

Boulder Fire Department
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

**Front Range Fire Consortium - Board of Directors
Board Meeting Minutes
November 9, 2022, 10:00 AM**

**Poudre Fire Authority Station 8
4800 Signal Tree Timnath Colorado
Video and phone conference attendance options below**

1. **Call To Order:** President Kris Kazian called the meeting to order at 10:02am
2. **Director Roll Call and Attendance: Board Members Present:** Chief Brian Kuznik (Greeley), Chief Kris Kazian (Windsor), Chief Mike Patterson (Wellington), Chief Michael West (Front Range Fire Rescue), Chief Mike Calderazzo (Boulder), Chief Derek Bergsten (PFA), Chief Dan Higgins (Longmont), Chief Dave Beebe (Mountain View), Chief Greg Ward (Loveland Fire) and Chief Tim Smith (Loveland Fire) were in for Chief Tim Sendelbach.

Also Present: Chief Steve Dewald (Windsor), Chief Eric Klaas (Loveland Fire), Chief Tyson Barela (Poudre), Emily Powell (Attorney at Law), Sara Simonton (JVG), Ben Archer-Clowes (JVG), Cherie Kozak (FRFC Admin)

Board Members Absent: Chief Jim Klug (Platte Valley), Chief Tim Sendelbach (Loveland Fire)
3. **Approval or Changes to the Agenda:** No changes to the presented agenda.

*Motion to approve the agenda as presented (Chief Brian Kuznik), seconded (Chief Michael West)
All Approved*
4. **Discussion/Possible Action: Approval of Previous Meeting Minutes:**

*Motion to approve the previous meetings minutes from the regular BOD meeting on September 29, 2022 (Chief Derek Bergsten), Seconded (Chief Brian Kuznik)
All Approved*
5. **Call to the Public:** None present in person nor any present online.
6. **Discussion: Update- Business Support Services Specialist- Kozak**
 - Cherie stated that she is now facilitating all administrative work for the FRFC.

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She is working on logging module completions and recruit test scores as well as working with JVG for budget calculations and statement reconciliations for Academy.

- She has been creating flyers and pamphlets for the FRFC Academy and Envision Leadership and she is working on Academy graduation logistics for the November 18th graduation ceremony.
- Between the academy classes, she will be facilitating the Envision Leadership registrations and will assist with the program documents that may be needed.
- Cherie said she will be working on the Questionmark test platform in the academy down time as well.
- There was a purchase of banners and tablecloths for both the academy graduation as well as FRFC branding needs in the future, and she has also been updating posts on the FRFC website.
- Per Chief Kazain, Cherie will be a shared resource with LFRA when between academies and her salary will be billed hourly between FRFC and LFRA accordingly.

Update only, no action needed

7. Discussion / Possible Action: 2022-2 Academy Update- Klaas

- Chief Klaas shared that they are in week 12 and Hell Night is tomorrow. They will run 14 different scenarios for the Recruits at the Loveland training facility.
- The different shift schedules of 40 hours and 56 hours creates some time challenges for time off.
- Budget: Through week 11, academy is at \$223,000 for leased resources and \$6,500 for materials. With 2 weeks to Chief Klaas feels they will be below the \$312,000 for the projected budget. He shared that it comes to roughly \$20,000 per week on average to run the academy.
- Illness/injury – Some illness but did not impact the whole academy.
- Hazmat testing and practical – It went well. Everyone passed the practical, but the written only had a 50 % pass rate for (Awareness and Operations combined)
- After Action Review - Dec 1st at Station 10 in Loveland at 1:30pm. It will be a recap of academy and what went well, things to look at in the future.
- Leased resource – Per Chief Klaas, the way the leased resource and balancing are done it's hard to project the cost per recruit as it's based off what each agency is putting in and that gives them a percentage of what they get back. Chief Kazian calculated that it comes to \$8,846 per student.

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- FRFC Program – Chief Kazian requested that the board determine what they want the Recruits to look like coming out of academy. He would like to discuss the expectations and then structure the academy, so the instructors are all on the same page to create continuity. Chief Kuznik said he would like to go through the AAR before there is discussion about what the academy should look like. Chief Klaas requested that the AAR be a debriefing from the instructors with what went well, and what may need some changes. He also requested that there be a follow up session with the Board to discuss what was shared in the AAR to give direction to the instructors. Chief Kazian stated that the next meeting is February so they will have to have a special meeting prior to that to discuss the academy expectations.

Update only, no action needed

8. Discussion / Possible Action: Financial Report and approval- JVG

- Sara from JVG shared her screen and referenced the Budget vs. Actuals screen that was sent out to the Board. She said academy is trending well for 22-2 academy and should come in under \$12,000 per recruit
- Graduation is the only variable cost that is the last big thing on the academy. After graduation JVG will begin the reconciliation of how much is owed and how much is paid back from the FRFC.
- Chief Kazian asked if the billing for academy will post in 2022 or 2023 when Envision Leadership starts. Sara said it will be recorded at the time it is billed, so that will be considered 2022 Revenue, but it will sit in the AR.

Motion to approve the Financials for the year (Chief Michael West) seconded by (Chief Brian Kuznik)

All approved

9. Public Hearing- 2023 FRFC Budget Hearing

Motion to open the public hearing (Michael West) seconded by (Derek Bergsten)

Certified for the record – Emily Powell certified that notice of a public hearing was duly published as required by law and the consortium received no public comment prior to the days before the hearing and there are no public in attendance to comment.

Motion to close the public hearing (Chief Brian Kuznik) seconded by (Chief Michael West)

All approved

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10. Discussion/Possible Action: 2023 Budget Resolution 22-3

- Chief Kazian shared that the JVG and the FRFC has developed a budget based upon 50 recruits at \$14,250 and a 10,000 membership. He doesn't feel that the Board is prepared to make any changes or modification at this meeting. He recommended to approve the budget as it sits and modify it later if needed.
- Chief Kuznik said he feels there is a consensus to move toward something different, but he recommends that the board accept the budget as presented for 2023, while acknowledging that there is a lot of work to do on the budget moving forward.
- Chief Kazian said there is money allocated for hiring an Academy Chief/Executive Director to help make the budget work, and the Director position can be moved out to May or June if needed and if the Board decides to fill that position.
- Chief Kazian also stated that additional FRFC offerings will help increase revenue as Envision Leadership will only meet one time per week instead of twice, and that this will also decrease the need for leased resources.
- Major Academy Purchases – Chief Klaas said there will be a need to purchase devices to access Questionmark for FRFC testing. Estimate is between \$7,000 and \$10,000. There will also be a need for new radio batteries, and radios that will need to be programmed.
- 2024 Budget – Chief Kazian said that he would like to have the 2024 budget ready by June. Chief Kuznik agreed and recommended that the Board set a hard deadline for June or July to get the numbers together and what the fees structure will be.

Motion to approve the 2023 budget resolution (Chief Derek Bergsten) seconded by (Chief Brian Kuznik)

All in favor

11. Discussion/Update: Envision Leadership Update

- Chief Kuznik said the Envision Leadership flyer has gone out and is posted. The instructors will meet next week to work through the class specifics.
- Classes - Meet on Tuesdays at Windsor Station 1 and it will be broadcast via Zoom as needed.
- Changes – Looking at not providing the Band of Brothers DVDs anymore. Chief Chris Mirowski (New Training Chief) and Chief Kazian are working on the second semester Leadership Encounter.

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- Chief Kazian shared that Chief Ward is working on the format and asked the Board if there a desire to go away from the printed booklet to a Google Drive or Thumb drive format instead.

12. 2023-01 Academy Projections

- Chief Kazian would like the numbers in by December 1st.
- Cherie will send out an email to everyone for projections for next year (and will collate the numbers)
- Chief Bergsten said PFA will be holding their own Academy.
- Chief Higgins said their numbers would depend on how many recruits they have for spring academy.

13. Discussion/Presentation: Consideration of FRFC Structure and Future Opportunities for Operational Effectiveness

- Kris referenced the Work Session on November 8 where future structure and opportunities were discussed. One option was funding spots up front (buying your space in the academy)
- Mike West feels there should be a flat fee for membership, but the per recruit fee should be lowered to help everyone. Kris said that they have to know the hard costs so they know how much the FRFC costs and what it will look like. There is discussion that people feel the academy cost is too high.
- Eric feels the \$12,000 is covering academy expenses and there are a few other opportunities to cut back if needed.
- Eric said that Obranson from Cheyenne reached out as they may want to have 2-3 recruits in but if they go to 6 recruits then they may do their own academy.
- Brian said he and Mike West discussed the structure and they agree that making it fair and equitable and basing it off the number of FTE's each organization has. He said that the percentage of ownership in the academy impacts the number of recruits that can join each term and that can be limiting. There was also discussion about the possibility of being able to buy or trade available seats in the academy.
- Emily advised that the leased resource structure was designed to allow access organization to be in academy even if they didn't have funds to join. She said that they would provide apparatus and host the academy to make up the difference. She also said that the FRFC can change whatever they want if something is not working and that the contract can go wherever the Board wants to take it.

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- Brain said Greeley is paying over \$300,000 to be a part of the FRFC with leased resources, salaries, overtime shifts that had to be backfilled, and the number of days that he had to pay for people to teach at the academy. He would like to get through the AAR and figure out what the bottom line of cost is and then work the numbers. Brian said that he would lead the numbers analysis.
- Kris said that the way the structure is set up, it ends up being that the more you help, the more you lose and that doesn't promote wanting to help. He would like to see how to make the FRFC its own entity so there is a clear understanding what you're paying for and should it have its own pay structure like AIMS.
- Emily shared that the problems of property ownership was part of the original contract in 2016 in relation to who buys the academy books, radios etc. The contract came about so that the Consortium had its own money and individual agencies didn't have to purchase the items for academy and then have to lend it out to recoup the costs by way of the leased resources. The contract may have become too complicated.
- Derek said if everyone feels the value and they have resources available its value added for the greater good of the FRFC. Kris said the spots available, becomes the sticking point with how many people can be in each academy and that billeted spots are better as they are all equal partners.
- Kris said there are four new agencies down South, that are looking to come in to the FRFC, but the concern is the ownership of the additional funds left over, and should the new agencies be on equal footing, and Emily said that there could be a termination or rebate clause that says the new agencies only have access to the funds if they are in for 3-5 years.

14. Discussion / Possible Action: 2023 Election of Officers (2-year terms)

- Chief Kazian said the IGA states an election every year. This year is President and Treasurer up for election and next year will be Vice President and Secretary.
- Election for:
Chief Kazian – President (Maintains Position)
Chief West – Vice President (Maintains Position)
Chief Kuznik - Secretary
Chief Sendelbach - Treasurer

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*Motion to go with the nominations as stated Chief Kazian for President and Chief Sendelbach for Treasurer. (Chief Patterson) seconded by (Chief Bergsten)
All approved*

*Motion to appoint to the Secretary position to fulfill the remaining portion of the term (Chief Bergsten) seconded by (Chief West)
All approved*

15. Next Regular meeting 10:00am at Mountain View at the Admin Station: Dates must be determined and announced at the first regular calendar meeting of the year.

- Chief Kazian proposed that there be a meeting every other month instead of four times per year as it is currently.
- Chief Kuznik can host August 9th, 2023
- Chief Bergsten can host April 12, 2023
- Chief Beebe can host February
- Emily Powell requested that Chief Kazian send her the meeting dates and location and she will get it put together for Chief Kazian. She also suggested that in moving forward with the IGA that it be an amended and restated IGA which is more clear and complete document.
- Cherie is working on distribution lists and Chief Kazian requested that the Chiefs send her their requested people who they would like on the respective lists. Cherie will also send out calendar invites for meeting moving forward.
 - Chiefs@frontrangefireconsortium.org
 - Deputychiefs@frontrangefireconsortium.org
 - Trainingchiefs@frontrangefireconsortium.org
- Family Night - Thursday November 17th in the afternoon.
- Graduation – Friday November 18th at Foundations Church in Loveland at 5:30pm
- Invocation – Chief Kuznik can step in if needed.
- Emily with direct lines – she would be on a task force meeting to help. Not an amendment but an amended and restated IGA gives a clean document (Greeley and boulder are the only municipalities.)

16. Adjournment

*Motion to adjourn the meeting at 12:25 (Chief Derek Bergsten) seconded by (Chief Michael West)
All approved*

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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

Bill
_____, Secretary