

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**

1. **Call To Order:** The meeting was called to order at 1:00pm by FRFC Board President, Chief Tim Sendelbach.
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 Brian Kuznik (Greeley), Chief Darren Jaques (Windsor) Chief Dave Beebe (Mountain View), Chief Pete Bradshaw (Lafayette)

Also Present: Chief Eric Klaas (Loveland), Chief Brandon Garcia & Chief Tyson Barela (In for Chief Derek Bergsten – Poudre), Chief Chris Mirowski (Greeley), Sara Simonton (JVJG), Cherie Kozak (FRFC & LFRA)

3. **Approval or Changes to the Agenda:** Chief Tim Sendelbach requested a change, to combine agenda item 7.a.ii. Into agenda item 6.b. due to their similar subject matter.

*Motion to approve the agenda with the adjustment of combining agenda item 7.a.ii. to include agenda Item 6.b. due to the subject matter similarity – Chief Dan Higgins (Longmont Fire Department) seconded - Chief Brian Kuznik (Greeley Fire Department)
All Approved – Motion Carried*

4. **Approval or Changes to Previous Board Meeting Minutes:** Previous Board Meeting Minutes from October 11, 2023

*Motion to approve the previous Regular Board Meeting Minutes from October 11, 2023 - Chief Brian Kuznik (Greeley Fire Department) seconded - Chief Darren Jaques (Windsor Severance Fire Rescue)
All Approved – Motion Carried*

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

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6. Financials:

a. Discussion/Possible Action: Monthly Financial Report

Sara Simonton from James Vincent Group (JVG) shared her presentation of the financials which were also emailed to the Board. Sara said there are no major changes to report but added that additional revenue will come in when JVG bills out for the fall academy. She included that the FRFC ended the month of October at \$304,000.00 which is up from last year at this time. Sara also said that they will be including the Agencies Training Account balances in all future Financial Reports.

Motion to approve the monthly financial report as written - Chief Brian Kuznik (Greeley Fire Department)

seconded - Chief Michael Calderazzo (Boulder Fire Rescue)

All Approved – Motion Carried

b. Discussion: Work Group Report – Alternate models for leased resources and fee reimbursement schedule, as well as Executive Administrator role.

Chief Michael Calderazzo, who is part of the work group, suggested that the FRFC could work on some options to present to the Board or bring in a 3rd party consultant to study the structure and make recommendations.

Chief Sendelbach agreed and offered the name of Mark Collins of KRW Associates who does strategic planning for local governments. Chief Brian Kuznik agreed that it would be good to bring in an outside agent and recommended that the FRFC write out a scope of service to present to perspective companies. He also suggested that they check with two or three companies that provide the service and see what the costs would be.

Chief Calderazzo requested that the Board members send him names of people they might recommend, and they can consider as a potential consultant for the organization.

c. Discussion: Establishing an Equipment Replacement Plan

Chief Eric Klaas said the items he would like to bring to the Board are:

- Ladders – He said this is the FRFC’s biggest outstanding item and he is following up on the information from both Duo Safety and with UL regarding what constitutes a failure. He is also following up with Loveland Fire’s Logistics Captain Mark Lyons, regarding the failed ladders for the LFRA, as they were all tested at the same time and had similar failures.
- Rescue Dummies – He said they are starting to fail, so replacing them will be an upcoming expense.
- Hose Cleaner Washer – He said he and the Cadre would like to purchase these in the future. Chief Klaas shared that Chief Calderazzo has one for Boulder and he feels it is beneficial for the cancer prevention initiative.

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Chief Klaas shared that he doesn't know the feasibility of having a projected replacement plan for big ticket items, as the wear will vary depending on the academy size and amount of use. He said he feels it would be more beneficial to bring replacement requests to the Board as items begin to show signs of needing repair or replacement.

Chief Sendelbach requested that equipment replacements be added as an item on the list for the consultant to factor in. Chief Calderazzo agreed that the consultant should have all the financial needs in the scope of their proposal, and their recommendations should include how the plan will be sustainable.

7. Old Business:

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

- i. Projections for Academy 2024-1: Chief Klaas said the Recruit numbers are really fluctuating, as they started out at 47 and now, they are down to 35. He feels the lateral hires are taking up some of the spots from potential future recruits. Chief Klaas requested of the Board that they have some more defined numbers by the December 13th meeting, so he knows if it will be running a two Battalion model or if the Academy will stay together. He said the recruit total will also determine the number of Cadre and instructors needed.
- ii. Discussion - Succession Plan: Possible Transition Support/Shadowing with Stew Visser. Chief Klaas said Stew has commitments to his crew and professional development so he will stay online. He did add that Stew said he could assist with administrative support and on his days off, he would be able to come to Academy and help oversee some of the Cadre tasks. Chief Klaas shared that he must pull back a bit too, to manage some of his Loveland responsibilities. He said he feels having Stew's help with the administrative portion will be beneficial and said that when it comes to administrative reviews, he will still manage that. Chief Klaas said he would like to hear back from the board by the end of the year so he can plan the beginning of the next Academy. He also requested that there be an agenda item for the next meeting to include who the Board members feel they can put forth for the 2024 Academies.

b. Discussion: Envision Leadership Update

Chief Brian Kuznik shared the update for Chief Chris Mirowski that the Envision Leadership class graduated today with 13 students. He said there was great participation from the FRFC departments and there were students that were not part of the FRFC organization who participated as well.

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Chief Tyson Barela shared that Envision Leadership discussed that they would take a year off to restructure the two-semester class.

- c. **Discussion:** Aims/FRFC Bridge Academy Update – Chief Sendelbach said the Aims Advisory Group met with John McDougall from Aims. He said there is nothing currently ready to share with the group, as the two programs are not directly comparable, so there is additional discussion needed. Chief Sendelbach said the direction they are exploring is the 15-week base program with Aims, and then an abbreviated FRFC Academy where they will complete their academy training.

Chief Klaas said they looked at three versions:

1. Blended version of Aims and FRFC recruits. This becomes problematic with some students being hired and some coming in through Aims. The contact hours are very different.
2. Taking the students once they get through FST 1000 (Basic firefighter skills needed to get to live fire) and then there could be a joint hiring process with interviews and a career day and agencies could pick people from there, and then blend them into the FRFC. Contact hours and recruits not traveling the same journey as the FRFC hired recruits, can still pose a problem.
3. FRFC and associated facilities becoming satellite campus' that would work under the education affiliation umbrella of Aims. That is an administrative process but that may be the best program, as being under Aims allows for grants and tuition help for the recruits.

Chief Klaas said Aims has a state-of-the-art facility for firefighters and the Aims campus is centrally located between the FRFC agencies. Chief Sendelbach said they will try to have something ready to present by the December 13th Board meeting so the FRFC can be prepared for the February academy.

- d. **Discussion/Possible Action:** Formal Document for New Agency Requesting FRFC Membership –CMCB PPM Document
Nothing new to report in the document.
- e. **Discussion/Possible Action:** Outside Agency Fire Academy Attendees
Chief Jim Klug said he was in touch with Larkspur, and he shared that there are no available openings in the spring academy.

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8. New Business:

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

Brandon Garcia said that Chief Derrek Bergsten submitted a letter of intent to withdraw from the FRFC. He shared that Poudre expresses their appreciation for everything the organization has done for the Northern Colorado region.

Chief Sendelbach said the general contribution runs through the calendar year, so he said that any personnel commitments through the end of the year would be appropriate, and the letter of withdrawal would then go into effect at the start of the new year.

Chief Sendelbach acknowledged that part of Chief Bergsten's letter was a request for a refund for PFA's contributed funds. He said there would need to be conversations with legal counsel, FRFC and Poudre Fire Authority regarding how to do that and what is appropriate.

Chief Garcia said they read through the contract and the IGA and acknowledged that it does state that all refunds are forfeited, but that it also states that it is responsible and correct to ask. Chief Garcia said they understand that the Board will make the determination if a refund will be provided.

Chief Michael Calderazzo voiced a concern that they would then have to do refunds like that into the future for whoever leaves the organization. Chief Sendelbach said it would take a little while to figure out the best course for the organization, especially with the changes to the funding models and the organizational changes they are currently working through.

Chief Tyson Barela shared that he felt there was already a decision several months back that there was going to be a reset to the \$10,000 per agency fund and that the rest of the fund balance was going to be refunded to the organization per their historical contributions.

Chief Sendelbach said there must be a review of the minutes and then they will work with legal counsel to determine the best course, and that there just needs to be some additional research. Chief Sendelbach suggested that the discussion be tabled and that the Executive Board will come with a formal recommendation.

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- b. Discussion:** 2024 Regular Meeting Dates and Locations (Dates must be determined and announced before the first regular meeting of the 2024 calendar year)
The Board members agreed to continue with alternating in-person meetings and virtual meetings with the February meeting being the first in-person meeting.

Chief Kuznik said there wasn't a set rotation of who holds the in-person meetings. Cherie Kozak asked if they would prefer to have a set day each month for consistency and the Board agreed to keep it on a consistent calendar day for planning purposes.

- 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)

Chief Michael West (Front Range Fire Rescue) said he enjoyed his term, but he will not be able to fulfill another two-year term, so he would like to step out of the Vice President position.

Chief Brian Kuznik (Greeley Fire Department) said he is happy to continue to contribute to the Executive Board, but if anyone would like to step into the Secretary position, he is happy to step aside.

Chief Tim Sendelbach asked if any of the FRFC Board Members would like to put forth a nomination for the Vice President and Secretary position.

Chief Jim Klug (Platte Valley Fire) nominated Chief Dan Higgins (Longmont Fire Department) for the Vice President position and Chief Higgins said he would accept the position if no one else wanted to step in.

Chief Tim Sendelbach (Loveland Fire Rescue Authority) said he would like to nominate Chief Michael Calderazzo for the Vice President seat, but Chief Calderazzo declined due to time availability which he doesn't feel he can adequately contribute.

Chief Jim Klug (Platte Valley Fire) nominated Chief Brian Kuznik (Greeley Fire Department) to remain in the Secretary seat, and that was seconded by Chief Michael West (Front Range Fire Rescue) and Chief Kuznik accepted the nomination.

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Chief Sendelbach asked all additional Board Members if they had any nominations or a desire to serve, and no one else offered any nominations or desire to serve as Vice President or Secretary for the upcoming two-year term.

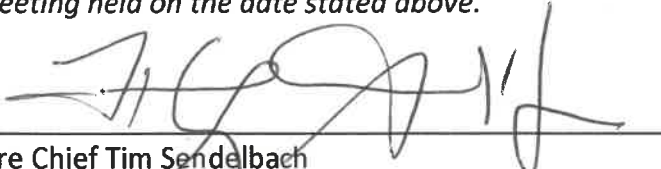
Chief Sendelbach said the Board would carry Chief Dan Higgins' name forward to the December meeting where they will reopen the nominations and have a formal vote to fill the available seats.


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

10. Adjournment: The meeting was adjourned at 1:54pm, November 7, 2023

Motion to adjourn – Chief Brian Kuznik (Greeley Fire Department)
seconded - Chief Dan Higgins (Longmont Fire Department)
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