



## Wellington Fire Protection District REGULAR BOARD MEETING MINUTES

The **Regular Board Meeting** of the Wellington Fire Protection District was called to order at approximately **4:14 pm** on **June 21, 2023**, at **Station 16** located at 8130 3<sup>rd</sup> St, Wellington, CO 80549.

### **Pledge of Allegiance**

**Roll Call** - *DIRECTORS PRESENT – HUNTER, MEYERS, BOLLINGER, GAITER, PIERSON.*

**Additions/Deletions to the Agenda** – *Director GAITER requested to condense agenda down: Number 7 addressed in 5; Number 9 addressed in 3; and Number 10 addressed in 4.*

**Conflicts of Interest** - *NONE*

**Correspondence** – *NONE*

### **Executive Session**

*Executive session pursuant to Sec. 24-6-402(4)(b), C.R.S, for purposes of conferring with the District's legal counsel and receiving legal advice on specific legal questions related to a recent personnel matter.*

**Possible Action:** *Possible Board action based upon Executive Session.*

*M/S GAITER/BOLLINGER to adjourn regular board meeting and go into executive session at 4:18PM. Voice votes unanimous; motion approved.*

*Adjourn from executive session and return to regular board meeting at 4:56PM.*

**Public Comment** – *NONE*

**Guests or Presentations** - *NONE*

### **Consent Agenda**

- **Regular Board Meeting Minutes for May 10, 2023**
- **Special Board Meeting Minutes for May 24, 2023**

*M/S GAITER/ HUNTER to accept the consent agenda. Voice votes unanimous; motion approved.*

### **Chief's Report**

*Chief Patterson shared the following:*



## Wellington Fire Protection District

- *Congratulations to LT Schneeberger, LT Delfs, FE Netik, FE Kelly, FE Soucek, FF Claussen, FF Loveridge, for successfully completing various DFPC certifications and FF Sykes for successfully completing the PFA DO Academy. Great Job!*
- *Auditors from Haynie & JVG continue work on 2022 financial audit.*
- *Held Wildfire Preparedness Open House at Station 17, Saturday May 13<sup>th</sup>. Thank you to the crews for cleaning & prepping station and to LETA, Larimer Co OEM, and LCSO ES for attending.*
- *Active Shooter initial training delivered. Equipment deployed to apparatus. Full-scale exercise with LCSO June 27 & July 11.*
- *Front-line apparatus rotating through PFA Fleet for repairs*
- *Almost completed annual inspection & flow test on all SCBA packs & regulators*
- *Call numbers for May 2023 vs 2022, YTD. 2023 vs 2022, and May staffing information*
- *Thank everyone who stepped up to assist with covering during my vacation.*
- *Thanks to LT Delfs for learning how to do payroll processing with JVG*
- *Congratulation and well wishes to CA Pettit to PRPA, FE Netik & LT Birnie to FRFR*

**District Business** – *Gabe Buldra from JVG presented the financial report and answered questions.*

### 1. Monthly Financial Report

- Balance Sheet**
- Reconciled Cash Balances**
- Profit & Loss Report**
- Income & Expense by Month**
- Monthly Disbursements**
- Twelve-Month Cash Flow Report**

*M/S GAITER / HUNTER to ACCEPT the Monthly Financial Report as presented. Voice votes unanimous; motion approved.*

### 2. Election of Board Officers –

- *GAITER: Nominates BOLLINGER for President*
- *MEYERS: Nominates PIERSON for President*
- *Voting on Bollinger for President*
  - o *Roll Call Vote Requested by Director Gaiter*
    - *Hunter – Yes*
    - *Bollinger – Yes*
    - *Meyers – No*
    - *Gaiter - Yes*



### **Wellington Fire Protection District**

- Director BOLLINGER elected as President.
- GAITER: Nominates HUNTER for Vice President; No other nomination; HUNTER Elected
- MEYERS: Nominates GAITER for Treasurer; No other nominations; GAITER Elected
- PIERSON: Nominates MEYERS for Secretary; MEYERS Declines
  - o Board discusses history of Fire Chief preparing meeting packets and taking minutes. No Board member was elected as Secretary.

*Director Bollinger took over as chair of the meeting from Director Pierson.*

#### **3. Discussion/Possible Action: Organizational Plan**

*Director Gaiter introduced the item, and Directors discussed Evans Fire Protection District as it compares to WFPD.*

*Motion Gaiter to accept organizational chart as presented. No second*

*Directors continued to discuss Evans operational structure compared to WFPD.*

*Public Comments allowed:*

*Brian Mason, Tyler Netik, Lisa Chollet, Kendra Barrett all provided public comment.*

*M/S GAITER/ HUNTER to hold off on all staffing positions including 40-hour Staff Captain position until it can be discussed at July meeting with JVG's numbers. Voice votes 4-1 in favor; motion approved.*

*Director Bollinger introduced rank, pay, and grade discussion on qualifications for all ranks.*

*Public comment was allowed on item 5 out of order by Chair.*

*Lisa Chollet provided public comments.*

*M/S BOLLINGER/GAITER to discuss job descriptions included in Board packet.*

*Director Bollinger dropped the motion and opened the item for Board discussion job. The board discussed job descriptions included in the packet.*

*Director Bollinger tabled further discussion to July meeting.*

#### **4. Discussion/Possible Action: Revised WFPD Employee Handbook**

*Director Gaiter introduced proposed changes included in the packet and the directors discussed.*

*M/S GAITER/ PIERSON to add the proposed Whistle Blower Policy, Board Contact, and Formal Problem-Solving sections to the Employee Handbook as presented.*



### **Wellington Fire Protection District**

*MEYERS/GAITER requested adding word “entire” into the Section 2.D between “before the Board of Directors”. Voice votes unanimous; motion approved.*

*Director Gaiter introduced proposed vacation, holiday, and sick leave change document. Directors discussed item.*

*M/S GAITER / HUNTER to refer the proposed vacation, holiday, and sick leave change document to JVG for review of numbers. Voice votes unanimous; motion approved.*

*Director Gaiter introduced the proposed 5% pay increase table. Directors discussed.*

*M/S GAITER / HUNTER to refer the proposed vacation, holiday, and sick leave change document to JVG for review of numbers. Voice votes unanimous; motion approved.*

#### **5. Discussion/Possible Action: WFPD Board of Director Bylaws**

*M/S GAITER /MEYERS to APPROVE revising section 4.1 to hold Regular Meetings on the third Wednesday of each month. Voice votes unanimous; motion approved.*

*President Bollinger called for a brief break in the meeting at 1937 hours.  
The meeting resumed at 1941 hours.*

*M/S GAITER /PIERSON to REMOVE section 4.2.1.8. as it does not apply to our District. Voice votes unanimous; motion approved.*

*M/S GAITER /MEYERS to ADD two items to the list of agenda items in section 5.3 – Employee Recognition and Committee Reports. Voice votes unanimous; motion approved.*

*M/S GAITER /HUNTER to ADD to section 6.12 “The Treasurer shall work with financial consultants before financial statements are included in the board packet.” Voice votes unanimous; motion approved.*

*M/S GAITER /BOLLINGER to INCLUDE in section 6.12 “There shall be a permanent Finance Committee composed of the Treasurer, one (1) community member appointed by each board member and three (3) current employees of the Fire District.” Voice votes 3-2 in favor; motion approved.*

*M/S HUNTER/GAITER to REVISE section 6.7.7 to read “Excessive absenteeism. A Director who fails to attend three consecutive regular meetings is automatically disqualified to serve as a Director, unless approval of absence is entered in the minutes. Approved absences include mental or physical disability, or illness. Director absences must be identified in the official meeting minutes*



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*and must state whether the absence was excused or unexcused.” Voice votes unanimous; motion approved.*

**6. Discussion/Possible Action: Resolution 2023-02 Amending Resolution 2022-05 Adopting Meet and Confer Process**

*M/S GAITER / BOLLINGER to APPROVE Resolution 2023-02 as presented. Voice votes unanimous; motion approved.*

**7. Discussion Item: Adding an agenda item to Regular Board Meeting agenda to allow staff to address the Board with concerns.**

*This item was combined with and discussed under Item 3*

**8. Discussion Item: Forming a Merit Board that meets quarterly.**

*This item was discussed briefly, and it was decided that it would be done by an Employee Committee and not the Board.*

**9. Discussion Item: 40-hour Staff Captain position and rank, grade, pay for Firefighters.**

*This item was combined with and discussed under Item 5*

**10. Discussion Item: Board looking into pay and benefits.**

*This item was combined with and discussed under Item 4*

**11. Discussion item: Who acts as Fire Chief when the Fire Chief is out of town.**

*This item was discussed with no formal action taken by the Board.*

**12. Discussion item: Deputy Fire Marshal resignation**

*Chief Patterson shared the plan to utilize the existing relationship with Fire Marshal Services, LLC in the interim until a more formal decision is made on filling this vacancy.*

### Other

- **Deputy Fire Marshal Pettit farewell address to District**

*Deputy Fire Marshal Pettit provided a farewell address to the district.*

*Director Gaiter wishes to discuss wildland deployment in the July meeting.*

Station 16  
8130 3<sup>rd</sup> Street  
Wellington, CO 80549



Station 17  
106 W County Road 66  
Fort Collins, CO 80524

## Wellington Fire Protection District

### Calendar Items

- July 22<sup>nd</sup> work session @ 0900 at Station 16.

**Next Board Meeting — July 19, 2023, at Station 16 @ 4pm.**

**Adjournment** – M/S BOLLINGER/HUNTER to *ADJOURN the meeting at approximately 8:38 PM. Voice votes unanimous; motion approved.*