



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, April 13, 2023 / 6:00pm

MEETING MINTUES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Thorn, Stevenson, Hansen, Rosen, and Medhurst. Acting Fire Chief/Deputy Chief Jaques, Chief Friedrichsen, Chief Greer, Chief Seaman, Ruthie Knief, Financial Director Gabe Buldra, BIS Travis Chapman, HR Manager Emily Pearson, Mike Warren with RBC, and members of the public were present at the meeting.

III. APPROVAL OF AGENDA

Director Stevenson submits a motion to approve the agenda as presented, Director Rosen 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 - 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. March 9, 2023, Regular Meeting Minutes
- ii. March 13, 2023, Special Meeting Minutes



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

III. Financial Report and Updates

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

Financial Director Gabe Buldra recapped key point for March: Total Revenue for March was \$3,018,068 which was \$13,659 under budget; Tax Levy Revenue for March was \$2,919,833, which was \$15,648 over budget; Total Expenses for March were \$863,371, which is \$137,136 under budget; Personnel Costs under budget by \$30,965, driven by wages; Total Revenue Year-to-Date is \$3,440,002, which is under budget by \$154,908; Total Expenses Year-to-Date is \$2,496,123 which is \$396,144 under budget; Total Cash is \$15,486,900, which is \$3,279,223 less than this time last year; This is primarily attributable the following: Monies expended for the construction costs of Station 4. Expenses: Personnel was at 82%, Operations at 12%, and Managerial at 6%; currently at 17% of budget through March with 83% remaining.

Director Thorn asked if there's anything we can do regarding utility expenses at Station 4. Gabe said the cost of energy in general increased greatly and the size of the station plays a part. Director Medhurst said the increase in the rate continues to trend up, but the deviation stays the same. Gabe confirmed. Director Thorn asked what the % of the expenses is the energy usage. Gabe said it's the lowest budget item and something to take into consideration for next year's budget. Director Medhurst asked what the year-end budgeted % is for personnel and Gabe said around 78%.

Gabe said that the intention with Mike, with RBC, would be to have him provide reports on a quarterly update. Mike reports that they are the safest bank within North America. The original plan for the \$8M was to take \$1M and hold that and invest it in a 6 month ladder just in case interest rates go up because then we'd have some maturities to invest at higher rates. The other \$1M we decided to hold back for some opportunities to pop up which appeared within the week of first investing. The \$6M we laddered over a five-year period. The entire portfolio is deployed with an average yield of maturity from purchase of 5%. Everything has FDIC protection on it up to



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\$10M cash. We were able to lock in at high rates for CDs. As the end of March, our account is at \$8,122,000 which includes approx. \$16,000 from interest. Our goals are long-term to gain a consist and budgeable yield.

Director Stevenson makes a motion to approve the March 2023 Monthly Financial Report/Bill Ratification, Director Medhurst seconds, all "Aye". Approved.

ii. Audit Update

1. Gabe said we are going through the audit process with Haynie & Company. The plan is to work remotely with them for the remainder of April and be onsite at WSFR on May 4.

Director Rosen asked about the Government Finance Officers Association (GFOA). Gabe said they are about six months behind.

IV. District Update

i. Reports

1. WSFR Monthly Response Report
 - a. Chief Jaques said we are trending up in call volume. 8.3% YTD increase in overall calls. Mutual and auto-aid opportunities this last month. Response times and call processing times have fallen back into reasonable ranges. Reliability looks better this month but hard to pinpoint with the closest unit dispatch.
2. WSFR Division Reports
 - a. Chief Greer said we wrapped up Officer Bootcamp last week. Received positive feedback. Huge success and Chief Greer is appreciative. Hazmat training is also occurring.
3. 2022-2024 Strategic Plan Quarterly Update
 - a. BIS Travis Chapman provided a quarterly update. He provided a quick update on 2022 objectives – 23 completed, 45 assigned, 20 in progress and 2 not started. For 2023 objectives, 32 are assigned, 4 complete, 11 in progress, 17 not started. There are 81 total objectives. We have four that will be started in 2024. Director Stevenson thanked Travis for the information put into the Newsletter. Director Thorn said it looks like the workload snowballs into 2023 and asked about balance. Travis said everyone is pulling their weight and doing it with due diligence.



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There have been some intense periods to get objectives done, but overall, it's balancing. Director Rosen said he liked to see all the objectives pertaining to mental wellness. He also said he's also interested in looking at Station 5 and backing what we're doing in deciding when and where Station 5 should be. Travis said the GIS information was enlightening as one area surprised the team. Chief Jaques said we're using the information but can change our mind by selling the land prior to building. Director Medhurst said it's hard for fire departments to be proactive and thanked us for the hard work. The work will put the organization in a successful place.

ii. Personnel

1. FRFC 2023-1 Update

- a. Chief Greer said we're halfway through search week. We did unfortunately lose one recruit as he was dismissed from the academy.

iii. WSFR Activities and Events

1. WSFR Annual Open House, Saturday, June 10, 10am-2pm

- a. Chief Friedrichsen said the Board is welcome to attend and help if they're willing. Chief Friedrichsen said they are looking at food options.

iv. Facilities & Apparatus

1. New Engine Update

- a. Travis said the in-service date for the new Engine 3 is April 15. Working on equipment and layout.
- b. Wet Down Ceremony, Saturday, April 15, 3pm at Station 3
 - i. Travis said Chief Jaques will say a few words and then proceed with the wet down.

Director Rosen asked about an update for the Dive Truck. Travis said they are behind schedule. They are about five weeks out. The original completion date was the end of March. Command Staff is concerned about getting it complete prior to the high-water season.

Director Rosen said there was concern about the brightness of the lights on Station 4. He drove there and looked at the current light situation. He will work with



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Chief Jaques to ensure the concern is met – Chief Jaques said some adjustments have already been made. Some lights have been dimmed – to about 10% vs 30%.

v. Other District Related Matters

1. Firefighter Safety and Disease Prevention Grant Update

- a. Chief Jaques said we didn't obtain that grant. It was to provide a way for our employees after employment here would have a record they could always go back to. It is difficult for our people to obtain all the records they need. This grant provided an app that worked with our scheduling software and with CAD. If we were to move forward with it now, it would be approximately \$11,000. We will apply for the grant again. We currently have ways to meet the needs, but it's not as convenient as we would like it to be. Director Medhurst asked about Crew Sense. Chief Jaques says we have options through Vector Solutions. Director Rosen asked about the Colorado State grant and Travis said it would reopen later this year in October. Director Rosen said he would be open to looking at it out of pocket since it's so important and huge in the fire service. Travis said the grant was for just under \$13,000. Chief Jaques said it will be a discussion we can have later after we exhaust some avenues. The annual license's fee was around \$7,000.

V. Staff Items

- i. Discussion/Possible Action: Approve PO2023-116 to Prestige Chrysler Dodge Jeep Inc. for \$50,514.67 for 2023 RAM 1500 Crew Cab

Travis said from a fleet perspective, we're requesting the approval of another staff vehicle. After looking at our long-term need, the new F150 fits that need. Therefore, the new vehicle would help with folks going to training, etc. It has two packages and a larger motor. It's versatile. We had \$76,000 in the capital plan and with the purchase of the last truck, we will now be at \$85,000. The truck will be an order – approximately 12 weeks. The price listed would be a maximum cost as there should be incentives and rebates coming.

Director Stevenson submits a motion to authorize WSFR Fleet Services to purchase the quoted 2023 RAM 1500 Crew Cab in the amount of \$50,514.67



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to Prestige Chrysler Dodge Jeep Inc., Director Rosen seconds. Roll Call. All "Aye". Approved.

V. EXECUTIVE SESSION

- i. Possible Vote to go into Executive Session pursuant to C.R.S. §24-6-402(4)(b), for the purposes of conferencing with the District's legal counsel to receive legal advice on specific legal questions related to a personnel matter regarding Fire Chief Kris Kazian.

Director Stevenson makes a motion to go into Executive Session pursuant to C.R.S. §24-6-402(4)(b), for the purposes of conferencing with the District's legal counsel to receive legal advice on specific legal questions related to a personnel matter regarding Fire Chief Kris Kazian, Director Rosen seconds all "Aye". Approved.

Board adjourned at 18:57 to go into Executive Session.

VI. RECONVENE INTO PUBLIC SESSION

- i. Discussion/Possible Action relating to Fire Chief Kris Kazian.

Director Thorn reconvened to open session at 20:23 with no comments.

VII. Board of Directors Items

- i. Accept the Resignation of Chief Kazian Effective May 1, 2023, and Ratify the Resignation Agreement with Chief Kazian

Director Thorn would like to read a statement: The WSFR Board of Directors was made aware of allegations of potential misconduct by Fire Chief Kris Kazian. Chief Kazian was put on administrative leave while the board could conduct an investigation. The board contracted with a third party Human Resources firm which conducted the investigation, the results of which led the Board to initiate the process of separation between Kazian and the Fire District. The District and Chief Kazian were able to reach a mutual agreement consistent with the terms of his employment agreement and resulted in Kazian resigning from the Fire District.

The board has been made in receipt of the resignation letter of Fire Chief Kazian effective May 1, 2023.



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Director Stevenson makes a motion to accept the resignation of Chief Kazian effective May 1, 2023, Director Rosen seconds all "Aye". Approved.

Director Stevenson makes a motion to accept and ratify the resignation agreement with Chief Kazian, Director Rosen seconds all "Aye". Approved.

- ii. Appoint Darren Jaques to the Position of Interim Chief
Director Thorn said he has had discussions with Chief Jaques regarding the interim position. The terms are acceptable and reasonable for Chief Jaques to be paid at Step 1 of the Fire Chief salary and the salary increase should be for a period not to exceed 6 months while the Board of Directors decides how to proceed. The salary change is effective May 1, 2023, when Chief Jaques moves from Acting Fire Chief to Interim Fire Chief.

Director Stevenson makes a motion to appoint Darren Jaques to the position of Interim Chief for a period not to exceed 6 months and to be moved to Step 1 of the Fire Chief salary scheduled for the duration of his appointment as Interim Chief, Director Medhurst seconds all "Aye". Approved.

- iii. Board Transition Process
Chief Jaques reported that all current board members will be able to sit for the May meeting and then we'll perform oaths after the meeting. Director Thorn will swear in the three new electors. The new electors will sit at the June meeting; officers will also be elected at the June meeting. Two candidates would be incumbent and the other two are new.

VIII. ADJOURNMENT

Director Stevenson submits a motion to adjourn the April 2023 Regular Board Meeting, Director Rosen seconds. All "aye". Approved.