



# 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, July 14, 2022 / 6:00pm

### MEETING MINUTES

#### I. CALL TO ORDER

- I. Pledge of Allegiance

#### II. ROLL CALL

Board Directors Thorn and Hansen. Directors Rosen and Medhurst attended via zoom. Director Stevenson is absent and excused. Fire Chief Kazian, Deputy Chief Dawald, Battalion Chief Vess, Fire Marshal Chief Friedrichsen, Administrative Director Dykstra, Ruthie Knief, Travis Chapman, Financial Director Gabe Buldra, Dan Spykstra (Wember), and members of the public were present at the meeting.

#### III. APPROVAL OF AGENDA

Director Hansen 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. June 9, 2022, Regular Meeting Minutes
- ii. Member Representative for Colorado Firefighter Heart and Cancer Benefits



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### Trust

Director Rosen expressed his appreciation for the Cancer Heart Trust.

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

### III. Public Hearing: Exclusion of Property from WSFR District

#### i. Discussion/Possible Action: Board Order of Exclusion – Ochsner Property

Director Hansen submits a motion to move to a Public Hearing for the Exclusion of Property from the WSFR District, Director Thorn seconds, all "Aye". Approved.

Fire Chief Kazian said there is a request for an exclusion of a property from WSFR into Timnath. The property is surrounded by Poudre Fire Authority. The exclusion makes sense and staff recommends such.

No public comment.

Director Hansen submits a motion to close the Public Hearing for the Exclusion of Property from the WSFR District, Director Rosen seconds, all "Aye". Approved.

Director Thorn makes a motion to approve the Exclusion request of the Ochsner property parcel #861200570 which will now be incorporated into the Town of Timnath and the Poudre Fire Authority, Director Rosen seconds. Roll call, all "Aye." Approved.

### IV. Financial Report and Updates

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

Total Revenue for June was \$960,472, which was \$415,420 over budget; Tax Levy Revenue for June was \$870,427, which was \$407,124 over budget; Non-Tax Levy Revenue was \$90,045, which was \$8,296 over budget; Total Expenses for June were \$950,974, which is \$20,065 under budget; Personnel Costs over budget by \$20,005, driven by overtime wages; Managerial



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Expenses under budget by \$21,041, driven by lower than anticipated Professional and Treasurer fees; Travel & Training Expenses under budget by \$8,417, driven by lower than anticipated training costs; Total Revenue Year-to-Date is \$8,018,587, which is over budget by \$463,540 driven by higher than anticipated plan review fees; Total Expenses Year-to-Date is \$4,856,059 which is \$110,763 under budget driven by lower than anticipated personnel wages and associated benefits costs; Total Cash is \$19,201,809, which is \$4,537,129 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 80%, Operations at 12%, and Managerial at 8%; currently at 48% of budget with 52% remaining.

Chief Kazian and Director Dykstra said that due to unexpected Covid absences, YTD we've had 1,006 hours sick time related to Covid with 466 hours of unplanned OT.

Director Thorn said we are at 48% of expenses – what about future deployments? Finance Director Gabe Buldra said we get reimbursement for personnel and apparatus equipment.

Director Hansen asked why June was higher for personnel costs. Gabe said there were three pay dates – the date the money was withdrawn from our account. There was also extra training.

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

18:21 Director Medhurst joined the meeting.

ii. Information: 2023 Budget Preparations and Process

Chief Kazian said staff has started working on the budget – distributing budget worksheets to staff and program area owners next week. We have to present a draft budget at the October meeting with budget approval in December. We have received preliminary assessed values – which were positive. There was a 29% increase in oil and gas for Weld County. Other properties rose 3-4%. Total increase approx. \$2.7M. Chief Kazian said we have some grants outstanding and haven't received a cost-of-living appraisal



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from Social Security or CPI. We are concerned with the recession and moving forward cautiously.

### V. Station 4 - Project Status

Dan Spykstra, Wember, provided the Board with a photo presentation of the progress at Station 4. Roof and siding/stonework is almost complete. Bi-fold doors are ready for installation for the front of the bays; there are regular garage doors for the rear of the bays. Concrete was poured on the mezzanine this morning. Kitchen cabinets and island are in. Stairs are being built in the tower, pending treads to arrive. Chief Kazian said we are asking for a variance of the sign which wouldn't be heard until the end of August which means it won't be done for occupancy. The way the road sits along our apron and how the water drains, etc., we will end up owning some expense of the Town's project for updating the drainage along the road. The Town plans came after our approval of our plans to avoid water damage. We'll end up with a curb and gutter once it's all done which benefits us. Substantial completion for construction is end of August. Hoping for week of Oct 5<sup>th</sup> for occupancy.

### VI. District Update

#### i. Reports

##### 1. WSFR Monthly Response Report

Chief Dawald briefed the Board on the report and what the numbers mean for average response times, zone call volume, and reliability. YTD comparisons: Fire up 19%, EMS up 13%, Service Calls & False Alarms up 26%. Overall call volume increase of 19%.

##### 2. WSFR Division Reports

Chief Friedrichsen said we finished the grant – all the money has been spent. We have a waiting list of about 20 homes and do have some remaining. Installed at 305 homes, with 2106 alarms - approx. 6.9 alarms per home.

Director Dykstra said we have our first draft of 244 Performance Indicators. We are on track to have our documents delivered to CPSE around September 15<sup>th</sup>. We will review all the exhibits in August. We are almost finished with the CRASOC (Community Risk Assessment and Standard of Cover) and will be coming to the Board next month for approval of the document. Jeff will provide a link to the Board so there is ample time for review. Jeff recognized Travis Chapman for all of his



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hard work. Chief Kazian echoed the sentiment that Travis has done a tremendous amount of work as well as Jeff.

### ii. Personnel

#### 1. Part-Time Firefighter Hiring Update

Chief Kazian said we put an offer out to 8 folks. Our goal is to get up to 15 part-timers. Hoping to have orientation the first or second week of August with being on-line the first week of September.

#### 2. FRFC 2022-02 Update

Chief Kazian said we made five offers with one not continuing on. FRFC was short a lead instructor, so Jamie Cohen stepped up to fill that role. That will be a full-time assignment.

Regarding personnel, we have one injured reserve helping with Life Safety. We have one member out with a personal injury and are working through his absence (extended leave).

### iii. WSFR Activities and Events

#### 1. Recap of Open House Event

Chief Friedrichsen said the open house served around 900 meals. Had a great turnout with positive comments.

### iv. Facilities & Apparatus

#### 1. Fleet Program and Maintenance Update

BIS Travis Chapman updated the Board regarding our current fleet issues. The new engine is on track – received updated plans from Pierce with no known issues. The new brush truck is on track with completion around end of July. The truck will go to a show in Texas the end of July with our wildland folks driving it home. There is a chassis availability issue for a new tender. We currently cannot obtain a price quote. We would like another tender like our latest one and Pierce is aware of our intentions. Build time is still in the 20-month range. Staff vehicle needs are being worked through by staff at the time. The Enterprise program doesn't seem to be the best fit. We need to figure out ordering timeline for purchasing a vehicle. Our relationship with PFA is great for apparatus maintenance, however, we are looking to build more relationships with other vendors for emergencies or delays at PFA – more of a backup plan. PFA has asked us about raising their rates as the IGA was very favorable at the time. Due to new cost challenges, we are looking at realigning the costs within the IGA. Parts and labor have risen drastically. Looking at a two-step increase –



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August and January 2023. PFA has been building a new facility and moving into it shortly; they are also adding another mechanic. Travis met with Chief Williams about getting a final spec for a dive van purchase.

v. Other District Related Matters

1. Covid Update

Chief Kazian said we continue to have pockets for a few people falling ill and then repeating in a few weeks. It's been sporadic.

2. Indianhead HOA \$100 Donation

Chief Kazian said we received a donation from the Indianhead HOA – Hwy 34 and CR15.

VII. Staff Items

i. Information Only: UCHealth Purchases Ambulances

BIS Travis Chapman said that we declared the ambulance surplus last year and now UCH is ready to make the purchase – later than planned. Originally, the price was \$55,000 each. UCH did a market analysis and provided a purchase price of \$52,232 each. Due to a generator failure and the cost of repair, the one ambulance price went down to \$47,259.50. They have been billed for \$104,491.50. UCH hopes to have the purchase done September 1. However, they are now responsible for operating costs including maintenance.

ii. Discussion/Possible Action: Declaration and Donation of Surplus – Boat  
Chief Dawald

Director X submits a motion to declare the 2006 DUX rescue boat and 25hp Mercury motor surplus, Director X seconds, all “Aye”. Approved.

VIII. Board of Directors Items

i. Special District Association Conference, Keystone, September 13-15

V. **ADJOURNMENT**

Director Thorn submits a motion to adjourn the June 2022 Regular Board Meeting, Director Hansen seconds. All “aye”. Approved.