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Windsor Severance Fire Rescue

**FRFC Board of Directors
Notice of Regular Board Meeting and Agenda
September 17, 2024, 2:00pm
Virtual – Via Teams**

(Video and Phone Conference Attendance Options Below)

The agenda is preliminary and subject to change by majority vote of the Board at the meeting.

Individuals requiring special accommodation to attend and/or participate in this meeting please advise the ADA Compliance Officer at Chief@frontrangefireconsortium.org or call 970-962-2869 to assist with any specific need(s) as soon as possible.

AGENDA ITEMS

1. **Call to Order:**
2. **Roll Call:**
3. **Approval or Changes to the Agenda:**
4. **Approval or Changes to Previous Board Meeting Minutes:** Previous Board Meeting Minutes from August 20, 2024 – Regular Meeting
5. **Call to the Public:**
6. **Financials:**
 - a. **Discussion/Possible Action:** Monthly Financial Report - Sara Simonton
 - b. **Discussion/Possible Action:** Audit Review - Sara Simonton
 - c. **Discussion/Possible Action:** Budget Review – Chief Sendelbach

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7. Old Business:

a. **Discussion/Possible Action:** FRFC Academy 2024-2 Update – Chief Klaas and Lieutenant Visser

b. **Discussion:** EMT Update – Chief Angermuller

8. Next Regular Meeting: 2:00pm Octobers 15, 2024, Platte Valley Fire Protection – 27128 Co Rd 53, Kersey, CO 80644

9. Adjournment:

Microsoft Teams meeting

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**FRFC Board of Directors
Meeting Minutes – Regular Meeting
August 20, 2024, 2:00pm**

Loveland Fire, Station 10 - 4301 Ronald Reagan Blvd. Johnstown, CO 80534

AGENDA ITEMS

1. **Call to Order:** The meeting was called to order at 2:00pm by FRFC Board President Fire Chief Tim Sendelbach.

Roll Call: Chief Michael Calderazzo (Boulder), Chief Greg Schwab (Boulder Rural), Chief Brian Kuznik (Greeley), Chief Pete Bradshaw (Lafayette), Chief Dan Higgins (Longmont), Chief John Willson (Louisville), Chief Tim Sendelbach (Loveland), Chief Dave Beebe (Mountain View), Chief Jim Klug (Platte Valley), Chief Chris Angermuller (Windsor)

Also Present: Chief Eric Klaas (Loveland), Lieutenant Stew Visser (Longmont), Captain Justin Boehler (Boulder), Eric Schmitz (Windsor), Sara Simonton (JVJG), Cherie Kozak (FRFC & LFRA Admin)

2. **Approval or Changes to the Agenda:** Chief Sendelbach requested the following changes to the agenda.
 - 1.) A request for a 2-hour After Action Review of the Eide Bailly Report. Requesting full Board attendance to be held at Station 10 at the earliest possible date.
 - 2.) Consideration for incorporating voluntary product research into the Recruit Training process – Luman Series lights for sleep quality and Apex Cooling for rehab have both expressed interest.

*Motion to approve the agenda with the addition of Eide Bailly AAR and Product Research discussions – Chief John Willson (Louisville Fire Protection District)
seconded – Chief Greg Schwab (Boulder Rural Fire Rescue)
All Approved – Motion Carried*

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3. Approval or Changes to Previous Board Meeting Minutes: Previous Board Meeting Minutes from July 16, 2024 – Regular Meeting

Motion to approve the previous board meeting minutes as written – Chief Pete Bradshaw (Lafayette Fire Department)

seconded – Chief Brian Kuznik (Greeley Fire Department)

All Approved – Motion Carried

4. Call to the Public: No members of the public were present or provided comment, either in person or online.

5. Financials:

a. Discussion/Possible Action: Monthly Financial Report

Sara Simonton with JVG shared that Professional Development doesn't have a budget and they are currently at \$27,000 for Eide Bailly consulting fees. She included that Seminar Expenses which are currently at \$10,000, are for the down payment of All American Leadership.

Sara said that when JVG budgets for the years academy they just split the number of recruits evenly between the two academies. Such as, if they think they will have 42 recruits for the year, then they will financially put half in the spring academy and the other half in the fall academy and they don't adjust that if the anticipated quantity changes. Chief Sendelbach asked to have the budget reporting cleaned up, so it more accurately tracks the actuals within each academy and the budget.

Chief Klaas shared with Sara that Colorado's fiscal year, coincides with the calendar year, so when the recruits graduate on December 5th, its crucial to get the balance due or credit out to the agencies within two weeks. He said that will allow the agencies to use that information in their 2024 budget versus having to put it into the 2025 budget and deal with the roll over. Sara said she will have balances or credits projected for the November meeting so the agencies are aware of where they stand, and they can apply the numbers to their 2024 budget fiscal year.

Motion to approve the budget as presented – Chief Greg Schwab (Boulder Rural Fire Rescue)

seconded – Chief Pete Bradshaw (Lafayette Fire Department)

All Approved – Motion Carried

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b. Discussion/Possible Action: Audit Status

Sara Simonton shared that in the state of Colorado audits are due at the end of July. She said that JVG filed an extension, but it was not granted. She is contacting the state to find out why they were not given the extension and she included that the only potential penalty is that the FRFC may not be able to file for an extension next year.

Sara said she spoke with the auditors, and they are projecting their audit completion in 10 days. She said they will request a special meeting to review the audit for Board approval and get it submitted.

c. Discussion/Possible Action: Revised JVG Proposal

Chief Sendelbach shared that the Executive Board met with Ben and Sara to discuss their new proposal, which was \$2,500 per month, which brought the base fee to \$27,000 per year with an additional fee for any work outside the usual, billed at \$125 - \$200 per hour. Chief Sendelbach asked JVG to revise the proposal to \$1,500 per month, which is \$18,000 per year and then leave the additional fee structure on. He also shared that in the new proposal, Sara would only provide bimonthly reports instead of a weekly report in an effort to cut down her billable hours.

Sara said that based on the services they have provided over the last year, there would not likely be a need for the additional fees. She included that if there were ever a need to consider additional fees, she would bring that to the Board for authorization.

*Motion to approve the revised JVG Proposal as presented – Chief Brian Kuznik
(Greeley Fire Department)*

seconded – Chief Chris Angermuller (Windsor Severance Fire Rescue)

All Approved – Motion Carried

6. Old Business:

a. Discussion/Possible Action: FRFC Academy 2024-2 Update

Chief Klaas shared that with the current Academy model, at \$14,000 per recruit, the breakeven point for Academy is 22.5 recruits. He said that in this academy with 18 Recruits, 3 Cadre Members and a four to one, student to instructor ratio, that puts academy over budget. He shared that this academy is starting with \$252,000 and the

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current model has them needing \$319,000 as a breakeven, which puts them in a \$68,000 deficit. Chief Klaas shared that they have already made adjustments and asked the module leads to drop an instructor. The Academy will be utilizing some of their Cadre to fill those instructor rolls. He also shared that their cuts, have brought them down to a deficit of \$54,000. He said they have been considering other options to bring the cost down, and that getting rid of Hell Night would save this academy about \$20,000. He additionally asked if Engineers might be able to get professional job training for their assistance at academy which would move the cost for those positions from the FRFC to their participating agency's cost.

Chief Klaas said the Cadre is finally set with a succession plan and the cycle is Observation, Co-Lead and then Lead, so he would like to preserve the Cadre structure if additional cuts are requested by the Board.

Chief Higgins suggested consideration to hold credits to participating agencies until the end of the Academy year. He said that the overage from a larger academy can be used to offset the smaller academy where there will more likely be a deficit.

Chief Sendelbach suggested that the Board cover the deficit for this academy, with the caution that this is not sustainable and that the financials will need to be corrected before the 2025 Academy year.

Chief Kuznik presented a recap of the options for the Board to consider:

1. The Academy continues to make cuts to make up the difference of the \$54,000.
2. The Board decides to redistribute funds that were credited from the first academy to fund the deficit in the second academy.
3. The Board elects to cover the \$54,000 deficit out of the \$247,000 held in the FRFC's reserve fund.

Chief Sendelbach's recommendation was that the Board cover the deficit for this academy, but that they have to change things before the 2025 Academy Year.

*Motion for the FRFC, through its reserves, to cover up to \$60,000 for the present academy – Chief Tim Sendelbach (Loveland Fire Rescue Authority)
seconded – Chief Greg Schwab (Boulder Rural Fire Rescue)
All Approved – Motion Carried*

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Chief Klaas shared that Academy needs \$7,000 for ladder maintenance, repair and testing. Additionally, they need maintenance on saws and some hydraulic hose, and they are in need of some replacement rescue dummies.

Chief Sendelbach proposed that they carve out a percentage off the top, for each project and that would go directly to the capital fund to cover the annual repair and maintenance costs. Chief Schwab agreed and said that if the FRFC was a university, they would take 20% off to cover administrative expenses, and Chief Sendelbach suggested that they hold 10% off of every project to cover administrative, legal, insurance etc.

Motion to add up to \$12,000 for capital expenses – Chief Brian Kuznik (Greeley Fire Department)

Seconded – Chief John Willson (Louisville Fire Protection District)

All Approved – Motion Carried

b. Discussion: EMT and Hero to Hero Program

Chief Angermuller said Eric Schmitz was going to briefly discuss an EMT program through Aimes. Eric Schmitz said that if someone lived within the Windsor district it would be roughly \$2,200 total for the program. If the student was out of district, it would cost \$2,600 and if someone were out of state it would be \$6,500. Eric Schmitz said the Coursera program is \$1,000 for skills week and then \$62 per month. The RC Health program is \$2,700 total.

Chief Sendelbach said he sees this as another option for agencies if it fits into their hiring model. He said that they could run the program through the FRFC and that they could then open it to outside agencies and the FRFC would only take a small administrative fee.

Chief Angermuller addressed the Hero to Hero and Skills Bridge program. He said the Skills Bridge and the Hero-to-Hero program are basically the same. He included that the Skills Bridge program is designed for people who are within 180 days from coming out of the military. He said if you are a registered agency with Skills Bridge, and you are looking to hire a firefighter, the Department of Defense will cover their tuition and salary for 6 months.

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He said a year before military personnel are going to leave the service, they will receive information about the program, and they can begin their process of investigating their options. Chief Angermuller said the biggest

hurdle is that registered agencies have to submit a detailed training plan to Skill Bridge. He suggested that if they develop a template within the FRFC it would be a format they could all use to register with Skill Bridge and that registration has to be done independently as each agency would be its own host agency. He also shared that the host agency would have to submit reports to the Department of Defense. Interest was expressed by the Board, so Chief Angermuller said he will gather more information to share at the next meeting.

7. **New Business:**

a. **Discussion/Possible Action: New FRFC Logo**

Chief Greg Schwab said he doesn't have the renderings yet, but he has three people submitting their design and he feels they should be available for review by the September meeting.

b. **Discussion/Possible Action: Consideration for Incorporating Voluntary Product Research into the Recruit Training Process.**

- i. Luman Series Lights for Sleep Quality: We can get 4 sets of lights to try them out to help with sleep deprivation.
- ii. Apex Cooling: A rehab device that drops the heart rate. 2-3 minute to help with rehab.

Chief Klaas said that all of these types of research are voluntary to the recruits, and he doesn't see a downside to giving them the option to try new technology. He referenced the hose washers that first met with resistance amongst the instructors, but they were very beneficial.

Chief Sendelbach said that SVI said they would give the FRFC a dedicated engine to use. He said if he has the Boards approval he will reach out to the companies and the FRFC can acquire the test products to utilize in the 24-2 academy.

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Chief Klaas requested that the owners/ reps come in to speak to the recruits about their product, and not to have that fall on the Cadre.

c. Discussion/Possible Action: After Action Review of the Eide Bailly Report

Chief Sendelbach shared that the Executive Board met and is requesting full Board attendance to talk about the take aways and next steps for the FRFC. After the AAR the E-Board is recommending transitioning into an 8-hour workshop to address the major topics.

- i. Capital Program – How are they going to establish a capital program.
- ii. Instructor Rates – How are they going to pay instructors moving forward.
- iii. Development of a Strategic Plan
- iv. Training Coordinator - Designated staff member.
- v. How to Generate Funds – A continual feed of funds to pay a Training Coordinator to run the FRFC long term and to coordinate with Cherie’s position as Support Services. He included that all products through the FRFC would be managed by the Training Coordinator.

Chief Sendelbach asked Cherie to send out a doodle poll for the 2-hour AAR, as a morning meeting at LFRA Station 10 and then follow that up with a single day commitment of the Board to discuss the organizational and financial topics during the workshop.

8. Next Regular Meeting: 2:00pm September 17, 2024, Virtual - Via Teams

9. Adjournment: The meeting was adjourned at 3:40pm - August 20, 2024

*Motion to adjourn – Chief Chris Angermuller (Windsor Severance Fire Rescue)
seconded – Chief Jim Klug (Platte Valley Fire Protection District)
All Approved – Motion Carried*

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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.

_____, FRFC Board President
Fire Chief Tim Sendelbach

_____, FRFC Board Secretary
Fire Chief Brian Kuznik