



WINDSOR SEVERANCE FIRE RESCUE

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

REGULAR BOARD MEETING

Virtual Meeting Only

**Thursday, May 14, 2020 / Immediately Following the Pension Board Meeting
MINUTES**

Please click the link below to join the webinar:

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I. CALL TO ORDER at 19:25

- a. Pledge of Allegiance

II. ROLL CALL

Directors Abbott, Rosen, Pearson, Young and Fagler present on call. Other WSFR Staff on the call include Fire Marshal Sandra Friedrichsen, Fire Chief Kris Kazian, Captain Jeff Dykstra, Life Safety Specialist Morgan Matthew, Captain Mark Williams and Chief Mike Blackwill. Incoming Board members (Mark D. Stevenson, Trent Hansen and Lindsey Gillingham), Station 4 Owner's Representative (Dan Spykstra), IAFF Representative (Erik Morse) and municipal liaisons (David Sislowski and Stephen Gagliardi) were also on the call.

III. APPROVAL OF AGENDA

Director Abbott submits a motion to approve the Consent Agenda, Director Pearson seconds. All "aye". Approved.

IV. REGULAR BOARD MEETING

- a. Public Forum:
 - i. Public Comments: none



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- b. Consent Agenda – Discussion/Possible Actions:
- i. April 1, 2020 Special Board Meeting Minutes
 - ii. April 9, 2020 Regular Meeting Minutes
 - iii. Execute Quit Claim Deed – WSFR Property- 209 1st St Severance

Director Abbott submits a motion to approve the Consent Agenda, Director Pearson seconds. All “aye”. Approved.

c. Financial Report and Updates

- i. Discussion/Possible Action: March’s Budget vs Actual Report

1. Amanda Castle:

- Discussion of Q1 financials (January 1-March 31, 2020)
- Total assets: \$18 million (less than December 2019 based on pending tax revenue).
- Total fund equity: \$9 million and \$6.5 million in Capital fund
- Packet page 29: \$2.9 million in total collected revenue from property tax collections. Delay in payments based on COVID19 policies county/state/federal agencies have allowed late tax payments. Currently \$390,000 under projected revenue which will be awarded later in the year from secure revenue sources.
- Plan review/inspection fees: slightly less than projected but that could be due to the lag in total revenue collection numbers.
- Cost savings: operations/personnel and training but recognized cost savings cannot be fully determined until later in the year.
- Total expenditures: trending as projected, \$1.7 million actual (\$2 million projected).
- Total ending fund balance: \$4.4 million, very close to projected.
- Capital fund: \$2 million (budgeted \$5.6 million). Expenditures on facilities/land (\$400,000), apparatus (\$1.4 million) and other items (around \$200,000).
- Debt service fund: slightly under budget.
- Admin expenditures: treasurer fees and interest payments for June 2020 payment.

2. Board Discussion: none

Director Abbott submits a motion to approve the Q1 Financial Statement, Director Rosen seconds. All “aye”. Approved.



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ii. Discussion/Possible Action: Ratification of April 2020 Checks

Director Pearson submits a motion to approve the April 2020 checks, Director Rosen seconds. All “aye”. Approved.

1. Board Discussion:

- Director Abbott: what was the \$12,000 paid to PFA for truck repairs? Chief Kazian: Engine 3 needed major transmission repair and preventative maintenance service.

iii. Information/Update: Financial Forecast Considerations

1. Business & Personal Property and Oil & Gas Declaration Timeline

Extended: Chief Kazian

- Changes to 2020 Schedule for financial/revenue reporting: most deadlines have been extended. Concrete financial reports will be available 10/13/20, a draft revenue report will be presented to the Fire Board by 10/15/20 and final submission to Weld County must occur 12/25/20 to certify the Mill Levy.
- In past years, preliminary revenue values from the County were published in May or June. This year’s 2020 preliminary revenue values will not be published until later in the year.
- Director Fagler: Is WSFR scaling back on projects to hedge bets against current economic instability? Chief Kazian: Yes, a lot of “natural spending” for things like training, the tabled purchase of an additional fire engine and asking AOR supervisors to review and prioritize their budgets for necessary projects and spending.

2. 10 Year Budget Planning Tool Revised: Chief Kazian

- An ongoing process that was established in 2019 and has been significantly updated in 2020.
- Being used to more accurately forecast the financial status of the District over the next 1-4 years. Emphasis on long term projections versus a “penny/cents” format like the formal line-item budget.
- Most concerned about COVID-19 economic impacts to the 2022 budget.
- Amanda Castle: good tool for long term projections and budgeting.



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- No action needed from the Board.
- Director Abbott: Appreciates the work of the District to maintain a good cash balance to help it weather current and future economic turmoil. Chief Kazian appreciates the support of the Fire Board to help develop this financial management SOP.

d. Organization Update

i. Board of Directors Report

- Directors Fagler and Young: thanked everyone for their hard work and good luck to new board members
- Director Rosen: Appreciates all the hard work behind the scenes by admin and operational staff, including the 67 birthday “drive-by” celebrations and restart to the car seat install program.
- Director Pearson: echoes everyone’s appreciation for the hard work of the District.
- Director Abbott: really appreciates the hard work of everyone during the eight years he has been a Fire Board member.

1. Discussion: Status- Impact Fee Study

Brief summary of current efforts (draft report has been given to WSFR). More formal information will be presented in the June or July Board meetings.

ii. Administrative Captain Report: Jeff Dykstra

1. CPSE accepted submitted accreditation report through 2020.

2. The remainder of FPPA corrections have been submitted. Once FPPA approves of the remaining corrections, the District can start the reimbursement process.

-Chief Kazian: once fully approved, the District will reimburse refunds and FPPA will award the District a payment “holiday” to postpone payments.

-Amanda Castle: will likely look in the formal budget as a source or revenue offset in expenses. Unlikely that it will require an amendment to the current 2020 budget.

-Total FPPA refunds to the District and members: \$107-108,000 between the District and employee contributions.

3. Social Security corrections: no updates from the IRS besides that they accepted the corrections. The District has not been reimbursed.

4. Starting another volunteer training process to hire 8-10 new reserve fire fighters. Looking for candidates with current Fire Fighter 1 and



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EMT certifications since normal training academies have been postponed or canceled.

- iii. Training Captain Report: Mark Williams
 - 1. Training has been remote/web based/single company. Current ISO and internal standards are still being met for hours and content. This includes more remote training for part-time and reserve members.
 - 2. May 16: essential multicompartment training will restart (e.g. at training facilities for rescue and live fire training). These trainings will still observe COVID-19 health and safety guidelines of the CDPHE and County health departments.
 - 3. The training request standard was retooled to allow approval of requested training on a case-by-case basis.
 - 4. Upcoming: August-September truck, special ops and training conferences for members is planned. Emphasis on sending members to train where the District will be partially and fully reimbursed for their attendance.
 - 5. FRFC 20-1 fire fighter recruits are integrating well into District operations and culture.
 - 6. Board Discussion: none
 - iv. Battalion Chief Report
 - 1. No report given since all Battalion Chiefs were absent from meeting.
 - v. Fire Marshal Report
 - 1. Plan review fee revenues over projected since the District received a sizable check from March. Current revenues over \$100,000 budgeted for the First Quarter.
 - 2. Birthday: projected to 200 birthday “drive-bys” by June 1st.
 - 3. Fire loss/saves: mostly accurate but still awaiting final numbers from Vestas Blades North America.
 - 4. Open House: has been postponed and will be rescheduled later in 2020 or in 2021 depending on how COVID-19 impacts gatherings.
 - 5. Training: looking to find creative ways to maintain CEUs and how to manage local business operations under COVID-19 occupancy guidelines.
 - 6. Station 1 Garden: thanked Jim Hays and crews for their work to renew the garden.
 - 7. Board Discussion: none
 - vi. Operations Chief Report
 - 1. Station 1 improvements
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- Gym floor and paint remodel underway.
2. Significant calls:
- Vestas Blades fires mostly contained to the area of origin and no injuries were reported.
 - Dive recovery incident for two boys that fell into a Water Valley lake after a canoe capsized. One recovery was made. There may have been more injuries/fatalities based on the number of parties in the water when crews arrived (the other boy in the canoe and two adults). The other boy in the capsized canoe swam back to shore under his own power. Greeley Fire Department's USAR dog, Saker, helped find the victim before nightfall. Adverse weather conditions, like high winds, added challenges to this regional incident response.
 - Chief Kazian related this to the technical rescue involved during the 2019 trench rescue. Both incidents have made the District evaluate the current and future needs for special teams like dive rescue and technical rescue. Looking to work with other agencies in the region to support the staffing and funding for special operations teams. Chief voiced appreciation for the work of all crews involved.
3. WSFR Monthly Response Report: Mike Blackwill
- Call volume has decreased under COVID-19 mandatory and voluntary quarantines. District still staying prepared for any uptick in call volume as quarantine mandates are lifted and other down stream impacts come to fruition.
4. SAFER Grant Application- 3 Positions: Mike Blackwill
- Original 2020 plan to hire five new fire fighters has been tabled. The District is now looking to hire the 3 additional staff using another SAFER grant. This would help the District realize significant cost savings of \$460,000 total over three-year grant period. This would allow the District to maintain readiness and service to the community.
 - Captain Dykstra: SAFER Grant deadline was extended to May 27th. The Department of Homeland Security (DHS) has waived the previous cost-share requirement (75/25 in). Under this change, the District can hire three new staff fully funded by DHS which would allow more than \$1.0 million in savings over the
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next years if the District is awarded the grant. Previous cost share SOP was DHS 75%/District 25% (year 1-2) and DHS 35%/District 65% (year 3).

- Director Abbott: discussion of current accounting practices associated with current SAFER Grant funding. Chief Kazian: District has four fire fighters under another the current SAFER grant through the end of 2020.

vii. Fire Chief Report: Kris Kazian

1. COVID-19 Update

- Crews are still running potential or confirmed COVID-19 medical calls. Overall call volume down 25% in the last couple of months.
- Current response stage: single unit instead of the multi-unit response that was previously implemented.
- Second round of voluntary COVID-19 antibody testing for personnel complete. No positive test results.
- Chief Blackwill: although membership is experiencing the fatigue factor associated with COVID-19 planning and response, he is proud of the work by the District to be a leader in the region.
- Chief Kazian: echoes discussion by Chief Blackwill.

2. Human Resource Manager Position Update

- The District received 150 applications. Nine were interviewed via Zoom. The top three candidates will be interviewed in person at Station 1 on Monday May 18, 2020.
- A great collection of good candidates for this shared position with Platte Valley Fire.

3. Finance Position Update

- Evaluating the role and need of the Pinnacle Consulting to meet the current and future needs of the District.
- The District needs to hire a staff member to based on current and future needs.
- This hiring process will be started after the HR position is hired.

4. Met with new Board Members – Fire Ops 101 and Finance 101

- 5-6 hours spent meeting and sharing with new Board members.

5. \$500 Citizen Donation

- Recognized the support and donations from our community.

6. Guests: Liaison between WSFR and Towns of Windsor and Severance

- David Sislowski-volunteered for position and excited to hear



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how to the District can work with the Town of Windsor.

- Stephen Gagliardi-thanks given to the Board for allowing him and the Town of Severance to participate and all the work of WSFR and all first responders. Excited to meet in person. He is also School District Enterprise Technology Manager.
- Chief Kazian: supportive of the strong ties between the District and its municipal partners.

7. Chaplain Dan Judge's retirement

- Served WSFR for 16 years and is now retiring to move closer to family in Idaho.

viii. WSFR Activities and Events

1. Postponed June 2020 Open House

e. Staff Items

i. Discussion/Possible Update: Station 4

1. Project Status

- Chief Kazian: overview of current progress and discussion of housing admin staff. Potential move of admin staff to Station 4 is likely to be tabled. All opportunities are still being investigated. He also apologized for the miscommunications that occurred during the April 2020 meeting.
- Dan Spykstra: received 15 applications/proposals for Construction Manager at Risk RFP. Four short-listed firms were interviewed 5/13/2020.

2. Consideration to Apply for DOLA Grant: Chief Kazian

- Grant awarded based on building energy efficiency including LEED certification.
- The District plans to submit a \$1 million grant to help offset some cost from Station 4. Grant will be submitted and evaluated during the August 2020 DOLA hearing period.
- Discussion of grant requirements and guidelines.
- The grant is a 50/50 cost match up to \$1 million.
- Participation in this program would push out the initial construction date to early 2020 since the grant cannot be used to retroactively reimburse the District. Only preconstruction can be conducted prior to the award of the grant.



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- Board discussion: supportive of Chief Kazian's proposal
 - No action needed from the Board.
- ii. Discussion/Possible Action: Selection of Construction Manager at Risk (CMAR) for Station 4 project
1. Discussion of four short-listed firms.
 2. Dan Spykstra: Four construction firms were interviewed (Elder, Golden Triangle, Mark Young and PCL). Candidates evaluated based on a scoring process and their fees during pre-construction, overall project fee percentage (bid out between 3-5%) and general conditions (monthly cost of on-site overhead). Preconstruction fees ranged from \$9,500-20,000 and includes time and expertise given by the contractor during the pre-build design process. General condition bid fees for the 10-month, maximum project duration ranged from \$293,000-504,000. Brad Bonnet from Allred Construction, Station 4's architectural firm, was also included during the evaluation process.
 - Director Abbott: has Brad worked with Elder before? Dan Spykstra: he did not believe that he has previously worked with Elder Construction
 3. CMAR awarded to Elder Construction based on submitted preconstruction fee of \$12,480, overall project fee percentage of 3.5%, the lowest General Conditions fees and their existing qualifications.
 - Chief Kazian gave brief overview about this step in the process and how things can move forward on this project.
 - Director Fagler: supported of the District's choice for CMAR.
 - Dan Spykstra: DOLA grant will allow the District to work with the CMAR on the pre-build stage without negating WSFR's grant application.
 - Director Abbott: The new and existing Board Members will need greater detail on how this process will work and how much it will cost.
 4. Amanda Castle: long range financial projections will be used to weigh the costs and benefits of financing this project using all cash or a loan.
 - Chief Kazian: is looking for best way forward for the District.
 - Director Abbott: supportive of the efforts of the District to maintain its short and long-term sustainability by evaluating the costs and benefits of cash versus loans to pay for this project.

Director Fagler submits a motion to award Elder Construction as the



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Construction Manager at Risk for the Station 4 Project subject to negotiation of a contract approved by legal and authorizing Chief Kazian to sign a contract on behalf of the District, Director Pearson seconds. All "aye". Approved.

- iii. Discussion/Possible Action: Station 1 Sprinkler System - PO7831 to Front Range Fire Protection for \$91,000
1. Chief Kazian: Discussion of project efforts to date.
 2. Chief Friedrichsen: Proposes to replace the dry system at Station 1 with another dry system which will reduce the number of heads. Front Range Fire Protection said there are potential savings if only a portion of the piping needs to be replaced after inspection. The system replacement was bid under the projected value that was already included in the 2020 Budget. Construction in an active fire station is not optimal but was the only con she can see with the current bid.
 3. Director Fagler: what is the difference between the PO7831 value for \$91,000 versus the previously presented bid of \$97,595? Chief Friedrichsen: the higher bid was a bid for a new wet/dry system. The \$91,000 bid just for the replacement of the dry system.

Director Fagler submits a motion to approve Purchase Order #7831 to Front Range Fire Protection for the dry fire sprinkler system repair and replacement in the amount of \$91,000, Director Rosen seconds. All "aye". Approved.

f. Board Member Items

- i. Thank outgoing Board Members- President Jim Abbott, Vice-President Michael Young, and Director Rob Fagler
 - Chief Kazian thankful for all the work by outgoing Board members, especially during his hiring process as Fire Chief. He called out the specific qualities of each outgoing Board members.
 - Directors Pearson and Rosen: gave their thanks to the retiring Board members for all their hard work.
 - FF Erik Morse: line fire fighters and Union members are very thankful for their efforts, especially during 2018.
 - Chief Blackwill: thankful for all their efforts to get WSFR through challenging times and making choices that are the best for the District.
 - Discussion from outgoing members including their appreciation to be a



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part of the legacy of the Windsor Severance Fire Protection District and
advice for new Board members.

V. ADJOURNMENT at 21:38

Director Abbott submits a motion adjourn the May 2020 Regular Board Meeting. Director Fagler seconds. All “aye”. Approved.

The formal swearing in of new members, Mark D. Stevenson, Trent Hansen and Lindsey Gillingham, from 21:41-21:44 by retiring Fire Board President Jim Abbott.