



POUDRE FIRE AUTHORITY BOARD of
DIRECTORS MEETING AGENDA
VIRTUAL MEETING
December 14, 2021
8:30 AM

Prompt, Skillful, Caring

*Requires Board Action

The December 14, 2021 Poudre Fire Authority (PFA) Board meeting will be a hybrid meeting open to the public as well as virtually. Instructions to join the meeting virtually follow. Individuals who wish to make comments regarding items scheduled on the agenda or wish to address the PFA Board during public comment on items not specifically scheduled on the agenda must use the Q&A option within the meeting or send comments to publiccomment@poudre-fire.org. Individuals must be recognized by the Board Chair. If speaking in person, please sign in at the table. The Chair will allow five minutes or less, depending on the number of speakers, for each individual.

Please click the link below to join the Board meeting: <https://tinyurl.com/yckzjuam>
Or Telephone: +1 669 900 6833 or +1 253 215 8782
Webinar ID: 847 0650 1878
Passcode: 715046

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

DISCUSSION ITEM

1. Run For Your Life Donation Presented by Daniel Schneider
2. Poudre Fire Authority Board Agenda Planning Calendar

CONSENT AGENDA

3. November 16, 2021 Poudre Fire Authority Board of Directors Minutes *
4. 2022 Poudre Fire Authority Board of Directors Meeting Dates *
5. Appropriation of Unanticipated Insurance Recovery Revenue *

STAFF REPORT

6. City of Fort Collins Homelessness Response and Solutions Presentation
7. Senior Leadership Update

DISCUSSION ITEMS

8. Nominate and Appoint Board Secretary *

BRIEFING PAPERS/OTHER BUSINESS


9. Briefing Papers/Other Business

CORRESPONDENCE

10. Correspondence

DISCUSSION ITEM

11. Possible Executive Session to Consider Personnel Matters - Fire Chief 2021 Performance Review *

 <p>Poudre Fire Authority Fort Collins Colorado Prompt, Skillful, Caring</p>	<p><u>DISCUSSION AGENDA ITEM SUMMARY</u></p> <p>Item #: 1 Meeting Date: 12/14/2021 PFA Staff: Derek Bergsten, Annie Bierbower</p>
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SUBJECT:

Run For Your Life Donation Presented by Daniel Schneider

EXECUTIVE SUMMARY

The purpose of this agenda item is to introduce Daniel and Katy Schneider, Josh Hartman, and Luke Stromquist with Country Financial. Daniel will share his recent experience with Engine 8 Crew, Captain Kevin Lyon and Firefighters Bill Fisher and Alex Shubin, and will present a generous donation from a non-profit called “Run For Your Life”, a campaign Daniel founded.

DISCUSSION/BACKGROUND


On January 10, 2021 Daniel Schneider was riding in the passenger seat while his wife, Katy, drove down I-25. Their two children were in the backseat. Suddenly everything went black. The next thing Daniel remembers is being on the side of the road and hearing his daughter yelling “something is wrong with Dad.” Their vehicle had been struck by something, presumably a tire. It had crashed through the windshield striking Daniel, knocking him unconscious. His wife managed to keep the vehicle steady and pull off to the side of the road and call for help. Because of this experience and the help he received that day, Daniel was inspired to give back. He started a non-profit campaign called Run For Your Life and is partnering with companies and races throughout the community to donate to a different cause each month. Daniel is launching the project with a donation to PFA and UCHealth. His employer, Country Financial, is contributing too. The PFA responders that helped Daniel that day were the Engine 8 Crew, Captain Kevin Lyon, Firefighters Bill Fisher and Alex Shubin. PFA staff is grateful Daniel recovered so well and is honored to be the first recipient of this endeavor.

STAFF RECOMMENDATION

Item for information.

FINANCIAL / ECONOMIC IMPACTS

Appropriations of these funds will come before the Board in 2022.

 <p>Poudre Fire Authority Fort Collins Colorado Prompt, Skillful, Caring</p>	<p><u>DISCUSSION AGENDA ITEM SUMMARY</u> Item #: 2 Meeting Date: 12/14/2021 PFA Staff: Derek Bergsten, Patti Forsythe</p>
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SUBJECT:

Poudre Fire Authority Board Agenda Planning Calendar

EXECUTIVE SUMMARY

The Poudre Fire Authority Board Agenda Planning Calendar is attached for Board review and comment.

STAFF RECOMMENDATION

Item for Information and discussion.

FINANCIAL / ECONOMIC IMPACTS

None.

ATTACHMENTS


- a. PFA Board Agenda Planning Calendar

PFA Board Agenda Planning Calendar

Work Session
Cancelled Meeting
Special Meeting
Executive Session
Change to Agenda
City Council Meeting
Revised: 12/10/2021

Unscheduled: Equity & Inclusion, Behavioral Health and Alternative Deployment Models (interagency group), PFA Committees, Mulberry Annexation, Peer Support Update, Community Survey, Cultural Survey, Mulberry Annexation

Month	Type	Detail
January 25, 2022	Regular	<ul style="list-style-type: none"> Resolution Establishing 2022 Meeting Schedule and Posting Location Facility Maintenance Study 2021 International Fire Code Adoption Rules & Regulations Update and Approval Financial Reports – discussion and direction
February 8 11:30 – 1:00	Special	<ul style="list-style-type: none"> Strategic Planning Process (Location to be determined)
February 22, 2022	Regular	<ul style="list-style-type: none"> Prior Year Encumbrance Appropriation
March 29, 2022	Regular	<ul style="list-style-type: none"> Legislative Update
April 26, 2022	Regular	<ul style="list-style-type: none"> Legislative Update 2021 Annual Report Preview
May 10, 2022 5:00 p.m.	City Council Work Session	<ul style="list-style-type: none"> Joint dinner City Council and Poudre Valley Fire Protection District Board, and 2021 Annual Report Presentation
May 24, 2022	Regular	<ul style="list-style-type: none"> Legislative Update
June 28, 2022	Regular	<ul style="list-style-type: none">
July 26, 2022	Regular	<ul style="list-style-type: none"> 2021 Annual Financial Report (Audit) Fire Chief's Mid-Year Performance Review
August 23, 2022	Regular	<ul style="list-style-type: none"> Election of 5th Board Member, Board Officers, and Secretary
September 27, 2022	Regular	<ul style="list-style-type: none"> 2023 Preliminary Budget
October 25, 2022	Regular	<ul style="list-style-type: none"> Resolution Setting 2023 Meeting Dates
November 15, 2022	Work Session	<ul style="list-style-type: none"> 2023 Budget Work Session
December 13, 2022	Regular	<ul style="list-style-type: none"> 2023 Budget Adoption
January 24, 2023	Regular	<ul style="list-style-type: none"> Designation of 2023 Board Meeting Posting Location
February 28, 2023	Regular	<ul style="list-style-type: none"> Prior Year Encumbrance Appropriation
March 28, 2023	Regular	<ul style="list-style-type: none"> Legislative Update
April , 2023	Regular	<ul style="list-style-type: none">

 <p>Poudre Fire Authority Fort Collins Colorado Prompt, Skillful, Caring</p>	<p style="text-align: center;"><u>CONSENT AGENDA ITEM SUMMARY</u></p> <p>Item #: 3 Meeting Date: 12/14/2021 PFA Staff: Patti Forsythe</p>
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SUBJECT:

November 16, 2021 Poudre Fire Authority Board of Directors Minutes

EXECUTIVE SUMMARY

The purpose of this item is to approve the minutes from the November 16, 2021 regular meeting of the Poudre Fire Authority Board of Directors.

STAFF RECOMMENDATION

That the Board approve the November 16, 2021 minutes as presented.

FINANCIAL / ECONOMIC IMPACTS

None.

ATTACHMENTS

- a. 11-16-21 PFA Minutes Final



BOARD OF DIRECTORS MEETING November 16, 2021

The Poudre Fire Authority (PFA) Board of Directors met at 102 Remington Street on November 16, 2021, at 8:30 a.m. Directors Emily Francis, Susan Gutowsky, Kelly DiMartino, Dave Pusey and Mike DiTullio were present. Also present were Fire Chief Derek Bergsten, Budget and Administration Manager Supervisor Kirsten Howard, Support Division Chief Rick Vander Velde, Planning and Analysis Battalion Chief Sean Jones, Fire Prevention and Community Risk Reduction Division Chief Jerry Howell. Employee and Senior Human Resources Manager Janet Miller and Recording Secretary Shawn Williams were present virtually.

PLEDGE OF ALLEGIANCE

Emily Francis called the meeting to order at 8:30 a.m.

PUBLIC COMMENT

There was no public comment.

DISCUSSION ITEMS

1. **Poudre Fire Authority Board Agenda Planning Calendar**

CONSENT AGENDA

2. **October 26, 2021, Poudre Fire Authority Board of Directors Meeting Minutes**

Dave Pusey made a motion to Approve the Consent Agenda. Susan Gutowsky seconded the motion. The motion passed by unanimous vote of the Board.

STAFF REPORT

3. **Senior Leadership Update**

Derek Bergsten provided the Senior Leadership Update to the Board.

Kirsten Howard introduced Kerri Ishmael the new PFA Budget Analyst II.

Dave Pusey requested the Homeless Coordinator make a presentation to the Board on what they are doing and how they relate to PFA.

DISCUSSION ITEMS

4. **2022 Budget Work Session and Approval**
5. **Fire Chief's 2021 Year-End Review Materials**

2022 Budget Work Session and Approval - Kirsten Howard provided a PowerPoint Presentation on the 2022 Budget. Kirsten noted she will be adding capital expansion fees into the budget text.

Kelly DiMartino made a motion to Approve Resolution 21-24 Adopting the Budget and Appropriating Funds for the Operation of the Poudre Fire Authority for 2022. Dave Pusey seconded the motion. The motion passed by unanimous vote of the Board.

Dave Pusey made a motion to Approve Resolution 21-25 Setting the Fees for Poudre Fire Authority Fire Prevention Bureau for the Calendar Year 2022. Susan Gutowsky seconded the motion. The motion passed by unanimous vote of the Board.

Derek Bergsten thanked everyone for their input and work on the budget. Derek also acknowledged Ann Turnquist for her work before her retirement and Kirsten Howard. Derek advised the Board he appreciated their taking the time to meet with staff and their support. Susan Gutowsky stated it was very helpful to have the one-on-one sessions and be able to ask questions; it was a great strategic move.

Fire Chief's 2021 Year-End Review Materials – Derek Bergsten will provide his self-evaluation to the Board by December 1, 2022. Board members are requested to have their evaluations returned by December 8, 2022.

BRIEFING PAPERS / OTHER BUSINESS

6. Briefing Papers / Other Business

CORRESPONDENCE


7. Correspondence

DISCUSSION ITEM

8. Executive Session to Develop Strategy and Instruct Negotiators for Real Estate Negotiations and to Receive Advice of Legal Counsel Related Thereto

Emily Frances made a motion to go into executive session to receive legal advice of legal counsel, and if appropriate, to discuss the land donation agreement pursuant to 24-6-402(4)(a) and (b). Dave Pusey seconded the motion. The Board entered executive session at 9:00 a.m.

The regular meeting reconvened at 9:30 a.m. and the meeting was adjourned.

 <p>Prompt, Skillful, Caring</p>	<p style="text-align: center;"><u>CONSENT AGENDA ITEM SUMMARY</u></p> <p>Item #: 4 Meeting Date: 12/14/2021 PFA Staff: Patti Forsythe</p>
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SUBJECT:

2022 Poudre Fire Authority Board of Directors Meeting Dates

EXECUTIVE SUMMARY

The purpose of this Agenda Item is to postpone the March 22, 2022 Poudre Fire Authority (PFA) Board meeting, to March 29, 2022. Chief Bergsten will be attending the Center for Public Safety Excellence (CPSE) 2022 Conference during the week of March 21, 2022. Therefore, staff recommends rescheduling the Board meeting to March 29, 2022.

STAFF RECOMMENDATION

That the PFA Board approves Resolution 21-24 Setting the Poudre Fire Authority Board of Directors 2022 Meeting Dates.

FINANCIAL / ECONOMIC IMPACTS

None.

ATTACHMENTS

- a. Resolution 21-24

Resolution 21 - 24
Setting the Poudre Fire Authority Board of Directors
2022 Meeting Dates

Whereas, the Restated and Amended Intergovernmental Agreement forming the Poudre Fire Authority states that, "the Board shall provide for regular meetings at a time and place fixed by resolution of the Board," and

Whereas, following is a list of Poudre Fire Authority Board meeting dates and times for the year 2022.

PFA Board of Directors 2022 Schedule of Meetings

8:30 a.m. Virtually for the Public - 102 Remington Street, Fort Collins, CO 80524


- January 25, Tuesday
- February 22, Tuesday
- March 29, Tuesday
- April 26, Tuesday
- May 24, Tuesday
- June 28, Tuesday
- July 26, Tuesday
- August 23, Tuesday
- September 27, Tuesday
- October 25, Tuesday
- November 15, Tuesday - work session
- December 13, Tuesday

Now, therefore, the Poudre Fire Authority Board of Directors approves and sets the time and dates of the 2022 Poudre Fire Authority Board of Directors meetings.

Approved this 14th day of December 2021, by the Poudre Fire Authority Board of Directors.

PFA Board Chair

Attest

 <p>Prompt, Skillful, Caring</p>	<p><u>CONSENT AGENDA ITEM SUMMARY</u></p> <p>Item #: 5 Meeting Date: 12/14/2021 PFA Staff: Kirsten Howard</p>
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SUBJECT:

Appropriation of Unanticipated Insurance Recovery Revenue

EXECUTIVE SUMMARY

The purpose of this agenda item summary is to bring forward an appropriation of unanticipated insurance recovery revenue to repair Poudre Fire Authority (PFA) vehicles that were involved in accidents during 2021.

DISCUSSION/BACKGROUND

PFA received \$24,388 in insurance recovery revenue for PFA vehicles that were involved in accidents during 2021. These funds were deposited into the insurance recovery revenue line item. PFA staff requests the PFA Board appropriate these funds into the Fleet Maintenance budget to offset costs associated with repairing the vehicles.

STAFF RECOMMENDATION

That the PFA Board approve Resolution 21-25.

FINANCIAL / ECONOMIC IMPACTS

Appropriation of unanticipated insurance recovery funds within the 2021 budget will increase the budget to accommodate the expenses associated with the repairs to PFA vehicles.

ASSOCIATED STRATEGIC GOALS

Goal 6 – Foster an environment of fiscal responsibility at all levels.

ATTACHMENTS

- a. Resolution 21-25

Resolution 21 - 25

Appropriating Insurance Recovery Funds for Vehicle Repairs

Whereas, Poudre Fire Authority (PFA) staff filed insurance claims in 2021 for vehicle accidents, and \$24,388 was received from the insurance provider; and

Whereas, in 2021, the \$24,388 was deposited into the insurance recovery revenue account; and


Whereas, PFA staff requests the PFA Board appropriate the insurance recovery funds of \$24,388 (8400.479020) into the Fleet Maintenance budget (10307.533250) to offset vehicle repair costs.

Now Therefore, the Poudre Fire Authority Board of Directors hereby appropriates \$24,388 from Insurance Recovery into the Fleet Maintenance budget.

Approved this 14th day of December, 2021, by the Poudre Fire Authority Board of Directors.

PFA Board Chair

Attest

 <p>Poudre Fire Authority Fort Collins Colorado Prompt, Skillful, Caring</p>	<p align="center"><u>STAFF REPORT AGENDA ITEM SUMMARY</u></p> <p>Item #: 6 Meeting Date: 12/14/2021 PFA Staff: Brian Ferrans</p>
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SUBJECT:

City of Fort Collins Homelessness Response and Solutions Presentation

EXECUTIVE SUMMARY

The purpose of this agenda item is to provide Poudre Fire Authority (PFA) Board of Directors an update of the Homelessness program and services the program offers.

DISCUSSION/BACKGROUND

At the November 16, 2021, PFA Board meeting, Director Pusey asked for a presentation on the Homelessness program and the services the program offers. Brittany Depew is the City of Fort Collins Lead Specialist with the Homelessness of the Social Sustainability Division. Brittany will present an overview of the Homelessness program and the services it provides to support community needs.


STAFF RECOMMENDATION

Item for Information.

FINANCIAL / ECONOMIC IMPACTS

Poudre Fire Authority contributes \$20,000 towards the City of Fort Collins Homelessness program annually.

ATTACHMENTS

 <p>Prompt, Skillful, Caring</p>	<p align="center"><u>STAFF REPORT AGENDA ITEM SUMMARY</u></p> <p>Item #: 7 Meeting Date: 12/14/2021 PFA Staff: Derek Bergsten</p>
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SUBJECT:

Senior Leadership Update

EXECUTIVE SUMMARY

The purpose of this agenda item is to keep the PFA Board updated on activities within the PFA's Senior Leadership Team. A bulleted list of activities is provided to outline recent updates.

DISCUSSION/BACKGROUND

Recent updates within the Senior Leadership Team:

- Outreach-snap chat filter added for downtown area.
- Firefighter hiring process opened on December 1, 2021.
- Recruit graduation occurred on December 4th with 13 PFA recruits.
- Delivered budget presentation and key initiatives to entire organization.
- All service pins for the past two years have been personally presented to PFA employees.
- Employee performance reviews have been held by supervisors and will be completed by December 13, 2021.


STAFF RECOMMENDATION

Item for Information.

FINANCIAL / ECONOMIC IMPACTS

Any financial impacts associated with the bulleted list will come before the PFA Board of Directors in the 2022 budget process.

ATTACHMENTS

 <p>Poudre Fire Authority Fort Collins Colorado Prompt, Skillful, Caring</p>	<p><u>DISCUSSION AGENDA ITEM SUMMARY</u></p> <p>Item #: 8 Meeting Date: 12/14/2021 PFA Staff: Patti Forsythe</p>
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SUBJECT:

Nominate and Appoint Board Secretary

EXECUTIVE SUMMARY

The purpose of this agenda item is to consider nominating and appointing Patti Forsythe as the Board secretary due to the reorganization within Poudre Fire Authority (PFA).

DISCUSSION/BACKGROUND

The PFA Board Bylaws specify that “the Board shall appoint a secretary who may, but need not, be a member of the Board.” The secretary shall keep or cause to be kept minutes of each Board meeting, conduct all official correspondence, attest to all contracts signed on behalf of the Authority and generally supervise the clerical and technical work of the Board.

With Kirsten Howard’s promotion to Budget and Administration Manager, some of Kirsten’s responsibilities will be shifted to Patti Forsythe to manage governance responsibilities. All other Board positions will remain the same.


STAFF RECOMMENDATION

That the PFA Board make a motion to nominate and appoint Patti Forsythe as PFA Board Secretary.

FINANCIAL / ECONOMIC IMPACTS

None.

ATTACHMENTS

 <p>Poudre Fire Authority Fort Collins Colorado Prompt, Skillful, Caring</p>	<p><u>BRIEFING PAPERS/OTHER BUSINESS</u></p> <p>Item #: 9 Meeting Date: 12/14/2021 PFA Staff: Derek Bergsten, Patti Forsythe</p>
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SUBJECT:

Briefing Papers/Other Business

ATTACHMENTS

- a. 12-14-21 Monthly Financial Reports - October 2021
- b. 12-14-21 Monthly Financial Reports - November 2021
- c. 11-15-2021 PVFPD Minutes Final











Poudre Fire Authority Headquarter
102 Remington St
Fort Collins, CO 8052
(970) 416-2892; www.poudre-fire.or

TO: Poudre Fire Authority Board of Directors
FM: Kerri Ishmael, Budget Analyst
DT: December 14, 2021
RE: **October 2021 Financial Reports**



The general fund and capital fund financial statements for the month ending October 31, 2021, are attached.

Financial Variances:

Figure 1

Category	October 31, 2021, Variance Actual to Budget
Revenues	\$112,058 or 4.5% 
Revenues Key:	 >5%  Between \geq -5% and \leq 5% of Budget  < -5%
Operating Expenses	-\$631,457 or -19% 
Expenses Key:	 >5%  Between \geq -5% and \leq 5% of Budget  < -5%

Clarification for the General Fund report (Figure 1):

-  The positive variance in revenue is due to receipt of insurance recovery funds and fees and charges for services, coming in higher than projected, combined with reimbursement from City of Fort Collins for legal fees PFA paid during the Nationwide transition. Total revenue was offset by the continued unrealized loss on investments.
-  The negative variance in operating expenses is due to new positions not yet hired, budgeted purchases not yet made and retirements causing vacancies.

Clarification for the General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance (**Table 1**):

- The Revenue Over Expenditures in the Annual Budget column of -\$1,671,851 (Table 1) is attributed to the transfer to the Capital Fund of \$663,135 for Station 6 Shop, appropriations in subsidiary maintenance and replacement funds from reserve of \$1,671,611, appropriation of \$87,614 from insurance liability reserve, appropriation of \$190,366 for prior-year encumbrances, with offset from budgeted revenue exceeding budgeted expenditures for fiscal year 2021.

Table 1

General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
Actual and Budget
For the Month Ended October 31, 2021

	October 2021			Year-to-Date 2021			Annual Budget	
	Actual	Monthly Budget	Percent Monthly Budget Received/ Expended	Actual	Year-to-Date Budget	Percent Year-to-Date Budget Received/ Expended	Annual Budget	Percent Actual Year-to-Date Budget Received/ Expended
REVENUES								
Intergovernmental	\$2,402,919	\$ 2,402,919		\$30,245,652	\$30,094,475		\$36,894,941	
Fees and charges for services	99,694	76,188		1,342,742	761,879		914,255	
Earnings on Investments	(66,355)	3,333		(69,612)	33,333		40,000	
Grants	-	-		-	-		-	
Miscellaneous revenue	184,543	26,302		512,645	263,023		315,628	
Other Financing Sources	-	-		23,500	-		-	
Total Revenues	2,620,801	2,508,743 ▲	104%	32,054,927	31,152,711 ▲	103%	38,164,824	84%
EXPENDITURES								
Administration	268,372	402,705		4,234,533	4,027,054		4,832,465	
Fire Prevention & Comm Risk Reduction	185,774	240,866		1,993,666	2,408,655		2,890,386	
Grants	-	2,217		-	22,167		26,600	
Support	462,178	719,632		4,813,684	7,196,318		8,635,581	
Operations	1,771,941	1,954,304		18,100,520	19,543,036		23,451,643	
Total Expenditures	2,688,266	3,319,723 ▲	23%	29,142,404	33,197,229 ▲	-12%	39,836,675	-27%
Excess or Deficiency of Revenues Over or Under Expenditures	(\$67,465)	(\$810,980)		2,912,523	(2,044,519)		(1,671,851)	
Fund Balance January 1, 2021				\$15,882,380				
Fund Balance October 31, 2021				\$18,794,903				

Clarification for the Capital Fund report (Table 2):

- The Excess or Deficiency of Revenues Over or Under Expenditures is shown because these are non-lapsing projects, so the appropriations and fund balances carryover from year-to-year, rather than being spent in the year in which they are appropriated. The Capital Projects have been reduced to three projects in 2021: Fleet Maintenance Capital, Station 6 Shop, and Station 7. Significant variance between budget to actual expenditures is attributed to work associated with bay addition and upgrades at Station 6, with such capital-related activities occurring only towards end of current fiscal year, 2021.

Table 2

Capital Fund
Statement of Revenues, Expenditures and Changes in Fund Balances--
Actual and Budget
For the Month Ended
10/31/2021

	Year-to-Date Actual	Annual Budget	Percent Received/ Expended
REVENUES			
Fleet Maintenance Capital	\$1,160,283 ▲	\$1,391,592	
Station 6 Shop	\$1,295,789 ▲	\$1,458,666	
Station 7	(\$7,953) ▼	\$13,606	
Total Revenues	\$2,448,119	\$2,863,864	85.48%
EXPENDITURES			
Fleet Maintenance Capital	\$1,412,689 ▲	\$1,404,297	
Station 6 Shop	\$96,959 ▲	\$1,269,640	
Station 7	\$10,655 ▲	\$35,551	
Total Expenditures	\$1,520,303	\$2,709,488	56.11%
Excess or Deficiency of Revenues Over or Under Expenditures	\$927,816	\$154,376	
Fund Balance January 1, 2021	\$9,699,008		
Fund Balance as of 10/31/2021	\$10,626,824		











Poudre Fire Authority Headquarter
102 Remington St
Fort Collins, CO 8052
(970) 416-2892; www.poudre-fire.or

TO: Poudre Fire Authority Board of Directors
FM: Kerri Ishmael, Budget Analyst
DT: December 14, 2021
RE: **November 2021 Financial Reports**



The general fund and capital fund financial statements for the month ending November 30, 2021, are attached.

Financial Variances:

Figure 1

Category	November 30, 2021, Variance Actual to Budget
Revenues	\$15,112 or 1.0% 
Revenues Key:	 >5%  Between \geq -5% and \leq 5% of Budget  < -5%
Operating Expenses	-\$284,037 or -8.6% 
Expenses Key:	 >5%  Between \geq -5% and \leq 5% of Budget  < -5%

Clarification for the General Fund report (Figure 1):

-  The positive variance in revenue is due to receipt of unexpected revenue associated with third-party vehicle work. Total revenue was offset by the continued unrealized loss on investments.
-  The negative variance in operating expenses is due to new positions not yet hired, budgeted purchases not yet made and retirements causing vacancies.

Clarification for the General Fund Statement of Revenues, Expenditures, and Changes in Fund Balance (**Table 1**):

- The Revenue Over Expenditures in the Annual Budget column of -\$1,671,851 (**Table 1**) is attributed to the transfer to the Capital Fund of \$663,135 for Station 6 Shop, appropriations in subsidiary maintenance and replacement funds from reserve of \$1,671,611, appropriation of \$87,614 from insurance liability reserve, appropriation of \$190,366 for prior-year encumbrances, with offset from budgeted revenue exceeding budgeted expenditures for fiscal year 2021.

Table 1

General Fund
Statement of Revenues, Expenditures and Changes in Fund Balances
Actual and Budget
For the Month Ended November 30, 2021

	November 2021			Year-to-Date 2021			Annual Budget	
	Actual	Monthly Budget	Percent Monthly Budget Received/ Expended	Actual	Year-to-Date Budget	Percent Year-to-Date Budget Received/ Expended	Annual Budget	Percent Actual Year-to-Date Budget Received/ Expended
REVENUES								
Intergovernmental	\$2,402,919	\$ 2,402,919		\$32,648,571	\$32,497,394		\$36,894,941	
Fees and charges for services	76,100	76,188		1,418,841	838,067		914,255	
Earnings on Investments	(21,820)	3,333		(91,432)	36,667		40,000	
Grants	-	-		-	-		-	
Miscellaneous revenue	66,656	26,302		579,301	289,325		315,628	
Other Financing Sources	-	-		23,500	-		-	
Total Revenues	2,523,855	2,508,743	101%	34,578,782	33,661,453	103%	38,164,824	91%
	-	-		-	-		(1,000)	
EXPENDITURES								
Administration	212,993	402,705		4,447,526	4,429,760		4,832,465	
Fire Prevention & Comm Risk Reduction	217,883	240,866		2,211,549	2,649,521		2,890,386	
Grants	-	2,217		-	24,383		26,600	
Support	451,261	719,632		5,264,944	7,915,949		8,635,581	
Operations	2,153,550	1,954,304		20,254,070	21,497,339		23,451,643	
Total Expenditures	3,035,686	3,319,723	9%	32,178,090	36,516,952	-12%	39,836,675	-19%
Excess or Deficiency of Revenues Over or Under Expenditures	<u>(511,831)</u>	<u>(810,980)</u>		<u>2,400,692</u>	<u>(2,855,499)</u>		<u>(1,671,851)</u>	
Fund Balance January 1, 2021				\$15,882,380				
Fund Balance November 2021				\$18,283,072				

- The Excess or Deficiency of Revenues Over or Under Expenditures is shown because these are non-lapsing projects, so the appropriations and fund balances carryover from year-to-year, rather than being spent in the year in which they are appropriated. The Capital Projects have been reduced to three projects in 2021: Fleet Maintenance Capital, Station 6 Shop, and Station 7. Significant variance between budget to actual expenditures is attributed to work associated with bay addition and upgrades at Station 6, with such capital-related activities occurring only towards end of current fiscal year, 2021.

Capital Fund
Statement of Revenues, Expenditures and Changes in Fund Balances--
Actual and Budget
For the Month Ended
11/30/2021

	Year-to-Date Actual	Annual Budget	Percent Received/ Expended
REVENUES			
Fleet Maintenance Capital	\$1,273,418	\$1,391,592	
Station 6 Shop	\$1,358,384	\$1,458,666	
Station 7	(\$10,975)	\$13,606	
Total Revenues	\$2,620,828	\$2,863,864	91.51%
EXPENDITURES			
Fleet Maintenance Capital	\$1,412,689	\$1,404,297	
Station 6 Shop	\$203,192	\$1,269,640	
Station 7	\$13,215	\$35,551	
Total Expenditures	\$1,629,096	\$2,709,488	60.13%
Excess or (Deficiency) of Revenues Over or Under Expenditures	<u>\$991,731</u>	<u>\$154,376</u>	
Fund Balance January 1, 2021	\$9,699,008		
Fund Balance as of 11/30/2021	\$10,690,739		



Poudre Valley Fire Protection District

102 Remington Street ♦ Fort Collins, CO 80524
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 Internet: www.PoudreValleyFireProtectionDistrict.org

POUDRE VALLEY FIRE PROTECTION DISTRICT BOARD OF DIRECTORS MEETING November 15, 2021

The Poudre Valley Fire Protection District (PVFPD) Board of Directors met at 102 Remington, at 8:30 a.m. on November 15, 2021. Present were PVFPD Board members James Gentry, Mike DiTullio, and Dave Pusey. Cory Younie and Tess Heffernan were excused absent. Also present were Fire Chief Derek Bergsten and Administrative Assistant Patti Forsythe. Recording Secretary Shawn Williams was present virtually.

James Gentry called the meeting to order at 8:30 a.m.

Pledge of Allegiance

PUBLIC COMMENT

Kirsten Howard introduced Kerri Ishmael, Poudre Fire Authority's (PFA) new Budget Analyst II.

CONSENT AGENDA

1. Consideration and Possible Action to Approve the Minutes of the October 25, 2021, Regular Meeting

Dave Pusey asked the October 25, 2021, Regular Meeting Minutes be amended to show the 2022 Board Meeting Dates were approved after moving the February meeting from President's Day, February 21, 2022, to Wednesday, February 23, 2022.

Dave Pusey made a motion to Approve the Minutes of the October 25, 2021, Regular Meeting as amended. Mike DiTullio seconded the motion. The motion passed by unanimous vote of the Board.

2. Consideration and Possible Action to Adopt Resolution 2020-03

Mike DiTullio made a motion to continue Resolution 2020-03 A Continuation of Declaration of Local Disaster Emergency. Dave Pusey seconded the motion. The motion passed by unanimous vote of the Board.

STAFF REPORT

3. Senior Leadership Team Update

Derek Bergsten provided the Senior Leadership Team update to the Board.

4. Poudre Fire Authority (PFA) Public Engagement October 2021

Derek Bergsten advised Ladder 5 went into service October 13, 2021. Dave Pusey requested a tour of Ladder 5 at an upcoming Board meeting.

DISCUSSION ITEMS**5. Consideration and Possible Action to Retain Legal Counsel**

Patti Forsythe advised the Collins Cockrel & Cole law firm will be split into two different practices on December 31, 2021. Patti stated it is staff's recommendation for the District to go with Bob Cole and the new group Collins, Cole, Flynn, Winn & Ulmer (CCFWU).

Mike DiTullio suggested doing a Request for Proposal (RFP) to see if anyone local is interested. The Board agreed not to do an RFP at this time.

Dave Pusey made a motion to retain legal counsel with Bob Cole and the new group CCFWU and transfer records accordingly. Mike DiTullio seconded the motion. The motion passed by unanimous vote of the Board.

6. Senate Bill 21-293 Update

Patti Forsythe advised the District received a memo from Bob Cole detailing how Senate Bill 21-293 will impact the District. Bob Cole advised there is no impact for the current budget or the 2022 budget, but Poudre Fire Authority will need to look at the impact next year for the following year budgets.

7. Inclusion/Exclusion Follow Up

Derek Bergsten advised he met with Mitch Nelson and Abdul Barzak with the Town of Severance Community Development and Kris Kazian, Fire Chief Windsor Severance Fire Rescue, and Derek communicated what the Board had asked from conversations in the executive session. Derek advised they discussed their future plans and PFA's concerns with the recent multiple exclusion notices and the speed things transpired on their end. Derek stated they identified work needed on how other districts and authorities get notified and they are looking at streamlining that process and making sure they communicate to the developers. Derek advised there will be more in-depth discussions in 2022.

BRIEFING PAPERS**8. Poudre Fire Authority (PFA) Agenda Review**

Derek Bergsten provided the PFA Agenda Review to the Board.

Kirsten Howard provided a PowerPoint Presentation on the 2022 Budget.

Dave Pusey stated there was a lot of detail in the presentation and it was a great summary. Dave stated it is not part of the budget, but it would be very useful to have a summary of all capital included and make sure the capital does not get lost in the City budget. Kirsten Howard advised she would include that in the final, bound document.

Derek Bergsten thanked Kirsten for her work on the budget and taking on the additional role and responsibility. Derek stated he appreciated the feedback from the Board and acknowledged the work done on the budget by Ann Turnquist before her retirement.

9. Audit Request for Proposal (RFP) Update

Patti Forsythe stated the RFP for an Auditor was approved at the Oct 25th Board meeting. Patti advised she contacted the Special Districts Association and Bob Cole's office for a list of potential bidders. Patti advised there were four active responses from auditors who are expected to be submitting a proposal. The deadline for proposals is December 3, 2021, at 3:00 p.m.

OTHER BUSINESS/CORRESPONDENCE

10. Fire Chief Performance Evaluation


Patti Forsythe reviewed the process for the executive session at next month's Board meeting regarding the Fire Chief Performance Evaluation. Derek Bergsten will provide his self-evaluation to the Board by December 1, 2021. Patti requested the Board return their evaluations to her by December 8, 2021.

11. Board Transparency and Engagement

Patti Forsythe advised as part of the strategic plan goals to focus on Board transparency, Eric Nelson created new District email accounts for Board members to direct people to information more easily. Patti stated it is recommended Board members use these District email accounts instead of their personal emails. Patti advised business cards will be ordered with the District email addresses.

12. Planning Calendar, Information Sharing and Correspondence

Mike DiTullio made a motion to adjourn the meeting. Dave Pusey seconded the motion. The meeting was adjourned at 9:25 a.m.

 <p>Poudre Fire Authority Fort Collins Colorado Prompt, Skillful, Caring</p>	<p style="text-align: right;"><u>CORRESPONDENCE</u></p> <p>Item #: 10 Meeting Date: 12/14/2021 PFA Staff: Patti Forsythe</p>
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SUBJECT:

Correspondence

EXECUTIVE SUMMARY

Correspondence has been included that may be of interest to Board members, community members, and employees.

STAFF RECOMMENDATION

Items for Information.

ATTACHMENTS

- a. Jones Correspondence

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We value your opinion, and appreciate the time you took to share your feedback.

First Name Bree
Last Name Jones
Email Address bree@homewardalliance.org
Phone Number 303-921-3013
Address 242 Conifer St.
Address 2 Not answered
City Fort Collins
State Colorado
ZIP Code 80524
Date of Emergency 11/29/21

Response/Employee Contact

Comments and Questions

Hi, I just wanted to give a huge shoutout to the people who responded to my call today. I am a social worker and was with a client who has been really struggling with his substance use. He was extremely intoxicated and wanted to get to the hospital and go to detox. He lives in Mason Place, and I'm sure you all get a lot of calls to there that aren't easy or pleasant but we were greeted quickly and my client was treated with an amazing amount of humanity and respect, which hasn't always been the case. Josh is the only name I got, and he was incredible. Very friendly, helpful, and did an amazing job. I so appreciate the response and the kindness in what is such a dark time for my client. Thank you for all of the work that you all do every day!

Would you like to be contacted regarding your comments?

Yes


How do you prefer we contact you?

Email

Please rate the level of service you received below.

Exceeded Expectations

Attachment: Jones Correspondence (10945 : Correspondence)

 <p>Poudre Fire Authority Fort Collins Colorado Prompt, Skillful, Caring</p>	<p>DISCUSSION AGENDA ITEM SUMMARY</p> <p>Item #: 11 Meeting Date: 12/14/2021 PFA Staff: Derek Bergsten</p>
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SUBJECT:

Possible Executive Session to Consider Personnel Matters - Fire Chief 2021 Performance Review

EXECUTIVE SUMMARY

Section X, A, of Chief Bergsten's employment agreement states, "The Board will review and evaluate the performance of the Chief at least twice annually, the first of which shall occur approximately six months from the Start Date. Thereafter, one of the reviews and evaluations shall occur near the adoption of PFA's annual operating and capital budgets, and the other will occur in approximately July each year."

Section X, B, of the Chief's employment agreement states, "The parties shall annually establish in writing such goals and performance objectives as they determine necessary for the proper administration and operation of PFA and for the attainment of the Board's policy objectives and shall further establish the relative priority among these various goals and objectives. Such goals and objectives shall be generally obtainable within the time limitations specified in the annual operating and capital budgets, and related appropriations."

The PFA Board has received Chief Bergsten's self-evaluation as well as Senior Leadership's 360 evaluations in consideration of Chief Bergsten's 2021 year-end performance review.

DISCUSSION/BACKGROUND

Motion for Possible Executive Session:

As permitted by Colorado Revised Statutes, Section 26-6-4(f), I move that the Board go into executive session to consider personnel matters to review the Fire Chief's 2021 performance.

STAFF RECOMMENDATION

That the Board make a motion to go into executive session to review the Chief Bergsten's year-to-date performance.

FINANCIAL / ECONOMIC IMPACTS

There are no financial/economic impacts.

ATTACHMENTS

- a. Confidential Attachment

Confidential Attachment