



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, May 12, 2022 / Immediately Following Pension Meeting

MINUTES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Pearson, Rosen, and Stevenson. Directors Hansen and Thorn are absent and excused. Chief Kazian, Acting Battalion Chief Seaman, Fire Marshal Chief Friedrichsen, Director Dykstra, Ruthie Knief, Financial Director Gabe Buldra, Dan Spykstra (Wember), and members of the public were present at the meeting.

III. APPROVAL OF AGENDA

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

i. April 14, 2022, Regular Meeting Minutes

Director Pearson submits a motion to approve the Consent Agenda as



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

III. Financial Report and Updates

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

Director Gabe Buldra reported that the total revenue for April was \$843,402, which was \$363,736 under budget; tax levy revenue for April was \$548,612, which was \$576,777 under budget; non-tax levy revenue was \$294,790, which was \$213,041 over budget; total expenses for April were \$667,338, which is \$93,662 under budget; personnel costs under budget by \$55,791, driven by personnel wages and FPPA pension; training & travel expenses are under budget due to timing; total revenue tear-to-date is \$4,406,892, which is over budget by \$977,111 driven by timing of tax collections and higher than anticipated plan review fees. Expenses: Personnel was at 81%, Operations at 13%, and Managerial at 6%; currently at 29% of budget.

Director Rosen inquired if the Timnath Tower helped our communications at Station 3. Acting Battalion Chief Seaman said it has helped greatly between the other agencies and us.

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

ii. Discussion/Possible Action: Approval Resolution 2022-02 for the Amended Capital Budget for 2021

Director Gabe Buldra said with our audit report this year, we need to amend the capital budget especially since we are going for the GFOA for financial excellence. Gabe also said we will need an amendment to the 2022 capital budget as well. Director Pearson said most of the budget difference revolves around Station 4.

Director Pearson makes a motion to approve Resolution 2022-02 to approve the amendment of the 2021 Windsor-Severance Fire Protection District Capital Fund Budget, Director Stevenson seconds, all "Aye". Approved.



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IV. Station 4 - Project Status

Dan Spykstra, Wember, provided a short presentation of photos to show current progress of the building. Chief Kazian asked about the snow melt system – how is it playing into the project. Dan said there's a lot of parts and pieces, but they are planning for it. Dan also said the stairs should arrive in the next couple of weeks. The bunk room windows are due to arrive soon.

V. District Update

i. Reports

1. WSFR Monthly Response Report

Acting Battalion Chief Seaman said we ran 941 calls in 2020 – we are up 48% YTD. In 2021, we ran 1111 calls – we are up 25% YTD. We are also up 58% for mutual aid calls. ABC Seaman thanked the District for his interim role as he learned a lot and has a better understanding of the position. ABC Seaman talked about grass fires this year – there has been about 3-4 grass fires a day in the last few weeks; WSFR is also being called to other districts to assist. Chief Kazian said our people are ready – we've had our refreshers and will be on the board in a couple of days to respond to the much needed help with wildland fires.

2. WSFR Division Reports

Chief Friedrichsen reports that Life Safety has been to 200 homes, installed 1379 alarms.

a. Structure Training

Chief Kazian said we had the opportunity to train at some homes that were offered to us for that reason. We were also able to train at Guadalajara – both day and night training.

3. ACR Approved by CPSE

Director Dykstra said we received our official notice from CPSE that they accepted and approved our compliance report which allows us to remain in an accredited state. We are hoping to go before the commission in early 2023.

ii. Personnel

1. Engineer Coe Leaving After 17 Years of Service

Chief Kazian said Engineer Coe will start as a Shift Captain at PVFPD on May 16. With that, we'll be promoting Raymond Danks to Engineer. Director Pearson says his congratulations to Coe.

iii. WSFR Activities and Events

1. Badge Pinning Ceremony, May 16, 6:00pm



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- a. Deputy Chief of Operations Chief Dawald
- b. Engineer Danks
- c. Firefighters Gambie

Human Resources Manager Emily Pearson said the pinning is coming up on Monday, May 16, to celebrate our newly hired/promoted folks.

2. WSFR Open House – Saturday, June 11 10:00am – 2:00pm

Chief Friedrichsen said our Open House is coming soon and welcomes our Board members to attend. We are partnering with G5 who will be coordinating the food.

iv. Facilities & Apparatus

1. New Engine Purchase Update

BIS Chapman reported that he and two other members recently went to Wisconsin the end of April for the prebuild of the engine. Estimated completion is around mid-December with a January/February onsite delivery. The final price should be just under \$820,000. During the visit, they learned how long the builds are now taking as well as the increase in costs looking forward. Those discussions prompted the need for the capital plan presentation.

2. Presentation/Discussion: WSFR Capital Improvement Plan – Vehicle Purchases

Travis said that if we order another engine now, the cost is \$948,328. We also have a brush truck coming this fall. The price of the new brush compared to the last one we ordered in 2018 is \$40,000 more. Travis said we have a new tender in our capital plan to order in 2023. Currently, a new tender is about \$100,000 more than what we ordered in 2020. Pierce is taking chassis orders in January. Significant increase in build time as well. Travis spoke about our current fleet, including personnel vehicles and trailers, and the upcoming replacement apparatus schedule. New apparatus & fleet challenges – almost double the wait time for an order. For Pierce, they usually saw price increases of about 4% annually – in 2022, they saw a 9.5% increase and again another 7% last month for a total of 16.5% YTD. Travis said E2 & E3 are increasingly requiring maintenance – the motor is underpowered and is now requiring more work. We may need to talk about ordering a new engine sooner rather than later. Will also need to look at ordering a tender, dive rescue vehicle, and other staff vehicles. Travis said there are a couple of options to look at such as vehicle



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replacement options through Enterprise, etc., and a lease purchase program.

Director Rosen said the Enterprise option might be a good idea to look at. Director Pearson said looking into it would be a good idea – at least it's something we explored even if it doesn't work out. He also said that we have two dive trailers but need to have a dedicated response vehicle for the trailer – would like to have us thinking about that in the future. Director Stevenson said he was impressed with Travis' presentation. Chief Kazian said we would like to come to the Board sooner on the tender, perhaps June or July meeting. We need to get in the queue in order to get it in 2025. Also, we have an engine in the books for 2026 – which means we may want to order it in 2023.

Director Rosen said he's in favor of buying sooner to save costs. He said there's importance behind buying similar apparatus.

v. Other District Related Matters

1. \$2500 Remembrance Day Donation

Chief Kazian said we were recognized at the event for 9/11.

2. Covid Update

Chief Kazian said he talked with some area chiefs, and they said there have been some exposures. We are maintaining our covid sick banks and protocols. We have covid tests available for those needing to test.

VI. Staff Items

i. Information/Discussion: WSFR 2022 Board Bylaws Draft

Chief Kazian said we made some minor changes to the bylaws and we ask the Board to review. One of the items was the spending authority of the Fire Chief and the purchasing policy. The bylaws now references the purchasing policy rather than the specific dollar amount as the Board would still have to approve any change to the policy – including the spending limit for the Fire Chief. Another change was having the ability to attend the meeting either virtual/zoom or in-person. We will ask for approval at next month's meeting.

ii. Discussion/Possible Action: Consideration of Hiring One Additional Firefighter in FY2022

Chief Kazian said we have three new firefighters in this year's budget. With Engineer Coe leaving, we need to fill his spot. The fourth firefighter will make us whole. We are asking for one additional firefighter to help fill voids on the line – such as Lt. Spight teaching at FRFC academy. We would like to bring someone on now, so we are flush next year. Looking forward to possible



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scenarios with personnel movement, the extra firefighter will be used.

Directors Pearson and Rosen said they are in favor of the additional firefighter – being proactive. HR Manager Emily Pearson said there's more competition now between us and other area agencies with less applicants. Our industry is feeling the change in the hiring environment. Director Pearson asked if we have contracts in place for personnel being hired to stay after academy. Chief Kazian said we do have contracts. We have one internal candidate and two outside of the organization.

Director Pearson makes a motion to approve the authorization of hiring an additional firefighter to begin in the 22-2 FRFC Academy, Director Stevenson seconds, all "Aye". Approved.

- iii. Discussion/Possible Action: Recognition of Juneteenth (June 19) as a WSFR Holiday

HR Manager Emily Pearson asks the Board to add an additional holiday of June 19th – known as Freedom Day starting this year. It is also a Federal recognized holiday.

Director Stevenson makes a motion to approve to add Juneteenth as a recognized WSFR holiday effective June 19, 2022, Director Rosen seconds, all "Aye". Approved.

VII. Board of Directors Items

- i. Recognition of Board President Matt Pearson

Director Rosen thanks President Pearson for his service and competence shown over the years. Director Stevenson said Matt has done a great job. Matt said he's happy to have supported the organization over the last four years. Chief Kazian thanked Matt for his service and dedication to WSFR. Some highlights - we've hired 21 personnel under his tenure, passed two citizen voter initiatives, had a mill rate increase, won a de-Gallagher election, gained impact fees, built a new fire station, gained a competitive salary package, purchased a ladder truck, changed our fleet back to red. It's been an incredible four years. Thank you for taking us to the next level.



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V. ADJOURNMENT

Director Pearson submits a motion to adjourn the May 2022 Regular Board Meeting. Director Stevenson seconds. All "aye". Approved.