

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

Date: July 14, 2022

LOCATION: In-person attendance at LFRA includes optional virtual attendance via Zoom for members and the public unable to make the meeting in-person.

1. **Call to Order:** President Kris Kazian call the meeting to order at 1107.
2. **Roll Call and Attendance: Board Members Present,** Brian Kuznik (Greeley), Kris Kazian (Windsor), Mike Patterson (Wellington), Michael West (Front Range Fire Rescue), Tim Sendelbach (Loveland Fire), Jim Klug (Platte Valley), Jared Ginsberg (Boulder), Tyson Barela (PFA), Dan Higgins (Longmont)

Also Present: Eric Klaas (LFRA), Jeramie Greer (WSFR), Cindy Heesemann, Sarah and Gabe with James Vincent Group.

Board Members Absent: Dave Beebe (Mountain View)

3. **Approval or Changes to the Agenda:** No changes to the presented agenda.

*Motion to approve the agenda (Tim Sendelbach) seconded (Mike Patterson)
All approved*

4. **Discussion / Possible Action: Approval of previous meeting minutes**

*Motion to approve the previous meetings minutes from regular BOD meeting on June 8, 2022 (Brian Kuznik)
Seconded (Tim Sendelbach)
All Approved*

5. **Call to the Public: none**

6. **Discussion: Finalization of 2022-1 Academy Expenses**

- a. Gabe reported that the final reconciliation of 2022-1 Academy is complete. Aside from a few small credit card charges from the last statement, everything has been reconciled and billed out and most payments have been received. Total billed out for the academy was \$188,100 and total expenses for the academy were \$294,455. The 2022-1 academy lost \$106,000.
- b. Chiefs are working with Ben and Sarah to dial in the revenue and expenses of the next academy.
- c. JVG met with Chief Klaas and Jeramie and they will submit weekly reports to ensure that regular financial reports are created to accurately track academy financial performance.

Update only, no action needed

7. **Discussion: Updated Financial Report**

- a. Gabe with James Vincent Group presented the monthly financial report with the balance sheet and several reports. (Attached to the agenda by Chief Kazian on July 11, 2022)
- b. Through the month of June, the total revenue is \$309,356, and expenses are \$341,496. All dues have been received. The membership dues really helped offset the spring academy loss.
- c. Chief Kazian reports that there are 3 outstanding invoices in bill.com. Sarah explained that there are 2 professional development invoices and Cheyenne's academy surcharge open. The invoices will be reissues to applicable agencies.
- d. Chief Sendelbach asked what the surcharge amount is for agencies not members of FRFC? That amount is 10%.

No action needed

8. Discussion / Possible Action: Outstanding Issues for 2022-2 Academy

- a. Chief Kazian opened by acknowledging that Chief Klaas has stepped up and is working hard to get the FRFC on track for the Fall academy, thank you to LFRA and PFA for their efforts so far.
- b. The equipment relocation to LFRA went well with the help of MVFR and PFA. The only item outstanding is to create and update an inventory tracking system.
- c. Chief Klaas reports that there is a contract with Forge and the next step is a site plan with the Safety Division and get the certificate of occupancy. Next is cleaning and setting up the site and schedule another moving day. WSFR will load the tables and chairs on their trailer and get it over to Forge when their new tables/chairs arrive and Chief Klaas is ready for them.
- d. The AV needs were approved at \$20k and is currently at \$8,500. The equipment needs are separate from the AV needs and the team is working to determine what they have and what individual agencies may be able to provide. Specifically, rescue mannequins, ladders, small refrigerators, white boards, and mats. Chief Kazian feels like the items needed are reasonable and needed to run the academy. Chief Sendelbach states all agencies can pull together to ensure this academy has the necessary equipment for 2022-2.
- e. Chief Klaas will put together a list of equipment needs and send it to the BOD Chiefs. They will see how they can help. The Chiefs will support Chief Klaas and help come up with solutions.
- f. The cadre had a productive meeting, Longmont added one more recruit, with a total of 26-28 recruits.
- g. Boulder is able to host several days and the schedule is in place. The module leads are in place and the Training Chiefs meeting is 7/21, lesson plans and curriculum will be reviewed. The cadre chose not to go to Aims for hazmat or ventilation and these modules will be hosted by Boulder. Post academy training will be car seat, EMS, and oil and gas training.
- h. Jeramie Greer will step in as a leased resources for administration support for Chief Klaas.
- i. Chief Klaas will provide weekly reports to James Vincent Group to help with communications and financial reporting of modules as the academy progresses. Chief Sendelbach asks for more detail on the Transaction Report, specifically regarding "multiple invoices" (details on stubs) Chief would like as much detail as possible and have the expenses listed to understand what the exact line items are. Gabe will look into a report that will show this information. Identifying each expense will provide an actual number showing the actual cost to run an academy based on academy size. This includes the number of instructors needed in relation to the number of recruits and specific module and lesson plan. As a Board what is the minimum/maximum number of recruits are we willing to accept to host an academy? Chief Kazian adds that Chiefs West and Kuznik are working on a presentation of cost models and academy structures. These will be presented at the next Board meeting.
- j. Board Chief's would like the Code of conduct and expectations reviewed and signed by all instructors, Cadre, and students. Chief West adds that the Code of Conduct is important and that the instructors understand the responsibility to ensure that recruits are not picked on, singled out, harassed or bullied. The Cadre need to understand that core instructors are not over the top. Chief Klaas will ensure that instructors are coached well and understand the expectations. Chief Kuznik agrees that FRFC needs to share the expectation of the instructors are in front of the recruits so that the recruits understand what is expected of the instructors. Chiefs West will work on creating an expectations document for Chief Klaas to present to cadre and instructors that includes delivery of discipline, safety issues, standard operation, and structure. Chief Sendelbach suggests adding this training as part of a Chief's meeting to ensure that the instructors see that the Board Chiefs are in agreement with the expectations.
- k. Chief Klaas has reviewed the modules that Cadre will be able to teach while including instructors that specialize in specific modules.
- l. The financial expectations for 2022-2 is set at \$12,000 per recruit and will monitor as the academy progresses. The Board would like to try to recover some of the loss from 2022-1 academy. Reducing the academy from 15 to 13 weeks will help. Monitoring the recruit to instructor ratio will also help control cost. Chief Patterson adds that instructors/assistants changing rank adds to the increase in instructor costs. Chief Klaas reminds the Board that the ratio does not include Cadre and only includes instructors and assistant instructors. This academy will help define the recruit to instructor ratio resulting in understanding the exact cost to operate an academy.

Motion to approve Chief Eric Klaas to spend up to an additional \$10k in addition to the original \$20k for essential equipment and academy items (Mike Patterson)

Seconded by (Tyson Barela)

All approved

9. Discussion/Possible Action: Update Envision Leadership

- a. Late August start date at WSFR on Tuesdays. An invitation was sent to Weld and Larimer Counties along with member agencies. FRFC are looking for 25 students to be able to host the course.

10. Discussion / Possible Action: Resolution 2022-02 Approval of Credit Card Authorization

- a. The Board needs to provide a signed Resolution to the bank approving authorization to use FRFC credit cards.

Motion to approve Resolution 2022-2-02 Approval of Credit Card Authorization (Mike Patterson)

Motion seconded (Jim Klug)

All approved

11. Discussion / Possible Action: Administrative Support Leased Resource

- a. LFRA has posted a full time, full benefit Business Support Specialist position. This position will begin as a dual-purpose position and will assist LFRA (50%) and Chief Klaas with FRFC (50%) as needed and as a leased resource position. The position will be hosted, hired and interviewed by LFRA. The position will be a benefit for FRFC and a help the Academy Chief. This position will be outside the \$12,000 per recruit cost. Gabe explained this position will affect this year's budget and hours supporting FRFC should be covered by the existing budget, FRFC should move ahead with caution.

Motion to approve the hiring of an Administrative Support Specialist leased resource position through LFRA (Mike Patterson)

Motion seconded (Dan Higgins)

All approved

12. Information Update: Property and Liability Insurance Options

- a. Chief Kazian has scheduled a presentation with the Property Liability group to discuss insurance options. Chief explained how the process has worked in the past. The presentation will propose options going forward.

13. Next meeting / Adjournment

- a. *Motion to adjourn the meeting at 1255 (Tim Sendelbach)*
Seconded- (Kris Kazian)
Passed by vote
- b. The next Board of Directors regular meeting is August 10th, 2022 at 1000 at GFD Station 1

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