

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

8130 3<sup>rd</sup> St (Station 16)  
Wellington, Colorado 80549  
November 6th, 2019 4:30 pm

**Call to Order @ 16:30**  
**Pledge of Allegiance**  
**Roll Call** *all Directors in attendance*  
**Conflicts of Interest** *none*  
**Public Notice** *posted as legally required*

**Additions/Deletions**

**Public Comment** - *none*

**Consultants/Guests in Attendance** *none*  
**Community Members in Attendance** *none*  
**Staff in Attendance**

**Townsend, K**  
**Capt. Pettit.**  
**Chief Green**  
**BC Nathe**  
**D/O Schneeberger**  
**LT. Maison**  
**FF. Elder**  
**FF. Kelly**  
**FF. Convey**  
**FF. Basamanowicz**  
**D/O Callahan**  
**Macdonald, A**

**Consent Agenda:**

Minutes of Board of Directors, Regular Board Meeting - October  
Paid Bills  
Reference Check register  
Year-to-Date Budget.  
Balance Sheet Review

*M/S Sarno/Pettit to APPROVE the Consent Agenda as presented; voice vote unanimous MOTION PASSED*

**Presentation:**

**Staff Reports:**

- Fire Chief Update: *Chief Green*
  - a. *EMS services for PFA are in the RFP process*
  - b. *BC is still expected to be out for another 6-8 weeks*
- HR/Finance: *Townsend, K*
  - a. *Employee Open Enrollment period opens in the month of November*
  - b. *Halfway through a leadership course at the FRFC*
  - c. *Investigating a credit card processing policy*
  - d. *Data file maintenance is ongoing*
- Communications Specialist: *Gonzales, R (Provided by Chief Green)*
  - a. *September 2019 was the busiest month on record for call volume*
  - b. *Presentation at the Chief's conference about Social Media was very successful*
- Fire Prevention Bureau: *Pettit, E*

- a. *Overview of permits and plan reviews*
  - b. *Overview of major commercial construction projects*
- Battalion Chief(s): *BC Rupert - / BC Nathe*
  - a. *RFP for station alerting is on track for the Spring*
  - b. *Consortium Graduation is in early December*
- EMS Coordinator: *FF. Convey*
  - a. *ERS auditing and monitoring for certifications and trainings*
  - b. *CPR Process update*
  - c. *AED Grant in progress*
  - d. *Approval from Front Range Community College for Continuing Education*
  - e. *Inventory management*
- District Administration/Facilities: *A. Macdonald*
  - a. *Election training is coming up in December*
  - b. *Public Hearing notification for the Budget was posted in the Coloradoan*
  - c. *Excursion and MED208 have been sold*
  - d. *Internal sealed bid process for station surplus*
  - e. *Impact fee update*
  - f. *Insurance claim on the roof in progress*

## **Old Business**

### **Public Hearing Opened for**

- **2020 Budget Presentation**

*Brief DISCUSSION regarding the 2020 Budget Presentation. 2020 Budget Presentation will be ready for adoption in December. No changes necessary from previous presentation.*

## **New Business**

- **Vacation Donation Policy**

*Director Sarno gave DIRECTION to incorporate a cap on the time bank.*

*Director Reed COMMENTED on experience with similar policies.*

*M/S Sarno/Pettit to TABLE the agenda item “**Vacation Donation Policy**” until the next Regular Board Meeting in December; voice vote unanimous MOTION PASSED*

- **Non-FMLA Leave Policy**

*M/S Sarno/Pettit to TABLE the agenda item “**Non-FMLA Leave Policy**” until the next Regular Board Meeting in December; voice vote unanimous MOTION PASSED*

- **Gap Funding: TAN vs LOC options**

*The line of credit vs a tax anticipation note option was reviewed by the WFPD Finance Committee. The WFPD Finance Committee recommends the Board pursue the Line of Credit option with Points West Bank. The line of credit option was reviewed by the WFPD Finance Committee and official approval will be required in a Special Meeting. Resolution for presentation at the December Regular Board Meeting.*

*M/S Story/Sarno APPROVE for K. Townsend to facilitate necessary paperwork for Special Board Meeting for a line of credit.*

- **Lease-Purchase Funding**

*Utilizing a lease purchase option will allow for the operating reserves to build. The lending company structures the lease purchase like a draw account that pays the vendors. This will allow for impact fees to make the lease purchase payments over time allowing for growth to pay for the apparatus instead of*

property tax dollars. *DIRECTION* given to have a Resolution for presentation at the December Regular Board Meeting.

*M/S Story/Sarno APPROVE* for K. Townsend to facilitate necessary paperwork for Lease-Purchase options for the refurb at SVI to present in a Resolution at the December Regular Board Meeting.

#### **Other**

*Directory Story notified the Board she will not be in attendance at the December Regular and Pension Board Meeting.*

*Director Pettit requested an update on Mill Levy rebate. Chief Green provided that about 200k is left.*

*Director Pierson REQUESTED that staff investigate programs to provide CPR opportunities to the community as a resource.*

*DIRECTION* was given to Chief Green to begin advertising a Battalion Chief position.

*Chief Green took a moment to express his appreciation for all the staff that has stepped up to meet the demands of the District. D/O Delfs has taken on Fleet management, A. Macdonald has taken on Facilities, and everybody is covering and taking on project responsibilities to keep the District operational. Chief Nathe has been overseeing Operations by himself for the last several months and his hard work is very much appreciated. R. Gonzales did such an outstanding job at the Chiefs conference that she was invited to repeat her presentation at the 2020 Special District Association Conference.*

#### **Calendar**

November 6 <sup>th</sup>	Regular Board Meeting, Public Hearing for Budget
November 16 <sup>th</sup>	Begin 60-day window to provide annual transparency notice to electors
December 4 <sup>th</sup>	Pension Board Meeting, Public Hearing for Budget Adoption and Regular Board Meeting
December 7 <sup>th</sup>	Parade of Lights, Community Chili Cook-off
December 7 <sup>th</sup>	FRFC Graduation
December 15 <sup>th</sup>	Mill Levy certification, adopt budget, file notice of inactive status
January 1 <sup>st</sup>	District boundaries due to DOLA
January 15 <sup>th</sup>	Annual “transparency” notice

#### **Executive Session - none**

*M/S Story/Sarno, to Adjourn @ 17:55 voice vote unanimous MOTION PASSED.*