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Boulder Fire Rescue
Boulder Rural Fire Rescue
Front Range Fire Rescue
Greeley Fire Department
Lafayette Fire Department



Longmont Fire Department
Louisville Fire Protection
Loveland Fire Rescue Authority
Mountain View Fire Protection
Platte Valley Fire Protection
Windsor Severance Fire Rescue

**FRFC Board of Directors
Regular Board Meeting
March 19, 2024, 2:00pm
Virtual Meeting - Via Teams**

AGENDA ITEMS

1. **Call to Order:** The meeting was called to order at 2:00pm by FRFC Board President, Chief Tim Sendelbach.
2. **Roll Call:** Chief Stephen Charles (Berthoud), Chief Michael Calderazzo (Boulder), Chief Greg Schwab (Boulder Rural), Chief Mike West (Front Range), Chief Brian Kuznik (Greeley), Chief Pete Bradshaw (Lafayette), Chief Dan Higgins (Longmont), Chief John Willson (Louisville), Chief Tim Sendelbach (Loveland), Chief Dave Beebe (Mountain View), Chief Chris Angermuller (Windsor)

Also Present: Lieutenant Stew Visser (Longmont), Sara Simonton (James Vincent Group – JVG), Cherie Kozak (FRFC & LFRA Admin)

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

Motion to approve the agenda as presented - Chief Brian Kuznik (Greeley Fire Department)

seconded – Chief Greg Schwab (Boulder Rural Fire Rescue)

All Approved – Motion Carried

4. **Approval or Changes to Previous Board Meeting Minutes:** Previous Board Meeting Minutes from February 20, 2024 – Regular Meeting

Motion to approve the previous Board meeting minutes as written - Chief Brian Kuznik (Greeley Fire Department)

seconded – Chief Pete Bradshaw (Lafayette Fire Department)

All Approved – Motion Carried

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5. **Call to the Public:** No members of the public provided comment either in person or online.

6. **Financials:**

a. **Discussion/Possible Action:** Monthly Financial Report

Sara Simonton shared the Monthly Financial Report and stated that the cash value ended in February at \$332,000. Sara also included that the recruit clothing was \$12,000 which is up from \$2,000 in the previous academy. Chief Sendelbach asked Lieutenant Visser what he feels may be the difference and Lieutenant Visser said it may be because inventory of back up uniforms was low, and the extra cost may have been to restock. Chief Sendelbach asked Lieutenant Visser to check with Chief Klaas on the extra cost in recruit clothing and shared that there are different agencies paying into each academy. He said the expenses are based on individual agency participation and he wants to be sure they record true costs, from academy to academy.

*Motion to approve the monthly financial report as presented - Chief Mike West
(Front Range Fire Rescue)*

seconded – Chief Brian Kuznik (Greeley Fire Department)

All Approved – Motion Carried

b. **Discussion/Possible Action:** FRFC Audit

Sara Simonton shared that JVG sent out an RFP for an Audit for the 2023 fiscal year. She said they sent the RFP to two auditing firms whom they have worked with in the past, Haynie as well as Walker & Armstrong which are the two firms they know currently working in Colorado.

Sara requested that the Board share with her any auditing firms they use for their independent agencies. She asked Cherie if she could put the RFP on the website to possibly drive more proposals.

Chief Sendelbach asked Sara what she anticipated as the cost for the audit and Sara said this is the first year there has been an audit, so she just gave a range between \$5,000 and \$10,000. She included that the Front Range Fire Consortium has a very limited number of transactions, and the rest are primarily reoccurring charges, so she felt it should be at the lower end.

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Chief Sendelbach said the Board has to have the Audit completed by July 1st, 2024, and Sara said she will try to have bids available by the next Board meeting.

c. **Discussion/Possible Action:** Review Requests for Financial and Organizational Consulting Services

Cherie opened a shared screen to present the submitted bids. Chief Sendelbach asked what the Board would like to see regarding the bids. Chief Bradshaw asked if there is a subcommittee currently assigned to the RFPs for the consultant services. Chief Sendelbach confirmed that there is a subcommittee and suggested that the committee could review the bids, interview the vendors, and then come to the Board with recommended consultants for the Boards selection.

Chief Calderazzo and Chief Beebe said they would prefer that the Board give approval for the subcommittee to do the vetting and to hire the consultant and then bring the consultants recommendations back to the Board.

*Motion to allow the previously assembled subcommittee to select and hire a consultant to carry out an evaluation of the financial options available to the organization and present that to the Board. Additionally, the consultant fees are not to exceed \$30,000.00 - Chief Dave Beebe (Mountain View Fire Rescue) seconded – Chief Brian Kuznik (Greeley Fire Department)
All Approved – Motion Carried*

7. **Old Business:**

a. **Discussion/Possible Action:** FRFC Academy 2024-1 Update

Lieutenant Visser stated that academy has just started week five with ladders and forcible entry with the two-battalion system, and they had to make a few adjustments the previous week due to the snowstorm.

He shared that in week four there were four people sick and four more out due to the storm or for personal reasons. He added that there was one administrative review for a recruit who failed two tests, but the recruit remained in academy as they did well on all other evaluations. He included that the recruit is aware that another test failure will result in dismissal from academy.

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Lieutenant Visser also shared that in week three the leased resources were at \$59,928.00. He included that the ladders went out for repair, and they were returned with only 1 ladder failing the retest.

He said that all of the leased resource slots for apparatus and instructors have been filled, with the exception of the slots for Live Fire and those will be filled in the next two weeks. He included that the FRFC is in discussions with two churches for the upcoming graduation with the hold up on livestreaming of the graduation ceremony.

Chief Sendelbach asked Lieutenant Visser what the number of absences are that a student can incur, and Stew said the number of hours missed in academy is 80 hours for sick time or injury, and that absence shifts to 30 hours if the injury/absence happens on non-academy hours (personal time).

b. Discussion: Clean Getaway Quote for 2 Portable Hose Cleaners (Support of Decon Initiative)

Chief Calderazzo said he had a quote for 2 portable hose cleaners for academy and he also bought 2 for Boulder. He said he understood it was not a formal decision to get two for the FRFC, but he obtained a quote from the vendor. Chief Sendelbach advised the Board that he put two of the hose cleaners in the grant as well.

Chief Calderazzo said that if the Consortium elects to purchase the hose cleaners, the supplier would like to ship all of the units together as it's more cost effective than shipping one more to Boulder and two to Loveland for Academy.

After Board discussion on payment and reimbursement to Boulder Fire an option was presented that the quote be billed back to Boulder and then they would use the same document that was used between the FRFC and Greeley for the radios. The consensus was that the document would constitute clear transfer of ownership and that the purchase was intended for the FRFC. Chief Sendelbach asked Cherie to work with him to secure the correct documentation to support the transaction.

Sara Simonton said they can move the cash and may not need the document. She shared that if Chief Calderazzo purchased them and then invoiced the FRFC, the FRFC could pay the invoice to show transfer of ownership of the two units.

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Motion to approve the transaction for Boulder to purchase the two FRFC Academy units and then invoice the FRFC – Chief Brian Kuznik (Greeley Fire Department)
Seconded – Chief Dan Higgins (Longmont Fire Department)
All Approved – Motion Carried

c. Discussion/Possible Action: Update on All American Leadership Training Proposal

Chief Sendelbach said Rick Rochelle from All American Leadership made a presentation at the previous meeting and that Rick submitted a proposal for a seven-month online class that meets once a month for eight hours a day. Chief Sendelbach said initial consideration was to have a rotating venue, however, as logistical complications may occur for the instructor due to different A/V setups, the decision came down to a central location with a known hotel where they can secure the hotel nights all the way through the program. He also shared that the AAL offer started at \$3,600 per student but was negotiated to \$2,500 per FRFC student and the AAL would like 36 students enrolled to make it a full class with an overall program cost of \$99,900.

Chief Sendelbach shared that All American Leadership would fly their instructors to DIA, and that an option is for the participating departments to take turns with instructor transport to and from the hotel, which would also be a cost savings to the FRFC.

He also said that if the FRFC registered for 24 seats, that would be \$60,000 and they could open the additional seats to students outside of the organization to make up the difference of \$39,900. He said he would advocate using the additional seats to market the program to outside attendees which could encourage participation in the FRFC.

Chief Kuznik shared that there were two options for the AAL class. The first option was to relinquish the 12 extra seats to outside students to draw people to the FRFC and the other option was to split all 36 seats amongst the member organizations. Chief Kuznik posed the question to the Board to inquire if they would be interested in participating in the AAL program and what their desire would be to secure three seats each. He shared, if there were any seats remaining, they could work to fill the additional seats internally by seniority or based off of organization size.

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Chief Kuznik said the FRFC has some funds available, and he asked the Board if they would like the FRFC to fund the first twelve seats so each agency would get one seat covered by the FRFC.

- Chief Higgins: Longmont – 3 and would consider 4 if available.
- Chief Kuznik: Greeley - 3 and he would advocate for the FRFC to consider covering the first 12 seats at one seat per agency.
- Chief Calderazzo: Boulder – 3 and he supports the consideration of the FRFC covering the first seat for each agency.
- Chief Angermuller: Windsor – 2
- Chief Beebe: Mountain View – 3
- Chief Schwab: Boulder Rural - 3
- Chief Willson: Louisville – 2
- Chief West: Front Range – 3
- Chief Bradshaw: Lafayette – 3 and supports the consideration of the FRFC covering the first seat for each agency.
- Chief Charles: Berthoud – 3

Chief Sendelbach confirmed with Sara Simonton (JVG) that the FRFC will pick up the first 12 seats (one for each agency) at the rate of \$2,775. The difference in the cost is to offset the difference in tuition for FRFC vs. Non-FRFC students. Chief Sendelbach and Chief Kuznik suggested they could offer the two extra seats as a first right of refusal to the largest agency for one extra seat and then move down the line for the additional seat to keep it fair regardless of the size of the agency.

Chief Beebe asked who was coordinating the class, and Chief Sendelbach said he would work with Cherie to figure out the logistics for registration and the outgoing correspondence. He said all of the books will be delivered to the FRFC business address in Loveland and will be distributed from there. Additionally, he said he would work on a formalized plan with the Executive Board.

d. Discussion: AIMS Bridge Model

Chief Sendelbach asked the Board to share their interest in the Aims model and requested their direction on continuing to pursue the conversation with Aims.

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Chief Bradshaw acknowledged that the model may not fit the needs of the larger agencies but said for the smaller agencies he believes it has appeal. He said he would like to meet to discuss the finer points of the Bridge Program with other interested FRFC agencies and perhaps consult with some of the Aims administrators. Additionally, he said he feels it's important to have the FRFC acceptance of the Bridge Model as a viable option.

Chief Bradshaw offered to assemble the group, and asked the Board to reach out to him if they would like to participate in the discussions. Chief Sendelbach asked Cherie to help Chief Bradshaw with organizing the meeting. Chief Charles from Berthoud expressed interest in joining the discussion, as well as Berthoud's Training Chief, Andrew Kuiken

e. Discussion: Update on IGA / Existing Financial Format

Chief Sendelbach said the IGA has a specific spending model, and he said he wants Sara with JVG to be comfortable with the adopted instructor fee schedule until it is formally updated in the IGA. Lieutenant Visser said the Board approved fees are an average of all departments and positions. Chief Willson said that when he joined, he didn't realize that the instructors would be on a 40-hour week, and he kept his instructor at 56 hours. Chief Sendelbach said they are all being paid the same rate, but what Chiefs decide to do in their individual departments is up to them.

f. Discussion: Update on AFG Grant Application

Chief Sendelbach said that the signed MOU was the document showing that all 12 agencies support the grant and helped identify it as an application for a regional grant. He also shared that the grant summation was \$254,000. Chief Sendelbach said the strength of the group gives the FRFC more power in winning the grant and he included that virtually everything requested on the Chief's list was able to be included in the grant application. He was able to tie all of the portable training props to the number one priority for the grant which is Firefighter I Certification. Chief Sendelbach said he will share the PDF with the Board.

8. New Business:

a. Discussion: Possible Hosting of FRFC Open Seminars/Training Events & Outside Instructors

Chief Bradshaw asked the Board if the Consortium is interested in being the host agency and coordinator for open seminars and training events. Additionally, he

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asked if there was interest in getting a group together with some Chief's and training specialists to discuss available classes and programs that might be hosted by the FRFC.

Chief Sendelbach said he feels this is a beneficial avenue to explore, both for specific training and certification options such as Fire Officer or Incident Safety Officer. He proposed that through the FRFC, Cherie could establish and monitor the registration, and the logistics could then be managed by the host agency. He shared that if the programs are hosted through the FRFC, they could potentially use training funds for the tuition.

Chief Bradshaw suggested the possibility of a subcommittee to look for classes for the FRFC to host and Chief Sendelbach asked the Board if someone would be interested in becoming the lead or join the subgroup for the open seminars and outside training. Chief Bradshaw said he would be happy to lead the group. Chief Schwab offered to co-chair. Chief Sendelbach requested that the subgroup reach out to the training officers as well as research options, and then report at the meetings.

b. Discussion: Review of Recruit Refund Policy

Chief Sendelbach said he wanted to remind the Board that they have a policy which stipulates that the recruit fee structure is broken down into thirds. He shared that if a recruit is dismissed from Academy, the recruits home agency will only receive a refund that is in alignment with the 1/3, 1/3, 1/3 policy and the refund is dependent on when the recruit is dismissed.

9. Next Regular Meeting: 2:00pm April 16, 2024, Boulder Rural Fire Rescue - 6230 Lookout Rd. Boulder, CO 80301

10. Adjournment: March 20, 2024, 3:11PM

Motion to adjourn – Chief Dave Beebe (Mountain View Fire Rescue)

seconded – Chief John Willson (Louisville Fire Protection District)

All Approved – Motion Carried

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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.

A handwritten signature in black ink, appearing to read "T. Sendelbach".

_____, FRFC Board President
Fire Chief Tim Sendelbach

A handwritten signature in black ink, appearing to read "B. Kuznik".

_____, FRFC Board Secretary
Fire Chief Brian Kuznik










3-19-2024 Board Meeting Minutes

Final Audit Report

2024-04-18

Created:	2024-04-17
By:	Cherie Kozak (Cherie.Kozak@lfra.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAArsyBgr4-8EpkonYPp9snhCYC3j0XDWcv

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-  Document created by Cherie Kozak (Cherie.Kozak@lfra.org)
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-  Document emailed to Tim Sendelbach (tim.sendelbach@lfra.org) for signature
2024-04-17 - 2:51:26 PM GMT
-  Document emailed to brian.kuznik@greeleygov.com for signature
2024-04-17 - 2:51:26 PM GMT
-  Email viewed by brian.kuznik@greeleygov.com
2024-04-17 - 5:54:29 PM GMT
-  Signer brian.kuznik@greeleygov.com entered name at signing as Brian S. Kuznik
2024-04-17 - 5:55:35 PM GMT
-  Document e-signed by Brian S. Kuznik (brian.kuznik@greeleygov.com)
Signature Date: 2024-04-17 - 5:55:37 PM GMT - Time Source: server
-  Email viewed by Tim Sendelbach (tim.sendelbach@lfra.org)
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