



# 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, December 14, 2023 / 6:00pm

## 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, Deputy Chief Vess, Battalion Chief Seaman, Chief Friedrichsen, Chief Greer, Financial Director Gabe Buldra, Director of Administrative Services Jeff Dykstra, BIS Travis Chapman, Cierra Will, and members of the public were present at the meeting.

### III. APPROVAL OF AGENDA

Director Thorn submits a motion to approve the agenda as presented, 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 –

Director Rosen welcomed the Angermullers to the meeting. Chief Angermuller thanked the department for their efforts to make the transition as smooth as possible.

Dan Meyers, on the council in Severance, introduced himself as the substitute liaison for Michelle Duda.

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.*



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*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. November 9, 2023, Regular Meeting Minutes
- ii. November 30, 2023, Special Meeting Minutes
- iii. WSFR 2024 Holiday Closure Schedule

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

### III. Financial Report and Updates

- i. Discussion/Possible Action: Approval of November 2023 Monthly Financial Report/Bill Ratification

Financial Director Gabe Buldra recapped key points for November: Total Revenue for November was \$215,764 which is \$33,951 under budget; Tax Levy Revenue for November was \$87,294, which is \$122,173 under budget driven by under collection for the month; Non-Tax Levy Revenue for November is \$128,470 which is \$928 over budget; Total Expenses for November were \$1,262,978, which is \$116,780 under budget; Personnel Costs under budget by \$72,681, driven by regular wages and holiday pay; Travel & Training under budget by \$26,762 driven by less trainings attended; Total Revenue Year-to-Date is \$14,094,504, which is under budget by \$217,605; Total Expenses Year-to-Date is \$10,290,854, which is \$1,453,584 under budget; Total Cash is \$18,097,277, which is \$1,823,007 more than this time last year. Expenses: Personnel was at 80%, Operations at 12%, and Managerial at 8%; currently at 79% of budget through November with 21% remaining.

Director Thorn submits a motion to approve the November 2023 Monthly Financial Report, Director Hansen seconds. All "Aye". Approved.

- ii. Discussion/Possible Action: Approve Resolution 2023-06 to Amend 2023 WSFR Capital Fund Budget

Director Rosen submits a motion to adopt Resolution 2023-06 to Amend the 2023 Windsor Severance Fire Rescue Capital Fund Budget, Director Lutz seconds. Roll Call, all "Aye". Approved.



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### iii. Public Hearing: 2024 Budget

Director Roesn submits a motion to move to a Public Hearing for the 2024 Budget, Director Lutz seconds, all "Aye". Approved.

No public comment.

Director Rosen submits a motion to close the Public Hearing, Director Lutz seconds, all "Aye". Approved.

### iv. Discussion/Possible Action: Approve Resolution 2023-07 to Adopt 2024 WSFR Budget

Gabe presented the final draft of the 2024 budget. He went over legislative changes and requested the board allow staff to make administrative changes to the budget after it has been adopted based on the new legislation. The governor also issued a memo urging government agencies to reduce mill levies where possible. Gabe does not currently recommend lowering the mill levies for this agency based on the legislative movements forthcoming in the next year. Director Rosen stated that in the next couple years, we are anticipating building a new training center, new apparatus, and a Station 5, and that the organization must be prepared financially to be able to handle anticipated growth.

Gabe presented the 2024 General Fund. The 2024 General Fund includes changes to the pay scale from a COLA model to a market-based model, 3 new positions, workers comp premium, a new ERS platform, leadership, and organizational development, as well as fleet and building maintenance.

The Capital/Impact Fund includes funds for potential land, station improvements, new SCBAs, portable radios, extrication equipment, as well as the addition of new vehicles.

Director Rosen thanked staff for their participation in the budget process and specifically called out peer support as a valuable program.

Director Rosen submits a motion to adopt Resolution 2023-07 to Adopt the



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2024 Windsor Severance Fire Rescue budget and authorize staff to make administrative changes due to recent legislation, Director Thorn seconds. Roll Call, all "Aye". Approved.

### IV. District Update

#### i. Reports

##### 1. WSFR Monthly Response Report

Chief Vess presented the response report. Closest Unit Dispatch with Greeley Fire went live today. First In programming should be turned on Dec. 15, 2023.

##### 2. WSFR Division Reports

Chief Friedrichsen stated that Life Safety has done almost 1,000 inspections this year. Knox Boxes are getting installed in vehicles next week. Boxes will start being installed in facilities after the 1<sup>st</sup> of the year.

Chief Greer said that the 2023 training plan has wrapped for the year. Crews have completed nearly 18,000 hours of training this year. Christian Morrison graduated FRFC and wrapped up his post-academy playbook yesterday. He will start on A-Shift on Saturday. Annual Diversity and Harassment as well as CPR training will occur during the off-season.

#### ii. Personnel

##### 1. FRFC Post-Academy

Christian Morrison graduated and has been a great addition to the team.

#### iii. WSFR Activities and Events

##### 1. Santa Tour Recap

Santa Tour went really well. Ryan Buderus and Chief Jaques both participated as Santa. Estimated 350-400 people showed up between the 3 days.

##### 2. WSFR Annual Appreciation Dinner, Saturday, February 10, 5pm-10pm at Embassy Suites

#### iv. Facilities & Apparatus

Travis said that the Tender and command car are currently in process, but a build schedule has not come through for the command car. The chassis for the tender has arrived but has not started the build. The completion date has been pushed back to April.



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Chief Jaques said we are anticipating a start date for facility improvements after the 1<sup>st</sup> of the year, pending schedules.

v. Other District Related Matters

No other district related matters.

V. Staff Items

i. Discussion/Possible Action: Approve WSFR 2024 Pension and Regular Board of Directors Meeting Schedules

Director Lutz makes a motion to approve the WSFR 2024 Regular Board of Directors Meeting Schedule as well as the WSFR 2024 Pension Board of Directors Meeting Schedule (held quarterly) with the meetings to be held on the 2<sup>nd</sup> Wednesday of each month, Director Rosen seconds, all "Aye".  
Approved.

ii. Discussion/Possible Action: UCH Contract Update and Approval

Chief Jaques and Kevin Waters of UCH stated that the UCH Contract is with UCH Legal Counsel and has not yet been finalized. Chief Jaques recommended the board allow the current contract to automatically renew with an addendum to change the static deployment model to a dynamic deployment model until the updated document is completed. Director Thorn asked if there is any risk to adopt this model in the event the updated contract does not come through on time.

Kevin Waters stated that their attorneys have assessed the situation and recommend the auto-renew with the stated amendment to the new deployment model while the fully updated agreement is still in progress.

The board expressed concern that an amendment to the current agreement in "good faith" was not legally advisable and could create risk exposure. They requested that attorney John Chmil provide an opinion on how to create a bridge agreement. The board would approve a drafted legal document.

Jeff stated that the current contract does not explicitly state where ambulances are housed or where they will be deployed from. Chief Jaques



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recommends that we let the contract auto-renew and finish work on the new contract.

The board directs Director Rosen to work with the Fire Chief and legal counsel to review the current contract with auto-renewal and any required agreements needed to facilitate the gap between the current and updated UCH contracts.

- iii. Discussion/Possible Action: Approve Declaration of Exclusion of the Schneider Farms Annexation from WSFR for Fire Protection Services

Director Rosen submits a motion to acknowledge the petition for the exclusion of the parcel in the application, Director Lutz seconds, all "Aye". Approved.

- iv. Discussion/Possible Action: Approve Town of Severance and WSFR IGA to Waive Development Fees in Future Fire Stations or Corresponding Town Buildings

Director Rosen submits a motion to approve the Town of Severance and WSFR IGA to Waive Development Fees in Future Fire Stations or Corresponding Town Buildings, Director Lutz seconds. All "aye". Approved.

### VI. Board of Directors Items

- i. Discussion/Possible Action: Fire Chief Search Process Recap

Jeff stated that a conditional offer has been made to the selected candidate for position of Fire Chief. One condition has not yet been met, therefore, the employment agreement is not yet ready to be signed. All other conditions have been met, and there is no indication that the outstanding condition will not be satisfied.

Director Lutz submits a motion to accept the employment contract for Chris Angermuller and authorize Director Rosen and Director Medhurst to sign the agreement following the completion of all conditions. Director Rosen to sign the employment agreement, Director Rosen seconds. All "aye". Approved.



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Jeff asked if the board would be willing to come in on January 29<sup>th</sup> to swear in the new Fire Chief on his first day. The board agreed to be present at 8:30 for the oath swearing. The official pinning will take place on February 15.

Jeff asked the board to allow the department to officially announce Chief Angermuller to social media. The board approved.

The board thanked Chief Jaques for his work as interim Fire Chief and all he has done for the district.

### V. **ADJOURNMENT**

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