Deputy Chief Vess, Battalion Chief Seaman, Chief Greer, Financial Director Gabe Buldra (attended via zoom), Director of Administrative Services Jeff Dykstra, HR Manager Emily Pearson, Ruthie Knief, 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 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 the Board with one vote. The Consent Agenda consists of items of no perceived controversy and routine administrative actions.*

- i. July 13, 2023, Regular Meeting Minutes
- ii. July 27, 2023, Special Meeting Minutes



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

### III. Financial Report and Updates

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

Financial Director Gabe Buldra recapped key point for July: Total Revenue for July was \$2,668,747 which is \$409,349 under budget; Tax Levy Revenue for July was \$2,472,877, which is \$419,344 under budget; Driven by under collection for the month; Non-Tax Levy Revenue for July is \$195,871 which is \$9,996 over budget; Driven by increased value of investments; Total Expenses for July were \$790,503, which is \$221,136 under budget; Personnel Costs under budget by \$130,036, driven by regular and wildland wages; Vehicles & Equipment under budget by \$34,228 driven by less PPE and vehicle maintenance; Travel & Training under budget by \$23,885 driven by less training attended; Total Revenue Year-to-Date is \$13,013,954, which is under budget by \$193,505; Total Expenses Year-to-Date is \$6,360,218, which is \$1,087,644 under budget; Total Cash is \$21,012,532, which is \$742,678 more than this time last year. Expenses: Personnel was at 80%, Operations at 11%, and Managerial at 9%; currently at 44% of budget through July with 56% remaining.

Gabe is expecting to present the first draft budget to the Board at the September board meeting. Gabe said if the voters approve ballot HH, it would extend our budget timeline into January. Director Thorn asked Gabe about the latest status on proposition HH. Gabe doesn't know how it's polling. Director Dykstra said we are "de-bruced" and "de-gallagherized" so it may not have the impact to the extent we initially thought.

Director Lutz makes a motion to approve the July 2023 Monthly Financial Report/Bill Ratification, Director Hansen seconds, all "Aye". Approved.

#### ii. Information: 2024 Budget Preparations and Process

Director Dykstra said we completed all of our budget worksheets including those from AOR managers. JVG will start compiling the budget sheets to develop a draft. Staff and JVG will work on the Capital Plan in the next couple of weeks. Director Dykstra is optimistic about the projected budget. We



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know facilities will increase due to the increase in utility costs. For Capital projects, we continue to see issues with Station 1 such as a water issue due to a leaking pipe. Jeff said there will be some costs for Station 1 improvements and to increase the gym space at Station 3. We are also looking at installing a public bathroom upstairs at Station 1 for staff. Chief Jaques also said they are working on new positions as well. Director Rosen asked if, while we're thinking about Station 5, Station 1 continue to be a station or would it close/sell? Chief Vess said some of these improvements have to be done to make it right. Director Medhurst asked about salaries and wages – specifically steps for firefighters. He wanted to know about the possibility of getting in line with area agencies and their salaries. Chief Jaques said they are working on that and that Emily has spent tremendous time gathering that information. She put together two models – leaving structure as is applying a % increase across the board and the other is less steps with market increases per job. She's also looking at all of our benefits – vacation, sick, etc.

#### IV. District Update

##### i. Reports

##### 1. WSFR Monthly Response Report

- a. Chief Vess said we had another records month with 453 calls. EMS calls are still our highest volume of calls. We had a structure fire a week ago in Severance with aid from Eaton Fire. Crews kept the fire from spreading to neighboring homes. The Dive Truck is in-service, and training is occurring. The county is changing the numbering system of apparatus, so we'll be switching from a 4-digit identifier to a 3-digit identifier leading with apparatus type (engine, truck, brush). This probably won't go into effect until January. Director Rosen said the call processing time has decreased. Weld County dispatch is making strides in improving the system and reporting.

##### 2. WSFR Division Reports

- a. Chief Jaques said Chief Friedrichsen will be presenting the new fee schedule at the next board meeting.
- b. Chief Greer said they completed search rescue training. Coming up is report cards – evaluating crew performance. There will be some live fire training at Aims. Carestream will be hosting training for confined space and rope rescue. Chief Jaques said he's been working closely with Kevin Waters and his team to



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develop zoning – urban and rural response. Our deployment has changed to closest unit dispatch, and we need to develop our time compliance around that.

### ii. Personnel

#### 1. Entry-Level Firefighter Hiring Process

- a. Emily said we do an annual process to create an eligibility list to pull from. The posting closed the end of July, and we will interview 32 folks next week. The Chief panel interviews are in the last week of August. We started with 130 candidates, but not all of them completed that process. Emily and Cierra are using ADP for recruitment allowing them to pull data and metrics. Chief Jaques thanked Emily and Cierra for their hard work for developing a professional system. Director Thorn asked what number is our desired pool? We want to carry a list of 12-15.
- b. Emily said we have professional development with upper leadership with contracted professionals.

#### 2. FRFC 2023-2 Academy

- a. Chief Greer said we will put our one recruit through a one-week academy starting Monday, 8/14.

### iii. WSFR Activities and Events

1. Chief Jaques said we are gearing up for fire prevention month in October. Chief Friedrichsen and Hayley are leading that. Harvest Fest, back to school, groundbreaking for police department.

### iv. Facilities & Apparatus

#### 1. Station 4 Trench Drain Update

- a. Chief Jaques said we're working with the storm water division with the Town of Windsor – landscaping requirements are being finished. Then we should be able to close out the permit and get our deposit back. Chief Jaques said that the total bill will be \$8943 for the new trench to allow the proper water drainage. We have our 11-month warranty walk through next month. Director Rosen said that yes, we didn't expect to pay the \$8943, but over the next 50-year period, it isn't a big deal.
2. Director Dykstra said the bays are now painted. Next will be refinishing the floors in the bay – should start in a couple of weeks.

### v. Other District Related Matters

## V. Staff Items



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- i. Discussion/Possible Action: Approve Updated Board Bylaws  
Director Dykstra said we have the updated bylaws ready for approval. We changed the numbering of the financial policy and the cost of an expense needing RFP.

Director Thorn makes a motion to approve the 2023 Board Bylaws, Director Medhurst seconds, all "Aye". Approved.

Director Rosen said they may be changing the bylaws regarding Public Comment in the near future.

- ii. Discussion/Possible Action: Auto-Aid Agreement for Closest-Unit Dispatching: WSFR and GFD  
Chief Jaques said the agreement is for specific call types (7 types such as structure fires, vegetation fires, echo medicals, etc.). The goal is to go-live September 1 with GFD and then mirror it with FRFR. This is in addition to our existing agreement with GFD but with more call types (currently it's only for structure fires).

Director Medhurst makes a motion to approve the Auto-Aid Agreement for Closest-Unit Dispatch between WSFR and GFD, Director Lutz seconds, all "Aye". Approved.

### VI. Board of Directors Items

- i. Discussion/Possible Action: Fire Chief Search Process
1. Director Rosen said that he and Emily contacted their peers for references at two recruitment agencies. Based on negative feedback regarding McGrath, they recommend going with The Prothman Company. Director Rosen said the other concern with McGrath is that they didn't throw a very wide net to capture more candidates. Director Dykstra said he's on a list with Prothman and sees that they are prominent with hiring Chiefs. Director Rosen said there's also the concern with an assessment center since Prothman is more about the interviews. Director Medhurst likes the idea of ala carte with Prothman. Emily said they would kick off soon as they originally stated mid-August.



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- ii. Discussion/Possible Action: Approve Contract for Third Party Firm for Fire Chief Process Search

Director Lutz makes a motion to approve moving forward with The Prothman Company as our recruiting firm for the Fire Chief process search, Director Hansen seconds, all "Aye". Approved.

- iii. Special District Association Conference, Keystone, September 12-14
  - 1. Registration Open
    - a. Emily said she will be attending as they have an HR tract.

### V. EXECUTIVE SESSION

- I. Possible Vote to go into Executive Session pursuant to C.R.S. §24-6-402(4)(b), for the purposes of receiving legal advice from the District's counsel on specific legal questions related to the Fire Chief search process.

Executive session is not needed.

Possible Vote to go into Executive Session pursuant to C.R.S. §24-6-402(4)(b), for the purposes of receiving legal advice from the District's counsel on specific legal verbiage on a position statement from the Board.

Director Rosen said we need a recess since John isn't available at this time. Recess started at 7:32pm.

Director Rosen reconvenes to public meeting at 7:40pm.  
John Chmil joins meeting via cell phone at 7:41pm.

Director Rosen makes motion to go into Executive Session pursuant to C.R.S. §24-6-402(4)(b), for the purposes of receiving legal advice from the District's counsel on specific legal verbiage on a position statement from the Board, Director Medhurst seconds, all "Aye". Approved.

Board adjourned and went into Special Executive Session at 7:41pm.

### VI. RECONVENE INTO PUBLIC SESSION

- I. Discussion/Possible Action relating to the vacant Fire Chief position.  
Executive session not needed.



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### II. Discussion/Possible Action relating to the position statement from the Board.

Director Rosen reconvenes to public meeting at 8:22pm.

Director Medhurst said the Board has discussed looking into a position statement and on going work will be done towards that. A possible position statement will be coming from the Board in the future.

### VII. **ADJOURNMENT**

Director Medhurst submits a motion to adjourn the August 2023 Regular Board Meeting.  
Director Lutz seconds. All "aye". Approved.