



# WINDSOR SEVERANCE FIRE RESCUE

100 N. 7<sup>th</sup> Street • Windsor • Colorado • 80550  
970-686-2626

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## REGULAR BOARD MEETING 100 N 7<sup>th</sup> St / Virtual Option (Zoom Info Below) Thursday, October 14, 2021 / 6:00pm

### MEETING MINUTES

#### I. CALL TO ORDER

- I. Pledge of Allegiance

#### II. ROLL CALL

Board Directors Pearson, Hansen, Thorn, and Rosen. Director Stevenson is absent and excused. Chief Kazian, Chief Chapman, Battalion Chief Darren Jaques, Battalion Chief Greer, Fire Marshal Friedrichsen, Captain Dykstra, Ruthie Knief, Financial Manager Gabe Buldra, Attorney John Chmil, Dan Spykstra from Wember, Gary West from Fire/EMS Consulting Services, and members of the public were present at the remote meeting.

#### III. APPROVAL OF AGENDA

Add Staff Item for Radio purchase from Bear Com in section VI.

Director Rosen submits a motion to approve the agenda as presented, Director Thorn 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. September 9, 2021, Regular Meeting Minutes



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

### III. Financial Report and Updates

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

Financial Manager Gabe Buldra provided a summary of September's financials. Some key points for September: total revenue was \$237,789 which is \$67,629 over budget; tax revenue was \$91,823 which is \$3,124 under budget; non-tax revenue was \$145,966 which is \$70,753 over budget (Wildland revenue and plan review fees); total expenses were \$721,988 which is \$8,313 over budget; total revenue YTD is \$11,304,128 which is \$1,128,461 over budget; expenses YTD are \$6,248,099 which is \$577,871 under budget. Personnel cost at 78%, Operations cost at 13% and Managerial at 9%.

Director Thorn submits a motion to approve the September 2021 Monthly Financial Report and Bill Ratification, Director Rosen seconds, all "Aye". Approved.

#### ii. Presentation: 2022 Budget Preparation

Financial Manager Gabe Buldra presented the 2022 Budget Workshop PowerPoint presentation – high level overview. Presentation covered revenue (de-Gallaher added \$30,148 in revenue for tax levy and non-tax levy includes increased plan review revenue, museum increased for truck project, and training revenue reduced), expenses (personnel costs of \$8,180,511, building & land at \$163,920, vehicle & equipment at \$348,150, communications & IT at \$235,910, travel & training at \$331,009, managerial at \$735,052, other expenses at \$544,907), capital plan (includes stations new/replacement, apparatus & vehicles, equipment/projects), draft budget (included breakout of salaries & wages, benefits, new positions, etc. with a total budget of \$10,490,369) & projections (using compound annual growth rate), budget schedule (present budget at Nov board meeting with a public hearing on Dec 9) and discussion & direction.



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Director Hansen asked about holiday pay for shift employees. Captain Dykstra said they accrue up to 72 hrs. for a full year of shift work. It is prorated. Director Hansen asked to see the comparison sheet of our proposed wages compared to area agencies. Director Pearson said we can use the proposed wage scale/comparison sheet to assist in future years when predicting salaries as we haven't had that in the past. Projected salaries are high, but it keeps us in the 62% percentile when compared to area agencies for firefighters (using 2021 salaries for area agencies, not including any salary increase for 2022). Director Rosen said he appreciates how well thought out the proposed budget is.

- iii. Discussion/Possible Action: Confirm Date for Budget Hearing  
Director Pearson submits a motion to set the budget hearing for December 9, 2021, Director Rosen seconds, all "Aye". Approved.

#### IV. Presentation: 2022-2024 Strategic Report

Gary West, Fire/EMS Consulting, presented the draft 2022-2024 Strategic Plan. It is a process of documenting and establishing a direction for our District. The steps included identifying strategic issues, creating focus areas based on those issues, and developed goals and objectives for each of the focus areas. Chief Kazian and Gary walked through the strategic plan page by page. Director Thorn asked how the Board will stay up to speed on the plan and our progress. Chief Kazian said we can provide them with a status as often as they wish – monthly, quarterly, semi-annual.

#### V. District Update

##### i. Reports

##### 1. WSFR Monthly Response Report

Chief Chapman said we are continuing to be up on call volume – increase of 25% YTD. Chief Chapman addressed the reliability for Station 2 since it was 85%. Station 2's call volume increased as well as coverage for Station 1.

##### 2. WSFR Division Reports

In the packet for review.

##### ii. Personnel

##### 1. Training Chief Jeramie Greer – Started Oct 11<sup>th</sup>

Chief Greer is thankful for the opportunity and said he is excited about being here.

##### 2. Inspector Process



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Chief Kazian said we have two candidates with as assessment center on Oct 25<sup>th</sup>. Looking at an early November start date.

### 3. Firefighter Process

Interviewing to make an eligibility list. Looking at interviewing 34 candidates early in November.

### 4. Human Resources Position Update

We are partnering with Employer's Council to assist us in the process.

### 5. Citizen of the Year Finalist – Chief Kazian

On October 23<sup>rd</sup>, Chamber of Commerce Gala will be held to award the Citizen of the Year.

## iii. WSFR Activities and Events

### 1. Fire Prevention Month

Rebecca is hitting every elementary school in our District to share the fire prevention message with the 3<sup>rd</sup> graders getting the smoke trailer. Fire prevention month will actually be a month and a half or more.

## iv. Facilities & Apparatus

### 1. Station 4 - Project Status

Dan, from Wember, said good news is foundation is progressing – working on retaining wall. Utilities are in. Slabs are poured in the bay – bay slabs are 10" thick. Block work starts next week. We are on a two- to three-month delay on getting metal joist and deck. Won't get more of an update until mid-November. Weather may cause delays as we move into colder months.

## v. Other District Related Matters

### 1. Covid Update

Chief Kazian said we are watching and managing Covid at the best level possible. Captain Dykstra said employees have used 609 Covid hours YTD.

### 2. Weld County Dispatch CAD Upgrade – Postponed Until August 2022

Chief Kazian said we were slotted for a Feb 2022 start date and now it's August 2022. The delay may match when we open/start at Station 4. The delay always for an effective CAD to be built.

### 3. 2020 AFG and SAFER Grant

Chief Chapman said we were officially notified that neither the AFG nor the SAFER grant were awarded. Director Rosen said that he hoped the budget would still support the purchase of the radios and 3 firefighters. We will write again – grant process opens again in December.



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### VI. Staff Items

- i. Discussion/Possible Action: Approval of Repair to Engine 2 – Engine Overhaul  
Chief Chapman said the power failure in Engine 2 was coming. We feel it's a wiser choice to do an in-frame rebuild. The total is \$32,060.

Director Rosen submits a motion to approve PO #2021-273 to PFA in the estimated amount of \$32,060 for the in-frame rebuild of the motor in Engine 2, Director Pearson seconds, all "Aye". Approved.

- ii. Information/Discussion/Possible Action: Acknowledge Inclusion Petition and Set Public Hearing  
Chief Kazian said we aren't ready to act tonight, but the property is located north of Hwy 14 and located between CR19 and CR23. It is a solar farm bringing new revenue. Ault/Pierce may contest the annexation.

- iii. Discussion/Possible Action: Realigned Org Chart – Deputy Chief of Operations and Director of Administrative Services  
Chief Kazian said with the opening in HR, both Captain Dykstra and Chief Chapman have stepped up to own more job functions. As part of setting the table for next year, we would like to bring to you two new job descriptions and a realigned org chart. The Director of Admin Services will be in line with Battalion Chiefs and Division Chief. The Deputy Chief would manage the operations side of the business. Director Rosen said it helps streamline the roles and sets us up for growth.

Director Rosen submits a motion to approve the revised organizational chart and 2021 pay scale as presented, Director Thorn seconds, all "Aye". Approved.

- iv. Discussion/Possible Action: Award for Station 1 Office Renovation Bid  
Chief Kazian said there are concerns with Station 1's office and growth. We've looked at other renovations in the past, but we are now looking at utilizing the existing conference room and front office to make an additional four offices. We want to move the battalion chiefs and fire marshal to the first floor for centralizing the staff. One contractor said they weren't interested, one didn't show, and Elder Construction provided us with a bid. The bid came in just under \$60,000. We have a low need for new office furniture.

Director Pearson submits a motion to approve the Bid from Elder



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Construction for the Station 1 office renovation project as discussed and authorize the Fire Chief to sign the contract, Director Rosen seconds, all “Aye”. Approved.

- v. Discussion/Possible Action: Approval of Purchase for Fleet Vehicle  
Chief Kazian said we don't have a purchase order today as it's challenging to get our hands on a vehicle.

Director Pearson submits a motion to authorize the Fire Chief to purchase the necessary vehicle for WSFR in an amount not to exceed \$50,000, Director Rosen seconds, all “Aye”. Approved.

- vi. Discussion/Possible Action: Approval of Purchase Order to Bear Com for Mobile Radios  
Chief Kazian said we would like to buy seven radios in this year's budget. It has already been budgeted.

Director Pearson submits a motion to approve Purchase Order 2021-279 for 7 mobile radios from Bear Com for \$35,850.15, Director Thorn seconds, all “Aye”. Approved.

VII. Board of Directors Items

No items. Director Rosen would like to thank everyone for the hard work on the budget and agenda items. Director Thorn and Pearson echoes the appreciation.

V. **ADJOURNMENT**

Director Pearson submits a motion to adjourn the October 2021 Regular Board Meeting, Director Hansen seconds. All “aye”. Approved.