



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, February 10, 2022 / 6:00pm

MEETING MINUTES

I. CALL TO ORDER

- I. Pledge of Allegiance

II. ROLL CALL

Board Directors Stevenson (attending via zoom), Hansen, Rosen, and Thorn. Director Pearson is absent and excused (on shift, attending via zoom as available). Chief Kazian, Chief Jaques, Acting Battalion Chief Seaman, Battalion Chief Greer, Fire Marshal Friedrichsen, Director Dykstra, Ruthie Knief, Financial Account Manager Sara Simonton, Dan Spykstra (Wember), and members of the public were present at the meeting.

III. APPROVAL OF AGENDA

Director Rosen submits a motion to approve the agenda and move item Station 4 Update to after the financial report, Director Pearson 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. January 13, 2022, Regular Meeting Minutes
- ii. Transfer \$2,000,000 from General Fund to Capital Fund



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

III. Financial Report and Updates

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

Sara Simonton, JVG Account Manager, stated the total revenue for January was \$183,981, which was \$2,901 under budget; tax levy revenue for January was \$43,739, which was \$61,394 under budget; non-tax levy revenue was \$140,241, which was \$58,492 over budget, driven by plan reviews & inspections; total expenses for January were \$717,222, which is \$115,984 under budget; personnel costs under budget by \$33,635, driven by personnel wages; travel & training under budget by \$26,261, driven by employee training/seminars; total cash is \$17,413,596, which is \$6,877,595 more than this time last year - primarily attributable to the monies that were deposited into the CSAFE capital account and St 4 lease purchase escrow account during FY21. Expenses: Personnel was at 83%, Operations at 15%, and Managerial at 2%; currently at 7% of budget.

Sara said they are going through their audit prep and that's when they look at 2021 adjustments to catch expenses allocated to the 2021 budget.

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

IV. Station 4 - Project Status

Dan Spykstra from Wember presented the board with a presentation of pictures from the site. Dan showed shadow pictures of the north apron regarding snow melt and a snow melt system option. Dan said the design of the snow melt system would be around \$15,000. Chief Kazian said we will have the snow melt system on March's agenda for discussion and possible action. Director Pearson asked if we have enough in Capital to cover the \$175-200k for the system. Chief Kazian said there is adequate money in the Capital fund, and we would be comfortable with this expense. Director Thorn said the \$15,000 will come out of contingency and would hope as the board,



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they would approve the remaining amount. Chief Kazian said it would also be a great use of our Impact Fees. Chief Kazian said some of our budget projections were low, so the budget needs to be re-evaluated and will discuss further at next month's meeting. Director Rosen said he will be voting for it but from a safety point of view, it's worth it. Director Hansen asked about snow melt on the driveway prior to the apron. Dan said there's a downhill slope each way with drainage in the middle. Director Dykstra asked about the lifespan of the system, and Dan said he hasn't had an issue with the boiler snow melt system and has been installing them for 30 years.

V. District Update

i. Reports

1. Accreditation Update

Director Dykstra said he submitted the Annual Compliance Report today and now we wait for a peer assessor to review the report. Upon review, he will recommend approval by the CPSE Board. We will also be submitting for re-accreditation in 2023.

2. WSFR Monthly Response Report

Chief Jaques said we will continue to run more calls this year. Reliability is back up in the 90% range for all three stations.

3. WSFR Division Reports

Smoke alarms continue to be strong – YTD 706 have been installed.

4. Museum Report

Dan Lowe, curator, said they interfaced with over 5,843 people last year. Dan gave a summary of activities the museum was involved in, the staff, finance, and actions for the upcoming years. The Town has asked if the docents could drive the 1941 and provide tours of the Town this summer. Director Thorn thanked Dan and the other docents for their hard work. The pancake breakfast is cancelled this year. Chief Kazian said the work the docents have done is impressive.

ii. Personnel

1. Welcome Emily Pearson – Human Resources Manager

Chief Kazian introduced Emily Pearson to the board. Director Dykstra said she will be a huge asset to our team.

2. Deputy Chief Hiring Process Update

Chief Kazian said we've received about 5-6 applicants at this time, with the deadline coming up on the 15th. The assessment center process is scheduled for March 15.



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3. FRFC 22-1 Attendance

We have one firefighter attending the academy – Hunter Cook. He has one more week of pre-academy playbook prior to entering the academy. FRFC starts on Feb 21 with graduation on June 3. We will have three in the fall academy, possibly 4 attendees.

4. Promotions: Chris Walker – Engineer, Ian Gordon – Lieutenant

Chief Kazian said we recently had two promotions and are excited to see them in their new roles.

5. Sandi Friedrichsen – Fire Marshal Association of Colorado (FMAC) Secretary

Sandi has been recently elected to the new role.

6. Kris Kazian – Truman Fire Forum Panel

Chief Kazian was asked to participate in the Truman Fire Forum Panel down in Texas.

7. Donation of \$300 from PV REA in Recognition of Service for Kelly Streeb

PV REA recognizes their employees with donations and their service.

WSFR Activities and Events

8. WSFR Annual Employee Appreciation Dinner – Saturday, February 26, 6:00pm, at The Summit

The dinner is in 16 days and asked the Board to RSVP asap.

iii. Facilities & Apparatus

1. Station 1 – Renovation Update

Chief Kazian said we finished up the original project and then noticed the transitions of the floor and the firefighter office. We will be redoing the laminate flooring throughout the rest of the station (1st floor) to match the new laminate flooring.

iv. Other District Related Matters

1. Covid Update

Chief Kazian said that the data of cases has been dropping and mask mandates have been lifting. Director Dykstra said we still have folks out due to Covid and are at 312hrs for Covid time this year. We will continue to monitor the trends and CDC recommendations.

VI. Staff Items

i. Information Only: SAFER Grant Submittal

Chief Kazian said we took the opportunity to write to the grant for three firefighters. It would cover \$900,000 for three years. Depending on if the



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grant is awarded, we would send more to the academy either this fall or next year. This would allow us to be at a full-time four person staffed Tower.

VII. Board of Directors Items

Director Pearson ran into someone from the Metro area who had good things to say about Windsor. Proud to be associated with the organization. Director Thorn said he appreciates the support he's received from us and is applying for re-election.

V. ADJOURNMENT

Director Rosen submits a motion to adjourn the February 2022 Regular Board Meeting. Director Hansen seconds. All "aye". Approved.