



WINDSOR SEVERANCE FIRE RESCUE

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

REGULAR BOARD MEETING

100 N 7th St

Wednesday, October 9, 2024 / 6:00pm

MEETING MINUTES

I. CALL TO ORDER

- a. Pledge of Allegiance

II. ROLL CALL

Board Directors Rosen, Medhurst, Hansen (attended via Zoom), and Lutz. Director Hyland absent and excused. Fire Chief Angermuller, Deputy Chief Jaques, Deputy Chief of Administration Jeff Dykstra, Financial Director Gabe Buldra, Training Chief Greer, Chief Friedrichsen, Battalion Chief Seaman, 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 as presented, Director Rosen seconds, all “Aye”. Approved.

IV. REGULAR BOARD MEETING

- a. 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

- b. 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 length 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



WINDSOR SEVERANCE FIRE RESCUE

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

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. September 11, 2024, Regular Meeting Minutes

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

- c. Financial Report and Updates

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

Financial Director Gabe Buldra recapped key points for September:

Total Revenue for September was \$596,468 which is \$237,058 over budget; Tax Levy Revenue for September was \$109,059, which is \$56,079 under budget, driven by under collection of property taxes for the month; Non-Tax Levy Revenue for September is \$487,409, which is \$293,137 over budget, driven by Interest Earnings; Total Expenses for September were \$1,026,589, which is \$57,463 under budget; Personnel expenses under budget by \$25,765, driven by wildland wages; Total Revenue Year-to-Date is \$21,980,507, which is over budget by \$1,209,130; Total Expenses Year-to-Date is \$9,838,070, which is \$756,807 under budget; Total Cash is \$28,566,945, which is \$8,517,657 more than this time last year. Expenses: Personnel was at 80%, Operations at 10%, and Managerial at 10%; currently at 45% of budget through September with 55% remaining.

Director Rosen commented that it is difficult to plan for the next 10-15 years as a board member even with a good budget due to the unknown variables of legislative initiatives, lead times, and inflation.

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

- ii. Information: 2025 Budget Presentation

Gabe presented the first draft copy of the 2025 budget. Edits and revisions will be made in November, and the final budget will be approved in December. Projected revenues are as follows: Tax Levy Revenue - \$15,382,949; Non-Levy Revenues -



WINDSOR SEVERANCE FIRE RESCUE

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

\$1,927,500; Impact Fund - \$500,000. The previous propositions #50 and #108 are off the ballot. House Bill 24B-1001 is the new legislation on the table, but it is very complex and difficult to interpret. The impacts of the bill are unknown at this time. The bill will not take effect until 2026. Director Lutz asked what the growth has been historically. Gabe responded that our growth rate has been an average of 4.3% over the past 6 years. Director Rosen inquired about investing more money. Gabe said that while there may be some of that, we want to leverage some of the cash to fund some of the major capital project plans over the next few years. Director Rosen asked if we have heard anything about the increase in impact fees. Chief Friedrichsen said that the Town of Severance has approved the new fees, and a meeting is scheduled with the Town of Windsor to approve the fees. There is also some discussion about implementing impact fees through the county, which will be presented at a later date.

The expected general fund costs are as follows: Personnel Costs - \$12,175,951; Buildings & Land - \$243,463; Vehicles & Equipment - \$571,877; Communication & IT - \$253,799; Travel & Training - \$380,234; Managerial - \$957,412; Other - \$951,590. Director Rosen asked at what point additional staff should be hired instead of paying OT. Gabe said that hiring 3 firefighters would cost \$410,000 for just compensation & benefits, but even that hiring more personnel would not necessarily eliminate the OT costs. Director Lutz asked what factors are causing the OT and the break-even point for hiring additional staff. Chief Angermuller responded that the OT is due to a result of FLSA rules, minimum staffing, injured employees, training, wildland deployment, or employees on leave, and that due to the many variables, it is difficult to determine a breakeven point. Hiring more staff to compensate for the OT may not solve the issue, as it will mean having too many staff on the roster as employees return to their normal positions.

Capital Expenditures are as follows: Buildings - \$4.1m; Apparatus - \$1.9m; Equipment - \$252,500. The draft budget shows total revenue at \$17.3m and total expenses at \$15.5m. Director Rosen asked what the increase in current salaries is looking like. Gabe said that it is approximately 4.6% across the board, but that it varies from position to position based on the market.

An update on the budget will be provided in November with any edits and revisions. Gabe recommends the board to set the public hearing in December. Following the



WINDSOR SEVERANCE FIRE RESCUE

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

public hearing, the board may vote to ratify the budget.

iii. Discussion/Possible Action: Confirm Date for Budget Hearing

Director Lutz makes a motion to set the budget hearing date for December 11, 2024, at 6:00pm, Director Medhurst seconds, all “Aye”. Approved.

d. District Update

i. Reports

1. WSFR Monthly Response Report

Chief Jaques presented the monthly response report. He commented that turnout times look really good. The majority of calls were EMS.

2. WSFR Division Reports

Training – Crews have completed extrication training. Chief Seaman taught a Hazmat training block. Chief Greer and Chief Friedrichsen start an All American Leadership class through FRFC. They are currently conducting survival protocol training.

CRR – The Knox e-cores have all been installed and are working well. The project was completed early, and the grant should be closed soon.

Admin – Chief Dykstra thanked staff for their work on the budget and commented that with legislation, it is more important than ever to home in on department needs and drive for accurate numbers. The liability insurance company recently did a risk assessment on all four stations. The assessment said the facilities are in great shape, and they had no comments or suggestions. The valuations showed that WSFR is properly insured. The vacation bid process using the new system will have a trial run on Monday. Travis has been working with asset management to add assets to First Due. Chief Dykstra predicts that the First Due implementation will be complete by the 1st of the year. ERS will be discontinued following the completed implementation. Network upgrades will take place soon at Stations 2 and 3.

WSFR did not receive the AFG grant. Travis has reached out to AFG for feedback. In the meantime, there are other grants upcoming or in progress



WINDSOR SEVERANCE FIRE RESCUE

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

that WSFR may qualify for.

3. UC Health Response Report

Kevin Waters was unable to attend the meeting tonight. The response report will be provided to the board at the facilities tour scheduled on October 21.

ii. Personnel

Cierra, Emily, Chief Friedrichsen, and Eng Etherton attended the Women in Fire conference. Open Enrollment started today. The Health & Wellness fair was held yesterday and was a success. Approximately 40 people attended. The Fire Chief review process is underway with ILG. They hope to meet with the board at the November board meeting.

iii. WSFR Activities and Events

1. Fire Prevention Month Update

This year, the program is expected to reach 1500-1700 kids. Hayley and Inspector Godbold are doing 2-3 schools most days. The feedback has been very positive.

iv. Facilities & Apparatus

The new command vehicle car was picked up from Rec Electric today. The new vehicle Type 3 has arrived and will be demoed at Front Range Fire Apparatus for the next couple of months until delivery in January.

v. Other District Related Matters

The strategic planning session was completed. An external work session was completed, followed by internal work sessions. 18 staff members participated in the work sessions. The goals were centered primarily around training, facilities & equipment, personnel, and community and interagency relationship engagement. Minor edits are being made and methods of tracking progress are being determined. The final draft is anticipated to be distributed in December.

Chief Angermuller commented that the organization has been busy the last month and commended the team for their phenomenal work.

vi. Staff Items



WINDSOR SEVERANCE FIRE RESCUE

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

1. Discussion/Possible Action: Schedule Work Session for 2024 International Fire Code Adoption and Amendments

Chief Friedrichsen noted that it is time to adopt the 2024 International Fire Code. The code is expected to be adopted in June next year. The amendments are almost complete, and a draft will be provided to the board in the next two weeks. Chief Friedrichsen recommends scheduling a work session for November 13 at 5:30pm prior to the November Regular Board Meeting.

Director Rosen submits a motion to schedule a work session for the 2024 International Fire Code Adoption and Amendments on November 13, 2024 at 5:30pm, Director Lutz seconds, all "Aye". Approved.

vii. Information Only: Presentation of Three Potential Pieces of Land for Future Training Center

Chief Angermuller reminded the board that to meet the needs of the future training center for the years to come, 10 acres of land would be required. He presented the pros and cons for the three pieces of land.

The first piece of land offered by the Town of Severance would have been donated with the provision that the police department could use the land for training. The main con to the land was the cost of getting water and utilities to the land. The cost of getting utilities to that piece of land was over \$11m. Chief Angermuller does not recommend this property to the board.

The second piece of property, offered by Broe, is 9.58 acres and would meet the water flow rate needed for training. Broe was able to come down to \$1.5m on the property. The land was appraised for \$170,000 above the offered \$1.5m.

Property #3 offered by Martin Lind came in at \$5.2m. The cost for utilities would be \$700,000. Due to the excess cost of both the land and utilities compared to property #2, Chief Angermuller does not recommend this property to the board.

Chief Angermuller currently anticipates recommending the land offered by Broe to the board. There are still some variables that they are waiting for clarification on



WINDSOR SEVERANCE FIRE RESCUE

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

before submitting a letter of intent to purchase the land.

Director Medhurst asked if there is any concern for the land's neighbors during live burn training. Chief Greer said that the property is far enough away from everyone and is in the industrial area, so it should not cause any concerns. Director Medhurst said he supports a larger training ground area and expressed interest in land option #2. Director Rosen agreed with Director Medhurst and appreciated the planning for future expansion.

Director Hansen asked if it would be possible for Broe to cut up the land into smaller portions and purchase the rest later. Chief Angermuller cautioned against cutting up the land because it may cost more in the long run, and the land may no longer be available in the future when it is needed.

Director Lutz submits a motion to schedule a work session to discuss the buildout plans for the Broe property on November 6 at 6pm, Director Rosen seconds, all "Aye". Approved.

viii. Discussion/Possible Action: Letter of Intent for Purchase of Land for Future Training Center

No letter of intent was presented at this meeting.

ix. Discussion/Possible Action: Declaring 2007 Chevrolet 2500 Surplus

With the purchase of the 2024 Ram flatbed pickup, there is no longer a need for the 2007 Chevrolet 2500. Travis estimates the value to be around \$15-\$20k.

Director Lutz submits a motion to declare the 2007 Chevrolet 2500 Surplus, Director Rosen seconds, all "Aye". Approved.

e. Board of Directors Items

A congressional recognition was presented by Congressman Greg Lopez to WSFR for the department's work on the Alexander Fire.



WINDSOR SEVERANCE FIRE RESCUE

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

Director Rosen thanked the museum docents for all their hard work.

Director Medhurst thanked staff again for their hard work and effort on the budget.

V. **ADJOURNMENT**

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