



Wellington Fire Protection District REGULAR BOARD MEETING MINUTES

The **Regular Board Meeting** of the Wellington Fire Protection District was called to order at approximately 4:32 PM, on **March 8, 2023**, at **Station 16** located at 8130 3rd St, Wellington, CO 80549

Pledge of Allegiance

Roll Call- DIRECTORS PRESENT – MEYERS, GAITER, SARNO, PETTIT
DIRECTOR'S ABSENT – Pierson – M/S PETTIT /GAITER to accept DIRECTOR PIERSON'S absence.
Voice votes unanimous; motion approved.

Additions/Deletions to the Agenda – M/S PETTIT / MEYERS add #7 New District Business for reconsideration of Director Sarno's absence from March 1st Special Meeting. *Voice votes unanimous; motion approved.*

M/S GAITER / PETTIT move #2 and #3 to follow #7 end of District Business so public has the option to stay if desired. *Voice votes unanimous; motion approved.*

Conflicts of Interest - None

Correspondence- None

Public Comment - None

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.

Guests or Presentations - None

Consent Agenda

- Regular Board Meeting Minutes for February 8, 2023
- Special Board Meeting Minutes for March 1, 2023

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

Chief's Report

- Two new FFs started this week. Did one week of onboard training. FF Sykes and FF Barnes. Two additional FF's start on Monday for a two-week in-house academy. Getting us to full staff.
- Working on DFPC Firefighter Safety and Disease Prevention Grant – up to \$20k available for single request – Looking to fund NFPA 1582 Baseline Physical Screening with Vaccinations for all full-time personnel. We received just under 20k.
- Meeting tomorrow with Town Staff and Captain Pettit with ISO Inspector. Last done in 2016.
- Continued working with DEO to monitor election process and notifications.



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- *Focusing on financials, anticipating tax dump on the 10th.*
- *Continuing to work with JVG to get ready for audit. Anticipated late April to early May.*
- *Working through position evaluations. 40k for personnel costs for admin help. Ensuring funding for P/T limited term for General Support Specialist. Budgeting 20k and seeing what applicants we can get and anticipate a couple days a week to help with administrations.*
- *Evaluating our one administrative LT and elevating from LT to Captain with additional responsibilities and more pay. This helps when the Chief is gone to have two Captains, additional help for Captain Pettit. Ensuring proper budgeting and not pursuing something we cannot afford. Budgeted 40k for this position and holding off to see if it all works and how the P/T position goes.*

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. Staff also answered questions regarding financial reporting and timing of expenditures being reflected in December 2022, January 2023, and February 2023 reports. Additional discussion was had on the following topics:

- *Discussion on Financial Reporting Time Periods.*
- *Expenditure Code Changes.*
- *Larimer County Impact Fees.*
- *Audit prep, timing, and cleanup*
- *How to report end of year / 13th month reporting*

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

4. Discussion Item: WFPD Board By-laws

Staff provided Board examples of other Fire District Board's Bylaws for discussion on the areas that were brought up at the previous meeting. Board and Staff discussed the other examples relative to our possible changes.



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The final edited version will be presented to Board for discussion and possible action at the April board meeting.

5. Discussion Item: Employee Handbook Revision

Board members discussed various sections proposed changes to the Employee Handbook as suggested by Employers Council. The Board agreed upon multiple areas of suggested changes and that a paired down red-line revised version would be brought back to the Board for additional review in April Board Meeting.

PTO Language / Verbiage – PTO January 1, 2024, go to accrual rate adjustment. Looking into Holiday accrual rate adjustment.

Finalized version for review next board meeting.

6. Discussion Item: Update on Board Election Process

24th self-nomination period closed.

DEO – scheduled and held random ballot name placement draw via zoom. Updated the website and offered the option for candidates to submit bio and photo. Sample ballot put together by DEO and sent out to legal counsel.

Continue to plan for May 2nd Polling Place election at Wellington Station 16. Ballots to be counted on site.

7. Reconsideration of Director Sarno's Absence from March 1, 2023, Special Meeting

M/S PETTIT / MEYERS to reconsider Director Sarno's unexcused absence from the Special Meeting on March 1, 2023, and change from unexcused to excused. Discussion: It was determined that Director Sarno didn't receive notice of the Special Meeting which was scheduled during a meeting where he had an excused absence. Voice votes unanimous; motion approved.

Executive Session

- 2. Executive Session pursuant to §24-6- 402(4)(e), C.R.S for specific contract negotiations about pay, benefits, etc., for the Fire Chief contract pursuant to §24-6- 402(4)(e), C.R.S.*



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M/S PETTIT / GAITER to exit the Regular Meeting for Executive Session pursuant to §24-6- 402(4)(e), C.R.S for specific contract negotiations about pay, benefits, etc., for the Fire Chief contract pursuant to §24-6- 402(4)(e), C.R.S. at 5:52pm. Voice votes unanimous; motion approved.

Board members present and Chief Patterson moved into Executive Session.

M/S PETTIT / GAITER to adjourn the Executive Session and return to the Regular Board meeting at 6:18pm. Voice votes unanimous; motion approved.

3. Discussion / Possible Action: Fire Chief Contract Approval

M/S PETTIT / MEYERS to accept as negotiated in executive session the revised employment contract for the Fire Chief. Voice votes unanimous; motion approved.

Other – *Director Pettit thanks FFs for input on Fire Chief performance evaluation.*

Calendar Items – *Consider moving the June 14th meeting to June 21st.*

M/S PETTIT / GAITER to change June 14th Pension and Regular Board meetings to June 21st and in addition update all public postings of the date change. Voice votes unanimous; motion approved.

Next Board Meeting –April 12th, 2023, at Station 16 at 4pm

Director Meyers reported to the Board that he will be missing the May 10th meeting.

Adjournment

M/S PETTIT/MEYER to ADJOURN the meeting at approximately 6:24 PM. Voice votes unanimous; motion approved.