

Boulder Fire Department  
Central Valley Fire District  
Greeley Fire Department  
Longmont Fire Department  
Loveland Fire Rescue Authority



Mountain View Fire Protection District  
Poudre Fire Authority  
Wellington Fire Protection District  
Windsor-Severance Fire Rescue

Good morning FRFC Directors,

Attached is your agenda packet for the November 8<sup>th</sup> meeting. The meeting will be at Poudre Fire Authority Station 8, located at 4800 Signal Tree in Timnath. Breakfast will be provided.

The IGA provides for an Alternative Voting Director if you are not able to attend yourself.

Below are brief descriptions on the major agenda items.

**New Establishing Member request:** Consideration of a formal request by Platte Valley Fire Protection District to join the FRFC as an Establishing Member effective January 1, 2020.

**2020 meeting schedule:** The Board of Directors met four times in 2019; January, June, August and November on the second Friday of the month. If this same frequency is desired, the proposed dates and locations need to be reviewed and approved at this meeting.

**Consideration of 2020 fee and reimbursement schedule:** The 2020 Fee and Reimbursement Schedule has been updated to include an inflationary increase for hourly personnel rates. Instead of calculating the hourly rates from each position, each hourly rate has been increased by 3.0%. The same process was done in 2018 & 2019, following the initial rates set in 2017 following a salary survey.

**Consideration of 2020 budget:** The 2020 budget packet includes the Budget Message, Budget Spreadsheet, Budget Adoption Resolution and Notice of Public Hearing. The budget as shown includes the academy coordinator and executive administrator position, as well as the continuation of our professional development programs. If any of these programs are not approved, this budget will have to be amended in the adoption motion to remove them.

**2020 spring academy:** The spring 2020 is currently projected to have 35-42 recruits, which would be the largest recruit academy hosted by FRFC. The FRFC training chiefs will continue to monitor the projected number of recruits and develop necessary plans to successfully meet the challenge.

**Other Agenda Items:** 2019-02 Academy update, Professional Development and AIMS/FRFC partnership updates.

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**Mountain View Fire Protection District  
Poudre Fire Authority  
Wellington Fire Protection District  
Windsor-Severance Fire Rescue**

## **FRFC Board of Directors Meeting Agenda November 8, 2019, 10:00 AM**

### **Poudre Fire Authority, Station 8**

**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. Platte Valley Fire Protection District request to join the FRFC as an Establishing Member**
- 7. Consideration of 2020 meeting schedule**
- 8. Consideration of 2020 fee schedule**
- 9. 2020 budget public hearing and consideration of adoption**
- 10. Chiefs/BODs Updates:**
  - 2019-02 Fire Academy
  - 2020-01 Fire Academy proposed numbers
  - Professional Development
  - AIMS/FRFC Partnership
- 11. Executive session (if needed)**
- 12. Next meeting / Adjournment**

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

**Date: August 16, 2019**

**LOCATION:** Loveland Fire Rescue Authority, 410 East 5<sup>th</sup> Street, Loveland, CO

**CALL TO ORDER:**

Chairman Tom DeMint called the meeting to order at 1018

**ATTENDANCE:**

**Board Members Present:** Tom DeMint (PFA), Dale Lyman (Greeley), Mark Miller (Loveland), Ron Lindroth (Central Valley), Dave Beebe (Mountain View), Gary Green (Wellington)

**Board Members Absent:** Kris Kazian-Telephone Stand-by (Windsor), Mike Calderazzo (Boulder), Mike Butler (Longmont)

**Others Present:** Michael Patterson, Randy Mirowski, Susan Frame

**Introductions:**

Welcome Chief Gary Green (Wellington Fire Protection District)

**APPROVAL OF THE AGENDA (ADDITIONS/DELETIONS):**

*Handout memo addendum to the Par Test proposal Item #13 on agenda*

*Motion to accept agenda*

*Seconded and passed*

**APPROVAL OF MINUTES:**

*Motion to approve June 14, 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. Laramie Fire Department Resignation from the FRFC
  - a. Update: section 6.5.1 specific to exiting the FRFC, necessary notification as required
  - b. Letter on behalf of Chief Dan Johnson included requesting to redraw membership from the FRFC, dated August 1, 2019  
*Motion to accept letter of resignation*  
*Seconded and passed by unanimous vote*
  
2. Cheyenne Fire and Rescue Resignation from the FRFC
  - a. Update: section 6.5.1 specific to exiting the FRFC, processes necessary, notification required
  - b. Letter on behalf of Chief Greg Hoggatt included requesting termination of membership from the FRFC, dated July 25, 2019  
*Motion to accept letter of resignation*  
*Seconded and passed by unanimous vote*
  
3. Forgo balance of membership dues from Laramie FD and Cheyenne F&R for FY 2019
  - a. Formal action needed: Notification from Laramie was known at beginning of 2018 therefore was not billed for 2018.
  - b. Cheyenne participated ½ of 2018. Asking to forgive 2<sup>nd</sup> half.  
*Motion to accept resignation of Laramie FD, financials final*  
*Motion to forgive second half billing for Cheyenne FR*  
*Seconded and passed*
  
4. Wellington Fire Protection District request to join the FRFC as an Established Member
  - a. Began to consider this direction one year ago and very interested in moving forward to become a member of the FRFC and be part of an academy at this higher level
  - b. Regional coordination has led Wellington to this point to be accepted to the FRFC.
  - c. Will have 2 recruits in 2020-1 and 4 expected in 2020-2
  - d. All Wellington Firefighters are now FF1 certified. EMS qualified to assist with the academy. Wellington personnel have a lot of interest in advancement and leadership  
*Motion to except Wellington as an establishing member of the FRFC*  
*Seconded and passed by unanimous vote*  
*Welcome Wellington Fire Protection District*

## **Discussion**

- a. History of the academy, beginning with the Northern Colorado Fire Consortium
  - b. Note the changes seem to have emphasis back to Northern Colorado due to the growth along the Front Range. This is not to discourage other departments outside of Colorado and the region but to recognize the expansion and needs of the Northern Colorado Region. This will ultimately change as growth slows in this area. But it is exciting for the near future of the FRFC.
  - c. Ron Lindroth: Recruitment of recruits to other departments is ongoing and hard on departments considering the investment that they make on new recruits. There is a need to identify when and where the recruitment is happening. If it is happening at the academy it should be addressed.
    - i. Decision to identify this as a proposed item for future BOD meeting. How to secure department recruitments and recognize the investment and loss. Do departments need contracts? Identify legal issues and options. Michael Patterson will work with Ron Lindroth to draft a proposal.
- 
5. Transition of Financial Support Services for FRFC from Windsor Severance Fire Rescue (WSFR) to Poudre Fire Authority (PFA)
    - a. Windsor is not able to support the financial services. Need to find another option for this service

- b. July 31<sup>st</sup> was the last day with WSFR. Transitioned from QuickBooks desktop to QuickBooks online. Temporary control is with Michael Patterson with assistance being provided by PFA staff. QuickBooks online is a reasonable cost, no contract period and it gives the ability to make any changes quickly.
- c. PFA is preparing a person for the short term to manage the financials.
- d. This was also an opportunity to identify the required time needed for this resource which is approximately 4 hours per month.
- e. Bank account can easily be transferred now.
- f. Need to build in internal controls and preparation for possible audits when required
- g. All needs are in place for storage and file space  
*Motion to accept the transition the financial responsibility from Windsor to PFA  
Seconded and Passed*

6. Budget (YTD)

- a. All statement complete and paid, deposits completed
- b. Report provided (profit and loss)  
*Motion to accept the budget report  
Seconded and passed*

7. Academy Updates

- a. 28 recruits for 2019-2
- b. Lt. Jason Oster (Greeley) is Academy Lead, Capt. Patrick Love (PFA) and LT Brent Jungemann (WSFR) are the co-leads.
- c. Instructor module dates complete
- d. Resource request for apparatus are out and near complete
- e. A few more needs are being met.
- f. Graduation venue secured – December 7<sup>th</sup>
- g. Suggestion to Training Chiefs: have departments identify individuals other than officers who may be interested in seeing how the FRFC functions and how to get involved in assisting with the academy
- h. Now asking departments for estimated number of recruits for 2020-2
- i. Cheyenne training center will not be needed and PFA is expanding
- j. Michael Patterson will be on vacation for 3 weeks during this academy. Plans have been made.

**Discussion:**

How to handle larger academies? Current decision has been made to have 2<sup>nd</sup> battalion for now if needed. Later if the numbers grow to over 30 and up may have to decide how to manage. Suggestion to talk to North Metro to see how they handle their large academy with 40 + recruits

8. Professional Development – Envision Leadership update

- a. Discussion at training officer meeting yesterday
  - i. Concern over lack of registrations
  - ii. With previous successes we may have not promoted well enough this time
  - iii. Everyone is learning of the culture change within the personnel. The discovery of the lack of desire to advance if not required and the need to be paid for individual learning continues to be a cultural difference that is common in all departments.
- b. Options: cancel if less than 26 participants, take more time to recruit or reach out to other departments in the region.
  - i. Options preferred: Take more time to recruit or reach out to other department in the region.
- c. Cheyenne may have interested people and Wellington is interested, also reach out to Estes Park
- d. This is also great marketing to other departments for the FRFC
- e. Need to identify the cost for outside departments. Is it the same for non-member departments?
- f. Also consider civilians for leadership training. There is a great need for our city partners to have leadership training.

- 9. Par Test module exam system – discussion/decision
  - a. Supplemental memo provided-specific proposal for consideration by board
  - b. Discussion from training officers meeting
    - i. Survey was a big help for information and shows that departments are not equipped now for an efficient system
    - ii. AIMS and Front Range not able to assist with scantron and testing – licensing issues or they are not equipped
    - iii. On-line testing would be approximately 6K per year
    - iv. Investment of \$12,261 includes update for test banks and being prepared for upgrades and standards for next year and including hardware and software seems a wise investment
    - v. Also transportable to other agencies. Includes training for up to 4 people
  - c. Proposal to move forward with this replacement
    - Motion to move forward with LXR & Par replacement proposal not to exceed 13K for FRFC usage*
    - Seconded and Approved*
  
- 10. Next Meeting – November 8, 2019 at Poudre Fire Authority

**EXECUTIVE SESSION (IF NECESSARY):**

Not needed

**ADJOURNMENT:**

There being no further business to come before the Board, Chairman Tom DeMint adjourned the meeting at 1150

**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

## PROFIT AND LOSS

January 1 - November 1, 2019

	TOTAL
<b>Income</b>	
10.5000 Revenue	85,000.00
0200.00 Academy Payments	68,321.00
0300.00 Professional Development	37,200.00
<b>Total 10.5000 Revenue</b>	<b>190,521.00</b>
<b>Total Income</b>	<b>\$190,521.00</b>
<b>GROSS PROFIT</b>	<b>\$190,521.00</b>
<b>Expenses</b>	
10.6000 Expenses	
0400.00 Admin	
0400.01 Executive Administrator	7,492.00
0400.02 Legal	1,022.00
0400.03 Insurance	-41.32
0400.04 Banking	-25.00
0400.07 Office Supplies/Equipment	426.33
0400.08 Miscellaneous	1,566.91
0400.10 Web Sevice	399.98
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	10,459.42
0400.15 Admin/Logistics Coordinator	41,488.92
<b>Total 0400.00 Admin</b>	<b>65,088.45</b>
0500.00 Academy Expenses	
0500.01 Printing	1,579.06
0500.02 Books	9,862.71
0500.05 Building Materials	11,121.83
0500.06 Exercise Equipment	302.26
0500.07 Recruit Clothing	12,229.21
0500.08 Instructor Clothing	2,466.02
0500.09 Fuel	597.67
0500.10 Radio	500.00
0500.11 Food/Water	4,761.14
0500.12 Propane	2,103.09
0500.13 Awards	620.70
0500.14 Equipment Repair	1,268.00
0500.16 Hand Tools	321.19
0500.18 Admin/Logistics Coordinator	18,346.08
0500.19 Insurance	8,964.13
0500.21 Office Supplies	531.64
0500.22 Miscellaneous	8,508.11
0500.23 Testing Equip/Software/Test Bnk	8,576.00
0500.24 Leased Resources	0.00

	TOTAL
<b>Total 0500.00 Academy Expenses</b>	<b>92,658.84</b>
0550.00 Major Academy Equipment	
0550.01 Major Academy Equipment	19,232.52
<b>Total 0550.00 Major Academy Equipment</b>	<b>19,232.52</b>
<b>Total 10.6000 Expenses</b>	<b>176,979.81</b>
<b>Total Expenses</b>	<b>\$176,979.81</b>
<b>NET OPERATING INCOME</b>	<b>\$13,541.19</b>
<b>NET INCOME</b>	<b>\$13,541.19</b>



# PLATTE VALLEY FIRE PROTECTION DISTRICT

Phone: 970.353.3890



27128 CR 53

FAX: 970.353.4890

Kersey, CO 80644

October 16, 2019

To: FRFC Board of Directors

On behalf of the Platte Valley Fire Protection District (District), I formally request Establishing Member participation within the FRFC beginning January 1, 2020. I have reviewed and understand the relative intergovernmental agreement and associated fee schedule. The District Board of Directors has acknowledged the mutual benefits of this regional collaboration and authorized this request for membership.

Thank you so very much for your time and thoughtful consideration of this request. It is an honor for our organization to be considered for this membership. Please contact me if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Barry A. Schaefer".

Barry A. Schaefer  
Fire Chief

970-353-3890

[bschaefer@plattevalleyfire.org](mailto:bschaefer@plattevalleyfire.org)





## ***2020 Board of Directors Meeting Schedule***

### **Purpose and Scope**

The purpose of this policy is to set the schedule of the regular meetings of the Board of Directors for 2020, as outlined in Article 5 of the IGA.

### **Regular meetings**

Regular meetings will be held quarterly in January, June, August and November at 10:00 am as shown below.

January 10, 2020 at Greeley Fire Department, Greeley.

June 12, 2020 at Loveland Fire Rescue Authority, Loveland.

August 14, 2020 at Windsor Severance Fire Rrescue, Windsor.

November 13, 2020 at Poudre Fire Authority, Fort Collins.

### **Special Meetings and Emergency Meetings**

Special meetings and emergency meetings shall be called and held in accordance with the provisions of the IGA.

### **Notice of Meetings**

***Regular Meetings:*** This Schedule shall serve as the public notice of the regular meetings set forth above and shall be posted at least 24 hours prior to the January regular meeting in the following public locations: ("Posting Location").

Poudre Fire Authority, 102 Remington St, Fort Collins, Colorado, 80524

Greeley Fire Department, 1100 10<sup>th</sup> St, Greeley, Colorado, 80631

Windsor Severance Fire Rescue, 100 7<sup>th</sup> St, Windsor, Colorado, 80550

Loveland Fire Rescue Authority, 410 E. 5<sup>th</sup> St, Loveland, Colorado, 80537

Mountain View Fire District, 3561 N. Stagecoach Rd, Longmont, Colorado, 80504  
Longmont Fire Department, 255 Kimbark St, Longmont, Colorado, 80501  
Wellington Fire Protection District, 8130 3<sup>rd</sup> St, Wellington, Colorado, 80549  
Platte Valley Fire Protection District, 27128 County Road 53, Kersey, Colorado, 80644  
Central Valley Fire District, 205 E. Main St, Belgrade, Montana, 59714  
Boulder Fire Rescue, 3065 Center Green Dr, Boulder, Colorado, 80301

*Special Meetings:* Notice of a special meeting shall be posted at the Posting Location at least 72 hours before the special meeting and a copy provided to each Establishing Member and Associate Member in person, by facsimile or by electronic mail.

*Emergency Meetings:* If time permits, notice of an emergency meeting shall be posted at the Posting Location as soon as practicable before the emergency meeting and a copy provided to each Establishing Member and Associate Member in person, by facsimile or by electronic mail.

## **FRONT RANGE FIRE CONSORTIUM 2020 Annual Fees, Contributions and Reimbursement Schedule**

### Purpose and Scope

The purpose of this Schedule is to establish the annual fees, contributions, reimbursements for leased resources, and advance deposits (if any) as authorized in Section 6.1.2 and Article 7 of the Intergovernmental Agreement Establishing the Front Range Fire Consortium (“IGA”). It shall apply to all fees, contributions, reimbursements and advance deposits (if any) for the fiscal year 2020 as adopted by the Board of Directors in the budget process, and as may be amended thereafter by the Board during the 2020 fiscal year.

Unless otherwise defined in this Schedule, capitalized terms shall have the meaning set forth in the IGA.

### Annual Membership Fee

The annual membership fee paid by Establishing Members and Associate Members for the fiscal year 2020 shall be \$10,000.

### Per Participant Fee: Recruit Academy

The Per Participant Fee for each Participant attending the recruit academy for Establishing Members, Associate Members and Contracting Agencies shall be \$14,000. If a Participant discontinues the academy, either voluntarily or involuntarily, before the end of the fifth week of the academy, this fee shall be one-third of the Per Participant Fee shown above. If a Participant discontinues the academy, either voluntarily or involuntarily, before the end of the tenth week of the academy, this fee shall be two-thirds of the Per Participant Fee shown above. If a Participant discontinues the academy, either voluntarily or involuntarily, after the start of the eleventh week, the Per-Participant Fee shall be the full amount shown above.

The Unaffiliated Per-Participant Fee for each Unaffiliated Participant shall be \$14,000.

### Per Participant Fee: Professional Development Program

The Per Participant Fee for each Participant for Establishing Members, Associate Members, Contracting Agency, and for each Unaffiliated Participant, in the professional development program shall be \$500 per semester.

### Reserve Fund Contribution

The Reserve Fund Contribution for Establishing Members shall be \$0 for the fiscal year 2020.

Advance Deposit

The Advance Deposit for the fiscal year 2020 shall be \$0.

Seminar Fees

Any seminar fee shall be set by the Board of Directors when a specific seminar is authorized.

Leased Resources Reimbursement Schedule: Personnel

An Establishing Member or Associate Member shall only be reimbursed for the personnel it actually assigns to FRFC's leased resource program. An Establishing Member or Associate Member shall not be reimbursed for other costs it incurs as a result of such assignment, such as the personnel costs it incurs in covering the shifts of the personnel it actually assigns to FRFC's leased resource program.

*Shift schedule personnel*

The hourly rate shall be increased by 3% for 2020. When 2020 wage surveys are available rates will be calculated by position by averaging the maximum per-hour overtime rate for personnel regularly assigned to shifts of all Establishing Members and Associate Members participating in the leased resource program then compared to rates below. Modifications can be made by BOD if necessary. The hourly rate for shift personnel shall be:

Positon	Hourly rate
Battalion Chief	\$58.95
Captain	\$55.65
Lieutenant	\$49.83
Specialist (personnel not classified as uniformed firefighters or officers)	\$49.49
Administrative professional	\$29.54

*Standard 40 hour work week personnel*

The hourly rate shall be increased by 3% for 2020. When 2020 wage surveys are available rates will be calculated by position by averaging the maximum regular (straight time) per-hour rate for personnel regularly assigned to a standard 40 hour work week of all Establishing Members and Associate Members participating in the leased resource program then compared to rates below. Modifications can be made by BOD if necessary. The hourly rate for shift personnel shall be:

Positon	Hourly rate
Battalion Chief	\$64.16
Captain	\$53.33
Lieutenant	\$51.66
Driver Operator	\$46.53
Firefighter	\$40.05

Leased Resources Reimbursement Schedule: Personal Property

	Cost per day
Standard Type I fire pumper	\$100
Standard aerial apparatus	\$100
Water tender	\$100
Command vehicle, other light or support vehicle	\$50
Training props	\$0

Leased Resources Reimbursement Schedule: Real Property

	Cost per day
Classroom (includes restrooms, locker rooms, kitchen and similar support spaces, utilities and routine maintenance)	\$0
Burn building	\$0
Burn building when used for live fire (full day)	\$500
Burn building when used for live fire (half day)	\$250
Drill Ground	\$0
Tower	\$0
Interior storage bay	\$0

Consumable Supplies Reimbursement

The cost of consumable supplies for the recruit academy and other FRFC programs shall be reimbursed at the cost incurred. Request for reimbursement and appropriate documentation and receipts must be provided before the conclusion of the activity or program.

Adopted by Board of Directors: 11/08/2019

Amended by the Board of Directors: \_\_\_\_\_

**Boulder Fire Department**  
**Central Valley Fire District**  
**Greeley Fire Department**  
**Longmont Fire Department**  
**Loveland Fire Rescue Authority**



**Mountain View Fire Protection District**  
**Poudre Fire Authority**  
**Wellington Fire Protection District**  
**Windsor-Severance Fire Rescue**

## **2020 Budget Message**

The proposed 2020 budget of the Front Range Fire Consortium Authority (FRFC) represents the revenues and expenditures for the fourth year of operation of the FRFC, established pursuant to the Intergovernmental Agreement Establishing the Front Range Fire Consortium (IGA). FRFC is fully funded by membership fees and fees for services from its member agencies and receives no direct tax revenue. The primary service provided by the Consortium is the Recruit Fire Academy which is offered twice a year. Other services such as special educational programs and professional development programs are also provided as approved by the Board of Directors.

This budget includes two funds, the General Fund and a Reserve Fund. The General Fund includes revenue from annual membership fees, academy payments, professional development fees and seminar fees. Expenditures in this fund are for administrative expenses, academy expenses, seminars, professional development programs and a transfer to the Reserve Fund.

Revenue for the Reserve Fund is from a transfer from the General Fund. The Reserve Fund is established by the Board of Directors for the purchase, replacement and maintenance of major equipment. The Reserve Fund will be used to purchase and maintain major equipment formally owned by the member agencies or purchased directly by the Consortium.

The ending balance in each year includes a reserve for TABOR.

The proposed budget projects revenues exceeding expenditures in 2020. FRFC does not intend to incur any debt during this period. The budgetary basis of accounting is the modified accrual method. The Board of Directors has established an academy financial system that calculates the actual academy costs at the conclusion of each academy, and reimburses or charges member agencies based on the value of leased resources provided to the academies. The budget will be amended accordingly after each academy.

12:46 PM  
10/11/18  
Accrual Basis

**FRFC**  
**Profit & Loss Budget vs. Actual**  
January through December 2017

	<u>2018</u>	<u>2019</u>	<u>2020</u>
<b>Income</b>			
10.5000 - Revenue			
0050.00 - Miscellaneous Income	0.00	0.00	0.00
0100.00 - Membership Dues	100,000.00	100,000.00	100,000.00
0200.00 - Academy Payments	226,257.00	65,000.00	90,000.00
0300.00 - Professional Development	20,000.00	15,750.00	44,000.00
10.5000 - Revenue - Other	0.00	0.00	0.00
<b>Total 10.5000 - Revenue</b>	<u>346,257.00</u>	<u>180,750.00</u>	<u>234,000.00</u>
<b>Total Income</b>	346,257.00	180,750.00	234,000.00
<b>Expense</b>			
10.6000 - Expenses			
0400.00 - Admin			
0400.01 - Executive Administrator	7,274.00	10,000.00	10,000.00
0400.02 - Legal	7,500.00	2,500.00	2,500.00
0400.03 - Insurance	8,300.00	100.00	100.00
0400.04 - Banking	100.00	0.00	0.00
0400.05 - Leased Resources	1,855.00	1,000.00	1,000.00
0400.06 - Office Equipment	0.00	0.00	0.00
0400.07 - Office Supplies/Equipment	1,000.00	1,200.00	1,200.00
0400.08 - Miscellaneous	3,050.00	100.00	100.00
0400.09 - Board Support	200.00	0.00	0.00
0400.10 - Web Service	500.00	500.00	1,000.00
0400.11 - Seminar Expenses	0.00	1,000.00	1,000.00
0400.12 - Strategic Planning	14,817.00	0.00	0.00
0400.13 - Professional Development Design	10,466.00	0.00	1,000.00
0400.14 - Professional Development Expense	9,880.00	0.00	35,600.00
0400.15 - Admin Logistics Coordinator	0.00	34,800.00	12,000.00
0400.00 - Admin - Other	0.00	100.00	1,000.00
<b>Total 0400.00 - Admin</b>	<u>64,942.00</u>	<u>51,300.00</u>	<u>66,500.00</u>
0500.00 - Academy Expenses			
0500.01 - Printing	1,000.00	1,100.00	1,500.00
0500.02 - Books	8,000.00	13,000.00	13,000.00
0500.03 - Extinguishers	400.00	250.00	250.00
0500.04 - Rental	2,000.00	2,000.00	2,000.00
0500.05 - Building Materials	13,400.00	13,500.00	15,000.00



12:40 PM  
10/11/18  
Accrual Basis

**FRFC**  
**Profit & Loss Budget vs. Actual**  
January through December 2017

	2018	2019	2020
0500.06 - Exercise Equipment	1,000.00	2,000.00	2,000.00
0500.07 - Recruit Clothing	11,000.00	11,000.00	13,000.00
0500.08 - Instructor Clothing	1,000.00	1,000.00	1,000.00
0500.09 - Fuel	1,000.00	500.00	700.00
0500.10 - Radio	1,000.00	5,000.00	5,000.00
0500.11 - Food/Water	7,500.00	7,500.00	7,500.00
0500.12 - Propane	500.00	800.00	1,000.00
0500.13 - Awards	400.00	400.00	400.00
0500.14 - Equipment Repair	3,000.00	2,800.00	2,800.00
0500.15 - Webbing	300.00	350.00	350.00
0500.16 - Hand Tools	700.00	900.00	900.00
0500.17 - TIC	0.00	0.00	0.00
0500.18 - Admin/Logistics Coordinator	48,720.00	48,432.00	45,000.00
0500.19 - Insurance	5,000.00	12,000.00	12,000.00
0500.20 - Instructor Lodging	3,150.00	1,000.00	1,000.00
0500.21 - Office Supplies	100.00	350.00	350.00
0500.22 - Miscellaneous	5,000.00	5,000.00	5,000.00
0500.23 - Testing Equip/Software/Test Bnk	0.00	0.00	0.00
0500.24 - Leased Resources	128,040.00	0.00	0.00
0500.00 - Academy Expenses - Other	0.00	0.00	0.00
<b>Total 0500.00 - Academy Expenses</b>	<b>242,210.00</b>	<b>128,882.00</b>	<b>129,750.00</b>
0600.00 - Major Equipment Fund	0.00	0.00	0.00
<b>Total 06.0000 - Expenses</b>	<b>307,152.00</b>	<b>180,182.00</b>	<b>196,250.00</b>
<b>Total Expense</b>	<b>307,152.00</b>	<b>180,182.00</b>	<b>196,250.00</b>

Account Balance	101,782.36
Less Reserve	50,000.00
Cash Available	51,782.36

Leased resources 0500.24 is reflected in academy payments @200.00

**BOARD OF DIRECTORS  
FRONT RANGE FIRE CONSORTIUM**

**A RESOLUTION: A) ADOPTING A BUDGET FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2020 AND ENDING ON THE LAST DAY OF DECEMBER, 2020; AND, B) APPROPRIATING SUMS OF MONEY IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH IN THE BUDGET FOR FISCAL YEAR 2020**

WHEREAS, by Intergovernmental Agreement the Front Range Fire Consortium ("Consortium") was established as a political subdivision of the State of Colorado, effective January 1, 2017;

WHEREAS, a meeting of the Board of Directors ("Board") was held on November 8, 2019 for the purpose of conducting the business affairs of the Consortium;

WHEREAS on or after October 15, 2019, the Executive Director for the Consortium prepared and submitted to the Board a proposed budget for fiscal year 2020 ("2020 Budget");

WHEREAS, upon due and proper notice, published and posted in accordance with the law: 1) the 2020 Budget was open for public inspection at the Consortium's fiscal agent; 2) a public hearing on the 2020 Budget was held on November 8, 2019; and, 3) interested persons were given the opportunity to file or register any objections to the 2019 Budget prior to or during the public hearing;

WHEREAS, no objections were filed or registered prior to, or voiced during, the public hearing;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues, so that the 2020 Budget remains in balance, as required by law; and,

WHEREAS, it is not only required by law, but also necessary, to appropriate revenues for the purposes described in the 2020 Budget to meet the estimated expenditures for 2020.

NOW THEREFORE, BE IT RESOLVED BY THE CONSORTIUM BOARD:

**Section 1. Adoption of 2020 Budget.** The attached 2020 Budget is approved and adopted as the budget of the Consortium for fiscal year 2020.

**Section 2. Appropriation of Money.** The sums of money set forth in the 2020 Budget are hereby appropriated for the purposes stated in the 2020 Budget.

ADOPTED this 8<sup>th</sup> day of November, 2019.

**ATTESTED:**

By: \_\_\_\_\_  
\_\_\_\_\_, Board President

BY: \_\_\_\_\_  
\_\_\_\_\_, Board Secretary

**The Denver Post, LLC**

**PUBLISHER'S AFFIDAVIT**

**City and County of Denver )  
State of Colorado )  
)**

The undersigned **Nicole Maestas** being first duly sworn under oath, states and affirms as follows:

1. He/she is the legal Advertising Reviewer of The Denver Post, LLC, publisher of *The Denver Post* and *Your Hub*.
2. *The Denver Post* and *Your Hub* are newspapers of general circulation that have been published continuously and without interruption for at least fifty-two weeks in Denver County and meet the legal requisites for a legal newspaper under Colo. Rev. Stat. 24-70-103.
3. The notice that is attached hereto is a true copy, published in *The Denver Post* on the following date(s):

October 27, 2019

Nicole Maestas  
Signature

Subscribed and sworn to before me this 28 day of October, 2019.

J. Lynn Kittelson  
Notary Public

**Jamie Lynn Kittelson**  
Notary Public  
State of Colorado  
Notary ID 20054026395  
My Commission Expires July 6, 2021

(SEAL)

**NOTICE OF PUBLIC HEARING  
PROPOSED 2020 BUDGET FOR THE  
FRONT RANGE FIRE CONSORTIUM**

In accordance with state law, a proposed budget has been submitted to the Board of Directors of the Front Range Fire Consortium for fiscal year 2020. A copy of the proposed 2020 budget is available for public inspection at the Consortium's Administrative Offices located at 3400 W. Vine Drive, Fort Collins, CO, 80521.

A Public Hearing on the proposed 2020 budget will be held at 10:00 a.m. on November 8, 2019, at 4800 Signal Tree Drive, Timnath Colorado, at which time the Consortium Board will take final action to adopt the proposed 2020 budget.

Interested persons may file or register any objections to the 2020 budget at any time prior to the final adoption of the 2020 budget.

**BY ORDER OF THE BOARD OF DIRECTORS OF THE FRONT RANGE FIRE CONSORTIUM.**

By: /s/ Michael Patterson  
Executive Administrator to the Board



# FRFC Board of Directors Agenda Items

## Item # 10, Proposed Numbers for FRFC Academy 2020-01:

### ACADEMY 2020-01

The 2020-01 FRFC Recruit Academy is scheduled to begin on Monday, February 24<sup>th</sup>:

- At the October 21<sup>st</sup> Training Officers Meeting we polled each agency for anticipated participation (see below)
- Our leadership team is currently anticipated to include: LT Oster (GFD), CA Love (PFA), and hopefully one LT each from WSFR & Longmont.
- We have built the academy calendar and will begin reaching out to module instructors to lock down their availability
- With the numbers anticipated, the sooner we can confirm, the more time staff will have to schedule & procure necessary equipment

## Recruits for FRFC Academy 2020-01 Class

October 21, 2019

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	4
• CENTRAL VALLEY	1
• GREELEY	5 - 7
• LONGMONT	8 - 10
• LOVELAND	5
• MOUNTAINVIEW	0
• PLATTE VALLEY	0
• PFA	6 - 9
• WINDSOR	3
• WELLINGTON	3
<b>TOTALS</b>	<b>35 - 42</b>

These numbers are rough predictions and will be updated as we move through the remainder of the year into our academy start date (see below). We have used this model (early forecasting with monthly updates) for the last several years with great success in planning our academies. We hope to have these numbers more dialed in after the Chiefs/BODs meeting on November 8<sup>th</sup>.

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

## **Forecasted Costs for Envision Leadership \***

*Presented to FRFC Chiefs/BODs on 06-14-19*

*Edited Version for 2020 Budget Planning*

### **2019/2020**

- **INSTRUCTOR COSTS - (rounded up)** **\$ 28,000**
  - 570 Total Hours of Preparation, Instruction  
And follow-up with students (approx. 20 hrs/week)
  - X \$48.00 per hour (same rate as 2018/2019)
  
- **SYLLABUS/PRINTING COSTS-** **\$ 1,500**
  - Two 70 page syllabi for each student
  - 2 X 40 three-ring binders
  - Miscellaneous printing costs
  
- **VIDEOS-** **\$ 1,200**
  - Complete set of videos for Band of Brothers  
For each student
  
- **BOOKS-** **\$ 2,300**
  - Three textbooks for 2<sup>nd</sup> semester course
  
- **MISCELLANEOUS COSTS-** **\$ 750**

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**TOTAL COSTS FOR COURSE- 2019-2020 \$33,750**

\* NOTE: Total costs for the course (two semesters) are based on a class of 44 students, which would equate to a cost per student of ***\$1,000 for the entire course, or \$500 per student per semester.***

## **Forecasted Costs for Envision Leadership \***

*Edited Version for 2020 Budget Planning*

*NOTE: All cost increased by 5%*

**2020/2021**

- **INSTRUCTOR COSTS - (rounded up)** **\$ 29,500**
  - 570 Total Hours of Preparation, Instruction  
And follow-up with students (approx. 20 hrs/week)
  - X \$50.00 per hour
  
- **SYLLABUS/PRINTING COSTS- (rounded up)** **\$ 1,600**
  - Two 70 page syllabi for each student
  - 2 X 40 three-ring binders
  - Miscellaneous printing costs
  
- **VIDEOS- (rounded up)** **\$ 1,300**
  - Complete set of videos for Band of Brothers  
For each student
  
- **BOOKS- (rounded up)** **\$ 2,400**
  - Three textbooks for 2<sup>nd</sup> semester course
  
- **MISCELLANEOUS COSTS- (rounded up)** **\$ 800**

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**TOTAL COSTS FOR COURSE 2020-2021      \$ 35,600**

\* NOTE: Total costs for the course (two semesters) are based on a class of 45 students, which would equate to a cost per student of ***\$1,000 for the entire course, or \$500 per student per semester.***