

Boulder Fire Department
Boulder Rural Fire Rescue
Front Range Fire Rescue
Greeley Fire Department
Longmont Fire Department



Loveland Fire Rescue Authority
Mountain View Fire Protection
Platte Valley Fire Protection
Poudre Fire Authority
Windsor-Severance Fire Rescue

**FRFC Board of Directors Meeting Minutes
April 12, 2023, 10:00AM
At Poudre Fire Authority – Station 8
4800 Signal Tree Drive, Timnath, CO 80528**

1. **Call To Order:** Meeting called to order at 10:03am by Vice President - Chief Michael West
2. **Director Roll Call and Attendance: Board Members Present:** Chief Michael West (Front Range), Chief Brian Kuznik (Greeley), Chief Tim Sendelbach (Loveland), Chief Jim Klug (Platte Valley) Chief Greg Schwab (Boulder Rural), Chief Darren Jaques (Windsor)

Members Absent: Chief Mike Calderazzo (Boulder), Chief Derek Bergsten (Poudre), Chief Dan Higgins (Longmont), Chief Dave Beebe (Mountain View)

Also Present: Chief Greg Ward (Loveland), Chief Jeramie Greer (Windsor), Chief Chris Mirowski (Greeley), Chief Rick Vander Velde (Poudre), Chief Micah Holmes (Longmont), Lieutenant Stewart Visser (Longmont), Sara Simonton (JVG – James Vincent Group), Ben Archer-Clowes (JVG – James Vincent Group), Cherie Kozak (FRFC & LFRA)

3. **Approval or Changes to the Agenda: Review and Consider Approval of February 8, 2023, Regular Meeting.**

Chief Tim Sendelbach requested an addition and approval to include Cherie's salary in the agenda. He shared that Cherie's salary had not yet been billed back to the FRFC for the FRFC billable hours. Sara Simonton (JVG) acknowledged that Cherie's hours had not yet been reimbursed to Loveland Fire Rescue Authority and they can be invoiced to the FRFC for the FRFC hours from August 2022 – March 2023 for reimbursement.

Motion to approve the agenda as presented with the addition of Cherie's salary bill back to the FRFC - Chief Jim Klug (Platte Valley Fire)

seconded - Chief Tim Sendelbach (Loveland Fire Rescue Authority)

All Approved – Motion Carried

4. **Call to the Public:** None present in person, and none present online.

5. **Finance Report:**

- a. **Discussion/Possible Action: Monthly Financial Report – JVG (James Vincent Group)**

Sara Simonton stated that revenue to date is \$108,000.00, which is 18.2 percent of the budget, and all Annual Dues for the member agency have been received.

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Sara stated that Professional Development expenses are at \$8,000.00, which is 82% of the full year's budget. She shared that revenue would increase after June when FRFC – Front Range Fire Consortium, bills out for the second semester of Envision Leadership.

Cash Flow: Sara said the academy year started with a cash reserve of \$359,000.00 and included that the reserve supports Major Academy expenses, such as the four Gear Dryers purchased for \$40,000.00 this year.

*Motion to approve the financial report - Chief Tim Sendelbach (Loveland Fire Rescue Authority)
seconded - Chief Brian Kuznik (Greeley Fire Department)
All Approved – Motion Carried*

b. Discussion/Possible Action: Reimbursement Schedule

Chief Brian Kuznik shared the Leased Resource Reimbursement Schedule from the years 2019 to present. He said the Executive Board brought attention to a possible discrepancy in the FRFC billing and invoicing for Shift Battalion Chiefs and 40-hour Battalion Chiefs. Chief Kuznik said he spoke with Warren Jones, Michael Patterson, and Sara Simonton regarding the billing.

He found that in 2017 the FRFC conducted a salary survey of all positions that are currently listed in the policy. He shared that this survey stayed in place through 2020 with a consistent 3% cost of living increase. In fall of 2020, Chief Michael Patterson initiated another wage survey, and the Board identified that there had to be a reset. This created a significant change in the positions, resulting in a 12% increase in the hourly rate for some while another position experienced a 4% decrease from the previous year.

Battalion and Academy Chief Eric Klaas (Loveland) brought attention to the possible discrepancy between the Shift Battalion Chief and the 40-hour Battalion Chief, and a comparison showed that the Shift Battalion Chief was making more than the 40-hour Battalion Chief. Chief Kuznik stated that in the 2023 Budget Resolution, the Board voted for a 5% salary increase, and he does not believe there is a current discrepancy.

Chief Sendelbach asked if the reimbursement rate from the FRFC is higher than what the organization is paying out for the same positions within the individual agencies (e.g.- is Greeley being paid back more than they are paying out). Chief Kuznik said that may be the case, as the percentage was based off averaging all organizations and the positions. Chief Kuznik said they can change that if the Board wants to adopt a Budget Resolution for the fees going into 2024.

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Chief Michael West said he believes they should make an adjustment to the Budget going into 2024 due to the cost of living increasing each year. Chief Kuznik's recommendation was to continue to bill at the 2023 adopted Budget Reimbursement Schedule, but that the Board should conduct another wage survey before the 2024 Budget is adopted, and then vote to extend a reimbursement fee moving into 2024.

Chief Tim Sendelbach recommended that there be a workgroup established to take on the budget study and to present their findings to the Board.

Motion to move forward with the 2023 adopted schedule and to create a work group to reevaluate the policy and rates for the 2024 Reimbursement Schedule - Chief Tim Sendelbach (Loveland Fire Rescue Authority)

seconded - Chief Rick Vander Velde (Poudre Fire Authority)

All Approved – Motion Carries

6. Old Business:

a. **FRFC 2023-1:**

i. **Discussion/Possible Action: 2023-1 Academy Update and Needs**

Lieutenant Stewart Visser, Academy Co-Lead (Longmont) was standing in for Academy Chief Eric Klaas (Loveland).

Lieutenant Visser shared that the new Academy schedule of 4 10-hour days is starting to show the pros and cons of the change. He said the pro from the instructor side is having Wednesdays off to get other stuff done and for the recruits, they can get appointments in, and it allows for remedial training with the recruit's home agency, if needed.

The cons are the time they are losing on modules. Lieutenant Visser said the academy had to cut back Ventilation from 3 days to two and the Cadre feel it really needs to be a 4-day module. Time was lost on Hose Management which was a 5-day module and now it is down to 4 days. He said both the Cadre and recruits feel too many reps are being lost with the new schedule, and that it is hard to adhere to 4 10-hour days.

Injury report: Lieutenant Visser said that ten different recruits have been out on light duty, anywhere from a day to ten days each. One recruit required transport to Boulder Community Hospital, but they will be back on Thursday and cleared for duty.

Graduation: Graduation is scheduled for May 25th at Rez Church and Cherie will be sending the flyer the week of April 24th. The cost to rent the facility is significantly higher, but it could not be done at Foundations due to the larger class this academy.

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Post Academy Menu:

- Modern Fire Attack for 3 days at Loveland Fire
- Car Seat Tech for 3 days (location TBD)
- Gas and Oil Response class for 1 day (location TBD)
- DO Utility class for 2-3 days in Loveland.
- VFIS class in Loveland.

Lieutenant Visser said Chief Klaas will send out the dates once the locations are determined.

Gear Dryers: They are now set up with two in Loveland and two in Boulder

Radios: Lieutenant Visser shared that the academy will be using the old radios, as the newly donated radios have not arrived and have not been programmed. He said Chief Klaas requested an update on the status/progress of the radios. Chief Sendelbach shared that he has been following up with Motorola but has not yet had confirmation if the FRFC can have a break on reprogramming the donated radios.

Ladder Testing: Chief Klass is working with an outside vendor for the testing, and the FRFC is aiming to have testing done prior to the next academy.

Inventory: All of the supplies are in, and Chief Klaas has requested the Cadre help with inventory when academy is finished.

Props and Equipment: Chief Sendelbach asked if the splitting of academy into 2 Battalions caused any problems with props or equipment availability. Lieutenant Visser said the only prop that had to be moved about was for Forcible Entry.

Injuries and Fitness: Chief Sendelbach asked for an update on the academy's physical fitness program. Lieutenant Visser said they have settled on 30 minutes with a 10-minute warm up, and then classroom starts at 0800. He shared that Lieutenant Emily Allen has the academy calendar, and she has created the workouts to complement what is happening in Academy that day (e.g.- on live burn days they do not have a workout). She comes in once or twice a week to evaluate and monitor how the recruits are doing and makes adjustments accordingly.

Academy Classroom: Chief Sendelbach said the Academy classroom and workout facilities have moved to a different place in the Forge building.

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Academy Hours: Chief West returned to the question of hours per week for the Academy and said he would like feedback from the Cadre regarding extra hours for instruction. He asked Lieutenant Visser if the Cadre feels it is better to lengthen the academy by a week or two.

Wellness Check-in & Mental Health: Chief Darren Jaques (Windsor) asked if the Cadre includes wellbeing and mental health check ins and conversations with the recruits. Lieutenant Visser said they do check in with the recruits and the Cadre work to balance what is happening in academy with the psychological wellness of the recruits.

Chief Sendelbach suggested a book that was written by a Firefighter's spouse who is also a psychologist, and he feels the book should be a standard issue to new Recruits. The book is "The Firefighter Family Academy" by Rachelle Zemlok, which helps prepare for the adjustments family members can expect with a firefighter in the family.

b. **Envision Leadership:**

i. **Discussion/Possible Action: Leadership Journey Update and Fall Leadership Encounter**

1. **The New Envision Program Lead:**

Chief Chris Mirowski (Greeley) and Chief Brian Kuznik (Greeley), said they have engaged Chief Randy Mirowski to discuss the second semester of Envision Leadership - Leadership Encounter. They are considering including Dave Anderson and his program, "Becoming a Firefighter of Character." They said they are weighing the cost of the program and its accompanying literature and the possibility of having him come in for 1-3 of the Leadership Encounter class.

2. **Second Semester of Envision Leadership:**

Chief Greg Ward (Loveland) said the second semester "Leadership Encounter" is set for a start date of September 12th and it will be an 8-week program built around the essentials of Dave Anderson's book. They will return to the model of the same class running two days a week on Tuesdays and Fridays for the 8 weeks. Envision Leadership will also return to the format of testing, written assignments, and homework.

Chief Ward said Leadership Encounter will be offered to the current Leadership students as well as students from previous Leadership Journey classes. Chief Vander Velde (Poudre) said he feels that the first or seventh class would be a good place for Dave Anderson to come in, to kick off the class or bring it home strong.

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Chief Tim Sendelbach (Loveland) voiced a concern that the conversation changes when you have a wide audience base, and asked the rest of the Board if they feel there is a benefit to varying the group so much. Chief Chris Mirowski (Greeley) said Leadership Journey covers leadership essentials and is a deeper exploration of Character and crucial moments that develop your character. Chief Mirowski said he feels it is beneficial to all levels and positions within the agencies.

Chief Sendelbach also added that he feels there should be more Fire Chief involvement in the program, and they should have some contribution. Chief Vander Velde said he feels that when the Chiefs participated in the Leadership program he attended, he realized that the Chiefs did not want anything different than he did as a new Firefighter.

3. Attendance Viability for this Program:

Chief Mirowski said they are expanding the classes back to two days per week, Tuesday, and Friday, which they feel will capture a larger audience. Traditionally the Leadership Journey class has enrollment in the forties, but this class did not, and they feel it was because the class was offered only once a week. Chief Ward also said there has been discussion about bringing in a guest speaker between classes and to structure the program, so it qualifies for college credit.

Chief Ward said the Leadership team is looking for approval to move forward with the second semester and any suggested role changes for the existing Cadre/Instructors. They will also come back to the Board with information on Dave Anderson along with a more finalized 8-week course outlined.

c. Executive Director:

i. Discussion/Possible Action: Hiring of a FRFC Academy Director

Chief West said the FRFC Budgeted for a full-time director in 2023. He shared that the Board decided to address the possibility of hiring an Academy Director in May or June, after the spring academy. Sara Simonton said the budget for this position was \$105,105.00 for the Director role with an annual cost of \$150,000.00.

Chief Jim Klug questioned if the agencies could provide an Academy Chief like Chief Eric Klaas (Loveland Fire Rescue Authority) and the viability of this model moving forward.

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Chief Sendelbach said he does not believe there is enough work for an Executive Director position. He also shared that Chief Kris Kazian asked him to contact Aims Community College about a potential academy partnership. He said he spoke with John McDougall (Aims Program Director), and Aims is open to a collective partnership.

Chief Sendelbach suggested a Lieutenant or Captain level becoming the liaison to work with Aims and Aims would become the Executive Administrator.

He shared that Aims Firefighters are in a 15-week program for a cost of \$6,000.00, and they are graduating with Firefighter 1 and HazMat Ops. Chief Sendelbach said there is a bridge opportunity within an Aims partnership. The Aims Firefighter would graduate and then they could bridge to the FRFC for a 5-week academy component to fill out their skill sets.

Chief Sendelbach also shared that he had conversations with Chief Klaas regarding the idea of a set Cadre instead of a rotating Cadre where that Cadre teaches everything.

Chief Brian Kuznik stated that he still feels there is a need for an Executive Director to take the Academy into the partnership and establish the program. Chief Sendelbach shared that Aims is looking to bring on an Executive Director and he suggested to the Board that the FRFC put \$40,000.00 toward the hire of the Aims Director position. He said this would show a financial investment for both parties, and the partnership would provide an avenue for establishing college credit for the academy programs and set up the Firefighters for success.

Chief West asked what the action steps would be if moving forward with the Aims partnership concept. Chief Sendelbach said:

- Having additional conversations with John McDougall
- Gaining approval with the FRFC Board
- Taking the concept to the Aims Leadership

ii. Discussion/Possible Action: Financial Options and Models

Chief Kuznik said that he Kayla (Greeley) and Sara (JVG) agreed to come forward with financial options and models at the June Board Meeting. He shared that Kayla went out on emergency leave, so they may not have solid option to present in June, but he feels the Aims model could be part of the June conversation as well.

Chief West suggested tabling discussions of the Director position and a potential partnership with Aims, to be addressed at the June meeting. Chief Sendelbach said he will bring reports on the topic of an Aims partnership.

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Platte Valley Fire Protection

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7. New Business:

a. Discussion/Possible Action: Pat Kenny – Taking the Cape Off Presentation

Chief West is tabling this discussion, as he spoke briefly with Chief Kris Kazian, but he does not have enough information to present on the topic at this time.

b. Discussion/Possible Action: Firefighter Health & Wellness Survey

Chief Sendelbach said the director Garry Briese from Colorado State Fire Chiefs, Chief Higgins, and the President from Adams County, helped with the survey. He said the survey offers information on the level of fitness the recruits come to academy with as well as the level of physical fitness within the academy and how many were 1582 compliant in their physicals.

c. Discussion Possible Action: FRFC – Academy Graduation

Logistics: Chief Kuznik requested assistance with a keynote speaker. There was a recommendation to consider Paul Capo and Chief Ward said he would contact him. Chief Kuznik suggested that in the past they have offered an honorarium for people coming in from outside the FRFC.

Pinning: Chief Kuznik said he had a request from Chief Klaas asking who will be doing the pinning. A family member or Fire Chiefs.

Chief West and Chief Sendelbach suggested keeping it the same as last academy, which was to have the Graduation Ceremony Pinning done by the Fire Chiefs.

Lieutenant Stewart Visser voiced a request to the Board, from the recruits, to have a family member perform the pinning if they chose that option. Board discussion came to the decision that a family member performing the pinning was acceptable. Chief Kuznik asked for assistance from the Cadre to handle the logistics, and Lieutenant Visser said he would be sure to organize that.

Motion to allow family member to perform the pinning, and in the absence of a family member it will be the Fire Chief to perform the pinning - Chief Tim Sendelbach, (Loveland Fire Rescue Authority) seconded - Chief Rick Vander Velde (Poudre Fire Authority)

All Approved – Motion Carries

d. Discussion/Possible Action: FRFC Executive Board Member Vacancy

Chief West shared that there is a vacancy on the FRFC Executive Board with the resignation of Chief Kris Kazian. Chief Kazian was serving as the President with a two-year term voted on in December of 2022. The Presidency was to serve from January of 2023 through December of 2024.

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Chief Kuznik said the agreement states that the Board can act immediately to fill the vacancy. It also has the option to leave the position vacant with the Executive Board remaining in their current positions and a vote can happen at the December meeting.

Current Terms: Per Chief West, the Vice President and Secretary are up for election on December 31 of 2023 and the President and Treasurer were elected in December of 2022 and will serve from January 1 of 2023 through December 31 of 2024.

Chief West advised that he will not be able to serve as Vice President beyond January 1 of 2024 at the end of his term.

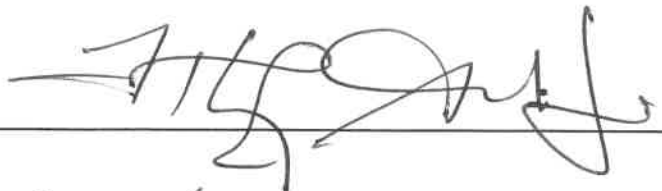
Chief Kuznik suggested that they table the vote until the next meeting when they have more complete representation, as several members were not present at this meeting. He said he will send out an email to the Fire Chiefs, and the vote can occur at the June meeting. Chief Klug said he would be interested in stepping up but not into the President position.


8. **Next Regular Meeting:** 10:00am June 7, 2023 - Loveland Fire Rescue Authority – Training Center (Large Classroom) 1040 Emergency Dr. Loveland, CO 80537
9. **Adjournment:** April 12, 2023, 12:07 PM

*Motion to adjourn – Chief Jim Klug (Platte Valley Fire Department)
seconded – Chief Tim Sendelbach (Loveland Fire Rescue Authority)
All Approved – Motion Carried*

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.


_____, Treasurer


_____, Secretary