

**WELLINGTON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES**

108 E County Rd 66, Fort Collins, CO 80524 - Station 2  
June 5th, 2019 6:30 pm

**Call to Order @ 6:45 PM**  
**Pledge of Allegiance**  
**Roll Call**

*Present: Directory Story, Director Pierson, Director Reed, Director Sarno*  
*Unexcused: Director Pettit*

*M/S Story/Pierson to APPROVE Director Pettit as unexcused. Motion PASSED unanimously by voice vote.*

**Conflicts of Interest** *None*  
**Public Notice Posted** *as legally required*

**Additions/Deletions** *none*

**Consultants/Guests/Others in Attendance**

*Ron Tribbet, OneBeacon Fleet and Facility Insurance Presentation*  
*K. Townsend*  
*Sara Standing*  
*Capt. Pettit*  
*BC Rupert*  
*R. Gonzales*  
*A. Macdonald*

**Consent Agenda:**

Minutes of May 1<sup>st</sup> Board of Directors, 2019 Regular Board Meeting  
Minutes of Special Meeting May 15, 2019  
Paid Bills  
Reference Check register.  
Year-to-Date Budget.  
Balance Sheet Review

*M/S Story/Pierson to APPROVE the consent agenda. Director Sarno ABSTAINED. Director Reed in favor of the M/S. Motion PASSED.*

**Staff Reports:**

- Fire Chief Update: *Chief Green*
  - *Budget is on track for 2019*
  - *Services provided by Pinnacle are being transferred inhouse. Director Sarno commented in the approved Treasure's Report there is significant items not mentioned. Ex: firefighter incentives.*
  - *Update provided on the status of the 2018 IRC Code Adoption with Wellington and Larimer County. Capt. Pettit and A. Macdonald put in a significant effort toward Code Adoption process.*
  - *Wellington Board of Trustees could be voting on the Impact Fees at the June 25<sup>th</sup> meeting, Board of Directors was encouraged to attend but were advised that only two could comment on behalf of WFPD.*

- *BC Ruppert and BC Nathe have put in a significant effort and were an essential part of the successful collaboration with PFA. Other organizations are taking notice and wanting to participate.*
- *Lt. Allmon resigned.*
- *The deed transfer is complete for Station 4 and a sign will be posted announcing the change of ownership.*
- *Staff is continuing to work toward finding efficiencies within the organization.*
- **Communications Specialist: Gonzales, R**
  - *Recent press release clarifying the collaboration with PFA*
  - *EOC event provided PIO training and showcased regional collaboration efforts*
  - *Open House this Saturday @ Station 2*
  - *Exploring a youth leadership program*
  - *Significant cost savings will be visible in the budget late 3<sup>rd</sup> quarter specifically for the phone and internet bill*

<b>MTD Responses by Type</b>	<b>EMS</b>	<b>FIRE</b>	<b>OPA</b>	<b>Total</b>
May 2018	53	2	20	75
May 2019	45	1	17	63
<b>YTD Responses by Type</b>				
2018	258	17	90	365
2019	231	21	106	358
<b>As of EOD May 31, 2019</b>	<b>MTD</b>	<b>YTD</b>	<b>(M + / -)</b>	<b>(Y + / -)</b>
2018	75	365		
2019	63	358	-16%	-2%

- **Fire Prevention Bureau: Capt. Pettit**
  - *Currently 67 Active Permits*
  - *222 Occupancies*
  - *Overview provided of major projects*
  - *Discussion regarding the status of the Days Inn failure to comply, first court date is set for June*
- **Battalion Chief(s): BC Rupert /BC Nathe**
  - *Attached*
  - *Regionalization with PFA and with Larimer County entities will be effective 9-6-2019 as a collaborative response effort.*

**Old Business**

**a.) Discussion - Budget meeting**

*DIRECTION to Staff to schedule for 4-7 PM @ The Biergarten at Anheuser-Bush on September 30<sup>th</sup> from 4-7 PM.*

**b.) Discussion - Fire Department Facility Use**

*DISCUSSION regarding the availability to the public and non-WFPD related groups to utilize WFPD facilities. Staff expressed concerns regarding impacts to the Shift on Duty, staff and addressing unreasonable scheduling requests. DIRECTION provided to Staff to revise the policy based on feedback from the Board. Stations 1 (16) and 2 (17) will be able for public use, with occupancy limitations, and BCs will have final approval incorporated into the guidelines.*

**c.) Discussion – Fire Department Waiver**

*DISCUSSION regarding the presented evaluation process and level of staff time to review applicants. DIRECTION provided to Staff to simplify and revise the policy based on feedback from the Board.*

**d.) Discussion – Meeting Time, Location and Postings**

*Director Sarno felt strongly that a Waverly presence is important for the District and that location rotation should continue.*

*DIRECTION given to Staff to change District Board meeting time to follow the Pension Board meeting time, typically being 4:30 moving forward. Additionally, the location and postings will remain the same.*

**New Business**

**a.) Insurance Renewal – Tribbet Presentation of Renewal Policy**

*M/S Reed/Sarno to APPROVE the annual renewal payment of \$19,899 and of the presented three-year policy. Voice vote unanimous, motion APPROVED.*

**b.) Finance Update – K. Townsend**

- *Payroll has been moved inhouse*
- *Payables can be printed inhouse*
- *Financial oversight changes*
- *Audit update*
- *Quarterly reporting will also be inhouse*

**c.) Requisition 19-11 – SVI Refurb on Engine 2**

*M/S Sarno/ Story to APPROVE Requisition 19-11. Voice vote unanimous, motion PASSED.*

**Other**

*SDA Conference 9/11-13*

**Announcements**

**Calendar**

June 30<sup>th</sup> Deadline for auditor to submit report to District Board  
July – Review dates for budget meeting (District Board)  
July 30<sup>th</sup> – Audit submission deadline to State  
July Meeting will be at Station 1 at 4:30 PM

**Executive Session** *none*

**Adjourn** *M/S Sarno/ Story to ADJORN @ 9:40 PM. Voice vote unanimous, motion PASSED.*