

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

Date: August 16, 2019

LOCATION: Loveland Fire Rescue Authority, 410 East 5th 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 2nd 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.
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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 31st 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 7th
- 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 2nd 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.

 [Redacted], President/Chairman

 [Redacted], Secretary/Treasurer