



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, November 10, 2022 / Immediately Following Pension Meeting

MEETING MINUTES

I. CALL TO ORDER

I. Pledge of Allegiance

II. ROLL CALL

Board Directors Thorn, Rosen, Hansen, and Medhurst. Director Stevenson was absent and excused. Fire Chief Kazian, Deputy Chief Dawald, Battalion Chief Williams, Chief Friedrichsen, Administrative Director Dykstra, Ruthie Knief, Financial Director Gabe Buldra, and members of the public were present at the meeting.

III. APPROVAL OF AGENDA

Chief Kazian asks that three reports be moved from District Update to be discussed prior to Financial Report and Updates: Accreditation, Station 2 Roof Update, and Covid Update.

Director Medhurst submits a motion to approve the agenda with the three updates being presented prior to Financial Report and Updates, Director Rosen 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



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Agenda consists of items of no perceived controversy and routine administrative actions.

- i. October 13, 2022, Regular Meeting Minutes
- ii. 2023 Board of Directors Meeting Schedule
- iii. WSFR Calculated Contribution Payment of \$66,249 to Volunteer Pension Fund

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

III. Financial Report and Updates

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

Financial Director Gabe Buldra recapped key points for October: Total revenue for October was \$164,537 which was \$31,687 over budget; Tax Levy Revenue for October was \$56,711, which was \$5,610 over budget; Non-Tax Levy Revenue was \$107,826, which was \$26,077 over budget. This is primarily due to grants and interest revenue; Total Expenses for October were \$700,456, which is \$93,726 under budget; Personnel Costs under budget by \$21,144, driven by lower retirement benefit costs and workers compensation; Travel & Training Expenses under budget by \$29,946, driven by lower training costs; Managerial Expense under budget by \$33,409, driven by lower than anticipated treasurer fees and election costs; Total Revenue Year-to-Date is \$11,663,102, which is over budget by \$1,432,957 driven by higher than anticipated plan review fees and an increase in Wildland Revenue; Total Expenses Year-to-Date is \$8,082,900 which is \$89,314 under budget driven by lower than anticipated personnel wages and associated benefits costs; Total Cash is \$17,838,696, which is \$4,003,284 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 14%, and Managerial at 6%; currently at 80% of budget through October with 20% remaining.

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

- ii. Discussion/Possible Action: Early Payoff of 2008 Bond \$321,300



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Chief Kazian said we have the ability to pay off the 2008 Bond early. Once we did the Mill Levy Override in 2020, we promised the community that we would have it paid off in 2023. We save \$12,600 in interest. Gabe said in January, we'll be bringing to the Board an amended budget and debt service fund due to the early payoff. The original length of the bond was 15 years with the final principal payment in late 2023. Director Hansen was what the interest rate is on the bond, but Gabe didn't have that information at the moment. Director Hansen also wanted to make sure we weren't pulling the money from CSAFE; Gabe confirmed that we are using debt services fund money to make the payment.

Director Rosen makes a motion to approve the payment of the \$321,300 balance due and retire the 2008 Bond levy debt, Director Medhurst seconds, all "Aye". Approved.

iii. Discussion/Possible Action: Approval of Accounting Policies

Director Dykstra emailed the accounting policies manual to the Board members prior to the meeting for review. Gabe said they've been reformatted to match the District's existing policies. We are working on an investment policy which will be brought forward to the Board once complete.

Director Thorn makes a motion to approve the WSFR 2022 Financial Policies Manual, Director Hansen seconds, all "Aye". Approved.

iv. Information: 2023 Budget Presentation

Financial Director Gabe Buldra provided the Board with a 2023 budget presentation. Director Thorn said his concern is the 30% increase in tax revenue for next year and creating a budget accordingly. He wants to ensure sustainability. Chief Kazian said we have a healthy reserve fund and capital fund. If there is an economic downturn, we have opportunities to look at things since Chief Kazian is always concerned with sustainability. Gabe said there were a few changes to the budget including an increase to part-time rates by \$2/hr bringing them to \$18/hr. Director Hansen said vehicle maintenance is trending over this year. Gabe said we are at \$191,000 through October YTD and expects to see it continue due to aging fleet and costs for parts and labor. Director Hansen said travel and training is about 130% more next year. Gabe said due to Covid and staffing issues, the budget contains the training plan which hadn't been able to be used due to those issues in the



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previous years. BC Williams said we'll have more out of state conferences for our folks to attend too to get us back on track for where we visioned us to be. Gabe said we spent \$141,000 in 2019 but we also had less staff. Hansen also questioned managerial expenses; Gabe said some big ones are GIS contracted hours and leadership classes for staff. The museum is the painting of the 1941 Howe, and the money is coming from the museum's CSAFE. Director Rosen said he was glad to see the 500hrs of GIS for 2023 and the annual physicals for our staff. He also was excited to see the training increase for skill development. He was grateful for Chief Kazian and Gabe taking the time to discuss the budget with him, so he had a better understanding of it. Director Rosen said he also looks at it from the community perspective – what is best for our community. Gabe said the packet includes the detailed budget plan including the Areas of Responsibilities. Gabe said they also identified which items are impact fee fund and which are capital fund. We have money in CSAFE which is earning around 3%. We would like to look at a ladder investment – we could earn about 4.5%. For the impact fund, we did a projection and realized it wasn't enough for meeting the needs of a capital need/assets, but then that also means growth has slowed. Gabe said he will continue to monitor and update accordingly. Next month, the Board will be approving the budget on December 8 and get the approved budget submitted to both counties by December 15.

IV. District Update

i. Reports

1. WSFR Monthly Response Report

Chief Dawald said we have been similar in response times for the last 4-5 months. 347 calls for October – if the pace remains consistent, we'll come in around 4200 calls for 2022. Station 4 is second busiest in the District. EMS is our largest for call volume. We continue to trend upwards.

2. WSFR Division Reports

a. Accreditation: Chief Kazian said we have been approved by the CPSE panel to have a site visit. Director Dykstra said the peer team has reviewed our documentation and will be coming December 4-8 for the site visit. After the site visit, the peer team will hopefully recommend we go before the commission for re-accreditation rather than a deferral.

b. Chief Kazian said we changed our CAD system on Nov 1st. We



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have had challenges and continue to do so – data dumps into our RMS system, etc. Chief Williams said that these bumps were expected but he thinks the new system will be more versatile. The new system is more intuitive, and the mapping (GEO location) is more accurate. The final phase will be integration with LFRA and PFA and cross dispatch in 2023.

- c. Chief Dawald said we had a significant incident on Nov 2 – field fire on CR23 and CR72. Property owner was welding on a fence, and it sparked. Approximately 5 acres burned. The fire did get into an old barn that had hay stacked against it. We were assisted by area agencies. It was a challenge since it was day 2 on the new CAD system.
- d. Chief Dawald said each shift was able to participate in Live Burns in Eaton. We sent two crews at a time and backfilled an engine for coverage.
- e. Ryan Buderus was awarded the Fire Prevention Officer of the Year a couple weeks ago in Keystone. We've had a lot of Halloween events in both Windsor and Severance. We are currently doing a food drive for this Saturday.
- f. Chief Williams said our Peer Support Team is seven strong. We get contacts from our employees who notice others are out of sync and may need help. They are also there for a friendly ear to listen and for those experiencing a crisis. November is men's health awareness month – no shave November. Director Medhurst asked if our Peer Support Team is tied into the State's. Chief Williams said it isn't, but they have had some discussions about it.
- g. Chief Kazian said ISO stopped by and did a quick site visit and gathered necessary data. They will process the data and come back with a rating. We are probably six months away from their rating. The ISO rating can affect the homeowner's insurance policy but more for the commercial owners. The best rating you can get is a 1. This is an every 5 year process or so.

ii. Personnel

1. Fire Chief Evaluation Process

Director Thorn said Emily Pearson emailed them regarding Chief's evaluation and asks for their comments to be returned by the 28th. She'll compile the evaluation for review next month at the executive



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session.

iii. WSFR Activities and Events

1. WSFR Fall Family Fest, November 17, 5:30pm at Station 1
2. FRFC 2022-2 Graduation, Friday, November 18, 5:30pm at Foundations Church in Loveland

Our four recruits are doing well at academy. After academy, they will have a two-week post-academy prior to going on shift.

3. Santa Tour, December 19-22, 5-8pm

This is our third year doing this event. Plan on using a Santa tracker again.

The Stanley Cup – we were able to see it at the Budweiser Event Center.

iv. Facilities & Apparatus

1. Station 2 Roof Update

- a. Director Dykstra recapped the roof repair. Aspen Leaf Roofing found an additional concern when they removed the shingles – the entire roof was covered in an ice shield. The supplemental claims totaled \$73,632.18. The roofing is now complete. We've paid Aspen Leaf \$178,630.43. The roofer also upgraded us to the hail resistant shingles.

- b. Chief Kazian also mentioned that the Smoke trailer received hail damage, and we received an insurance check for approx. \$8300.

v. Donations

1. \$3036.50 Windsor Mill Tavern - Firefighter and Police Ball
2. \$10,000 PDC Energy
3. \$7,500 The Harry Barnes & Carol Barnes Family Foundation

vi. Other District Related Matters

1. Covid Update

- a. Chief Kazian said we are aware of it/conscious of it. Director Dykstra said YTD 2022, we've seen 1,276 hours of Covid sick time being used. Looking back the last 30 days, no one has been out due to covid. In the last 90 days, we've seen 240 hours. We continue to follow CDC guidelines and managing them as they change. We plan on having the Covid sick bank available for our employees again next year. Director Rosen said he only asked for the Covid update because he knows several people who have it/had it recently and wanted to see if it was affecting us.

V. Staff Items



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VI. Board of Directors Items

- i. Reminder of Public Hearing for 2023 Budget 12/8/22 6:00pm

V. ADJOURNMENT

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