



Wellington Fire Protection District REGULAR BOARD MEETING MINUTES

The **Regular Board Meeting** of the Wellington Fire Protection District was called to order at approximately 4:24 PM, immediately following the Pension Board Meeting, on **December 14, 2022**, at **Station 16** located at 8130 3rd St, Wellington, CO 80549.

Pledge of Allegiance

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

Additions/Deletions to the Agenda

Director Gaiter made a request to move the LOC (Agenda Item #6 up to item #1), and requested to split Resolution No. 2022-02 into two parts, Part A and Part B.

Board Chair Pettit and Board discussed the requests. President Pettit decided to keep the agenda as presented but to discuss further and to take into consideration under DISTRICT BUSINESS.

Conflicts of Interest *none*

Correspondence *none*

Public Comment

Any member 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.

Shirrell Tietz and Sara Standing each provided public comment

Guests or Presentations *none*

Consent Agenda

- Regular Board Meeting Minutes for November 9, 2022

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

Fire Chief's Report

Chief Patterson provided a brief update:

- *Thanked employees for their work done in a challenging year. Thanked those working the holidays this year. Very optimistic and positive going into 2023*
- *New committees shaping up for launch in 2023 – meetings to set expectations and to develop priorities*



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- *Recent Separations-LT Manzo to Longmont Fire where father served 30+ years, FE Jackson to Loveland Fire where he served prior to Vail Fire & WFPD, FE/BC Dority retired after 24 YOS-Flag ceremony*
- *LT promotion process – Lawrenz (PT) coming back from FT Lupton Fire – BC as LT on 12/21*
- *FE List – FF Jongsma & FF Soucek accepted promotions to Fire Engineer*
- *2 FF vacancies – 1 conditional offer out*
- *Career FF Recruitment now open – Closes Sunday, January 8th*
- *4 new PT FF offers made & accepted- 2 onboarded and 2 in process, 2 more anticipated*
- *Call Volume Reports*
 - *2019 – 944 incidents*
 - *2020 – 1,011 incidents 66% EMS, 4% Fire, 28% other, +7% over prior year*
 - *2021 – 1,133 incidents 67 % EMS, 3% Fire, 28% other, +12% over prior year*
 - *2022 – 1,069 ytd, 1,071 Pytd, 62% EMS, 7% Fire, 31% other, 0% over prior year*

District Business

- 1. Monthly Financial Report**
 - i. Balance Sheet**
 - ii. Reconciled Cash Balances**
 - iii. Profit & Loss Report**
 - iv. Income & Expense by Month**
 - v. Monthly Disbursements**
 - vi. Twelve-Month Cash Flow Report**

Gabe Buldra from JVG presented the financial report and answered questions.

M/S GAITER/SARNO to ACCEPT the Monthly Financial Report. Voice votes unanimous; motion approved.

Present RESOLUTION 2022-02 A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND APPROPRIATION OF FUNDS FOR FISCAL YEAR 2023

- 2. Public Hearing for RESOLUTION NO. 2022-02**

M/S PETTIT/SARNO to close the regular meeting and open a public hearing regarding RESOLUTION 2022-02 A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND APPROPRIATION OF FUNDS FOR FISCAL YEAR 2023 at 4:59 PM. Voice vote unanimous; motion approved.

Lisa Chollet and Shirrell Tietz provided public comment on Resolution 2022-02



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3. Disposition for RESOLUTION NO. 2022-02

M/S PETTIT/GAITER to close the public hearing and resume the Regular Board Meeting for Board discussion and disposition of Resolution 2022-02 at 5:05 PM. Voice vote unanimous; motion approved.

Director Gaiter requested "Treasurer" be stricken from the second WHEREAS in resolution 2022-02 and indicated that the presented budget was \$1.00 out of balance and needed to be adjusted to be in balance and legal.

Directors discussed alternative budgets presented at the meeting by Director Gaiter. Gabe Buldra with James Vincent Group explained that the rounding of all revenues and expenditures to whole dollar amounts are to explain the \$1.00 variance between revenues and expenditures and ensured that any approved budget would be submitted with revenues and expenditures in balance.

Directors agreed to separate the Disposition actions for 2022-02 into Part A and Part B

M/S PETTIT/SARNO to adopt PART A OF A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND APPROPRIATION OF FUNDS FOR FISCAL YEAR 2023.

RESOLUTION 2022 – 02 Part A, which is A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING THE BUDGET FOR THE WELLINGTON FIRE PROTECTION DISTRICT FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2022 AND ENDING ON THE LAST DAY OF DECEMBER 2023, and to strike the word "Treasurer" from the second WHEREAS paragraph, and to ensure that the final adopted and submitted budget is in balance in that expenditures do not exceed revenues.

A roll call vote is taken:

DIRECTOR MEYERS	YES
DIRECTOR GAITER	NO
DIRECTOR PIERSON	YES
DIRECTOR SARNO	YES
DIRECTOR PETTIT	YES

MOTION APPROVED



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M/S PETTIT/PIERSON to adopt PART B OF A COMBINED RESOLUTION CONCERNING THE ADOPTION OF A BUDGET AND APPROPRIATION OF FUNDS FOR FISCAL YEAR 2023.

RESOLUTION 2022 – 02 PART B, which is A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS, IN THE AMOUNTS AND FOR THE PURPOSES SET FORTH BELOW FOR THE WELLINGTON FIRE PROTECTION DISTRICT FOR THE 2023 BUDGET YEAR.

A roll call vote is taken:

<i>DIRECTOR MEYERS</i>	<i>YES</i>
<i>DIRECTOR GAITER</i>	<i>YES</i>
<i>DIRECTOR PIERSON</i>	<i>YES</i>
<i>DIRECTOR SARNO</i>	<i>YES</i>
<i>DIRECTOR PETTIT</i>	<i>YES</i>

MOTION APPROVED

Present RESOLUTION 2022-03 A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2022 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE WELLINGTON FIRE PROTECTION DISTRICT, FOR THE 2023 BUDGET YEAR.

4. Public Hearing for RESOLUTION NO. 2022-03

M/S PETTIT/GAITER to close the regular meeting and open a public hearing regarding RESOLUTION 2022-03 A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2022 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE WELLINGTON FIRE PROTECTION DISTRICT, FOR THE 2023 BUDGET YEAR at 5:32 pm. Voice vote unanimous; motion approved.

Lisa Chollet and Sue Reed provided public comment regarding Resolution 2022-03.

M/S PETTIT/GAITER to close the public hearing and resume the Regular Board Meeting for Board discussion and disposition of Resolution 2022-03 at 5:39 PM. Voice vote unanimous; motion approved.

5. Disposition for RESOLUTION NO. 2022-03



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The mill presented for approval is 15.070. It is requested by the Board to reflect the 0.071 mills being dedicated towards the tax refunds in the proposed resolution.

M/S PETTIT/GAITER to adopt A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2022 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE WELLINGTON FIRE PROTECTION DISTRICT, FOR THE 2023 BUDGET YEAR; and that for the purpose of meeting all general operating expenses of the District during the District's 2023 budget year, there is hereby levied a tax of 15.070 mills upon each dollar of the total valuation for assessment of all taxable property within the District for the previous year (tax year) of which, 0.071 mills will be dedicated towards tax refunds.

A roll call vote is taken:

<i>DIRECTOR MEYERS</i>	<i>YES</i>
<i>DIRECTOR GAITER</i>	<i>YES</i>
<i>DIRECTOR PIERSON</i>	<i>YES</i>
<i>DIRECTOR SARNO</i>	<i>YES</i>
<i>DIRECTOR PETTIT</i>	<i>YES</i>

MOTION APPROVED

6. Staff Recommendation – Line of Credit Renewal

Present RESOLUTION 2022-04 A RESOLUTION OF THE WELLINGTON FIRE PROTECTION DISTRICT APPROVING AN EXTENSION OF THE EXISTING LINE OF CREDIT FOR FISCAL YEAR 2023

7. Public Hearing for RESOLUTION NO. 2022-04

M/S PETTIT/GAITER to close the regular meeting and open a public hearing regarding RESOLUTION 2022-04 A RESOLUTION OF THE WELLINGTON FIRE PROTECTION DISTRICT APPROVING A TAX ANTICIPATION REVOLVING LINE OF CREDIT FOR THE PURPOSE OF PAING ON A TIMELY BASIS DULY BUDGETED AND APPROPRIATED EXPENSES OF THE DISTRICT FOR THE 2023 FISCAL YEAR at 5:46 pm. Voice vote unanimous; motion approved.



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Jon Gaiter provided public comment regarding Resolution 2022-04.

M/S PETTIT/GAITER to close the public hearing and resume the Regular Board Meeting for Board discussion and disposition of Resolution 2022-04 at 5:48 PM. Voice vote unanimous; motion approved.

8. Disposition for RESOLUTION NO. 2022-04

Staff presented a brief staff report on the process of researching and recommending FNBO to provide their continued service.

The Board recommended amending the resolution to reflect that the Line of Credit principal shall not exceed \$350,000 to match revised anticipated need and to ensure that we only draw what is needed and only when needed to minimize accrual of interest.

M/S PETTIT/MEYERS to adopt RESOLUTION 2022-04 A RESOLUTION OF THE WELLINGTON FIRE PROTECTION DISTRICT APPROVING A TAX ANTICIPATION REVOLVING LINE OF CREDIT FOR THE PURPOSE OF PAING ON A TIMELY BASIS DULY BUDGETED AND APPROPRIATED EXPENSES OF THE DISTRICT FOR THE 2023 FISCAL YEAR with an amendment stipulating that the principal shall not exceed \$350,000.

A roll call vote is taken:

DIRECTOR MEYERS	YES
DIRECTOR GAITER	YES
DIRECTOR PIERSON	YES
DIRECTOR SARNO	YES
DIRECTOR PETTIT	YES

MOTION APPROVED

Present RESOLUTION 2022-05 A RESOLUTION OF THE WELLINGTON FIRE PROTECTION DISTRICT BOARD OF DIRECTORS ADOPTING A MEET AND CONFER PROCESS WITH LOCAL 5389.

9. Public Hearing for RESOLUTION NO. 2022-05

M/S PETTIT/GAITER to close the regular meeting and open a public hearing regarding RESOLUTION 2022-05 A RESOLUTION OF THE WELLINGTON FIRE



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PROTECTION DISTRICT ADOPTING A MEET AND CONFER PROCESS WITH LOCAL 5389 at 6:03 pm. Voice vote unanimous; motion approved.

Jon Gaiter provided public comment regarding Resolution 2022-05.

M/S PETTIT/GAITER to close the public hearing and resume the Regular Board Meeting for Board discussion and disposition of Resolution 2022-05 at 6:05 PM. Voice vote unanimous; motion approved.

10. Disposition for RESOLUTION NO. 2022-05

M/S PETTIT/MEYERS to adopt RESOLUTION 2022-05 A RESOLUTION OF THE WELLINGTON FIRE PROTECTION DISTRICT ADOPTING A MEET AND CONFER PROCESS WITH LOCAL 5389

A roll call vote is taken:

<i>DIRECTOR MEYERS</i>	<i>YES</i>
<i>DIRECTOR GAITER</i>	<i>YES</i>
<i>DIRECTOR PIERSON</i>	<i>YES</i>
<i>DIRECTOR SARNO</i>	<i>YES</i>
<i>DIRECTOR PETTIT</i>	<i>YES</i>

MOTION APPROVED

Present RESOLUTION 2022-06 A RESOLUTION OF THE WELLINGTON FIRE PROTECTION DISTRICT DECLINING PARTICIPATION IN THE COLORADO PAID FAMILY MEDICAL LEAVE INSURANCE PROGRAM

11. Public Hearing for RESOLUTION NO. 2022-06

M/S PETTIT/GAITER to close the regular meeting and open a public hearing regarding RESOLUTION 2022-06 A RESOLUTION OF THE WELLINGTON FIRE PROTECTION DISTRICT DECLINING PARTICIPATION IN THE COLORADO PAID FAMILY MEDICAL LEAVE INSURANCE PROGRAM at 6:08 pm. Voice vote unanimous; motion approved.



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There was no public comment regarding Resolution 2022-06.

M/S PETTIT/GAITER to close the public hearing and resume the Regular Board Meeting for Board discussion and disposition of Resolution 2022-06 at 6:09 PM. Voice vote unanimous; motion approved.

12. Disposition for RESOLUTION NO. 2022-06

M/S PETTIT/GAITER to adopt RESOLUTION 2022-06 A RESOLUTION OF THE WELLINGTON FIRE PROTECTION DISTRICT DECLINING PARTICIPATION IN THE COLORADO PAID FAMILY MEDICAL LEAVE INSURANCE PROGRAM

A roll call vote is taken:

<i>DIRECTOR MEYERS</i>	<i>YES</i>
<i>DIRECTOR GAITER</i>	<i>YES</i>
<i>DIRECTOR PIERSON</i>	<i>YES</i>
<i>DIRECTOR SARNO</i>	<i>YES</i>
<i>DIRECTOR PETTIT</i>	<i>YES</i>

MOTION APPROVED

13. Staff Recommendation – Designated Election Official & Election Firm for May 2, 2023, Board Election

M/S PETTIT/GAITER to select Special District Solutions as the Designated Election Official and to provide election services for the May 2, 2023. Voice votes unanimous; motion approved.

Present RESOLUTION 2022-07 A RESOLUTION FOR THE REGULAR ELECTION TO BE HELD MAY 2, 2023, APPOINTING A DESIGNATED ELECTION OFFICIAL, AND AUTHORIZING THE DESIGNATED ELECTION OFFICIAL TO CANCEL ELECTION

14. Public Hearing for RESOLUTION NO. 2022-07

M/S PETTIT/GAITER to close the regular meeting and open a public hearing regarding RESOLUTION 2022-07 A RESOLUTION FOR THE REGULAR ELECTION TO



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BE HELD MAY 2, 2023, APPOINTING A DESIGNATED ELECTION OFFICIAL, AND AUTHORIZING THE DESIGNATED ELECTION OFFICIAL TO CANCEL ELECTION at 6:21 PM.

No public comment regarding Resolution 2022-07.

M/S PETTIT/GAITER to close the public hearing and resume the Regular Board Meeting for Board discussion and disposition of Resolution 2022-07 at 6:22 PM. Voice vote unanimous; motion approved.

15. Disposition for RESOLUTION NO. 2022-07

M/S PETTIT/GAITER to adopt RESOLUTION 2022-07 A RESOLUTION FOR THE REGULAR ELECTION TO BE HELD MAY 2, 2023, APPOINTING A DESIGNATED ELECTION OFFICIAL, AND AUTHORIZING THE DESIGNATED ELECTION OFFICIAL TO CANCEL ELECTION

A roll call vote is taken:

<i>DIRECTOR MEYERS</i>	<i>YES</i>
<i>DIRECTOR GAITER</i>	<i>YES</i>
<i>DIRECTOR PIERSON</i>	<i>YES</i>
<i>DIRECTOR SARNO</i>	<i>YES</i>
<i>DIRECTOR PETTIT</i>	<i>YES</i>

MOTION APPROVED

Discussion - Regular Board and Pension Meeting Calendar for 2023

M/S PETTIT/MEYERS to APPROVE the Proposed Regular and Pension Meeting Calendar for 2023. Voice votes unanimous; motion approved.

Other

Director Gaiter asked about the process for bringing items to future Board Meetings. Chief Patterson and other Board members discussed how to bring items forward and what items staff are already working on.

The Board and staff also discussed the history of grants and the use of grants for funding positions such as the SAFER grant.

Station 16
8130 3rd Street
Wellington, CO 80549



Station 17
108 E County Road 66
Fort Collins, CO 80524

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The Board also discussed the possibility and timing of holding a Board retreat.

Calendar Items

Next Regular Board Meeting – January 11, 2023, 4:00 PM – Station 16

At approximately 6:44 PM, Director Pettit called for the Board to go into Executive Session under State Statute 24-6-402 to cover personnel issues and stated that it would only require the Board Members to participate. The Board entered Executive Session and Director Pettit conducted the voice recording of the session and retained custody of the voice recording.

At approximately 7:16 PM the Board exited the Executive Session and returned to the Regular Meeting.

Director Pettit requested that District Board By-Laws Review be added to the January 2023 Regular Meeting Agenda as a discussion item.

Adjournment

M/S PETTIT/MEYERS to ADJOURN the meeting at approximately 7:17 PM. Voice votes unanimous; motion approved.