



# 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 / Virtual Option (Zoom Info Below) Thursday, January 12, 2023 / 6:00pm

### MEETING MINUTES

#### I. CALL TO ORDER

- I. Pledge of Allegiance

#### II. ROLL CALL

Board Directors Thorn, Stevenson, Rosen, Hansen, and Medhurst. Fire Chief Kazian, Battalion Chief Williams, Chief Friedrichsen, Chief Greer, Administrative Director Dykstra, BIS Travis Chapman, Ruthie Knief, Financial Director Gabe Buldra (via zoom), Mike Warne from RBC, 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 Board with one vote. The Consent Agenda consists of items of no perceived controversy and routine administrative actions.*

- i. December 8, 2022, Regular Meeting Minutes
- ii. Resolution 2023-01 Adopting Regular Monthly Meeting Posting Locations
- iii. Approval of PO2023-14 for Purchase of Staff Vehicle for \$45,000



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Director Stevenson 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 December 2022 Monthly Financial Report/Bill Ratification

Financial Director Gabe Buldra recapped key points for December: Total Revenue for December was \$112,628 which was \$36,111 under budget; Tax Levy Revenue for December was \$17,824, which was \$24,166 under budget; Non-Tax Levy Revenue was \$94,804, which was \$11,945 under budget; Total Expenses for December were \$1,077,330, which is \$90,776 over budget; Personnel Costs over budget by \$115,688, driven by wages; Managerial Expenses under budget by 23,204, driven by less than anticipated treasurer Fees; Total Revenue Year-to-Date is \$12,327,657, which is over budget by \$1,788,198 driven by higher than anticipated plan review fees; Total Expenses Year-to-Date is \$10,028,219 which is \$17,574 under budget; Total Cash is \$15,040,434, which is \$3,087,717 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 82%, Operations at 12%, and Managerial at 6%; currently at 100% of budget through December with 0% remaining.

Director Hansen asked about buildings and land, if that was Station 4 and if so, was nothing out of Capital? Gabe said that was regular furnishings. Director Rosen said it will be interesting to see the personnel budget this year compared to last year since we have the people at Station 4 vs staffed for the opening of Station 4.

Director Hansen makes a motion to approve the December 2022 Monthly Financial Report/Bill Ratification, Director Stevenson seconds, all "Aye". Approved.

#### ii. Discussion/Possible Action: Approval of Amended 2022 Capital & Impact Fund Budget



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Gabe said we expended more funds on our Capital budget. We also didn't address our Impact fund. We needed funds to cover the additional costs to the Capital fund.

Chief Kazian said this is relative to auditing procedures. Chief said this will adjust our budget for DOLA. Gabe said this is for compliance rather than action because the stature requires an amendment to the budget when we go over the budget. We spent more on Station 4 than intended.

Director Stevenson submits a motion to approve the Resolution 2023-02 Enacting a Supplemental Budget Amendment to the 2022 WSFR Capital Fund Budget, Director Rosen seconds. Roll Call, all "Aye". Approved.

Director Hansen submits a motion to approve the Resolution 2023-03 Enacting the Creation of the 2022 WSFR Impact Fund Budget, Director Stevenson seconds. Roll Call, all "Aye". Approved.

iii. Discussion/Possible Action: Approval of Audit Engagement Letter – Haynie & Company

Gabe said this will be our third year of working with Haynie and Company. JVG recommends the Board approves the engagement. Chief Kazian said that from a staff standpoint, we also recommend approving the engagement. Director Rosen asked for understanding about the Schedule of Changes in Net Pension Liability / Asset and Related Ratios not being audited. Gabe said it's related to GASBY for pension since those numbers are provided by FPPA and their auditors. Director Hansen asked what their fees were previously. Gabe said \$16K last year and this year it's \$17.5K which includes the additional work for AFIRS.

Director Medhurst submits a motion to approve the Audit Engagement Letter by Haynie and Company for 2023, Director Stevenson seconds, all "Aye". Approved.

iv. Discussion/Possible Action: Approval of Investment Opportunity by Royal Bank of Canada



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Chief Kazian said last month Mike and his colleague provided a presentation for investment opportunities. From a staff perspective, investing in something is recommended. Chief Kazian said that \$8M is a comfortable number from a staff perspective – we can discuss \$5-8M. We just have to figure out the judiciary responsibility of the Board to make sure we are doing the best with the taxpayer money. Director Stevenson said he appreciated the presentation and the follow-up. Director Stevenson said he believes this is a safeguard of our assets and that \$7-8M is a good number to invest. RBC representative Mike Warne said he did an equally weighted ladder in the presentation but we are open to doing a year rather than a six month. Director Thorn asked if CSAFE is more volatile than the ladder? Mike said what's unpredictable is the interest rate. There's no risk to the principal unless you sell and take a penalty. Director Thorn asked if there is a risk to principal in CSAFE? Mike said he doesn't believe so. Director Thorn said we don't want to risk principal in whatever we do, and we want to protect the funds for our Capital Fund and plan. Director Hansen asked about the fee structure. Mike said his fee would be .55%. Mike said we are restricted in the types of funds in which we can invest -- we can invest in municipal bonds or governmental agency bonds. Director Thorn asked about the process – Mike said when one is coming due, he wants to already know what to do once it matures. Director Stevenson asked who the point person would be? Mike said it would be Gabe since he is a service provider. If one comes due and a decision is needed to know if we should re-invest, that decision needs to come to the board. Mike said the conversation would happen between Gabe and himself or Jeff and himself. Director Thorn wants to make sure the right safeguards are in place to make sure it's a low risk endeavor. Director Hansen asked if we are able to shift them? Mike said it's held by RBC US. And if for some reason that custodian would need to change, all the investments are movable without losing maturities. Director Rosen said he's in favor of the investment opportunity and wondered why we didn't want to do a higher investment number, but \$8M is a good number. He also likes the advantage to plan because we know what we're going to get. Chief Kazian said that if we put the \$8M in RBC, we still have \$7M in CSAFE which gives us a comparable and may be the best of both worlds. Director Thorn asked about the ladder options and if the Board should plan that out. Chief Kazian said staff, Gabe, and Mike would look at how we should move forward once the Board approves the investment amount. Director Hansen said he was looking at \$6M over three years vs \$8M over five years. Director Hansen would rather



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walk before he ran. Mike said that when three years comes up, we need to re-invest and we don't know how the interest rate will be and the yield is unknowing. Mike said the average maturity is two and a half. Director Thorn asked Gabe for his opinion. Gabe said the board should set the maturity with what their comfortable with. Director Hansen said we can always change the strategy. Director Thorn wants to allow staff the opportunity to average it out to find the best yields. He wanted to know if there was a penalty if we pull out early. Mike said you could get more back if you pull out early as it's happening right now. Director Medhurst agrees that it's a good strategy and is supportive of the \$8M over five years. Director Rosen said he is comforted by the \$7M in CSAFE. Chief Kazian said we have a high probability that our assessed value will have a substantial increase if that helps with a decision.

Director Stevenson submits a motion to approve staff to engage with RBC to establish an investment account, Director Rosen seconds. Roll Call. All "Aye". Approved.

Director Stevenson submits a motion to invest \$8M pursuant to the District's financial policy, Director Rosen seconds. Roll Call. One "Nay", Four "Aye". Approved.

#### IV. District Update

##### i. Reports

##### 1. WSFR Monthly Response Report

- a. Chief Kazian said the reliability report reflects the first month of using our new CAD and using closest unit dispatch which created a low reliability. Dispatch continues to work at the call processing time since the time did increase with the new CAD system. We ended up with 4271 calls for 2022 which is a 5% increase in call volume for the year. 30% increase in call volume over the last couple of years. We are definitely busier with sick people and behavioral like calls. The cold weather was the most significant concern the last month. Director Thorn asked if power went down via provider or just area. Chief Kazian said the latest power outage was in PV REA's area. Director Rosen said he noticed some calls about ambulances staging along I-25. Mark said UCH has three Captains and when PFA goes to a Ready 1 or Ready 2, that's an influx of severity. When that occurs, the



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system will automatically shift and dispatch with closest unit. So when 4222 goes to the Costco/Walmart area, it's because the Captain needed to bring in another ambulance. Director Rosen asked about the snow-melt system at Station 4. Chief Kazian said it didn't melt as much on the coldest day, but it did work.

### 2. WSFR Division Reports

- a. Chief Friedrichsen said our part-time inspector began this week and put in 20 hours. We had a 40% increase in inspections with having our full-time inspector last year.
- b. Accreditation – Jeff said we ended up with 17 recommendations, none are core competencies. We go before the Commission at the CPSE conference with our hearing is scheduled for Wednesday, March 1. Director Thorn said at the exit session for the peer team site visit, that the peer team said our team was one of the most prepared and had well written documents.

### 3. WSFR 2022 Annual Report

- a. BIS Chapman said he started working on it in December and is about 80% complete. The report will also include a letter from the Board.

## ii. Personnel

### 1. Command Staff and Organizational Update

- a. Chief Kazian said Deputy Chief Dawald resigned with his last day on 1/3/23. We have one letter of interest for the job opening and the application window closes on Monday, 1/16. We expect it to be an internal promotion which means more positions will be opening through the positions of firefighter, engineer, lieutenant, and BC.

## iii. WSFR Activities and Events

### 1. Santa Tour Recap

- a. Chief Kazian said -4° on top of the fire truck was in the top of his career. We had good response from the community and even had the Bug (VW) group with us. Many thanks for Jim, Kelly Streeb, Ryan Buderus, Ben Johnson and others to decorating the truck. The social media posts were positive and expressed how much of an impact it was for folks and their family.

### 2. Pinning Ceremony, January 12, 4:30pm for CRRM Hayley Carson

- a. Hayley was pinned tonight prior to the Board meeting. We had a good showing of community members. Her first big project was



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the Santa Tour and she did a great job!

3. WSFR Annual Employee Appreciation Dinner - February 25 at The Embassy Suites, 5-10pm
  - a. Chief Friedrichsen said the invites were mailed today. Its free play based on points. Good prizes and good food. RSVP to Cierra by Feb 6.
- iv. Facilities & Apparatus
  1. Final Inspection – Trip to Pierce for New 4203 Engine, January 31-Feb 3
    - a. BIS Chapman said the new engine is nearing completion and they'll head to Appleton at the end of the month. The new engine should be here a couple weeks after that for the final touches – maybe March. The prebuild meeting is scheduled for the end of January for the Tender which won't be ready until 2024. The Dive Van is at the paint shop and then it will go straight over to Summit Bodyworks for outfitting. We may have that in May. We took delivery of the new staff pick up and the deputy chief vehicle is getting the final touches at REI.
    - b. Director Thorn asked about Station 2's roof project. Jeff said all is done and we haven't heard about any leaks.
    - c. Chief Kazian said they put in a new floor at Station 1 over the existing floor and the electrician just finished installing outlets for the powered tables in the training room.
- v. Other District Related Matters
  1. SAFER Grant – Denied
    - a. This was for three more firefighters, and it was for approx. \$900K.
  2. AFG Grant for Radios – Denied
    - a. This was for \$197K.
    - b. BIS Chapman said that we are in a suburban group where the majority of requestors reside. Rejection rate is approx. 86%.
  3. El Pomar Foundation Grant - \$10,000 for Personal Protective Equipment
    - a. We applied for wildland gear from a private organization and we received \$10,000 for protective equipment for our wildland folks.
    - b. We also have a pending application in for a grant for about \$20,000 through Firehouse Subs.



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### V. Staff Items

### VI. Board of Directors Items

#### i. Information Only: 2023 Election Update

1. Chief Kazian said we use CRS of Colorado for our DEO, Sue Blair, and they assist with the election. We have three positions up for election. The self-nomination forms must be received by 5:00pm on February 24 to the DEO. Chief Kazian said if the Board knows of any interested party, they can contact us for direction. The openings will be four-year terms.

ii. Director Rosen asked for an update on the injured fire fighter from a dog bite/dog rescue yesterday. The fire fighter is home and resting. The fire fighter is also expecting a baby any day now. Chief Kazian said related processes and procedures will be reviewed. Director Rosen expressed his well wishes for him.

### V. ADJOURNMENT

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