



WINDSOR SEVERANCE FIRE RESCUE

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

REGULAR BOARD MEETING 100 N 7th St / Virtual Option (Zoom Info Below) Thursday, March 10, 2022 / 6:00pm

AGENDA

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Pearson, Hansen, Rosen, and Thorn. Director Stevenson is absent and excused. Chief Kazian, Chief Jaques, Battalion Chief Vess, Fire Marshal Friedrichsen, Director Dykstra, Ruthie Knief, Financial Directors Gabe Buldra and Ben Archer-Clowes, Dan Spykstra (Wember), and members of the public were present at the meeting.

III. APPROVAL OF AGENDA

- IV. Director Rosen submits a motion to approve the agenda as presented, Director Thorn 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 Board with one vote. The Consent Agenda consists of items of no perceived controversy and routine administrative actions.

- i. February 10, 2022, Regular Meeting Minutes

Director Rosen submits a motion to approve the Consent Agenda as



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presented, Director Pearson seconds, all "Aye". Approved.

III. Financial Report and Updates

i. Discussion/Possible Action: Approval of February 2022 Monthly Financial Report/Bill Ratification

Finance Director Gabe Buldra reported that total revenue for February was \$571,923, which was \$317,494 over budget; tax levy revenue for February was \$196,162, which was \$23,482 under budget; non-tax levy revenue was \$375,762, which was \$294,013 over budget; total expenses for February were \$664,031, which is \$130,877 under budget; personnel costs under budget by \$53,761, driven by personnel wages and FPPA pension; managerial expense under budget by \$34,250, driven by lower Treasurer fees; total revenue year-to-date is \$755,904, which is over budget by \$376,348 driven by higher than anticipated plan review fees; total expenses year-to-date is \$1,422,637, which is \$192,373 under budget driven by lower than anticipated personnel wages and associated benefits costs; total cash is \$16,866,925, which is \$5,445,150 more than this time last year. This is primarily attributable to the monies that were deposited into the CSAFE Capital Account and St 4 Lease Purchase Escrow Account during FY21. Expenses: Personnel was at 83%, Operations at 13%, and Managerial at 4%. Gabe said we are working on closing the books for last year and the auditors are schedule for the week of April 11.

Director Pearson makes a motion to approve the February 2022 Monthly Financial Report/Bill Ratification, Director Rosen seconds, all "Aye". Approved.

Director Pearson makes a motion to take a ten minute recess for dinner, Director Rosen seconds, all "Aye". Approved.

Director Pearson reconvenes the regular board meeting at 6:22pm.

IV. Station 4 - Project Status

i. Discussion/Possible Action: Station 4 Contingency Fund Increase

Chief Kazian said we have a lot going on at Station 4. Dan said it's starting to take shape with roof beams, etc. Dan provided a photo presentation to the Board of photos taken earlier today. Still on track for August. Construction dependent on the weather – exhausted all the inclement days that were in the



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schedule. Dan said we don't have a price for the snow melt system as they just finished the design. Chief Kazian said we are working through the pricing of the snow melt system and restated that the cost of electricity came out \$60k higher than anticipated and is still not completed. Xcel's transformer is on the wrong side of the ditch and now we need permission to continue boring for the electricity. We will continue the discussion regarding the contingency cost at next month's meeting. We have about \$68k left in our contingency. Need to discuss how to fund the overage – perhaps with impact fees.

ii. Topping Out Ceremony

1. Dan said they have a beam painted red and it's ready for signing. Dan said we can do a ceremony for the beam signing - aiming for end of March/beginning of April. The signed beam will be in the training tower.

V. District Update

i. Reports

1. WSFR Monthly Response Report

Chief Jaques spoke to the YTD call volume – up 21% and 29% year over year. Chief Jaques said that assists us in the operational planning and how to navigate fuel costs. Call response times look good. Chief Jaques also spoke about the barn fire today – complete loss. Approx. 20 different firefighting personnel on site with mutual aid fire assistance from neighboring agencies.

2. WSFR Division Reports

Chief Friedrichsen reports that 706 smoke alarms have been installed and 116 homes visited with three more homes planned to get caught up. Director Pearson thanked the Life Safety division for this project and getting into homes needing the alarms.

3. 2022-2024 Strategic Plan Quarterly Update

Director Dykstra said we have a tracker for the objectives with timelines, area owners, champions, etc. The tracker is linked to work sheets with the tasks to show progress on the objectives. Currently, all of the objectives to be started in Q1 have been started with a couple already completed. Director Thorn thanks the staff for implementing the tracking tool so they are aware of the progress since the Board represents the community members and can talk to the work being done. Director Hansen said maybe we should consider April and



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October for providing status and Chief Kazian said the quarters are start dates rather than deadlines. Director Hansen said he's good with the March and September updates.

4. Accreditation Annual Compliance Report Accepted

Director Dykstra said the peer reviewer accepted our report and recommended approval from the CPSE Board of Directors. The re-accreditation process will be in March 2023.

ii. Personnel

1. Deputy Chief Hiring Process Update

Chief Kazian said we have two candidates for next week's assessment center, 3/15 – one internal, one external.

2. Lieutenant Eligibility List Process

Chief Jaques said Chief Vess and Emily have been working on the process pushing out the reading list, gathering assessors, etc. We have five internal candidates. Process starts the end of March.

iii. WSFR Activities and Events

1. Annual Open House, Saturday, June 11th

Open House is 10am-2pm. More information to come. Chief Friedrichsen invited the Board to join in the fun. Family picnic will be June 25th at the pavilion at Eastman Park.

iv. Facilities & Apparatus

1. New Engine Purchase Update

Chief Kazian said the trip to Appleton for the prebuild of the engine will be mid-May (originally was January and then April).

2. Type 6 Engine Update

Chief Kazian said we did secure the Ram chassis. There are material issues and on the list.

3. Training Room Furniture Upgrade

Chief Kazian wants the Board to consider new stacking tables and chairs for the training room. We would like to see power installed in the floor. With the cancellation of the election, we would like to allocate that money to the furniture.

v. Other District Related Matters

1. Covid Update

Chief Kazian said that it has dropped off – UCH has only 18 covid patients in the hospital. From last month to now, we had 54hrs of Covid sick time.

2. \$10,000 Donation from PDC Energy



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Chief Kazian said we received a donation from an oil and gas company. Chief said in the past with donations like this, we've purchased the drone and such items that enhance our operations.

VI. Staff Items

i. Discussion: Monthly Report Expectations

Chief Kazian said we want to provide the Board with what they like/want to hear. Trying to figure out what is wanted. Director Pearson discussed with Chief Kazian if there were some things that could be cleaned up – have less reporting. Director Pearson mentioned that reports could be quarterly – rotate through the divisions. Chief Kazian said that we need to figure out the balance since each individual report or item comes together at some point. Gabe said he can add some of the financial presentation slides into the packet. Director Rosen said he finds the reports useful and is open to any improvement, but the report currently is fine. Chief Kazian said that what we report is the story we're telling.

VII. Board of Directors Items

i. May 22, 2023, Election Update

Chief Kazian said we have three candidates for the three positions. Director Rosen will be going to a one-year seat and Director Thorn going to a three-year seat. New member Mike Medhurst will be going to a three-year seat. Mike would like to thank everyone for welcoming him to the Board. He enjoyed meeting with Chief Kazian last week and feels like we are moving in the right direction.

1. Cancellation of Election

The Board approved resolution from December 2021 allows our DEO to cancel the election.

VI. EXECUTIVE SESSION

i. Possible Vote to go into Executive Session pursuant to C.R.S. §24-6-402(4)(f), for the discussion of personnel matters related to Fire Chief Kris Kazian.

Director Pearson makes a motion to go into Executive Session pursuant to C.R.S. §24-6-402(4)(f), for the discussion of personnel matters related to Fire Chief Kris Kazian, Director Rosen seconds, all "Aye". Approved.



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VII. RECONVENE INTO PUBLIC SESSION

- i. Discussion/Possible Action relating to the personnel matters of Fire Chief Kris Kazian.

Director Pearson reconvenes regular board meeting at 8:36pm with no further discussion or action necessary pertaining to the Executive Session.

VIII. ADJOURNMENT

Director Thorn submits a motion to adjourn the March 2022 Regular Board Meeting. Director Rosen seconds. All "aye". Approved.