

## **Wellington Fire Protection District**

### **Minutes of Regular Board Meeting**

#### **Opening**

The regular meeting of the Wellington Fire Protection District was called to order at 5:12 pm on December 4, 2019 in Station 17 located at 108 E County Rd 66, Fort Collins, Colorado.

#### **Pledge of Allegiance**

#### **Roll Call**

*PRESENT- Director Sarno, Director Pierson, Director Pettit, Director Reed*

*M/S Sarno/Pettit to APPROVE excused absence for Director Story. Voice vote unanimous; MOTION PASSED*

#### **Staff Present**

Townsend, K

Gonzales, R

Pettit, E

Macdonald, A

Chief Green

Chief Nathe

Lt. Evans

FF. Stark

D/O Delfs

#### **Community Present**

Sara Standing, 20844 Cattle Dr. Wellington, CO 80549

**Conflicts of Interest** - *none*

**Open for Public Comment** - *none*

**Guests Presentations** - *none*

#### **Consent Agenda:**

- Minutes of November Regular Board Meeting
- Minutes of November Special Board Meeting
- Paid Bills
- Reference Check Register
- Year to Date Budget
- Balance Sheet Review

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

## **Chiefs Reports**

- **Fire Chief Green**

*DISUCSSION regarding RFP to be presented in January with PFA for ambulance services.*

*Director Sarno asked how this would impact our contract that ends later in the year. Chief Green clarified that there is an overlay clause in our agreement with UC Health, they would be notified by us that the contract would end and another provider, if selected, would take their place until a new contract was awarded for District ambulance services.*

*EMS Coordinator Convey will be providing updates regarding EMS moving forward in Staff Reports.*

- **Battalion Chief Nathe**

*FRFC Graduation weekend. The next round of personnel to be sent through the Academy will be in the Fall of 2020.*

## **Staff Reports:**

*Staff reports are included in the packet for review and are not presented unless at the request of a Board Director*

- **Public Information Officer/IT - R. Gonzales**

*Director Sarno commented favorably on the PIO/IT Staff report format.*

*Director Pierson asked for clarification about IT services. R. Gonzales is coordinating the approval and agreement with PFA for IT Services.*

- **Asst. Fire Marshal - - Capt. Pettit**

*Director Sarno asked for clarification on ERS reporting. Capt. Pettit provided an overview on the permits. Some have outstanding payment and may not be a true reflection of what has been collected. The Staff Report reflects Billing not necessarily Receiving.*

### **District Business**

1. **2020 Budget**

- a. Present Resolution: 2019-04 A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND APPROPRIATION OF FUNDS FOR FISCAL YEAR 2020
- b. Close the Regular Board Meeting and open a Public Hearing for 2019-04 A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND APPROPRIATION OF FUNDS FOR FISCAL YEAR 2020

*M/S Reed/Sarno to close the REGULAR MEETING and open the PUBLIC HEARING for 2019-04 A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND APPROPRIATION OF FUNDS FOR FISCAL YEAR 2020; voice vote unanimous MOTION PASSED at 5:36 PM*

*Sara Standing, Community Member at Cattle Dr., requested to receive copies of the Staff Reports with agendas. Chief Green gave DIRECTION to Staff to provide Ms. Standing with a current copy of the Reports and future copies of the reports with an agenda via email. Additionally, Ms. Standing requested a copy of the Budget. A. Macdonald presented Ms. Standing with an extra copy of the Board Packet which included a copy of the Staff Reports and the proposed Budget for review.*

*Ms. Standing asked for clarification on the Election budget item. Director Reed provided clarification the expense reflects there will be two Board Members positions up for election this year.*

*Ms. Standing asked for clarification on the Board Member Compensation budget item . K. Townsend clarified the amount was reduced based on prior numbers instead of anticipated projections.*

- c. Close Public Hearing for 2019-04 A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND APPROPRIATION OF FUNDS FOR FISCAL YEAR 2020 and Open Regular Board Meeting

*M/S Reed/Pierson to close the PUBLIC HEARING for 2019-04 A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND APPROPRIATION OF FUNDS FOR FISCAL YEAR 2020 and resume the REGULAR Board of Directors MEETING. Voice vote unanimous; MOTION PASSED at 5:44 PM.*

- d. Discussion and Disposition for adopting 2019-04 A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND APPROPRIATION OF FUNDS FOR FISCAL YEAR 2020

**K. Townsend provided DISCUSSION and CLARIFICATION regarding Administrative Wages and where the actual Valuation numbers are represented in the Budget to be Adopted.**

*M/S Sarno/Pierson to ADOPT the 2019-04 A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND APPROPRIATION OF FUNDS FOR FISCAL YEAR 2020. Voice vote unanimous; MOTION PASSED.*

## 2. Mill Levy Certification

- a. Present Resolution: 2019-05 RESOLUTION TO SET MILL LEVIES

- b. Close the Regular Board Meeting and open a Public Hearing for Resolution 2019-05 RESOLUTION TO SET MILL LEVIES

*M/S Reed/Sarno to close the REGULAR MEETING and open the PUBLIC HEARING for 2019-05 RESOLUTION TO SET MILL LEVIES; voice vote unanimous MOTION PASSED at 5:48 PM.*

*Sara Standing, member of the community, asked if the Mill Levy will be increased this year. Chief Green responded that the Mill is maxed at 14.999 and will not be increased further without going to the public for vote. DISUCSSION regarding how property tax is impacted if Special Districts can use Sales Tax as a revenue source.*

*No further comment from the public.*

- c. Close Public Hearing for Resolution 2019-05 RESOLUTION TO SET MILL LEVIES and Open Regular Board Meeting

*M/S Reed/Sarno to close the PUBLIC HEARING for 2019-05 RESOLUTION TO SET MILL LEVIES and resume the REGULAR Board of Directors MEETING. Voice vote unanimous MOTION PASSED at 5:53 PM.*

- d. Discussion and Disposition for adopting 2019-05 RESOLUTION TO SET MILL LEVIES

*M/S Pierson/Sarno to ADOPT 2019-05 RESOLUTION TO SET MILL LEVIES; voice vote unanimous MOTION PASSED*

### 3. Lease Purchase

- a. Present Resolution: 2019-06 RESOLUTION TO EXECUTE LEASE PURCHASE AGREEMENT
- b. Close the Regular Board Meeting and open a Public Hearing for 2019-06 RESOLUTION TO EXECUTE LEASE PURCHASE AGREEMENT

*M/S Reed/Pierson to close the REGULAR MEETING and open the PUBLIC HEARING for 2019-06 RESOLUTION TO EXECUTE LEASE PURCHASE AGREEMENT; voice vote unanimous MOTION PASSED at 5:54 PM.*

*No comment from the public*

- c. Close Public Hearing for 2019-06 RESOLUTION TO EXECUTE LEASE PURCHASE AGREEMENT

*M/S/ Reed/Sarno to close the PUBLIC HEARING for 2019-06 RESOLUTION TO EXECUTE LEASE PURCHASE AGREEMENT and resume the REGULAR Board of Directors MEETING. Voice vote unanimous MOTION PASSED at 5:55 PM.*

- d. Discussion and Disposition for adopting 2019-06 RESOLUTION TO EXECUTE LEASE PURCHASE AGREEMENT

*DISCUSSION regarding the prepay options for the District on the Line of Credit with Community Leasing Partners.*

*M/S Reed/Sarno to ADOPT 2019-06 RESOLUTION TO EXECUTE LEASE PURCHASE AGREEMENT; voice vote unanimous MOTION PASSED.*

#### 4. Line of Credit Resolution 2020

- a. Present Resolution: 2019-07 RESOLUTION FOR LINE OF CREDIT
- b. Close the Regular Board Meeting and open a Public Hearing for 2019-07 RESOLUTION FOR LINE OF CREDIT

*M/S Reed/Pierson to close the REGULAR MEETING and open the PUBLIC HEARING for 2019-07 RESOLUTION FOR LINE OF CREDIT at 5:58 PM; voice vote unanimous MOTION PASSED*

*No comment from the public*

- c. Close Public Hearing for 2019-07 RESOLUTION FOR LINE OF CREDIT

*M/S/ Reed/Sarno to close the PUBLIC HEARING for 2019-07 RESOLUTION FOR LINE OF CREDIT and resume the REGULAR Board of Directors MEETING at 5:59 PM. Voice vote unanimous; MOTION PASSED*

- d. Discussion and Disposition for adopting 2019-07 RESOLUTION FOR LINE OF CREDIT

*M/S Reed/Sarno to ADOPT 2019-07 RESOLUTION FOR LINE OF CREDIT. Voice vote unanimous; MOTION PASSED*

#### 5. Non-FMLA Leave Policy

*The Directors approved a motion at the November Regular Board Meeting to table the Non-FMLA Leave Policy for further review. After District's legal counsel review, K. Townsend is re-presenting the Policy for approval with the only to the title to reflect "Extended Medical Leave Policy" instead of "Non-FMLA Leave Policy".*

*Chief Green DISCUSSED the impacts of the extended medical leave policy for Staff. The policy would give an employee additional but specified unpaid leave time before a position is vacated. Chief Green wanted the policy change to come before the Board because it impacts Benefits and Compensation.*

*M/S Reed/Sarno to ADOPT the policy presented by staff with title to reflect "Extended Medical Leave Policy". Voice vote unanimous; motion PASSED*

#### 6. Vacation Leave Bank Policy

*DISCUSSION regarding changes to policy requested from Directors regarding the cap for the bank for liability purposes. K. Townsend clarified that an employee can receive no more than 120 hours a year and the bank cannot hold any more than 1000 hours. No further changes were requested or made to the policy from the Policy previously presented by Staff. .*

*M/S Pierson/Sarno to APPROVE the "Vacation Leave Bank Policy" presented by staff; voice vote unanimous motion PASSED*

#### 7. Pedestrian crosswalk collaboration with CDOT and Town of Wellington

*Staff was presented with correspondence from Wellington Town Administrator, Ed Cannon, to inquire if the District would be interested in contributing toward a pedestrian safety project on Cleveland Ave. The Town has requested Director consideration of contributing an amount not to exceed \$4,000 as a community partner to provide two flashing pedestrian crossings for Cleveland Ave.*

*Director Sarno expressed the importance of and concerns regarding participation as the District had presented similar projects in the past with no cooperation from the Town or CDOT.*

*Chief Green clarified the prior projects included signaling for the apparatus to enter Cleveland (Opticom or switch activated) and that this project is not part of the 2019 or the 2020 Budget. CDOT will be contributing to the project through in-kind service of installation.*

*DISCUSSION between DIRECTORS regarding conditions of approval for clarification to Staff for collaborating with the Town of Wellington*

*M/S Sarno/Reed to APPROVE a contribution for a crosswalk combination light to not exceed \$4000 CONDITIONAL that Directors are able to provide an appropriation of funds from the 2020 Budget; and CONDITIONAL on the crosswalks being required to have WFPD BOARD APPROVED sensors for Emergency Vehicles at Sixth and Cleveland.*

#### 8. CBD Extraction and Hemp Facilities

*Discussion Item presented by Capt. Pettit regarding CBD extraction facilities within the Town of Wellington. The Town of Wellington Planner, Cody Byrd and Economic Developer, Michelle Vance, met with Capt. Pettit about Life and Fire Safety requirements for extraction and hemp manufacturing facilities proposed in a light industrial zone of the community.*

*Chief Green affirmed the Fire District will only provide comments relative to fire and life safety code requirements of the Adopted 2018 International Fire Code for extraction and hemp manufacturing facilities. The 2018 International Fire Code applies to the Town of Wellington and Larimer County.*

*Sara Standing, community member Cattle Dr. Wellington 80549, commented on an extraction facility that exploded in Washington near a family member. She “cannot believe Wellington is considering this”.*

*Capt. Pettit. commented there are requirements on the combustible material storage and the process of extraction in the 2018 Fire Code.*

### **Other**

*D/O Delfs provided an update on the status of the refurb at SVI.*

### **Calendar**

December 7th	Parade of Lights, <del>Community Chili Cook-off</del>
December 7th	FRFC Graduation at 10 am
December 15th	Mill Levy certification, adopt budget, file notice of inactive status
January 1st	District boundaries due to DOLA
January 15th	Annual “transparency” notice

*M/S Reed/Sarno to end the Regular Board Meeting and enter into Executive Session at 6:35 PM for the purposes of Section 24-6-402(4)(f) C.R.S for discussing personnel matters regarding Ashley Macdonald and for Section 24-6-402(4)(f) C.R.S for purposes of discussing personnel matters regarding Chief Green. Voice vote unanimous; PASSED.*

**Executive Session** – *For clarification of the record. Director Pettit was excused from the Regular Board Meeting prior to the beginning of the motion to go into Executive Session. Director Pierson, Director Reed and Director Sarno were present for the duration of the Executive Meeting.*

*Section 24-6-402(4)(b) C.R.S for purposes of consulting with our attorney on the issue of non-FMLA leave and application. – REMOVED FROM AGENDA, ITEM NOT DISCUSSED*

*Section 24-6-402(4)(f) C.R.S for purposes of discussing personnel matters regarding Ashley Macdonald. - Ashley Macdonald requested that Chief Green remain present for the duration of this portion of the Executive Session. No decisions were made.*

Station 17-Waverly

108 E County Rd 66, Fort Collins,

December 4, 2019

*Section 24-6-402(4)(f) C.R.S for purposes of discussing personnel matters regarding Chief Green. - Chief Green requested only Directors be present. No decisions were made.*

*M/S Reed/Sarno to close the Executive Session at 7:15 PM and resume the Regular Board Meeting. Director Reed will retain the recording for 90 days. Voice vote unanimous; MOTION PASSED*

*M/S Sarno/Reed to ADJOURN the Regular Board Meeting at 7:16 PM. Voice vote unanimous; MOTION PASSED*