

Station 16
8130 3rd Street
Wellington, CO 80549



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

Wellington Fire Protection District REGULAR BOARD MEETING AGENDA

The **Regular Board Meeting** of the Wellington Fire Protection District will be called to order starting at at **5:00 pm** on **October 16th, 2024**. The meeting will be held at **Station 16** located at 8130 3rd St, Wellington, CO 80549. Please contact our administrative office for any attendance accommodations. **Zoom Meeting information is listed below.**

Pledge of Allegiance

Roll Call

Additions/Deletions to the Agenda

Conflicts of Interest

Correspondence

Public Comment

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.

Employee Recognition

Guests or Presentations

Consent Agenda

- Regular Board Meeting Minutes for August 21st 2024
- Regular Board Meeting Minutes for September 18th

Chief's Report

Employee Report

Committee Reports

District Business

- 1. Monthly Financial Report**
- 2. 2025 Draft Budget Discussion**
- 3. PR Presentation by Jennifer Dulles**
- 4. Pay Raise Policy**

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Wellington Fire Protection District

Other

Calendar Items:

Next Board Meeting –Regular Board Meeting – November 20th, Station 16 @ 5:00 PM

Adjournment:

Wellington Fire Protection District Zoom Meeting information

Join Zoom Meeting

<https://us02web.zoom.us/j/7848079463>

Meeting ID: 784 807 9463

+ 17209289299,,7848079463# US (Denver)



Wellington Fire Protection District REGULAR BOARD MEETING MINUTES

The **Regular Board Meeting** of the Wellington Fire Protection District was called to order at **5:00 pm** on **August 21st, 2024**. The meeting was held at **Station 16** located at 8130 3rd St, Wellington, CO 80549.

Pledge of Allegiance

Roll Call - Bollinger, Gaiter, Hunter (5:07PM), Lopez, Standing

Additions/Deletions to the Agenda

Conflicts of Interest

Correspondence

Public Comment

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.

Employee Recognition - Interim Chief Cropp recognized for his efforts as Chief

Guests or Presentations

Consent Agenda - M/S Gaiter/Standing - Accept July minutes - Voice votes unanimous.

- Regular Board Meeting Minutes for July 17th, 2024

Chief's Report

Employee Report

Committee Reports

District Business

- 1. Monthly Financial Report**
- 2. New Engine Financing options** - M/S Lopez/Standing - Accept 7 Year loan with Community Leasing Partners, Zero money down, \$1.3M. Voice votes unanimous
- 3. Sample Salaries at 70% of Budget** - No Action
- 4. New engine purchase agreement** M/S Hunter/Gaiter - Voice votes unanimous



Wellington Fire Protection District

5. **Fire Marshal Contract** - M/S Gaiter/Lopez - Table - Voice votes unanimous.
6. **New Fee Schedule** - M/S Gaiter/Lopez - Table - Voice votes unanimous.
7. **Open house for Chief** - No action
8. **Open House for new engine in Jan** - No action
9. **Community Communications** - No action
10. **Committee to research Tax Initiative** - No action
11. **Command Vehicle Proposal** - M/S Standing/Bollinger - Bollinger, Hunter, Lopez, Standing yea. Gaiter nay.
12. **10. Move to enter an executive session pursuant to Sec. 24-6-402(4)(e)(I), C.R.S., for purposes of discussing matters that may be subject to negotiations and instructing negotiators regarding potential reimbursements to the Chief.** - No executive session. - M/S Standing/Bollinger - Reimburse Chief \$1,786.05 beyond the contracted amount for his actual incurred expenses. - Voice votes unanimous.

Other

Calendar Items

Next Board Meeting –Regular Board Meeting – September 18th, Station 16 @ 5:00 PM

Adjournment: M/S 1900 Gaiter/Lopez - Voice votes unanimous.

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Wellington Fire Protection District REGULAR BOARD MEETING AGENDA

The **Regular Board Meeting** of the Wellington Fire Protection District was called to order at **17:29** on **September 18th, 2024**. The meeting was held at **Station 16** located at 8130 3rd St, Wellington, CO 80549.

Pledge of Allegiance

Roll Call - Bollinger, Gaiter, Hunter (zoom) , Lopez, Standing - Present

Additions/Deletions to the Agenda

Conflicts of Interest

Correspondence

Public Comment

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.

Employee Recognition

Guests or Presentations

Consent Agenda

- Regular Board Meeting Minutes for August 21st 2024

Chief's Report

Employee Report

Committee Reports

District Business

1. **Monthly Financial Report** - No action taken
2. **2025 Budget Discussion** - No action Taken
3. **Strategic Plan/Vision/Goals** - No action taken
4. **Communication with citizens/PR** - No action taken

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Wellington Fire Protection District

5. **Asking voters forgiveness of over collected taxes on ballot** - No action taken
6. **Payroll increase policy** - No action taken
7. **Detailed minutes** - No action taken
8. **Sale of Owl Canyon training property** - M/S Bollinger/Standing "give chief the ability to talk to this person about the sale." Voice votes unanimous.
M/S Gaiter/Standing "Release of the first Right on the outlet B lot on highway one." Voice votes unanimous.
9. **Construction of training facility at Station 17** - No action taken

Other

Calendar Items:

Next Board Meeting –Regular Board Meeting – October 16th, Station 16 @ 5:00 PM

Adjournment: M/S Lopez/Standing Voice votes unanimous 19:09

Here are the notes for **9-18-24 Regular Board Meeting**.

Action Items

David Green

Update budget with new items

Update the 2025 budget draft to include: \$12,000 for PR/communications, \$7,500 for board training, and \$7,500 for election postcards.

Chief

Develop payroll increase policy

Work on language for a payroll increase policy to bring back to the next board meeting.

Jake

AI-generated meeting minutes trial

Use AI to generate a transcript of this meeting as a trial for more detailed minutes, and present results at the next meeting.

Chief

Release first right on Outlot B

Execute the release of first right on Outlot B for Darren Robertson.

Chief

Negotiate property sale

Begin negotiations with Darren Robertson for the sale of the Highway 1 property.

Chief

Initiate training facility project

Begin preliminary work on the training facility project at Station 17, including soil samples and initial planning.

Overview

- Board reviewed and discussed 2025 budget draft, including **\$1.8 million** estimated cash carryover
- Approved chief to negotiate potential sale of Highway 1 property.
- Agreed to release first right on Outlot B property
- Discussed developing a **\$350,000** training facility at Station 17, using **\$100,000** from impact fees
- Property tax increase for 2025 estimated at **\$74,000**
- Approved adding **\$12,000** to budget for PR/communications improvements

Personnel updates and promotions

- Chief promoted Lieutenant Nick Schneeberger to Captain, effective **October 15th**
- **6-month** performance evaluation period implemented for new Captain position
- Department hiring for new Lieutenant position

Monthly financial report

- District carrying over **\$1 million+** into 2025 budget
- **\$3 million** in ColoTrust at end of August

- Year-to-date interest income: **\$75,000**
- Projected total interest income for year: **\$135,000**
- Current ColoTrust interest rate: **5.4%**

2025 budget planning

- Property tax increase of **\$74,000** projected for 2025
- Budget emphasizes full-time staffing of both fire stations
- Increase in shift force by one per shift, for total of **7** per shift (minimum **6**)
- Overtime budget reduced due to additional staffing
- Training budget increased to avoid limitations on training opportunities
- Wage increases included for retention and recruitment
- Delayed maintenance and facility upgrades addressed in budget
- Board requested additions:
 - **\$7,500** for new board member training/strategic planning
 - **\$12,000** for PR/communications improvements
 - **\$7,500** for election awareness postcards

Strategic goals and vision

- Board discussed current goals being addressed:
 - Retention
 - Fiscal security through increased reserves
 - Equipment replacement
 - Culture improvement
 - Reputation enhancement through communication

Public relations and communication strategies

- Discussed potential **\$12,000** budget allocation for PR firm services
- Consideration of website upgrades and improved community outreach
- Chief reported increased community engagement efforts (e.g., participation in local events)

Potential sale of Highway 1 property

- Board authorized chief to negotiate potential sale
- Potential buyer owns surrounding property
- Sale proceeds would likely fund proposed training facility

Proposed training facility at Station 17

- Estimated cost: **\$350,000**
- Plan to use **\$100,000** from impact fees
- Remaining **\$250,000** potentially from Highway 1 property sale
- Three-story Connex-style facility to satisfy ISO requirements

- Multi-use design for various training scenarios (fire, rope rescue, confined space)

Board policies and procedures

- Discussed implementing policy on payroll increases
- Chief to draft language for board review at next meeting
- Consideration of more detailed meeting minutes for transparency
 - Potential use of AI transcription services to be tested

Additional items

- **11,682** registered voters in district; **4,400** voted in 2023 election
- It was estimated approximately **40-45** households left with waived impact fees at **\$1,410** each
- Next board meeting scheduled for **October 16th at 5:00 PM**
- Finance committee meeting set for **October 4th at 4:00 PM**



MONTHLY SERVICE ACTIVITY



Month September 2024

TOTAL INCIDENT ACTIVITY: **94** YTD: 899

Fire and Other Services: **41** YTD: 323 EMS Responses: **52** YTD: 576

Overlapping (August) **13 (15.5 %)**

Overlapping (YTD) **170 (18.99%)**

GREEN = Increase from prev. month

RED = Decrease “ “ “

Incidents of Interest:

09/02/2024 0220 hrs. 6913 McClelland Rd. Building Fire E16, E17 Wellington Chief, PFA Bat. 1, PFA E6 and E12 responded for reported building fire. E16 arrived to find a fire on a backyard patio that extended into the home. 8 occupants were alerted by smoke alarms and safely evacuated. Fire quickly knocked down by E16 crew. E17 and E12 conducted searches and looked for fire extension. Cause of the fire was accidental.

09/08/2024 1508 hrs. County Road 110, Nunn Wildland Fire E16 responded for reported wildland fire initially reported in WFPD district. Arrived to find the fire in Nunn. E16 coordinated with Nunn command and requested Type 3 and Type 6 brush apparatus. Brush 17, Brush 173 and E16 protected and controlled the west flank of an eventual 300 acre fire area.

09/20/2024 1435 hrs. Wellington Middle High School Dumpster Fire E16 responded for a report of a dumpster fire. Arrived to find the fire in a dumpster outside of the wood shop with no exposures. Fire quickly extinguished. Probable cause of the fire to be wood, sawdust and varnish remnants overheating in the direct sun.

08/23/2024 0509 hrs. MVA w/ Injuries W. CR68 E17 and PFA E6 responded for a rollover MVA. E17 arrived to find a heavily damaged vehicle with a lone occupant partially ejected. PFA E6 called for manpower as E16 was tied up on another call. Crews stabilized the vehicle and forcibly removed 2 doors to extricate the pt. and package for transport by UCHealth.

09/25/2025 1245 hrs N. County Road 7 Grass fire Brush 173 responded to an area near RR tracks for reported grass fire. Tender and Type 6 Brush Truck requested upon arrival. Approximate 2 acre fire knocked down. Additional resources requested from Larimer County. A hand-crew of 8 responded to assist with mop-up. RR authorities on-scene to inspect tracks and help determine cause of the fire.

**WELLINGTON FIRE PROTECTION DISTRICT
ACCOUNTANT'S REPORT
September 30, 2024**

DESCRIPTION	AMOUNT
September 30, 2024	Operating and Admin Expenditures
September 30, 2024	Personnel Costs
	TOTAL EXPENDITURES - CURRENT MONTH
	\$ 77,712
	173,474
	<u>\$ 251,187</u>

CURRENT MONTHS REVENUES

Tax Revenue	\$ 33,422
Interest Income	13,101
Other Income	25,000
TOTAL RECEIPTS - CURRENT MONTH	<u>\$ 71,523</u>

CASH BALANCE PER FINANCIAL STATEMENTS

	Balance per reconciliation
COLOTRUST - Non Impact Fee accounts	\$ 2,961,406
Points West Bank	96,343
Total Cash per reconciliation	September 30, 2024
	<u>\$ 3,057,748</u>
Less uncleared disbursements for current month	(77,712)
Add: Cash at County Treasurer	33,422
Net Cash Available	<u>\$ 3,013,457</u>

UNAUDITED
WELLINGTON FIRE PROTECTION DISTRICT
REVENUE & EXPENDITURE STATEMENT
ACTUAL & BUDGET FOR PERIOD ENDING ON SEPTEMBER 30, 2024
COMBINED FUNDS

	SEPTEMBER ACTUAL	YTD ACTUAL	2024 BUDGET	% OF BUDGET USED	BUDGET REMAINING
REVENUE					
4010 Larimer County Tax	\$ 14,397	\$ 4,194,380	\$ 3,806,885	110.18%	\$ (387,494)
4013 Tax Rebate Payment	-	-	(14,399)	0.00%	(14,399)
4012 Specific Ownership Tax	19,025	176,827	215,000	82.25%	38,173
4014 Wildland Firefighting	-	-	60,000	0.00%	60,000
4016 Service Fees	-	780	30,000	2.60%	29,220
4017 Miscellaneous	-	5,626	5,000	112.52%	(626)
4018 Donations and events	25,000	27,413	25,000	109.65%	(2,413)
4020 Interest income	13,101	88,281	7,000	1261.16%	(81,281)
4015 Impact Fees	-	8,228	40,000	20.57%	31,772
Proceeds from issuance of debt	-	-	250,000	0.00%	250,000
TOTAL REVENUE	71,523	4,501,535	4,424,486	101.74%	(77,048)
PERSONNEL COSTS					
5010 Salaries and Wages	109,518	1,083,995	1,759,958	61.59%	675,963
5020 Wildland Salaries	-	-	45,000	0.00%	45,000
5025 District Board Compensation	500	5,200	9,000	57.78%	3,800
5030 Overtime	29,348	151,688	159,000	95.40%	7,312
5110 Employer Taxes	2,492	28,305	57,839	48.94%	29,534
5120 Workers Compensation	6,108	62,031	74,000	83.83%	11,969
5210 Health, Dental & Vision Insurance	11,567	153,966	156,340	98.48%	2,374
5230 FPPA	13,814	119,894	263,135	45.56%	143,241
5270 Employee Appreciation	128	704	2,650	26.57%	1,946
TOTAL PERSONNEL COSTS.	173,474	1,605,783	2,526,922	63.55%	921,139
OPERATING AND ADMIN EXPENDITURES					
6010 Utilities	3,023	31,949	53,000	60.28%	21,051
6020 Station Supplies	272	4,269	5,000	85.38%	731
6030 Building Repairs & Maintenance	484	13,523	20,000	67.62%	6,477
6110 Equipment and Supplies	1,316	36,584	85,225	42.93%	48,641
6120 Fuel Expenses	1,601	14,222	28,000	50.79%	13,778
6140 Repairs and Maintenance - Equipment	12,898	57,068	80,000	71.34%	22,932
6210 IT services and supplies	3,780	32,395	27,500	117.80%	(4,895)
6220 Radio Maintenance	-	-	2,500	0.00%	2,500
6230 Dispatch	585	10,406	14,500	71.76%	4,094
6310 Health & Safety	2,700	20,096	28,500	70.51%	8,404
6320 Wildland Travel Expenses	-	-	15,000	0.00%	15,000
6330 Training & Seminars	1,728	6,387	57,000	11.21%	50,613
7010 Office Expenses	588	4,392	2,000	219.60%	(2,392)
7020 Accounting/Finance	3,600	48,450	60,000	80.75%	11,550
7025 Legal Expenses	266	2,630	10,000	26.30%	7,370
7030 Professional Fees	-	74,709	104,525	71.48%	29,816
7050 Fees/Dues/Subscriptions	660	5,970	9,500	62.84%	3,530
7060 Payroll Processing Fees	701	9,413	8,500	110.74%	(913)
7070 County Treasurer Fees	-	83,549	74,338	112.39%	(9,211)
7080 Bank Service Charge	-	251	300	83.67%	49
7100 Insurance	-	32,682	44,300	73.77%	11,618
7110 District Board Expenses	-	1,364	5,000	27.28%	3,636
6336 Contingencies	-	-	80,000	0.00%	80,000
8003 Volunteer Pension Contribution	-	-	105,876	0.00%	105,876
6401 Public Education	-	-	1,000	0.00%	1,000
6402 Supplies-Enforcement/Investigate	-	-	3,000	0.00%	3,000
7942 Capital Outlay	43,510	69,710	40,000	174.28%	(29,710)
9015 Debt Service / Lease Payments	-	155,799	415,799	37.47%	260,000
TOTAL OPERATING AND ADMIN EXPENDI	77,712	715,817	1,380,363	51.86%	664,546
TOTAL EXPENDITURES	251,187	2,321,600	3,907,285	59.42%	1,585,685
EXCESS (DEFICIENCY) OF REVENUE OVER (UNDER) EXPENDITURE	\$ (179,664)	\$ 2,179,935	\$ 517,202		\$ 1,662,734

Not audited, reviewed or compiled. No assurances provided. All Disclosures are omitted.

Wellington Fire Protection District

Monthly Disbursements

As of September 30, 2024

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
CASH-IMPACT FEES									174,481.69
100 · Colotrust - Impact Fees									174,481.69
Total 100 · Colotrust - Impact Fees									174,481.69
Total CASH-IMPACT FEES									174,481.69
CASH - GENERAL FUND									3,372,647.07
101 · Colotrust Plus									3,015,503.51
Deposit	09/10/2024			Deposit	X	110 · Cash ...	84,302.07		3,099,805.58
Deposit	09/10/2024			Deposit	X	4020 · Inter...	13,101.34		3,112,906.92
Transfer	09/16/2024			Funds Tran...	X	103 · Operat...		100,000.00	3,012,906.92
Transfer	09/16/2024			Funds Tran...	X	2099 · Due t...		1,501.36	3,011,405.56
Transfer	09/30/2024			Funds Tran...	X	103 · Operat...		50,000.00	2,961,405.56
Total 101 · Colotrust Plus							97,403.41	151,501.36	2,961,405.56
102 · Colotrust Prime									154,628.22
Total 102 · Colotrust Prime									154,628.22
103 · Operating - Points West - 5485									159,277.63
Check	09/03/2024	ACH	Standard Insura...		X	5210 · Healt...		241.41	159,036.22
Check	09/03/2024	ACH	Rocky Mountain ...		X	5210 · Healt...		485.76	158,550.46
Check	09/04/2024	ACH	Centurylink / Lu...		X	6010 · Utilities		182.15	158,368.31
Deposit	09/05/2024			Deposit	X	4018 · DON...	25,000.00		183,368.31
Bill Pmt -Check	09/06/2024	7028	Todd Germain		X	2000 · ACC...		2,942.51	180,425.80
General Journal	09/06/2024	2022...			X	5010 · Salar...		46,871.61	133,554.19
General Journal	09/06/2024	2022...			X	5010 · Salar...		8,374.03	125,180.16
Bill Pmt -Check	09/09/2024	7192	Phil Long Ford			2000 · ACC...		43,510.00	81,670.16
Check	09/10/2024	ACH	Pinnacol Assura...		X	5120 · Work...		6,108.00	75,562.16
General Journal	09/11/2024	2022...			X	5010 · Salar...		1,154.21	74,407.95
General Journal	09/11/2024	2022...			X	5010 · Salar...		175.80	74,232.15
Check	09/12/2024	ACH	Poudre Valley R...		X	6010 · Utilities		356.43	73,875.72
Check	09/16/2024		BankCard Center		X	2201 · Vectr...		3,272.19	70,603.53
Transfer	09/16/2024			Funds Tran...	X	101 · Colotr...	100,000.00		170,603.53
Bill Pmt -Check	09/17/2024	7200	Bomgaars		X	2000 · ACC...		208.04	170,395.49
Bill Pmt -Check	09/17/2024	7201	Colorado Divisio...			2000 · ACC...		30.00	170,365.49
Bill Pmt -Check	09/17/2024	7202	First Responder ...			2000 · ACC...		1,350.00	169,015.49
Bill Pmt -Check	09/17/2024	7203	Green & Associa...			2000 · ACC...		3,248.43	165,767.06
Bill Pmt -Check	09/17/2024	7204	ICC-		X	2000 · ACC...		1,023.00	164,744.06
Bill Pmt -Check	09/17/2024	7205	Larimer County ...			2000 · ACC...		632.76	164,111.30
Bill Pmt -Check	09/17/2024	7206	Lyons Gaddis		X	2000 · ACC...		118.00	163,993.30
Bill Pmt -Check	09/17/2024	7207	O'Reilly Auto		X	2000 · ACC...		158.33	163,834.97
Bill Pmt -Check	09/17/2024	7208	Portable Restroo...		X	2000 · ACC...		96.00	163,738.97
Bill Pmt -Check	09/17/2024	7209	Poudre Fire Auth...			2000 · ACC...		3,160.38	160,578.59
Bill Pmt -Check	09/17/2024	7210	Super Vacuum ...		X	2000 · ACC...		8,483.55	152,095.04
Bill Pmt -Check	09/17/2024	7211	Wellington Profe...	Payroll Dat...		2000 · ACC...		290.78	151,804.26
Bill Pmt -Check	09/17/2024	7212	GreatAmerica Fi...		X	2000 · ACC...		126.53	151,677.73
Check	09/17/2024	ACH	Northern Colora...		X	6010 · Utilities		39.00	151,638.73
Check	09/17/2024	ACH	Northern Colora...		X	6010 · Utilities		39.00	151,599.73
Check	09/18/2024	ACH	Senergy Petrole...		X	6120 · Fuel ...		692.16	150,907.57
Check	09/18/2024	ACH	AFLAC		X	2100 · Payr...		268.40	150,639.17
General Journal	09/20/2024	2022...			X	5010 · Salar...		53,113.74	97,525.43
General Journal	09/20/2024	2022...			X	5010 · Salar...		10,790.57	86,734.86

11:06 AM
 10/09/24
 Accrual Basis

Wellington Fire Protection District
Monthly Disbursements
 As of September 30, 2024

Type	Date	Num	Name	Memo	Clr	Split	Debit	Credit	Balance
Check	09/20/2024	aCH	Paylocity		X	7060 · Payr...		700.92	86,033.94
Check	09/23/2024	ACH	Rocky Mountain ...		X	5210 · Healt...		211.75	85,822.19
Check	09/23/2024	ACH	Republic Services		X	6010 · Utilities		225.53	85,596.66
Check	09/23/2024	ACH	Anthem Blue Cr...		X	5210 · Healt...		14,053.94	71,542.72
General Journal	09/23/2024	2022...			X	5030 · Overt...		1,435.74	70,106.98
General Journal	09/23/2024	2022...			X	5030 · Overt...		233.67	69,873.31
Check	09/24/2024	ACH	Northern Colora...		X	6010 · Utilities		66.52	69,806.79
Check	09/24/2024	ACH	Black Hills Energy		X	6010 · Utilities		184.43	69,622.36
Check	09/26/2024	ACH	Town of Wellingt...		X	6010 · Utilities		228.55	69,393.81
General Journal	09/27/2024	2022...			X	5030 · Overt...		1,067.25	68,326.56
General Journal	09/27/2024	2022...			X	5030 · Overt...		406.27	67,920.29
Check	09/30/2024	ACH	Senergy Petrole...	Invoice: SE...	X	6120 · Fuel ...		681.06	67,239.23
Check	09/30/2024	ACH	Xcel Energy	Invoice: 89...	X	6010 · Utilities		1,095.72	66,143.51
Transfer	09/30/2024			Funds Tran...		101 · Colotr...	50,000.00		116,143.51
Total 103 · Operating - Points West - 5485							175,000.00	218,134.12	116,143.51
108.000 · Operating - 1st National Bank									43,237.71
Total 108.000 · Operating - 1st National Bank									43,237.71
Total CASH - GENERAL FUND							272,403.41	369,635.48	3,275,415.00
TOTAL							272,403.41	369,635.48	3,449,896.69



Proposed Pay Raise Policy

The Fire Chief shall not increase, decrease, or in any other way alter salary schedules without prior approval of the Board of Directors.

The Fire Chief may, at his/her discretion, increase or decrease an employee's salary provided it is not outside the approved salary range of the position the employee currently occupies.