

WELLINGTON FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS AGENDA

6:30 pm

February 6th, 2019

**Wellington Fire Station 1**

**8130 3<sup>rd</sup> St**

Wellington, Colorado 80549

- Call to Order at: 6:32
- Pledge of Allegiance:
- Roll Call: *Director Pettit, Director Sarno, Director Reed, Director Sarno motioned to excuse Director Pierson and Director Story from meeting, Director Pettit seconded, motion passes.*
- Conflicts of Interest & Public Notice Posted  
*None*
- Consultants/Guests/Others in Attendance:  
**Consultant:** *Kevin Williams with BBC Research & Consulting (unable to make drive due to weather, presentation done by skype) Kevin reviewed the impact fee study. Discussion amongst board regarding what to charge for the impact fees. If we keep it, we will be the highest for what is charged. Discussion conclusion is we will stay with the numbers the study revealed. Motion made by Director Sarno to adopt the fees schedule presented by BBC consulting as soon as they are approved by the Town of Wellington and Larimer County, seconded by Director Pettit, motion carries.*  
*Others in Attendance: Chief Green, E. Pettit, J Rupert, M. Evans, R. Gonzales*
- Consent Agenda: **(5 min.)**

**Approval of:**

Minutes of January 9th, 2019 Regular Board Meeting Minutes

Paid Bills

Year to date Budget.

Balance Sheet Review

*Motion made to approve consent agenda by Director Sarno seconded by Director Pettit, motion passes.*

**Staff Reports:**

a). Fire Chief: **(10 min.)**

*Impact Fees Resolution – completed after discussion for what was suggested by the consulting company. Need policy before it goes to the Town and County for approval. Chief reviewed Pinnacle Consulting highlights as of 12/31/18, incoming and outgoing funds and the projections from Pinnacle. Pinnacle shows us in the negative by about \$30,000 but we are still waiting for about \$50,000 from the Federal Government, we were affected by the shutdown which held up funds from the grant. Discussion regarding wildland, administration expenses, accounting/auditing was more expensive, our HR budget was higher due to the internal investigation, our election expenses was over due to the election regarding Gallagher and operations wages. We will be tightening down our budget lines, so we don't exceed them, and follow through with our monthly reporting to the board.*

*Collaboration Initiatives continuing with PFA and PRPA.*

*Met the new Chief of PRPA, they had 6 calls on their property in 2018. Wants to continue to discuss offsetting our operational costs with PRPA, we are the first due to their site.*

*Fort Collins dispatch is in the process of going to a new CAD system. We will be renumbering our apparatus, the new system will dispatch the closest piece of apparatus to the incident. This would be county a wide collaboration.*

Chief will also be discussing with the board inclusion and exclusion of properties along county road 58.  
February 19<sup>th</sup> retreat – Fleet & Facilities, long range plans, collaboration with PFA and PRPA, salary structure with like size departments.

**b.) Operations/Training/Fleet & Facilities: (5 min.)**

*Dynamic dispatching – everything will be automatic when resources are need.  
Reestablishing the performance evaluations.  
Hosting training with PFA so they can get an idea of what we have for equipment.  
4 people completed their acting officer class at PFA.  
PFA had a BC academy that our BC's attended.  
Ice Rescue is in the process of being completed.  
Will cover fleet and facilities on the 19<sup>th</sup>.  
Will try to start the RAM car in March when DO Berry returns from maternity leave.  
Reviewing furniture for stations.*

**c.) Community Risk Mgmt. & Communications: (5 min.)**

*Pub Ed – Calendar handed out with dates for this year.  
We currently have 60 active permits. Still working in ERS to get that updated.  
Met with Town regarding the 2018 building code as well as with Safe Built and everyone is on board with moving forward with these codes.  
Will be looking at the permit fees to see if we need to increase. Looking to have this done by June.  
Working with the towns building department.  
Working with town for a single events form, will fill out a form which give 1 spot for all information. Give single point of contact.  
Went to Rice Elementary and gave a great pub ed presentation.  
At the same number of calls as where we were last year.  
Still running more medical calls.  
Director Pierson requested a poster with everyone pictures and name.*

**d.) Finance & Administration:**

*Grant – Desk top review from FEMA needed some more information sent to them. Still have 1 more week.  
Only 4 calls to bill for in January, I currently contact CSP for the information. We will work on how that information will be gotten.  
Audit will soon be underway, paperwork has been signed to authorized.  
Met with copier people to go over contract, looking to save some money.*

**e.) Personnel Services & Support:**

*We have had 1 person apply for the HR position.  
Conducting an exit interview tomorrow at 0900 with FF/DO Bothwell, Director Sarno will be available to attend this interview.*

- **Chairperson: (5 min.)**  
*None*
- **Committees: (5 min.)**  
*None*
- **Unfinished or old business from last meeting or moved to this meeting: (15 min.)**  
*Nothing*
- **Other: (5 min.)**  
*Nothing*
- **New Business: (10 min.)**

**Impact Fees**

*Resolution completed after discussion in Fire Chief's report. No comments from public.*

**a) Presentation of Resolution 2019-01 ~ Establishing an Impact Fee Schedule**

b) Public Hearing of Resolution 2019-01 ~ Establishing an Impact Fee Schedule

c) Board Comment and Disposition of Resolution 2019-01 ~ Establishing an Impact Fee Schedule

*Director Reed believes this is a good thing for the district and is glad we have it done.*

*Director Pettit believes this is inline with what we have promised our taxpayers over the last 2 years/elections, for our future growth and not to be a burden.*

*Motion passes unanimously by the board present at this meeting.*

- Executive Session:  
*None*
- Announcements: **(5 min.)**
  - a). Membership Meeting representatives: Director Pierson
- Calendar:

**February**

- Complete and return Actuarial Valuation Information to FPPA (Odd years) [Treasurer & Admin]
- Pension Board meeting: Pension Eligibility reviewed [Pension Board]
- Pension Board sends out Beneficiary update forms
- ~~☐ Pension Board Meeting—Review Pension Board self nomination form for Volunteers and Retirees. Placed on November.~~

**March**      Nothing on the calendar

**April**      Nothing on the calendar

Adjournment: Motion made to adjourn, seconded and passed @ 8:36pm.

Board Signatures: