



## 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, October 13, 2022 / 6:00pm

#### MEETING MINUTES

#### I. CALL TO ORDER

- I. Pledge of Allegiance

#### II. ROLL CALL

Board Directors Thorn, Stevenson, Hansen, and Rosen. Director Medhurst attended via zoom. Deputy Chief Dawald, Battalion Chief Vess, Chief Sandi Friedrichsen, Chief Greer, Administrative Director Dykstra, HR Manager Emily Pearson, BIS Travis Chapman, Ruthie Knief, Financial Director Gabe Buldra (attended via zoom), and members of the public were present at the 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.*

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. September 8, 2022, Regular Meeting Minutes



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

### III. Financial Report and Updates

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

Financial Director Gabe Buldra recapped key points for September: Total Revenue was \$623,587 which was \$461,163 over budget; Tax Levy Revenue was \$106,091, which was \$25,416 over budget; Non-Tax Levy Revenue was \$517,496, which was \$435,747 over budget. This is primarily due plan review and inspections; Total Expenses were \$849,367, which is \$25,269 under budget; Vehicle & Equipment over budget by \$45,413, driven by vehicle maintenance and fuel; Personnel Costs over budget by \$17,428, driven by overtime wages; Travel & Training Expenses under budget by \$27,830, driven by lower than anticipated training costs; Total Revenue Year-to-Date is \$11,498,565, which is over budget by \$1,401,270 driven by higher than anticipated plan review fees and an increase in Wildland Revenue; Total Expenses Year-to-Date is \$7,266,509 which is \$111,523 under budget driven by lower than anticipated personnel wages and associated benefits costs; Total Cash is \$18,682,409, which is \$4,147,655 less than this time last year. This is primarily attributable the following: Monies expanded for the construction costs of Station 4. Expenses: Personnel was at 80%, Operations at 13%, and Managerial at 7%; currently at 72% of budget through September with 28% remaining.

Director Thorn thanked Fire Marshal Chief Friedrichsen for her hard work. Plan reviews has pulled in a lot of revenue. Sandi said the projects have been big projects which has driven the higher-than-expected revenue.

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

#### ii. Discussion/Possible Action: Approval of Accounting Policies

Tabling policies until next month as we continue to make changes including formatting. Jeff will highlight changes so Board can easily see changes. Board would like to see a summary of changes.



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### iii. Information: 2023 Budget Presentation

Financial Director Gabe Buldra provided the Board with a budget presentation. Recapping: Revenues (tax levy revenue projected at \$12,568,907, non-levy revenue projected at \$1,870,525), Significant Budget Numbers (personnel cost at \$10,010,143, buildings & land at \$193,412, vehicles & equipment at \$638,607, communication & IT at \$244,593, travel & training at \$372,993, managerial at \$895,538, other expenses at \$923,379 and reserve funding at \$1,160,768), Draft 2023 Budget (spreadsheet presented with line item budget with total revenue at \$14,439,432, total expenses at \$13,278,664, with funding to the reserve at \$1,160,768), Budget Schedule (formally set the hearing tonight for December budget hearing, November 10 will be another draft budget presentation with approval coming at the December 8<sup>th</sup> meeting).

Director Rosen asked if he would see a breakdown of vehicles & equipment. Director Thorn pointed out that it's in the detailed budget. Gabe said by the November meeting, we should be dialed in, and it will include all the details for each breakout. Director Hansen asked what the functional trainer is. Gabe said it was a piece of gym equipment for stations 1, 2, and 3.

Gabe said we developed the budget anticipating all of the needs. Director Thorn thinks we may be understated for Station 5 and wants to ensure we are projecting accurately. Gabe said the reason for the \$7.5M for construction is to have a better land location to support the facility. Jeff also mentioned Station 5 may be more of a sub-station. Jeff and Chief Dawald discussed how many people per station – hard to predict. Director Hansen said communication & IT is less than 2022. This year had some of Station 4 included which raised this year's expenses. Director Hansen asked where depreciation/amortization is on the budget. Gabe said we don't set a dollar amount but rather look at the vehicles, equipment, etc., making this a cash only budget.

### iv. Discussion/Possible Action: Confirm Date for Budget Hearing

Director Stevenson makes a motion to set the budget hearing date for December 8<sup>th</sup>, 2022, at 6:00pm, Director Rosen seconds, all "Aye". Approved.



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### IV. Station 4 - Project Status

Chief Dawald said Station 4 went in-service on September 7<sup>th</sup>. We are seeing some decreased response times. Jeff explained total response times and how dispatch times are out of our control, but we do have control over dispatch to enroute, etc. Jeff said we should see a decrease in travel times of about an average of 1:20. We currently only have a small data set for the three weeks it's been in-service.

### V. District Update

#### i. Reports

##### 1. WSFR Monthly Response Report

Chief Dawald said our turnout times were below the 1:00 mark we try to maintain. Call volume was down about 50 calls from prior month, but we still have an average of 350 calls a month. We may hit over 400 calls this month. EMS increased 7.5%. Overall call volume is still up.

##### 2. WSFR Division Reports

Chief Friedrichsen reported for YTD 520 inspections, 8% were annual inspections. Smoke alarms for October: 264 homes, 1853 alarms, and 157 preplans done by the crews.

Chief Greer reported for YTD, they had 12,304 hours of training. Report cards kicking off next week. Live burns soon at Eaton and extrication training coming soon as well. FRFC recruits are doing well, and our folks are leading the way in the academy. Graduation is November 18<sup>th</sup>.

##### a. Station 4 Response Times

See above discussion.

##### 3. Accreditation Update

Jeff stated that all our documents have been uploaded to CPSE before the deadline. There are over 400 exhibits – referenced 1200 times. The document itself is over 400 pages. The review team has been active, and Travis is making corrections to the docs or providing clarification. At the end of the 45-day period, the team will determine if we get a site visit. Scheduled for week of December 4<sup>th</sup>. Many positive comments from the CPSE team. Jeff thanked Travis for his hard work and couldn't have done it without him.

#### ii. Personnel

##### 1. Community Risk Reduction Manager Update

Chief Friedrichsen said we hired a CRRM – Hayley Carson. She just started this past Monday. It's been a busy week with meeting people,



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- visiting stations, and getting settled.
- 2. Firefighter Eligibility List Process Update  
HR Manager Emily Pearson said the list was posted in ERS today. We started with 86 candidates and have the top 10 on the eligibility list. This list will be used for filling 3 positions listed on the draft budget. On the last academy, we needed 4 positions and went to number 15 on the list. Director Thorn asked how we access for culture fit. Emily said candidates have a national test that look at human elements and we narrow down from there. The fit comes from the interview by the interview questions. Emily said there's room for improvement. Chief Dawald said there's also the background checks. Chief Greer said we're doing something right since our folks are top notch. Director Rosen said we do a good job selecting our folks.
- 3. 2022 Fire Prevention Officer of the Year – Ryan Buderus  
Chief Dawald said Ryan was nominated and selected as the Prevention Officer of the Year. He is our inspector in the Life Safety division. He'll be honored next week in Keystone. Director Rosen asked Sandi to thank him on his and the Board's behalf.
- iii. WSFR Activities and Events
  - 1. Fire Prevention Month Update  
Chief Friedrichsen the schools are done and they have some day cares left. Ryan, Hunter, Sandi, and the crews have been helping and doing their part.
  - 2. Annual FF & Police Ball Held 9/29 at The Tavern  
Chief Dawald said we had 5 couples from WSFR attend. Last year they raised about \$14,000 for fire and police combined. No update on what was raised this year.
- iv. Facilities & Apparatus  
Travis said the new brush truck is in-service and operating out of Station 3. The new engine is in production and the cab is built and the body is fabricated. There have not been any changes on the expected completion date – looks like end of December. Cautiously projecting ahead to having it in-service in February. The dive truck chassis is here and ready for outfitting. The two Ram pickups are due to arrive on Oct 25 and the second one is due the second week of November. Director Rosen asked about the expense to PFA – duplicate payment which will be refunded.

Jeff said the roof at Station 2 has been completed. The cost increased



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substantially due to the ice shield on the existing roof. The installer went back to the insurance company; roof expense was approximately \$160,000.

Jeff said we received a donation from a local energy company - \$10,000. We will use it for upgrading our audio/visual system in the training room at Station 1. We will also finish putting the electrical into the training room floors so the tables can be used properly.

### v. Other District Related Matters

#### 1. Grant Updates

##### a. PPE Grant Opportunity Not Awarded

Travis said it was a state funded program and we had submitted for sets of gear. There was no money left after funding departments with gear over 10 years old.

##### b. \$2000 Community Access AED Awarded – Windsor High School

Travis said we were rewarded the grant in 2021 and just received the AED last month.

##### c. Ballistic Gear Ordered – 2021 Award for 8 Sets of Gear

Travis said this finally was funded and the grant awarded us 8 sets of ballistic gear. Every rider will now have gear; it's arriving next week.

Also updated on:

SAFER Grant: funding year ended September 30 but there is potential for more funding. Travis is not hopeful for a reward.

AFG Grant: we will continue to write for radios that we've been trying to receive funding for the last couple of years. Travis said eventually we will work our way to the top for funding.

Travis said we also applied for two other grants – each about \$20,000. One of the grants was for new LED lights which would save time for getting light on scene.

## VI. Staff Items

### i. Discussion/Possible Action: Approval of Resolution 2022-04 to Opt Out of FMLI Act

HR Manager Emily Pearson said this was a ballot item with a start date of 2023. It offers paid leave for birth, caring for adopted child, own injury, family injury, deployments, domestic violence, etc. All employers are required to opt in but there are some exceptions – such special districts.

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However, employees can opt in on their own by paying directly to the state. Total premium would be 0.9% - split between employee and employer. Emily recommends we opt out since we provide similar coverage. We also have short-term/long-term disability which covers non-shift employees too. Emily also brought this to our Union, and they were in alignment with our decision to opt out. If we opt out, it stands for 8 years. If we change our mind, we can vote to opt back in. Once you opt in, you have to stay in for three years. Director Rosen was nervous thinking our employees would be missing out on a benefit, but he said Chief Kazian explained that we already have equal or better benefits. Director Thorn said we are giving the employee a choice for this benefit. Director Hansen asked if there were caps; Emily said it scales with social security.

Director Stevenson submits a motion to decline any and all participation in the FAML I Program, Director Rosen seconds, all "Aye". Approved.

- ii. Discussion/Possible Action: Approve P02022-385 to Summit Bodyworks for \$159,298.50 for the Upfitting of Dive Truck Chassis  
Chief Williams and Lt Bauer drove out to Indiana to bring the chassis home. Summit Body Works was able to move the outfitting up to early 2023. Summit Body Works is in Fort Lupton. Director Thorn said this is the second half of the process and is happy with the turnaround time. Looking at 6-8 weeks – hoping to get it back in March. Director Rosen said he went through the specs and it's a big chunk of money, but it was justified due to the growth in our community. Rosen thought this was very well thought out. He thanked Chief Williams for doing such a good job. Director Thorn asked Gabe if he had any issues with the purchase of the dive truck. Gabe said it's within the plan.

Director Hansen submits a motion to approve Purchase Order #2022-385 in the amount not to exceed \$159,298.50 to Summit Body Works, Director Rosen seconds, all "Aye". Approved.

### VII. Board of Directors Items

#### v. **ADJOURNMENT**

Director Stevenson submits a motion to adjourn the September 2022 Regular Board Meeting, Director Hansen seconds. All "aye". Approved.