



# WINDSOR SEVERANCE FIRE RESCUE

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

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## REGULAR BOARD MEETING Virtual Meeting Only Thursday, January 14, 2021 / 6:00pm

### Meeting Minutes

#### I. CALL TO ORDER

- I. Pledge of Allegiance

#### II. ROLL CALL

Board Directors Pearson, Rosen, Hansen, and Stephenson. Chief Kazian, Chief Blackwill, Captain Dykstra, HR Manager Lucy Zamarripa, Stephanie Ayers and Kevin Williams from BBC, Financial Manager Gabe Buldra, Dan Spykstra from Wember, and members of the public were present at the remote meeting.

#### III. APPROVAL OF AGENDA

Director Stevenson submits a motion to approve the Agenda as presented, 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.*

##### 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. December 10, 2020 Regular Meeting Minutes
- ii. December 17, 2020 Special Meeting Minutes
- iii. IGA with Poudre Fire Authority- Mutual and Auto Aid Agreement



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- iv. Resolution 2021-01 Adopting Regular Monthly Meeting Posting Location  
Director Stevenson submits a motion to approve the Consent Agenda as  
presented, Director Rosen seconds, all “Aye”. Approved.

### III. WSFR Consideration of Impact Fees

#### i. Public Hearing: WSFR Implementation of Impact Fees

1. Stephanie Ayers, associate with BBC Research & Consulting, as well as associate Kevin Williams, gave a presentation: project background, overview of impact fees, impact fee calculations and recommendations
  - a. Impact fees to impose on new development, one-time use
  - b. Revenue must be used for capital infrastructure projects only (expansion of facilities to accommodate new development), 5-year life
  - c. Capital Buy-In Methodology, current service standard
  - d. Calculations: \$693 Single Residential, \$272 Multifamily, \$0.35 per square foot for commercial and industrial
  - e. Sprinklers in Lieu of Fees
2. Hansen asked why we didn't calculate fees using Planned based method; BBC didn't do calculation using the Planned Based method since they didn't receive a Capital Plan from WSFR, and only 5-10% of clients choose this method. Hansen asked how the Impact Fee is derived – Costs by Land Use Category/Existing Development=Impact Fee by Land Use
3. Chief Kazian shared spreadsheet listing our proposal of fees compared to neighboring agencies
4. Attorney John Chmil stated that Impact Fees are growing in popularity and that the public brings up Impact Fees since it's a way to improve capital development. Once the fee schedule is approved, the IGAs need to be approved with each municipality, then collection date is made effective, proposing April 1, 2021. Collection point would be at the building permit phase. Chmil also stated the Buy-In method is the most common and defensible since it's based off of the concrete numbers of the existing infrastructure. Report is to provide the maximum defensible fee; board does have discretion to lower.
5. Director Pearson said with the implementation of Impact Fees - need to look at 20yr growth period, would need another station in 5-10 years. Need to be able to offset impact to taxpayer. 2050 buildout is roughly 75,000 for Town of Windsor. Director Pearson wants to



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ensure the Fees are sustainable and fair.

6. Director Hansen asked if there was a trigger that would split the Windsor-Severance Fire Protection District. Chief Kazian said it would be abnormal to do so: would need two Boards, Fire Chiefs, etc. Chmil said the trend is in the opposite direction – seeing more mergers. The Impact Fee is intended for where the growth is actually happening.
7. Director Rosen stated that it's important to go with the numbers presented by BBC. New development needs to be paid for.
8. Director Stevenson agrees with Rosen.

### Director Pearson opens the Public Hearing:

Chief Kazian reads an email from Martin Lind, Water Valley Companies, noting strong opposition of the Fees. No other members of the public expressed an interest to speak. Chief Kazian mentioned that the hearing was published in the Greeley Tribune as well as being on previous agendas.

### Director Pearson closes the Public Hearing.

Director Pearson mentions that the town, water companies, etc., charge Impact Fees. He also stated that this is a couple years in the making – great research and thought has gone into this topic. Director Hansen asked what other open forum could we have used? Chief Kazian said we used the newspaper and website. Chmil said it's noted on the agenda and at the meetings, have the opportunity to speak. He said the Board has the option to table it for another month, yet this topic has been mentioned prior. Chief Kazian said that both Towns have Impact Fees to assist with growth. David Sislowksi, Town of Windsor Board, said this has been on the agenda and there has been previous discussions. He has always mentioned this topic on the Town of Windsor board meetings. David also mentioned that the state allows these Fees to be imposed, per state statute.

Chief Kazian said that if the Impact Fees are approved, he would like Director Pearson to attend the Town meetings set in February.

- ii. Discussion/Possible Action- Adoption of Resolution 2021-02 for Implementation of Impact Fees

Director Rosen submits a motion to adopt the Resolution 2021-02 to Adopt the Implementation of Impact Fees, and the two IGAs. Director Pearson seconds, all "Aye". Approved.



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### IV. Financial Report and Updates

- i. Discussion/Possible Action: Approval December 2020 Monthly Financial Report/Bill Ratification
  1. Gabe Buldra, Financial Manager, presented December 2020 Financial Report.
    - i. Wildland income and grant income helped drive non-tax revenue
    - ii. Oil companies coming out of bankruptcy, anticipating payment
    - iii. Travel and training under budget due to Covid; training will resume when applicable this year
    - iv. Overall savings of 8% of budget
      1. Director Hansen asked what was in “Comm” budget. Gabe said it was mostly dispatching costs – Weld County.
      2. Director Rosen asked if the Timnath Tower was an annual cost or if it was Capital expense? Chief Kazian said there was both.

Director Pearson submits a motion to approve the December 2020 Monthly Financial Report and Bill Ratification, Director Stevenson seconds, all “Aye”. Approved.

- ii. Discussion/Possible Action: Approval of Auditing Services
  1. Gabe Buldra, Financial Manager, said they sent out RFPs and received proposals from two firms. His recommendation is Haynie & Company based on value and cost. Gabe said this firm has experience with the CAFR.

Director Pearson submits a motion to approve the agreement to hire Haynie & Company as the audit firm to conduct the WSFRD annual financial audit for years 2020-2022, Director Rosen seconds, all “Aye”. Approved.

### V. District Update

- i. Reports
  1. PDC Energy Donation of \$5000
    - a. Used purchase for rescue helmets and bubble cup nozzles



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- b. Received \$3500 Grant from Health Trust Disability
  - 2. AFG Grant Submission
    - a. Submitting for radios, approx. \$135,000 grant
      - i. To replace aging radios
  - 3. WSFR Monthly Response Report
    - a. Ended 2020 with 30 calls more, 1% growth
      - i. Reflection of Covid for lack of activity
        - 1. Director Pearson noted that even with Covid, we still had more call volume than neighboring agencies where calls significantly dropped – reflects growth in our District
    - b. Significant activity at the moment: Accreditation, Annual Report, variety of promotional processes
  - 4. WSFR Division Reports
    - a. Chief Blackwill mentioned that we were able to grow training even with setbacks of this last year
- ii. Personnel
- 1. Career Hire of 3 Personnel FRFC 2021-1
    - a. Lucy, HR Manager, stated that we've extended offers to three internal folks for Career Firefighter. They will attend FRFC in February, with a start date of February 8 with two weeks of internal orientation/training, graduating June 3
  - 2. Posting Administrative Assistant Position
    - a. Posted Administrative Assistant full-time position yesterday, 1/13, open until January 27, with a tentative start date of February 22 or beginning of March
  - 3. Promotional Processes for Driver Operator and Battalion Chief
    - a. Driver Operator process starting soon in April
    - b. No firm date for the BC process
  - 4. Hiring Part-Time Firefighters
    - a. Posted part-time position this week, recruiting Jan 12-Feb 22, tentative hiring date of March 22
    - b. Chief Kazian mentioned that we are finding success with our part-time program, also considering the effectiveness of our volunteer program
- iii. WSFR Activities and Events
- 1. Date Change - Annual Employee Appreciation Banquet May 14
- iv. Facilities & Apparatus
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1. Water Tender
  - a. Chief Kazian said possible virtual inspection the last week of January
2. Ladder Truck
  - a. Final inspection in February with the Truck to arrive mid to late March
- v. Other District Related Matters
  1. Covid-19 Update
    - a. Vaccine Update
      - i. Line crews offered vaccine through UCH; many are ready for the second shot. Approx. 60% of crew has been vaccinated
    - b. DOLA Covid-19 Funding Reimbursement
      - i. DOLA reimbursed \$19,000 of Covid expenses
      - ii. Fema also reimbursed 75% of what was submitted
      - iii. Total reimbursement totals approx. \$36,000
    - c. Office Hours Update
      - i. Starting admin to be in office one day a week next week, two days a week in February, hoping to be in office full time in March; however, watching news on new more contagious strain and possible surge
  2. Impact Fee Presentations to Town of Severance and Town of Windsor
    - a. February 2, Town of Severance Board Meeting
    - b. February 8, Town of Windsor Board Meeting
      - i. Chief Kazian invited Director Pearson to join in both presentations

### VI. Staff Items

#### i. Station 4

1. Discussion/Update: Project Status
  - a. Dan Spykstra said currently in the construction/document phase, design/development phase has been completed and it was hinged on the DOLA grant submission. Around March 1, should be in agreement with DOLA so we can begin working on the guaranteed maximum price agreement with Elder Construction. Received planning department approval with the Town of Windsor. Typically with a project like this, try to involve the community and hear their responses; however, with





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the pandemic, Wember put together a two-minute video and it was put on social media; Dan shared the video with meeting attendees.

b. Chief Kazian said we are working with the Town of Windsor for waiving fees; saving \$26,000. Dan said they are still working on lowering development fees.

### 2. Information: DOLA Grant Update

a. Director Pearson attended the DOLA call and watched Chief Kazian give a 7-minute presentation this morning to DOLA. \$13M on the table with 29 agencies requesting \$24 million in grant money. Chief Kazian said it was very competitive. We should know more in a 2-3 weeks. If granted, we need to sign agreements and can't move forward with Elder Construction until agreements with DOLA are signed and completed.

### 3. Update: Loan Package Status

a. Gabe Buldra has been working with Vectra Bank; WSFR has been approved. 15yr fixed, 2.28% interest rate. Also working with bond attorney. May need a Special Meeting to approve the loan depending upon timing.

### ii. Information/Update: WSFR Tradename Filed with State

1. Chief Kazian worked with John Chmil and how we refer to ourselves as WSFR (tradename). Chmil filed the paperwork with the Secretary of State; it's now legal for us to work under and use the WSFR name. WSFR is now linked to Windsor-Severance Fire Protection District.

2. During this process, found the Windsor Severance Fire Building Authority from 2002. Working to dissolve.

## VII. Board of Directors Items

### i. Discussion/Possible Action: Process to Appoint New Director and Candidate Review

1. Director Stevenson said they received four letters of interest; all Directors received copies of the letters. Interested parties must be in the District and all four brought interesting backgrounds and skill sets. Director Stevenson conferenced with each to gain more detail and answer any questions. Director Stevenson said he is looking for diversity of strengths to enhance the Board. One individual stood out and is worthy of consideration - Mr. Thorn. His primary business is lending strategic guidance to boards and organizations.



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2. Director Rosen: Pleased to see four qualified applicants. Director Rosen liked Debbie Essert as well as Mr. Thorn.
  3. Director Hansen: Top two are Thorn and Essert.
  4. Director Pearson: Top two are Essert and Thorn.
  5. Chmil said it is now the Board's decision to either move forward with a motion to appoint or move to interview. The appointment would be to fill through May 2022. Candidate would be able to run for next term of one year. The initial appointed seat would not count toward term limit of eight years per our Bylaws.
- ii. Discussion/Possible Action: Consideration and Approval of Appointment of New Director to Fill Vacancy
1. Director Pearson is open to a Special Meeting to further discuss applicants if other Directors wish to meet.

Director Stevenson submits a motion to appoint Mr Robert Thorn as the new Director to fill the current vacancy, Director Pearson seconds, all "Aye". Approved.

- a. Mr. Robert Thorn was in attendance and expressed his thanks to the Board.
- iii. Reminder – Next meeting is Thursday, February 11. Also, may need a Special Meeting to lock in the loan.

### V. ADJOURNMENT

Director Pearson submits a motion to adjourn the January 2021 Regular Board Meeting. Director Stevenson seconds. All "aye". Approved.