

Boulder Fire Department  
Boulder Rural Fire Rescue  
Front Range Fire Rescue  
Greeley Fire Department  
Lafayette 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  
Notice of Special Board Meeting and Agenda  
November 7, 2023, 1:00PM  
Virtual Meeting – Via Teams  
Video and Phone Conference Attendance Options Below**

*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 [Chief@frontrangefireconsortium.org](mailto:Chief@frontrangefireconsortium.org) or call 970-962-2869 to assist with any specific need(s) as soon as possible.*

**AGENDA ITEMS**

1. **Call To Order:**
2. **Roll Call:**
3. **Approval or Changes to the Agenda:**
4. **Approval or Changes to Previous Board Meeting Minutes:** October 11, 2023
5. **Call to the Public:**
6. **Financials:**
  - a. **Discussion/Possible Action:** Monthly Financial Report – (Sara Simonton – JVG)
  - b. **Discussion:** Work Group Report – Alternate models for leased resources and fee reimbursement schedule. Work group established at the 9/13/23 meeting – Work Group Members: (Chief Beebe, Chief Calderazzo, Chief Barella, Chief Mirowski)
  - c. **Discussion:** Establishing an Equipment Replacement Plan
7. **Old Business:**
  - a. **Discussion/Possible Action:** FRFC Academy 2023-2 Update – (Chief Klaas)
    - i. **Discussion:** Succession Plan - Possible Transition Support/Shadowing with Stew Visser – (Chief Higgins, Chief Klaas)

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ii. **Discussion:** FRFC Executive Administrator Role – Committee to develop options for this potential administrative role. Committee established at the 10/11/23 meeting – Committee Members: (Chief Calderazzo, Chief Higgins, Chief West, Chief Sendelbach)

b. **Discussion:** Envision Leadership Update – (Chief Mirowski)

c. **Discussion:** Aims/FRFC Bridge Academy Update – (Chief Sendelbach & Chief Klaas)

d. **Discussion/Possible Action:** Formal Document for New Agency Requesting FRFC Membership –CMCB PPM Document – (Chief Bergsten)

e. **Discussion/Possible Action:** Outside Agency Fire Academy Attendees – (Chief Sendelbach)

#### 8. **New Business:**

a. **Discussion/Possible Action:** Poudre Fire Authority withdrawal from FRFC

b. **Discussion:** 2024 Regular Meeting Dates and Locations (Dates must be determined and announced before the first regular meeting of the 2024 calendar year)

c. **Discussion:** 2024 Election of Officers (2-year terms) Must be voted on and established by the December 2023 Regular Meeting. Offices up for election:

- Vice President (Current – Chief Michael West)
- Secretary (Current – Chief Brian Kuznik)

9. **Next Regular Meeting:** 10:00am December 13, 2023, Front Range Fire Rescue, 101 S Irene Ave. Milliken, CO 80543 (Station 2)

#### 10. **Adjournment:**

## Microsoft Teams meeting

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**FRFC Board of Directors**  
**Regular Board Meeting – October 11, 2023**  
**Windsor Severance Fire Rescue – Station 1, Windsor, CO 80550**

1. **Call To Order:** Meeting called to order at 10:04am by FRFC President, Chief Tim Sendelbach (Loveland Fire Rescue Authority)
2. **Roll Call:** Chief Tim Sendelbach (Loveland), Chief Michael Calderazzo (Boulder), Chief Greg Schwab (Boulder Rural), Chief Michael West (Front Range), Chief Dan Higgins (Longmont), Chief Jim Klug (Platte Valley), Chief Ben Ojinaga (In for Chief Brian Kuznik – Greeley), Chief Darren Jaques (Windsor)

**Also Present:** Chief Eric Klaas (Loveland), Chief Chris Mirowski (Greeley), Chief Jeramie Greer (Windsor), Cherie Kozak (FRFC & LFRA)

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

*Motion to approve the agenda as presented - Chief Michael West (Front Range Fire Rescue)  
seconded - Chief Dan Higgins (Longmont Fire Department)  
All Approved – Motion Carried*

4. **Discussion/Possible Action:** Approval of Previous Board Meeting Minutes.

*Motion to approve the previous meeting minutes from the Special Board Meeting on September 13, 2023 - Chief Greg Schwab (Boulder Rural Fire Rescue)  
seconded - Chief Dan Higgins (Longmont Fire Department)  
All Approved – Motion Carried*

5. **Call to the Public:** No members of the public were present in person or online.

6. **Financials:**

- a. **Discussion/Possible Action:** Monthly Financial Report – Financials received from JVG were emailed to all Board Members by Cherie Kozak. No representative presented from JVG at this meeting. No questions or concerns were voiced by the FRFC Board Members.

*Motion to approve the monthly financial report as written - Chief Greg Schwab (Boulder Rural Fire Rescue)  
seconded - Chief Dan Higgins (Longmont Fire Department)  
All Approved – Motion Carried*

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**b. Discussion: 2024 Fees** - Consider possible amendment to the Fee Reimbursement Schedule to include the Facility Use Fee: For Non-Burn Days

- i. **Wage Adjustments 2024** - Chief Eric Klaas said he, Chief Brian Kuznik and Cherie Kozak met virtually to discuss the 2024 wages compared against the 2023 wages. Chief Klaas said they received 2024 wages from the agencies that have a new contract moving forward into 2024, however the rest of the wages in the report were from the FRFC agencies 2023 fee schedules, as they did not have 2024 wages at the time the report was created.

Chief Klaas said the study was based on a report from FRFC in 2018 which showed the averages amongst the agencies and there wasn't a wage adjustment until 2023. He also shared that in 2023 the Board decided on a 3% increase with regard to agency wages. He included that with the 3% increase the FRFC is still a little behind the current agency average rates. Chief Klaas also shared that there are some contracts that are planning a significant pay increase of 6% - 9%.

Chief Klaas said there was a question, if some agencies are making money from the average, and he said yes. He said, that if the Board would prefer to have wages reimbursed on an agency, by agency basis, it would require additional hours to submit to the agency HR departments, and JVG would have to run the analysis. Chief Klaas said it could be done, but it would require additional administrative hours and it would take longer for reimbursement.

Chief Higgins asked if it would be possible for each agency to submit their actual wage statement at the beginning of the year for their fee schedule, and Chief Klaas said that for "Step in Grade" that system would work, but for "Pay per Performance" they have too many different variables.

Chief Sendelbach shared that he spoke with John at Aims for their fire instructor wages, and they pay \$35 - \$36 per hour, so the FRFC is \$20 higher per hour on average. Chief Higgins and Chief West shared that they feel Aims is a different environment. Chief Klaas recommended that the Board hold off on a decision until November when the adjusted numbers can be presented to the Board to vote on prior to the 2024 February Academy's start.

- ii. **Apparatus Fees 2024:** Chief Eric Klaas said there are only four of the eleven FRFC Agencies that have a facility fee. He said the rate in the Board Packet was based on the average for apparatus and facilities fees.

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Chief Sendelbach said he feels that the wear and tear on the facility would make it appropriate to charge a minimal use fee. Chief Higgins and Chief Jaques agree that it is a valid fee as it provides quality facilities available for training.

Chief Jeramie Greer (Greeley) said that Aims only charges for the use of propane, but not for the facility.

Chief Jim Klug (Platte Valley) said that live fire days make sense to have a facility use fee, but Platte Valley doesn't charge any of their neighboring agencies for the use of their facility. He said he doesn't feel a need to reclaim any funds for standard use of their grounds on non-burn days.

Chief Sendelbach asked Chief Klaas if the wages and facility use fees should be tabled and revisited at the December meeting and Chief Klaas agreed. Chief Klaas said facility fees are currently being charged in Academy for four different rates (Burn, No Burn, Full Day, and Half Day). He said that these fees were agreed upon by the Board at the August Board meeting.

## 7. Old Business:

### a. Discussion/Possible Action: FRFC Academy 2023-2 Update.

**Recruits** - Chief Klaas said they are in week 8 of Academy, and they are down to 18 Recruits as they had to dismiss two due to the Academy's physical requirements. He shared that the refunded tuition for partial Academy has an impact on the budget, and that due to facility fees being added and the loss of the \$16,000 associated with the two recruits they will likely be right up against the academy budget.

**Succession Plan** – Chief Higgins asked if there is a succession plan for the Academy Chief position. Chief Sendelbach said there isn't currently a plan in place, and he feels this is something that needs to be discussed amongst the Board. Chief Klaas shared that next academy is going to be 40 – 50 recruits which would require a split battalion. He added that with all the complexities, with the two battalions, he feels this would be a good time to bring someone in to shadow the position.

**Possible Transition** – The Board members discussed the need for a transition and that the current structure is not set up for a succession plan that doesn't impact the Training Chiefs. Chief Klaas said oversight of the budget is a point of concern as well as potential dismissals. Chief Klass suggested that there could be a line of succession built in where agencies could have two training Lieutenants that would report to the Training Chief from that agency. He feels there is depth being developed at the Cadre and Instructor level, but that the Academy Chief level is not yet clear.

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Chief Higgins suggested considering an Academy Administrator role. A position between the Academy Chief and Cadre. Someone within the FRFC agencies (a Lieutenant or Captain) and the Academy Chief would then manage budget oversight and dismissals. He also said he would check with Stew Visser to see if he is available to help in the transition plan and be available for support in the next academy.

Chief Michael Calderazzo shared that the organization started as a collective where everyone was lending resources and it transitioned into the reimbursement model. He said the Executive Administrator position was recently removed from the budget, but he feels it truly crosses all the needs of someone in charge as the Chief Executive. He believes they can be charged with how to manage and sustain the costs associated with recruit academy, come up with the fees and establish instructors' fees, and bring the organizations objectives into reality. Chief Sendelbach agreed and added that he feels the menu of responsibility has to be commensurate with the position and the \$150,000 salary.

Chief Higgins suggested that they set up a committee to work on the concept of the Executive Position and the change in structure, to get that in place for the 2025 Academy year. Chief Michael Calderazzo, Chief Dan Higgins, Chief Michael West, Chief Tim Sendelbach said they would be a part of the committee to discuss and propose changes to the Board.

- i. **Smoke Juice** - Chief Klaas said he is asking for Board approval to purchase a 50-gallon drum of smoke juice to finish up this Academy. He said they thought they would get 3 Academies out of the previous drum, but they doubled the usage last academy due to recruit numbers. He shared that it will cost \$3,500 which would be billed as "Major Equipment" which is an equal agency cost.
- ii. **Carcinogen Body Soap** - Chief Klaas said the cost per bar is \$10.00 and gets the Firefighter Recruit about 15 body washes per bar. He said he and the Cadre were considering this purchase due to the cancer initiative. He shared that the Cadre is going to purchase the soap at their own expense due to their personal history with cancer, and they will buy it independently if the Board does not wish to fund the purchase. Chief West asked about the efficacy of the soap, and Chief Sendelbach also said he would like to see the research behind it.

*Motion to purchase a fifty-gallon drum of smoke juice at \$3,500 as a capital expense across 12 agencies –  
Chief Greg Schwab (Boulder Rural Fire Rescue)  
seconded - Chief Dan Higgins (Longmont Fire Department)  
All Approved – Motion Carried*

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- iii. **Chain Saw Maintenance** - Chief Klaas asked for Board approval to purchase 6 rescue bars for the chain saws at a cost of \$300 for all 6 bars.

*Motion to purchase six rescue bars as a capital expense at \$300 across 12 agencies – Chief Michael West (Front Range Fire Rescue)  
seconded - Chief Dan Higgins (Longmont Fire Department)  
All Approved – Motion Carried*

**b. Discussion:** Envision Leadership Update

Chief Chris Mirowski (Greeley) shared that Envision Leadership is in week five, and that the students have expressed appreciation in having the Chiefs there for the Chief Chats. He said Graduation is on Tuesday November 7<sup>th</sup> at Loveland Fire Rescue Authority - Station 10 and the first hour of the final class is going to be a panel discussion. Chief Mirowski requested that some of the Board Chiefs volunteer to be part of the panel group. Chief Tim Sendelbach, Chief Michael West, Chief Michael Calderazzo and Chief Darren Jaques said they would volunteer. Chief Mirowski said the panel will be at 9:00am and the Graduation will be at 10:00am.

**c. Discussion:** Aims/FRFC Bridge Academy Offering

Chief Klaas said he and Chief Sendelbach met with John McDougall from Aims, and he is eager to explore options of partnering with the FRFC. Chief Klaas shared that Aims has a very nice facility and a lot of state-of-the-art props.

He said there are 3 different sections in the Aims firefighter curriculum.

- **FST 1001** – which is the class for basic skills to go to live fire and is the first part of the semester.
- **FST 1007** – which is the live fire portion of the semester. This has to do with the contact hours and how they charge per credit at the college level.
- **HazMat Operations** – which is a separate course.

Chief Klaas said all of these course's work toward the students' associate degree. He shared that a difference between Aims and the FRFC, is that Firefighter I, Firefighter II, and HazMat Ops are part of the FRFC curriculum. However, at Aims, Firefighter II is an elective class and is outside the Aims academy model.

He included, that the contact hours for the FRFC curriculum is 600 hours for a 15-week course, while Aims has contact hours of 280 for the three courses combined.

Chief Klaas shared that in the discussion with Aims, they talked about a career day for the FRFC after the students first seven weeks of the curriculum. Chief Klaas said John McDougall offered that if the FRFC agencies are looking to hire, they could hold interviews and give job offers at that career day.

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Chief Klaas said there was another model discussed, where the FRFC would go under the Aims umbrella, and the FRFC would be more of a satellite campus to the Aims curriculum.

Chief Sendelbach said that Thompson Valley EMS has an education affiliate model and that there is a bill in legislation that gives students free education for emergency services which helps give access to funding.

Chief West said he had an articulation agreement with Red Rocks, when he was with South Metro, and it made sense financially. He said they were a satellite campus to Red Rocks, and they were reimbursed for things that were used in the classroom. He shared that they also received good pricing on equipment and supplies because of the partnership. Chief West said he will send the model to Chief Sendelbach to review, as he felt it was a worthwhile agreement.

**d. Discussion/Possible Action:** Formal Document for New Agency Requesting FRFC Membership –CMCB PPM Document.

Chief Derek Bergsten was not present, so the Membership Document was postponed to the next meeting.

**8. New Business:**

**a. Discussion/Possible Action:** Outside Agency Fire Academy Attendees. Request for Possible Recruit Attendance from Larkspur Fire Protection.

Chief Jim Klug said he received an email from Larkspur as they were investigating opportunities for outside academies. He said they expressed interest in joining an academy if spots are available.

Chief Higgins said he feels they would have to look at the pricing, and Chief Klaas said in the past, they have been charging a 10% surcharge and the agency could not be part of the leaseback program.

Chief Higgins said the FRFC is running the academy at \$12,000 per recruit and said it would seem fair for the outside agency to pay the \$14,250 plus the 10% surcharge.

Chief West said he will bring the historical documents to Cherie to find documents on the addition of an outside agency for the Board to review.

**b. Discussion:** FRFC Social Media Accounts and Member Agency position postings.

Cherie Kozak shared that the FRFC Facebook and Instagram pages are now live. She said there are daily postings of photos and captions shared by the Cadre.

Chief Sendelbach asked the Board members to send Cherie their Bio Photos to include on the “Board” page of the FRFC Website.



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Chief Klug asked if FRFC Agency job postings could be included on the Facebook and Instagram posts. Chief Sendelbach asked if anyone had any oppositions, and said he feels it helps give the pages purpose. Chief Sendelbach said this was another member benefit as it's an additional social media promotion.

9. **Next Special Meeting:** 1:00pm November 7, 2023, Virtual Meeting - Via Teams

10. **Next Regular Meeting:** 10:00am December 13, 2023, Front Range Fire Rescue, 101 S Irene Ave. Milliken, CO 80543 (Station 2)

11. **Adjournment:** The meeting was adjourned at 11:38am, October 11, 2023

*Motion to adjourn – Chief Jim Klug (Platte Valley Fire Protection District)  
seconded - Chief Greg Schwab (Boulder Rural Fire Rescue)  
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.*

\_\_\_\_\_, FRFC Board President  
Fire Chief Tim Sendelbach

\_\_\_\_\_, FRFC Board Secretary  
Fire Chief Brian Kuznik



October 30, 2023

Re: *Withdrawal from Front Range Fire Consortium*

**By Hand Delivery and/or Facsimile:**

|  |  |
|--|--|
| <p>Board of Directors<br/>Front Range Fire Consortium<br/>410 East 5th Street<br/>Loveland, CO 80537<br/>Fax: (970) 962-2922</p>                           | <p>Pete Bradshaw, Fire Chief<br/>Lafayette Fire Department<br/>01 N. 111th St.<br/>Lafayette, CO 80026<br/>Fax: (303) 604-3862</p>               |
| <p>Michael Calderazzo, Fire Chief<br/>Boulder Fire Rescue<br/>6055 Reservoir Road<br/>Boulder, CO 80301<br/>Fax: (303) 441-4350</p>                        | <p>Dan Higgins, Fire Chief<br/>Longmont Fire Rescue<br/>350 Kimbark St.<br/>Longmont, CO, 80501</p>  |
| <p>J. Michael West, Fire Chief<br/>Front Range Fire Rescue<br/>PO Box 130<br/>Milliken, CO 80543<br/>Fax: (970) 587-0260</p>                               | <p>Tim Sendelbach, Fire Chief<br/>Loveland Fire Rescue Authority<br/>410 East 5th Street<br/>Loveland, CO 80537<br/>Fax: (970) 962-2922</p>      |
| <p>Brian Kuznik, Fire Chief<br/>Greeley Fire Department<br/>1155 10th Avenue<br/>Greeley CO, 80631<br/>Fax: (970) 350-9525</p>                             | <p>Dave Beebe, Fire Chief<br/>Mountainview Fire Rescue District<br/>3561 N. Stagecoach Road<br/>Longmont CO 80504<br/>Fax: (303) 651-7702</p>    |
| <p>Greg Schwab, Fire Chief<br/>Boulder Rural Fire Protection District<br/>6230 Lookout Road<br/>Boulder, CO 80301<br/>Fax: (303) 530-9065</p>              | <p>Jim Klug, Fire Chief<br/>Platte Valley Fire Protection District<br/>7128 Weld County Road 53<br/>Kersey, CO 80644<br/>Fax: (970) 353-4890</p> |
| <p>Darren Jaques, Interim Fire Chief<br/>Windsor-Severance Fire Protection District<br/>100 N 7th Street<br/>Windsor, CO 80550<br/>Fax: (970) 686-9623</p> |  |



Establishing Members and Board of Directors,

The Poudre Fire Authority (“**PFA**”) is one of the original five agencies that established the Front Range Fire Consortium (“**Consortium**”) 25 years ago. Over the years, PFA supported the Consortium by developing, hosting, and providing instructors for the recruit and officer academies. Furthermore, PFA has provided facilities, apparatus, equipment and props, and has stored apparatus, equipment, and props for other Consortium agencies.

While we, the PFA, have valued our years in the Consortium, we have determined that we need to explore other training opportunities and will be withdrawing from the Consortium. The Consortium is currently holding \$10,000 as a “minimum funding” requirement. The establishing IGA does not require the \$10,000 minimum funding, but the members have recently started that practice. PFA has paid the \$10,000 minimum funding annually since 2017. PFA also has an additional contribution balance of \$57,036.20, which, when added to the 2023 \$10,000 minimum funding, totals \$67,036.20.

We are aware that Section 4.1.5 of the *Intergovernmental Agreement Establishing the Front Range Fire Consortium* (“**Establishing IGA**”) states that a withdrawing member will have no further interest, right, or title in or to any assets or equity of the Consortium; however, I ask that, in recognition of PFA’s decades of contributions to and support of the Consortium, the members approve returning the \$67,036.20 to PFA and allow PFA to withdrawal from the Consortium effective January 1, 2024.

PFA continues to be committed to strong relationships and is looking for opportunities to continue to foster and build new relationships with the FRFC departments. Northern Colorado is fortunate for the collaboration and support of each other. PFA honors this relationship.

Sincerely,



Derek Bergsten  
Fire Chief