



**POUDRE FIRE AUTHORITY**  
**BOARD of DIRECTORS MEETING AGENDA**  
Headquarters – 102 Remington St. Fort Collins, CO. 80524  
August 26, 2025  
8:30 a.m.

**\*Requires Board Action**

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](mailto: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 three 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/5m9kfuxs>

Webinar ID: 892 6809 3936

Passcode: 374765

Or Telephone: +1 719 359 4580 US

## **PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT** *\*see below for public comment rules*

## **DISCUSSION ITEM**

1. Poudre Fire Authority Board Agenda Planning Calendar
2. Agreement to Amend/Extend Contract of a Purchase of Real Property – 1300 Riverside \*
3. Resolution 25-32 Adopting the Poudre Fire Authority Community Risk-Assessment – Standards of Cover \*

## **CONSENT AGENDA**

4. July 22, 2025, Poudre Fire Authority Board of Directors Minutes \*
5. Resolution 25-33 Approving the Definition of Compensation of the Poudre Fire Authority Local Money Purchase Pension Plan \*

## **STAFF REPORT**

6. Senior Leadership Update

## **BRIEFING PAPERS/OTHER BUSINESS**

7. Briefing Papers/Other Business
  - a. July 2025 Fire Chief's Monthly Report
  - b. PFA July 2025 Financials
  - c. 7-22-2025 PVFPD Minutes

## **CORRESPONDENCE**

8. Correspondence
  - a. Thank you letter Baltimore City Fire Department
  - b. Thank you letter City of Cleveland
  - c. Thank you letter Beauregard Parish Fire District 4
  - d. Thank you note Recruitment Candidate
  - e. Poudre Fire Authority Desk Monitoring Report

## f. 9/11 Stair Climb

### \* Public Comment Rules:

Anyone wishing to speak during the Public Comment Period must sign the sign-up sheet provided for each meeting where public comment is permitted. Speakers will be heard in the order listed on the sign-up sheet. The following general rules shall apply to any public comment permitted at a regular meeting, or a special meeting, including a study session:

1. Each speaker will have three minutes. The total time for the Public Comment Period is 15 minutes.
2. Only one speaker will be acknowledged at a time. Speakers must begin their comments by stating their name and address.
3. Each person may speak only once during the Public Comment Period. A speaker may not give part of his/her time to another speaker.
4. Speakers must direct their comments to the Board as a whole, not to individual Board members, the audience, or staff. Discussions between speakers and audience members is not allowed.
5. Comments during the Public Comment Period are not limited to agenda items but must be relevant to the Poudre Fire Authority.
6. Public comment is not a question-and-answer session. The Board does not respond to questions, but may refer them to staff for response, either at the meeting or at a future time, as appropriate.
7. All speakers and audience members must treat everyone with respect and dignity, maintain a welcoming environment, and avoid actions that could be distracting, such as:
  - cheering, booing or applause;
  - personal attacks, the use of profanity, or other inappropriate or disruptive conduct;
  - signs larger than 11"x17" or held in a way that blocks others' view;
  - audio or video recording that is distracting or obstructs others; and,
  - noise from phones or mobile devices, such as ringtones, notifications, alarms, or conversations.
8. The public is expected to enter and exit the Board room quietly if a meeting is in progress and take any conversations out to the lobby.
9. Virtual Public Comments - Individuals who are participating in a Board meeting via an Audio/Video Platform, and who wish to make comments during the Public Comment Period, must use the Q&A option within the meeting or send comments to [publiccomment@poudre-fire.org](mailto:publiccomment@poudre-fire.org). Virtual comments will be read by a moderator.

**Meeting Date:** August 26, 2025  
**PFA Staff:** Nancy Salazar



# DISCUSSION ITEM

Poudre Fire Authority

## **SUBJECT**

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Poudre Fire Authority Board Agenda Planning Calendar

## **STAFF RECOMMENDATION**

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Item for information and discussion.

## **FINANCIAL / ECONOMIC IMPACTS**

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None.

## **ATTACHMENTS**

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- a. PFA Board Agenda Planning Calendar

# PFA Board Agenda Planning Calendar

Work Session
Cancelled Meeting
Special Meeting
Executive Session
Change to Agenda
Revised: 8/14/2025

(Planning Calendar)

Date	Type of Event	Detail
September 11, 2025	Special Event	<ul style="list-style-type: none"> <li>9/11 Stair Climb – Canvas Stadium 4:30 – 8:00 PM</li> </ul>
September 23, 2025	Regular	<ul style="list-style-type: none"> <li>Approval of Minutes*</li> <li>Senior Leadership Update</li> <li>2026 Preliminary Budget</li> <li>PFA Financial Review</li> <li>Chief's Monthly Update</li> <li>Proclamation Declaring Fire Prevention Week*</li> </ul>
October 2025	Special Event	<ul style="list-style-type: none"> <li>Fire Prevention Week (Theme to be determined)</li> </ul>
October 28, 2025	Regular	<ul style="list-style-type: none"> <li>Approval of Minutes*</li> <li>Chief's Monthly Update</li> <li>PFA Financial Review</li> <li>Senior Leadership Update</li> </ul>
November 18, 2025 (Third Tuesday)	Regular	<ul style="list-style-type: none"> <li>Chief's Monthly Update</li> <li>Resolution Setting 2026 Meeting Dates*</li> <li>Approval of Minutes*</li> <li>2026 Budget Approval*</li> <li>Senior Leadership Update</li> </ul>
December 9, 2025 (Second Tuesday)	Regular	<ul style="list-style-type: none"> <li>Chief's Monthly Update</li> <li>Approval of Minutes*</li> <li>Poudre School District (PSD) Poster Contest Winners</li> <li>Senior Leadership Update</li> <li>Chief's Year-End Performance Review*</li> <li>Fire Chief's 2026 Compensation Review*</li> </ul>
January 2026	Regular	<ul style="list-style-type: none"> <li>Approval of Minutes*</li> <li>Legislative Update</li> <li>Chief's Monthly Update</li> <li>PFA Financial Review</li> <li>City of Fort Collins Capital Expansion Fee for Fire Update</li> <li>Senior Leadership Update</li> </ul>
February 2026	Regular	<ul style="list-style-type: none"> <li>Approval of Minutes*</li> <li>Election of 5th Board Member, Officer &amp; Secretary*</li> <li>Legislative Update</li> <li>Chief's Monthly Update</li> </ul>

		<ul style="list-style-type: none"> <li>• PFA Financial Review</li> <li>• Senior Leadership Update</li> </ul>
March 2026	Regular	<ul style="list-style-type: none"> <li>• Approval of Minutes*</li> <li>• Legislative Update</li> <li>• Reappropriation of Prior Year Encumbrances*</li> <li>• 2025 PFA Annual Report Preview</li> <li>• PFA Financial Review</li> <li>• Chief's Monthly Update</li> </ul>
April 2026	Regular	<ul style="list-style-type: none"> <li>• Approval of Minutes*</li> <li>• Legislative Update</li> <li>• PFA Financial Review</li> <li>• Chief's Monthly Update</li> </ul>
April 2026 at 6:00 p.m.	City Council Joint Work Session	<ul style="list-style-type: none"> <li>• PFA Annual Report Joint City Council/PVFPD Board - date to be determined. (Dinner at 5:00 p.m., Joint Work Session 6:00 p.m.)</li> </ul>
May 2026	Regular	<ul style="list-style-type: none"> <li>• Approval of Minutes*</li> <li>• Senior Leadership Update</li> <li>• PFA Financial Review</li> <li>• PFA Strategic Plan Progress Update</li> <li>• Chief's Monthly Update</li> </ul>
June 2026	Regular	<ul style="list-style-type: none"> <li>• Approval of Minutes*</li> <li>• Senior Leadership Update</li> <li>• PFA Financial Review</li> <li>• Chief's Monthly Update</li> <li>• Chief's Mid-Year Performance Feedback</li> </ul>
July 4, 2026	Special Event	<ul style="list-style-type: none"> <li>• July 4th parade</li> </ul>
July 2026	Regular	<ul style="list-style-type: none"> <li>• Approval of Minutes*</li> <li>• 2024 Annual Comprehensive Financial Report*</li> <li>• Senior Leadership Update</li> <li>• PFA Financial Review</li> <li>• Chief's Monthly Update</li> </ul>
August 2026	Regular	<ul style="list-style-type: none"> <li>• Approval of Minutes*</li> <li>• Chief's Monthly Update</li> <li>• PFA Financial Review</li> <li>• Senior Leadership Update</li> </ul>

**Meeting Date:** August 26, 2025  
**PFA Staff:** Ross Reinking



# DISCUSSION ITEM

Poudre Fire Authority

## **SUBJECT**

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Agreement to Amend/Extend Contract of a Purchase of Real Property – 1300 Riverside \*

## **EXECUTIVE SUMMARY**

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The purpose of this agenda item is for the Poudre Fire Authority (PFA) Board to approve: 1) Resolution 25-31 approving an Agreement to Amend/Extend Contract of purchase of real property located at 1300 Riverside Avenue.

## **DISCUSSION/BACKGROUND**

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On March 22, 2025, the PFA Board approved Resolution 25-5, which authorized the execution of a Letter of Intent (LOI) to purchase the property located at 1300 Riverside Avenue. The resolution also granted the Fire Chief authority to sign the LOI and negotiate the purchase agreement.

During the due diligence process, it was identified that an amendment or extension to the contract is necessary to address the lease arrangement of an existing tenant occupying the premises. The Agreement to Amend/Extend Contract extends the closing date to September 11, 2025, with an option for PFA to further extend the closing date to September 29, 2025, at its sole discretion by providing notice to the seller prior to closing.

## **STAFF RECOMMENDATION**

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That the Board approve 1) Resolution 25-31 authorizing the Board Chair to execute the Agreement to Amend/Extend Contract/

## **FINANCIAL / ECONOMIC IMPACTS**

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Any further financial impacts will be brought before the Board for consideration.

## **ATTACHMENTS**

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- a. Resolution 25-31
- b. Agreement to Amend/Extend Contract
- c. Exhibit A – First Amendment to Lease Agreement

**RESOLUTION 25-31  
BOARD OF DIRECTORS  
POUDRE FIRE AUTHORITY**

**A RESOLUTION AUTHORIZING AN AMENDMENT/EXTENSION TO THE CONTRACT FOR THE PURCHASE OF REAL PROPERTY – 1300 RIVERSIDE AVENUE**

**WHEREAS**, the Poudre Fire Authority (“PFA”) is a political subdivision of the State of Colorado, established to provide fire suppression, prevention, rescue, hazardous materials, emergency medical services, and public education within its jurisdiction and to individuals passing through; and

**WHEREAS**, under the Intergovernmental Agreement Establishing Poudre Fire Authority dated January 1, 2025, the PFA Board of Directors (“Board”) has authority to acquire, dispose of, and encumber real and personal property; and

**WHEREAS**, the Board previously approved Resolution 25-5, which authorized a Letter of Intent and negotiations to purchase the property located at 1300 Riverside Avenue; and

**WHEREAS**, PFA entered into a purchase contract with IMAGO Enterprises, Inc. (“IMAGO”) for 1300 Riverside Avenue on February 26, 2025; and

**WHEREAS**, during due diligence, it was determined that amending or extending the contract is necessary to address the lease of an existing tenant and to extend the closing date from September 11, 2025, with an option to further extend to September 29, 2025.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Poudre Fire Authority that:

1. The Board Chair is authorized to execute an Agreement to Amend/Extend the Contract for the Purchase of Real Property at 1300 Riverside Avenue.
2. This Resolution shall become effective immediately upon its adoption.

ADOPTED this 26<sup>th</sup> day of August, 2025.

BOARD OF DIRECTORS  
POUDRE FIRE AUTHORITY

\_\_\_\_\_  
Poudre Fire Authority, Chair

\_\_\_\_\_  
Attest

The printed portions of this form, except differentiated additions, have been approved by the Colorado Real Estate Commission. (AE41-6-21) (Mandatory 1-22)

THIS FORM HAS IMPORTANT LEGAL CONSEQUENCES AND THE PARTIES SHOULD CONSULT LEGAL AND TAX OR OTHER COUNSEL BEFORE SIGNING.

AGREEMENT TO AMEND/EXTEND CONTRACT

Date: August 26, 2025

1. This agreement amends the contract dated March 26, 2025 (Contract) between Imago Enterprises, Inc., a Colorado corporation (Seller) and Poudre Fire Authority, a political subdivision of the State of Colorado (Buyer) relating to the sale and purchase of the following legally described real estate in the County of Larimer, Colorado (insert legal description):

See Exhibit A, attached hereto and incorporated herein

known as: 1300 Riverside Avenue, Fort Collins, CO 80524 (Property). Street Address City State Zip

NOTE: If the table is omitted, or if any item is left blank or is marked in the "No Change" column, it means no change to the corresponding provision of the Contract. If any item is marked in the "Deleted" column, it means that the corresponding provision of the Contract to which reference is made is deleted.

2. § 3.1. Dates and Deadlines. Intentionally omitted. No change to corresponding provision of the Contract except as set forth in Section 3.3 below.

3. Additional amendments:

3.1. Termination of Leases. Seller shall use best efforts to terminate prior to Closing all Leases affecting the Property other than the Lease Agreement with Rebound Sports & Physical Therapy, P.C. (the "Rebound Lease"). In lieu of terminating its Lease with Black Cat Erectors, Seller may enter into a lease amendment with Black Cat, in form and on terms acceptable to Buyer in its discretion, eliminating any extension options and allowing Tenant to terminate the Lease early.

3.2. In addition to any other conditions to Buyer's Closing obligations set forth elsewhere in the Contract, it shall be a condition precedent to Buyer's obligation to close this transaction that Seller shall have obtained a consent to assignment from Mule-Hide Products for the current roof warranty of the Property and then shall execute at Closing an assignment to Buyer, in a form acceptable to Buyer, of the roof warranty.

3.3. The Closing Date is changed to September 11, 2025; provided, however, that Buyer may extend the Closing Date to a date on or before September 29, 2025 in its sole discretion by providing notice thereof to Seller at any time prior to Closing.

3.4. At Closing, Buyer shall be entitled to a credit against the Purchase Price in the amount of \$15,249 to account for the Landlord's outstanding payment obligation for brokerage fees to Tom Livingston after the completion of the fifth year of the Rebound Lease pursuant to Section 44 of the Rebound Lease. After Closing the Buyer shall be solely responsible for paying such compensation to Tom Livingston if and when due. Seller represents to Buyer that such payment of \$15,249 to Tom Livingston shall satisfy all commission or other compensation obligations payable in connection with the Rebound Lease, and that no other commission or compensation is or may become payable with respect to the Rebound Lease or any other lease affecting the Property.

3.5. Seller represents and warrants that all of Landlord's Work (as defined in the Rebound Lease), including without limitation the Landlord's Work with respect to Rooms 118 & 119 of Unit 1.2 of the Property pursuant to Section A of Exhibit B of the Rebound Lease, has either been satisfied by Seller or waived by Rebound Sports & Physical Therapy, P.C. and shall not be the responsibility of Buyer after Closing.

3.6. Seller agrees that the certified rent roll to be delivered to Buyer as a condition to Closing under Section 30(A)3 of the Contract shall include only Rebound Sports & Physical Therapy, P.C. as the sole tenant of the Property.

53 3.7 Seller acknowledges and agrees that Buyer will not assume the Gold Service Agreement between Imago Enterprises,  
54 Inc. and ThyssenKrupp Elevator Corporation, and Seller shall remain solely responsible for all obligations under such  
55 agreement.

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57 3.8 The term "Contract" as used in the Contract shall mean the Contract, as amended.

58 All other terms and conditions of the Contract remain the same.

60 This proposal expires unless accepted in writing by Seller and Buyer as evidenced by their signatures below and the offering party  
61 to this document receives notice of such acceptance on or before \_\_\_\_\_

Date Time

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63 Buyer's Name: Poudre Fire Authority, a political Buyer's Name: \_\_\_\_\_  
subdivision of the State of Colorado

By: \_\_\_\_\_ Date Buyer's Signature \_\_\_\_\_ Date

Its: \_\_\_\_\_

Seller's Name: IMAGO Enterprises, Inc., a Colorado Seller's Name: \_\_\_\_\_  
corporation

By: \_\_\_\_\_ Date Seller's Signature \_\_\_\_\_ Date

Its: \_\_\_\_\_

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EXHIBIT ALEGAL DESCRIPTION

**PARCEL 1:** A TRACT OF LAND SITUATE IN THE NORTHWEST 1/4 OF SECTION 18, TOWNSHIP 7 NORTH, RANGE 68 WEST OF THE 6TH P.M., FORT COLLINS, COLORADO, WHICH CONSIDERING THE WEST LINE OF SAID NORTHWEST 1/4 AS BEARING NORTH 0 DEGREES 06' EAST AND WITH ALL BEARINGS CONTAINED HEREIN RELATIVE THERETO IS CONTAINED WITHIN THE BOUNDARY LINES WHICH BEGINS AT A POINT ON THE NORTHERLY LINE OF RIVERSIDE AVENUE WHICH BEARS NORTH 89 DEGREES 15' EAST 1119.78 FEET AND AGAIN NORTH 26 DEGREES 51'30" EAST 171.27 FEET AND AGAIN NORTH 28 DEGREES 08' 18" EAST 80.02 FEET FROM THE WEST 1/4 CORNER OF SAID SECTION 18 AND RUN THENCE ALONG SAID RIGHT OF WAY, ALONG THE ARC OF A 596.62 FOOT RADIUS CURVE TO THE RIGHT A DISTANCE OF 40.58 FEET, THE LONG CHORD OF WHICH BEARS NORTH 61 DEGREES 17' 35" WEST 40.58 FEET; THENCE NORTH 28 DEGREES 25' EAST 270.34 FEET TO A POINT ON THE SOUTHERLY RIGHT-OF-WAY LINE OF THE UNION PACIFIC RAILROAD; THENCE ALONG SAID SOUTHERLY RIGHT-OF-WAY LINE, SOUTH 61 DEGREES 35' EAST 380.00 FEET; THENCE SOUTH 28 DEGREES 25' WEST 261.29 FEET TO A POINT ON THE NORTHERLY LINE OF RIVERSIDE AVENUE; THENCE ALONG SAID NORTHERLY LINE, NORTH 63 DEGREES 14' 30" WEST 319.56 FEET TO THE POINT OF BEGINNING, COUNTY OF LARIMER, STATE OF COLORADO.

ALSO KNOWN AS ALL OF RIVERSIDE SUBDIVISION, FIRST FILING, COUNTY OF LARIMER, STATE OF COLORADO.

**PARCEL 2:** A TRACT OF LAND SITUATE IN THE NORTHWEST 1/4 OF SECTION 18, TOWNSHIP 7 NORTH, RANGE 68 WEST OF THE 6TH P.M., FORT COLLINS, COLORADO, WHICH CONSIDERING THE WEST LINE OF THE SAID NORTHWEST 1/4 AS BEARING NORTH 00 DEGREES 06' EAST AND WITH ALL BEARINGS CONTAINED HEREIN RELATIVE THERETO IS CONTAINED WITHIN THE BOUNDARY LINES WHICH BEGIN AT A POINT ON THE NORTHERLY RIGHT OF WAY LINE OF RIVERSIDE AVENUE, WHICH BEARS NORTH 89 DEGREES 15' EAST 1119.78 FEET AND AGAIN NORTH 26 DEGREES 51' 30" EAST 171.27 FEET AND AGAIN NORTH 28 DEGREES 08' 18" EAST 80.02 FEET AND AGAIN SOUTH 63 DEGREES 14' 30" EAST 319.56 FEET AND AGAIN NORTH 28 DEGREES 25' EAST 20.01 FEET FROM THE WEST 1/4 CORNER OF SAID SECTION 18 AND RUN THENCE NORTH 28 DEGREES 25' EAST 241.28 FEET TO A POINT ON THE SOUTHERLY RIGHT OF WAY LINE OF THE UNION PACIFIC RAILROAD; THENCE ALONG SAID SOUTHERLY RIGHT OF WAY LINE, SOUTH 61 DEGREES 35' EAST 150.00 FEET; THENCE SOUTH 28 DEGREES 25' WEST 238.94 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY LINE OF RIVERSIDE AVENUE; THENCE NORTH 63 DEGREES 14' 30" WEST 150.06 FEET TO THE POINT OF BEGINNING, COUNTY OF LARIMER, STATE OF COLORADO.

ALSO KNOWN AS ALL OF RIVERSIDE SUBDIVISION, SIXTH FILING, COUNTY OF LARIMER, STATE OF COLORADO.

EXCEPT THAT PORTION DESCRIBED IN DEED OF DEDICATION FOR RIGHT OF WAY RECORDED OCTOBER 4, 2004 AT RECEPTION NO. 20040097058

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**Exhibit A – Information Only****FIRST AMENDMENT TO LEASE AGREEMENT**

THIS FIRST AMENDMENT TO LEASE AGREEMENT (this “**First Amendment**”) is made effective August [REDACTED], 2025 (“**First Amendment Effective Date**”), by and between IMAGO ENTERPRISES, INC., a Colorado corporation (“**Landlord**”), and BLACK CAT ERECTORS LLC, a Wyoming limited liability company (“**Tenant**”).

**RECITALS**

A. Landlord and Tenant entered into that certain Lease Agreement dated June 25, 2020 (the “**Lease**”). Pursuant to the Lease, Tenant leases that certain space commonly known as Suite 2.3, consisting of approximately 1,750 square feet of rentable square feet, in the Building located at 1300 Riverside Avenue, Fort Collins, Colorado 80524.

B. Pursuant to Section 2B of the Lease, on April 30, 2023, Tenant exercised its first Option Period to extend the term of the Lease for an additional three years. The term of the Lease is currently set to expire on June 30, 2026.

C. Tenant desires to amend the Lease as described in this First Amendment, which Landlord is willing to do upon the terms and conditions of this First Amendment. Capitalized terms used herein but not otherwise defined shall have the meanings set forth in the Lease.

**AGREEMENTS**

NOW, THEREFORE, in consideration of the Recitals, which are incorporated in and made a part of this First Amendment, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. **Renewal Option.** Tenant acknowledges and agrees that the second Option Period under Section 2B of the Lease is null and void and Tenant shall have no further right to extend the term of the Lease beyond its current expiration date, which is June 30, 2026.

2. **Termination.** Subject to compliance with all other terms and conditions of the Lease (including, without limitation, vacation and surrender obligations), Tenant may terminate the Lease at any time during the remaining term by giving 30 days prior written notice to Landlord.

3. **Binding Effect; Governing Law.** The effectiveness of this First Amendment is contingent on the acquisition of the Building by Poudre Fire Authority. From and after the First Amendment Effective Date, all references to the term “Lease” in the Lease shall be deemed to refer to the Lease as amended hereby. Except as modified hereby, the Lease shall remain in full effect and this First Amendment shall be binding upon Landlord and Tenant and their respective successors and assigns. If any inconsistency exists or arises between the terms of the Lease and the terms of this First Amendment, the terms of this First Amendment shall prevail. This First Amendment shall be governed by the laws of the State of Colorado, which are applicable to transactions in which Colorado has the most significant relationship.

4. Counterparts; Electronic Delivery. This First Amendment may be executed in any number of counterparts, each of which shall be an original, but all of such counterparts shall together constitute but one and the same instrument. A counterpart of this First Amendment electronically delivered displaying a facsimile or digital image of the signature of the party or a DocuSign signature shall have the same force and effect as an original “ink signed” counterpart, which has been personally delivered to the recipient.

[Signatures on following page]

IN WITNESS WHEREOF, the parties have executed this First Amendment as of the First Amendment Effective Date.

**LANDLORD:**

IMAGO ENTERPRISES, INC.,  
a Colorado corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

**TENANT:**

BLACK CAT ERECTORS LLC,  
a Wyoming limited liability company

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title:

**Meeting Date:** August 26, 2025  
**PFA Staff:** Ross Reinking



## DISCUSSION ITEM

Poudre Fire Authority

### SUBJECT

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Adoption of the 2025 Poudre Fire Authority Community Risk Assessment and Standards of Cover

### EXECUTIVE SUMMARY

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The purpose of this agenda item is for the Poudre Fire Authority (PFA) Board of Directors to approve Resolution 25-32, which establishes the Community Risk Assessment-Standards of Cover (CRA-SOC) policy. The CRA-SOC evaluates the various risks present within the community and outlines the corresponding level of service that the PFA provides in response to those risks.

### DISCUSSION/BACKGROUND

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The Community Risk Assessment-Standards of Cover (CRA-SOC) evaluates the risks that exist within the community and the corresponding level of service that Poudre Fire Authority (PFA) is able to provide in addressing those risks. The last CRA-SOC was adopted in 2020 by the Board. As part of the PFA continuous improvement process this 2025 version is the latest analysis of PFA's risk and service provision. This updated document also meets the requirements of the 10th edition Commission on Fire Accreditation International criteria as PFA seeks its third accreditation in 2025. PFA Leadership is presenting the updated CRA-SOC document for review and feedback, in preparation for possible adoption in March. The adoption of this document will frame expected levels of emergency service within the PFA jurisdiction. This is a risk-response policy document that is a part of the PFA Board responsibility in service provision. PFA staff request that the Board approve Resolution 25-32, which adopts the Poudre Fire Authority Community Risk Assessment and Standards of Cover.

As a model of modern, professional all hazards response agency, the PFA strives to provide the highest quality service to the community. PFA has been responding to the demands of a growing, evolving, and changing diverse community. This has led to an increase in the service level and types needed. This growth trend will continue into the future, as it is projected that 35,000 new residents will move into the jurisdiction over the next twenty years. Growth brings with it a change in demographics, increased service demands, and a shift in the way the 911 system is utilized. Increased demands will need to be balanced against the financial and personnel resources available to provide service. Moving forward it is imperative that PFA continues to seek ways to be efficient and innovative.

Over the last few years, Senior Leadership has taken the following triad approach to evaluate efficiency of service in an attempt to meet the demands of growth and ensure that service level targets can be met in the established SOC:

- Interrupting the Increasing Call Volume Trend
- Conduct a Comprehensive Review of Deployment Models
- Utilize Static and Dynamic Deployment Models

## Interrupting the Increasing Call Volume Trend

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Community Risk Reduction (CRR) efforts in the form of targeted public education and a Community Health Program (CHP) are demonstrating measurable and positive impacts by decreasing requests for service. Areas of focus have been in fire suppression risk through fire prevention and public education, which includes reducing false alarms, working with high-risk populations, and ensuring that buildings are inspected and built to code. The CHP program focuses on visiting with patients referred from crews, UCH, and planning and analysis in an effort to minimize 911 calls for assistance. The program has been a great success with tangible results.

The Poudre River Initiative, a partnership of multiple agencies in the community, is working to educate recreational users of the river to improve river safety (technical rescue program).

Historically PFA has responded with UCH on all calls for assistance regardless of acuity for a minimum of a two-unit response. After a thorough review, the agency, in 2025, has moved to a system that still uses the closest unit dispatching function of CAD but gives the ambulances a 45 second reduction in response time and only sends the closest single unit to calls dispatched as an alpha medical. A program evaluation will be conducted after the first year to determine if any adjustments are needed.

Additionally, for incidents coded as service calls the agency has introduced the ability to stack and respond to these calls via phone call to help keep resources in their primary coverage areas. If the phone call cannot mitigate the call, the unit officer can determine if response is necessary.

## Conduct a Comprehensive Review of Deployment Models

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To lessen over-deployment and improve overall system response reliability, PFA leadership has been working to intentionally review all operations with a focus on the re-evaluation of the effective response forces (number of personnel to provide the initial mitigation of an emergency incident) for each emergency type. This is critical work as a part of the SOC process, and it has continued through the development of the new CAD system that was implemented in 2020.

Some call types had the response changed to eliminate duplicate efforts by responding agencies. A person down call was changed from law, fire, and ambulance to the closest unit to the incident. In addition, park rangers and natural area rangers have been added to this response as an available resource. Other adjustments have been made where PFA no longer responds to medical calls where a doctor is on site around the clock apart from echo medical calls.

A successful example is work completed with FC911 (dispatch) on the questioning and requirements to send a single engine to strange odors, arcing oven elements, hot outlets, or light smoke in a building versus a full structure fire response (multiple units to assemble an ERF). This lessens the response burden on the system and will improve response times and outcomes for the customer in other areas. Ensuring that the right response profile is dispatched, commensurate to the level of risk, is critical. Over sending resources will exhaust the system and limits the ability to respond in a timely manner to other life-threatening emergencies. This work is being done to maximize the efficiency of the current system prior to adding more resources, which is costly, but needed at certain trigger points.

## Utilize Static and Dynamic Deployment Models

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A quality SOC analysis also requires studying deployment of resources with specific time goals. The traditional approach to emergency service system design has been through static station area deployment. This is the distribution of physical fire stations throughout the entire jurisdiction to respond to emergencies within a defined timeline. For PFA this time is 7:20 in the urban defined area and 12:20 in the rural defined area. In the past, decisions to build a new station to serve a specific area for PFA were based on generalized trigger points of population density, call volume demand, community interests, and adequate funding streams. A quality SOC analysis adds the element of response time compliance to this equation. There are multiple factors that can affect this performance such as existing workload, the size of the station area as well as station location.

Additional improvements can be made within the system to supplement service as population densities move throughout an emergency service system hourly, daily, and weekly. Dynamically deployed response units represent a more cost-efficient model in meeting these system demands. These dynamically deployed units can be articulated toward specific call types, such as medical calls, by utilizing historical data coupled with predictive analytics. This takes peak workload from static resources and provides overall improvement in levels of service.

As PFA strives to meet the demands of growth within the jurisdiction, it is important to remember that both approaches to system coverage and design are necessary to provide great service in the most efficient manner. The usage of dynamically deployed units is not in place of statically deployed emergency system components such as stations and additional companies. Rather, they are complimentary, ensuring PFA is better able to meet response time objectives within an adopted SOC. The Authority leadership is continuing to plan for more dynamic units, or expanding the in-service time of the existing unit, while also preparing for additional static deployment components such as additional stations, engine companies, and the potential need for a fourth support unit.

### **SOC Connection to System Function**

As noted above, the Board adopted SOC will establish the official targets for emergency service provision within each service line that addresses the risks facing the community as determined through the risk assessment. Recognizing that the PFA cannot be prepared for every possible emergency, it is important to view this document as the level of threat tolerance within the community. There are some low frequency/high consequence risks that rely on mutual aid as well as call back of personnel to resolve. As growth and change continue, there will be increasing demands for service. An adopted CRA-SOC provides a clear definition of core services that PFA will provide, the level to which those services will be provided, and will guide PFA Leadership and individual program managers.

### **STAFF RECOMMENDATION**

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That the Board approve Resolution 25-32, which establishes the following PFA policy:

- 1) Establishes PFA service levels for response programs that include community risk reduction as the first strategy in "preventing" hazards.
  - a. Response time benchmarks (goals to work towards)
  - b. Levels of service including possible mutual aid and call back for high consequence/low frequency events
- 2) Establishes the PFA Self-Assessment/Continuous Improvement Process as outlined in pages 160-161 of the document
  - a. Includes the CRA-SOC Compliance Model as an integral part of the process as

outlined in pages 168-171 of the document.

## **FINANCIAL / ECONOMIC IMPACTS**

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The Board adopted CRA-SOC and its stated service level requirements, are directly attached to organizational resources and the financial ability to meet those service levels.

## **ATTACHMENTS**

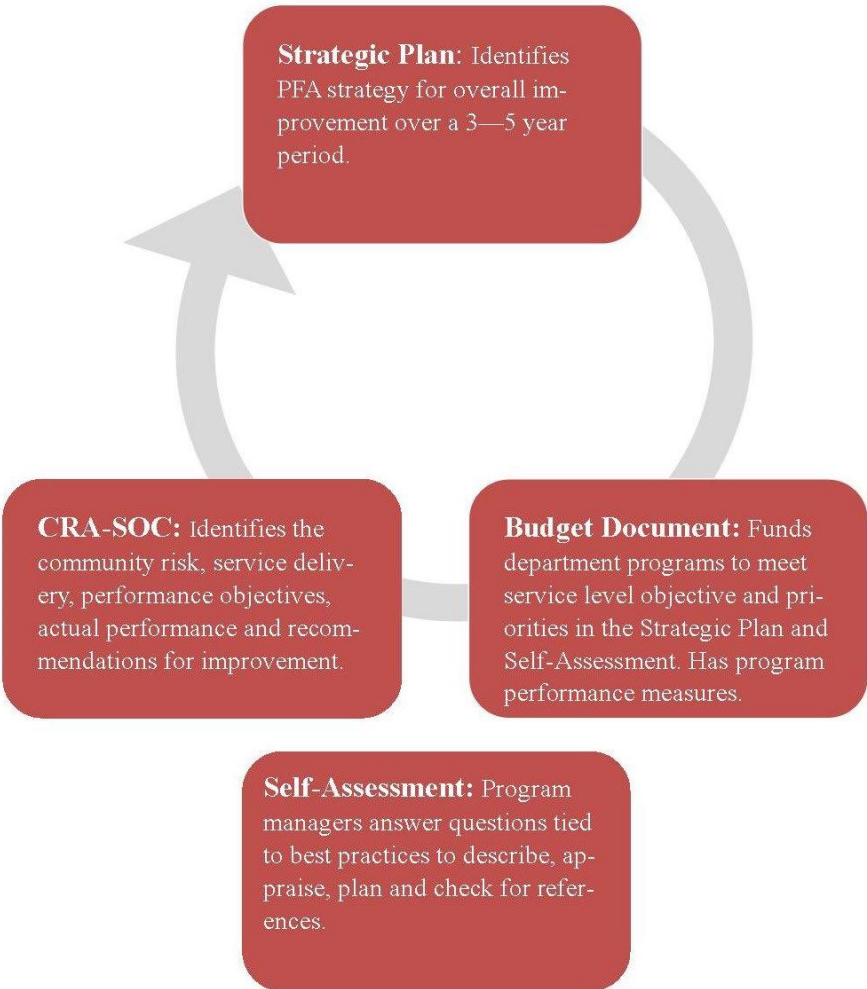
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- a. PFA Continuous Improvement Self-Assessment Diagram
- b. [2025 CRA-SOC](#)
- c. Resolution 25-32

As PFA strives to meet the demands of growth within the jurisdiction, it is important to remember that both approaches to system coverage and design are necessary to provide great service in the most efficient manner. The usage of dynamically deployed units is not in place of statically deployed emergency system components such as stations and additional companies. Rather, they are complimentary, ensuring PFA is better able to meet response time objectives within an adopted SOC. The Authority leadership is continuing to plan for more dynamic units, or expanding the in-service time of the existing unit, while also preparing for additional static deployment components such as additional stations, engine companies, and the potential need for a fourth support unit.

Adoption of an SOC Compliance Model

PFA will adopt the following SOC Compliance model described in the Quality Improvement through Accreditation workbook. This model fits within the overall PFA self-assessment /continuous improvement process below under CRA-SOC:



**Resolution 25-32**  
**Adopting the Poudre Fire Authority Community**  
**Risk-Assessment – Standards of Cover**

**WHEREAS**, Poudre Fire Authority has a mission, values, and principles statement to guide the Authority in providing fire and medical services to the community; and

**WHEREAS**, Poudre Fire Authority has established specific service level objectives that are in accordance with specific operational directives and policies for response to fires, emergency medical services incidents, hazardous materials and technical rescue incidents; and,

**WHEREAS**, Poudre Fire Authority applied for and received accreditation through the Commission on Fire Accreditation International (CFAI) in 2015 and 2020, and is applying again in 2025: and,

**WHEREAS**, the Community Risk-Assessment - Standards of Cover document is a critical element of the accreditation process; and,

**WHEREAS**, Poudre Fire Authority has developed the attached Community Risk-Assessment - Standards of Cover document, which consolidate Poudre Fire Authority's service level objectives into a single document to guide its future planning and resource development.

**NOW THEREFORE, BE IT RESOLVED**, that the Poudre Fire Authority Board of Directors adopts the attached Community Risk-Assessment - Standards of Cover Document, which defines Poudre Fire Authority's written policies and procedures that establish distribution and concentration of static and dynamic resources for the fire agency.

Approved this 26th day of August 2025 by the Poudre Fire Authority Board of Directors.

\_\_\_\_\_  
PFA Board Chair

\_\_\_\_\_  
Attest

**Meeting Date:** August 26, 2025  
**PFA Staff:** Nancy Salazar



# CONSENT AGENDA

Poudre Fire Authority

## **SUBJECT**

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July 22, 2025, Poudre Fire Authority Board of Directors Minutes\*

## **EXECUTIVE SUMMARY**

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The purpose of this item is to approve the minutes from the July 22, 2025, meeting of the Poudre Fire Authority Board of Directors.

## **STAFF RECOMMENDATION**

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That the Board approve the minutes as presented.

## **FINANCIAL / ECONOMIC IMPACTS**

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None.

## **ATTACHMENTS**

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- a. 7-22-2025 PFA Minutes Final

## BOARD OF DIRECTORS MEETING July 22, 2025

The Poudre Fire Authority (PFA) Board of Directors met at the PFA Headquarters located at 102 Remington St., Fort Collins, CO 80524 on July 22, 2025, at 8:30 a.m. PFA Board Directors Dave Pusey, Emily Francis, Susan Gutowsky, Kelly DiMartino, were present and Martina Wilkinson was excused absent. Also present were Fire Chief Derek Bergsten, new Board and Business Administrator Nancy Salazar, new Finance Director Patti Forsythe, Human Resource Director Tammy Thompson, outgoing Finance Director Kirsten Howard, Division Chief of Support Ross Reinking, Division Chief of Training Tyson Barela, and Division Chief of Fire Prevention and Risk Reduction Shawn McGaffin, GIS Analyst Kyle Headrick, Data Analyst Hayley Spurrier, Budget Analyst Haley Burrack, City Accountant Logan Bailor, City Senior Accountant Jordan Granath, City Senior Accountant Trevor Nash, and Plante Moran Partner, Timothy St. Andrew.

Meeting started at 8:30 am by Susan Gutowsky.

Chief Bergsten acknowledged and thanked Kirsten Howard for 36 years of dedicated service and this meeting is Kirsten's official last Board meeting. Patti Forsythe introduced Nancy Salazar, Board and Business Administrator and the Board welcomed Nancy Salazar.

### **PLEDGE OF ALLEGIANCE**

### **PUBLIC COMMENT**

### **DISCUSSION ITEMS**

**1. 2024 Annual Comprehensive Financial Report**

Timothy St. Andrew, Partner, Plante Moran, presented the 2024 Audit as per the document in the Board packet. Dave Pusey motioned to accept the 2024 Annual Comprehensive Financial Plan. Kelly DiMartino seconded the motion. Motion carried.

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

**3. Cost Recovery Discussion**

Patti Forsythe provided background information regarding Fire Cost Recovery per the information in the Board packet. The intent of Fire Cost Recovery would be to recoup costs for services. Fire Cost Recovery billing would only apply to non-residents and false alarms. The Board directed Patti to bring back a deeper analysis and next steps for Board consideration.

**4. Approve an Interfund Transfer, Appropriate of Funds within the Capital Project, and Authorize the Fire Chief, or Designee, to Exceed Spending Limit of \$100,000 for the Remodel of Station 11**

Chief Reinking discussed a possible remodel of Station 11 per the information in the board packet. Kelly DiMartino motioned to approve resolution 25-27 to Approve an Interfund

Transfer, Appropriate of Funds within the Capital Project, and Authorize the Fire Chief, or Designee, to Exceed Spending Limit of \$100,000 for the Remodel of Station 11. Emily Francis seconded the motion. Motion carried

### **CONSENT AGENDA**

- 5. June 24, 2025, Poudre Fire Authority Board of Directors Minutes\***
  - 6. Appointment of Employer Representatives to Poudre Fire Authority Pension Board of Trustees**
  - 7. Appoint Poudre Fire Authority Administrator to the Intergovernmental Agreement Establishing the Poudre Fire Authority**
  - 8. Colorado Special Districts Property and Liability Pool Repayment Agreement**
- Emily Francis motioned to approve the consent agenda. Dave Pusey seconded the motion. Motion passed

### **STAFF and DIRECTOR REPORT**

#### **9. Senior Leadership Update**

Chief Bergsten gave an update per the information in the board packet.

### **BRIEFING PAPERS/OTHER BUSINESS**

#### **10. Briefing Papers**

##### **a. Chief's Monthly Report**

Chief Bergsten gave the report per the information in the Board packet.

##### **b. PFA June 2025 Financials**

Haley Burrack gave the June update per the Board packet information.

##### **c. 6-24-2025 PVFPD Minutes**

##### **d. City of Fort Collins Capital Expansion Fee for Fire Update**

Patti Forsythe gave an update per the information in the Board packet.

### **CORRESPONDENCE/ OTHER BUSINESS**

#### **11. Correspondence/ Other Business**

##### **a. RRC Teen Camp**

##### **b. Bruggeman Correspondence**

##### **c. 2025 Thank You**

Meeting was adjourned 9:36 am.

**Meeting Date:** August 26, 2025  
**PFA Staff:** Patti Forsythe



# CONSENT AGENDA

Poudre Fire Authority

## SUBJECT

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Resolution Approving the Definition of Compensation of the Poudre Fire Authority Local Money Purchase Pension Plan \*

## EXECUTIVE SUMMARY

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The purpose of this agenda item is to request the Poudre Fire Authority (PFA) Board of Directors to approve Resolution 25-33, which defines compensation in the PFA Local Money Purchase Pension Plan Document, effective October 1, 2025. This revised definition is intended to align with the definition used by the Fire and Police Pension Association (FPPA) to align both pension plan.

## DISCUSSION/BACKGROUND

---

At the PFA Local Money Purchase Pension Plan (PFA MPP) Trustees Board meeting on April 23, 2025, Kirsten Howard, former PFA Finance Director and Trustee, recommended holding a participant election to restate the Plan document concerning pensionable compensation and employer contributions. The Trustees unanimously approved holding the election.

The definition of compensation aims to align the PFA MPP with the Fire Police Pension Association (FPPA) Plans by updating definitions of pensionable earnings (including items such as longevity and holiday pay). Adjusting the employer contribution has been tabled until 2026 and will return to the Board in 2026, since the employer contribution to FPPA does not change until 2027, and the recently negotiated collective bargaining agreement is for a one-year period; 2026.

PFA's Pension Board of Trustees supports this change, believing that standardizing the definition of compensation will create fairness and consistency when calculating contributions under both the PFA MPP and the FPPA Statewide Retirement Plan (FPPA SWRP). This means employees will receive contributions in both plans based on the same compensation definition. Revising the definition of compensation is crucial because it determines the contributions allocated to employee accounts, which are based on a fixed percentage of eligible compensation.

Currently, the PFA MPP defines eligible compensation by including certain pay categories while excluding others. Expanding the types of compensation considered will increase employee contributions, whereas narrowing them may decrease contributions. Consequently, the amount accumulated in an employee's account at retirement depends significantly on this definition.

The impact of these changes will vary depending on each employee's specific work and pay situation. The following section provides a detailed explanation of the proposed restatement to the PFA MPP's definition of compensation.

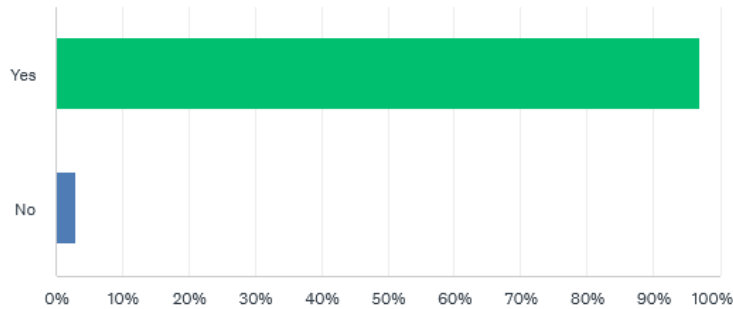
Eligible participants electronically voted on the proposed definition change. The measure must pass by at least 65% of votes cast approving the new definition of compensation. The election was held from June 30 through July 11, 2025, and the ballot results showed overwhelming support, with 97% of Participants approving the amendment, as summarized below:

Q1

Customize Export

Shall the definition of compensation in the Poudre Fire Authority Local Money Purchase Pension Plan be amended to include holiday pay, longevity pay, and FLSA Overtime as outlined in the attached Memorandum to Participants?

Answered: 34 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	97.06% 33
No	2.94% 1
Total Respondents: 34	

This item is before the PFA Board to approve the new definition of compensation and staff will coordinate with Nationwide to amend and restated forthcoming plan document and before December 31, 2025.

**STAFF RECOMMENDATION**

That the Board approve Resolution 25-33 and ratify the Amendment and Restated Plan document.

**ATTACHMENTS**

1. Memorandum to Participants
2. FPPA Pensionable Earnings Definition Worksheet
3. Resolution 20-20 (for information)
4. Resolution 25-33



## **MEMORANDUM TO PARTICIPANTS**

### **SUBJECT: Proposed Amendment and Restatement of the Poudre Fire Authority Local Money Purchase Pension Plan (“PFA MPP”): Definition of Compensation**

Poudre Fire Authority (“PFA”) requests your vote on a proposed amendment to the PFA MPP. PFA desires to restate the PFA MPP and change the definition of compensation used to calculate PFA MPP contributions. If the definition of compensation is amended as proposed, it will be the same definition of compensation used under the Fire & Police Pension Association of Colorado Statewide Retirement Plan (“FPPA SWRP”). This amendment will support consistent and uniform administration of benefits under both the PFA MPP and the FPPA SWRP. Because the proposed restatement constitutes a Plan Amendment, actively employed eligible employees and former employees who are entitled to a benefit in the PFA MPP must approve the proposed change by at least sixty-five percent (65%) of total votes cast. If this measure is approved, Nationwide Financial Services will prepare a restatement of the current PFA that will reflect the new definition of compensation.

The PFA MPP was last amended on May 28, 2024.

In the event of any conflict or discrepancy between the terms of this memorandum and the terms of the PFA MPP or FPPA SWRP (each, a “Plan”), the applicable Plan will govern.

### **EXECUTIVE SUMMARY**

PFA’s Pension Board believes that changing the PFA MPP’s definition of compensation is fair to participants, as it will create uniformity among employees when calculating contributions to employees’ accounts under both the PFA MPP and the FPPA SWRP. In other words, employees will receive contributions under both Plans based on the same definition of compensation.

This proposed change would be the only adjustment to the Plan. That being said, altering the definition of compensation is a critical issue because it is used to determine the amount of contributions allocated to employee accounts under the PFA MPP. PFA’s contributions are based on a fixed percentage of an employee’s compensation.

The PFA MPP currently defines eligible compensation as including certain categories of compensation while excluding others. If more types of payments are included when determining an employee’s eligible compensation under the plan, the employee should receive a higher contribution. Conversely, if fewer types of compensation are included, the contributions to an employee’s account may decrease. Therefore, the amount in an employee’s account at retirement will, to a certain extent, depend on the PFA MPP’s definition of compensation.

The impact of changing the definition of compensation under the Plan varies based on an individual employee’s work and pay circumstances. The information below provides a more detailed description of the proposed changes to the PFA MPP’s definition of compensation.

## **REVIEW OF THE CHANGES TO THE DEFINITION OF COMPENSATION**

If this measure passes, effective September 1, 2025, PFA MPP's definition of compensation will begin with the employee's regular work wages or base salary, which is the pay an employee receives for normal, scheduled work hours.

The following categories of pay will be **included** as pensionable earnings under the new definition of compensation:

- Longevity pay awarded for years of service
- Holiday Pay as a part of fixed, periodic compensation and paid in the normal course of business
- Overtime, if it is part of the employee's regular, scheduled compensation based upon the mandatory FLSA schedule.

The following items **will remain non-pensionable** under this proposed definition:

- Overtime that is not part of the employee's regular schedule (off roster).
- Temporary step-up pay for acting in a higher position for less than six months.
- Payouts of sick or vacation leave (lump sum), unused accrued time off in final paycheck.
- Any other extra pay or bonuses.
- Deductions/Withholdings payroll items, (Employer-paid contributions that are not deducted from an employee's salary). To include insurance premiums, taxes, 457 contributions, FSA, HSA, etc. are not included in Pensionable Earnings.

Below is a chart comparing various types of compensation found in the PFA MPP and the FPPA SWRP, which will help employees understand the changes within each compensation category.

<b>PFA Local Money Purchase Pension Plan (“PFA Local MPP”) and Fire &amp; Police Pension Association of Colorado Statewide Money Purchase Pension Plan (“FPPA SWRP”)</b>			
<b>Compensation Type</b>	<b>Explanation of Compensation Type</b>	<b>Current Treatment under the PFA MPP</b>	<b>Proposed Treatment under the PFA MPP</b>
<b>Regular Wages Including Picked Up Contributions</b>	Consistent pay an employee earns based on their fixed work schedule, which is usually calculated by multiplying their hourly rate by standard hours. Not affected by overtime, bonuses, or irregular payments	Included	Included
<b>Shift Differential</b>	Additional percentage of pay awarded to employees for working during designated night hours	Included	Included
<b>Acting Officer Pay</b>	Generally refers to working in an officer capacity temporarily	Included	See below if step up pay
<b>Step Up Pay: Acting as a Higher Rank for More than 6 Months</b>	If an employee temporarily takes on a job with more responsibility—like filling in for a supervisor—and they do it for more than 6 months, then that higher pay will count toward their pension	Included	Included
<b>Step Up Pay: Acting as a Higher Rank for Less than 6 Months</b>	If an employee temporarily takes on a job with more responsibility—like filling in for a supervisor—and they do it for less than 6 months, then that higher pay will count toward their pension	Excluded	Excluded
<b>Overtime Covered by the Fair Labor Standards Act (FLSA)</b>	Fixed, regularly scheduled per pay period overtime; based upon the mandatory FLSA schedule	Excluded	Included

<b>PFA Local Money Purchase Pension Plan (“PFA Local MPP”) and Fire &amp; Police Pension Association of Colorado Statewide Money Purchase Pension Plan (“FPPA SWRP”)</b>			
<b>Compensation Type</b>	<b>Explanation of Compensation Type</b>	<b>Current Treatment under the PFA MPP</b>	<b>Proposed Treatment under the PFA MPP</b>
<b>Overtime Not Covered by the FLSA</b>	Work hours beyond an employee’s fixed schedule—like taking extra shifts, filing in due to staff shortage, or covering an extended incident—an employee receives extra pay. That could include: <ul style="list-style-type: none"> <li>• Overtime (usually at 1.5x of the normal rate), or</li> <li>• Straight pay (regular rate for extra hours)</li> </ul>	Excluded	Excluded
<b>Longevity Pay</b>	Extra pay for reaching designated years of service.	Excluded	Included
<b>Sick or Vacation Leave, PTO</b>	Paid time off taken in the normal course of employment; may include bereavement.	Included	Included
<b>Unused Vacation Pay as a Lump Sum</b>	Paid in final paycheck as lump sum.	Excluded	Excluded
<b>Unused Vacation Pay</b>	Employer pays an employee for their accrued and unused vacation time as part of their final compensation.	Included	Included
<b>Holiday Pay</b>	The pay an employee earns when working a recognized holiday.	Excluded	Included if it is part of fixed, periodic compensation and paid out in the normal course of employment.
<b>On Call Pay</b>	Refers to compensation provided to an employee who is required to be available to return to work or respond to work-related duties outside of their regular scheduled hours.	Included	Included if it is mandatory for all working in that position/job. Otherwise excluded.
<b>Bonus Pay</b>		Excluded	Excluded

<b>PFA Local Money Purchase Pension Plan (“PFA Local MPP”) and Fire &amp; Police Pension Association of Colorado Statewide Money Purchase Pension Plan (“FPPA SWRP”)</b>			
<b>Compensation Type</b>	<b>Explanation of Compensation Type</b>	<b>Current Treatment under the PFA MPP</b>	<b>Proposed Treatment under the PFA MPP</b>
<b>Severance Pay</b>	Compensation provided to an employee upon termination of employment.	Excluded	Excluded
<b>Post-Severance Compensation</b>	Pay an employee has received after the employee is no longer employed (i.e., final paycheck (cash out of accrued but unused vacation or leave payouts), bonuses earned while employed but paid after the end of the employee’s employment).	Excluded	Excluded
<b>Wildfire Pay</b>	Base Pay the employer pays to the employee for time spent fighting wildfires.	Included	Included
<b>Earnings Gross Up Items</b>	Amounts added to an employee’s pay that take into account the taxes the employee may owe.	Excluded	Excluded
<b>Travel Allowances</b>	Amounts allocated to employee to cover job-related travel expenses.	Excluded	Excluded

## **STEPS AND TIMING FOR APPROVAL OF THE RESTATEMENT**

On April 23, 2025, the PFA Pension Board approved of the PFA MPP's change of the definition of compensation. The next steps are:

**Step 1:** Eligible participants electronically vote on the proposed change and restatement. The deadline for the vote is July 11, 2025. The measure must pass by at least 65% of votes cast approving the new definition of compensation.

**Step 2:** If the measure is approved by at least 65% of votes cast by eligible participants, the PFA Board of Directors will ratify what was approved at its next full meeting, scheduled for July 22, 2025.

**Step 3:** If approved, the PFA MPP's new definition of compensation will go into effect approximately 30 days following the approval of the PFA Board **September 1**, 2025, to allow time to ensure compliance with the new definition of compensation.

## **RECOMMENDATION**

The PFA Pension Board recommends that the eligible participants vote to approve the alteration of the PFA MPP's definition of compensation, as restated on the Nationwide volume submitter plan documents attached hereto, by the voting deadline of July 11, 2025.

## **POTENTIAL IMPACT**

- An employee's contribution, regardless of their enrollment in the PFA MPP or the FPPA Statewide Retirement Plan, will be calculated using the same definition of compensation.
- The impact of the change of the definition of compensation will depend on the specifics of an employee's pay. For example, employees with regularly scheduled overtime, longevity pay, or qualifying holiday pay may benefit from higher pensionable earnings.

## **QUESTIONS?**

Please direct any questions that you may have regarding any of the proposals discussed in this memorandum to Kirsten Howard ([kirsten.howard@poudre-fire.org](mailto:kirsten.howard@poudre-fire.org)) or Patti Forsythe ([patti.forsythe@poudre-fire.org](mailto:patti.forsythe@poudre-fire.org)), or an elected member of PFA's Pension Board: [Justin Moinester ([justin.moinester@poudre-fire.org](mailto:justin.moinester@poudre-fire.org)); Allen Bourdon ([Allen.Bourdon@poudre-fire.org](mailto:Allen.Bourdon@poudre-fire.org)); Adam Halvorson ([ahalvorson@fcgov.com](mailto:ahalvorson@fcgov.com)), and Michal Jaques ([michal.jaques@exprealty.com](mailto:michal.jaques@exprealty.com)).

## **ATTACHMENTS**

<b>Document</b>	<b>Description</b>
1. Adoption Agreement for Nationwide Financial Services, Inc. Non-Standardized Governmental 401(A) Pre-Approved Plan	The Adoption Agreement is used to make elections with respect to plan design to “customize” the default terms of the Basic Plan Document.
2. Nationwide Financial Service Non-Standardized Governmental 401(A) Pre-Approved Plan	The Basic Plan Document contains the default terms of the Plan and is modified by the elections contained in the Adoption Agreement. The Basic Plan Document, along with the form Adoption Agreement, is “pre-approved” by the IRS for documentary compliance with the tax laws and regulations.
3. FPPA SWRP Pensionable Earnings Document	The Pensionable Earnings document shows the categories of compensation included under the FPPA SWRP.

## Pensionable Earnings Definition Worksheet

This worksheet is designed to assist employers in applying the Pensionable Earnings (Base Salary) definition to their payroll codes and time reporting systems. It was created as a tool to match up the earnings codes from the employer payroll system with the Pensionable Earnings definition items. Pensionable Earnings considers which income/earnings pay items are includable/excludable to use to calculate the basis for pension and D&D contributions.

Pay Type Description	Include as Pensionable Earnings		Payroll Code(s)	Commonly Associated Terms
	Yes	No		
Regular wages	X			Straight time wages tied to a Member's fixed, periodic compensation; predictable. <b>NOTE:</b> This may differ from Member's total earnings on their paycheck.
Shift differential	X			e.g., Night shift differential.
Step up pay:				
Acting in a higher rank, temporarily (< 6 months)		X		The expected length of acting in a higher rank should be determined by the Employer at the time it begins, using the best information available. If it is determined later that the higher rank will be longer than 6 months or is no longer temporary, update the Base Salary going forward. Do not correct past contributions.
Acting in a higher rank, (> 6 months)	X			
Overtime (FLSA)	X			Fixed, regularly scheduled per pay period overtime; based upon the mandatory FLSA schedule - <b>EXAMPLE:</b> The maximum standard hours for an FLSA 28-day cycle is 171 hours for police and 212 hours for fire; any overtime that is part of their regular, predictable schedule is mandatory overtime and is pensionable to FPPA. <b>** Police</b> dept's shift hours are 180 in a 28-day FLSA cycle; therefore, pensionable salary would include 171 standard hours + 9 mandatory OT hours. <b>** Fire</b> dept's shift hours are 240 in a 28-day FLSA cycle; therefore, pensionable salary would include 212 standard hours + 28 mandatory OT hours. <b>Additional overtime hours would be paid to members, but not reported to FPPA for pension purposes.</b>
Overtime, other		X		Extra hours paid outside of the fixed, periodic schedule; picking up extra shifts, filling in due to staff shortage, covering an extended incident, etc. Generally paid at the 1.5x rate, however straight pay outside of the fixed, periodic schedule is also not pensionable.
Longevity pay	X			Extra pay for reaching designated years of service.
Sick or Vacation leave, PTO	X			Paid time off taken in the normal course of employment; may include bereavement.
Sick or Vacation leave, PTO payout (lump sum)		X		Unused accrued time off in final paycheck.
Vacation leave or PTO payout that extends the employment termination date	X			Paid vacation time off at the end of employment in lieu of a payout in the final paycheck; extends the termination date from the last day worked to last day vacation is paid through.
Holiday pay		Maybe		Includable if it is part of fixed, periodic compensation and paid out in the normal course of employment. For any other arrangement, contact FPPA to discuss specifics for your department.
Other forms of extra pay		X		e.g., Bonuses, uniform allowance, etc.
Severance pay		X		An amount paid upon dismissal, resignation or discharge from employment.
On call pay		Maybe		Includable if it is mandatory for all working in that position/job. Not includable if it is specific only to an individual or circumstance.
Wildfire pay		X		For Members away from the department, remit contributions on the Base Salary as if the Member reported for normal duty.
<i>Other income pay types:</i>				
Earnings gross up items (GTL)		X		Items included in gross wages for purposes of taxation and also as a deduction creating a "gross up" effect. e.g., Group Term Life.
Deductions/Withholdings payroll items		Not Applicable		Insurance premiums, taxes, 457 contributions, FSA, HSA, etc. are not included in Pensionable Earnings. This spreadsheet is addressing income/earnings pay items and not other deduction or withholding items.

RESOLUTION 20 - 20

A RESOLUTION AMENDING RATE OF CONTRIBUTION TO THE FPPA DEFINED BENEFIT PLAN ADMINISTERED BY THE FIRE AND POLICE PENSION ASSOCIATION FOR REENTRY FIRE FIGHTERS FOR THE POUFRE FIRE AUTHORITY

WHEREAS, the Colorado General Assembly in the 2020 Legislative Session passed HB20-1044, which was signed into law by the Governor of Colorado on April 1, 2020; and

WHEREAS, HB20-1044 has enacted changes to the required Continuing Rate of Contribution to the Statewide Defined Benefit Plan (the "Plan") for active Members of Employers who reentered the Plan prior to January 1, 2021; and

WHEREAS, after consideration of this matter Poudre Fire Authority has elected to modify the 4% Continuing Rate of Contribution currently in effect by adopting the additional required rate for Reentry Employers as indicated in Exhibit A to this Resolution; and

WHEREAS, at a meeting held on this date, Poudre Fire Authority Board of Directors, (known herein as The Employer) determined to take the following action.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS.

- 1. Poudre Fire Authority hereby requests that the effective date of amended contributions be January 11, 2021.
2. The Member and Employer contribution rates to the Statewide Defined Benefit Plan on the effective date for Members who are active or in DROP and considered to be part of the reentry group shall be as indicated on Exhibit A of this resolution.

That this resolution of intent shall be certified and transmitted to FPPA for processing in accordance with all applicable laws and regulations as part of the application process.

RESOLVED AND ADOPTED this 15th day of December 2020.

DocuSigned by: [Signature]
4A6CDE1EDCE640E
PFA Board Chair

DocuSigned by:
Kirsten Howard
2989195243A643B...

Attest

**Exhibit A**  
**Contribution Rate Schedules for Members hired prior to the effective date of entry**  
**Statewide Defined Benefit Plan – Contribution Rate Schedule - Reentry Members**

	1.	2.	3.	4.	5.	6.	7.
<i>Effective January 1 of Year</i>	<i>Minimum Mandatory Member Contribution Rate</i>	<i>Minimum Mandatory Employer Contribution Rate</i>	<i>Total Combined Member and Employer Contribution Rate</i>	<i>Additional required rate for Reentry Members *</i>	<i>Additional required rate for Reentry Employers *</i>	<i>Total Required Rate for Reentry Members</i>	<i>Portion of the member contribution to be paid "after-tax"</i>
2020	11.0%	8.0%	19.0%	(0.2% - 4.0%)	(0.2% - 4.0%)	23.0%	0%
2021	11.5%	8.5%	20.0%	<b>1%</b>	<b>2.5%</b>	<b>23.5%</b>	<b>2.5%</b>
2022	12.0%	9.0%	21.0%	<b>1%</b>	<b>2.0%</b>	<b>24.0%</b>	<b>3.0%</b>
2023	12.0%	9.5%	21.5%	<b>1%</b>	<b>1.5%</b>	<b>24.0%</b>	<b>3.0%</b>
2024	12.0%	10.0%	22.0%	<b>1%</b>	<b>1.0%</b>	<b>24.0%</b>	<b>3.0%</b>
2025	12.0%	10.5%	22.5%	<b>1%</b>	<b>0.5%</b>	<b>24.0%</b>	<b>3.0%</b>
2026	12.0%	11.0%	23.0%	<b>1%</b>	<b>0.0%</b>	<b>24.0%</b>	<b>3.0%</b>
2027	12.0%	11.5%	23.5%	<b>1%</b>	<b>0.0%</b>	<b>24.5%</b>	<b>3.0%</b>
2028	12.0%	12.0%	24.0%	<b>1%</b>	<b>0.0%</b>	<b>25.0%</b>	<b>3.0%</b>
2029	12.0%	12.5%	24.5%	<b>1%</b>	<b>0.0%</b>	<b>25.5%</b>	<b>3.0%</b>
2030 and thereafter	12.0%	13.0%	25.0%	<b>1%</b>	<b>0.0%</b>	<b>26.0%</b>	<b>3.0%</b>

All contribution rates for the FPPA Plans are calculated on the member's base salary as defined in FPPA Rule 101.05.

**RESOLUTION 25-33**

**RESOLUTION OF THE POUDRE FIRE AUTHORITY LOCAL MONEY PURCHASE PENSION PLAN: DEFINITION OF COMPENSATION AND AUTHORIZING THE BOARD CHAIR TO SIGN THE ADOPTION AGREEMENT**

**WHEREAS**, the Poudre Fire Authority (PFA), has been working with Nationwide and Pension Legal Counsel to restate it pension plans to amend the definition of compensation used to calculate PFA Local Money Purchase Pension Plan (PFA MPP) contributions; and

**WHEREAS**, changing the definition of compensation as restated will be the same definition of compensation used under the Fire & Policy Pension Association of Colorado Statewide Money Purchase Pension Plan (FPPA MPP); and

**WHEREAS**, the definition of compensation will support consistent and uniform administration of benefits under both the PFA MPP and the FPPA MPP; and

**WHEREAS**, the restatement constitutes a Plan Amendment, eligible participants who are entitled to a benefit in the PFA MPP must approve the proposed change by at least sixty-five percent (65%) of total votes cast; and

**WHEREAS**, the measure was approved with ninety-seven (97%) of votes casts, Nationwide Financial Services will prepare a restatement to reflect the new definition of compensation. The PFA MPP was last restated on May 29, 2024.

**NOW THEREFORE, BE IT RESOLVED**, that the Poudre Fire Authority Board of Directors approves the definition of compensation restatement to the Poudre Fire Authority Local Money Purchase Pension Plan in a forthcoming plan document and authorizes the Board Chair to execute the Agreement.

Approved this 26<sup>th</sup> day of August 2025, by the Poudre Fire Authority Board of Directors.

\_\_\_\_\_  
PFA Board Chair

\_\_\_\_\_  
Attest

**Meeting Date:** Aug. 26, 2025  
**PFA Staff:** Derek Bergsten



# STAFF REPORT

Poudre Fire Authority

## SUBJECT

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Senior Leadership Update

## EXECUTIVE SUMMARY

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The purpose of this agenda item is to keep the Poudre Fire Authority (PFA) Board updated on activities within PFA's Senior Leadership Team. The following is a bulleted list of activities outlining recent updates.

## DISCUSSION/BACKGROUND

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- Labor Management Meetings
- 2026 Benefits Update presentation to civilian/40-hour staff
- Ice Cream Day at PFA Headquarters
- EMS contract work
- Met the new Chief at Mountain View Fire – Pepper Valdez
- Center for Public Safety Excellence (CPSE) Accreditation progress
- CPSE Board Meeting
- Met with Timnath Community Development Leader Scott Robinson
- Firefighter interview progress
- Opened volunteer and part-time firefighter hiring process
  - Open Aug. 18 through Sept. 29
- Participation in Neighborhood Night Out
- Colorado Task Force 1 deployment to Texas flooding
- Deployment to Redding, CA
- Annual Island Picnic
- Hosted annual family movie night
- Employee Updates
  - Kirsten Howard retirement
  - Ellen Wright retirement
  - Promotion Ceremony for:
    - Captain Mike Morgan
    - Lieutenant Allen Bourdon
    - Lieutenant Arturo Gallegos
    - Engineer Dan Evans
    - Engineer Mike McDonnell

## STAFF RECOMMENDATION

---

Item for information.

## FINANCIAL / ECONOMIC IMPACTS

---

None

**Meeting Date:** August 26, 2025  
**PFA Staff:** Derek Bergsten



# BRIEFING PAPERS

Poudre Fire Authority

## **SUBJECT**

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Briefing Papers

## **EXECUTIVE SUMMARY**

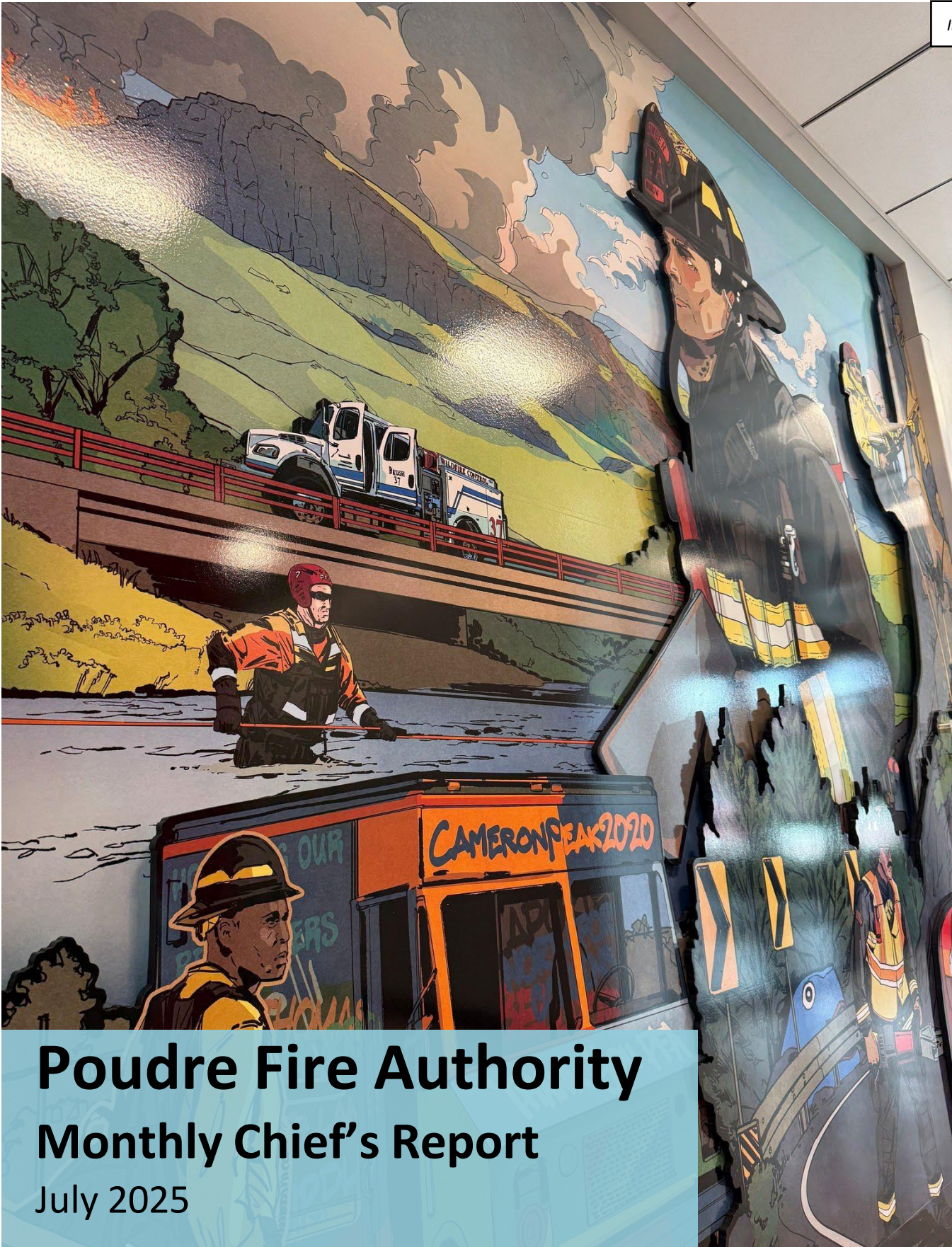
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The briefing papers this month include:

## **ATTACHMENTS**

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- a. July 2025 Fire Chief's Monthly Report
- b. PFA July 2025 Financials
- c. 7-22-2025 PVFPD Minutes



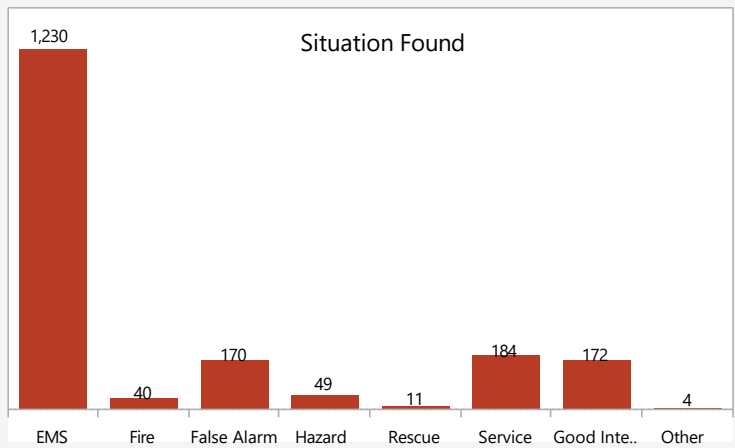
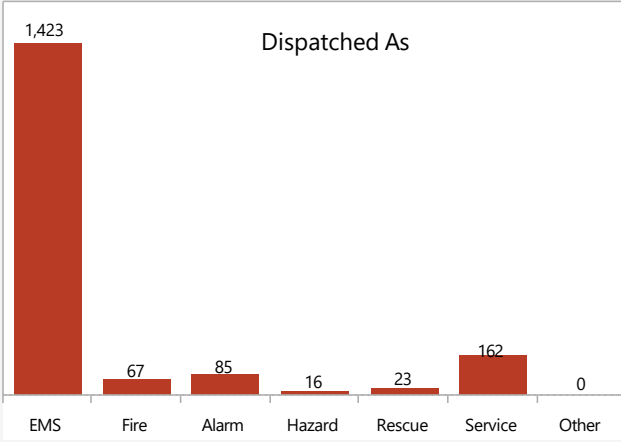
# Poudre Fire Authority Monthly Chief's Report

July 2025



## Items of Note

- Crews responded to 1,998 calls in July. This is a difference of 145 calls compared to June (1,853 calls).
- The day of week with the highest number of calls were Tuesday and Wednesday in July compared to Sunday in June.
- Calls dispatched as an alarm saw an increase from 55 calls in June to 85 in July. Similarly, calls coded as a false alarm as situation found increased from 123 in June to 170 in July.
- Engine 10 was the busiest unit with 212 calls for service.
- Tower 1 was the second busiest unit with 209 calls for service. Engine 1 was the third busiest with 208 calls for service.
- RAM01 continues to have the highest unit hour utilization (UHU) at 28.66% of their time working dedicated to a call.
- Engine 10 had the highest UHU for 24/7 staffed units at 10.90% of their time working dedicated to a call.
- UCHealth's compliance remained steady at 95.56% of their calls being compliant for July. The percentage of calls resulting in a transport increased to 62.36% of their calls in July compared to 61.84% of their calls in June.
- Fire Prevention and Community Risk Reduction (CRR) met their turnaround time goals 100% of the time for all reviews.
- Planning and Analysis worked with CRR to fulfill 29 records requests that were submitted during the month of July. Twenty-three of these requests were for incident reports, and 10 were for inspection services. The average time it took to fulfill requests was two days. Year to date PFA has responded to 220 requests.



	MVA total	MVA Injuries	Extrication	Elevator	HazMat	Ropes	Animal	Water Rescue
Month	88	68	1	5	33	1	6	4
2025 YTD	553	369	16	63	167	3	27	14
2024 YTD	628	366	25	63	182	5	33	11

	Structure Fires	Vehicle Fires	Cooking Fires	Cultivated Fires	Wildland Fires	False Alarm	Total Calls
Month	6	7	3	1	11	170	1,998
2025 YTD	34	24	18	6	39	888	13,344
2024 YTD	34	27	17	9	61	914	14,676

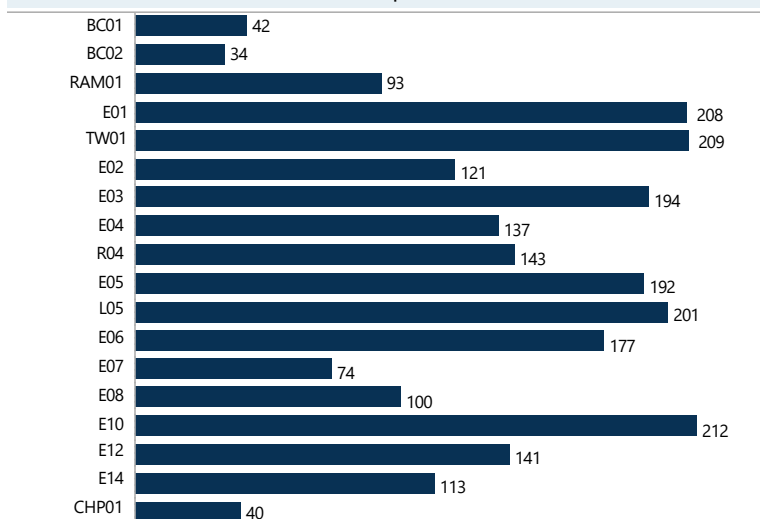
Top 5 Addresses

2201 South Lemay Avenue	Senior Living	23
4750 Pleasant Oak Drive	Senior Living	22
5055 South Lemay Avenue	Assisted Living/Nursing Home	16
2405 Midpoint Drive	Larimer County Detention Center	14
4412 East Mulberry Street	Manufactured Home Community	14

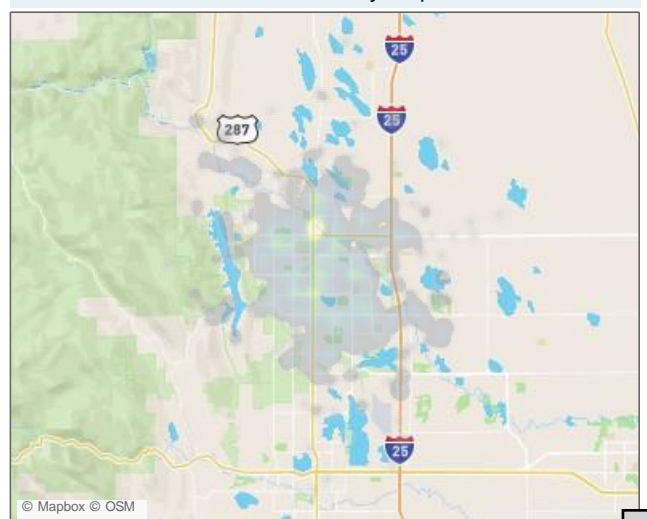
Top 5 Dispatch Codes

Unknown Medical	196
Fall	189
Medical Assist Law	162
Sick Person	129
MVA Injury	99

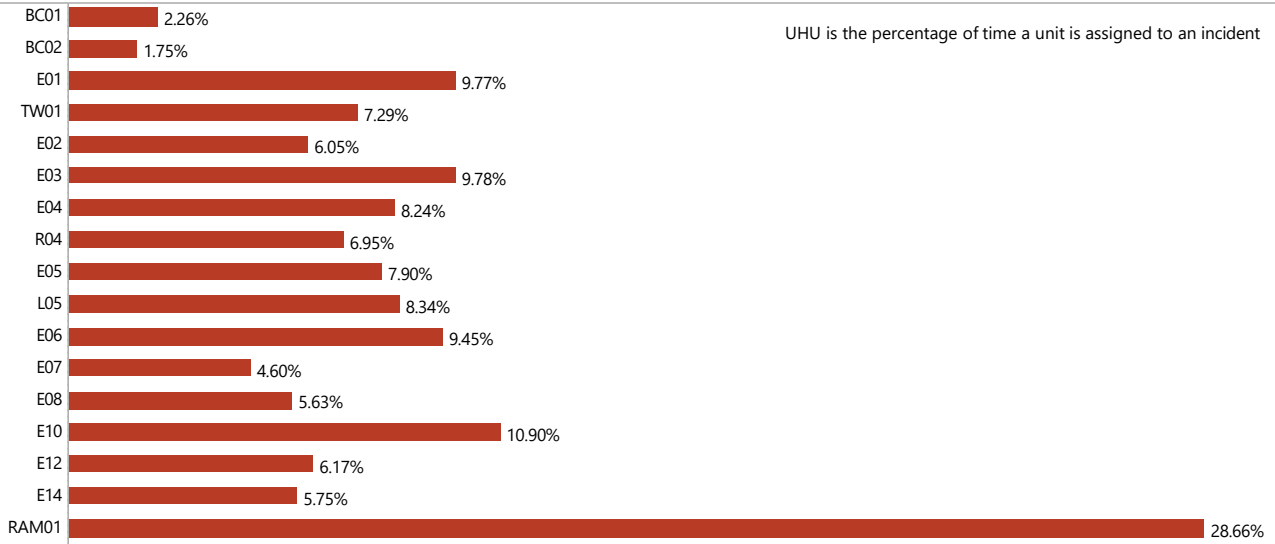
Unit Responses



Incident Density Map



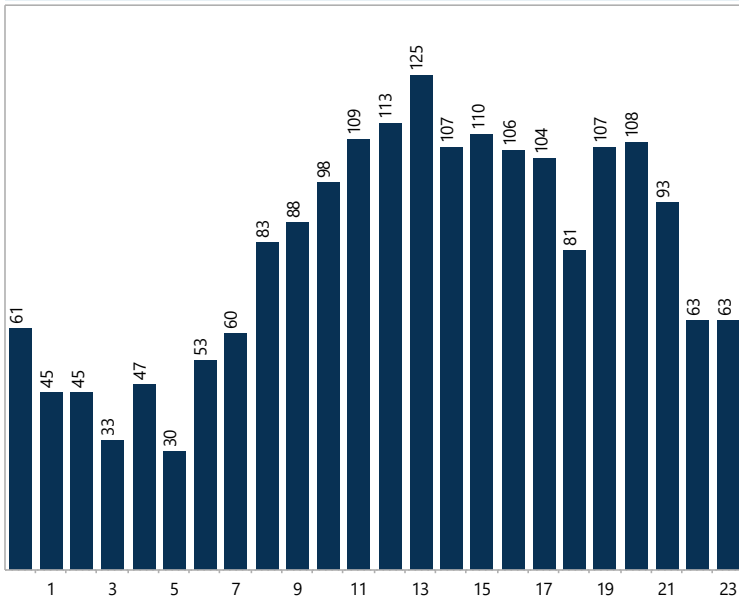
Unit Hour Utilization



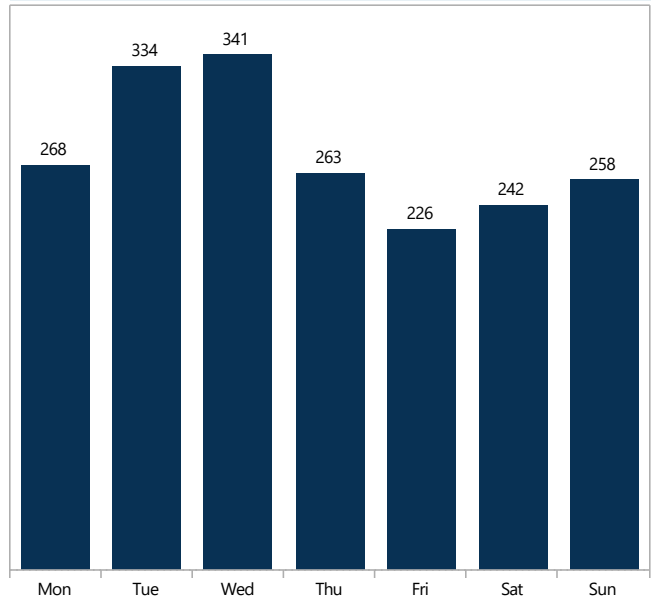
	Compliance	Transport
Zone 1	95.34%	62.25%
Zone 2	96.67%	71.90%
Zone 3	100.00%	51.28%
Zone 4	97.22%	47.22%
Total	95.56%	62.36%

		Medical	Compliance	Other	Compliance
Dispatch	Urban	03:08	26.36%	01:46	62.93%
	Rural	03:16	36.36%	01:56	74.19%
Turnout	Urban	01:45	58.04%	02:03	68.70%
	Rural	02:00	43.75%	02:01	70.00%
Travel	Urban	05:55	85.07%	07:19	81.42%
	Rural	09:00	90.63%	12:13	86.67%
Total Response Time	Urban	10:09	69.11%	10:04	79.13%
	Rural	13:33	84.38%	14:07	83.33%

Incident Count by Hour of Day

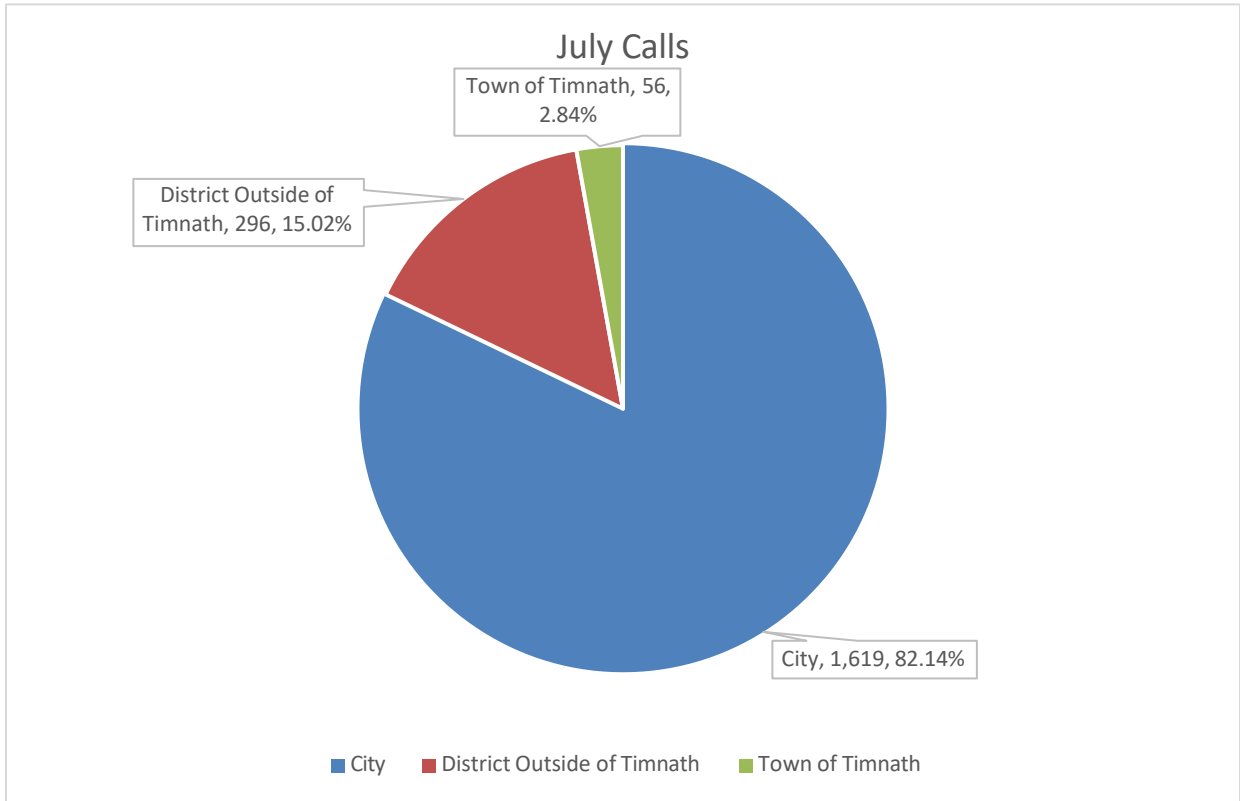


Incident Count by Day of Week

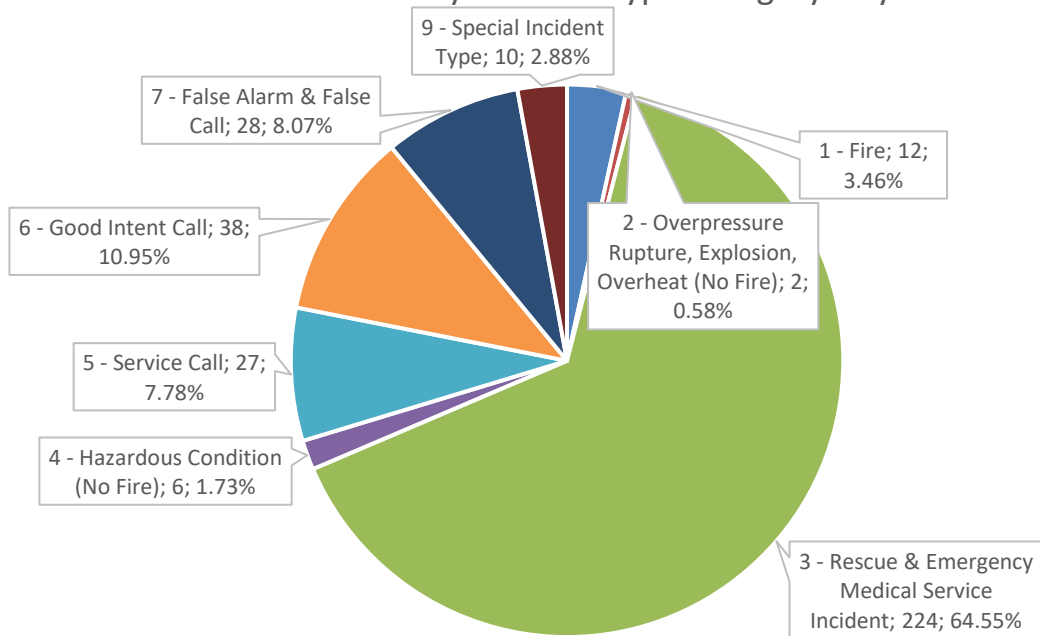


## Call Locations

The breakdown of call location varied slightly compared to June with a minor increase in call percentage occurring within the City of Fort Collins. The City of Fort Collins had 1,619 calls (82.14%), while the Poudre Valley Fire Protection District had 352 calls (17.86%). Of the calls within the District, 56 calls, 15.91% of District calls, or 2.84% of total calls for June, occurred within the Town of Timnath.

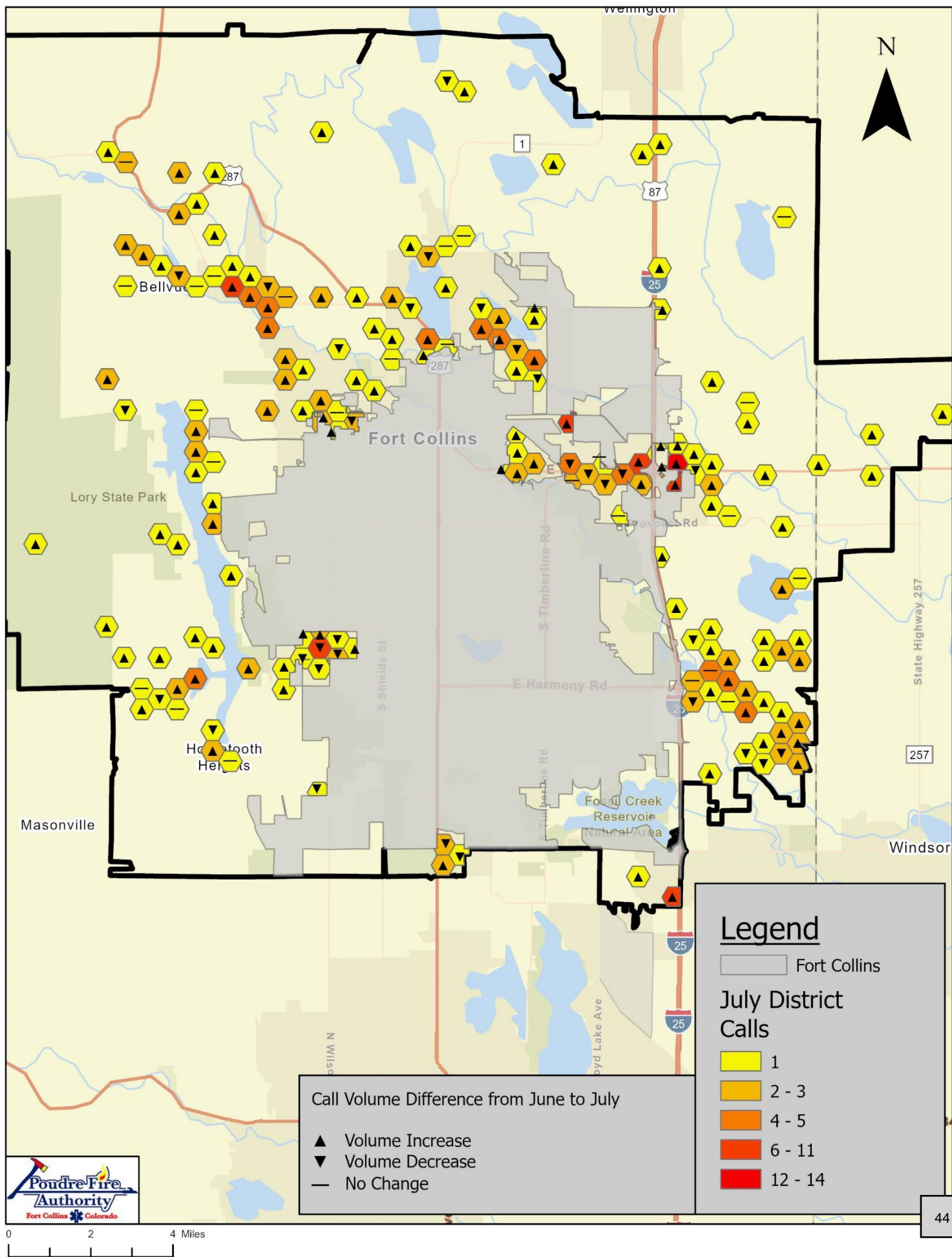


### District Calls by Incident Type Category-July



- 1 - Fire
- 2 - Overpressure Rupture, Explosion, Overheat (No Fire)
- 3 - Rescue & Emergency Medical Service Incident
- 4 - Hazardous Condition (No Fire)
- 5 - Service Call
- 6 - Good Intent Call
- 7 - False Alarm & False Call
- 9 - Special Incident Type

# July 2025 PVFPD Incidents



# PowerEngage Citizen Survey Monthly Report

## CueHit Responses

July 25

Survey Response Rate

43.51%

Citizen Positive Satisfaction Score

97.99%

Super understanding and comforted me. Gave me tips since im a first time mom. Super comforting to my daughter

Thank you for being so kind and understanding--especially with my special needs children!!

All firefighters were professional, courteous and thorough in their work. My whole family felt at ease with them in our house. We appreciated how they interacted with our 3 year old, he now wants to be a firefighter. Thank you

They were great. I was a bit panicked and one just put his hand on my shoulder and said it's going to be ok. In that moment I needed to hear that.

If i can put 10 then 10, professionalism at its finest. Hero's in a shiny trucks!

They were terrific! All were very professional and treated my friend with respect and compassion. They took their time and even injected a bit of humor to make things less tense.

They were prompt and listened well. It was not an emergency, but was an urgent question about a newborn potentially needing care and they handled it with care and focus!

Thank you to the wonderful gentlemen who supported me getting down the stairs to the stretcher. They were attentive and listened carefully. I especially appreciated the firefighter who made contact and steadily said "I hope you feel much better" before closing ambulance doors. That was exactly what I needed to hear. Thank you so much for serving in the role you do.

There isn't a thank you big enough to show our gratitude for your quick response, knowledge, thoughtfulness and service. We thank you from the bottom of our hearts!

# FIRE PREVENTION AND COMMUNITY RISK REDUCTION MONTHLY REPORT – JULY 2025

<u>Initial Reviews</u>	<u>Number</u>	<u>Average Days in Review</u>	<u>Percentage Turnaround Time Met</u>	<u>Plan Review/Permit Fees Collected</u>
New Building Plan	10	3.90	100%	\$204,194.27
Tenant Finish Plan	18			\$61,787.53
Sprinkler	26	9.87	100%	\$41,241.84
Fire Alarm	17			
Alternative Extinguishing Systems	1			
Gas Detection Systems/CO2 Beverage Dispensing	2			
Smoke Control Systems	0			
Underground Fire Lines	1	1.00	100%	\$156.00
Mobile Food Vendor	6			
Fuel Storage and Tank Installation	5	10.60	100%	\$4,698.50
ERRC/PV <sup>iv</sup>	5			
Development Reviews	36		100%	(Collected by City) From Larimer and Timnath \$250.00
Propane Cages (over the counter)	0	0.00	100%	\$0.00
Special Events	2	1.00	100%	\$260.00
Temporary Shelters	0	0.00	100%	\$0.00
Tent Permits	5	1.00	100%	\$390.00
		<b>Total July 2025 Fees Collected</b>		\$312,978.14

ERRC – Emergency Responder Radio Communication

<sup>iv</sup> PV – Photovoltaic

Credit card fees are included so actual totals could vary but only slightly

# INSPECTIONS MONTHLY REPORT

<u>Inspections</u>	Previous Month	Current Month	
<i>Completed Construction/Final Inspections</i>	106	116	(These are on-going inspections—sometimes 6-15 inspections per project)
<i>General Safety (existing businesses)</i>	607	602	(Based on High, Medium, and Low Risk Hazard Assessment)
<i>Other Contacts</i>	143	299	(Inspection contacts, Knox Boxes, Re-inspections, Ops Inquiries, Bar Checks, Brycer)
	843	832	Brycer reports reviewed

# PUBLIC EDUCATION MONTHLY REPORT

<u>Public Education</u>	Total	Number of Individuals served (17 and under)	Number of Individuals served (18 and older)	Total Hours
<i>Car seat installs/checks</i>	28	24	28	27
<i>Community Events</i>	1	175	50	4
<i>Community Partnership Meetings</i>	0	0	0	0
<i>CPR/AED/Stop the Bleed Classes</i>	0	0	0	0
<i>Fall Prevention Sessions</i>	0	0	0	0
<i>Fire Safety/Extinguisher Class</i>	3	0	92	3
<i>Home Ignition Zone Assessments</i>	0	0	0	0
<i>Station Visits/Apparatus Tours</i>	0	0	0	0
<i>Wildland Urban Interface Home Safety Classes</i>	0	0	0	0
<i>Youth Firesetting Intervention</i>	3	3	3	2
<b>2025 July Totals</b>	<b>35</b>	<b>202</b>	<b>173</b>	<b>36</b>

# FIRE INVESTIGATIONS PROGRAM MONTHLY REPORT

## FIRE CAUSE AND CASE COUNT

<b>Fire Cause of Ignition</b>	<b>Count</b>
Cause undetermined after investigation	3
Open/outdoor fire	2
Failure of equipment or heat source	2
Incendiary	3
Undetermined	1
Misuse of Fire	2
Intentional	6
Unintentional	13
Cause under investigation	1
Equipment	4
<b>Total</b>	<b>37</b>

## OTHER PROGRAM ACTIVITY INCLUDING OPERATIONAL PERMITS

	<b>Count</b>
<i>Special Event Reviews</i>	<b>73</b>
<i>Mobile Food Trucks</i>	<b>3</b>

## COMMUNITY HEALTH PROGRAM CONTACTS

	<b>Count</b>
<i>Referrals Received</i>	42
<i>Attempted Contact</i>	40
<i>Patients Seen</i>	19
<i>Open Cases</i>	20
<i>Closed Cases</i>	10

## Community Risk Reduction (CRR) Wins July 2025

Community Risk Reduction (CRR) highlighted wins for the month are as follows:

### Outreach and Education

- PFA hosted a blood drive in partnership with the American Red Cross—all appointment slots were filled prior to the event and 34 donations were completed including eight first time donors. PFA also participated in the Fort Collins 4<sup>th</sup> of July Parade and Kids in the Park event at Twin Silos Park (connecting with over 250 people at the event booth).
- Outreach and education, along with Station 9 seasonal crews, completed a total of 10 Home Ignition Zone Assessments in June and July.
- To complete the Buckle Up for Life Gift of Safety grant, 22 car seats were distributed and installed for free for community members this month to reach a total of 50 car seats distributed and installed with education provided to community members this year.

### Fire Inspection Services Program

- West Fort Collins Water District- Met to discuss flow testing, maintenance requirements, and opportunities for an improved partnership.
- ELCO & City of Fort Collins Water Utility- Water purveyors shutting off water to businesses that have failed to maintain their backflow preventer in accordance with state law. This impacts buildings with fire sprinkler systems and prompts additional Fire Code requirements. PFA is assisting to facilitate successful outcomes. Great work by Fire Inspection Services Manager Bob Pawlak.
- City of Fort Collins Economic Health Office- Participating in a working group (FC Lean Group) to develop strategies and identify barriers to business success as it involves permitting.
- Cinemark on Timberline- Resolved longstanding issues with unwanted fire alarms at this facility. Great work by Fire Inspector Erick Jansen.
- High-Piled Combustible Storage- PFA hosted training provided by Fire Protection Engineer Greg Kimble. This included cross-program participation with members from several FPCRR program area- Fire Inspection Services, Technical Services, Outreach & education, and Fire Investigations.

### Technical Services Program

- In-N-Out in Timnath applied for all building and fire permits.
- Sonders Village 689 homes (Single-family & Multi-family) is in development.
- Received Allison Hall renovations – add 2 stories to each wing (4 wings existing).
- Timnath Landings 1<sup>st</sup> phase approved (Filings 9 & 10) 1600 homes.

### Fire Investigations Program

- Arson of Homeless property at Oak and College
- CSU Logging team shed fire \$250,000 property loss
- CSU Environmental Learning Center abandoned barn fire
- Attended Leadership training by Tammy

### Community Health

- Welcoming Brian Onigkeit to the team as Hannah Breeden leaves for maternity leave.
- CHP had a Pueblo Community College advanced paramedicine student join for rides to complete his degree.
- Fall vaccination clinic dates and locations have been set for our partnership with Walgreens.

# Support Division & Health and Safety

## Physical Therapy Visits

	July	YTD 2024	YTD 2025	2024 to 2025 Trend
<b>Physical Therapy Visits</b>				
<i>Physical Therapy Visits</i>	39	390	366	

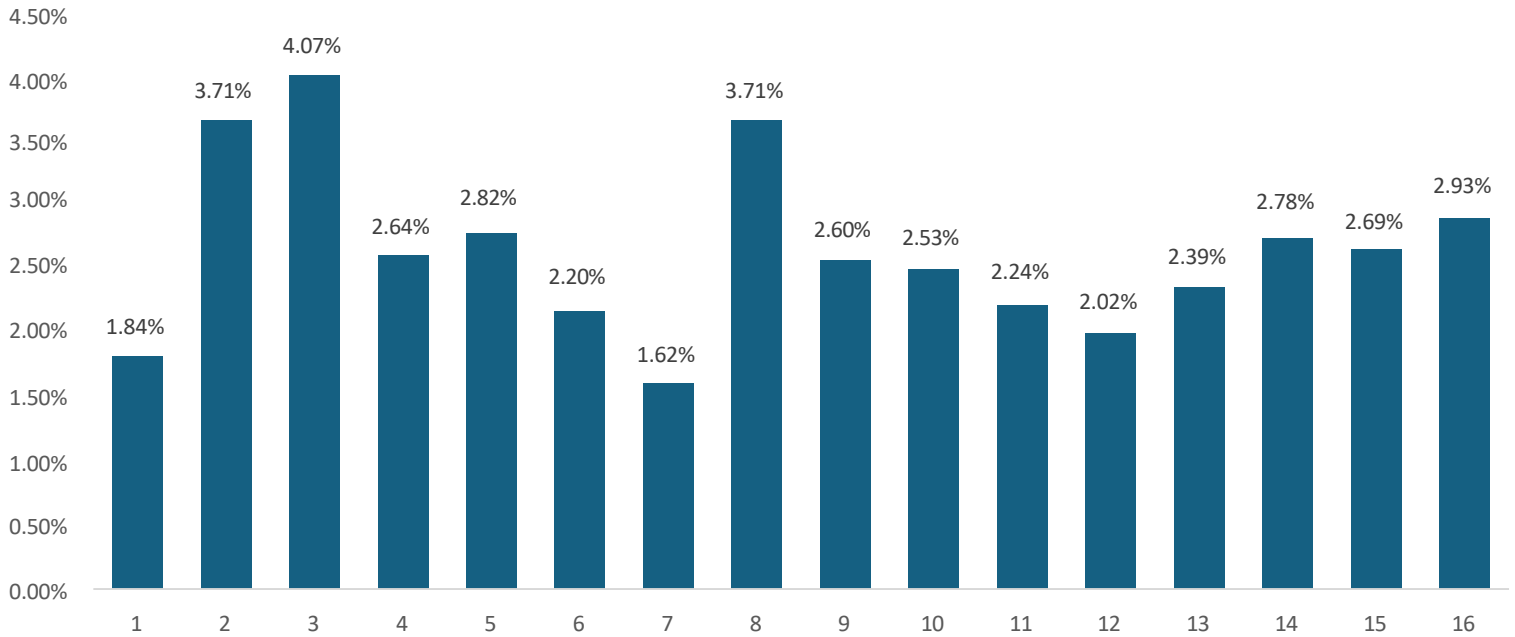
## Exposures and Injuries

	July	YTD 2024	YTD 2025	2024 to 2025 Trend
<b>Exposures and Injuries</b>				
<i>Exposure Only</i>	1	6	11	
<i>Injury / Treated (OSHA reportable)</i>	2	14	12	
<i>Injury / No Treatment</i>	2	24	20	

## Work related Modified duty hours

	July	YTD 2024	YTD 2025	2024 to 2025 Trend
<b>Work Related Modified Duty Hours</b>				
<i>Injury Leave (in hours)</i>	0	765.20	306.50	
<i>Current Members on Modified Duty</i>	6			
<i>Modified Duty hours worked (in hours)</i>	974.00	6,087	4,247.30	

### SICK LEAVE USAGE AS PERCENTAGE OF REGULARLY SCHEDULED HOURS BY PAY PERIOD (WITHOUT FMLA)



FMLA Absences that utilized Sick Leave were removed from the statistics.

Percentage is Sick Leave Hours divided by Regularly Scheduled Working Hours for each pay period.

-Average Percentage = 2.7%

**Pay Periods with Increased Usage:**

Pay Period #2:

- Increases in -
- Mid-Shift Sick, then out next shift(s) = 8
- Off Duty Injuries = 1

Pay Period #3:

- Increases in -
- Mid-Shift Sick, then out next shift(s) = 8
- Off Duty Injuries (continued) = 1

Pay Period #8:

- Increases in -
- Mid-Shift Sick, then out next shift(s) = 4
- Off Duty Injuries = 2

Pay Period Name	Start Date	to	End Date
1	12/23/2024	to	1/5/2025
2	1/6/2025	to	1/19/2025
3	1/20/2025	to	2/2/2025
4	2/3/2025	to	2/16/2025
5	2/17/2025	to	3/2/2025
6	3/3/2025	to	3/16/2025
7	3/17/2025	to	3/30/2025
8	3/31/2025	to	4/13/2025
9	4/14/2025	to	4/27/2025
10	4/28/2025	to	5/11/2025
11	5/12/2025	to	5/25/2025
12	5/26/2025	to	6/8/2025
13	6/9/2025	to	6/22/2025
14	6/23/2025	to	7/6/2025
15	7/7/2025	to	7/20/2025
16	7/21/2025	to	8/3/2025

# Training Division

## Training Hours

**July**                      **YTD 2025**

### Career and 40-Hour Training Hours

<i>Training Hours Completed*</i>	1,689.58	17,193.19
----------------------------------	----------	-----------

\*Training hours reported do not include EMS training hours.

## Volunteer and Seasonal Training and Staffing Hours

### Volunteer and Seasonal Training and Staffing Hours

**July**                      **YTD 2025**

<i>Seasonal Staffing Hours*</i>	463.5	1,173.00
<i>Volunteer Staffing Hours</i>	29	146.5
<i>Volunteer Training Hours**</i>	77.66	1,023.57

\* Seasonal staffing begins on Memorial Day Weekend.

\*\*Training hours do not include EMS training hours.

The Training Division celebrated the graduation of 25-1 Academy on July 3. The first round of interviews for introductory firefighters were hosted by the Training Division. Over the course of five days 288 interviews were completed.

TO: Poudre Fire Authority Board of Directors  
 FM: Haley Burrack, Budget Analyst II  
 Patti Forsythe, Finance Director  
 DT: August 26, 2025  
 RE: July 2025 Financial Reports

**General Fund Updates**

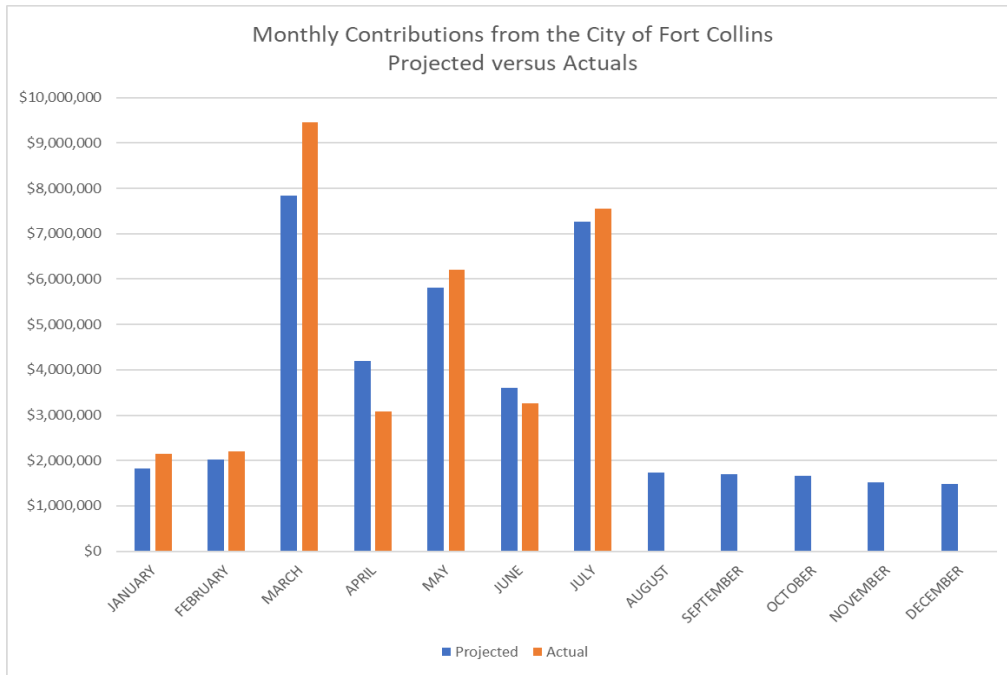
The majority of remaining property tax payments were received in July, accounting for 76.5% of the month’s contributions from the City of Fort Collins. Relative property tax collections were 98.5% of their annual contribution projections, and sales and use tax contributions were 64.3% of annual contribution projections.

City contributions for the remainder of the year will depend upon sales and use tax collections. From a City sales and use tax report for July 2025, use tax collections were up 33.1% from July 2024 and are ahead of the year-to-date budget by 28.5%. Sales tax collections were up 3.5% from 2024 but are behind year-to-date budget by 1.2% Cumulatively, the net impact is 2.3% over budget year-to-date due to strong use tax collections from more volatile, one-time revenue activity sources.

*Table 1*

<b>Tax Category</b>	<b>Projected</b>	<b>Calendarized</b>	<b>Actuals</b>
Property taxes	\$ 22,043,813	\$ 13,166,999	\$ 22,229,447
Sales & use taxes	10,959,087	10,980,325	12,096,081
Less Shared Services	(417,536)	(417,536)	(417,536)
	<u>\$ 32,585,364</u>	<u>\$ 23,729,788</u>	<u>\$ 33,907,992</u>
Actuals above Projected Budget	\$	1,322,627	
Actuals above Calendarized Budget	\$	10,178,204	

Figure 1



The General Fund's July 2025 expensed activities outpaced July 2024 due to participation in a FEMA Urban Search and Rescue deployment to Kerr County, Texas, and a single-resource deployment to the Himalaya Road Fire in Fairbanks North Star County, Alaska.

Figure 2

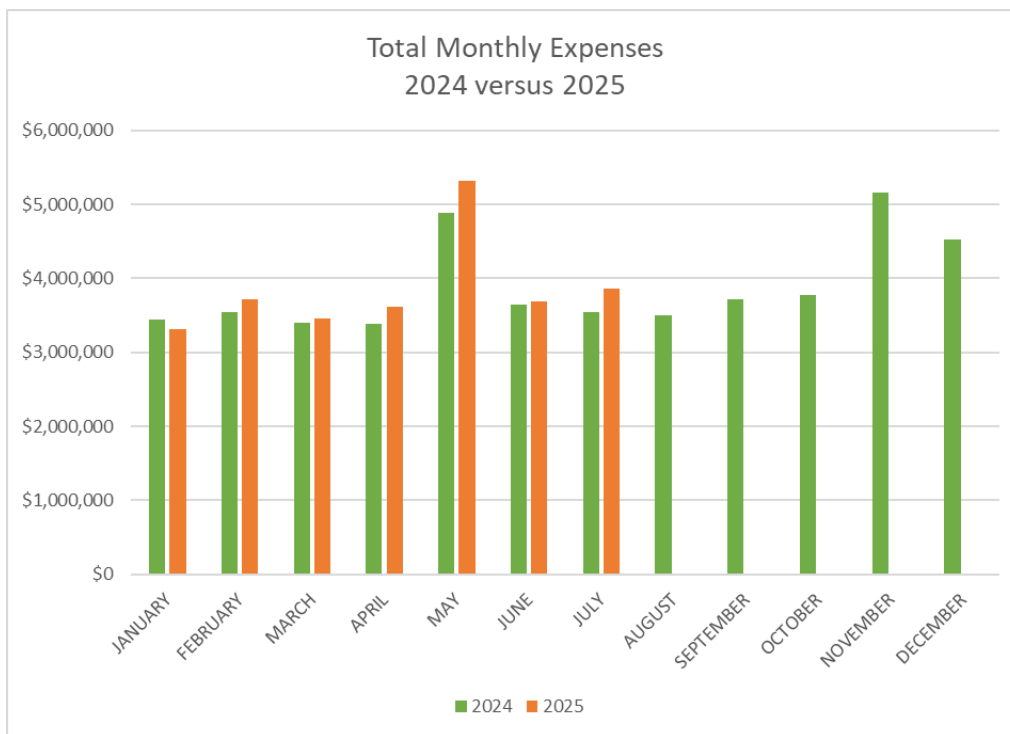


Table 2

## GENERAL FUND

Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget to Actual Comparison  
For the Month Ending 07/31/2025

REVENUES	July Actuals	YTD Actual	Budget	% YTD
<b>LICENSES AND PERMITS</b>	-	5,700	1,500	380.00%
Pyrotechnic Permits	-	5,500	1,500	366.67%
Other Fines & Forfeiture	-	200	-	-
<b>INTERGOVERNMENTAL</b>	7,591,884	39,340,359	50,199,729	78.37%
US Dept of Justice Grant	-	63,616	-	-
FEMA Office of Emergency	-	74,890	-	-
USDA - CO State Forest Service	-	64,857	-	-
CO Dept Public Health & Environment	9,040	13,850	-	-
Other State Operating Grants/Contributions	8,814	16,968	-	-
Poudre Fire District Contributions	-	5,400,307	10,860,188	49.73%
Contributions - City of Ft Collins	7,432,769	33,100,019	39,294,541	84.24%
Other Intergovernmental	141,261	605,852	45,000	1346.34%
<b>CHARGES FOR SERVICE</b>	307,238	1,359,669	1,364,682	99.63%
Misc Bureau Fees	-	1,701	2,827	60.17%
Special Inspections Fees	20,579	48,196	60,360	79.85%
Fire Systems Plan Check	16,446	163,072	101,931	159.98%
Hazardous Materials Fees	-	1,891	8,210	23.03%
Permit Plan Review Fees	205,385	881,450	770,001	114.47%
Other Plan & Dev Charges	2,150	14,250	36,288	39.27%
Other Charges for Service	62,677	249,110	385,065	64.69%
<b>EARNINGS ON INVESTMENTS</b>	94,479	454,532	204,000	222.81%
Interest on Investments	94,479	454,532	204,000	222.81%
<b>MISCELLANEOUS</b>	2,257	81,196	183,852	44.16%
Contribution/Donation Private	50	2,570	2,500	102.80%
Auction & Misc Sales	1,207	1,896	-	-
Insurance Recovery & Damages	-	5,000	25,000	20.00%
Repair Charges	-	-	16,200	0.00%
PFA Entry System Lock Box	-	(66)	100	-66.47%
Other Miscellaneous Revenues	1,000	71,796	140,052	51.26%
<b>OTHER FINANCING SOURCES</b>	-	21,356	21,356	100.00%
Sale of Capital Assets	-	21,356	21,356	100.00%
<b>Subtotal Revenues</b>	7,995,858	41,262,812	51,975,119	79.39%
Unrealized Gain/Loss on Investments	(34,849)	202,145	-	-
<b>Total Revenues</b>	\$ 7,961,009	\$ 41,464,957	\$ 51,975,119	79.78%

## GENERAL FUND

(Continued) Statement of Revenues, Expenditures, and Changes in Fund Balance - Budget to Actual Comparison  
For the Month Ending 07/31/2025

EXPENSES by DIVISION	July Actuals	YTD Actual	Budget	% YTD
<b>Administration</b>	288,159	2,438,802	4,237,075	57.56%
Personnel Costs	139,466	958,094	1,960,300	48.87%
Purchased Prof & Tech Services	38,490	203,052	397,417	51.09%
Purchased Property Services	-	24,763	25,979	95.32%
Other Purchased Services	101,636	1,216,672	1,332,960	91.28%
Supplies	5,161	22,990	21,208	108.40%
Other	3,405	13,231	499,211	2.65%
<b>Fire Prevention &amp; Community Risk Reduction</b>	188,291	1,592,230	3,249,537	49.00%
Personnel Costs	179,056	1,535,101	3,089,429	49.69%
Purchased Prof & Tech Services	1,629	8,429	43,828	19.23%
Other Purchased Services	4,363	21,597	55,705	38.77%
Supplies	3,243	26,703	60,575	44.08%
Other	-	400	-	-
<b>Operations</b>	2,426,435	17,412,515	32,604,116	53.41%
Personnel Costs	2,409,937	17,276,817	32,174,405	53.70%
Purchased Prof & Tech Services	734	11,736	29,450	39.85%
Purchased Property Services	12	181	2,000	9.07%
Other Purchased Services	6,916	20,398	47,550	42.90%
Supplies	8,866	93,088	340,416	27.35%
Capital Outlay	(31)	10,295	10,295	100.00%
<b>Support</b>	667,625	3,879,559	8,106,767	47.86%
Personnel Costs	186,831	1,315,582	2,511,167	52.39%
Purchased Prof & Tech Services	29,689	139,822	362,500	38.57%
Purchased Property Services	141,104	933,803	1,753,342	53.26%
Other Purchased Services	94,635	495,432	814,944	60.79%
Supplies	216,248	922,898	1,903,493	48.48%
Capital Outlay	(882)	72,022	761,322	9.46%
<b>Training</b>	220,792	1,449,551	3,001,314	48.30%
Personnel Costs	173,212	1,244,674	2,159,066	57.65%
Purchased Prof & Tech Services	2,070	50,884	375,655	13.55%
Purchased Property Services	-	94	3,000	3.14%
Other Purchased Services	3,132	34,831	88,426	39.39%
Supplies	42,353	119,043	375,167	31.73%
Capital Outlay	25	25	-	-
<b>Grants</b>	72,463	166,090	-	-
Personnel Costs	72,175	131,866	-	-
Purchased Prof & Tech Services	288	34,224	-	-
<b>Total Expenses</b>	<b>\$ 3,863,765</b>	<b>\$ 26,938,747</b>	<b>\$ 51,198,809</b>	<b>52.62%</b>
Transfers to Capital Projects Fund	3,218,631	3,218,631		
Change in Fund Balance	878,613	11,307,579		
<b>Fund Balance beginning January 1, 2025</b>	<b>\$</b>	<b>\$ 19,841,182</b>		
<b>Fund Balance as of June 30, 2025</b>	<b>\$</b>	<b>\$ 31,148,761</b>		

Table 3

Fire Prevention Revenue - as of 07/31/2025			
Description	Budget	Actuals	% YTD
Pyrotechnic Permits	\$ 1,500	\$ 5,500	366.67%
Misc Bureau Fees	2,827	1,701	60.17%
Special Inspections Fees	60,360	48,196	79.85%
Fire Systems Plan Check	101,931	163,072	159.98%
Hazardous Materials Fees	8,210	1,891	23.03%
Permit Plan Review Fees	770,001	881,450	114.47%
Other Plan & Dev Charges	36,288	14,250	39.27%
<b>Total FP&amp;CRR Revenue</b>	<b>\$ 981,117</b>	<b>\$ 1,116,059</b>	<b>113.75%</b>

Fleet Services Revenue - as of 07/31/2025			
Description	Budget	Actuals	% YTD
Windsor Severance Fire Rescue	\$ 80,000	\$ 44,414	55.52%
Wellington Fire Protection District	20,000	45,739	228.70%
Super Vac	5,000	5,858	117.17%
Rosenbauer	5,000	-	0.00%
Eaton Fire	80,000	35,450	44.31%
Timberline Fire	30,000	-	0.00%
<b>Total Fleet Services Revenue</b>	<b>\$ 220,000</b>	<b>\$ 131,461</b>	<b>59.76%</b>

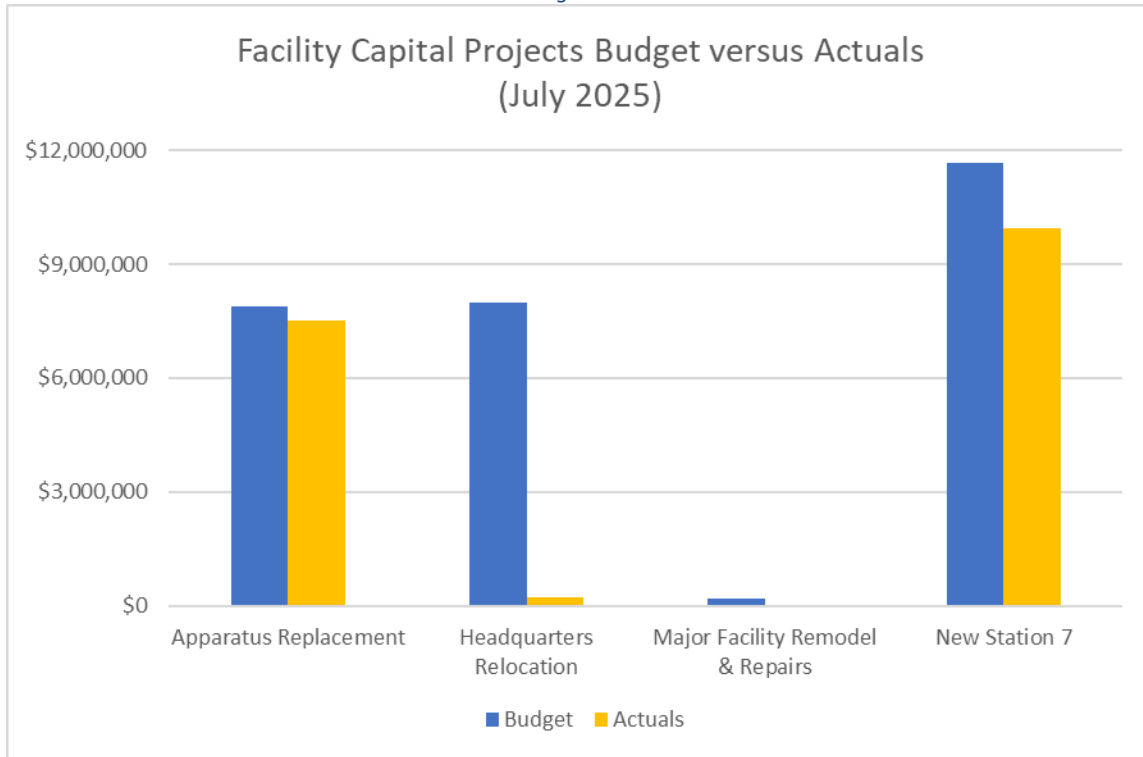
Training Revenue - as of 07/31/2025			
Description	Budget	Actuals	% YTD
Training Center Classes	\$ 2,100	\$ 23,718	1129.43%
<b>Total Training Revenue</b>	<b>\$ 2,100</b>	<b>\$ 23,718</b>	<b>1129.43%</b>

Capital Expansion & Impact Fees - as of 07/31/2025			
Description	Cumulative Balance	Latest Monthly Contribution	% Increase
Fort Collins Capital Expansion Fees	\$ 882,063	\$ 35,105	4.14%
Timnath Fire Impact Fees	\$ 1,211,310	36,936	3.31%
Larimer County Fire Impact Fees		1,898	
<b>Total Expansion &amp; Impact Fees</b>	<b>\$ 2,093,373</b>	<b>\$ 73,939</b>	<b>3.66%</b>

\* Revenues are one-month delayed, so YTD Contributions are cumulative through the prior month's contributions.



Figure 3



### Grant Updates

- Fire Prevention & Community Risk Reduction Division
  - *Firehouse Subs Public Safety Foundation:* [Applied]
    - Tourniquets for the Community Outreach team to provide to attendees of the CPR/AED/Stop the Bleed courses.
  - *FEMA Fire Prevention & Safety Grant:* [Applied]
    - Fire safety trailer for Public Education team.
  - *Walmart Foundation's Spark Good Local Grant:* [Deadline October 15, 2025]
    - Smoke alarms for community installation events.
- Support Division - Facilities
  - *FEMA Assistance to Firefighters Grant:* [Applied]
    - Air handling systems for the stations' apparatus bays to vent exhaust fumes.

### Charitable Giving Update

PFA is also partnering with Amazon and OneEach to create a Mindful Giving subdomain – accessed by link or QR code – that will host wishlists for programs such as Outreach and Public Education or the Community Health Program. Donors can select items from the curated wishlists for the programs and purchase items at government pricing. The receiving program can then manage items present on their wishlists, requested quantities, and ultimately coordinate subsequent delivery. Implementation of this Mindful Giving platform will enhance PFA's accessibility for cash and in-kind donations from the community.

This enhancement is still in development but will be live by October 1<sup>st</sup> for Fire Prevention Month.



**POUDRE VALLEY FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS MEETING  
July 22, 2025**

The Poudre Valley Fire Protection District (District) Board of Directors met at Poudre Fire Authority (PFA) Headquarters located at 102 Remington St., Fort Collins, CO 80524 at 10:00 a.m. on July 22, 2025. Present were District Board members Dave Pusey, Mike DiTullio, Tess Heffernan, and Bill Salmon. Martina Wilkinson was excused absent. Present were Fire Chief Derek Bergsten, Support Division Chief Ross Reinking, Training Division Chief Tyson Barela, Fire Prevention and Risk Reduction Division Chief Shawn McGaffin, Human Resources Director Tammy Thompson, Outgoing Finance Director Kirsten Howard, new Board Coordinator Nancy Salazar, new Finance Director Patti Forsythe, and Recording Secretary Heather Conradson. Also present were GIS Analyst Kyle Headrick, Data Analyst Hayley Spurrier, and Budget Analyst Haley Burrack.

Mike DiTullio called the meeting to order at 10:00 am

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

**CONSENT AGENDA**

1. **Approve the Minutes of June 24, 2025, Board Meeting\***
2. **Approve Resolution 2025-09 to Invest \$100,000 to the Colorado Surplus Asset Fund-CORE Account**
3. **Appropriate Unanticipated Funds from a reimbursement of Special District Association of Colorado (SDA) workshop fees**  
Bill Salmon motioned to approve the consent agenda. Dave Pusey seconded the motion. Motion carried

**STAFF AND DIRECTOR REPORTS**

4. **Poudre Fire Authority Meeting Review**  
Dave Pusey gave a recap of the PFA Board meeting.
5. **Senior Leadership Update**  
Chief Bergsten gave an update per the information in the board packet.
6. **Appoint Poudre Fire Authority Administrator to the Intergovernmental Agreement Establishing the Poudre Fire Authority**  
Nancy Salazar noted that the PFA Board appointed Patti Forsythe as the PFA Administrator to the IGA establishing the PFA.

## **DISCUSSION ITEMS**

### **7. Affirm Authorized Signers with District Financial Institutions**

Nancy Salazar presented the information per the Board packet to authorize Patti Forsythe as a signer for the District on Financial Institutions. Tess Heffernan motioned to accept Resolution 2025-11 to add Patti Forsythe as an authorized signer and to remove Kirsten Howard as an authorized signer. Bill Salmon seconded the motion. Motion carried.

### **8. Approve Second Quarter 2025 Financial Statements and Revenue Reports**

Nancy Salazar reviewed the second quarter financial statement per the information in the board packet. Tess Heffernan moved to approve the second quarter financial statement. Dave Pusey seconded the motion. Motion carried.

### **9. Resolution 2025-12 Changing the December Board Meeting Date and Time to December 8, 2025 at 8:30 a.m.**

Tess Heffernan moved to approve the December PVFPD Board Meeting date and time. Bill Salmon seconded the motion. There was a discussion that the PVFPD Board meeting needs to meet before the PFA meeting each month. It was asked to be put on the agenda before November so discussion with the PFA Board could be had to possibly flip the times each Board meets. This might be considered before next year's calendar. Motion carried.

## **BRIEFING PAPERS**

### **10. Briefing Papers**

#### **a. Fire Chief's Monthly Report**

Chief Bergsten gave a report per the information in the board packet.

#### **b. City of Fort Collins Capital Expansion Fee for Fire Update**

Patti Forsythe gave an update per the information in the board packet.

## **OTHER BUSINESS/CORRESPONDENCE**

### **11. Other Business/ Correspondence**

#### **a. Poudre Valley Fire Protection District Planning Calendar**

#### **b. RRC Teen Camp**

#### **c. 2025 Thank You**

### **12. Adjourn**

Meeting adjourned at 10:43 am

**Meeting Date:** August 26, 2025  
**PFA Staff:** Nancy Salazar



# CORRESPONDENCE/OTHER BUSINESS

Poudre Fire Authority

## **SUBJECT**

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Correspondence

## **EXECUTIVE SUMMARY**

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

## **STAFF RECOMMENDATION**

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Item for information.

## **ATTACHMENTS**

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- a. Thank You Letter Baltimore City Fire Department
- b. Thank You Letter City of Cleveland
- c. Thank You Letter Beauregard Parish Fire District 4
- d. Thank you note Recruitment Candidate
- e. Poudre Fire Authority Desk Monitoring Report
- f. 9/11 Stair Climb

CITY OF BALTIMORE

BRANDON M. SCOTT

Mayor



BALTIMORE CITY FIRE DEPARTMENT

James W. Wallace  
Chief of Fire Department

401 E. Fayette Street, Mezzanine  
Baltimore, Maryland 21202

June 10, 2025

Fire Chief Derek Bergsten  
Poudre Fire Authority  
102 Remington Street  
Fort Collins, CO 80524

Dear Fire Chief Bergsten,

On behalf of the Baltimore City Fire Department, I want to sincerely thank you for your thoughtful expression of condolence following the tragic loss of Lieutenant Mark Dranbauer and Emergency Vehicle Driver Charles Mudra.

During this time of profound grief, messages like yours—coming from fellow fire service professionals, departments, and agencies around the world—have offered tremendous comfort. The outpouring of compassion from across the country and beyond has reminded us of the powerful bond that unites all those who serve.

Lt. Dranbauer and EVD Mudra embodied dedication, courage, and integrity in every aspect of their work. Their impact will not be forgotten, and the support we’ve received helps carry us through as we honor their memory and commitment to the people of Baltimore.

Please accept our heartfelt gratitude for standing with us. Your kindness and solidarity mean more than words can express.

With appreciation,

James W. Wallace  
Fire Chief  
Baltimore City Fire Department

JWW/ss



**City of Cleveland**  
Justin M. Bibb, Mayor

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**Department of Public Safety**  
Division of Fire  
Anthony Luke, Fire Chief  
1645 Superior Avenue  
Cleveland, Ohio 44114-2984  
216/664-6397 • Fax: 216/664-6816  
ALuke@clevelandohio.gov  
www.clevelandohio.gov

**Poudre Fire Authority**  
C/O Derek Bergsten, Fire Chief  
102 Remington Street  
Fort Collins, CO 80524

June 10, 2025

Dear Chief Bergsten,

On behalf of the Cleveland Division of Fire, I would like to thank you and your members for your kind and supportive words during this difficult time. We are truly saddened by the sudden and tragic loss of Cadet Symeon S. Williams Sr., it is a life gone too soon.

Again, my members and I are grateful for your thoughtfulness. We ask that you please keep the Williams family in your thoughts and prayers. Please stay safe, everyone goes home.

Sincerely,

Anthony Luke, Chief  
Cleveland Division of Fire



# Beauregard Parish Fire District 4

Item 8.

2061 Bilbo St, DeRidder, LA. 70634 Ph 337-202-7003  
Three Pines – Planermill - Pleasant Hill - Pine Ridge

July 31, 2025

Derek Bergsten, Fire Chief  
Poudre Fire Authority  
102 Remington St  
Fort Collins, CO 80524

To all who stood with us in our time of loss,

Words cannot fully express the depth of our gratitude for the outpouring of support, generosity, and compassion that you have shown in the aftermath of the passing of our beloved firefighter, Jonathan Ashworth. During one of the most difficult periods our department has ever faced, your kindness has been a beacon of hope and comfort. This letter is written to thank each and every one of you who contributed, whether through donations, messages of sympathy, or participation in the procession that accompanied our hero on his final journey.

Your generous donations, both large and small, have made an immeasurable difference. Many of you gave not only financial contributions, but also your time, your skills, and your heart. The funds raised have helped to ease the burdens that come with such a tragic loss.

On the day of the procession, as the sirens sounded and the flags were lowered, you came from near and far to join in the procession. Whether as a part of the procession or you lined the streets in silent tribute, your presence was a profound testament to the respect and admiration held for our fallen firefighter.

Some of you have never met Jon Ashworth personally, yet your empathy knows no bounds. Through your words and actions, you have shown that the spirit of the community transcends acquaintance. You have reminded us that, though we mourn the loss of one, we are strengthened by the support of many.

The firefighting community is often described as a family, bound not by blood but by shared purpose and courage. In these days of mourning, you have exemplified what it means to stand together. Your actions reaffirm the truth that service and sacrifice do not end with a single life. They live on in the traditions upheld, the lessons passed down, and the values embodied by every firefighter who carries on the mission. By standing together in grief and remembrance, you have honored not only the individual we lost, but the ideals that define us all.

As we move forward, we do so knowing that our journey will not be easy. Grief is a path that cannot be hurried, and healing takes time. Yet, because of your support, we are not walking it alone. The funds you donated ensure that the family's immediate needs are met, but your friendship and care are the true gifts that will sustain us for the long haul.

In closing, please accept our deepest thanks for all you have done. Whether you donated monetarily,



# Beauregard Parish Fire District 4

Item 8.

2061 Bilbo St, DeRidder, LA. 70634 Ph 337-202-7003  
Three Pines – Planermill - Pleasant Hill - Pine Ridge

volunteered, wrote a note, or simply held us in your thoughts and prayers, your compassion has been a light in our darkest hours. You have reminded us that, while we have lost a cherished member of our firefighting family, their spirit endures—in every act of bravery, every moment of solidarity, and every expression of love.

Let us continue to honor Jonathan Ashworth's memory, not only with words, but with deeds that reflect the best of what it means to serve and to care. May we strive always to be worthy of the example set before us.

With heartfelt gratitude,

A handwritten signature in blue ink that reads "Eric Stracener". The signature is fluid and cursive, with a long horizontal line extending from the end.

Chief Eric Stracener  
BPF4

## PFA Panels

I wanted to formally reach out and say thank you to the panels. I know it took you away from your families and your work, but it gave us the opportunity to sit in front of you for a chance to work for Poudre Fire Authority. While I'm glad the process is over, I really enjoyed the experience and gained a lot from my self-reflection. I think the process speaks volumes to this organization and its clear you truly take pride in your people but also your future. I truly hope I get the chance to work side-by-side with you one day.

Thanks

Elijah Roper



DATE: August 13, 2025

TO: Poudre Fire Authority  
Mr. Shawn McGaffin, Deputy Fire Marshal and Grant Project Director  
Ms. Haley Burrack, Budget Analyst and Grant Financial Officer

RE: JAG Grant, 2022-DJ-23-03-54-1, Licensed Clinical Social Worker to Initiate  
Community Medical Services Program, \$63,616.00

Dear Mr. McGaffin and Ms. Burrack,

Thank you for your time, cooperation and assistance during the DCJ Desk Monitoring for the grant referenced above. The review provided valuable information regarding the status of your grant and its compliance with grant requirements.

Per the scope of the monitoring that was completed, no compliance issues requiring resolution were identified.

Regarding your question pertaining to the PDF report entitled, "105.03 Tungsten Invoice Details and Actions", where you asked if it meets grant requirements for signature authorizations, my response is yes it does. The PDF report lists the approval of the Project Director as required for each of the invoices. It also contains other internal approvals that provide documentation in support of important internal controls such as separation of duties and lines of authority. Please make copies of the PDF report for all grant-related expenditures and place the copies in your master grant file.

If you have questions regarding this desk monitoring, please do not hesitate to contact me at the phone number and/or email below. I am in the office Tuesdays and Wednesday if you need assistance.

Sincerely,

Kyle McDonald, Grant Compliance  
Division of Criminal Justice (DCJ),  
Office of Adult and Juvenile Justice Assistance  
Phone: 303-548-7038  
kyle.mcdonald@state.co.us

cc: File

**SAVE THE DATE**

**NOCO**

# **911 STAIR CLIMB**

YOU'RE INVITED TO CLIMB THE EQUIVALENT OF THE 110 STORIES OF THE WORLD TRADE CENTER IN HONOR OF THE FIRST RESPONDERS WHO LOST THEIR LIVES ON 9/11.

**9.11.2025**

**CANVAS STADIUM**

**4:30 - 8:00 PM**

