



WINDSOR SEVERANCE FIRE RESCUE

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

REGULAR BOARD MEETING Virtual Meeting Only Thursday, July 9, 2020 / 7:00pm MINUTES

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/83427260329?pwd=QWRzK3RCZ01DdjEzazFEK2tEV2YxQT09>

Password: 153360 (*now required*)

Or iPhone one-tap :

US: +16699006833, 83427260329# or +12532158782, 83427260329#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 646 876 9923 or +1 301 715 8592 or
+1 312 626 6799

Webinar ID: 834 2726 0329

International numbers available: <https://us02web.zoom.us/j/83427260329>

I. CALL TO ORDER at 19:00

- a. Pledge of Allegiance

II. ROLL CALL

Board directors Stevenson, Hansen, Gillingham, Pearson and Rosen were present. Also present in person or over the video conference was Fire Chief Kazian, Chief Friedrichsen, Chief Blackwill, Battalion Chief Jaques, HR Manager Lucy Zamarripa, Pinnacle Consulting representative Brendan Campbell (in place of Amanda Castle), Life Safety Specialist Matthew, Special Services Technician Hays, Owner's Rep Dan Spykstra and liaisons from the Town of Windsor and Severance were also present in person or remotely.

III. AWARDS & RECOGNITION

- a. Special Recognition - Former Board Members: Jim Abbott, Michael Young and Rob Fagler
 - i. Director Pearson presented gifts of service to retired board members.
 - ii. Chief Kazian thanked the retired members for all their service to the District.
 - iii. Brief discussion from retired board members.

IV. APPROVAL OF AGENDA

Director Stevenson submits a motion to approve the Consent Agenda, Director Gillingham seconds. All "aye". Approved.



WINDSOR SEVERANCE FIRE RESCUE

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

V. REGULAR BOARD MEETING

- a. Public Forum:
 - i. Public Comments: none
- b. Consent Agenda – Discussion/Possible Actions:
 - i. June 11, 2020 Regular Meeting Minutes
 - ii. Ratification of June 2020 Checks
 - iii. Approval of Change Order #1 to Front Range Fire Apparatus for \$27,542 – Aerial Apparatus Purchase

Director Stevenson submits a motion to approve the Consent Agenda, Director Rosen seconds. All “aye”. Approved.

- c. Financial Report and Updates:
 - i. Discussion/Possible Action: May’s Budget vs Actual Report
 1. Brendan Campbell:
 - Since the June 2020 Board meeting, Extraction Oil and Gas has declared Chapter 11 bankruptcy (reorganization). Weld County is confident that remaining all property taxes due to the District (\$1.65 million) will be delayed but paid in full. February 2020 payment of \$1.65 million was paid and June tax payments will be delayed.
 - Specific ownership tax revenue from the registration of vehicles is less than budgeted. Projected revenue \$669,000 versus actual \$629,000 with a decline in vehicle sales in April and May.
 - FPPA corrections refund to the District: net revenue of \$45,899 after payments (roughly \$60,000 was dispersed to affected staff).
 - Total savings since January 2020: \$525,000 due to decreased expenses and a revaluation of spending.
 - Staff spending expenses lower than budgeted due to decreased AOR spending and the timing of new hires.
 - Life Safety Personnel line items: expenses higher than projected due to vacation time cash out.
 2. General Operations realized \$100,000 in savings since many offsite training opportunities have been canceled due to COVID-19.
 3. Chief Kazian: no action needed from the Board.
 - ii. Presentation: 2019 WSFR Financial Audit - John Cutler and Associates



WINDSOR SEVERANCE FIRE RESCUE

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

1. John Cutler:

- a. Audit completed without needing modifications or corrections.
- b. Audit was clean and did not require any third-party consultations to resolve any discrepancies.
- c. Final letters outlining audit completion will be given to Fire Board Members which will need to be signed and delivered to John Cutler and Associates. After that, the audit report will be submitted to the state auditor.
- d. John Cutler: What is the District's contribution to the State of Colorado pension fund? Chief Kazian: maximum amount allowed by state to realize full state match.
- e. Director Hansen:
 - Was John Cutler and Associates used in 2019 as the District's auditing firm? John Cutler: No, the District is a new client.
 - What is your audit approach? John Cutler: audit was balance sheet driven and precisely valuing cash, investments and capital outlays/expenses.
 - Do you vouch receivables at all? John Cutler: Yes, most of them based off earliest months in fiscal year.
 - What about fixed assets? John Cutler: vouched for fixed assets like buildings and vehicles. Under normal conditions, the JCA staff would have evaluated these fixed assets in person but this year they were done remotely due to COVID-19.
 - Will JCA sign the report as well? John Cutler: Yes. Once the audit is signed by all parties, it will be sent to the state auditor.

iii. Discussion/Possible Action: Approve 2019 Audit

Director Gillingham submits a motion to approve the audit subject to final review of the consent, Director Stevenson seconds. All "aye". Approved.

d. Presentation: Station 4 Conceptual Drawings and Site Considerations

i. Dan Spykstra:

1. Starting RFP projected cost \$4.5 million was exceeded based off the current initial conceptual plans developed by the design team and inclusion of project fees (design, test/inspection, owner's rep) and



WINDSOR SEVERANCE FIRE RESCUE

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

items like furniture, equipment, AV and contingencies. Projected cost with these additional expenses around \$5.7 million for a 10,000 square foot fire station.

- ii. Chief Kazian: Original budgeted cost was a best educated projection/place holder based off the cost of previous fire stations for the District.
- iii. Dan Spykstra:
 1. Current project stage: design team is meeting to evaluate surveys results submitted by District staff on their needs and wants for a new Station. Tours of other similar, built sites were also used to inform design process.
 2. Next stage: “programming the space” design team evaluating of initial concept design to based off “must haves”, needs, wants and “don’t wants”.
 3. Discussion of initial concept design and its components (layout, number of bays, size and configuration of floor plan). Station 4 will need larger living areas and bays based off projected needs.
 - Chief Kazian: discussion of increases in square footage from initial planned 10,000 square foot. Mostly based in current and future projected use of the Station as a special response station with a ladder truck, heavy rescue, ambulance and other specialized equipment (e.g. dive rescue) with additional staffing. Ideal station would have four bays to meet operational needs.
 - Dan Spykstra: Savings may be realized in the form of decreased construction costs from subcontractors, outside economic forces and potential to partially fund the project with grants.
 - Total construction cost of initial design project is roughly \$6.4 million due to increased area and civil/structural site costs on the sloped lot. The cost per square foot still aligns with projected costs (\$400 per square foot).
 - Additional costs, around \$2 million, will be needed to outfit the station with finishes, furniture, etc.
 - Chief Kazian: Discussion of design and associated costs to meet the current and future operational needs of the District.
 4. Brendan Campbell: discussion of the District’s financial position to complete this project using cash and/or financing. Pinnacle Consulting evaluated the cost of construction inflation (4-12%) versus interest on debt to determine which would best serve the District to build the Station 4 project. High level evaluation indicates that waiting to build



WINDSOR SEVERANCE FIRE RESCUE

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

Station 4 using cash only will cost the District more over time than issuing debt now since projected, inflated construction costs (5% or more) are greater than current financing interest rates (2.15% for 10-year term and up to 2.7% for 20-year term).

5. Director Stevenson: Has the District accounted for the investment revenue that is generated off the capital funds earmarked for Station 4 if financing is utilized for the project? Brendan Campbell: No, but the potential interest revenue does support financing rather than paying cash for this project.
 6. Director Gillingham: What grants has the District applied for to assist with costs? Chief Kazian: The District is applying for \$1 million DOLA grant. The District would prefer to pay for the project with cash and financing because it boosts its position with the DOLA grant committee. By the end of 2020, the Capital Reserve Fund will be funded up to \$8.5 million. He also requested that the Fire Board to give the District and design team direction on how to proceed.
 7. Director Hansen: What is the current construction inflation rate? Dan Spykstra: the volatility of the current economy (regionally and nationally) makes that really hard to determine. Inflation in the region has ranged from 4-12% in the last four years.
 - Chief Kazian: discussed past experiences building fire stations with fluctuations in the economy and sourcing materials like steel, drywall, etc.
 - Dan Spykstra: this project and others he is working on have garnered significant interest from subcontractors that may drive down construction costs as well. For example, 15 contractor firms bid on the Station 4 project earlier in the year.
 8. Director Gillingham: If the project used financing, the interest rate would be fixed while construction inflation costs would fluctuate? Dan Spykstra: Yes.
 9. Brendan Campbell: Discussion of the current interest rate versus the 2009 Bond issued by the District. Current financing rates would allow the District to double the loan principle and keep the same rate of interest repayment as the 2009 Bond.
 10. Director Gillingham: Would we be locked into a specific construction inflation rate if we proceeded in that direction? Dan Spykstra: Guaranteed Maximum Price will occur further in the design process. Since the project is in initial design stages, the District cannot enter
-



WINDSOR SEVERANCE FIRE RESCUE

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

into a Guaranteed Maximum Price contract since the project has not gone out to subcontractor bid.

11. Director Gillingham: Would the current \$8 million project cost also include the purchase of needed equipment and vehicles (e.g. Dive Rescue apparatus)? Chief Kazian: The Design Team needs to hone the project plan to determine a more concrete plan for how this Station needs to function and its overall design/size. He feels that the current design is in the ballpark for the final design.
12. Director Pearson: When does the Fire Board need to decide on how to move forward on the project (e.g. financing or paying cash)?
 - Dan Spykstra: we need to wait until January to sign a Guaranteed Maximum Price due to timing restrictions from the DOLA grant.
 - Chief Kazian: the board will need to decide to move forward with a finalized design and/or financing by October 2020. A formal presentation of a more finalized design will be presented to the Board in August or September.
 - Brendon Campbell: recommends locking in a loan prior to the next election in November 2020.
13. Director Pearson: If the District decides to finance the project, can it use that loan money to generate investment revenue to offset loan interest costs prior to the start of construction? Brendan Campbell: Yes.
14. Directors Hansen: What is the current revenue rate on C-Safe?
 - Brendan Campbell: 0.2-0.4%.
 - Chief Kazian: in the current C-Safe account, the District has made \$52,000 of interest revenue.
 - Dan Spykstra: Discussion how Guaranteed Maximum Price contracts work.
-Director Hansen: How does Guaranteed Maximum Price impact projects fees? Dan Spykstra: fees are assessed off the Guaranteed Maximum Price and general conditions. Any other project costs are based off "cost/plus".
 - Dan Spykstra: next week the Design Team will further evaluate the project design and cost to meet the financial and functional needs of the District.
15. Director Hansen and Dan Spykstra: Discussion of the \$2 million cost to just get the site buildable and pull utilities.
16. Chief Kazian: Discussion of the location, the cost of land and utilities for the project and cost avoidance to keep the project within budget.



WINDSOR SEVERANCE FIRE RESCUE

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

17. Director Hansen: Has the District already bought the land?
 - Chief Kazian: Yes, based on its location.
 - Director Pearson: The purchase price of the land was less due to site engineering costs.
18. Director Rosen: Supportive of project components (4 apparatus bays), financing, the District's efforts to balance fiscal responsibility with the needs/functions of this station over its lifetime and for the project to move forward.
19. Chief Kazian: discussion of similarly designed and recently built fire stations in the region (Fort Lupton, North Metro, Brighton, Arvada and Adam's County).
20. Director Rosen: Would like the project to also prioritize gathering space for families, especially outside.
21. Chief Kazian: Once Weld County supplies the final tax revenue numbers awarded to the District, the Board and design team will have a more concrete idea on how to pay for this project (all cash, all financing or a combination of both).
22. Director Rosen: When will the finalized plan be presented to the Board? Chief Kazian: Most likely September at the earliest. This would allow the District to line up subcontractors.
23. Directors Stevenson and Pearson supportive of Project.
24. Director Gillingham would like the design team to submit plans and costs for a four-bay station that would house special equipment (e.g. water rescue equipment).
25. Chief Kazian: Discussion of near future density that will occur in the Raindance Subdivision area.
26. Dan Spykstra: Recommends future proofing the project based off his previous experiences with other fire stations. Director Rosen supportive of this recommendation.

e. Organization Update

i. Board of Directors Report: none

1. Discussion: Status- Impact Fee Study

- Chief Kazian: Study in progress. A formal presentation will occur during August or September Regular Board Meetings.

ii. Fire Chief Report

1. WSFR Response Report

- a. Chief Kazian: discussion of Response and Accreditation Reports.
-



WINDSOR SEVERANCE FIRE RESCUE

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

- Data presented focused on emergent calls for Fire and EMS.
- b. Mike Blackwill: call volume has increased in the last three weeks. Current YTD call volume is greater than 2019.
 - c. Director Hansen: What is a “zone”? Chief Kazian: Primary response area assigned to a specific fire station. Discussion of multiple unit response and simultaneously occurring calls.
2. Reserve Testing: Lucy Zamarripa
 - a. 7/11/2020: 10 candidates will be evaluated using team exercises and panel interviews.
 3. Career Testing
 - a. Lucy Zamarripa: Captain Dykstra has initiated the program.
 - b. Chief Kazian: In 6 weeks, formal testing will occur to develop a candidate list. January 2020 is the soonest any new career staff will be hired. The District has also applied for a new SAFER grant to assist with staffing costs.
 4. Lt Promotional Process
 - a. Lucy Zamarripa: discussion of the process-role playing, testing and panel interviews over two days. Felt overall process was very successful.
 - b. Chief Kazian: Engineers Michael Haynie and Travis Grenz were the top two candidates. Eight people overall made the list which will be used through April 2022.
 5. Covid-19 Update: Chief Kazian
 - a. 7/7/2020 Senior Leadership Meeting: discussion of the District maintaining operational readiness as local and state entities begin to open up their economies. Planning for potential second surge.
 - b. Second batch of antibody testing has been purchased.
 - c. Submitted PPE reimbursement grants from FEMA and DOLA will cover 100% of materials and staffing costs if both grants are awarded. FEMA has cut check to the District. DOLA reimbursement application submitted on 7/7/2020.
 - d. Discussion of The Ranch field hospital and its proximity to the District.
 - e. Director Hansen: Where is the District getting antibody tests from? Chief Friedrichsen: from a Chinese manufacturer via a company (AYTU) in Englewood.
 6. Fleet Maintenance IGA-PFA
-



WINDSOR SEVERANCE FIRE RESCUE

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

- a. General Council has drafted a formal IGA to maintain and manage fleet maintenance. Program is cost saving and shares mechanic resources between PFA and WSFR.
7. Apparatus Update
 - a. Ladder Truck: recent staff trip to Appleton, Wisconsin to see its assembly meeting. Previously approved change order a result of this trip. Delivery still projected by the end of 2020.
 - b. Water tender: being manufactured in Canada with March 2021 delivery.
- iii. WSFR Activities and Events
 1. Status of Community Events in Windsor and Severance
 - a. Severance Days: 100th Anniversary on August 8th. Parade will be designed and coordinated to meet most current COVID-19 safety requirements.
 - b. Windsor Harvest Fest: TBD.
 - c. Fire Museum: still closed to the public. The Life Safety Division is working on “virtual” video tours of the Fire Museum that will be posted online for the public.
 - d. July 3, 2020: 20-acre wildfire caused by a stray shell during a private firework show. WSFR and mutual aid crews did a good job stopping the fire from impacting nearby homes. A corral, barn and utility pole were damaged.
 - Director Gillingham: Will the site owner will reimburse the District for all associated charges? Chief Kazian: Yes based on the hold harmless contract they signed with the District prior to the event.
 - e. July 4, 2020: several fires occurred in the ravines downwind/below the launch site. Lack of combustible vegetation stopped their spread.
 2. Birthday Party Parades: 267 total parades since the start of COVID quarantine mandates.
- f. Staff Items
 1. Information: Clearview Library Presentation 2020 Information
 - a. Ann Kling:
 - Supportive of Chief Kazian and the District’s efforts to work with the Clearview Library District.
 - Discussion of 2019 efforts to develop a 3-year Strategic



WINDSOR SEVERANCE FIRE RESCUE

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

Plan for the Library District.

- Process: June-November 2019 the Advisory Group spent 18 hours during multiple meetings to develop the Strategic Plan.
- Highlights: received 3,500 comments that indicated the library is largely being used as a place of learning, resources and leisure.

-48% of survey respondents say they visited the library at least once a week.

-62% respondents thought library staff and services were extremely well.

-Things the community liked most about the library: ambiance, the physical space, location, available physical materials and staff/customer service.

-Possible improvements: expand the library with additional space for buildings, physical materials and community programming.

-Identity Statement: Inclusive and welcoming, community driven, innovative, forward-looking, a gathering place for the community and a source of life-long learning.

- The Advisory Group distilled community feedback into four focus areas: communication, partnerships, programs/services and space.
- Quarterly updates given the Board of Trustees to provide transparency to community stakeholders.
- Shared a document outlining 2019 statistics including customer attendance, programming and other highlights.

b. Chief Kazian: Discussion of partnerships with the Fire District (Fire Fighter Storytime, Birthday Parades and use of WSFR sites to host community events).

2. Station 4: Chief Kazian

a. Discussion/Update: Project Status (see previous notes and discussion on pages 3-7).

b. Discussion/Update: DOLA Grant Application

- Chief Kazian is in the process of developing the grant application. Grant hearings are conducted in November



WINDSOR SEVERANCE FIRE RESCUE

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

and awarded in January-February 2021. Gave discussion of the grant evaluation process.

- ii. Discussion/Possible Action: Consideration of De-Gallagher Election
 1. Adopt Election Resolution to Appoint DEO and Authorizing Counties to Conduct Mail Ballot
 - Chief Kazian: Discussion of process and timeline associated with efforts to De-Gallagher the District. The District would like to use CRS as DEO based on their previous work with the District.

Director Stevenson submits a motion to approve Colorado Resource Services of Colorado as the DEO for the November 2020 Election for WSFR initiatives, Director Rosen seconds. All "aye". Approved.

Director Pearson submits a motion to notify the counties of Weld and Larimer of Windsor Severance Fire Rescue's intention for the coordinated election for the November 2020 election, Director Stevenson seconds. All "aye". Approved.

2. Special Board Meeting for End of August
 - Chief Kazian: Regular meeting is August 13th. He recommends holding a special meeting in late August to finalize and submit formal ballot language by September 4, 2020 deadline for November 2020 election.
 - Director Stevenson: Will the meeting be held on a Thursday night? Chief Kazian and Board discussed date scheduling.
 - Board Decision: hold meeting on Wednesday, August 26th at 1900.

g. Board Member Items: none

VI. ADJOURNMENT at 21:19

Director Pearson submits a motion to adjourn the July 2020 Regular Board Meeting, Director Rosen seconds. All "aye". Approved.