

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
Special Board Meeting
August 2, 2023, 3:00PM
Video Meeting – Via Teams**

1. **Call To Order:** Meeting called to order at 3:05pm by FRFC Board President Chief Tim Sendelbach
2. **Roll Call & Attendance:** Tim Sendelbach (Fire Chief - Loveland), Mike West (Fire Chief - Front Range), Jim Klug (Fire Chief - Platte Valley), Chris Ellmer (Acting Fire Chief - Greeley), Greg Schwab (Fire Chief - Boulder Rural), Derek Bergsten (Fire Chief - Poudre), Dan Higgins (Fire Chief - Longmont), Dave Beebe (Fire Chief - Mountain View), Mike Calderazzo (Fire Chief - Boulder), Todd Vess (In for Darren Jaques - Windsor)

Also Present: Eric Klaas (Loveland), Ben Ojinaga (Greeley), Jeramie Greer (Windsor), Sara Simonton (James Vincent Group – JVG), Cherie Kozak (FRFC/LFRA Admin.)

3. **Approval or Changes to the Agenda:** A request was voiced, to identify who requests Board meetings moving forward. Chief Sendelbach said this meeting was requested by Chief Michael West, Chief Jim Klug and himself and he added that this meeting was for the budget perspective.
4. **Call to the Public:** None present online.
5. **Public Hearing: 2024 FRFC Budget Hearing:**

Open to the public hearing by Chief Tim Sendelbach

Certified for the record – Cherie Kozak certified that notice of a public hearing was duly published as required by law and the consortium received no public comment prior to the days before the hearing and there are no public in attendance to comment.

*Motion to close the public hearing by Greg Schwab (Boulder Rural)
seconded by Jim Klug (Platte Valley)
All approved – Motion Carried*

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6. Discussion/Possible Action: 2024 Budget Resolution - Resolution 2023-03

Chief Sendelbach shared that the FRFC Budget is tied to the IGA which is the restrictive factor with regard to the budget. Per the IGA the budget should have been concluded in May, but the change in Executive Board positions caused a delay in completing the 2024 budget. Chief Sendelbach said he took the budget Chief Kris Kazian was working on and modified it based on what the Board had discussed.

Chief Sendelbach and Sara Simonton addressed the Budget and financials by screen share. Chief Sendelbach said the budget was developed with the framework of the three product lines of the FRFC, those being the two Academies and Envision Leadership.

He said that the budget shared by Sara, breaks down the projects and absorbs the cost for each of them. Sarah shared the budget screen for Academy and Chief Sendelbach said the 2024 Budget is at \$600,000.00 which is a base of \$12,000 per recruit and is based on 50 recruits over two academies.

- Executive Administrator: Chief Sendelbach said the Executive Administrator position for \$105,000.00 was removed from the 2024 Budget. He added that even though there has been discussion on exploring the position, he feels there is no reason to hold that \$105,000.00 in the budget at this time.
- Leased Resources – Chief said the biggest items throughout the budget are leased resource expenses and that an agency's academy expenses are determined by the agency's enrolled recruits. He added that the agency's percentage also includes a portion of legal expenses, insurance, and Cherie's salary. All other agencies that are not current participants in an academy, do not have responsibility to the current academy expenses, apart from capital expenses. He used the example of the thermal imaging cameras which would be carried over multiple classes, so all members of the FRFC would participate in that expense equally.
Sara Simonton – She shared that leased resources average 75% - 81.5% of the academy expenditures.
- Administration for Academy and Envision Leadership: Per Sara, these administrative costs are now going back to academy or envision leadership respectively. She also shared that a big driver of the 2024 cost is around the projected audit and finance.
 - Audit: Sara said there will be an audit cost next year. The amount planned into the Budget is \$15,000.00 which she feels is high, but there has not been an FRFC audit in the past, so the proposed cost is a first-time estimate.
Chief Sendelbach shared that the reason there has not been an audit in the past, is that the FRFC stayed below the \$750,000 benchmark.

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- **Professional Development:** Chief Sendelbach said the Professional Development program is resource heavy. He suggested that an option for the Board to consider, is to back out the leased resources. He feels that the host agency should absorb the resource cost and the \$500 per student would then cover all costs for the program. Chief Sendelbach said it is the only way he can see to balance the program.
- Chief Sendelbach said he would like to vote on Budget approval at the next meeting. Sara Simonton said she would get the financials out to the Board after making the modification and send out the adjusted budget to the Board.
- Chief Sendelbach also shared that Berthoud and Louisville are expressing interest in joining the FRFC.

7. **Discussion/Possible Action: FRFC Academy 2023-2 Financial Needs**

a. **Thermal Imaging Cameras** – Requesting FRFC Board approval for the purchase of (2) Flir K2 thermal imaging cameras. (Total = \$3,200.00)

- **Why are Two Cameras Needed** – Chief Eric Klaas said historically they have had 4 thermal imaging cameras. He shared that the two interior safety positions and Fire Attack and Search instructors carry them during those modules. Chief Klaas said it is ideal for the instructors to see through the smoke for recruit safety and accountability. He said the Academy is requesting two this year and two next year for a phased in approach and that they are recommending the middle of the road model which has longevity and research to support it.
- Chief Sendelbach said this would be a capital expense dispersed amongst the 10 agencies and requested a motion to approve.

Motion to approve the purchase of 2 Flir K2 Thermal Imaging Cameras per the academy's request by Greg Schwab (Boulder Rural)

Seconded by Chris Ellmer (Greeley)

All Approved – Motion Carried

8. **Discussion/Possible Action: Fixed Cadre Discussion**

Chief Sendelbach shared that he feels the Board should table the fixed cadre discussion as the new academy is about to start and discussions would be needed to formally implement changes. His recommendation is to carry the cadre as in the past, with a lease back program in place and allow more time to put the proposal together.

There were no oppositions voiced.

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Chief Klaas requested that the Board discuss and determine the level of recruits they are graduating. He shared that he would like to maintain subject matter experts as instructors, and he feels the fixed cadre may not have expertise in all areas of training.

9. New Business:

- a. **Discussion/Possible Action: Memorializing the Addition of an Establishing Member to the FRFC – Resolution 2023-04 & the addition of two Lafayette Recruits for the 2023-2 FRFC Academy.**

Review and Approval of Lafayette Fire Department’s Request to Join the Front Range Fire Consortium, and the addition of 2 Lafayette Recruits to the 2023-2 FRFC Academy.

Chief Sendelbach shared, that if approved, Chief Pete Bradshaw with Lafayette, will come in with the entry dues of \$10,000 and his two recruits would be \$12,000 for each recruit. He added that Lafayette would come in as a full member like Boulder Rural’s recent membership.

In discussion, Chief Derek Bergsten requested that they apply a formal process to the IGA for membership into the FRFC. He shared that the CMCB has a formal process with the steps toward membership. Chief Sendelbach agreed and asked for Chief Bergsten to send the CMCB process to the Board.

Motion to accept Lafayette as a full member of the FRFC by Greg Schwab

Seconded by Jim Klug (Platte Valley)

All Approved – Motion Carried

10. Chief Chat’s: Envision Leadership

Chief Sendelbach mentioned the Chief Chat’s for Envision Leadership. He said that Chief Ward had distributed the sessions that he will need help to cover with one Fire Chief per session. He asked Cherie to send the list and dates out to the Board.

11. Next Regular Meeting: 10:00am August 9, 2023, Greeley Fire Department Station 1, 1155 10th Ave. Greeley 80631


12. Adjournment: Meeting adjourned at 3:34pm, August 2, 2023

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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