

**Boulder Fire Department
Central Valley Fire District
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**

**FRFC Board of Directors Meeting Agenda
January 10, 2020, 10:00 AM**

Greeley Fire Department, Station 1

Conference Call Call-In Number: 970-416-4300 1002#

- 1. Director roll call**
- 2. Approval and additions to agenda**
- 3. Review and approval of previous meeting minutes**
- 4. Public input**
- 5. Financial report**
- 6. 2019 Audit Exemption Process**
- 7. Review of 2019-02 Academy, Final Balance Sheet & Expenses**
- 8. Report on 2020-01 Academy Planning Process & Estimated Numbers**
- 9. Envision Leadership Update**
- 10. 2020 Leased Resource Agreements**
- 11. Executive session (if needed)**
- 12. Next meeting / Adjournment**

- Friday, June 12th, 2020 @ Loveland Fire Rescue Authority

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

Date: November 8, 2019

LOCATION: Poudre Fire Authority, Station 8 4800 Signal Tree, Timnath, Colorado

CALL TO ORDER:

Chairman Tom DeMint called the meeting to order at 1016

ATTENDANCE:

Board Members Present: Chief Holger Durre (Boulder), Chief Dale Lyman (Greeley), Chief Mark Miller (Loveland), Chief Dave Beebe (Mountain View), Chief Tom DeMint (PFA), Chief Gary Green (Wellington), Capt. Mark Williams (Windsor)

Board Members Absent: Chief Ron Lindroth, (Central Valley), Chief Mike Butler (Longmont)

Others Present: Michael Patterson, Susan Frame

Introductions:

Welcome Chief Barry Schaefer, Platte Valley Fire Protection District

APPROVAL OF THE AGENDA (ADDITIONS/DELETIONS):

*Motion to approve Agenda for November 8, 2019
Seconded and passed*

APPROVAL OF MINUTES:

*Motion to approve August 16, 2019 minutes
Seconded and passed*

PUBLIC INPUT:

Public input – Members of the public are allowed five minutes each to address the Board of Directors.
No members of the public attended.

OLD BUSINESS: None

NEW BUSINESS:

1. Financial Report
 - a. Final balances per handout
 - i. Most all payments complete for November
 - b. Professional Development payments have been coming in. Some agencies paid both semesters
*Motion to accept current financial report
Seconded and passed*

2. Platte Valley Fire Protection District request to join the FRFC as an Establishing Member
 - a. Chief Schaefer present
 - i. Thank you for the opportunity. Looking for quality candidates for staffing. We are currently partner with many of these departments for mutual aid.
 - ii. Looking at approximately 2-3 recruits per year.
 - iii. Some issues with timing for new hires if also in process with other agencies
 - b. Instructors and apparatus
 - i. We have lead instructors at AIMS, we have specialty instructors available and apparatus. Training facility also expanding

*Motion to accept Platte Valley Fire Protection District as an establishing member of the FRFC
Seconded and passed by unanimous vote
Welcome Platte Valley Fire Protection District*

3. Consideration of 2020 meeting schedule
 - a. Proposed number of meetings is 4
 - b. Proposed dates and locations – confirmations will be made prior to meetings
 - i. January 10, 2020 – Greeley Fire Department, 1000 hours
 - ii. June 12, 2020 – Loveland Fire Rescue Authority, 1000 hours
 - iii. August 14, 2020 – Windsor Severance Fire Rescue, 1000 hours
 - iv. November 13, 2020 – Poudre Fire Authority, 1000 hours

*Motion to accept 2020 meeting schedules
Seconded and passed*

4. Consideration of 2020 fee schedule
 - a. Review and research, requires increase due to survey for 2020 salaries.
 - b. Annual fee
 - i. Changes in salary rates for position reimbursements
 - ii. Keep annual rate increases in mind for future budgeting
 - iii. Recommend new salary survey in 2020 to set 2021 rates

*Motion to accept 2020 fee schedule
Seconded and passed*

5. 2020 budget public hearing and consideration of adoption
 - a. Handout provided
 - b. Included is annual membership fee, per participant fee and professional development
 - i. Budget includes the hourly increase of 3% for wages
 - ii. What do the larger academies look like with additional expenses?
 - iii. Question concerning cost of Denver Post posting, what options are there?

*Motion to accept 2020 budget
Seconded and passed*

6. Chiefs/BODs Updates
 - a. 2019-02 Fire Academy
 - i. This has been a good academy with few issues
 - ii. Completing week 11 with fire behavior
 - iii. Successfully making adjustments as needed due to weather. Thank you to everyone helping with these transitions. Missing a few evolutions due to the cold.
 - iv. Testing coming up for CMCB and State

- v. Holiday week coming up soon then to the last week for graduation
- vi. Hell night is Thanksgiving week
- vii. Graduation plans in place
- viii. All 28 recruits succeeding, good group
- b. 2020-01 Fire Academy proposed numbers
 - i. Looking at 35-42 recruits
 - ii. Start date is February 24th
 - iii. Oster (GFD) will remain for 2020-1 to assist
 - iv. Patrick Love (PFA) will remain
 - v. Capt. Marshal (Longmont) has training Lt. available for length of academy
 - vi. Lt. Jungemann (WSFR) – evaluating ability to remain to assist
 - vii. Loveland – possible 5-6 instructors available
 - viii. Need information as early as possible
 - ix. With possible 35-42 recruits there will very likely be 2 battalions
 - x. Discussion of how to handle other interested departments, how to split and determine cost for these agencies. Need to determine soon.
- c. Professional Development
 - i. Planning in place, preparation ongoing
 - ii. Determined to continue for 2020
 - iii. Successes will allow for 2021
 - iv. One session at AIMS and one session at Windsor-Severance
- d. AIMS/FRFC Partnership
 - i. Continued – struggling with group meetings
 - ii. Plan to meet this month for pre-work
 - iii. Interest still high at AIMS. Need to identify partnership. Concept with number of students vs benefits. Moving forward

EXECUTIVE SESSION (IF NECESSARY): None

Next Meeting: January 10th – Greeley Fire Department – 1000 hours

ADJOURNMENT:

There being no further business to come before the Board, Chairman Tom DeMint adjourned the meeting at 1110.

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

Front Range Fire Consortium

BUDGET VS. ACTUALS: FY_2019 - FY19 P&L

January - December 2019

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
10.5000 Revenue	89,166.00		89,166.00	
0100.00 Membership Dues		100,000.00	-100,000.00	
0200.00 Academy Payments	193,918.66	65,000.00	128,918.66	298.34 %
0300.00 Professional Development	40,700.00	15,750.00	24,950.00	258.41 %
Total 10.5000 Revenue	323,784.66	180,750.00	143,034.66	179.13 %
Total Income	\$323,784.66	\$180,750.00	\$143,034.66	179.13 %
GROSS PROFIT	\$323,784.66	\$180,750.00	\$143,034.66	179.13 %
Expenses				
10.6000 Expenses				
0400.00 Admin		100.00	-100.00	
0400.01 Executive Administrator	10,165.00	10,000.00	165.00	101.65 %
0400.02 Legal	1,022.00	2,500.00	-1,478.00	40.88 %
0400.03 Insurance	29.43	100.00	-70.57	29.43 %
0400.04 Banking	-25.00		-25.00	
0400.05 Leased Resources	38,776.38	1,000.00	37,776.38	3,877.64 %
0400.07 Office Supplies/Equipment	456.32	1,200.00	-743.68	38.03 %
0400.08 Miscellaneous	1,566.91	100.00	1,466.91	1,566.91 %
0400.09 Board Support	1,381.99		1,381.99	
0400.10 Web Sevice	528.98	500.00	28.98	105.80 %
0400.11 Seminar Expenses	750.00	1,000.00	-250.00	75.00 %
0400.12 Strategic Planning	1,144.80		1,144.80	
0400.13 Professional Development Design	404.41		404.41	
0400.14 Professinal Development Expense	25,321.82		25,321.82	
0400.15 Admin/Logistics Coordinator	41,488.92	34,800.00	6,688.92	119.22 %
Total 0400.00 Admin	123,011.96	51,300.00	71,711.96	239.79 %
0500.00 Academy Expenses				
0500.01 Printing	1,579.06	1,100.00	479.06	143.55 %
0500.02 Books	9,862.71	13,000.00	-3,137.29	75.87 %
0500.03 Extinguishers		250.00	-250.00	
0500.04 Rental		2,000.00	-2,000.00	
0500.05 Building Materials	13,138.54	13,500.00	-361.46	97.32 %
0500.06 Exercise Equipment	321.53	2,000.00	-1,678.47	16.08 %
0500.07 Recruit Clothing	12,229.21	11,000.00	1,229.21	111.17 %
0500.08 Instructor Clothing	2,466.02	1,000.00	1,466.02	246.60 %
0500.09 Fuel	845.77	500.00	345.77	169.15 %
0500.10 Radio	500.00	5,000.00	-4,500.00	10.00 %
0500.11 Food/Water	6,040.68	7,500.00	-1,459.32	80.54 %
0500.12 Propane	2,103.09	800.00	1,303.09	262.89 %
0500.13 Awards	620.70	400.00	220.70	155.18 %
0500.14 Equipment Repair	3,613.39	2,800.00	813.39	129.05 %
0500.15 Webbing		350.00	-350.00	

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
0500.16 Hand Tools	3,244.12	900.00	2,344.12	360.46 %
0500.18 Admin/Logistics Coordinator	24,880.08	48,432.00	-23,551.92	51.37 %
0500.19 Insurance	9,583.63	12,000.00	-2,416.37	79.86 %
0500.20 Instructor Lodging		1,000.00	-1,000.00	
0500.21 Office Supplies	531.64	350.00	181.64	151.90 %
0500.22 Miscellaneous	13,681.69	5,000.00	8,681.69	273.63 %
0500.23 Testing Equip/Software/Test Bnk	9,271.00		9,271.00	
0500.24 Leased Resources	0.00		0.00	
Total 0500.00 Academy Expenses	114,512.86	128,882.00	-14,369.14	88.85 %
0550.00 Major Academy Equipment				
0550.01 Major Academy Equipment	23,460.43		23,460.43	
Total 0550.00 Major Academy Equipment	23,460.43		23,460.43	
Total 10.6000 Expenses	260,985.25	180,182.00	80,803.25	144.85 %
Total Expenses	\$260,985.25	\$180,182.00	\$80,803.25	144.85 %
NET OPERATING INCOME	\$62,799.41	\$568.00	\$62,231.41	11,056.23 %
NET INCOME	\$62,799.41	\$568.00	\$62,231.41	11,056.23 %

Front Range Fire Consortium

PROFIT AND LOSS

January - December 2019

	TOTAL
Income	
10.5000 Revenue	89,166.00
0200.00 Academy Payments	193,918.66
0300.00 Professional Development	40,700.00
Total 10.5000 Revenue	323,784.66
Total Income	\$323,784.66
GROSS PROFIT	\$323,784.66
Expenses	
10.6000 Expenses	
0400.00 Admin	
0400.01 Executive Administrator	10,165.00
0400.02 Legal	1,022.00
0400.03 Insurance	29.43
0400.04 Banking	-25.00
0400.05 Leased Resources	38,776.38
0400.07 Office Supplies/Equipment	456.32
0400.08 Miscellaneous	1,566.91
0400.09 Board Support	1,381.99
0400.10 Web Sevice	528.98
0400.11 Seminar Expenses	750.00
0400.12 Strategic Planning	1,144.80
0400.13 Professional Development Design	404.41
0400.14 Professinal Development Expense	25,321.82
0400.15 Admin/Logistics Coordinator	41,488.92
Total 0400.00 Admin	123,011.96
0500.00 Academy Expenses	
0500.01 Printing	1,579.06
0500.02 Books	9,862.71
0500.05 Building Materials	13,138.54
0500.06 Exercise Equipment	321.53
0500.07 Recruit Clothing	12,229.21
0500.08 Instructor Clothing	2,466.02
0500.09 Fuel	845.77
0500.10 Radio	500.00
0500.11 Food/Water	6,040.68
0500.12 Propane	2,103.09
0500.13 Awards	620.70
0500.14 Equipment Repair	3,613.39
0500.16 Hand Tools	3,244.12
0500.18 Admin/Logistics Coordinator	24,880.08
0500.19 Insurance	9,583.63
0500.21 Office Supplies	531.64
0500.22 Miscellaneous	13,681.69

	TOTAL
0500.23 Testing Equip/Software/Test Bnk	9,271.00
0500.24 Leased Resources	0.00
Total 0500.00 Academy Expenses	114,512.86
0550.00 Major Academy Equipment	
0550.01 Major Academy Equipment	23,460.43
Total 0550.00 Major Academy Equipment	23,460.43
Total 10.6000 Expenses	260,985.25
Total Expenses	\$260,985.25
NET OPERATING INCOME	\$62,799.41
NET INCOME	\$62,799.41

**COST SUMMARY 2019-2
WEEKS 1-15**

Member Department	Personnel	Apparatus	Facilities	Value of Leased Resources
Poudre	\$82,344.45	\$800.00	\$750.00	\$83,894.45
Greeley	\$109,570.53	\$1,700.00	\$1,000.00	\$112,270.53
Longmont	\$2,204.97	\$400.00		\$2,604.97
Windsor	\$56,976.80	\$1,200.00		\$58,176.80
Boulder	\$29,300.19	\$1,000.00	\$1,500.00	\$31,800.19
Wellington	\$3,033.19			\$3,033.19
Mountain View	\$5,522.40	\$900.00		\$6,422.40
Cheyenne				\$0.00
Loveland	\$5,476.19	\$500.00	\$1,000.00	\$6,976.19
Central Valley				\$0.00
Total Leased Resources	\$294,428.72	\$6,500.00	\$4,250.00	\$305,178.72

Personnel	\$294,428.72		
Apparatus	\$6,500.00		
Facilities	\$4,250.00		
Direct Costs	\$59,290.72		
Total Costs	\$364,469.44	93%	Total Budget for 19-02 \$392,000.00
	\$27,530.56	under budget	

Dept	# of Recruits	Recruit Cost	Leased Resource Credit	Dept. Credit/Debit
PFA	7	98,000.00	\$83,894.45	(14,105.55)
Greeley	12	168,000.00	\$112,270.53	(55,729.47)
Longmont	1	14,000.00	2,604.97	(11,395.03)
Wellington	2	28,000.00	3,033.19	(24,966.81)
Central Valley	0			0.00
Loveland	0		6,976.19	6,976.19
Mountain View	1	14,000.00	6,422.40	(7,577.60)
Boulder	0		31,800.19	31,800.19
Windsor	5	70,000.00	\$58,176.80	(11,823.20)

Recruits	28.00
Cost/Recruit	\$14,000.00
Income	\$392,000.00
Personnel	\$294,428.72
Apparatus	\$6,500.00
Facilities	\$4,250.00
Hard Costs	\$59,290.72
Total Costs	\$364,469.44
Surplus	\$27,530.56

Recruits for FRFC Academy 2020-01 Class

January 3, 2020

The following is a listing of the number of recruits we have, by department, for the SPRING fire academy next year (2020).

<u>DEPARTMENT</u>	<u># OF RECRUITS POSSIBLE</u>
• BOULDER	6
• CENTRAL VALLEY	1
• GREELEY	7
• LONGMONT	7
• LOVELAND	5
• MOUNTAIN VIEW	0
• PLATTE VALLEY	0
• PFA	8
• WINDSOR	2
• WELLINGTON	0
TOTALS	36

These numbers have been firmed up over the last month. We are hoping to have these solidified by January 15th so that we can order the student's uniforms and textbooks. Please advise right away if there is a change to your reported number.

The 2020-01 Recruit Class/training will begin on February 24, 2020 and end with graduation on June 6, 2020.

Michael Patterson, FRFC Training Chief/ Academy Manager

FRFC Envision Leadership Mid-Point Financial Update

23 December, 2019

At this point, we have finished our first semester of Classes/Leadership Training with the completion of The Leadership Journey Course. We are currently well within our budget and within our best budget forecasting, should be able to meet all of our financial obligations and finish the two semesters under budget. The following is a brief snapshot of where we are to date and our forecasted budget.

LEADERSHIP JOURNEY COSTS

- **Course Materials** **\$ 2,042.00**
 - Notebooks & Dividers \$ 261.00
 - Syllabus copies and misc. \$ 532.00
 - Videos (Band of Brothers) \$1,135.00
 - Semester Copy Costs (WSFR) \$ 114.00

- **Instructor's Salary*** **\$19,152.00**
 - August 40 hours \$ 1,920.00
 - September 110 hours \$ 5,280.00
 - October 90 hours \$ 4,320.00
 - November 95 hours \$ 4,560.00
 - December 64 hours \$ 3,072.00

**(Note: these hours and the overall costs were higher than our original budget – this was due to the time added to put all of the class lectures into power point presentations for future instruction/instructors)*

- **Graduation Costs** **\$ 537.00**
 - Staples- Certificates, paper and printing \$ 200.00
 - Santiago's- Breakfast burritos \$ 137.00
 - Scheel's – Panel honorarium \$ 200.00

TOTAL COSTS FOR SEMESTER ONE **\$21,731**

Anticipated/Estimated Costs for 2nd Semester Et All

LEADERSHIP ENCOUNTER COSTS (estimated)

- **Course Materials** **\$ 3,585.00**
 - Course Textbooks (textbooks paid in 1st sem.) \$ 1,985
 - Notebooks & Dividers \$ 300
 - Syllabus and all copies \$ 550
 - Miscellaneous (coffee, refreshments, etc) \$ 750

- **Instructors Salary*** **\$ 14,000.00**
 - February 75 hours \$ 3,600
 - March 80 hours \$ 3,800
 - April 90 hours \$ 4,320
 - May 50 hours \$ 2,400

**(Note: these estimated hours are less because all of our course power points were completed in the 2019 offering for The Leadership Encounter)*

- **Graduation Costs** **\$ 1,500.00**
 - Certificates, folders and printing \$ 200
 - Food for event \$ 300
 - Travel and Honorarium for guest speaker \$ 1,000

TOTAL COSTS FOR SEMESTER TWO **\$19,085**

TOTAL COSTS FOR SEMESTER ONE **\$21,731**

TOTAL COSTS FOR ENVISION LEADERSHIP **(\$40,816)**

TOTAL REVENUES FOR COURSE (43 Students) **\$43,000**

TOTAL SURPLUS FOR ENTIRE COURSE (estimated) **\$ 2,184**

Front Range Fire Consortium: *Envision Leadership – 2020*
Semester 2- *The Leadership Encounter*

The following is the schedule for Semester #2 of Envision Leadership for the FRFC: *The Leadership Encounter*. Classes start on February 11 (week of February 9) and end on May 5 (week of May 3). Spring Break is slated for the week of March 15 – March 21. Classes will be held on Tuesday Morning (*at Windsor-Severance Fire Station One*) and on Friday morning at Aims College (*same as last semester*). Classes are scheduled 0830-1130 (approx..) each day. The following is the schedule:

<u>CLASS</u>	<u>TUESDAY</u>	<u>FRIDAY</u>
#1	February 11	February 14
#2	February 18	February 21
#3	February 25	February 28
#4	March 03	March 06
#5	March 10	March 13
<u>Spring break</u>	----- <u>March 15 – March 21</u> -----	
#6	March 24	March 27
#7	March 31	April 03
#8	April 07	April 10
#9	April 14	April 17
#10	April 21	April 24
#11	April 28	May 01
#12	May 05 (Graduation/Cert. Presentations)	