

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

Date: February 9, 2022

LOCATION: Limited in-person attendance at WSFR 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 1006.
2. **Roll Call and Attendance: Board Members Present,** Brian Kuznik (Greeley), Kris Kazian (Windsor), Mike Patterson (Wellington), Michael West (Front Range Fire Rescue), Tim Sendelbach (Loveland Fire), Jim Klug (Platte Valley), Mike Calderazzo (Boulder), Dave Beebe (Mountain View), Chief Warren Jones

Also Present: Chief Randy Mirowski, Cindy Heesemann, Sarah Simonton with James Vincent Accounting representatives

Board Members Absent: Derek Bergsten (PFA), Rob Spendlow (Longmont),

3. **Approval or Changes to the Agenda:** No changes to the agenda
4. **Central Valley withdrawal as associate member:**

Item for information, no action taken. Review letter in the Board packet

5. **Review & Approval of Previous Meeting Minutes:**

Motion to approve the previous meetings minutes from November 11, 2021 regular meeting and the December 14, 2021 special meeting (Brian Kuznik)

Seconded and approved (Mike West)

All Approved

6. **Public Input: None**

7. **Financial Report:** *Review and consider approval of summary of 2021 financial report*

- i. January 1- December 31, 2021 Financial Report
Presented by Sarah with James Vincent Accounting (*See attached detailed FRFC Financial Reports*)
 - a. Continue to work through the reconciliation for January, once received Sarah will send a preliminary report to the Board.
 - b. The balance sheet was reviewed and presented and Sarah summarized the finances and the budget vs. actuals for FY 2021.
 - c. Sarah reminded the Board of the accounting changes that occurred in 2021.
 - d. The cash balance for 2021 ended at \$174,380. This is down from last year but there was a large amount sitting in AR at the end of the year.
 - e. There was current ARs for 2021 that have been received since the end of the year, the cash balance as of the meeting is \$250,000 in the bank.
 - f. FRFC transitioned to bill.com for all payables the end of 2021 and will continue going forward. An added benefit is the ability to process 1099's through bill.com.
 - g. Karissa with PFA and Sarah have done a great job working through the recent changes

Motion to accept financial report (Mike Patterson)

Motion seconded (Dave Beebe)

Passed by vote

8. Banking Changes

- a. Chief Kazian met with Sarah, Karissa and Chief Kuznik to discuss access to FRFC's bank account.
- b. Sarah explained the need for the segregation of duties and proper controls from an accounting perspective. Karissa handles invoicing, collecting payments, and bank reconciliations. It is important to have another person do the banking deposits, this can be Chief Jones or anyone from PFA. Chief Jones will make deposits and return the banking receipt to Karissa.
- c. Chief Patterson will be removed from the bank account due to his new role.

*Motion to amend authorized users (Mike Patterson) with access to FRFC bank accounts (Brian Kuznik)
Motion seconded (Jim Klug)
Passed by vote*

9. Resolution 2022-1: 2021 Audit exemption application review and approval for submission

- a. Currently, FRFC is under the \$750,000 threshold and are eligible for an audit exemption
- b. The application for exemption is included by Sarah in the Board packet for review. Sarah needs the required signature for the application and for the resolution and then she can get the exemption submitted.

*Motion to approve Resolution 2022-, 2021 Audit exemption with one correction, the resolution should specify the 2021 Budget vs. the current statement for 2020- (Mike Patterson)
Seconded – (Brian Kuznik)
Passed by vote*

10. 2022-1 Academy Update- Item for information, no action necessary

- a. Welcome Warren Jones and thank you for jumping in!
- b. There are 13 recruits that will begin February 22 at the PFA Training Center.
- c. Cadre, Leads, and Co-Leads are in place to get started.
- d. Chiefs are welcome to join in welcoming the recruits.
- e. Graduation is scheduled for Friday June 3rd with the Family Night held Thursday, June 2nd. Location TBD.
- f. Adjustments in reps, materials, and instructors will be modified due to the lower number of recruits in this academy.
- g. Chief Jones has reviewed the code of ethics with instructors and will manage the processes and procedures related to COVID.

11. 2022-2 Academy – Tentative recruit numbers

- a. PFA currently has 30 recruits and will be conducting their own academy due to the large numbers.
- b. Concerns were discussed around location, equipment, and instructors. How can FRFC hold an academy while PFA holds an academy at the same time?
- c. Chief Sendelbach has committed LFRA as a home base location for 2022-2 academy. Chief Klug has also offered his facility as needed.
- d. Logistics will be figured out over the next several weeks and months. Chief Jones feels his time commitment will be about the same and no adjustment is needed at this time.
- e. Chief West added his experience with agency growth with relation to academies and the Consortium. FRFC membership may look different as growth continues. Now is a good time to go through this process to get a feel for the future. All agencies get along well, challenges arise with physical space with large numbers of recruits.
- f. Chief Calderado expressed reviewing the challenges with the geographical, variable cost, and poaching recruits. Would like to see the FRFC stay together while addressing the concerns.
- g. Chief Kazian adds the option of adding a third academy? There is a lot to think about as facility space is limited.
- h. Chief Beebe adds that at times specific agencies may have a spike in recruits and during those times may need to have their own academy.

- i. Chief Mirowski thinks this is a great discussion and adds that an ongoing challenge is the travel between sites. A solution would be to have a dedicated FRFC home. Advises to keep the travel in mind as FRFC begins to troubleshoot this issue.
- j. PFA will conduct their own academy and Chief Jones will begin planning an academy for the remaining agencies.

12. Envision Leadership Update

- a. Attached is a detailed first semester financial budget report. The first semester was a success and the second semester just started. Received great feedback on the first semester. Succession planning is in progress for instructors, Chief Mirowski will be retiring this year.
- b. Chief Mirowski and Chief Kazian reviewed the program that is currently used in Envision Leadership. The title is, Becoming a Leader of Character by Dave Anderson. There have been discussions with the Anderson family to develop a new leadership program specific to firefighters called Becoming a Firefighter of Character. Details of the proposal with options are included in the Board packet.
- c. The Board feels like this is a positive step and a great opportunity for FRFC. A financial commitment of \$6,500 and representation from agencies is needed to participate.
- d. Chief Sendelbach is in favor of the project and feels like the course should be available for college credit. This leads in to Chief Kazian’s recent meeting with Aims, they are opening up a 300 and 400 level course and suggests this program could fill those courses.
- e. Financial details, location, and seat availability TBD, Initial meeting is set for May 10, 11, 12, and 13.

Motion to approve spending \$6,500 toward working with the Anderson’s on Becoming a Firefighter of Character- (Dave Beebe)

Seconded- (Mike Calderazzo)

Passed by vote

13. Future Strategic Plan, IGA, and Policy Manual review

- a. Chief Jones will send out a survey to set a date to schedule a work session sometime in April. Date and time TBD.
- b. Chief Kuznik and Chief Kazian met with Aims and they have started construction on 4 buildings: police, EMS, industrial, and a confidence maze. Continued partnership with Aims going forward.

14. Other Business- None

15. Next Meeting/Adjournment:

- a. *Motion to adjourn at 12:07- (Tim Sendelbach) Seconded- (Brian Kuznik) Passed by vote*
- b. The next meeting is June 8th, 2022 at 1000 at LFRA

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