



Wellington Fire Protection District REGULAR BOARD MEETING MINUTES

The **Regular Board Meeting** of the Wellington Fire Protection District was called to order at approximately 4:15 PM, on **February 8, 2023**, at **Station 16** located at 8130 3rd St, Wellington, CO 80549

Pledge of Allegiance

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

DIRECTOR MEYERS communicated that he was running late, but on his way and expected to arrive at any time.

Additions/Deletions to the Agenda - *None*

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 January 11, 2023

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

DIRECTOR MEYERS arrived at 4:19 PM. M/S PETTIT/GAITER to ACCEPT DIRECTOR MEYER’S late arrival as approved. Voice votes unanimous; motion approved.

Chief’s Report

- *DOLA Filings completed & approved*
 - *2023 Budget filed and accepted*
 - *2023 Transparency Notice filed, accepted & posted to website*
- *FF Cody Seals to Greeley Fire & FF Dylan Radford to PFA – Congratulations, Thanks for Service and best of luck with career*



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- *Career FF Recruitment – 4 offers made and pre-employment testing underway. Anticipate starting end of February / early March*
- *LT Delfs & LT Evans delivering in-house Fire Instructor 1 class March*
- *Delegation from Mexico, Mayor Nayarit, La Bahia, State & Division Chief from Jalisco visiting Saturday. Thank you for donating old, out of date turnouts. Coordinated by LT Cropp through Boulder Fire*
- *Working on DFPC Firefighter Safety and Disease Prevention Grant – up to \$20k available for single request – Looking to fund NFA 1582 Baseline Physical Screening with Vaccinations for all full-time personnel*
- *Working with DEO to monitor election process and notifications*
- *FRFC resignation accepted by FRFC Board at meeting today*
- *Relationship with Poudre Fire Authority*
 - *Donated excess tactical ballistic vests & helmets so we can begin to build our training and response model*
 - *Donating excess nomex uniform pants as they are changing styles*
 - *Donating some additional excess outer wear and firefighting equipment*
 - *Assisted us with securing time at their facility to complete mask fit testing*
 - *Added us and other FRFC agencies as named partners for RFP process, allowing us to take advantage of better pricing on PPE purchasing and fitness wear purchasing and screening*

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**

Sara Simonton 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 and January 2023 reports.

M/S GAITER/MEYERS to ACCEPT the Monthly Financial Report and request revised December & January reports at next meeting if possible. Voice votes unanimous; motion approved.

- 2. Discussion Item: WFPD Board By-laws**



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Board members discussed various sections of the by-laws. One area discussed was relative to the need for ICS classes or to encourage new board members to attend Special District Association new director training sessions.

Staff will do some additional research on other Boards By-laws and bring back redline version for next meeting.

3. Discussion Item: Fire Chief Performance Evaluation Process

Board members discussed two options of evaluation forms to be utilized for the performance evaluation process. The Board discussed and decided to do the performance evaluation during an executive session during a Special Board Meeting.

M/S PETTIT/MEYERS to hold a Special Board Meeting on March 1, 2023, 5:00 PM at Station 16 to conduct the Fire Chief's Performance Review. Voice votes unanimous; motion approved.

M/S PETTIT/GAITER to schedule an Executive Session during the Regular Board Meeting on March 8, 2023, at Station 16 for the purpose of negotiating the Fire Chief's Employment Contract. Voice votes unanimous; motion approved.

4. 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.

The Board encouraged active employees to complete the same survey that the Board will complete for Fire Chief performance evaluation and place completed surveys in a folder for the Board by February 28, 2023.

Other - None

Calendar Items

Next Board Meeting – Pension & Regular Meetings March 8th, 2023, at Station 16

Adjournment

M/S PETTIT/GAITER to ADJOURN the meeting at approximately 6:03 PM. Voice votes unanimous; motion approved.