



WINDSOR SEVERANCE FIRE RESCUE

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

REGULAR BOARD MEETING

Virtual Meeting Only

Thursday, May 13, 2021 / Immediately Following the Pension Meeting

MEETING MINUTES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

- III. Board Directors Thorn, Pearson, Rosen, Hansen, and Stevenson. Chief Kazian, Chief Chapman, Fire Marshal Friedrichsen, Captain Dykstra, Captain Mark Williams, Human Resource Manager Lucy Zamarripa, Ruthie Knief, Financial Manager Gabe Buldra, and members of the public were present at the remote meeting.

IV. APPROVAL OF AGENDA

Director Stevenson submits a motion to approve the Agenda as presented, Director Rosen 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. April 8, 2021 Regular Meeting Minutes
- ii. Dissolution of WSFRPD Building Authority



WINDSOR SEVERANCE FIRE RESCUE

100 N. 7th Street • Windsor • Colorado • 80550
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Director Pearson submits a motion to approve the Consent Agenda as presented, Director Stevenson seconds, all "Aye". Approved.

III. Presentation- Clearview Library District Facilities Plan

Katie Messerli presented to our Board and staff an overview of the library's history and the increase for demand. The library is looking out 24 years and the projected the number of residents will exceed 211,000. The library committee crafted a vision for the district and a vision of how they want to conduct their services. They have short-term recommendations as well as long-term recommendations.

IV. Financial Report and Updates

i. Discussion/Possible Action: Approval of April 2021 Monthly Financial Report/Bill Ratification

Financial Director Gabe Buldra stated we are a good portion through the audit and it's going smoothly. He's looking at a presentation for the audit report at the July meeting. JVG, per the request of Director Hansen, started a fixed asset audit – completed the asset count and they did find discrepancies of old items. JVG is looking at getting that finalized next month.

YTD looks good; over budget in Comm & IT due to the purchase of the MDTs earlier in the year. Director Hansen asked Gabe about the previous year's managerial expenses compared to this year; Gabe said he will get back to him after looking into it in more detail but explained it could be due to mapping which is different than last year. We've used 30% of our budget. We did collect current year taxes which will be reported on next month's financials.

Chief Kazian asked how will we track the financial for Station 4's construction. Gabe said we will see the growth in the fixed asset section of the Board report.

Director Stevenson submits a motion to approve the April 2021 Monthly Financial Report and Bill Ratification, Director Pearson seconds, all "Aye". Approved.

V. District Update

i. Reports

1. 2022-2026 Strategic Report Update

Chief Kazian stated we are moving along with the plan. We've



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identified the vision statement of “Building a Culture of Unwavering Commitment to Our Community and Each Other in the Pursuit of Greatness.” There will be a Strategic Plan draft for the Board to review in June or July which contains six focus areas with goals and objectives. Director Thorn wants to ensure that the Strategic Plan will be integrated into the budget; Chief Kazian said we need to be fiscally responsible and both the plan and the budget intersect.

2. WSFR Monthly Response Report

Chief Chapman reported that we didn’t have any significant calls this last month. EMS calls are up as more people get out with Covid restrictions relaxing. We did provide mutual aid to a trench incident in Johnstown.

3. WSFR Division Reports

Chief Chapman said the new tender is in-service; crews extremely happy with it. The tower is not in-service yet, but crews are doing daily training with it. The training team and tower committee is working on putting together an extensive manual for the tower. Chief Chapman said they are working on a wetting down ceremony for both apparatus. The three part-time additions are fitting in well. Station 3’s dispatch issues are more evident. The dive team is coming along with each member passing the swim test.

Fire Marshal Friedrichsen said we’ve been awarded a certificate as a Hero Provider. We were able to give 70 safe sitter certificates to kids of our community during 2020. Summer Safety Stations will be held again this summer as well.

Chief Kazian spoke at the one year memorial for Mason, the boy who drowned last year. The Riverwalk opens tomorrow.

Our annual compliance report has been accepted by CPSE.

ii. Personnel

1. Promotional Process Update

a. Operational Chief

Chief Blackwill retires on July 23; Chief Chapman was promoted April 26 to Operations Chief. The transition is going well.

b. Battalion Chief

Three candidates with Mark Williams accepting the job offer; he will be the new A-Shift BC on May 29. The eligibility list will be effective for three years with Mark Williams, Joe Seaman, and Kirk Bauer.



WINDSOR SEVERANCE FIRE RESCUE

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2. CPSE Fire Officer Designation- Lieutenant Brian Pegg
Lt. Pegg is one of 550 designees in the world. Lieutenants Spight, Tope, and Pegg, and Fire Marshal Friedrichsen also hold the designation.
- iii. WSFR Activities and Events
 1. Badge Pinning- Ops Chief Chapman and BC Williams – Friday, May 14 6:00pm
 2. Station 4 Groundbreaking – Saturday, June 12 9:00am
 3. WSFR Open House – Saturday, June 12 10:00am – 2:00pm
 4. Employee Summer Family Picnic Appreciation Event – Saturday, August 21 2:00pm
- iv. Facilities & Apparatus
 1. Museum – Open May 29 9:00 – 4:00
The opening coincides with the opening of the Town’s museum.
 2. 1987 Freightliner Water Tender- Status
We’ve investigated an auction house/service that will list it and sell it – same one we used when we sold our old ladder truck in 2018. There two agencies interested.
- v. Other District Related Matters
 1. Discussion/Possible Action: Rescind Resolution 2020-04 for Emergency for WSFR Coronavirus Response and Preparedness
Chief Kazian said that back in March of 2020, the emergency order was approved for recouping funds. We are noticing agencies are rescinding the order now that things are returning to normal since it’s odd to have a declaration of emergency opened this long.

Director Stevenson submits a motion that the Board rescind the Emergency Declaration as enacted by Resolution 2020-04 for all purposes and that Resolution 2020-04 be of no further effect, Director Rosen seconds.

VI. Staff Items

- i. Station 4
 1. Discussion/Update: Project Status
Dan Spykstra from Wember reported that we did receive our building permit today for Station 4. Elder Construction is working to get contractors starting on Monday. Lumber is up 250% and steel is also increasing.
 - ii. Approve Raindance Access Easement and Maintenance Agreement
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WINDSOR SEVERANCE FIRE RESCUE

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We are responsible for road improvement to get in and out of our station. They are responsible for the road beyond our station. Sidewalks and trails would not be our responsibility. There are 50 well heads beyond the station so there will be continuous trucks.

Director Pearson submits a motion to approve the Access Easement and Maintenance Agreement with Raindance Aquatic Investments LLC as presented, Director Stevenson seconds, all "Aye". Approved.

- iii. Information/Discussion: Consideration of New Engine Purchase
Chief Kazian said we need to look at our assets and the cost that continues to rise for new engines. Chief Chapman said that with the current engine issues we are having and supply issues the vendor has been experiencing, we want to address the issue now. Chief Chapman will continue the process of researching a new engine with an anticipated cost is \$800-850K. Chief Chapman will be coming to the Board for a discussion/approval in summer. The new engine would likely go to Station 3; however, we need to look at where it makes the most sense.

VII. Board of Directors Items

- i. Discussion/Possible Action: Impact Fee Update
Received approval on our second reading from the Town of Windsor with fee collection starting August 1, 2021. Larimer County IGA was approved on their consent agenda. Fees are done as it concerns the Town of Severance, Town of Windsor, and Larimer County with an effective fee start date of August 1, 2021. Next task will be to go before Weld County for discussion and approval. Chief Kazian said it is the best business practice to pursue the same in Weld County to keep a level playing field across the District.
- ii. Discussion/Possible Action: Approval of Impact Fee IGA with Larimer County
Chief Kazian said we received IGA approval from Larimer County. Impact

Director Thorn submits a motion to approve the IGA as presented between WSFR and Larimer County for the collection of Impact Fees, Director Stevenson seconds, all "Aye". Approved..

VI. EXECUTIVE SESSION

- i. Possible Vote to go into Executive Session pursuant to C.R.S. §24-6-402(4)(b), to conference with the District's attorney for the discussion of legal matters



WINDSOR SEVERANCE FIRE RESCUE

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pertaining to the lawsuit filed for the trench incident.

VII. RECONVENE INTO PUBLIC SESSION

- i. Discussion/Possible Action relating to the legal matters of the lawsuit filed for the trench incident.

President Pearson reconvenes the regular board meeting with no further discussion or action related to the Executive Session.

VIII. ADJOURNMENT

Director Pearson submits a motion to adjourn the May 2021 Regular Board Meeting. Director Stevenson seconds. All "aye". Approved.