



WINDSOR SEVERANCE FIRE RESCUE

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

REGULAR BOARD MEETING

100 N 7th St

Thursday, November 9, 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, Battalion Chief Seaman, Chief Friedrichsen, Chief Greer, Financial Director Gabe Buldra (attended via Zoom), Director of Administrative Services Jeff Dykstra, HR Manager Emily Pearson, BIS Travis Chapman, Cierra Will, and members of the public were present at the meeting.

III. APPROVAL OF AGENDA

- IV. Director Lutz submits a motion to approve the agenda as presented, Director Medhurst seconds, all "Aye". Approved.

V. 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. October 12, 2023, Regular Meeting Minutes

Director Rosen requested an edit to change Director Rosen to Director Thorn



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on page 4 of the October 12 meeting minutes for who asked “why vacation and sick leave are not combined.” Cierra will make the requested change.

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: WSFR Calculated Contribution Payment to Volunteer Pension Fund

Director Rosen submits a motion to approve the contribution payment of \$84,010 to the Volunteer Pension Fund, Director Lutz seconds. All “aye”. Approved.

- ii. Discussion/Possible Action: Approval of October 2023 Monthly Financial Report/Bill Ratification

Financial Director Gabe Buldra recapped key points for October: Total Revenue for October was \$172,998 which is \$28,280 under budget; Tax Levy Revenue for October was \$62,415, which is \$11,321 under budget driven by under collection for the month; Non-Tax Levy Revenue for October is \$110,583 which is \$16,959 under budget driven by Grant and Interest Revenue; Total Expenses for October were \$778,541, which is \$138,761 under budget; Personnel Costs under budget by \$58,114, driven by regular wages; Vehicles & Equipment under budget by \$14,833, driven by less vehicle maintenance and small equipment purchased; Travel & Training under budget by \$22,897 driven by less trainings attended; Total Revenue Year-to-Date is \$13,823,189, which is under budget by \$239,205; Total Expenses Year-to-Date is \$8,941,069, which is \$1,423,611 under budget; Total Cash is \$19,386,132, which is \$1,530,259 more than this time last year. Expenses: Personnel was at 80%, Operations at 12%, and Managerial at 8%; currently at 69% of budget through October with 31% remaining.

Mike from RBC presented the standing of the reserved assets investments. The investments overall are paying 5.01% in yield. Everything is going as planned, and the investments are doing well.



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

iii. Information: 2024 Budget Presentation

Gabe presented an update on the 2024 General Fund Budget. With the failure of Prop HH, there will be no reduction in revenue next year.

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Gabe presented an update on the 2024 General Fund Budget. With the failure of Prop HH, there will be no reduction in revenue next year. Total revenues for 2024 are estimated to be \$21,831,425. Total expenses for 2024 are anticipated to be \$14,831,069, and funding reserves are expected to be \$7,000,356. Director Hansen asked how we can expect such an increase in salary expenditures when we have been under budget year-over-year.

Director Jaques said that this year there have been minimal injuries and sick time, as well as unfilled positions, resulting in less than expected expenditures. Director Hansen requested an itemized log of the causes resulting in the variance. Jeff will work on creating the list of variances to present to the board. Gabe presented a total capital expenditure of \$2.4M. \$1M is for land acquisition. \$850,000 for apparatus, and \$600,000 for equipment. December 14 is the public hearing on the budget and final adoption.

iv. Discussion/Possible Action: Set Public Hearing to Exceed the SB-303/Prop HH Mill Levy Cap

Prop HH did not pass. No action needed.

v. Discussion/Possible Action: Approval of Auditing Services

RFPs were sent to 5 vendors: two responded, two declined, and one did not respond. Gabe presented proposals for two audit vendors: Haynie & Company (\$21,000) and Walker & Armstrong (\$19,500 year 1, \$20,500 year 2, \$21,500 year 3). Board and staff discussed the pros/cons of each proposal.

Director Rosen submits a motion to approve the agreement to hire Walker & Armstrong as the audit firm to conduct the WSFRPD annual financial audit for years 2023-2025, Director Medhurst seconds, all "Aye". Approved.



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IV. District Update

i. Reports

1. WSFR Monthly Response Report

Chief Vess presented the monthly response report. Calls are up 13-15% over last year. WSFR helped Greeley on a mutual aid call at Swift. There were two significant calls, one in Severance and one in Windsor. Closest Unit Dispatching went live on Tuesday afternoon and is working well.

2. WSFR Division Reports

Chief Friedrichsen said that Fire Prevention Month was successful and final outreach numbers will be presented in December. All Knox boxes for the rigs have been received and will start to be installed this month.

Chief Greer said that live burns in Eaton have been underway. There have been active shooter training exercises at the schools that have been very insightful.

ii. Personnel

Emily noted that one of the candidates pulled out of the process. In addition, there was one separation. Two new offers have been made to candidates for the spring academy, totaling 3 offers. There is still consideration for doing a lateral process in the next few months if new vacancies occur.

Chief Jaques presented a picture of a keynote that President Biden presented which included a picture of one of WSFR's firefighters, Jamie Stone.

Jeff noted that it has been a month since Ruthie's move to Wyoming. The remote work scenario has been working seamlessly.

iii. WSFR Activities and Events

1. FRFC 2023-2 Graduation: Tuesday, December 5, 5:30pm, Foundations Church in Loveland

One WSFR recruit, Christian Morrison, is graduating.

2. Santa Tour: December 11-13

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



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iv. Facilities & Apparatus

Travis said the new command vehicle has been ordered, expecting a February delivery date. The new Tender also has an expected completion date in February.

Jeff said the Station 3 roof has been completed. A heater was replaced at Station 1.

v. Other District Related Matters

None.

V. Staff Items

i. Information Only: UCH Contract Update

Chief Jaques provided an update on the UCH Contract. A contract has been presented to the board to look over. The intent is to launch January 1 with no interruption to service. There are some delays due to technological implementation issues, but the contract side of the agreement is built. The goal is to have a fully executable contract ready to be approved before January 1.

ii. Discussion/Possible Action: Approve Loaned Apparatus Agreement

Chief Jaques presented the updated loaned apparatus agreement and requested the board enter into the new agreement with the updates.

Director Rosen submits a motion to approve the Loaned Apparatus Agreement, Director Lutz seconds. All "aye". Approved.

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

Chief Jaques presented the IGA with the Town of Windsor and requested the board to approve the agreement.

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

VI. Board of Directors Items



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- i. Reminder of Public Hearing for 2024 Budget 12/14/23 at 6:00pm
 - ii. Discussion/Possible Action: Approve Darren Jaques to Remain Interim Chief Until Fire Chief Position Filled

The 6 month mark has passed and now requires formal action from the board. The position was posted internally.

Director Rosen submits a motion to authorize Chief Jaques's interim Fire Chief pay until position is filled, Director Lutz seconds. All "aye". Approved.

- iii. Discussion/Possible Action: Fire Chief Search Process
Jeff informed the board of the Sunshine Law. Once the finalists have been named, and the finalists have been confirmed, all actions must be done in public moving forward. There is a minimum required 14 days between when the finalists can be named and when a candidate can be placed into the role.

Director Rosen submits a motion for staff to direct Prothman to send out the invitations to candidates #1-#4 to proceed in the process, Director Hansen seconds. All "aye". Approved.

- iv. Discussion/Possible Action: Compensation/Pay Philosophy
Director Hansen presented a pay philosophy composed by HR Emily. Board and staff discussed the pay philosophy and methodology. The board expressed support for the pay philosophy as presented.

VI. ADJOURNMENT

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