



# 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, January 13, 2022 / 6:00pm

### MEETING MINUTES

#### I. CALL TO ORDER

- I. Pledge of Allegiance

#### II. ROLL CALL

Board Directors Pearson, Stevenson (attended via zoom), Hansen, Rosen, and Thorn. Chief Kazian, Battalion Chief Williams, Battalion Chief Greer, Fire Marshal Friedrichsen, Director Dykstra, Ruthie Knief, Financial Manager Gabe Buldra and Ben Archer-Clowes, Attorney John Chmil, and members of the public were present at the meeting.

#### III. APPROVAL OF AGENDA

Director Thorn 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.*

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. December 9, 2021, Regular Meeting Minutes
- ii. Resolution 2022-01 Adopting Regular Monthly Meeting Posting Locations



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

- III. Public Hearing: Exclusion of Property from WSFR District  
i. Discussion/Possible Action: Board Order of Exclusion

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

Chief Kazian said we have an exclusion of property on the west side of I-25 near CR30. Loveland has annexed the property into their municipality and therefore protected by the Loveland Authority. Attorney John Chmil wanted to highlight that the notification has been published.

Taylor Nelson attended and assisted in the filing of the property and wanted to be available for questions.

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

Chief Kazian said our options are to not accept the exclusion and accept the exclusion based on having enough information to make the decision. Director Thorn said the Board has had discussions regarding the matter and is well informed.

Director Thorn makes a motion to approve the exclusion request of the 140-acre parcel which will now be incorporated into Loveland and the Loveland Fire Authority, Director Pearson seconds. Roll call, all "Aye." Approved.

- IV. Financial Report and Updates  
i. Discussion/Possible Action: Approval of December 2021 Monthly Financial Report/Bill Ratification

Total revenue for December was \$87,204, which was \$203,877 under budget; tax levy revenue for December was \$47,791, which was \$168,077 under budget; non-tax levy revenue was \$39,413, which was \$35,800 under budget;



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total expenses for December were \$860,750, which is \$145,676 under budget; personnel costs under budget by \$113,655, driven by a timing difference in the payment of health insurance premiums and FPPA pension; managerial expenses under budget by \$64,146, driven by a timing difference of when interest expense payments on the Station 4 Lease and the Bond payment are paid compared to budgeted amounts; total revenue YTD is \$11,657,060, which is \$604,979 over budget; total expenses YTD are \$8,651,748, which is \$564,922 under budget; total cash is \$18,124,971, which is \$7,032,537 more than this time last year. This is 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 78%, Operations at 13%, and Managerial at 9%.

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

### V. District Update

#### i. Reports

##### 1. WSFR Monthly Response Report

Chief Kazian said the response report is a yearend report. We were down in response times for the most part. Yearend call volume is 4048 – true response call volume is 4034 (removed EMS Captain calls and interfacility transfers). Station 4 continues to be the second busiest station in our District.

##### 2. WSFR Division Reports

###### a. Training Division Update

Chief Greer said his first 90 days was familiarizing himself with the District and employees. Live Burns took place with one shift being rescheduled (due to high winds). Largest accomplishment was publishing the 2022 Training Plan this week – integrating the Tower. B-shift was assigned a tactical manual to help develop how we operate. Also looking into a leadership academy to develop our internal folks. Chief Greer said he is appreciative of BC Williams and the help he provides.

Chief Friedrichsen said we are continuing with the smoke alarm program per the Grant. Heath has been assisting with the



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program and has visited 26 homes and installed 198 alarms. To date, we've installed 578 alarms. Heath will continue to help while on shift and we are looking for additional assistance from crew members. We need to be completed by August. Newly hired inspector Ryan Buderus has done 43 inspections in the last month and completed two fire investigations as well as a couple of drone flights.

### ii. Personnel

#### 1. Human Resources Hiring Update

Chief Kazian said our new Human Resources Manager is Emily Pearson and she starts on Monday, January 31.

### iii. WSFR Activities and Events

#### 1. Santa Tour December 16-18

Chief Kazian said the tour was cold but successful. We did a Santa tracker this year: 9800 page views in 3 days. Looking for other Santa volunteers for this coming year.

#### 2. Pinning Ceremony, January 27<sup>th</sup> at 5:30pm

Pinning ceremony for Inspector Ryan Buderus, Engineer Chris Walker, and Lt. Ian Gordon.

#### 3. WSFR Annual Employee Appreciation Dinner - February 26 at The Summit

Annual dinner invite should be going out the end of January/beginning of February.

### iv. Facilities & Apparatus

#### 1. Station 4 - Project Status

Dan Spykstra, from Wember, shared his presentation via zoom. We are getting back on track with the schedule. Steel work starts on Monday, Jan 17. Hoping to be complete in July. Walls are making great progress. There was a fire at the site due to heating the water pipes via a propane heater, but the brick wall is intact and safe to continue construction. The north apron has a shadow study due to the north facing apron and concerns with snow melt. If a snow melt system is needed, it would be boiler driven. This would be a separate system from what we currently have planned. The boiler would sit in the mezzanine. Chief plans to have more discussion with the Board at next month's meeting. Director Pearson said we have money earmarked in capital from last year that could be used; what is the cost difference to also do the front pad to help reduce plowing and snow buildup. Dan



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also said there will be a topping out party – when the highest place of steel is placed. It would take place approx. end of February/early March.

a. Time Capsule

Chief Kazian said there's a place for a time capsule at the new station. Mementos (covid items, 9/11 20<sup>th</sup> anniversary, strategic plan, etc.) will be placed within and Chief said we are open to ideas.

2. Station 1 – Renovation

Chief Kazian said the renovation is complete and offices are fully occupied. Chief Friedrichsen headed up the project. It's already been valuable to have the officers right around the corner. The new conference is ready; however, it still needs white boards, TV, data ports, etc.

3. Fleet Purchase Update: Pickup Truck

Chief Kazian said we don't have our new pickup yet – dealers have cancelled their state contract pricing forcing us to get in line with everyone else. Initially talked about a Ford 150 (order may not be fulfilled until 2023); however, it may be a Ram. The truck is for our general fleet. The current situation makes us realize we may need to order another vehicle due to the delivery schedule.

v. Other District Related Matters

1. Ambulance Purchase Update

Chief Kazian said we declared our ambulances as surplus last month as UCH wanted to buy ours by end of 2021. UCH is now thinking they won't buy them until the end of their fiscal year – June/July. We are working on a contract saying UCH will pay for maintenance until the sale of the ambulances as we don't want to pay anymore for vehicles that won't be ours. Chief wants to limit our liabilities.

2. AFG Grant Submission Update

Chief Greer wrote the radio grant for approx. \$197,000. We are working on a grant for the leadership academy for our officers and command staff for approx. \$100,000. We are also working on a regional grant for upgrading our physicals – Loveland, Berthoud, Greeley, and us. The physicals would physical, medical and behavior health support.

3. Marshall Fire Response

Chief Kazian said Chief Greer and himself along with several crew



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members went to Boulder for wildland deployment. Due to concerned citizens in our own towns, we will meet with the Town to discuss the situation. FF Dregalla has been playing with the maps to help identify any hazardous areas. Chief Kazian noticed at the Marshall fire that cement board homes had a better chance at surviving.

#### 4. Covid Update

Chief Kazian said we continue to manage covid – we’ve had one here, one there maybe with a little overlap, but no significant outbreak.

### VI. Staff Items

#### i. Discussion/Possible Action: Approval of Purchase for New Type 6

Chief Kazian said due to supply chain issues, we would like to move forward on getting our old wildland truck replaced. The old truck will be repurposed. We found a Ram chassis that is red and placed on hold for us. It’s a similar model to the last one we bought. Director Pearson said we brought in \$272,000 from wildland in 2021 with an expected \$80,000 to arrive soon. Director Rosen is in favor of moving forward.

Director Rosen submits a motion to approve Purchase Order 2022-01 to BFX Fire Apparatus in the amount not to exceed \$210,000 plus travel expenses as necessary, Director Pearson seconds. Roll call, all “Aye”. Approved.

- #### ii. Discussion/Possible Action: JVG Contract Renewal – 2022 Fee Schedule
- Finance Director Gabe Buldra said the increase in the fees is due to inflation and being onsite more often than anticipated. JVG is available for all of our needs for our admin staff. Chief Kazian said JVG brings a wide breadth of knowledge to support our organization. Director Pearson said he appreciates JVG and values their work. Director Thorn said JVG’s services are fairly inclusive and won’t charge an hourly rate unless it’s outside our scope.

Director Pearson submits a motion to approve the contract with James Vincent Group as presented, Director Thorn seconds, all “Aye”. Approved.

#### iii. Discussion/Possible Action: Modification to 457 Match Benefit

Chief Kazian currently provides up to 3% match for the 457. The first year of hire, you were eligible for 1% match, second year a 2% match and third year a 3% match. We would like to do the 3% across the board to help with accounting and tracking of the years and match. We already budget at 3%.



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Director Rosen submits a motion to approve increasing the 457 match program to be 3% match eligibility at the time of hire for all employees. Director Hansen seconds, all “Aye”. Approved. Director Pearson abstains due to personal conflict.

- iv. Discussion/Possible Action: WSFR Organizational Chart Revision  
Chief Kazian said we allocated an additional administrative person for 2022. We had a situation that caused some reassignment of some personnel, which brought forth this new position: Business Improvement Specialist. This position includes projects and special assignments. We’ve moved forward with the assignment. The position has room to grow and lead to other additional responsibilities.

Director Pearson submits a motion to approve the proposed revision to the Organizational chart as discussed, Director Rosen seconds, all “Aye”. Approved.

### VII. Board of Directors Items

i. Information Only: 2022 Election Update

Attorney John Chmil presented a memo to the Board members from DOLA with election information. Election years are changing to odd years – which means there will be an election in 2023 and 2024 going back to four-year terms. Our board has always been staggered – three open vacancies, then two open vacancies. For partial term, a member fills the remaining time for the original term until election time, and then can fill for a one-year seat and then run for election for a full term. Term limit – if your term is over two years, your term limit is two terms if consecutive. A member would have to wait four years to fill a seat again. May 2022 is the last election for three-year terms. May 2023 will be back to four-year terms. We will have 2 three-year terms and 1 one-year term open this May. Director Thorn wants to know if board members can coordinate which term to run for, so all are covered. The easiest is to self-nominate for the same seat and term. February 25 is the last day to self-nominate. The Call for Nomination is published between January 23 and February 25. Sue Blair is our DEO for collecting the self-nominations and publishing the Call for Nomination. Director Rosen said his four-year term will be up in May 2022. He would be eligible to be re-elected. What if he chose the one-year term and then a four-year term after that? That would be a correct scenario/option available. The ballot would include names and



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terms; names are placed in a random order. Director Rosen said he could run for the one-year term and then run again in 2023. We need three people to run: two for the three-year terms and one for the one-year term.

### V. EXECUTIVE SESSION

- i. Possible Vote to go into Executive Session pursuant to C.R.S. §24-6-402(4)(b), to conference with the District's attorney for the discussion of legal matters pertaining to the inclusion and exclusion of property.

Executive session not needed.

### VI. RECONVENE INTO PUBLIC SESSION

- i. Discussion/Possible Action relating to the legal matters of the inclusion and exclusion of property.

### VII. ADJOURNMENT

Director Pearson submits a motion to adjourn the January 2022 Regular Board Meeting. Director Thorn seconds. All "aye". Approved.