



Wellington Fire Protection District REGULAR BOARD MEETING MINUTES

The **Regular Board Meeting** of the Wellington Fire Protection District was called to order at approximately 4:00 pm on **May 10, 2023**, at **Station 16** located at 8130 3rd St, Wellington, CO 80549.

Pledge of Allegiance

Roll Call - *DIRECTORS PRESENT – GAITER, PIERSON, SARNO, PETTIT*
DIRECTORS ABSENT – MEYERS

M/S PETTIT/PIERSON Approve absence as excused. Voice votes unanimous; motion approved.

Additions/Deletions to the Agenda - *Director Gaiter requested to move District Business item #6 up to #3.*

Conflicts of Interest - *NONE*

Correspondence – *NONE*

Public Comment – *NONE*

Any property owner, business owner, or resident of the District that would like to comment on items not listed on the agenda may be restricted to a 3-minute limit per person.

Guests or Presentations - *NONE*

Consent Agenda

- Regular Board Meeting Minutes for April 12, 2023

M/S PIERSON/PETTIT to APPROVE the Consent Agenda. Voice votes unanimous; motion approved.

Chief's Report

- *Auditors from Haynie & JVG on site May 2nd for audit work. Estimate draft June 21st meeting.*
- *Tracking Governor & Legislature efforts to introduce additional property tax reduction initiatives to further reduce property tax rates and effect on special districts. These are on top of SB21-293 & SB22-238.*
- *Worked with LETA911 GIS to develop a digitized map of our current map grids to use as pre-designated evacuation quadrants. Working with Town staff to get flood data to overlay flood-related evacuations.*
- *Wildfire Preparedness Open House at Station 17, Saturday May 13th 1000-1200 hours.*



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- *First 2 sessions of Active Threat training conducted with LCSO. Delivering to all shifts, planning for June & July exercises.*
- *Completing outfitting all riding positions with ballistic gear and tactical trauma gear*
- *Coordinated annual pump testing for frontline apparatus with PFA.*
- *Scheduling annual SCBA and regulator flow testing and hydrostatic testing with Scott Technician*
- *Working with CSU to get CORE testing scheduled and covered with Heart Trust funding.*

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 / PIERSON to ACCEPT the Monthly Financial Report as presented including the revised March report. Voice votes unanimous; motion approved.

2. Discussion Item: Update on Board Election Process

Staff provided details regarding the conclusion of the Election Board Process.

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

Directors discussed potential options for allowing staff to address the Board during a meeting.

Director Gaiter MOTIONED to add a point in the agenda for the Union President to present each meeting, if necessary, if they want to, any concerns that they want to bring to the Boards attention. Board members discussed options for how this would make its way onto an agenda formally. As no SECOND was received to the motion, motion died.

Board directed staff to add Board Bylaws for a Discussion item to the June 21, 2023, Regular Board Meeting.

4. Discussion/Possible Action: Approval of Revised WFPD Employee Handbook

Staff shared and presented the proposed revised WFPD Employee Handbook to the Board for consideration for approval.



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MOTION GAITER in Section 5,B,4 PTO Leave, strike out the words “48 hours will be available on January 1st of each calendar year.”, and replace them with, “accrued at 1.846 hours per pay period starting January 1st, 2024.” And strike out the words “96 hours will be available on January 1st of each calendar.” And replace them with, “accrued at 3.96 hours per pay period starting January 1st, 2024.”

Staff and Board discussed wording of the motion and revisions to the language. No Second was received, motion died.

M/S GAITER / PIERSON in Section 5,B,4 PTO Leave, strike out the words “48 hours will be available on January 1st of each calendar year.”, and replace them with, “accrued at 1.846 hours per pay period starting January 1st, 2024, for current employees and immediately for new employees hired after May 10, 2023.” Voice votes unanimous; motion approved.

M/S GAITER / PIERSON in Section 5,B,4 PTO Leave, strike out the words “96 hours will be available on January 1st of each calendar year.”, and replace them with, “accrued at 3.96 hours per pay period starting January 1st, 2024, for current employees and immediately for new employees hired after May 10, 2023.” Voice votes unanimous; motion approved.

M/S GAITER / PIERSON in Section 5,B,5 Holidays, to add to the sentence “40 hours will be available on January 1st and July 1st of each calendar year” the words “until December 31, 2023.”and add the line “Full-time employees (non-exempt) will receive 80 hours of Holiday Leave each year accrued at 3.077 hours per pay period starting January 1st, 2024.” Voice votes unanimous; motion approved.

Director Gaiter discussed adding a whistle blower policy to the Employee Handbook and provided an example of a modified version of the Town of Wellington’s policy. The Board directed the chief to reach out to Employer’s Counsel Services to seek any information or examples of employee handbooks that contain whistle blower policies.

M/S GAITER / PETTIT to RESCIND the PTO Leave motions previously approved earlier in order that they can be tabled for later discussion. Voice votes unanimous; motion approved.

Staff will provide a Revised Handbook to the Board at the next meeting, reflecting revised Holiday wording and possible whistle blower policy examples for discussion.

5. Discussion/Possible Action: Amendment #1 to Amended and Restated Fire Service Automatic Aid / Mutual Aid Agreement between the Platte River Power Authority and the Wellington Fire Protection District.

Director Gaiter presented a document with a suggested amendment to the PRPA agreement. Staff will send the proposed amendment back to PRPA for consideration and bring back their reply to the Board at the June 21 meeting.

Station 16
8130 3rd Street
Wellington, CO 80549



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

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M/S PETTIT/GAITER to TABLE further discussions until the June 21, 2023, Regular Board Meeting. Voice votes unanimous; motion approved.

6. Discussion Item: Town of Wellington water billing at Station 16

Staff provided the Board with an update on communications with the Town of Wellington and the expectation of water billing to begin for water usage in June 2023.

7. Discussion Item: Forming a Merit Board that meets Quarterly

The board decided to wait until the new board is in place to discuss.

Other

Director Sarno read a letter to the Board.

Director Gaiter requested adding an agenda item to June 21, 2023, meeting to discuss scheduling a Board retreat.

Calendar Items

Wildfire Preparedness Open House at Station 17 – Saturday, May 13, 2023 – 10:00am – 12:00pm

Next Board Meeting – Rescheduled Pension & Regular Board Meetings – June 21, 2023, at Station 16 @ 4pm.

Adjournment

M/S PETTIT/GAITER to ADJOURN the meeting at approximately 5:52 PM. Voice votes unanimous; motion approved.