



# 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, August 12, 2021 / Immediately Following Pension Meeting**

## MEETING MINUTES

### I. CALL TO ORDER

- I. Pledge of Allegiance

### II. ROLL CALL

Board Directors Pearson, Stevenson, Hansen, and Rosen (attended via Zoom). Director Thorn is absent and excused and may zoom in later by phone (Director Thorn joined at 7:11pm). Chief Kazian, Chief Chapman, Battalion Chief Todd Vess, Fire Marshal Friedrichsen, Captain Dykstra, Human Resource Manager Lucy Zamarripa, Ruthie Knief, 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 Hansen 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. July 8, 2021, Regular Meeting Minutes



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- ii. Purchase Order 2021-142 to MES for \$39,774.75 for Bunker Gear
  - iii. Resolution 2021-08 Adopt Fire Annex of Weld County All Hazard Mitigation Plan

Director Stevenson submits a motion to approve the Consent Agenda as presented, Director Pearson seconds, all “Aye”. Approved.

### III. Financial Report and Updates

- i. Discussion/Possible Action: Approval of July 2021 Monthly Financial Report/Bill Ratification

Financial Manager Gabe Buldra stated revenue came in over \$2,313,000. For YTD, we are ahead of where we projected based on our historical. We were under budget on most expense categories for the month. Comm & IT were overbudget by \$9,000 due to First Due software and MDTs. For YTD, total tax levy revenue came in just over \$10M which put us \$675,000 over where we projected to be for the year. For the year, we'll be short about \$140,000 from tax collection. For expenses YTD, we are at 53% expended with 47% remaining – in good shape from a budget usage standpoint. Director Hansen asked about Personnel Cost and if it's only compensation. Gabe said it encompasses payroll, associated benefits, annual physicals & tuition reimbursement. Director Hansen asked why we were higher this year vs last year. Gabe said wage increases and new positions were added; he will review the financial difference between this year and the year prior and get back to the Board.

Director Pearson submits a motion to approve the July 2021 Monthly Financial Report and Bill Ratification, Director Stevenson seconds, all “Aye”. Approved.

- ii. Presentation: 2022 Budget Preparation

Chief Kazian said it's budget time and we are working on receiving budget worksheets from program managers. Financial Manager Gabe Buldra said we are early in the process, yet we have timelines to meet per statutes. Gabe's presentation contained: revenue sources (expecting tax revenue decrease of \$954,000 next year), expenses (operating, capital, and debt service), financial goals for future, and the budget schedule. Director Hansen asked if we are able to shop health insurance. Gabe said we are able to look; HR Manager



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Lucy said we have a meeting coming up with CEBT on August 24<sup>th</sup>. Lucy explained that CEBT is part of a trust and if we went with a private insurance company, we would see a definite increase. Director Rosen asked if there was anything to gain by paying the bonds off early. Gabe said there is some interest savings by paying it off early, but right now we pay about \$6,000 every couple of months. We can look at the saving and see where our cash position is at and see if it's worth what we're paying in interest; Gabe said we also need to see if we can pay the bond off early. Chief Kazian said that paying it off early could be counterproductive for the budget since it has to be paid off with revenue from 2022.

Chief Kazian would like us to discuss salaries for the next year since that expense is a large part of our budget. Chief Kazian presented a 2022 Compensation Proposal. We reached out to our Front Range Fire Consortium to gain a wide range of agencies for salary comparisons; salaries were based using a market-based structure. The COLA is considerably high right now; if we do nothing right now, our employees would go backwards in pay. Financial Manager Gabe said by lowering the percentage of pay between steps assists the budget with slow growth. Chief Kazian said we looked at our current base and percentile and compared it to the other agencies. These numbers are based on 2021 numbers, and we want to be competitive. Director Hansen asked if the proposed will be step 1 and Chief Kazian confirmed. Director Hansen also wondered about being at the 83% for firefighter but only 44% for engineer. Chief Kazian said it has to do with the placement with the other agencies. Chief Kazian said you want all the steps to be connected due to promotions and flow from top down. Director Rosen said as principle, we need to keep up with COLA and be aware of proportion of personnel costs to other expenses in our budget. HR Manager Lucy said our administrative positions are unique due to Covid and remote work when comparing against the private sector, but we are in line. We added roles for growth in admin, public education, and inspectors. Director Pearson asked if there were too many steps in the proposal; we want people to stay yet it will take longer to max out which may lead to more folks leaving. Director Pearson cautions the six-step process. Chief Kazian said we are trying to find the middle ground and to maintain our operating budget. Lt. Jordan Spight (also rep of Local 4845) spoke to the concern of the steps saying limiting the steps to three was difficult to fit the appropriate salary increases. Director Hansen asked for education on the steps and why some positions have 4 steps



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and others 6. HR Manager Lucy said the steps are yearly increases on anniversary date. Chief Kazian said the number of steps is determined by the position – administration vs operations. Administrative positions can come into the org at different steps, but incoming firefighters would start at step 1. Director Rosen was also concerned about the number of steps. Director Thorn asked if we could show the budget with three steps vs six steps. He would like to see the rationale behind the budget and the impact. Director Stevenson said our team has done a great job with the proposal and to let us know the best way to run this.

#### IV. District Update

##### i. Reports

###### 1. 2022-2024 Strategic Report Update

In the final stretch with a meeting at the end of the month to finalize more of the plan.

###### 2. WSFR Monthly Response Report

Chief Chapman said we continue to trend up in call volume over last year. He also spoke to the call processing time – there's a 6-minute call processing time for one call and the team dug down to understand the time. Chief Chapman and Captain Dykstra have been looking into other calls with longer call processing time – where PD has been called initially and then the fire department which lengthens the call processing time.

###### 3. WSFR Division Reports

Chief Kazian said we have begun our process for the Training Chief position.

##### ii. Personnel

###### 1. CPSE Fire Marshal Designation – Chief Sandi Friedrichsen

Chief Chapman spoke of the designation and how hard Chief Friedrichsen has worked to obtain the designation and thanked her for her dedication.

###### 2. Human Resources Position Update

The shared services with Platte Valley will end September 30<sup>th</sup>, 2021. Chief Kazian said it is transitioning to full time at Windsor due to the workload.

###### 3. Training Chief Process Update

##### iii. WSFR Activities and Events



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1. Employee Summer Family Picnic Appreciation Event – Saturday, August 21 2:00pm-8:00pm.  
Fire Marshal Friedrichsen said our first annual picnic is next weekend. We have 29 RSVPs at this time. The Board is welcome to join.
  2. First Responder Appreciation Event with Fireworks – Saturday, September 11  
There is a First Responder event at Raindance – tractor pull, fireworks, etc.
- iv. Facilities & Apparatus
1. First-In Station Alerting Project Update  
Chief Kazian said the station alerting system is now installed at all three stations with the heart saving tones – it will be fully functional when the CAD system at the County is updated. Lt. Kory Tope did a great job coordinating the setup & installation.
- v. Other District Related Matters
1. Larimer County OEM Grant Awarded - \$6120  
Chief Chapman said Larimer County offers grant money for wildland. The money we received will be used for outfitting our fleet with shelters.
  2. Donations: \$150 and \$500  
The \$150 donation is from installing smoke alarms – community thankful for the help. The \$500 is from a friend of Michael Haynie’s mother who passed away earlier this year.
  3. Covid Update  
Chief Kazian said we did a survey within the organization and 51 out of the 80 people responded – over 80% are vaccinated. Chief Kazian said he is not in favor of mandating the vaccination but rather ensure we are doing things safely in the organization.
- vi. Legal Counsel
1. Discussion of Inclusion/Exclusion Process  
Chief Kazian said we’ve experienced exclusions of properties to Greeley, PFA, etc. But we now have two inclusions – one into Windsor and one into Severance. Legal Counsel John Chmil talked about the overall process for inclusion/exclusions for Board familiarization. There are petitions initiated by the property owners that flow through the town, fire district board and then legal counsel. The inclusion side is straightforward and easy to handle. The exclusion side is more involved and requires statutory findings to justify the exclusion. Chmil



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said it takes about two months for an inclusion. Chief Kazian said we'll need the acknowledgment of the petitions from the Board.

Director Pearson makes a motion to acknowledge two petitions for inclusion submitted to the District and to have the open public comment at our regular September 9<sup>th</sup> board meeting, Director Stevenson seconds, all, "Aye." Approved.

### V. Staff Items

#### i. Station 4

##### 1. Discussion/Update: Project Status

Chief Kazian said walls are going up and cement slabs are being poured for the retaining wall.

#### ii. Discussion/Possible Action: Retirement Health Savings Plan for Employees

##### 1. Resolution 2021-09 to Adopt Retirement Health Savings Account

Chief Kazian said it's important to have a savings ready for employees upon retirement to help pay for health care. We can also use unused sick time or vacation time into the plan. Director Pearson said there's no reason to not have this. There is a one-time "opt out" unless the employee promotes, and the group already is opted in.

Director Pearson submits a motion to approve Resolution 2021-09 to adopt the Retirement Health Savings Account, Director Stevenson seconds. Roll Call vote, all "Aye". Approved.

##### 2. Resolution 2021-10 to Adopt Engagement with 457b Option

Director Pearson submits a motion to approve Resolution 2021-10 to adopt engagement in an additional 457b plan provider option for WSFR employees, Director Stevenson seconds. Roll Call vote, all "Aye". Approved.

### VI. Board of Directors Items

Director Rosen spoke about the Joint Board meeting held on July 19<sup>th</sup>. There was talk about growth and how to fund the expansion of the population. It appeared that the main concern at the meeting was about the schools and attendance.

Director Pearson and the board would like to extend their sympathies to Michael



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Haynie and the passing of his mom.

### 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 exclusion of property.  
No need to executive session.

### VI. RECONVENE INTO PUBLIC SESSION

- i. Discussion/Possible Action relating to the legal matters of the exclusion of property.  
President Pearson reconvenes the regular board meeting with no further discussion or action related to the Executive Session.

### VII. ADJOURNMENT

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