



# 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, February 11, 2021 / Immediately Following the Pension Meeting

### Meeting Minutes

#### I. CALL TO ORDER

- I. Pledge of Allegiance

#### II. ROLL CALL

Board Directors Thorn, Pearson, Rosen, Hansen, and Stevenson. Chief Kazian, Captain Dykstra, Fire Marshal Friedrichsen, Financial Manager Gabe Buldra, Lucy Zamarripa, Kelly Streeb, Dan Spykstra from Wember, and members of the public were present at the remote meeting.

#### III. APPROVAL OF AGENDA

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

#### IV. BOARD OF DIRECTORS

- I. Oath of Office: Director Robert Thorn  
Chief Kazian swears in Director Robert Thorn. Chief Kazian notes that he officially completed his oath in January, and this was ceremonial only.

#### V. 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*



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*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. January 14, 2021 Regular Meeting Minutes
- ii. Adopt Records Retention Resolution 2021-03
- iii. Adopt 4548 Meet and Confer Procedures Resolution 2021-04

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 January 2021 Monthly Financial Report/Bill Ratification

Financial Director Gabe Buldra presents the January 2021 financial report providing overview of actual versus budget. Per Director Hansen's request, Gabe will start including the previous year for year over year comparison. The majority of the expenses are much less than they were last year. WSFR started using a new chart of accounts in January, so there's a bit of a mapping difference on vehicles, equipment, and communication/IT. On the personnel report, we are a \$100,000 under budget; when the budget was developed, we assumed 27 pay periods in 2021, however, with the way the pay periods fell (the first pay period of January actually occurred late in December 2020), the money came out in December 2020. Back in December, we were about \$1.1 million short on tax revenue due to oil and gas (Extraction and another company). As of this morning, we had \$1.3 million arrive in our account as back taxes from oil & gas; treasurer office said they paid approximately 2/3 of what they owed. Gabe will call to find out if more is expected. Director Thorn asked why the tax levy revenue was down so much. Gabe said the biggest reason is because we are not collecting from the current year taxes, but rather collecting historical taxes (back taxes). We also received our last reimbursement from the Cameron Peak fire which will be applied to last year's revenue since it's for last year and within the first 60 days of the year. Director Hansen asked for clarification on truing up tax revenue; Gabe said what's collected as revenue in the first 60 days can be applied to last year's revenue.

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



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### IV. District Update

#### i. Reports

##### 1. 2021-2025 Strategic Report Update

Chief Kazian stated that our current Strategic Plan is coming to an end. We meet with our consultants with a kickoff call on February 16, followed by meetings with External and Internal stakeholders in March (meeting the 22 & 23, respectively). WSFR's next Strategic Plan will be a 5-year plan. Director Stevenson will represent the Board as an Internal stakeholder.

##### 2. WSFR Monthly Response Report

Chief Kazian reported that we are up on call volume, almost 10%. We added Zone 4 for Station 4 to our reporting. Station 4's zone is the second busiest within our District.

##### 3. WSFR Division Reports

Fire Marshal Friedrichsen stated there was a fire in January requiring an investigation. She stated that lots of plans are coming in. Future Legends, a 170,000 sq foot dome, is to be developed within our District at Eastman Park Dr and Diamond Valley. Director Pearson asked Sandi if she had any info/plans she could send out for their review. She asked the Board to keep the information "in house." Chief Kazian said that at full capacity, could potentially see a million people a year flow through there.

Training Report: Chief Kazian reported on his behalf. Each shift is working on their Capstone Program. Our three new full-time firefighters started our internal pre-academy with our staff this week. Our dive team is accepting applications.

#### ii. Personnel

##### 1. Status of Administrative Assistant Hiring

We interviewed on Wednesday and submitted an offer. Tentative start date of March 1.

##### 2. Status of Part Time Firefighter Hiring

Application period ends on February 22 with interviews starting February 27. Currently 33 submitted NTN scores and we have 6 applicants.

#### iii. WSFR Activities and Events

##### 1. Annual Employee Appreciation Banquet May 14

Chief Kazian said we are looking at a date in June for our annual Open



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House, pending Covid conditions as we get closer.

### iv. Facilities & Apparatus

#### 1. Water Tender

Chief Chapman reports that the Tender has been shipped – should be arriving March 1. It will then spend a week or so at Front Range getting equipment mounted, etc.

#### 2. Ladder Truck – Assigned to Station 1

Chapman, Tope and Grenz will head to Appleton, Wisconsin, 21-24. The Truck's final inspection is February 22 and 23. BC Chapman expects a complete Truck mid-March, with an in-service date in April after operational training. BC Chapman would like to point out that travel arrangements were handled in-house to reduce travel expenses.

Director Pearson thanks BC Chapman for all the hard work upfront.

### v. Other District Related Matters

#### 1. Covid-19 Update

##### a. Office Hours Update

Chief Kazian reports that a good portion of our folks have been vaccinated with both doses with minimal side effects. Starting to move the organization back to an in-person office. Currently at two days a week for office staff, transitioning to three days a week, and then back to full office. No reports of anyone with a positive test within the last couple of months.

#### 2. SAFER Grant

Chief Kazian states the SAFER Grant helps provide a monetary value for the hiring of new firefighters. We didn't get the grant last year; however, we would like to apply for that grant again, and if granted, it either funds 100% for all three years or is at a prorated rate. We have four firefighters on the last year of the previously awarded SAFER Grant which is 35% funded for this last year. The Radio AFG grant was submitted today for \$147,000 for portable radios with a 10% match.

#### 3. Windsor Rotary President

Chief Kazian wanted the Board to know he is now the President of the Windsor Rotary.

## V. Staff Items

### i. Station 4

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

Dan Spykstra with Wember reports moving along with the design of



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the project. He says we are currently reviewing a package so the project can move forward. Hoping to have building permit by the end of April. WSFR was awarded a partial DOLA grant. We will need to do a contract amendment for the contractor's guaranteed maximum price. Chief Kazian said we may want to wait on doing a groundbreaking until the land has been leveled as recommended by the Station 4 team, approximately June 4.

2. Discussion/Possible Action: DOLA Grant Update  
Chief Kazian reports that WSFR received \$250,000 from DOLA. Chief Kazian said we are consistently looking for ways to save money. He said there will be an IGA in the near future to be signed.
3. Discussion/Possible Action: Review Complete Loan Package and Adopt Resolution 2021-05 for Financing with Vectra Bank for \$7,000,000  
Chief Kazian introduces our Bond Counsel Mr. Peltz. We have a March 2 closing date. The terms are a 2.28% interest rate on a 15-year term, no early payoff penalties. Mr. Peltz states it's a straightforward transaction using Vectra Bank. The structure is a site lease of the land the District has purchased and then a lease back. The \$7 million will be placed in an escrow account; District will get the interest. He said there aren't any requested provisions that are not industry standard. The approval of the resolution is the only action needed by the Board tonight. Chief Kazian said there is a lease agreement much further than our 15 year term – if we were to default on the loan and the bank had to find a buyer, it gives them enough time to recovery their deficits. Once we pay off the loan, that would be eliminated. Director Thorn wants to ensure he understands the lease agreement. Mr. Peltz states this is a 15-year term and has been structured with a lease back arrangement. The site lease (25 years) runs longer than the lease back (15 years). Once the loan is repaid, the site lease terminates. The reason for the additional 10 year period is in case the bank needs to recoup payment and then has ability to re-let to third parties. The District will continue to hold the deed to the property. Director Thorn questions the one year limitation, section 5, under obligations for the District. Mr. Peltz said that's by virtue of Tabor. Multiple fiscal year obligations can't be entered into by any local government. With such low interest rates, the cost between a general obligation and a lease obligation is very de minimis. Chief Kazian explained why we didn't go to the voters for a General Obligation; expense of election would



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exceed expense of \$80,000 along with other fees, pushing upwards of \$100,000. We are saving a significant amount of money going this route. Director Stevenson also mentioned that we have a good portion of the money in our Capital fund to pay for this; Chief Kazian said we have approximately \$6 million of the funds already in our Capital Fund.

Director Rosen submits a motion to approve Resolution 2021-05 to authorize financing with Vectra Bank for Station 4 in the amount of \$7,000,000, Director Stevenson seconds, all "Aye". Approved.

- ii. Discussion/Possible Action: Conducting Future Board Meetings: In Person, Virtual or Hybrid  
Chief Kazian said that when Covid hit and concerns were raised, we went to zoom meetings. Current environment has improved and Chief Kazian asks how the Board would like to move forward with meetings. Director Thorn would like the flexibility to call into the meetings. Director Pearson said that has always been allowed if there was a member at work or on vacation. Director Pearson would also like to have the ability to call into the meetings as long as quorum is met. Director Pearson said he would like the public to call in due to the size of the facility but allow staff to attend in person. Director Stevenson said he likes hybrid option as it allows him to see current guidelines and recommendations and plan accordingly. Director Hansen said he is flexible. Director Rosen would like to see the opportunity to have the meetings in person but keep the public on zoom; he would also like to have it evaluated monthly. Director Pearson said we will keep it as a hybrid for now allowing some administration in the facility as necessary and asking the public to continue with zoom. Director Pearson asks the Board that if any Director wishes to be on site, to let WSFR staff know.

### VI. Board of Directors Items

- i. Discussion/Possible Action: Impact Fee Update  
Director Pearson attended both Town of Severance and Town of Windsor Board meetings with Chief Kazian and Fire Marshal Friedrichsen to present WSFR's Impact Fee request. After hearing comments from the Town of Windsor, Director Pearson would like further discussion. WSFR received positive feedback from Severance, but there were more questions from the Town of Windsor. Director Pearson mentioned a possible phase in of fees vs a lump implementation. Chief Kazian said the attorney is working on the IGA



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pending the start date. The Town of Severance requires a simple majority for approving resolutions; the Town of Windsor requires a super majority to be in favor of the resolution. Chief Kazian said he is working on a financial presentation to show our future growth and needs. Chief Kazian said we have a fiscal responsibility to our community, but we also need to be aware of projects already underway. Chief Kazian said the impact fee implementation may be better received if there was a delay collecting of such fees until 2022. Chief Kazian said that if the Town of Severance approves the Impact Fee Resolution while the Town of Windsor does not, we can collect from them and not with the Town of Windsor. It's not an "all or nothing" scenario. Chief Kazian said he would like the opportunity to speak with Windsor's Mayor and Town Manager before a decision is made. The Town of Severance is prepared to possibly pass the ordinance for the IGA as soon as March 2.

David Sislowksi from the Town of Windsor said the consultant was tasked to compute the justifiable proposed Impact Fee, but David also asked Chief Kazian to provide capital needs expectation of the next 5-6 years and what will existing revenue streams bring the District and what is the gap. David said the Town of Windsor likes to get feedback from the developers and said Chief Kazian should keep this in mind.

Director Thorn asks Mr. Sislowksi what kind of lead time is given to developers from the Town of Windsor when something is implemented – what is a reasonable time. Mr. Sislowksi said the Town would need to discuss it with the developers to see where they are at and how much lead time they need to absorb the new request. Director Pearson would like to find a good compromise to our Town partners. He would be in favor to implement the full amount at a given date. Director Stevenson agrees stating perhaps later this year or January 2022. He said we already committed to Station 4 and talking about Station 5 due to growth, hence the reason for the Impact Fees. Director Pearson reiterated how the cost of stations has increased and that the Impact Fees will help offset the cost. Chief Kazian is trying to find out if the Impact Fees can be applied to Station 4. Director Pearson said the proposed Impact Fees are defensible and he recommends keeping the Impact Fees but need to decide when to implement. Chief Kazian said the Impact Fee study is recommended every 5 years or so, which could either raise or lower the Impact Fees for the developer.



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Director Rosen mentioned that we are one of the last jurisdictions in the area and he really likes that it is justifiable per the study. He said possibly starting the Fees in June but maybe even January 2020. Director Thorn said he would like to see them start sooner – perhaps August. He thinks January is too far. Director Pearson said he was thinking July 1. Director Pearson said he gets asked why we haven't been collecting Impact Fees already. Director Hansen said August 1. Director Thorn said we have to balance responsibility to the community and the developers – would like to be reasonable. Chief Kazian said he would still like to meet with the Mayor and Town Manager and if a decision is made tonight of a date, then that may help improve the communication. Chief Kazian said the Town of Windsor always have the option to vote No. Director Thorn again said we are trying to promote balance. Director Pearson said neighboring agencies have rolled out Impact Fees within 30 days of a Board vote.

Board has a consensus start date of August 1, 2021.

Director Roundtable:

Director Pearson thanks Chief Kazian and Fire Marshal Friedrichsen for their hard work with the presentations to the Towns. He would also like to welcome Spykstra, Kreutzer, and Ridnour as they start FRFC academy.

Director Thorn would like to thank Chief Kazian for writing the grant for Station 4. He looks forward to meeting everyone in person.

Director Rosen would also like to thank everyone since it's obvious that there's a tremendous amount of work being done. He was also pleased to see the Meet and Confer resolution in the consent agenda – important to have that relationship.

### VI. ADJOURNMENT

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