

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

Date: December 14, 2021 9:30 AM

LOCATION: Limited in-person attendance at Windsor Severance Fire Rescue Station 1, 100 N. 7th St, Windsor, CO 80550. Includes optional virtual attendance via Microsoft Teams for members unable to make the meeting in-person.

1. **Call to Order:** President Kris Kazian call the meeting to order at 0936.
2. **Roll Call and Attendance: Board Members Present,** Brian Kuznik (Greeley), Kris Kazian (Windsor), Rick Vander Velde (PFA), Mike Patterson (Wellington), Michael West (Front Range Fire Rescue), Tim Sendelbach (Loveland Fire), Jim Klug (Platte Valley), Dave Beebe (Mountain View)

Also Present: Jeremy Greer (Windsor), Cindy Heesemann (Front Range Fire Rescue)

Board Members Absent: Rob Spendlow (Longmont), Ron Lindroth (Central Valley), Mike Calderazzo (Boulder)

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

*Motion to approve the agenda (Brian Kuznik)
Seconded and approved (Rick Vander Velde)
All Approved*

4. **Public Input:** None

5. **Discussion/Possible Action: Consideration of limited term contract for Executive Chief / Training Academy Manager position**

- a. Chief Kazian begins the discussion stating that Chief Warren Jones is interested in the Executive Chief, Training Academy Manager as an interim position. Chief Jones would like to set up terms along the lines of a 6 month, 250-hour maximum contract and feels like this is adequate based on how Chief Patterson has set up FRFC for the first half of 2022. The pay rate will be \$65 per hour. He does have the ability to move the date out further if necessary.
- b. Chief Patterson reviewed how the position is currently paid and states that it is paid as an employee with no benefits as an hourly rate.
- c. Chief Vander Velde adds that he feels this would be positive and suggests that the contract be issued as 6 months with an additional 6-month option. This would cover 2 academies. Chief Kazian adds that we would let Chief Jones know by May 1st if the contract is extended. This would allow Chief Patterson to settle his situation and determine if the position will be full time.
- d. The dates are set for January 15, 2022, through June 15, 2022.

*Motion to move forward with Warren Jones as Training Academy Manager (Brian Kuznik)
Motion seconded (Mike West)
Passed by vote*

6. **Discussion/Possible Action: Board on COVID-19 vaccination requirement for future FRFC Academy participants**

- a. Chief Kazian opens the discussion to mandate or not mandate vaccinations. He opened the topic up to the group.

- b. Chief Patterson gave an update on the current process. He asks what system would need to be in place to track the vaccination status of recruits and Cadre? There is currently not a system in place. The current process is, that if class is indoors that all wear a mask. Those that were vaccinated wore masks and continued with the academy. Those that reported as unvaccinated went through the quarantine process.
- c. Chief Kazian mentions that the spring class is smaller, and the fall class size is larger. He also adds that encouraging recruits and Cadre to vaccinate is adequate does not feel like he can get behind mandating a vaccination. It is ultimately on the recruit.
- d. Chief Vander Velde adds that PFA mandates a vaccination for all new hires. He feels like what is going on is working and that eventually Covid will get less and less.
- e. Chief Kuznik feels like we need to be proactive in the approach to handle Covid and feels like the FRFC has handled this well.
- f. Chief Sendelbach advocates that the protocol steps and repercussions should be laid out to let recruits know what is at stake and this would reinforce the importance of the vaccination. Advises one policy that is reflective of the strictest requirement. Ultimately would like one policy.
- g. Chief Kazian feels like FRFC should set the standard and create one policy since the recruit is a member of FRFC. Agrees with one policy for FRFC.
- h. Chief Patterson will work on a Covid procedure specific to FRFC based on the CDC and will share what the current addendum and return to work policies are. If changes need to made, all agencies will be notified. Chief will also modify the wording on the introduction letter to include *vaccines are strongly encouraged*.

No motions necessary

7. Discussion/Possible Action: Board direction for reimbursement for current Executive Chief position for hours worked October-December 2021

- a. Chief Patterson has transitioned into his new role while continuing to support FRFC. Is it acceptable to reimburse Wellington for Chief's time?
- b. Chief Vander Velde feels like this is the right thing to do and a best practice.
- c. Chief Patterson reports that the amount is in the range of \$3,500 to \$5,000 between October to date. Chief will get a detailed list of hours by email to the Board for review then submit for payment.

Motion to approve reimbursement Wellington for Chief Patterson's time not to exceed \$5,000 subject to an email approval (Tim Sendelbach)

Seconded – (Rick Vander Velde)

Mike Patterson abstained from voting

Passed by vote

8. Discussion: Provide update on final balance sheet for 2021-2 Recruit Academy

- a. Chief Patterson does not have an update, his computer crashed and has been working on rebuilding the essential files. Invoices and a financial update will be upcoming.
- b. Chief Kazian thanked Chief Patterson for all his work with managing the Academy. Thank you to Chief Kuznik, Chief Klug, Chief West for their help with the Academy graduation.

No motions necessary

9. Discussion: Review need to adopt an amended final budget for 2021 fiscal year and options for formal audit or audit exemption request.

- a. Chief Kazian had a discussion and it is determined that an amended budget is not needed.
- b. Chief Patterson agrees. Chief has included audit fees for 2022 in case FRFC reached the financial threshold those fees are part of the budget.
- c. Chief Kazian asks about an audit engagement letter and the need to look into this if an audit is necessary.

10. Discussion: FRFC Executive Session: *Not needed*

11. Possible action on any matter discussed in Executive Session: *Not needed*

12. Other Business:

- a. Chief Kazian asked if any agencies were affected by the Telestaff virus? No agencies were affected.
- b. Thank you to Pam, Andrea and Christine for their help with the HR hiring process.
- c. Chief Vander Velde has a request for an individual that would like to go through the academy on his own and unaffiliated.
- d. Chief West has a concern with the health insurance and liability if they were to be injured during the academy.
- e. Chief Kazian, there is room for one but how would payment be processed. What is the capability? No agency support.
- f. Chief Patterson adds: What is the background of the individual? What agency would support them? What is the certification needs?
- g. Chief West adds that if they are going through the State exams or certifications, they will need an agency to get an FDID.
- h. Determined that this is not feasible.
- i. Chief Vander Velde brought up the need for an instructor code of conduct. A couple instructors received poor feedback. Does FRFC have a code in place? Chief Patterson did not see one from the past. Chief Kuznik adds that there was a one-page document that had 5-8 bullet points and read, accept and sign the code of conduct. Chief West will see what he can find and share with FRFC.
- j. Chief Vander Velde asked about changing the graduation from the weekend to a weekday ceremony. Chief Patterson mentions that is would take some work to make the dates/times work. Consideration with class size etc. Chief Kazian adds that graduation is a big deal to the recruits and their families and would not want to see the academy give up important elements of the academy.
- k. Chief Kuznik does not feel strong one way or the other.
- l. Chief Kazian adds that it would be difficult for families to take children out of school or working family members.
- m. Chief West is good either way, Chief Sendelbach feels like he could go either way, and in the past, he has only had them during the week.
- n. Chief Patterson reviewed the last week or so of the academy. In the spring academy it would be easier to have on a Friday since it stays light later. Chief will look into having graduation on a Friday in the spring while ensuring that all areas can be met.

13. Next Meeting/Adjournment:

- a. The next meeting is February 9, 2022, at 1000
- b. *Motion to adjourn the meeting (Rick Vande Velde) Second by (Tim Sendelbach)*

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