

Notice of Special Board Meeting and Minutes

FRONT RANGE FIRE CONSORTIUM

Date: January 3, 2020

LOCATION: Poudre Fire Authority Station 8, 4800 Signal Tree Dr. Timnath, CO 80547

CALL TO ORDER:

Chairman Tom DeMint called the meeting to order at 0830

ATTENDANCE:

Board Members Present: Tom DeMint (PFA), Dale Lyman (Greeley), Mark Miller (Loveland), Ron Lindroth (Central Valley), Gary Green (Wellington), Barry Schaefer (Platte Valley), Kris Kazian (Windsor), Holger Durre (Boulder), Jim Klug (Platte Valley), Rob Spendlow (Longmont), Dave Beebe (Mountain View)

Board Members Absent: Greg Munns (Mountain View)

Others Present: Michael Patterson, Janet Miller (PFA), Kelly Townsend (Wellington), Dino Ross (Legal), Michele ????? (Legal), Ann Turnquist (PFA), Tyler Nathe (Wellington), Susan Frame

Agenda is preliminary and subject to change by majority vote of the Board at the meeting.

Individuals requiring special accommodation to attend and/or participate in this meeting please advise the ADA Compliance Officer at (408) 461-0336 of their specific need(s) 48 before the meeting.

APPROVAL OF THE AGENDA (ADDITIONS/DELETIONS):

*Motion to accept agenda
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.

EXECUTIVE SESSION (If NECESSARY):

1. Executive Session pursuant to C.R.S. § 24-6-402(4)(b) to receive advice of legal counsel regarding employment laws related to *conducting fire academies*

*Motion to begin executive session
Seconded and passed*

- a. Questions concerning employment of recruits in the Front Range Fire Academy
- b. Addressing the core language under fair labor act
- c. Identify minimum wage and FLSA issues according to State and Federal Laws
- d. Work week periods vs payroll – work to see if agencies can have a consistent process
- e. Goal to avoid overtime liability
- f. How to have FRFC recruits able and required to respond on 2nd and/or 3rd alarm calls within the district that they are training during the fire academy. Identify qualifications or certification levels required for this response and the possible support positions during the event. Mutual aid is in place for FRFC Agencies for response. Consider including Central Valley into mutual aid.

- g. Define and document all requirements
- h. Looking for all FRFC Agencies to be consistent with this decision for work/salary hours along with overtime if possible.
- i. All recruits need to be sworn in with their City and/or Agency on the first day of employment.
- j. Study time pay including homework: If student chooses to study on their own they will not receive pay. If the assignment is communicated they must be paid overtime or comp time.
- k. Review pre-academy guidelines and pre-letter to define expectations along with definitions.
- l. Module assignments need to be clear including hours and study times.
- m. This process will also define any learning disability and need for extra help.
- n. Assure FRFC policies are clear and understood.
- o. Identify criteria for passing tests vs time needed or required to pass.
- p. FRFC already has holidays and flex days in the schedule along with cancellations due to weather etc.
- q. Define and document how to track individual recruit hours. Records should include FRFC calendar and all supporting documents for payroll.
- r. Update operational guidelines

2. Possible action on any matter discussed in Executive Session

- a. Administratively work on policy
 - i. Make necessary changes to comply with federal law
 - ii. Study-time, comp time, overtime
 - iii. Inform the recruits of expectations and to document hours
 - iv. Please be sure to communicate with all agencies of any decisions and changes.
 - v. Make necessary changes to comply with federal law

Motion to end executive session
 Seconded and passed

3. Other Business None

Next Meeting:

- a. **June 12th, 2020 @ Loveland Fire Rescue Authority**

ADJOURNMENT:

There being no further business to come before the Board, Chairman Tom DeMint adjourned the meeting at 1000.

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