

**MINUTES
BOARD OF DIRECTORS WORK SESSION
FRONT RANGE FIRE CONSORTIUM**

Date: February 3, 2021

LOCATION: Due to COVID-19, the meeting was held via Microsoft Teams

CALL TO ORDER:

Chairman Chief Kazian

ATTENDANCE:

Board Members Present: Tom DeMint (PFA), Barry Schaefer (Platte Valley), Gary Green (Wellington), Mike Calderazzo (Boulder), Mark Miller (Loveland), Michael West (Front Range Fire Rescue), Dave Beebe (Mountain View), Brian Kuznik (Greeley), Ron Lindroth (Central Valley), Rob Spendlow (Longmont),

Also Present: Mike Patterson, Cindy Heesemann

Board Members Absent: Dale Lyman (Greeley)

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 info@frontrangefireconsortium.org or (408) 461-0336 of their specific need(s) as soon as possible.

APPROVAL OF THE AGENDA (ADDITIONS/DELETIONS):

Called to order at 1003

Agenda approved-

No motions workshop only

PUBLIC INPUT:

No public input

WORK SESSION TOPICS:

1. 21-1 Academy (size, instructor: student ratio, COVID, etc.)
 - a. 22 recruits confirmed to begin academy on Monday February 22, 2021, 3 Cadre leads are in place
 - b. To do's and punch list is in place, all information is sent out and clothing ordered, COVID PPE is ordered and in stock, working with training officers to secure apparatus requests based upon class size
 - c. Possible vaccines for recruits during the academy, allow flexibility for first or second vaccines and monitor for possible signs and symptoms of side effects from such, prescreening will continue and will evaluate if absence is needed.
 - d. If recruits are still needing a vaccine, asked training officers to try to coordinate in Northern Colorado for proximity to the academy
 - e. Vaccinations should allow for a stable academy, but we will continue to do daily screening of recruits and instructors.
 - f. Ultimately falls on each recruit and instructor to keep safe and to clean and decontaminate areas, gear, and equipment as they move through activities
 - g. Chief Spendlow would like to offer support to this academy, not looking for compensation and offers Jeremy as a resource.

- h. Chief Waters has offered help through UCH with vaccinations should a recruit still need one. Also, alternative housing is available in needed, PFA has hotel options in place if a recruit is exposed and need to quarantine.
 - i. This is the 20th anniversary of 9-11 and suggest special shirts or patches to commemorate 9-11, something to think about
2. Executive Chief- Expectations
- a. Negative \$48k academy cost for 20-2, have opportunities going forward with forecasting and improve reporting for Chief Patterson and Cadre
 - b. Look at what is the true cost of running the academy, number of recruits vs. cost and student to instructor ratio to budget and plan accordingly
 - c. Consider equipment capitalization instead of adding to a single academy cost
 - d. Option may be to invoice for recruit up front, then at the end cut a check for leased resources in a net position
 - e. Chief DeMint explained how the loss was anticipated due to the small academy. The number of instructors is needed for specific higher risk activities. Having larger academy's, smaller academy's balance out in the long term.
 - f. When numbers are lower, may need to try to get more recruits and involvement to offset cost.
 - g. Major module instructors do a good job working best practices and it is difficult to cut down on days, but when we are at a small number, we have to cut expenses. Break even is at 13, what can change when the numbers are around 7 or 8 to offset the cost?
 - h. Look at a bookkeeping service to look over financials and come up with better data to make it easier to track and read.
 - i. Chief Patterson and Chief Kazian will work together to get a proposal to work with a bookkeeper to receive quarterly reviews that would offer YTD numbers. Look at small changes to improve and report accurate data
 - j. Discussion point for the future; Chief Patterson's position is part time and is allocated 1160 hrs. per year and no more than 29 hrs. per week. Challenge is to allocate time appropriately and not go over the hours permitted. Could this position be salaried, exempt? Or other opportunities down the road? Something to consider long term.
 - k. Chief DeMint recommends contacting to the Attorney to discuss the legal implications of the position becoming salaried or could the position be supported by FRFC?
 - l. Chief Kazian suggested the possibility of a contracted position or split the time between admin. need to start by discussing with the Attorney.
3. FRFC Status (creation of by-laws, additional members, etc.)
- a. Looking at the by-laws, IGA's and operating procedure manual there are inconsistencies and changes over time that could be cleaned up
 - b. Elections and position terms not followed and specifics regarding adopting the budget in July is not followed
 - c. Chief Patterson would like to ensure everyone has access to the IGA and FRFR Policy Manual and will send out again so that all members have the same versions.
 - d. Chief Kazian thinks all three documents are valid but is not for sure and would like to ask the Attorney for clarification. Maybe by the following meeting.
4. Audit exemption draft completed. Will be distributed to BOD for review and approval at the 2.12.21 meeting.
- a. Chief Patterson has reviewed the audit draft and is waiting for the bookkeeper to finalize and will get to everyone for review and then vote at the February meeting so that it can be submitted by the March deadline.
 - b. Chief will add some of the items discussed today to the agenda for February's meeting.

- c. The budget is not greater than \$750k so there is an audit exemption again this year.
- 5. Other Business
 - a. Chief Miller would like to look at transitioning the Division Chiefs or Operations Chiefs into more of the role similar to what the Fire Chiefs are doing now and the Fire Chiefs function would be overseeing Board of Directors. Some of topics discussed are more at the Operation's level. Is this still the best option? Would like to discuss in the next meeting or two down the road.
- 6. Next Meeting/ Adjournment
 - a. February 12,2021 via Microsoft Teams beginning at 8:30 AM.
 - b. Adjourned at 1059.

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