

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

Date: November 13, 2020

LOCATION: Virtual Meeting due to COVID Restrictions (via Microsoft Teams)

CALL TO ORDER:

Chairman Mark Miller called the meeting to order at 1018.

ATTENDANCE:

Board Members Present: Dale Lyman (Greeley), Barry Schaefer (Platte Valley), Kris Kazian (Windsor), Gary Green (Wellington), Mark Miller (Loveland), Michael West (Front Range Fire Rescue), Ron Lindroth (Central Valley), Dave Beebe (Mountain View), Ryan McLean (PFA)

Also Present: Mike Patterson, Susan Frame

Board Members Absent:

Tom DeMint (PFA), Rob Spendlow (Longmont), Mike Calderazzo (Boulder)

APPROVAL OF THE AGENDA (ADDITIONS/DELETIONS):

*Motion to accept agenda (Kris Kazian)
Seconded and approved (Gary Green)*

APPROVAL OF MINUTES:

*Motion to Approve Minutes (August 14, 2020) (Kris Kazian)
Motion Seconded (Gary Green)
Approved*

*Motion to Approve Minutes (September 24, 2020) (Dale Lyman)
Motion Seconded (Gary Green)
Approved*

PUBLIC INPUT:

No public input

OLD BUSINESS:

None

NEW BUSINESS:

1. Financial Report – Profit and Loss
 - a. Balance as of November 9, 2020
 - b. Total income 175K
 - c. Total net operating income 42K
 - d. Bills yet to be processed: legal fee for posting

Motion to accept financial report (Dave Beebe)

Motion seconded (Dale Lyman)

Passed by vote

2. Consideration of 2021 proposed meeting schedule
 - a. January meeting is too early for audit exemption application which is due by March
 - b. February 12, June 11, August 13 and November 12, 2021
 - c. Special meetings and emergency meetings will be held as needed
 - d. May need to hold some as virtual meetings
 - i. Virtual meetings will be posted on the FRFC website

Motion to accept 2021 meeting schedule (Kris Kazian)

Motion Seconded (Mike West)

Passed unanimous

3. Consideration of proposed 2021 Fee Schedule
 - a. Salary survey has been completed, and proposed rates based upon salary survey
 - b. Shift schedule includes time and half and salary cost for on-shift personnel
 - c. Years following initial rate utilized a resource salary increase of 3%
 - d. The annual membership fee for 2021 shall remain at 10K
 - e. The Per Participant Fee for each Participant attending the recruit academy for Establishing
 - a. Members, Associate Members and Contracting Agencies shall be \$14,250.
 - b. The Unaffiliated Per-Participant Fee for each Unaffiliated Participant shall be \$14,250.
 - c. We are having to consider the increased cost of building materials for the upcoming academies.
 - d. BOD members agree that unaffiliated members should pay more for both academy and Professional Development Program. Also, no reimbursement structure for non-members
 - e. Established rates can be adjusted by BOD as needed.
 - f. Members agree to go ahead and make decision with 10% higher rate for non-affiliated participants without further meetings.
 - g. Question - Lindroth: Do we have a limited number for outside participants?
 - a. No decisions yet as to limited numbers. Need to complete current academies to see how it goes before opening it to others. Be sure we can deliver quality academy.
 - h. Question - Do we need amendment to bylaws? How to protect current members
 - a. Agenda item for future BOD meeting. Check IGA to see what needs to be done.
 - i. Adjustment to per participant fee – language for unaffiliated as 10% higher than Establishing & Associate members (verify language and approve)
 - j. Fees is not set for specific seminars, will be set by BOD when seminar is authorized.

Motion to accept 2021 fee schedule along with proposed changes of 10% increase for unaffiliated members – Mike West

Seconded – Kris Kazian

Vote passed unanimous

4. 2021 budget public hearing and consideration of adoption
 - a. Budget message – preparing a better forecast for entire year to help with leased resources, etc.
 - b. Reimbursements from fees.... Returned near 40K back to agencies
 - c. Average from previous academies show how close to budget we have been. Income average 200K for year, with about 18% from academy payments back to agencies without recruits, facilities and staffing.
 - d. Mike’s expense (includes only time with academy) working to make this clear
 - e. Adjustment for building material cost
 - f. Included Leadership at 44 students, Mirowski best estimate at 40K, not including facilities
 - g. Thank you, Mike, for clarifying and simplifying the budget process
 - h. Balances included in packet
 - i. With smaller academy, we have delayed some purchases, all needs were sufficient for 2020-2. We will continue to build inventory as the academy grows again.
 - j. No capital replacement fund currently. Do we want to allocate funds for this in the future?
 - k. No purchasing concerns currently, other than replacing some radios in early 2021.

Motion to approve 2021 budget and resolution 2020-5 – Kris Kazian

Motion Seconded – Gary Green

Vote passed

Open public meeting for budget approval

Close public meeting

No public comment

5. Election of Officers for 2021/2022 term
 - a. Chairman Tom DeMint retirement
 - b. Withdrawal from Mark Miller
 - c. Nominations for President

Kris Kazian – Nomination for FRFC President

Nomination Seconded

Nomination passed unanimously

- d. Vice President

Mike West – Nomination for FRFC Vice President

Nomination Seconded

Nomination Passed unanimously

- e. Secretary/Treasurer

- i. Note: Most duties are delegated to Executive Director, Mike Patterson

Gary Green - Nomination for Secretary/Treasurer

Nomination Seconded

Nomination Passed unanimously

- f. Other – plan to recognize Chief DeMint before retirement

6. Chiefs / BOD Updates
 - a. 2020-02 Academy update
 - i. Completion of week 12 with testing in Longmont
 - ii. Next week CMCB and FFI and FFII testing
 - iii. Some state testing to be completed
 - iv. Agenda to include family night and graduation
 1. Graduation venue may will be cancelled due to COVID
 - a. Proposed family night to include smaller graduation ceremony on Friday afternoon combined with demo and pinning outside if weather allows
 - b. Small group separated and pinning and demo/scenarios. Thoughts?
 - c. Plan B or Plan C for final recognition, possible for each agency to complete pinning
 2. With a group of 9 recruits everything went very well with no one sick, following all guidelines – very lucky
 3. Final invoices should be paid soon
 - b. 2021 Academy forecast
 - i. Invoices out soon for 2021-1
 - ii. Survey from agencies for spring and fall academies
 1. Possible – 20-23 recruits for 2021-1
 2. Calendars are being finalized
 3. Working to set schedules and calendars
 4. COVID will remain an issue – continue with precautions, limit space, etc.
 - c. 2021 Professional Development plan support
 - i. Board support will continue
 - ii. Mirowski working on the transition to new leadership
 - iii. Goal of 45 students, spring and fall sessions, \$500 per student
 - iv. Everything now on PowerPoint – continue to work on other options as needed
 - v. Cost is same
 - vi. Still a lot of interest in this program
 - vii. Registration open for February start
 - viii. Fee schedule increased for non-members
 - ix. Windsor is happy to continue to host these events
 - x. Feedback is good, attendance is going well
 - xi. Virtual options will be available as needed
 - xii. Future updates on cost and participation
 - xiii. Decision to continue
 - d. AIMS/FRFC Partnership updates
 - i. No updates – on hold
7. Leased resource agreements will be sent out soon
 - a. Please review agreements and approve
8. Next Meeting – February 12, 2021 at Greeley FD unless virtual meeting required
 - a. audit exemption request
 - b. Will send new budget for approval
 - c. February BOD meeting agenda item to decide on full audit
 - i. Cost information to come

EXECUTIVE SESSION (If NECESSARY):

None

OTHER BUSINESS

NEXT MEETING

February 12, 2021

ADJOURNMENT:

There being no further business to come before the Board, Chairman Mark Miller adjourned the meeting at 1150.

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.

[Redacted], President/Chairman

[Redacted], Secretary/Treasurer