

**MINUTES
BOARD OF DIRECTORS SPECIAL BOARD MEETING
FRONT RANGE FIRE CONSORTIUM**

Date: August 10, 2022

LOCATION: In-person attendance at Greeley Fire Department and includes video and phone conference attendance as needed.

1. **Call to Order:** President Kris Kazian call the meeting to order at 1001.
2. **Roll Call and Attendance: Board Members Present,** Brian Kuznik (Greeley), Kris Kazian (Windsor), Mike Patterson (Wellington), Michael West (Front Range Fire Rescue), Tim Sendelbach (Loveland Fire), Greg Ward (Loveland Fire) Jim Klug (Platte Valley), Mike Calderazzo (Boulder), Derek Bergsten (PFA), Dan Higgins (Longmont)

Also Present: Eric Klaas (LFRA), Jeramie Greer (WSFR), Steve Dawald (WSFR), Cindy Heesemann, Sarah and Ben with James Vincent Group. John and Christy presenting from TCW Risk Management

Board Members Absent: Dave Beebe (Mountain View)

3. **Approval or Changes to the Agenda:** No changes to the presented agenda.

*Motion to approve the agenda (Brian Kuznik) seconded (Mike Patterson)
All approved*

4. **Discussion / Possible Action: Approval of previous meeting minutes**

*Motion to approve the previous meetings minutes from the regular BOD meeting on July 14, 2022 (Dan Higgins)
Seconded (Mike West)
All Approved*

5. **Call to the Public: none**

6. **Presentation: Current FRFC Insurance Coverage and Alternate Options**

- a. John and Christy with TCW presented the current insurance plan in place for FRFC and potential options for the future.
- b. Christy began by reviewing the current policy. A policy is in place for an office in Fort Collins and FRFC has recently added the Loveland site. Per the current IGA, FRFC is required to insure the property and liability insurance at specific departments utilized throughout an academy. FRFR gives a weekly report to TCW with location information.
- c. Christy recommends removing the word property from the IGA. The general liability policy covers "damage premises rented to you" this covers property damage while utilizing agency premises during academy training. The current procedure is to add on the agency properties as they are used then remove them after use. This is a time consuming, costly process. Changing this process could save around \$2,000 in premium and many labor hours. Chief Kazian clarified that we are currently paying for each agency building when using the site during the academy. Christy confirmed that this is how this is currently working. The thought at the time was to ensure that the agencies were covered in the event of damage. Chief also added that the IGA will need to be reviewed and updated and the insurance can be addressed at the same time.
- d. Last year the insurance costs were \$18,600 with around a \$2,000 credit at the end of the fall academy. Due to the current construction and labor costs this number could increase. Chief Sendelbach asked if it is possible to make the changes without an updated IGA due to the time constraints with beginning the academy on August 25. Chief and Christy recommend having a discussion with the Attorney to ensure that bases are covered, and legal requirements are met. Christy recommends

looking to add cyber security to the policy, these types of claims are becoming more and more of an issue.

- e. What would it take to draw up a revised policy in preparation for the discussion with Emily? Christy explained that she would need an email stating that FRFC no longer needs to insure the property portion of the fire academy and would keep the office and the Loveland site.
- f. Chief Kazian reviewed the email from Emily regarding the insurance coverage and the overall IGA and the necessary changes that may need to occur.

Update only, no action needed

7. Discussion/Possible Action: Consideration of Insurance Coverage Plan

- a. What would the Board like the next steps to be? Chief Higgins suggests instructing TCW to cover liability while on agency sites. (Short term) If the IGA is to be revised then the insurance wording can be addressed.
- b. Christy with TCW will send a recap email to ensure the wording/intent is clear.
- c. Chief Kazian will send an email asking TCW to remove the property portion of the insurance coverage.

Motion to make the adjustment to the insurance policy to carry liability insurance which covers the property listed (Dan Higgins)

Seconded by (Mike Patterson)

All approved

8. Information: Conflict of Interest Waiver with Ireland Stapelton

- a. Ireland Stapelton asked that a conflict-of-interest waiver be signed. They represent member agencies within FRFC and require the form be signed. Chief Kazian has signed the form.
- b. Chief Sendelbach adds that this was a matter of timing and not a huge issue but more of a formality.

Update only: No action needed

9. Discussion: Updated Financial Report

- a. Ben and Sarah with James Vincent Group gave an update on the financial report.
- b. The report gives more detail and Chief Kazian thanks JVG for the additional information.
- c. Ben states that additional credit card information was provided.
- d. Waiting for the academy to begin and will continue to provide monthly reports.

Motion to accept the current financial report (Mike Patterson)

Seconded by (Mike West)

All approved

10. Discussion / Possible Action: 2022-2 Academy

- a. Chief Klaas gave an update on the 2022-2 Academy
- b. The big-ticket items have been purchases. Awaiting a few items that are back ordered. The AV items are in and getting set up.
- c. Waiting for the certificate of occupancy (will be a TCO) of the Forge building. Parts are on order for repairs that are needed. Chief is hoping to move in tables, chairs, and mats on Aug. 15.
- d. Chief Higgins asked about using the fitness app, Chief Klaas adds that the FRFC will move away from the app and utilize Emily Allen and PFT's for the fitness portion as a leased resource.
- e. The current number is 28 recruits.
- f. Inventory is moving along and currently using Salamander.
- g. Chief Klaas will purchase a router for around \$150 vs. renting for \$25 per month.
- h. The Training Officer's is about 90% through the lesson plans. The Board is guiding and giving oversight into the curriculum and lesson plans and not getting involved in the line by line of

curriculum and lesson plans. Chief Klaas is asking instructors for justification within each lesson plan and will review as the academy progresses.

- i. After the academy, TO's, Chief Klaas and the Board will review after action and make adjustments for future academies.
- j. Chief Klaas will reach out to the Board if resources are needed. Chief will do the right thing and Chief Higgins and all the Chief's appreciate the efforts of Chief Klaas and Chief Greer.
- k. The code of conduct included in the Board packet will be shared with the Cadre and instructors. Chief West asked about adjunct instructors and when will Chief Klaas instruct on the code of conduct? Chief Klaas will be sending the code of conduct to all instructors before the academy and review in a zoom meeting. Chief Kuznik adds that each home agency should take responsibility for their instructors understanding the expectations before instructing.
- l. Chief Kazian will speak at the beginning of the academy.

No action needed

11. Discussion: Envision Leadership Update

- a. The first semester of Envision Leadership will begin in the spring and second semester will be in the fall.

No action needed

12. Discussion/Possible Action: 2023 Budget Proposal

- a. Ben reviewed the budget proposed in the Board packet. The budget assumes that the membership and academy rates will remain the same at \$10,000 and \$14,250. The budget also assumes 45 recruits for the year and 10 member agencies. There are place holders within the budget and are subject to change.
- b. The budget assumes that the FRFC spends \$12,000 per recruit. The budget can easily adapt if the number of recruits increases or decreases. Does the Board feel comfortable with \$12,000 per recruit? The cost is set at \$12,000 and expenses will be tracked to see if this is accurate. The academy has been reduced from 15 weeks to 13 weeks and other adjustments have been made to decrease the amount per recruit. Agreeing on the fees is crucial for agencies to help build their budgets for 2023.
- c. The budget shows \$100,000 for the Executive Director Administrator and \$65,000 for an Executive Administrative Assistant. Professional development shows \$40,000 revenue and \$40,000 expenses. The expenses are broken out by academy and professional development.
- d. Chief Calderazzo asks if these are employees of the FRFC or contracted rates? If employees, these salaries seem low. Loveland will hire the Executive Administrative Assistant and be a leased resource to begin. It is unknown if the Executive Director will be contracted, employee, or leased resource.
- e. Chief Patterson adds that the leased resources does not cover the individual 100% and agencies end up paying a portion of the resource. Historically, agencies have shared in providing support for the FRFC.
- f. This academy will provide information on the amount of time spent and the cost effectiveness at the end of this academy. Chief Sendelbach feels like the process needs to run one cycle. The academy now has a budget and process improvements. The administrative assistant has been hired and has a start date.
- g. Chief Calderazzo is concerned that some agencies will pay more than others when sending support on OT. Also, consideration on a National Academy style where most instructors are hired on for the academy as independent consultants instead of through the individual agencies and the various pay rates. Some agencies will spend more than others. This will be addresses in item 13.
- h. Chief Sendelbach recommends publishing the budget as presented and making modifications as necessary based on the outcome of this academy.
- i. Chief Kazian asks that if the budget is presented as is, all Board members understand that the FRFC may run at a deficient at the end of the year.
- j. Chief Calderazzo feels like the FRFC should increase the Executive Director position to \$150,000 total. This puts the FRFC negative by \$53,000. Ben states that there are a lot of moving parts and Chief Sendelbach adds that there is \$300,000 in reserve and the ability to absorb some of the changes.

- k. The formal budget will be reviewed and approved at the November meeting.
- l. After discussion the fees will remain at \$10,000 membership fee, \$14,250 recruit fee and a 5% leased resource increase for 2023. After the fall academy there will be improved financial information to make informed decisions going forward.

Discussion and budget planning

13. Discussion/Presentation: Consideration of FRFC Structure and Future Opportunities of Operational Effectiveness

- a. Chief Kuznik and Chief West will present information at a later meeting based on the strategic planning meeting from April 2022.

14. Update: Administrative Support Leased Resource

- a. The position was offered and accepted and will begin August 29.
- b. Chief Klaas is working on the details of the position

15. Discussion/Possible Action: Consideration for Additional Special Meeting

- a. A special meeting will be held on September 29th at 1:00 in Windsor

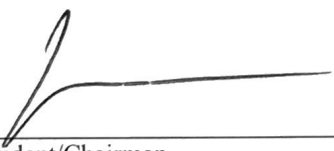
16. Next Regular Meeting 10:00 am and November 9, 2022, Poudre Fire Authority Station 8 at 4800 Signal Tree, Timnath

17. Adjournment

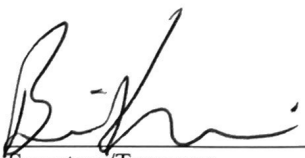
- a. *Motion to adjourn the meeting at 1225 (Kris Kazian)*
Seconded- (Tim Sendelbach)
All approved

ATTESTATION OF MINUTES:

We attest that the foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Front Range Fire Consortium, are a true and accurate record of the meeting held on the date stated above.



President/Chairman



Secretary/Treasurer