

Boulder Fire Department  
Central Valley Fire District  
Front Range Fire Rescue  
Greeley Fire Department  
Longmont Fire Department  
Loveland Fire Rescue Authority



Mountain View Fire Protection District  
Platte Valley Fire Protection District  
Poudre Fire Authority  
Wellington Fire Protection District  
Windsor-Severance Fire Rescue

**FRFC Board of Directors Special Board Meeting  
Minutes  
September 29, 2022, 1:30PM**

**Call to Order:**

President Kris Kazian called the Front Range Fire Consortium (FRFC) Board meeting to order on the above date at 1:33 pm.

**Director Roll Call & Attendance:**

Kris Kazian (Windsor), Brian Kuznik (Greeley), Tim Sendelbach (Loveland), Greg Ward (Loveland), Tim Smith (Loveland), Michael West (Front Range Fire Rescue), Jim Klug (Platte Valley), Mike Patterson (Wellington), Mike Calderazzo (Boulder), Derek Bergsten (PFA), Dan Higgins (Longmont),

**Members Absent:**

Dave Beebe (Mountain View)

**Also Present:**

Eric Klaas (LFRA), Tyson Barela (Poudre), Sara Simonton (James Vincent Group), Cindy Heesemann, Cherie Kozak

**Approval or Amendment of Agenda:**

Motion to approve the agenda made by Chief Tim Sendelbach (Loveland) Second by Chief Brian Kuznik (Greeley) - It was the consensus of the Board to approve the agenda as presented.

**Public Comment:**

None

**Discussion/Possible Action: Approval of Previous Board Meeting Minutes.**

Motion made by Chief Michael West (Front Range) to approve the minutes as presented, Second by Chief Jim Klug (Platte Valley); motion carried unanimously.

**Regular Agenda:**

**1. Discussion/Update: Introduce Business Support Services Specialist - Cherie Kozak**

- Chief Kris Kazian introduced Cherie Kozak as the new Business Support Services Specialist. Cherie is working as a shared resource, between FRFC and LFRA. Chief Kazian said the FRFC is trying to build a foundation to support consistent, trackable and repeatable operations for the Academy as it moves forward.
- Per Chief Kazian, they are working on an IGA agreement with Loveland Fire Rescue Authority (LFRA) and Front Range Fire Consortium (FRFC) to create the

billable hours for the Business Support Services position. He added, that any potential increase in salary or benefits for this position, would be brought to the Board as the authoritative end of that decision. The goal is to maintain clear, transparent transactions with this position between FRFC and LFRA.

- Chief Sendelbach stated that the billable hours would shift to Loveland Fire Rescue Authority during the time between academies.

## 2. FRFC Insurance Coverage Modifications:

- Chief Klaas shared that he is providing a weekly documentation of where the academy is by location and where they will be the following week. He stated that this is for insurance coverage purposes. He said the policy is a standard policy to cover all eleven of the current properties, and confirmed that any additional sites will be included in this policy.
- Per Chief Kazian, this policy estimate is the same cost at \$2,000 per year and saves in administrative expenses.

## 3. Discussion/Possible Action: 2022-2 Academy Update

- Chief Eric Klaas gave the Academy update. They are in week 6 (search module), and have completed  $\frac{3}{4}$  of the major modules. The last major module to come is Safety and Survival with live fire. The academy is approaching the half way point.
- **Fitness** – Chief Klaas said there is some discussion with the Cadre of staying with the app for fitness, as it is hard to take on the road. Emily Allen from Longmont has set up a plan that is scalable and can adjust depending on where the recruits are in their training. Chief Klaas advised that if there is interest in having the model Emily created and having someone within the FRFC to facilitate it, there will be a need to develop this position so it can be utilized moving forward.
- **Inventory** – Per Chief Klaas, the printer is anticipated to arrive at the end of this year, but the labels are on site. There is a manual inventory, but technology will allow for tighter control over equipment when logged in and out.
- **Budget** – Chief Klaas said the Academy financials are being documented by The James Vincent Group. He said that the lesson plans they are developing will help to forecast the cost per module for supplies, equipment and instructor staffing (Leased Resources). Chief Klaas recommends that each of the major modules be given 4 hours of time ahead of the module to get their instructors onboard, a “Train the Trainer’s,” and that the skills stations are divided up amongst the instructors and agencies.
- **Leased Resources** – Per Chief Klaas, currently, the overall academy, is at \$101,000 through week 5 for Leased Resources. Roughly \$20,000 per module. Modules are being broken down to specific expense categories, so there is a predictable estimate of cost with each new Academy.
- Chief Kazian requested that needs or challenges be reported so other agencies can help with resources. He would also like significant injuries tracked for possible module adjustments if injuries are repetitive.
- **Equipment Needs** – Chief Klaas is trying to keep costs down by having Cadre bring apparatus from their agency, and the Cadre is often filling the roll of the operator.

- **Student/Instructor Ratio** – Per Chief Klaas this breaks down to how many companies and how many skills stations are needed, which determines the number of instructors per module.
- **Purchases** – Chief Klaas is separating the purchases as academy expense vs. major equipment expense. A one-time cost dedicated to an academy is being documented as an academy expense. If it will last for several academy's, it is being tracked as a major equipment expense. Sara from James Vincent Group confirmed this.
- **Question Mark Testing Software** – Chief Klaas would like to stay with Question Mark, at its annual cost of \$2,500 for the licensing. Chief Kazian said that it doesn't seem unreasonable and is the cost of doing business.
- **Computer/Technology** – Chief Klaas stated that they don't have enough tablets for the Recruits and that more tablets will need to be purchased or each student can bring their laptop. Chief Kazian thought the FRFC should own the tablets and have a recruit/agency agreement to replace it if lost or damaged.
- **Ground Ladder Testing** - Chief Klaas recommends the need to test on an annual basis for the safety of the Recruits.
- **Standards in the Curriculum** – Chief Klaas requested a further conversation regarding the FRFC's vision for the academy. He feels the state standard for the JPR's (Fire 1 and Fire 2) may be too low for the Academy expectations. There was a consensus between Chief's Michael West, Kris Kazian and Tim Sendelbach that the Academy's focus should be to train safe, effective fire fighters with a firm foundation on the basics.
- **13 Week Class** – Chief Klaas feels this is working, but asked if it can be pushed with a start date of March instead of February and August to October instead of crossing into winter months.
- **Next Academy** – Chief Klaas requested that the Chiefs be thinking about who is going to be participating in the FRFC in 2023 and the number of recruits they can anticipate. This will allow the academy to be built and planned for.

#### 4. **Status Update on 2022-2 Academy Information: Legal Fees Incurred to Develop IGA with LFRA**

- Chief Kazian shared that the FRFC is working with Ireland Stapleton regarding the FRFC documents. They are developing the necessary documents so they meet the needs of the FRFC organization into the future.

#### 5. **Discussion: Updated Financial Report**

- Sara from James Vincent Group shared the slides for the academy expenses for July – September 2022. She feels there should be a discussion about Recruits that may fall out of the academy and how that will factor in to revenue.
  - The overall academy expenses were shared by Sara and were represented on the shared slides.
  - Per Chief Kazian – This was just an update from Sara, so no action needed at this time.

#### 6. **Discussion/Update: Envision Leadership Update**

- Chief Kazian said that January will be the start time for Envision Leadership.

## **7. Discussion/Possible Action: 2023 Budget Proposal**

- Chief Kazian proposed that Chief Klaas remain in the position of Academy Chief for consistency in leadership during the Academy reset stage.
- Michael Calderazzo (Boulder) stated that they were looking to have a spring academy for 2023 and it would be the same time as Academy-1, therefore they would not be able to participate in the FRFC Academy.
- Chief Kazian said there could be an opportunity to have three academies per year, or overlapping, as agencies are starting to request additional classes.
- Per Chief Kazian he spoke with Chief Ben Ojinaga (Greeley) about the budget proposal, and they came up with roughly 45-50 recruits per year. Chief Kazian shared:
  - If salaries are increased at 5% per year to keep Leased Resources going up, the question is do the academy costs stay the same or do they go up.
  - Cost has been allocated in the budget if they decide to go with an executive administrator roll.
  - The \$10,000 membership supports a lot of the structural pieces in the academy. This helps to support the budget.
- Chief Kazian posed the question of the academy dues at \$14,250 and membership at \$10,000 as well as a wage increase of 5% for Lease Back and are these still good?
- Chief Kazian proposed a shift in the percent of the academy cost to refill the coffers, from 10% to 20% (he referenced the document sent to the Board Members).

Motion was made by Chief Tim Sendelbach to increase unaffiliated sur-charge and second by Chief Mike West. Unanimous approval from the board.

## **8. Discussion/Presentation: Consideration of FRFC Structure and Future Opportunities for Operational Effectiveness.**

Chief Kazian posed the questions to the board:

- How do we bring in some neighboring agencies? Is there an ability to bring the Front Range together with some of the smaller agencies and is there an interest in that?
- Chief Sendelbach stated:
  - He feels that he wants to bring the neighbors in and the more consistency and standardization there is, the more it is beneficial to all.
  - The smaller organizations may need to have fees and dues right sized for them to join.
  - The more departments that are involved, the more resources are available.
  - In determination of changes, the benefit to all agencies, large and small should be considered so there is a mutual feeling of benefit.
- Chief Patterson stated:
  - They would still like to keep a relationship with the academy, and there is interest in people going to Leadership, but the \$10,000 membership may not make that viable.

- Per Chief Kazian, before there is any action taken, there should be more discussion on the subject of fees, membership and Academy seats. He presented topics for possible further discussion:
  - Is the cost structure the same for everyone?
  - Is it a fixed structure or is it scalable to the size of the department or number of stations?
  - If it is a tiered membership, how does that influence Leased Resources, Academy Seats, Voting Rights?
  - Is it better to charge less and get more people?
  - Chief Michael Calderazzo stated that he would like smaller agencies to have a voice in any changes to membership dues.
  - Chief Sendelbach recommended that there be a plan on paper which could be shared with the smaller agencies. A subsequent meeting could then be held including all input, and at that time, possible adjustments could be made if needed. Chief Kazian agreed and suggested that the Board come up with options and then present them to the agencies.
  - Chief Brian Kuznik stated that he contacted South King Fire & Rescue in Washington State. He shared that they have developed a program that may be beneficial for FRFC to discuss, as it is inclusive of smaller neighboring agencies and has a variable fee structure.
  - Chief Derek Bergsten (PFA) requested clarification regarding the Academy staying in Loveland for the 2023 Academy year. Chief Sendelbach expressed an interest that it stay in Loveland and Chief Kazian said he felt the board made the decision on a previous meeting to move the Academy to Loveland. Chief Kazian indicated there was a consensus not to move it around from year to year and Chief West confirmed that.

**9. Discussion/Possible Action: Consideration for Additional Special Meeting(s).**

- Chief Kazian didn't feel there was an additional meeting needed prior to the November 9<sup>th</sup> meeting, however, a future meeting may be established to discuss the membership and fees considerations.

**10. Discussion: 2023 Election of Officers November Meeting**

- Per Chief Kazian, 2023 is election year for the positions of President, Vice-President and Secretary/Treasurer.
- Chief Kazian requested that he be contacted by anyone interested in the positions, and he will present it at the November 9<sup>th</sup> Meeting.

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

**12. Adjournment**

*Motion to adjourn the meeting at 3:36pm by Chief Dan Higgins (Longmont) and Second by Chief Michael Kuznik (Greeley) 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.



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President/Chairman



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Secretary/Treasurer