



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 **January 11, 2023**, at **Station 16** located at 8130 3rd St, Wellington, CO 80549.

Pledge of Allegiance

Roll Call DIRECTORS PRESENT – PETTIT, MEYERS, GAITER, SARNO
DIRECTORS ABSENT – PIERSON – M/S SARNO/GAITER to accept Director Pierson's absence as excused as he had notified President Pettit in advance of his inability to attend. Voice votes unanimous; motion approved.

Additions/Deletions to the Agenda - None

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.

None

Guests or Presentations - None

Consent Agenda

- Regular Board Meeting Minutes for December 14, 2022

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

Chief's Report

Chief Patterson provided a brief update:

- Thank JVG Staff Dominic, Sara, Ben and Gabe for assistance throughout 2022
 - Budget filing completed with Larimer Co 12/15/2022
 - DOLA filing in progress. Final review of submission completed
 - Updated chart of accounts now rolling into Bill and reporting next month
- New career FF hired & began 1/9/23 – Jael Morgan
- Career FF Recruitment closed Sunday, January 8th. Reviewing applications now
- 2023 annual training calendar kicked off last week – staff developed, and content created
- Call Volume Reports
 - 2021 – 1,133 incidents 67% EMS, 3% Fire, 28% other, +12% over prior year
 - 2022 – 1,135 incidents 62% EMS, 7% Fire, 31% other, 0% over prior year



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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**

Dominic Filosa from JVG presented the financial report and answered questions.

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

- 2. Discussion and Possible Action: FY 2022 Financial Audit Engagement Letter**

M/S MEYERS/GAITER to EXECUTE the audit engagement letter authorizing Haynie & Company to perform the 2022 Financial Audit. Voice votes unanimous; motion approved.

- 3. Discussion and Possible Action: 2023 Sworn Wage Scale Adoption**

Staff presented to the Board for approval, a proposed wage scale for all sworn line positions based upon the Board-approved 2023 Operating Budget.

M/S PETTIT/GAITER to APPROVE the proposed 2023 Sworn Wage Scale which reflected an approximately 3% Cost of Living Adjustment increase to the Firefighter and Fire Engineer ranks hourly rate effective January 8, 2023. Voice votes unanimous; motion approved.

- 4. Regular Board and Pension Meeting Calendar and Designated Notice of Meetings Posting Location for 2023**

M/S PETTIT/GAITER to ADOPT the District's official website as the official designated notice of meeting posting and to approve the proposed meeting calendar for 2023. Voice votes unanimous; motion approved.



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5. Discussion Item: WFPD Board By-laws

A copy of the current WFPD District Bylaws was included in the Board Packet for review and potential discussion by the Board.

M/S PETTIT/MEYERS to TABLE any discussion on suggested updates to the By-laws until the February 8th, 2023, Regular Board Meeting, and to bring any suggestions for edits or revisions to the meeting for discussion. Voice votes unanimous; motion approved.

Other

Director Gaiter inquired about the process for conducting the Fire Chief's performance review. Chair Pettit indicated that the current evaluation form would be shared with all Board members for review.

Director Gaiter inquired about the District's process for notifying the community about the Board of Directors election process in May, 2023. Staff and Board discussed 2022 process and plan for 2023.

Director Gaiter inquired about the District Board's ability to charge for services delivered prior to ambulance arrival on EMS calls. Board and staff discussed our service model based upon tax receivables and the process involved with creating and operating a per-patient billing system for services rendered by the District.

Director Gaiter shared her views on individual Board Members fiduciary responsibility and other Board members discussed and shared their thoughts.

Calendar Items

Staff planning on presenting redlined version of Employee Handbook for initial Board presentation and review.

Next Board Meeting – February 8th, 2023, at Station 16

Adjournment

M/S MEYERS/PETTIT to ADJOURN the meeting at approximately 5:21 PM. Voice votes unanimous; motion approved.