

Boulder Fire Department
Central Valley Fire District
Front Range Fire Rescue
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
Notice of Board Meeting and Agenda
August 14, 2020, 10:00 AM**

Due to COVID-19, the meeting will be held via Zoom

Conference Call Call-In Number: (970) 416-4300 1002# (for those unable to access via Zoom)

Join Zoom Meeting

<https://Poudre-fire-org.zoom.us/j/83913005637?pwd=T1FRM0srcVI1K3dsVnVpOSsycmFHUT09>

Meeting ID: 839 1300 5637

Passcode: 128084

Find your local telephone number at: <https://Poudre-fire-org.zoom.us/u/khaFNlkrV>

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 info@frontrangefireconsortium.org or (408) 461-0336 of their specific need(s) as soon as possible.

- 1. Call to order**
- 2. Director roll call**
- 3. Approval or changes to agenda**
- 4. Review & approval of previous meeting minutes**
- 5. Public input**
- 6. Financial Report**
- 7. Receive report on 2020-2 Recruit Academy**
- 8. Discuss 2021 Budget Development Process**
- 9. Report on status of Aims / FRFC Partnership Proposal**
- 10. Executive Session (if needed)**
- 11. Possible action on any matter discussed in Executive Session**

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12. Other business

13. Next meeting / Adjournment

- **November 13th, 2020 @ Poudre Fire Authority**

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

Date: June 12, 2020

LOCATION: Zoom Meeting

CALL TO ORDER:

Chairman Tom DeMint called the meeting to order at 1003

ATTENDANCE:

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

Board Members Absent: None

Others Present: Michael Patterson, Randy Mirowski, Michael West (Front Range Fire Rescue), Susan Frame

APPROVAL OF THE AGENDA (ADDITIONS/DELETIONS):

*Motion to accept agenda with additions
Seconded and approved*

APPROVAL OF MINUTES:

*Motion to Approve Minutes
Seconded and approved*

PUBLIC INPUT:

No public input

OLD BUSINESS:

None

NEW BUSINESS:

1. Review and take action on formal request from Front Range Fire Rescue to join the FRFC as an Establishing Member.
 - a. Formal Request – Chief Michael West
 - b. Presentation on the FRFC was made to the Front Range Fire Rescue by Mike Patterson. Time to evaluate the formal request to become and establishing member of the FRFC.
 - i. Chief West: Great presentation and strategic plan. Regionalization and training is important to Front Range Fire Rescue. Our future is aligned with the goals of the FRFC.

*Formal motion to accept Front Range Fire Rescue to the FRFC
Motion seconded and approved unanimously*

2. Financial Report

- a. Handout
- b. Final billing results and final invoices pending
- c. 2020-1 – some purchases were not completed due to academy changes. Radios will need replacements. Prioritize radio purchases and evaluate possible lease option. Ladders are OK. Manikins are needed, some replacements and some repairs.
- d. Current inventory purchases to be decided
- e. Budget looks better with better view of detail
- f. Attendance and resources need better estimate. Will be reflected in budget report. Leadership costs will be reflected also.

Motion to accept financials as posted

Seconded and approved

3. Receive report on FRFC Envision Leadership Program

- a. Chief Mirowski – welcome Front Range Fire Rescue
- b. History of Envision Leadership
- c. 2nd year of leadership training has been very successful. Student evaluations have reflected the success. Budget for this program is intended to pay for itself.
- d. Many changes to the program due to covid-19. Changes to on-line caused some nervousness but ended up being very successful with better attendance and participation. Thanks to Michael Cerovski in Loveland for all the tech help. There were some extra expenses due to these changes. Bottom line is that it all worked.
- e. Would like to receive from the BOD approval to continue with the leadership program. Options we need to consider: Option 1 – keep status quo, the proven model, Option 2 – put envision leadership on hold until 2021, Option 3 – put on hold indefinitely.
- f. Suggestion: Complete the Leadership Journey with a possible joint graduation with the FRFC Recruits. Issue: With graduations – planning not to extend time of graduation ceremonies and budget issues.
- g. Option 1 or 2, with time moving so quickly, is there time to plan before 2021? Definitely want to continue the program, very valuable program.
- h. Current break-even is 35 students. Billing through 2 budget cycles. Some departments want billed for entire program. Instructor keeping hours around 20 hours per week. About 15 weeks per semester. Goal completed to put all of the classes in PowerPoint. This is helping with on-line training. Someday Chief Mirowski will retire, looking for legacy to carry on. Course is set and ready for the future.
- i. Suggestion: Member agencies should be guaranteed seats in this program. Want to fill seats with member agencies, also want to offer opportunities to other departments if available. Want to keep this going for the long term as long as financially possible. Can we make part of the membership dues available for a couple of seats?
- j. Marketing – Can we offer member agency discount with higher cost for outside agencies?
- k. Looking at all options for on-line vs classroom and possible rotation. Will talk with previous students for feedback on on-line course. Best time to look back and review.
- l. Research other video classroom access. Central Valley could do all virtual, there are some amazing options available now with Zoom. Live with Zoom access, possible seeing students and live classroom. Lots of suggestions and options as we learn. Central Valley would appreciate being involved.
- m. Action – Waiting on budgets and enrollment numbers. Will be meeting with training officers for more recommendations.
- n. Budgets not known yet in most cities. Boulder prefers option 2 from Boulder for 2021. Fairly confident with budget.
- o. Formal presentation for August meeting with overview from next training chief meeting.
- p. Option 2 – most agreed

*Motion to accept option 2 with dual version of Zoom/Online with possible classroom for leadership journey to begin in 2021.
Seconded and approved*

4. Discuss 2020-2 Recruit Academy
 - a. Beginning date of August 24th
 - b. Possible recruit numbers – 10-16 as of today
 - c. Hiring issues include CPAT – nothing scheduled through the end of July. What is an acceptable time for getting this done?
 - d. Hiring deadlines are an issue
 - e. Wanting to limit travel, can hold majority of training at PFA, search at church in Windsor, site options may be limited. Based on recruit numbers we can calculate the needs for cadre. Leased resource and facilities.
 - f. Start thinking about what 2021 looks like. Can it be as large as 2020-1? Getting everyone into classrooms was doable. What it looks like if restrictions are still in place. Planning needs to be looked at now and finding out possible numbers for 2021. 2020-1 was the largest and was hoping for data but did not work out. Scheduling and facilities may be problem with more than 36.
 - g. Windsor would like to know the 2021 plan for hiring due to new station. Will hold off hiring if necessary. We need to have determine what is our maximum is. Possible split north and south battalions. Planning needs to start now.
 - h. Spring academy could still have restrictions. What does that look like?
 - i. Fall academy will define where we go for the spring?
 - j. 10-12 recruits for fall will still work. Defer some of the purchases until 2021. Work with revenue to even expenses for replacement and repairs. Will discuss more in August. Scheduling needs to be done as soon as possible to help with staffing. Continue working for 2020-2.

5. Resolution to approve online posting of meeting notices and agendas
 - a. Resolution – utilize FRFC website instead of physical postings.

*Motion to accept web page meeting postings including agenda and minutes
Seconded and approved*

6. Report on preliminary work on 2021 reimbursement rates and budget
 - a. November adoption of budget and rates
 - b. Salary survey needs to be done
 - c. Previous was 3% increase without salary survey and schedules
 - d. Surveys are coming in now, still not complete. Will compare to current rates and prepare for 2021.
 - e. Anticipated expenses and forecast for 2021 will be captured in line item. Working on now for November meeting.
7. Report on status of AIMS / FRFC partnership proposal
 - a. February – working group met with AIMS with proposal.
 - b. Covid issues put all on hold. Same process at this time with a meeting in the next few weeks. Looking at what the capital improvement will look like. Wanting to finish current academy, looking at fall options. Classroom issues ongoing and on hold for now. Waiting for direction.
 - c. Windsor willing to continue assisting with space as needed.

EXECUTIVE SESSION (If NECESSARY):

None

Other Business:

1. Looking at future technology needs and opportunities for investments. Decide how to divide large academies and keep the academy together. What are the things to look at for the future? Keep Mike in the know of all needs as we go forward.
2. With new tech option can we utilize summer classes with outdoor video capability? Some options to moving classroom outside maybe with minimal cost. Thinking about all of our options as we move forward. Need to be flexible.

EXECUTIVE SESSION (If NECESSARY):

None

Next Meeting:

August 14, 2020 – Windsor Severance Fire Rescue

ADJOURNMENT:

There being no further business to come before the Board, Chairman Tom DeMint adjourned the meeting at 1133.

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

Front Range Fire Consortium

PROFIT AND LOSS

January 1 - August 10, 2020

	TOTAL
Income	
10.5000 Revenue	100,000.00
0200.00 Academy Payments	63,386.25
0300.00 Professional Development	11,081.97
Total 10.5000 Revenue	174,468.22
Total Income	\$174,468.22
GROSS PROFIT	\$174,468.22
Expenses	
10.6000 Expenses	
0400.00 Admin	
0400.01 Executive Administrator	13,621.50
0400.02 Legal	1,647.18
0400.03 Insurance	21.41
0400.05 Leased Resources	15,193.68
0400.07 Office Supplies/Equipment	75.24
0400.08 Miscellaneous	156.94
0400.10 Web Service	1,532.46
0400.13 Professional Development Design	15,408.00
0400.14 Professional Development Expense	2,571.55
0400.15 Admin/Logistics Coordinator	4,509.00
Total 0400.00 Admin	54,736.96
0500.00 Academy Expenses	
0500.02 Books	5,652.73
0500.05 Building Materials	11,273.64
0500.06 Exercise Equipment	380.84
0500.07 Recruit Clothing	7,846.31
0500.08 Instructor Clothing	800.26
0500.11 Food/Water	1,126.38
0500.14 Equipment Repair	360.66
0500.16 Hand Tools	1,613.35
0500.18 Admin/Logistics Coordinator	7,452.00
0500.19 Insurance	9,610.00
0500.21 Office Supplies	100.68
0500.22 Miscellaneous	5,710.72
Total 0500.00 Academy Expenses	51,927.57
Total 10.6000 Expenses	106,664.53
Total Expenses	\$106,664.53
NET OPERATING INCOME	\$67,803.69
NET INCOME	\$67,803.69



FRFC Board of Directors Agenda Item

Item # 7 – Report on FRFC Academy 2020-02:

ACADEMY 2020-02

The 2020-02 FRFC Recruit Academy is set to begin on Monday, August 24th:

- The number of recruits for has been finalized at 9
- LT Jungemann (WSFR) Lead, CA Love (PFA) Co-Lead. Both doing their final academy.
- All texts, uniforms and supplies purchased.
- Module instructors, facilities and apparatus resource requests scheduled and working on final confirmations.
- Google Classroom set up. Planning for use of Google Meet to stream lectures for students unable to attend class.
- COVID procedures in final planning and procedure development process. Supplies ordered & received (face buffs, surgical masks, thermometers & sanitization supplies, etc.) Documentation of pre-screening process & expectations in final development.
- PT programming expectations have been set to include COVID procedures.
- Target Solutions Credential developed for entire recruit academy. Will track and record on weekly basis to accurately record progress for each recruit.
- Cost control measures and regular tracking of expenses has been discussed with Cadre & shared with module leads.
- Cost per recruit is \$14,000.00 FRFC to cover any costs above the set per recruit fee.
- All efforts are being made to provide a safe learning environment with the goal of delivering the entire 15-week academy.
- Preliminary transition plans in place for Cadre for 2021-01

Recruits for FRFC Academy 2020-02 Class

August 10, 2020

The following is a listing of the number of recruits we have, by department, for the Fall fire academy this year.

<u>DEPARTMENT</u>	<u># OF RECRUITS POSSIBLE</u>
• BOULDER	0
• CENTRAL VALLEY	0
• FRONT RANGE	3
• GREELEY	0
• LONGMONT	0
• LOVELAND	0
• MOUNTAIN VIEW	2
• PLATTE VALLEY	1
• PFA	3
• WINDSOR	0
• WELLINGTON	0
TOTALS	9

These are the final numbers based upon reports and confirmation from all member agencies.

The 2020-02 Recruit Class/training will begin on *August 24th, 2020* and end with graduation on *December 5th, 2020*.

Michael Patterson, FRFC Training Chief/ Academy Manager