



BOARD OF TRUSTEES
REGULAR MEETING AGENDA

November 28, 2018
7:00 PM
151 Grant Avenue
Firestone, CO 80520

- 1. Call to Order & Roll Call**
- 2. Pledge of Allegiance**
- 3. Approval of Agenda**
- 4. Public Comment** *(maximum time permitted for all Public Comment is 30 minutes)
- 5. Consent Agenda**
 - 5.a.** Approval of November 14, 2018 Regular Meeting Minutes
 - 5.b.** Approval of November 28, 2018 Accounts Payables
 - 5.c.** Firestone Police Station Construction Payment Application No. 5
 - 5.d.** Approval of Summary of Cash and Investments for October 2018
- 6. Presentation**
 - 6.a.** Frederick-Firestone Fire Protection District 3rd Qtr Service Report - Chief Jeremy Young
- 7. Local Licensing Authority**
 - 7.a.** Modification of Premises - Safeway Store #1828
- 8. Discussion/Action**
 - 8.a.** Draft Letter responding to Citizen Request
- 9. Public Comment** *(maximum time permitted for all Public Comment is 30 minutes)
- 10. Reports**

* Individuals that desire to address the Board of Trustees are requested to sign up at the table at the entrance to the meeting room. Each individual will be provided an opportunity to speak (limited to three minutes) during Public Comment. Maximum time permitted for all Public Comment is 30 minutes.

If you need special assistance in order to participate in a Board of Trustees meeting, please contact the Town Manager's Office at 303-833-3291 in advance of the meeting to make arrangements. A forty-eight-hour notice is requested.

11. Executive Session

- 11.a.** Executive Session for the purpose of discussing a personnel matter under C.R.S. Section 24-6-402(4)(f) and not involving; any specific employees who have requested discussion of the matter in open session; any member of the Board of Trustees; or personnel policies that do not require discussion of matters personal to particular employees. Specifically, for the Board to conduct the Town Clerk's performance review.
- 11.b.** Executive Session for a conference with the Town's attorneys for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) regarding a potential claim matter.
- 11.c.** An executive session for (1) a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. § 24-6-402(4)(b); and (2) for the purpose of determining positions relative to matters that may be subject to negotiations, and/or instructing negotiators under C.R.S. § 24-6-402(4)(e), regarding Town Manager recruitment.

12. Report from Executive Session

13. Adjournment

* Individuals that desire to address the Board of Trustees are requested to sign up at the table at the entrance to the meeting room. Each individual will be provided an opportunity to speak (limited to three minutes) during Public Comment. Maximum time permitted for all Public Comment is 30 minutes.

If you need special assistance in order to participate in a Board of Trustees meeting, please contact the Town Manager's Office at 303-833-3291 in advance of the meeting to make arrangements. A forty-eight-hour notice is requested.

TOWN OF FIRESTONE, COLORADO
Board of Trustees Regular Meeting
November 14, 2018

1. CALL TO ORDER & ROLL CALL

The Board of Trustees of the Town of Firestone met for a Regular Meeting on November 14, 2018, at the Town Hall, 151 Grant Avenue, Firestone, Colorado. Mayor Sindelar called the meeting to order at 7:07 p.m.

The following were present upon the call of the roll:

Mayor: Bobbi Sindelar

Mayor Pro-tem: Drew Peterson

Trustees: Don Conyac
George Heath
Samantha Meiring
Frank A. Jimenez – absent Excused
Doug Sharp

Staff: **Present:** Kathleen Kelly, Town Attorney; Jan Sloat, Director of Human Resources; Katie Hansen, Director of Marketing & Communications; Todd Bjerkaas, Director of Planning & Development; Dave Lindsay, Engineer; David Montgomery, Chief of Police; Leah Vanarsdall, Town Clerk; Julie Pasillas, Director of Community Resources; Theo Abkes, Director of Public Works; Jessica Clanton, Director of Finance; & A. J. Krieger, Interim Town Manager

2. APPROVAL OF AGENDA

Motion by Mayor Pro-tem Peterson, **second** by Trustee Conyac, to approve the Agenda.

Roll Call Vote: Trustee Heath – yes, Trustee Sharp – yes, Trustee Conyac – yes, Mayor Pro-tem Peterson – yes, Trustee Meiring – yes. All in Favor, **Motion carried.**

3. PUBLIC COMMENT

Kirk Fry – 318 Granville, Firestone

4. CONSENT AGENDA

Motion by Trustee Meiring, **second** by Trustee Conyac, to approve the Consent Agenda.

Roll Call Vote: Trustee Heath – yes, Trustee Sharp – yes, Trustee Conyac – yes, Mayor Pro-tem Peterson – yes, Trustee Meiring – yes. All in Favor, **Motion carried.**

5. PUBLIC HEARING Open: 7:21 pm Close: 7:32 pm

Adoption of 2019 Town of Firestone Budget

6. DISCUSSTION/ACTION ITEMS

a. Carbon Valley Help Center Garage Proposal

Motion by Trustee Meiring, **second** by Trustee Sharp, to approve the garage proposal

1) Public Works will provide the parking lot grading for the project and 2) to waive the cost of the building permit for the garage. **Roll Call Vote:** Trustee Sharp – yes, Trustee Conyac – yes, Mayor Pro-tem Peterson – yes, Trustee Meiring – yes, Trustee Heath – yes. All in Favor, **Motion carried.**

b. **Ordinance 946:** AN ORDINANCE AMENDING THE FIRESTONE MUCNIIPAL CODE

REGARDING ALCOHOLIC BEVERAGES

Motion by Trustee Meiring, **second** by Trustee Conyac, to adopt **Ordinance 946**: AN ORDINANCE AMENDING THE FIRESTONE MUNICIPAL CODE REGARDING ALCOHOLIC BEVERAGES. **Roll Call Vote**: Trustee Conyac – yes, Trustee Meiring – yes, Mayor Pro-tem Peterson – yes, Trustee Heath – yes, Trustee Sharp – yes. All in Favor, **Motion carried**.

c. Vactor Hydrovac Heavy Duty Truck 2100 – Letter of Intent

Motion by Trustee Heath, **second** by Trustee Conyac, to approve the purchase of a 2019 Vactor Hydrovac Heavy Duty Truck 2100 letter of intent. **Roll Call Vote**: Mayor Pro-tem Peterson – yes, Trustee Meiring – yes, Trustee Heath – yes, Trustee Sharp – yes, Trustee Conyac – yes. All in Favor, **Motion carried**.

d. **Resolution 18-45**: A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BY AND AMONG THE CITY OF DAKOTA, TOWN OF FIRESTONE, TOWN OF FREDERICK, FREDERICK-FIRESTONE FIRE PROTECTION DISTRICT, AND MOUNTAIN VIEW FIRE PROTECTION DISTRICT FOR ESTABLISHMENT OF AN EMERGENCY MANAGEMENT SERVICE AREA, AN EMERGENCY MANAGEMENT COORDINATOR, AND FOR SHARING ASSOCIATED COSTS

Motion by Trustee Conyac, **second** by Trustee Sharp, to approve **Resolution 18-45**: A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BY AND AMONG THE CITY OF DAKOTA, TOWN OF FIRESTONE, TOWN OF FREDERICK, FREDERICK-FIRESTONE FIRE PROTECTION DISTRICT, AND MOUNTAIN VIEW FIRE PROTECTION DISTRICT FOR ESTABLISHMENT OF AN EMERGENCY MANAGEMENT SERVICE AREA, AN EMERGENCY MANAGEMENT COORDINATOR, AND FOR SHARING ASSOCIATED COSTS. **Roll Call Vote**: Trustee Meiring – yes, Trustee Heath – yes, Trustee Sharp – yes, Trustee Conyac – yes, Mayor Pro-tem Peterson – yes. All in Favor, **Motion carried**.

7. **PUBLIC COMMENT** * (maximum time permitted for all Public Comment is 30 minutes)
None

8. **REPORTS**

- a. Staff – Introduction of new Directors: Jan Sloat, Human Resources; Jessica Clanton, Finance; Todd Bjerkaas, Planning; Katie Hansen, Marketing & Communications
- b. Mayor
- c. Trustees
- d. Committee Updates

9. **EXECUTIVE SESSION**

Open: 8:06 pm

Closed: 9:05 pm

- a. **Executive Session** for a conference with the Town Attorney for the purposes of legal advice on specific legal questions under C.R.S. 24-6-204(4)(b), specifically concerning a

request filed with the Board to commence removal proceedings pursuant to Section 2.08.050 of the Firestone Municipal Code.

b. **Executive Session** for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) regarding a claim matter.

Motion by Trustee Meiring, **second** by Trustee Sharp, to adjourn into **Executive Session** for a conference with the Town Attorney for the purposes of legal advice on specific legal questions under C.R.S. 24-6-204(4)(b), specifically concerning a request filed with the Board to commence removal proceedings pursuant to Section 2.08.050 of the Firestone Municipal Code. **Roll Call Vote:** Trustee Heath – yes, Trustee Sharp – yes, Trustee Conyac – yes, Mayor Pro-tem Peterson – yes, Trustee Meiring – yes. All in Favor, **Motion carried.**

Staff asked to participate: Kathleen Kelly, Town Attorney. Trustee Jimenez by phone.

Report from Executive Session

Motion by Trustee Sharp, **second** by Trustee Heath to waive attorney client privilege with respect only to the legal standard for removal of an Elected Official under Section 2.08.050 of the Firestone Municipal Code. All in Favor, **Motion carried.** Mayor Pro-tem Peterson nor Trustee Jimenez abstained.

Motion by Trustee Conyac, **second** by Trustee Sharp, to decline to initiate removal proceedings against Mayor Pro-tem Peterson pursuant to Section 2.08.050 of the Firestone Municipal Code to direct the Town Attorney to draft a letter to the Complainant conveying this decision and for the legal basis and to bring the draft letter back to the Board for its consideration at its next regularly scheduled Board Meeting. All in Favor, **Motion carried.** Mayor Pro-tem Peterson did not participate in the vote.

Executive Session for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) regarding a claim matter. **Open:** 9:35 pm **Closed:** 10:33 pm

Motion by Trustee Heath, **second** by Trustee Conyac, to adjourn into **Executive Session** for a conference with the Town Attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. 24-6-402(4)(b) regarding a claim matter. **Roll Call Vote:** Trustee Heath – yes, Trustee Sharp – yes, Trustee Conyac – yes, Mayor Pro-tem Peterson – yes, Trustee Meiring – yes. All in Favor, **Motion carried.**

Staff asked to participate: Kathleen Kelly, Town Attorney. Trustee Jimenez present by phone.

Report from Executive Session

Motion by Trustee Meiring, **second** by Mayor Pro-tem Peterson to direct the Town Attorney to work with the Town's Insurer, to fulfill the Town's requirements under its policies concerning a potential claim matter. **Roll Call Vote:** Trustee Heath – yes, Trustee Sharp – yes, Trustee Conyac – yes, Mayor Pro-tem Peterson – yes, Trustee Meiring – yes. All in Favor, **Motion carried.**

11. ADJOURNMENT

Motion by Trustee Meiring, **second** by Mayor Pro-tem Peterson, to adjourn meeting at 10:45 pm. **Motion passed**, all in favor.

Introduced and Approved this 12th day of December, 2018.

TOWN OF FIRESTONE, COLORADO

Bobbi Sindelar, Mayor

ATTEST

Leah Vanarsdall, Town Clerk

Vendor	Amount
Total ACCENT BRANDING SOLUTIONS:	317.78
Total ACE HARDWARE OF FIRESTONE:	437.91
Total ADAMSON POLICE PRODUCTS:	124.99
Total ALBERT FREI & SONS, INC.:	4,086.65
Total AMAZON:	4,385.02
Total AMERICAN CONSERVATION & BILLING SOLUTION:	200.00
Total AMERICAN DISPOSAL SERVICES OF COLORADO:	64.86
Total ANTHEM BLUE CROSS AND BLUE SHIELD:	44,925.70
Total ANYTIME FITNESS:	512.50
Total APEX SHREDDING, INC.:	80.00
Total AUSMUS LAW FIRM, P.C.:	600.00
Total BAREFOOT RESIDENTIAL LLC:	92.26
Total BLACKJACK PIZZA:	97.47
Total BUDGET CONFERENCING:	120.17
Total BUTLER SNOW LLP:	5,898.42
Total CABELA'S / CABELAS.COM:	35.86
Total CalAtlantic Group:	243.39
Total CANNON DIRECT:	2,099.14
Total CENTURY LINK:	97.48
Total CESARE, INC:	6,289.86
Total CHEM SCREEN, INC:	55.00
Total CINTAS FIRST AID & SAFETY:	229.77
Total CIRSA:	182.14
Total CLEAR WATER SOLUTIONS, INC:	2,120.00
Total COALRIDGE ANIMAL HOSPITAL, INC:	182.94
Total COALRIDGE LAND COMPANY LLC:	46.59
Total COLORADO CIVIL GROUP INC.:	14,653.75
Total COMCAST CABLE -0310188 - SEATTLE:	411.23
Total CREATIVE MAP SOLUTIONS, LLC:	183.75
Total CUMMINS ROCKY MOUNTAIN:	720.00
Total CUSTOM FENCE & SUPPLY:	979.90
Total CUSTOM GUIDE:	195.00
Total D STREET:	7,734.70
Total DEFALCO CONSTRUCTION:	241,163.89
Total DELTA DENTAL OF COLORADO, INC:	3,799.36
Total DEPARTMENT OF FINANCE:	400.00
Total DOLLAR TREE:	27.00
Total DROPBOX INC:	45.00

Vendor	Amount
Total E-470:	146.15
Total EAGLE EYE SECURITY INC.:	360.00
Total EFAX.COM:	39.90
Total EL TACO LOCO:	255.10
Total ELF GRILL:	36.77
Total EMPLOYEE REIMBURSEMENTS & PER DIEMS:	1,246.41
Total EMPLOYERS COUNCIL SERVICES, INC:	200.00
Total EVITE.COM:	49.99
Total EWING AUTO PARTS, INC.:	58.79
Total EXPEDIA.COM:	567.00
Total FAA STATE BOARD EXAM:	300.00
Total FACEBOOK:	15.00
Total FCI CONSTRUCTORS, INC:	438,824.48
Total FIDELITY NATIONAL TITLE-DENVER:	122.64
Total FIRST AMERICAN TITLE INSURANCE COMPANY-E:	286.98
Total FREDERICK - FIRESTONE FIRE PROTECTION:	33.20
Total FRONTIER AIRLINES:	96.40
Total FRONTIER COMMUNICATIONS CORP (LEASE):	221.89
Total FUN SERVICES INC.:	707.80
Total G & G EQUIPMENT INC:	49.34
Total G & M IMPLEMENT:	56.68
Total GOVERNMENT FINANCE OFFICERS ASSN.:	150.00
Total GRAINGER:	338.20
Total GREEN MILL SPORTSMAN'S CLUB, INC:	300.00
Total HEALTHIEST YOU:	639.00
Total HERITAGE TITLE-DENVER:	5.10
Total HYDRANT METER REFUNDS:	2,058.62
Total iATN:	19.00
Total INNOVATIVE HOME IMPROVEMENTS:	100.00
Total INTERSTATE FORD:	98.10
Total i-TUNES, SPOTIFY, MISC APPS:	10.64
Total J & S CONTRACTORS SUPPLY CO:	4,876.32
Total J J KELLER:	585.11
Total KELLY, P.C.:	11,500.10
Total KERR-MCGEE OIL & GAS ONSHORE:	.41
Total KINSCO, LLC:	454.24
Total LAND TITLE-DENVER-2:	114.02
Total LAWRENCE JONES CUSTER GRASMICK, LLP:	12,679.49
Total LENNAR COLORADO:	60.90

Vendor	Amount
Total LONGMONT HUMANE SOCIETY:	1,083.33
Total LONGMONT TROPHY & ENGRAVING:	75.00
Total MACDONALD EQUIPMENT:	6,106.00
Total MAIN STREET MAT COMPANY, INC:	234.29
Total MARRIOT:	402.40
Total MATTHEW BENDER & CO, INC.:	80.31
Total MCCANDLESS TRUCK CENTER, LLC:	44.41
Total MCDONALD FARMS ENTERPRISES, INC:	290.00
Total MCGEE COMPANY:	332.17
Total MCGRANE WATER ENGINEERING, LLC:	42,115.61
Total METRO NORTH CHAMBER OF COMMERCE:	1,595.00
Total MISC CREDIT CARD 1X MERCHANT:	3,239.57
Total MISC VENDOR:	1,611.37
Total MONA LISA MUGSHOTS PHOTO BOOTHS:	375.00
Total MUTUAL OF OMAHA INSURANCE CO:	4,855.91
Total NEXTERA HEALTHCARE:	1,271.00
Total OFFICE DEPOT INC:	389.34
Total O'REILLY AUTO PARTS:	435.82
Total OTC BRANDS - ORIENTAL TRADING COMPANY:	2,000.33
Total PANERA BREAD:	313.62
Total PAUL D. BASSO:	1,000.00
Total PINNACOL ASSURANCE:	1,004.66
Total PITNEY BOWES INC:	666.25
Total QDOBA:	261.35
Total REAL TRUCK:	756.25
Total REDNECK TRAILER SUPPLY:	133.05
Total RESTITUTION / COURT REFUNDS:	160.52
Total RIPTIDE CAR & PET WASH:	254.75
Total ROTH SHEPPARD ARCHITECTS, LLP:	40,984.36
Total SADDLEBACK GOLF CLUB, LLC:	80.35
Total SAFE BUILT COLORADO INC:	30,537.40
Total SAFEWAY STORE:	122.93
Total SANTIAGO'S MEXICAN RESTAURANT:	111.83
Total Shutterstock:	29.00
Total STAPLES:	238.00
Total SUNRISE ENVIROMENTAL SCIENTIFIC:	164.17
Total The Hitt Companies:	65.00
Total THK ASSOCIATES, INC.:	20,599.85
Total THOMSON REUTERS-WEST:	140.00

Vendor	Amount
Total TRACTOR SUPPLY COMPANY:	41.94
Total TRANSWEST TRUCK TRAILER RV:	4.04
Total UC HEALTH, INC:	45.00
Total UME CUSTOM EMBROIDERY:	1,522.96
Total UNITED AIRLINES:	240.40
Total UNITED POWER:	1,761.49
Total UNITED STATES POSTAL SERVICE:	56.10
Total UTILITY REFUNDS -1:	80.48
Total VALLI INFORMATION SYSTEMS:	2,070.81
Total VANCE BROTHERS INC:	2,730.00
Total VISION SERVICE PLAN - VSP:	557.95
Total WAGNER WELDING SUPPLY CO.:	116.48
Total WALGREENS:	20.94
Total WALMART / WALMART.COM:	31.96
Total WCCR - DMV -WELD COUNTY DMV:	35.65
Total WEX BANK:	11,739.06
Total Ziggi's Coffee:	29.95
Total :	1,006,748.66
Grand Totals:	1,006,748.66

Payables Summary

Accounts Payable Report

November 28, 2018

of Invoices - 371

\$ 1,006,748.36

<u>COMPANY NAME</u>	<u>DESCRIPTION</u>	<u>Pass-Through \$</u>	<u>Total Amt.</u>
Total of Invoices under \$25,000.00		\$ 32,011.67	\$ 169,410.42
Anthem Blue Cross Blue Shield	November 2018 Health Insurance Premium		\$ 44,925.70
Defalco Construction	McClure Widening Project, pay app #3		\$ 253,856.73
Defalco Construction	McClure Widening Project, pay app #3 - Retainage		\$ (12,692.84)
FCI Constructors, Inc	Polices Safety Facility and Municipal Court Ph-1: pay app #5		\$ 461,920.50
FCI Constructors, Inc	Polices Safety Facility and Municipal Court Ph-1: pay app #5 Retainage		\$ (23,096.02)
McGrane Water Engineering	Gould Property Alluvial Well Field Work		\$ 40,902.11
Roth Sheppard Architects	October 2018 PD Facility Architectural Services		\$ 40,984.36
Safe Built Colorado	October 2018 Building Department Services		\$ 30,537.40

Total Invoices, Current	\$ 32,011.67	\$ 1,006,748.36
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AP Adjustments between Invoice Register, Unpaid Report, Paid Report

Kerr McGee	Past small \$.30 invoice, hold on paying	\$ 0.30
Clearwater Solutions	Voided Check #33967, Reissuing	\$ -

Total (to match Board AP Detail Reports)		\$ 1,006,748.66
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For further detail please see Finance Department.

Please direct any questions to Judy Scott ext. 256.

AGENDA INFORMATION MEMORANDUM

FIRESTONE TOWN BOARD OF TRUSTEES



AIM#: 5.c.

Consent Agenda

Meeting Date: November 28, 2018

Initiated By: Dave Lindsay

Dept: Police

AGENDA TITLE

Firestone Police Station Construction Payment Application No. 5

SUMMARY

Payment Application No. 5 is for work completed between October 1, 2018 and October 31, 2018. The work during this period included installation of wall foundations, installation of parking lot light foundations, installation of curb and gutter, asphalt paving, and the prep work for the CMU wall installation on the east side of the building.

Payment Application No. 5 was reviewed by Roth Sheppard Architects (RSA) in their role as the Owner's Representative and was authorized for payment. Pay App No. 5 is presented to the Board of Trustees for final approval.

HISTORY AND PREVIOUS BOARD ACTION

The Board of Trustees approved the CMGC Contract with FCI Construction at the regular meeting on March 14, 2018.

The Board of Trustees approved the Phase 1 - Civil and Site Package GMP Amendment to the CMGC Contract with FCI Construction at the regular meeting on June 13, 2018.

The Board of Trustees approved the Phase 2 - Building and Site Package GMP Amendment to the CMGC Contract with FCI Construction at the regular meeting on August 22, 2018.

RECOMMENDATION

Staff recommends approval of Payment Application No. 5 and authorization to make payment in the amount of \$438,824.48.

ALTERNATIVES

Unless there is a claim against the Contractor, payment needs to be made.

ATTACHMENTS

1. All-In Project Cost Tracking (2018.11.20)
2. Pay App 5 (RSA approved)

FINANCIAL CONSIDERATIONS

The Town has established a project budget of approximately \$15.9 Million which is being paid from the proceeds of Certificates of Participation and from an \$800,000.00 DOLA grant.

FIRESTONE POLICE STATION ALL-IN BUDGET CURRENT COST

Item No.	Description	Unit	Estimated Quantity	Budget Unit Price	Budget Price	Current Cost
CMGC Costs						
1	Building (includes CMGC fees)	SF	29,075	\$346.00	\$10,059,950.00	Phase 2 GMP
2	Site (Parking lot, access drives, landscping/irrigation, etc..)	SF	29,075	\$57.00	\$1,657,275.00	Phase 1 & 2 GMP
4	Park Avenue (roadway, water line extension, sewer line extension)	LS	1	\$450,000.00	\$450,000.00	Phase 1 GMP
5	Construction Contingency(5%)	LS	1	\$659,242.50	\$659,242.50	3.00%
CMGC SUBTOTAL					\$12,826,467.50	\$12,797,245.00
Owner Direct Costs						
3	Furnishings and Equipment	SF	29,075	\$35.00	\$1,017,625.00	\$1,017,625.00
6	Architect Design/Construction Fee	LS	1	\$1,196,671.00	\$1,196,671.00	\$1,196,671.00
7	2" Water Tap Fee	EA	1	\$96,000.00	\$96,000.00	\$96,000.00
8	4" Sewer Tap Fee	EA	1	\$45,200.00	\$45,200.00	\$45,200.00
9	Moving Costs	LS	1	\$30,000.00	\$30,000.00	\$30,000.00
10	Land Acquization	AC	8.18	\$8,000.00	\$65,440.00	\$0.00
11	Inspection and Testing	LS	1	\$50,000.00	\$50,000.00	\$30,819.00
12	Park Avenue Street Lights	EA	2	\$5,000.00	\$10,000.00	\$0.00
13	Raw Water	AF	8.2	\$46,250.00	\$379,250.00	\$379,250.00
14	Dry Utilities (electric, natural gas, phone, cable)	LS	1	\$100,000.00	\$100,000.00	\$0.00
	United Power					\$97,719.13
	Black Hills Energy					
	Century Link					\$0.00
	Comcast					\$21,787.82
	Firestone Intranet FO					
15	Owners Contingency (5%)	LS	1	\$98,628.05	\$98,628.05	\$98,628.05
Owner Direct Costs SUBTOTAL					\$3,088,814.05	\$3,013,700.00

TOTAL PROJECT COST \$15,915,281.55 \$15,810,945.00

AIA Document G702™ – 1992

Application and Certificate for Payment

TO OWNER: Town of Firestone 151 Grant Ave., PO Box 100 Firestone, CO 80520	PROJECT: Firestone Police Dept & Municipal Court 2 Park Ave, Firestone, CO 80504	APPLICATION NO: 005a PERIOD TO: 10/31/2018 CONTRACT FOR: New Construction CONTRACT DATE: 3/7/2018 PROJECT NOS: 30-18-006	Distribution to: OWNER ☐ ARCHITECT ☐ CONTRACTOR ☐ FIELD ☐ OTHER ☐
FROM CONTRACTOR: FCI Constructors, Inc. - Frederick 4015 Coriolis Way Frederick, CO 80504	VIA ARCHITECT: Roth Sheppard Architects 1900 Wazee Street, Suite 100 Denver, CO 80202		

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$	2,152,879.00
2. NET CHANGE BY CHANGE ORDERS	\$	10,644,366.00
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$	12,797,245.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$	2,167,879.77
5. RETAINAGE:		
a. _____% of Completed Work (Columns D + E on G703)	\$	108,393.98
b. _____% of Stored Material (Column F on G703)	\$	0.00
Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$	108,393.98
6. TOTAL EARNED LESS RETAINAGE	\$	2,059,485.79
(Line 4 minus Line 5 Total)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$	1,620,661.31
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE	\$	438,824.48
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	10,737,759.21
(Line 3 minus Line 6)		

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 10,644,366.00	\$ 0.00
Total approved this month	\$ 0.00	\$ 0.00
TOTAL	\$ 10,644,366.00	\$ 0.00
NET CHANGES by Change Order	\$ 10,644,366.00	

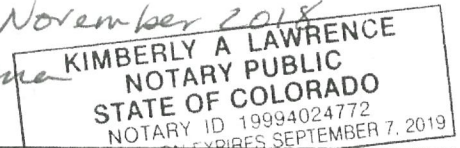
CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

AIA Document G702™ – 1992. Copyright © 1953, 1963, 1965, 1971, 1978, 1983 and 1992 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: [Signature] Date: 11-7-18
State of: Colorado
County of: Weld
Subscribed and sworn to before me this 7 day of November 2018
Notary Public: Kimberly Lawrence
My commission expires: 9-7-19



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 438,824.48
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:

By: [Signature] Date: 11/12/2018
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AIA[®] Document G703[™] – 1992

Continuation Sheet

AIA Document G702[™]–1992, Application and Certificate for Payment, or G732[™]–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.

In tabulations below, amounts are in US dollars.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:

1 3

APPLICATION DATE:

005a

PERIOD TO:

10/31/2018

ARCHITECT'S PROJECT NO: 10/31/2018

ARCHIVED PROJECT NO. 10/31/2018

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G - C)	BALANCE TO FINISH (C - G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
01 00 00	Preconstruction Services	29,143.00	25,000.00	4,143.00	0.00	29,143.00	100.00	0.00	1,457.15
01 10 00	General Conditions	770,035.00	167,524.83	60,779.77	0.00	228,304.60	29.65	541,730.40	11,415.23
02 21 13	Surveying	35,522.00	19,527.93	15,994.07	0.00	35,522.00	100.00	0.00	1,776.10
02 41 09	Misc. Sitework	10,000.00	9,397.52	405.76	0.00	9,803.28	98.03	196.72	490.16
03 00 01	Concrete - J Built	665,253.81	238,242.81	137,627.00	0.00	375,869.81	56.50	289,384.00	18,793.49
03 35 43	Concrete Polishing - CFS	60,715.00	0.00	0.00	0.00	0.00	0.00	60,715.00	0.00
03 35 44	Misc. Concrete	72,128.00	8,532.60	9,639.94	0.00	18,172.54	25.19	53,955.46	908.63
04 00 01	Masonry - Big Horn	461,628.00	0.00	61,000.00	0.00	61,000.00	13.21	400,628.00	3,050.00
04 00 02	Misc. Masonry	39,480.00	0.00	0.00	0.00	0.00	0.00	39,480.00	0.00
05 00 01	Structural Steel - Barton	720,295.00	0.00	20,795.09	0.00	20,795.09	2.89	699,499.91	1,039.75
05 00 02	Misc. Steel	48,911.00	0.00	0.00	0.00	0.00	0.00	48,911.00	0.00
06 40 01	Architectural Woodwork - Foothills	180,817.00	0.00	0.00	0.00	0.00	0.00	180,817.00	0.00
06 41 10	Laboratory Casework - MGC	80,067.00	0.00	0.00	0.00	0.00	0.00	80,067.00	0.00
06 41 11	Carpentry	61,797.00	0.00	0.00	0.00	0.00	0.00	61,797.00	0.00
07 00 01	Roofing - Flynn	641,298.00	0.00	0.00	0.00	0.00	0.00	641,298.00	0.00
07 21 29	Sprayed Insulation - RMIC	56,160.00	0.00	0.00	0.00	0.00	0.00	56,160.00	0.00
07 25 01	Weather Barriers - Alpha	37,652.00	0.00	0.00	0.00	0.00	0.00	37,652.00	0.00
07 42 01	Exterior Finish Assemblies - AJI	307,560.00	0.00	0.00	0.00	0.00	0.00	307,560.00	0.00
07 42 02	Misc. Division 7	106,079.00	85.13	12,561.68	0.00	12,646.81	11.92	93,432.19	632.34
08 10 01	Hollow Metal Doors, Frames, and Har	199,133.00	0.00	0.00	0.00	0.00	0.00	199,133.00	0.00
08 10 03	Install Doors and Hardware - Jaco Do	31,000.00	0.00	0.00	0.00	0.00	0.00	31,000.00	0.00
08 36 19	Overhead Doors - Front Range	9,700.00	0.00	0.00	0.00	0.00	0.00	9,700.00	0.00
08 43 13	Aluminum Storefront - Colorado Wind	253,966.00	4,288.89	0.00	0.00	4,288.89	1.69	249,677.11	214.44
	GRAND TOTAL								

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101210ACD44



AIA Document G703™ – 1992

Continuation Sheet

AIA Document G702™–1992, Application and Certificate for Payment, or G732™–2009, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.
In tabulations below, amounts are in US dollars.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 2 3
APPLICATION DATE: 005a
PERIOD TO: 10/31/2018
ARCHITECT'S PROJECT NO: 10/31/2018

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (Not in D or E)	G		H BALANCE TO FINISH (C – G)	I RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G – C)		
08 45 01	Translucent Systems - Duo-gard	65,848.00	0.00	0.00	0.00	0.00	0.00	65,848.00	0.00
08 45 02	Misc. Division 8	53,175.00	0.00	0.00	0.00	0.00	0.00	53,175.00	0.00
09 21 01	Metal Studs and Drywall - Phase 2	757,920.00	0.00	0.00	0.00	0.00	0.00	757,920.00	0.00
09 51 01	Acoustical Ceilings - Innovative Interic	358,025.00	0.00	0.00	0.00	0.00	0.00	358,025.00	0.00
09 60 02	Flooring -	121,515.00	0.00	0.00	0.00	0.00	0.00	121,515.00	0.00
09 90 01	Painting - Maximum	127,838.00	0.00	0.00	0.00	0.00	0.00	127,838.00	0.00
09 90 02	Misc. Division 9	101,200.00	0.00	0.00	0.00	0.00	0.00	101,200.00	0.00
10 14 01	Signage - Image 360	16,227.00	0.00	0.00	0.00	0.00	0.00	16,227.00	0.00
10 21 13	Specialties - Specialties Contracting	47,948.00	0.00	0.00	0.00	0.00	0.00	47,948.00	0.00
10 55 27	Lockers and High Density Shelving - (	186,939.00	0.00	0.00	0.00	0.00	0.00	186,939.00	0.00
10 75 01	Flagpoles - Custom Flagpoles	19,820.00	0.00	0.00	0.00	0.00	0.00	19,820.00	0.00
10 75 02	Misc. Division 10	9,014.00	0.00	0.00	0.00	0.00	0.00	9,014.00	0.00
11 98 01	Detention Equipment - CML	89,191.00	0.00	0.00	0.00	0.00	0.00	89,191.00	0.00
11 98 02	Misc. Division 11	34,183.00	0.00	0.00	0.00	0.00	0.00	34,183.00	0.00
12 20 01	Window Treatments - Gotcha Coverer	30,227.00	0.00	0.00	0.00	0.00	0.00	30,227.00	0.00
20 10 02	Misc. Fire Protection	5,652.00	0.00	0.00	0.00	0.00	0.00	5,652.00	0.00
21 10 01	Fire Suppression - American Sprinkler	94,400.00	0.00	0.00	0.00	0.00	0.00	94,400.00	0.00
23 00 01	Mechanical - MPI	1,612,351.00	30,000.00	50,500.00	0.00	80,500.00	4.99	1,531,851.00	4,025.00
23 00 90	BIM Coordination	20,000.00	6,496.00	5,372.00	0.00	11,868.00	59.34	8,132.00	593.40
23 00 91	Misc. Division 23	19,133.00	0.00	0.00	0.00	0.00	0.00	19,133.00	0.00
26 00 01	Electrical - Montgomery	1,091,414.00	80,003.00	45,889.00	0.00	125,892.00	11.53	965,522.00	6,294.60
26 00 02	Misc. Division 26	22,839.00	14,854.53	0.00	0.00	14,854.53	65.04	7,984.47	742.73
27 10 01	Data/Telecom - Lynx	77,989.00	0.00	0.00	0.00	0.00	0.00	77,989.00	0.00
	GRAND TOTAL								

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AIA Document G703™ – 1992

Continuation Sheet

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APPLICATION NO: 3 3
APPLICATION DATE: 005a
PERIOD TO: 10/31/2018
ARCHITECT'S PROJECT NO: 10/31/2018

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (Not in D or E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G - C)	BALANCE TO FINISH (C - G)	RETAINAGE (If variable rate)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
27 40 01	Intercom/AV System - AVI SPL	113,786.00	0.00	0.00	0.00	0.00	0.00	113,786.00	0.00
27 40 02	Misc. Division 27	11,050.00	0.00	0.00	0.00	0.00	0.00	11,050.00	0.00
28 10 02	Security - Beacon	173,534.00	0.00	0.00	0.00	0.00	0.00	173,534.00	0.00
28 46 05	PA Strobe Allowance	6,125.00	0.00	0.00	0.00	0.00	0.00	6,125.00	0.00
28 47 01	Public Safety Radio System - Hixxa	16,800.00	0.00	0.00	0.00	0.00	0.00	16,800.00	0.00
31 20 00	Earthwork / Utilities / Erosion Control	613,275.53	546,828.26	0.00	0.00	546,828.26	89.17	66,447.27	27,341.41
31 25 00	Division 31 - FCI	70,550.03	64,118.46	0.00	0.00	64,118.46	90.88	6,431.57	3,205.92
32 12 16	Asphalt Paving - Asphalt Specialties	382,983.00	101,342.28	0.00	0.00	101,342.28	26.46	281,640.72	5,067.11
32 17 23	Pavement Markings & Signs - SUS	25,189.00	0.00	0.00	0.00	0.00	0.00	25,189.00	0.00
32 31 01	Fencing - Steelock	213,265.00	0.00	0.00	0.00	0.00	0.00	213,265.00	0.00
32 90 01	Landscaping and Irrigation - Alpine	280,643.00	8,143.00	0.00	0.00	8,143.00	2.90	272,500.00	407.15
32 90 02	Division 32 - FCI	34,237.00	7,150.25	2,511.30	0.00	9,661.55	28.22	24,575.45	483.08
33 71 16	Light pole Foundations - The Caissor	24,951.00	24,459.53	0.00	0.00	24,459.53	98.03	491.47	1,222.98
33 71 17	Misc. Division 33	5,249.00	4,143.00	0.00	0.00	4,143.00	78.93	1,106.00	207.15
90 10 01	Builders Risk Insurance	5,504.28	686.00	512.00	0.00	1,198.00	21.76	4,306.28	59.90
90 20 01	General Liability	89,580.72	76,783.47	12,797.25	0.00	89,580.72	100.00	0.00	4,479.04
90 30 01	Sub Insurance	172,534.00	162,959.04	0.00	0.00	162,959.04	94.45	9,574.96	8,147.95
90 50 01	Payment & Performance Bonds	63,557.00	55,564.00	7,993.00	0.00	63,557.00	100.00	0.00	3,177.85
95 10 02	Contractors Contingency	302,685.63	0.00	0.00	0.00	0.00	0.00	302,685.63	0.00
95 40 01	Bid Contingency	(22,691.00)	0.00	0.00	0.00	0.00	0.00	(22,691.00)	0.00
99 10 01	Fee	373,249.00	49,828.74	13,399.64	0.00	63,228.38	16.94	310,020.62	3,161.42
	GRAND TOTAL	12,797,245.00	1,705,959.27	461,920.50	0.00	2,167,879.77	16.94	10,629,365.23	108,393.98

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FIRESTONE SUMMARY OF CASH & INVESTMENTS

October 2018	DATE	RATE	MATURITY	BALANCE
Cash & Investments				
<u>Deposit Accounts:</u>				
1st Bank				
Checking Account (rate allowed to offset monthly fees only)	0.60%	Liquid	\$	2,417,842
Court Account	0.00%	Liquid		49
Savings Account	0.40%	Liquid		1,945,617
Xpress BillPay Deposit Account	0.00%	Liquid		96,659
Adams Bank & Trust				
Deposit Account	0.65%	Liquid		39,490
Petty Cash on Hand				
	N/A	Liquid		1,490
TOTAL Deposit Accounts and Cash				\$ 4,501,147
<u>Restricted Deposit Accounts:</u>				
ColoTrust Plus - Money Mkt/Daily Pooled Investment Accts				
UMB - COPS 2018 Construction Fund	2.32%	Liquid		13,828,799
UMB - COPS 2018 Reserve Fund	2.23%	Liquid		1,007,097
TOTAL Restricted Deposit Accounts				14,835,896
<u>Money Market Accounts:</u>				
C-SAFE - Money Mkt/Daily Pooled Investment Accts				
<i>Pooled Investment Account - AAAM</i>				
Operations (unrestricted Town assets)				
Liquid Assets	daily	2.25%	Liquid	28,736,334
Developer Bonds (restricted assets)				
Liquid Assets	daily	2.25%	Liquid	198,145
Urban Renewal Authority (restricted assets)				
Liquid Assets	daily	2.25%	Liquid	4,211,336
Conservation Trust Fund (restricted Town assets)				
Liquid Assets	daily	2.25%	Liquid	381,488
Adams Bank & Trust ICS Savings				
	daily	1.65%	Liquid	4,824,129
Total Money Market Assets				38,351,432
Cash & Investments				\$ 57,688,475
<u>Certificates of Deposit</u>				
<u>Certificates of Deposit:</u>				
Capital One Bank				
CD 140420B25 (Sigma GTR-034238)	8/10/2016	1.20%	8/12/2019	\$ 245,000
JP Morgan Chase				
CD 48126XCR4 (Sigma GTR-034238)	8/31/2016	1.60%	8/31/2021	245,000
TOTAL Certificates of Deposit				490,000
Certificates of Deposit				\$ 490,000
TOTAL ALL FUNDS				\$ 58,178,475



3rd QUARTER SERVICE REPORT

July 1 – September 30, 2018

Prepared for: **The Town of Firestone**

**FREDERICK-FIRESTONE
FIRE PROTECTION
DISTRICT**



Office of the Fire Chief

Office: (303) 833-2742

Fax: (303) 833-3736

E-Mail: jyoung@fffd.us

October 29, 2018

Town of Firestone
151 Grant Ave
Firestone, CO 80520

Mayor Sindelar, Honorable Trustees, and Interim Town Manager Krieger

In compliance with the District's Inter-Governmental Agreement (IGA) with the Town of Firestone, enclosed is the quarterly service report of our performance during the 3rd quarter of 2018. The report contains four (4) categories; response times, training hours, code enforcement activities, and customer feedback items.

The response time report contains two (2) sections; total average response time and explanations for response times over seven (7) minutes. The average response time required by the IGA is 5.5 minutes 80% of the time. The District responded to a total of 592 incidents between July 1 and September 30, 2018, with an average emergency response time of 4.34 minutes. The summary of responses over seven (7) minutes can be found on the *Incident Response Time Overages* report. Please note it is District policy not to respond emergent to routine incidents such as blood draws, agency assist calls, or other non-emergency and non-life-threatening situations.

Our training report is divided into two (2) sections as well; fire and rescue training hours and emergency medical training hours. All training conducted by the District is taught according to State of Colorado Division of Fire Prevention & Control standards which in turn encompass International Fire Services Accreditation Council (IFSAC) and National Fire Protection Association (NFPA) standards. All medical training is approved by the District's Medical Director to meet or exceed Denver Metropolitan Medical Care Protocols. For the 3rd Quarter of 2018, District employees and reserves participated in 560 hours of emergency medical training and 3,631 hours of fire and rescue training.

The Fire Prevention Division completed 67 fire safety inspections in the Town of Firestone during the 3rd Quarter of 2018. Additionally, 16 Certificates of Occupancies were issued for business in the Town of Firestone. Also, two (2) fire safety articles were published in the local newspapers and multiple educational and informational articles published via social media.

The final section contains community feedback measures. The District mails out comment cards to citizens and businesses to which we provide emergency and non-emergency services to. The respondents are asked to rate the District's performance on a scale of 1-10; one (1) being the lowest satisfaction rating and ten (10) being the highest.

The report contains a summary of the cards mailed out, rate of return and overall performance rating. During the 3rd Quarter of 2018, the District mailed-out 207 emergency response feedback cards and received a rating of (8) or higher on 100% of the cards returned. The District also mailed-out 111 response cards to businesses receiving an inspection during the 3rd Quarter of 2018. Of those cards returned, 100% had a rating of (8) or higher. In total, the rate of return of all feedback cards was 15%. A summary of all the scores received can be found in the *Customer Evaluation Summary* report.

In addition to the information provided above, other notable projects and activities completed in the 3rd Quarter of 2018 included:

- **Community Outreach & Intergovernmental Relations**

- Chief Staff and District staff attend multiple Weld County meetings and work-groups each month which included the Weld County LEPC, FRERC, Utility Board, Public Information Officers (PIO) and the Communications Advisory Board meeting.
- Chief Young and Staff have been talking with public groups, civic groups, home owners' associations and many other community leaders about the Election Initiatives including the Gallagher Amendment and how it effects special district associations along with the service gaps identified through the District's long-term planning. Positive feedback and ongoing education in the public was continued at every opportunity.
- Chief Young and Previous Town Manager LeCerf for the Town of Frederick developed an Intergovernmental Agreement for cost sharing of a full-time mechanic to work on both the Fire District's Fleet and the Town of Frederick. Both governing bodies will be adopting the IGA along with their 2019 Budgets in the next few months.
- Chief Young continues to meet with our Carbon Valley Emergency Management Advisory Board on cost sharing a full-time Emergency Management Coordinator (EMC) in 2019. The EMC's job description has been developed and approved by the District's Board. Current Carbon Valley EMA Intergovernmental Agreement should be scheduled for approval by the Town of Firestone, Frederick, Dacono and Mountain View FPD. Frederick-Firestone FPD Board of Directors have approved an signed the agreement to move forward in 2019.
- Chief Staff attend the North Area Fire Chief's Association meetings each month. Topics of discussion this last quarter were grant funding, current training needs for the region, budgets, future of impact fees, emergency communications, salary and benefit market studies, large-scale incidents and planning updates for 2019. The North Area Fire Chief's Association is made up of North Metro Fire, Adams County Fire, Federal Heights Fire, Brighton Fire, South Adams County Fire, Thorton Fire, Westminster Fire and Arvada Fire.
- Chief Staff has been working on multiple IGA's across the Weld County and North Metro area to include resource sharing capabilities, regional recruitment, regional training and cost sharing opportunities. The Fire District is also in talks and meetings of becoming a supporting agency by providing personnel to serve

on Colorado's Task Force 1 which responds to all man-made and natural disasters across the United States.

- Chief Staff and personnel were in attendance for the Ribbon Cutting Ceremony for the new McClure Avenue opening in Firestone on August 13, 2018. This is a partnership between both Town's.
- Chief Staff and personnel attended the Mile of Smiles on September 9 for the Northern Colorado Honor Flight. The event went well and was attended by many local groups and residents. This was the last scheduled honor flight.
- Chief Young and Finance Director Cummins attended the SDA Conference in Keystone September 12-14. SDA provided many relevant topics to attend. Workshops were attended in the areas of legislation, Front Range demographics, community outreach, Gallagher/Tabor, funding mechanisms and leadership.
- Chief Young and staff are working with AirLife Denver on the possibility of building a hangar on Station 2 property to protect their helicopter during inclement weather. We have met with AirLife and the Town of Frederick to review options.

- **Facilities, Fleet and Equipment**

- Chief Young and Chief Iacino continue to meet with local developers for final approval and platting for future Station locations. With the ever-increasing population and the rising commercial businesses developing within the District. Chief Staff has been planning future Station 5 (HWY 52 and West Frontage Rd.) and Station 6 (Barefoot Lakes WCR13 and WCR 28 area) locations to include the relocating of our current Station 2 (Frederick/Firestone) in order to maintain proper response coverage and to keep our response times in correlation to our IGA's with the Towns and National Standards.
- Our new Station 4 just South of HWY 119 on WCR 7 is slated to be completed on or around December 1, 2018. The District is planning an open house within the first quarter of 2019, once crews are able to move in and organize the new fire station. Even though this Station is located in Frederick has been built in a location to serve both Town's appropriately.

Please review the enclosed material at your convenience. If you have any questions or should you need any additional information, please feel free to contact me. As always, if we can do anything to improve our service to the Town, please do not hesitate to contact me directly.

Respectfully,

A handwritten signature in blue ink, reading "Jeremy A. Young", enclosed in a yellow rectangular box.

Jeremy A. Young MS, EFO, CFO
Fire Chief

SECTION 1

RESPONSE TIME SUMMARIES

TOTAL AVERAGE RESPONSE TIME

**FREDERICK-FIRESTONE
FIRE PROTECTION
DISTRICT**



Assistant Chief of Operations

Office: (303) 833-2742

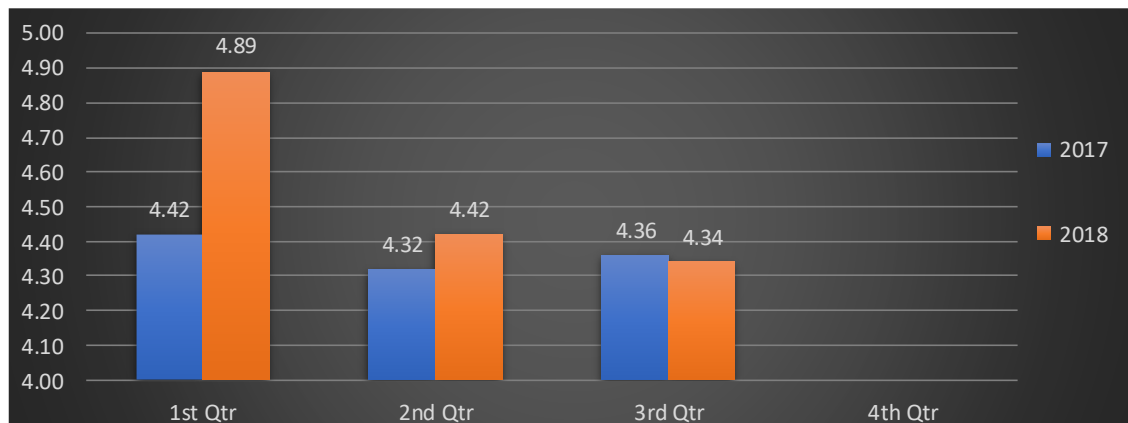
Fax: (303) 833-3736

Email: dprunk@fffd.us

**RESPONSE SUMMARY
July 1 – September 30, 2018**

	<u>2017</u>	<u>2018</u>
Total incidents July – September:	569	592
Total number of non-emergency response calls:	317	250
Total number of emergency response calls:	279	287
Total number of ambulance transports:	273	252
Total number of helicopter transports:	0	0
Average response time for emergency response calls:	4.36 min	4.34 min

**Average Emergency Response Times
(Minutes & Seconds)**



RESPONSE TIME OVERAGES

**FREDERICK-FIRESTONE
FIRE PROTECTION DISTRICT**



Assistant Chief of Operations

Office: (303) 833-2742

Fax: (303) 833-3736

Email: dprunk@fffd.us

**RESPONSE TIME OVERAGES
July 1 – September 30, 2018**

INCIDENT #	DATE	ALARM TIME	RESPONSE MINUTES	EXPLANATION
Station 1				
2018-01259	07/20/2018	3:15	7	Primary unit on another incident
2018-01265	07/20/2018	23:26	12	Dispatch alert/address issue
2018-01270	07/21/2018	12:24	8	Multiple calls for service
2018-01336	07/31/2018	20:14	9	Multiple calls for service
2018-01336	08/05/2018	13:17	7	Multiple calls for service
2018-01492	08/25/2018	16:25	7	Dispatch alert/address issue
Station 2				
2018-01134	07/01/2018	3:20	8	Dispatch alert/address issue
2018-01135	07/01/2018	3:54	11	Multiple calls for service
2018-01284	07/23/2018	17:34	7	Weather and road conditions
2018-01383	08/08/2018	9:50	7	Response/Access to I-25
2018-01403	08/10/2018	21:51	7	Dispatch alert/address issue
2018-01459	08/20/2018	00:55	7	Multiple calls for service
Station 3				
2018-01159	07/04/2018	21:50	9	Multiple calls for service
2018-01312	07/27/2018	23:43	7	Distance only no outside factors
2018-01543	09/04/2018	14:33	7	Primary unit in training/meeting
2018-00889	5/30/2018	7:22	8	Call upgraded to emergent
Station 4				
2018-01200	07/10/2018	13:26	9	Multiple calls for service
2018-01362	08/05/2018	12:46	8	Primary unit in training/meeting
2018-01509	08/29/2018	11:17	7	Primary unit in training/meeting

SECTION 2

TRAINING SUMMARY

**FREDERICK-FIRESTONE
FIRE PROTECTION
DISTRICT**



**Operations Section
Training Division**
Office: (303) 833-2742
Fax: (303) 833-3736
E-Mail: jvenerable@fffd.us

TRAINING SUMMARY
July 1 – September 30, 2018

Total Fire Training Hours July - September: 3,631 Hours

Total EMS Training Hours July - September: 560 Hours

Overview of Training Events:

- All line personnel completed Blue Card Mayday Operations for the month of July. Drills were completed utilizing the command training center and multi-company evolutions.
- All line personnel reviewed the July 2018 Denver Metro Area Emergency Medical Services protocol changes.
- Captain Ryan Baxley and Lieutenant Trevor Williamson completed the 80-hour Structural Collapse Specialist Academy hosted at the West Metro Fire Training Center.
- EMT Firefighter Eric Whitehead completed the 40-Hour State of Colorado Fire Instructor I course hosted at Adams County Fire Rescue.
- Paramedic Firefighter Chandler Martinez completed the 80-Hour State of Colorado Hazardous Materials Technician Academy hosted at the North Metro Fire Rescue Training Center.
- All line personnel completed hands-on vehicle extrication drills at Elliot's Towing to complete the August training curriculum.
- Lieutenant Simington, Paramedic Firefighter English, and EMT Firefighter Kenny Najera attended the on-day hands on Propane Emergencies course hosted at the Platteville-Gilcrest fire training center.
- Captain Lee Loveridge attended the four-day Chief Officer Training Curriculum course, "Command and Control of Incident Operations."
- Personnel completed live fire training at the Platteville-Gilcrest Fire Training Center. The evolutions were based on Vent, Enter, Isolate, and Search (VEIS) in conjunction with fire suppression and rescue.

SECTION 3

PLANNING SECTION SUMMARY

**FREDERICK-FIRESTONE
FIRE PROTECTION
DISTRICT**



Assistant Chief of Planning

Office: (303) 833-2742
Fax: (303) 833-3736
E-Mail: siacino@fffd.us

PLANNING SECTION SUMMARY
July 1 – September 30, 2018

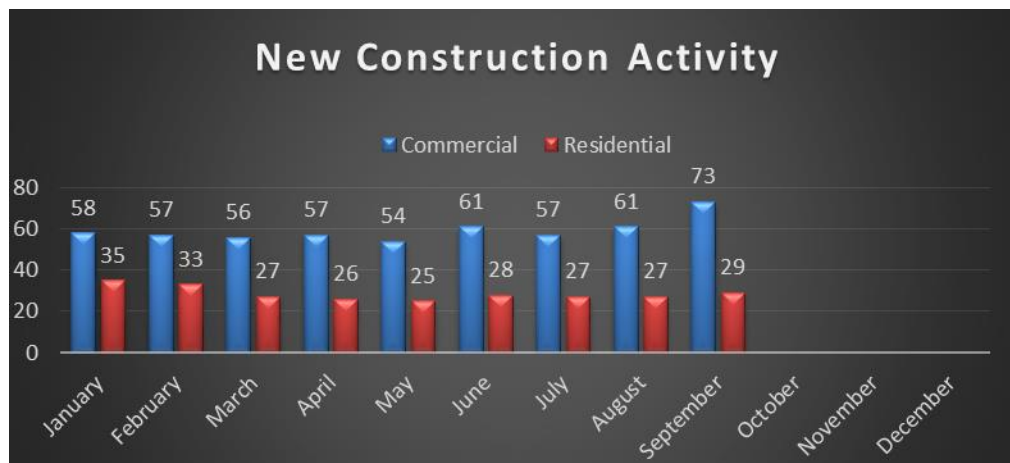
Fire Safety Inspections Completed

- Life Safety Inspections – 67 Fire Safety Inspections

Certificate of Occupancy Approved

- Firestone Meadows Apartment Building F
- Firestone Meadows Apartment Building G
- Gateway North Apartments Building A
- Gateway North Apartments Building B
- Gateway North Apartments Building C
- Gateway North Apartments Building D
- Gateway North Apartments Building E
- Gateway North Apartments Building F
- Gateway North Apartments Building G
- Gateway North Apartments Building I
- Gateway North Apartments Building J
- Century RV Tenant Finish for Detail Shop
- Kentucky Fried Chicken (KFC)
- Prairie Ridge Elementary School Remodel
- Integral Physical Therapy
- State Farm Tenant Finish

New Construction Activity (year to date)



Fire Investigations

- Residential Structure Fire
- Brush Fire
- Mulch Fire

Youth Firesetting Prevention and Intervention Program

- No contacts

Emergency Management and Planning from July 2018 through September 2018

- The CVEOC meeting in August was cancelled because of the major incident in the District.
- FPS Campos and AC Iacino attended an after-action meeting for the 4th at Firestone
- AC Iacino and BC Edwards attended a FEMA Sponsored training/exercise August 20 – 23 hosted by Weld County.
- The next EOC meeting and training will be November 15th at 2 pm here at the Business and Education Center.
- Weld County hosted an after-action meeting on September 21st regarding the FEMA Sponsored training/exercise in August 20 – 23. AC Iacino and BC Edwards completed the online survey, but were unable to attend. We will update when we receive the final AAR.

Community Outreach Programs

- Community CPR/AED/Basic First Class at the B&E Center
- CPR/AED Training at the Carbon Valley Parks & Recreation District.
- Food & Flick Friday at Hart Park.
- 4th at Firestone – Booth and parade.
- Ribbon Cutting for McClure Ave. in Firestone
- Back to School Day at the elementary schools in District.
- National Night Out in Firestone.
- Community BBQs at various neighborhood parks – this occurred every Wednesday through August.
- Pre-Service Training for Imagine Charter School – Fire Code and Prevention and AED Training.
- 15-minute AED Refreshers for school staff – Centennial Elementary, and Coal Ridge Middle School.
- CPR/AED Skills Check for Carbon Valley Recreation District employees.
- AC Iacino hosted Ted Poszywak along with the AIMS Community College advanced building construction class to tour Station 4 and Agilent Technologies.

Media Feedback/Social Media Insights

- Facebook: Currently our rating is a 4.8 with 3,404 page follows.
- Twitter: 534 Followers.
- Constant Contact: 151 Contacts; June Newsletter had 44% Open Rate.

SECTION 4

FEEDBACK SUMMARY

**FREDERICK-FIRESTONE
FIRE PROTECTION
DISTRICT**



ADMINISTRATION

Office: (303) 833-2742

Fax: (303) 833-3736

CUSTOMER EVALUATION SUMMARY
July 1 – September 30, 2018

<u>NUMBER OF CARDS RECEIVED:</u>	<u>Emergency Incidents</u>	<u>Inspection Activities</u>
Cards Mailed:	207	111
Cards Returned:	32	18
Rate of Return:	15%	16%

<u>RATINGS OF CARDS RECEIVED:</u>	<u>Emergency Incidents</u>	<u>Inspection Activities</u>
Rating of 10	25 (78.13%)	17 (94.45%)
Rating of 9	6 (18.75%)	1 (5.55%)
Rating of 8	1 (3.12%)	
Rating of 2		

(Rating Scale: 10 = Excellent / 1 = Poor)

MINUTES
FREDERICK-FIRESTONE FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING
8426 KOSMERL PLACE, FREDERICK, COLORADO 80504

October 15, 2018

A special meeting of the Board of Directors of the Frederick-Firestone Fire Protection District was called to order by Treasurer Weimer at 6:00 p.m. at the Business & Education Center.

ROLL CALL

Directors Present:

Jeffrey Jurgena, President/Chairman (arrived at 6:43 p.m.)

Edward Weimer, Treasurer

Christopher R. Vigil, Secretary

David Stout, Assistant Secretary

Director Absent: Clyde A. Walb, Vice President, excused

Also present:

Jeremy Young, Fire Chief

Mike Cummins, Financial Director

Dale Ingraham, Executive Assistant

Erika Vasquez, Administrative Assistant

Treasurer Weimer moved to excuse Vice President Clyde A. Walb from the Special Board meeting conducted on Monday, October 15, 2018. Motion seconded by Assistant Secretary David Stout. The motion passed unanimously. President Jurgena will be arriving late.

ADDITIONS / DELETIONS TO THE AGENDA

Treasurer Weimer moved to accept the Agenda, as presented. Motion seconded by Assistant Secretary David Stout. The motion passed unanimously.

PUBLIC COMMENT

The District did not receive any written or verbal requests to speak to the Board and no members of the public are present to speak to the Board.

Fire Chief's Report

Fire Chief Young provided the Board with information on the following topics:

- **2019 Budget**
 - **Operations & Administrative Expenses**

The following are the major changes proposed for Operations & Administration expenses for 2019:

- **Lease Purchase Schedule**: The District will have three leases in 2019. The first is a

continuation of the lease for the copiers at the Business & Education Center. This lease expires in August of 2021. The second is the continuation of the ambulance pram and auto loader lease and maintenance agreement. This five-year lease was added in 2015. In 2016 the District added an additional power loader for the replacement ambulance. The lease of the equipment is \$21,084 per year through 2020, with a remaining \$5,988 due in 2021 to complete the term; service and maintenance of the equipment is included in that price, for the life of the lease. Funding for the annual installments will be taken out of the Equipment & Fleet Replacement Fund, just as the prior purchases were.

- Objects 2000-2052 - Utilities: All telecommunications services for 2019 are combined as a single line item, since most of the District's telephone, internet, and video services will be packaged through Comcast. The new Station 4 will remain with Century Link and Dish Network since Comcast does not currently provide service in the area.
- Object 2110-2111 – Membership and Dues: Membership and dues will decrease slightly in 2019, since there are a few items that are no longer required.
- Object 2130 – Fees and Tolls: There is an approximate 18% increase in fees and tolls for 2019, which reflects increases in bank service fees and bond brokerage fees.
- Object 2150 – Business & Education Center Maintenance: Normal annual maintenance items are proposed for the Business & Education Center (B&E).
- Object 2151-2154 – Stations 1, 2, 3, and 4 Maintenance: Normal annual maintenance items are proposed for the Stations.
- Object 2160 – Elections: In order for the Board to consider participating in the November 2019 election, the election line item has been budgeted in the amount of \$83,070. Staff anticipates that the cost to run the election will likely be more than \$65,000; not including any public education firms or educational mailings in relation to any potential ballot initiatives.
- Object 2300 – Lease & Service Agreements:
 - ✓ The Weld County Regional Communications Center User's Agreement cost allocation fee, as revised in 2015, includes language to allow Weld County to recover 20% of the overall costs of operating the Dispatch Center. This cost recovery started at 10% in 2016 and will increase to 20% in equal increments by 2020. The cost for 2019 will be \$19,039, based on the District's usage of the Dispatch Center, as determined by the District's incident volume as a percentage of overall incident volume of all users of the system. There also is a cost of \$15,800 for Weld County to provide maintenance and programming of the District's radio systems.
 - ✓ Staff will enter into a lease with Pitney-Bowes for a postage machine for general and priority mail through the USPS. This cost has shifted from Object 2610 Postage to Object 2300.
- Object 2311 –Property & Liability Insurance: The Policy was modified in July of 2018. The policy is an 18-month policy. The policy now renews on January 1 instead of July 1. The

District will see an almost \$10,000 savings in 2019.

- Objects 2330-2333 – Legal Fees: Legal fees related to property and employment will remain at a conservative level in 2019. Staff has built some contingency funds into the legal fees budget, but the District still sees a significant decrease in fees from the near past, due to the lower chance of litigation.
- Object 2340 Fire Engineering Fees: Due to increased growth and the potential of larger commercial buildings, including big-box stores and apartment complexes, slated for 2019, the fire engineering fees were increased to \$30,000 in 2019 to meet the needs of the Planning Section.
- Object 2360 – Treasurer’s Fees: Treasurer’s fees were increased for 2019. These fees directly correlate with property tax revenue.
- Object 2380 – Abatement: Abatement numbers continue to fluctuate. Abatements will be funded from the Fund Balance. Staff has reviewed previous years’ abatements and feels comfortable this object can be significantly reduced in 2019.
- Object 2510 – Computer Hardware: Replacement and maintenance of computers, MDTs and I.T. equipment continues in 2019. There is a slight increase in the amount budgeted for 2019, due to normal hardware cost increases.
- Object 2511 – Software: Due to the addition of staff, the number of CALs had to include additional users in 2019. Many of the MDTs will need to be updated to Windows10 in 2019. Staff has included in the budget an option for Blue Beam software to assist the Planning Section with plan reviews. Blue Beam is a cloud-based system that can allow many building plans to be digitally reviewed, approved and stored.
- Object 2540 – Uniforms: The District continues to provide an exceptional uniform package to District personnel. The increases to this Object are normal manufacture cost increases of 3-5%. Staff has increased the numbers of some uniform items that personnel need, as District personnel moved to the 48-hour shift system.
- Object 2542 – PPE: The District continues to provide an exceptional Personal Protective Equipment (PPE) package to District personnel. The increases to this Object are normal manufacture cost increases of 3-5%. Staff have identified a few items that can be cut, to provide a cost saving to offset the increase.
- Object 2730 – Medical Supplies: Medical supplies will remain the same in 2019.
- Object 2740 – Food & Meeting Expenses: In 2019 the budget for the annual summer picnic and the appreciation dinner at Christmas has been increased to account for increased facility and supply cost for the additional members. The District has also included the Kids Safety Academy in 2019, at which the District will provide food and drinks for the kids. Staff was able to identify a few cuts to provide a no-increase budget to this Object in 2019.
- Object 2800 – Training & Certifications: Ongoing and maintaining the District’s training

programs is essential. Staff has found ways to streamline current methods to provide a slight cost savings in the training budget for 2019, without losing any content or number of personnel attending training.

- Object 2803 – Education Reimbursement: Each July, as part of the Budget preparation for the upcoming year, the District requires personnel that will be seeking education reimbursement to submit a request. The proposed 2019 Budget includes requests from 18 employees for education reimbursement for 2019 and two (2) personnel to attend paramedic school for a total cost of \$48,700 in 2019.
- Object 2840 – Board of Director Donations: Donations to various causes, as determined by the Board of Directors, has been increased to \$2,000 for 2019. Since this amount is set by the Board annually, Staff requests direction for the final 2019 funding level.
- Objects 2900-2940 – Equipment Maintenance: Items were decreased in order to provide funding for the FTE Mechanic to be shared with the Town of Frederick in 2019. The amounts decreased were labor cost for general maintenance items. Parts are reflecting standard industry cost increases as quoted in August of this year (2018).
- Object 2950 – Fuel: The Budget for this item was reduced in 2019, to reflect the fuel tax discount provided by the WEX System through District invoicing. This discount is now being indicated as a decrease for the Fuel line item, rather than as a revenue stream that had to be offset.

○ **Reserve Fund, Capital and Bond Expenses.**

The District's reserves are established to provide for three (3) main purposes:

1. To provide for emergency funding of unanticipated expenses resulting from natural or manmade emergencies, unanticipated revenue shortages, and additional expenses not anticipated with approved projects.
 2. To provide for capital improvement along life-cycle replacement or additions of fleet, capital equipment, and facilities purchasing.
 3. To provide a holding account for unanticipated bond revenues that have collected in excess of annual debt service on the bond, which is expected to eliminate the Bond Mill Levy one and a half years earlier than the scheduled expiration of the Bond.
- Fund Balance Unassigned Reserve – This balance is in a ColoTrust Plus Account. It provides a holding account to maximize interest revenues in months where revenues are higher than expenses, and to fund General Fund expenses when monthly expenses are higher than collected revenues. The Unassigned Reserve is also used to fund specific General Fund Expenses that are considered extraordinary, sporadic, or temporary in nature so as not to interrupt funding for reoccurring General Fund programs and projects. The projected 2019 year-end balance of this fund will be \$1,713,945.
 - 3% Emergency (TABOR) Restricted Reserve Account – The District is required by statute to hold 3% of its operating budget in an emergency reserve. These funds can only be accessed in times of a declared emergency and only for certain restricted purchases. The used funds are required to be repaid in the following budget year. A transfer of \$18,445 will be made from the

Fund Balance into the TABOR reserve in order to maintain this funding level and the overall 25% Restricted Cash Reserve. The 2019 year-end balance is projected to be \$199,895.

- Equipment Cost Recovery Assigned Reserve Account – The Equipment Cost Recovery Worksheet displays the estimated replacement cost of fleet and capital equipment assets at the end of their projected life-cycle. This schedule is adjusted annually for projected inflationary increases. Therefore, a fire engine purchased in the current year with essentially the same equipment and capabilities will have a higher annual investment amount than an engine purchased last year. There will be \$708,272 in projects funded from this account in 2019, and the projected 2019 year-end balance of this fund will be \$3,438.
 - Facility Cost Recovery Assigned Reserve Account - For 2019, Chief Staff has identified facilities or grounds in need of major repair or replacement. Also, each year any needed maintenance or renovation projects at existing facilities are budget out of this account. There will be \$65,200 in projects funded from this account in 2019, and the projected 2019 year-end balance of this fund will be \$93.00.
 - Operating Contingency Restricted Account - This reserve was established as a ColoTrust Prime account to allow for funding flexibility during short periods of economic downturns and to provide for funding of unforeseen expenses that occur during a budget year. The District targets to retain 25% of its operating budget in Restricted Reserve, not including assigned capital replacement funds or restricted debt service funds. This is accomplished through two (2) accounts; the restricted 3% Emergency Contingency (TABOR) Account and the restricted Operating Contingency Account. The TABOR Account reserves 3% of that target and the Operating Contingency Account targets the remaining 22% reserve amount. Each year the District has added surplus revenue to this account which has increased the funding level above the 22% target. The projected 2019 year-end balance of this fund will be \$1,724,579. The total Restricted Cash Reserve for year-end 2019 is projected to be 25% of the overall Operating Budget, as indicated.
 - Bond Restricted Reserve Account & Debt Service – The Debt Service Schedule displays the bond principle, interest, and fee payments from 2003 to maturity in 2023. Prior to 2008, the maximum authorized mill levy was not sufficient to make the minimum principle and interest payment, and the shortage was taken from General Fund revenues. In 2008, revenues exceeded expenses, and the Bond Surplus Account was established. Once the General Fund was reimbursed for 2003-2007 bond expenses, the account was designated to retire the Bond Mill Levy approximately one and one-half years earlier than the Bond maturity date.
- **Capital Purchases & Projects**
- The following are the major Capital Projects proposed for 2019 that will be funded from the Reserves that were described above:
- Object 4541 - Lease of four Power Prams and four Auto Loaders: This project will be funded out of the Equipment Reserves for 2019.
 - Object 4541 – Ballistic PPE: The need to enhance and improve the current Ballistic PPE remains in place. This project will be funded out of the Equipment Reserves.

- Object 4541 - Lifecycle replacement of one (1) Thermal Imaging Camera: A lifecycle replacement program for these essential firefighting and rescue tools is allocated to replace and upgrade each device over a five-year period. These devices are inventoried on each front line firefighting apparatus. For 2019, Staff will be replacing one (1) Thermal Imaging Camera. This project will be funded out of the Equipment Reserves.
- Object 4541 - Carbon Monoxide Monitors: These devices are used to monitor CO in a person's bloodstream. The District currently has two of these devices that are at the end of their lifecycles. Staff will be replacing these and adding additional units, all of which will be inventoried in the District's ambulances for both patient use at CO incidents and firefighter rehab at fires. This project will be funded out of the Equipment Reserves.
- Object 4541 - Ambulance Replacement: The District will begin the replacement process of the 2011 Chevrolet Diesel Ambulance in the Spring of 2019 with a new ambulance. The new chassis will have a gasoline motor rather than diesel. When the 2011 Ambulance replacement is completed in 2019, it will not be declared surplus and will be rotated into reserve to maintain four (4) ambulances in the fleet. This project will be funded out of the Equipment Reserves.
- Object 4541 – Water Tender Replacement: The District will replace the 1988 Water Tender in 2019. When the 1988 Tender replacement is completed in 2019, it will be declared surplus and either donated or sold. This project will be funded out of the Equipment Reserves.
- Object 4541 – Additional Staff Vehicles (2): The District will begin the addition of two (2) new staff vehicles for 2019. One (1) vehicle will be provided for the Planning Section Chief, whose vehicle was assigned to the Operations Section of the SAM Officer. One (1) vehicle will be provided for the new Emergency Management Coordinator (EMC). The cost of the EMC vehicle will be cost shared between the Carbon Valley Emergency Management Agencies. This project will be funded out of the Equipment Reserves.
- Object 4541 – Type VI Engine – Brush Truck Replacement: The District will begin the replacement process of the 2009 Type VI Engine in the Winter of 2018. Chief Staff are hoping to pay for the chassis for the Type VI Engine in 2018 and finish the build project in 2019. This project will be funded out of the Equipment Reserves.
- Object 4541 – Fitness Equipment – Fire Stations: The District will begin the replacement process of treadmills and exercise bikes within the Fire Stations. The District will be replacing failing and equipment that has met its life-cycle. This project will be funded out of the Equipment Reserves.
- Object 4541 – Office Furniture/Appliance Equipment: The District will begin the replacement process of three (3) refrigerators at Station 2, one (1) kitchen table and recliners at Station 1, and office furniture for the new EMC position at the B&E. This will be funded out of the Equipment Reserves.
- Object 4542 - Possible Training Center Relocation: Firestone Public Works is still planning for an expansion of their Public Works Facility which will require the District's two (2) training modules to be moved to another location. This project will be funded out of the Facility Reserves.

- Object 4542 - Station 1 Renovation/Remodel Project: Staff will finish upgrading the apparatus bay doors with glass panels for improved security. Staff will also be completing a remodel project of the day room and kitchen area to provide more space for District personnel as the staff continues to grow. This project will be funded out of the Facility Reserves.
- Object 4542 - Station 2 Renovation Projects: Re-seal and harden the apparatus bay floor to extend life and increase load bearing. Cost share potential with AirLife Denver of sanitary sewer upgrade and tap fee to eliminate the septic system at Station 2. This project will be funded out of the Facility Reserves.
- Object 4542 - Station 4 Privacy Fence: The District's neighbor to the North of Station 4 requested that during the construction phase of the new station a privacy fence be installed on the North property line. This will be completed in 2019, if soil conditions permit. This project will be funded out of the Facility Reserves.

- Objects 4500, 4501, 4551 - Bond Expenses

The District will continue paying down the 2002 General Obligation Bonds in 2019 with two (2) interest payments, one principal payment, and the broker fee. The total of the payments will be \$322,288 and the remaining outstanding debt at the end of 2019 will be \$890,000, compared to the original \$4,045,000 owed in 2002. The Bond Fund mill levy will be set at .601 in 2019 to meet the District's payment obligations.

- **2019 Budget, Final Presentation and Adoption – December 10, 2018**

- ❖ Completion of narratives and supporting documentation of the final 2019 Budget;
- ❖ Final Assessed Value Certification;
- ❖ Any modifications to other sections since second reading; and
- ❖ Final Approval & Appropriation of the 2019 Budget.

Fire Chief Discussion and Action Items

- Town of Firestone FURA Appointment: Staff is requesting the appointment and approval of one (1) Board member to serve as the Special District Appointee on the Town of Firestone Urban Renewal Authority Board of Directors.
- Benefits Carrier Approval: Staff is requesting the approval of the 2019 benefits carriers as presented to the Board this evening. The District is still waiting on final numbers from the broker, Volk-GBS. Staff will update the draft 2019 Budget with any revised numbers. The current draft 2019 Budget includes a conservative increase to cover rising benefit costs.

Fire Chief Young reviewed the list of recent and upcoming events and meetings included in the Board packet.

OLD BUSINESS

President Jurgena moved to appoint Director Edward Weimer as the Frederick-Firestone Fire Protection District appointee on the Town of Firestone Urban Renewal Authority Board of Directors. Motion seconded by Assistant Secretary David Stout. Motion passed unanimously.

NEW BUSINESS

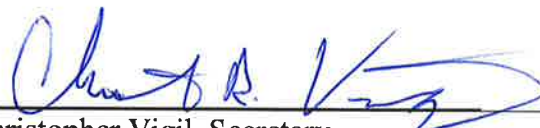
President Jurgena moved to:

- Accept Kaiser Permanente as the District's 2019 Employee Health Insurance Provider;
- Accept Principal Financial Group as the District's 2019 Employee Dental Insurance Provider;
- Accept Principal Financial Group as the District's 2019 Employee Voluntary Vision Insurance Provider;
- Accept Anthem EAP as the District's 2018-2019 Employee Assistance Policy Provider;
- Accept the Standard Insurance Company as the District's 2018-2019 Short Term Disability Insurance Provider; and
- Accept Reliance Standard Insurance Company as the District's 2019 Member Group Term Life Insurance Provider.

Motion seconded by Secretary Vigil. Motion passed unanimously.

ADJOURNMENT

President Jurgena moved to adjourn the meeting. Motion seconded by Secretary Vigil. The motion passed unanimously. The meeting was adjourned at 7:10 p.m.



Christopher Vigil, Secretary

DILL ^{AND} DILL

DILL DILL CARR STONBRAKER AND HUTCHINGS P.C.
ATTORNEYS AT LAW

Jon Stonbraker
455 Sherman Street, Suite 300
Denver, CO 80203
(303)777-3737

VIA FEDEX DELIVERY

November 5, 2018

Leah Vanarsdall
Town of Firestone, Town Clerk
151 Grant Avenue
Firestone, CO 80520

Re: PERMANENT MODIFICATION OF PREMISES
SAFEWAY STORES 45 INC DBA SAFEWAY STORE #1828
FMB License # 21706630090

Leah,

Jon Stonbraker, of the law firm of DILL DILL CARR STONBRAKER & HUTCHINGS, P.C., hereby enters his appearance on behalf of the above-named Applicant and requests all communications and correspondence regarding this matter to be directed to Jon Stonbraker and/or his paralegal, Cecilia Grant.

And therefore, on behalf of our client, we respectfully submit this application for Permanent Modification of Premises to permanently expand product placement area for fermented malt beverage products, as depicted on the attached diagram.

Thank you for your assistance with this matter. If you have any questions or need additional information, please contact Cecilia Grant at (303) 282-4132 or by e-mail at cgrant@dillanddill.com.

Sincerely,


Jon Stonbraker
Attorney for Licensee
303-777-3737

Permit Application and Report of Changes

Current License Number <u>21706630090</u> All Answers Must Be Printed in Black Ink or Typewritten Local License Fee \$ _____		
1. Applicant is a ☒ Corporation ☐ Individual ☐ Partnership ☐ Limited Liability Company		Present License Number 21706630090
2. Name of Licensee SAFEWAY STORES 45 INC		3. Trade Name SAFEWAY STORE #1828
4. Location Address 8134 ROAD 13		
City FIRESTONE	County WELD	ZIP 80520
SELECT THE APPROPRIATE SECTION BELOW AND PROCEED TO THE INSTRUCTIONS ON PAGE 2.		
Section A – Manager reg/change		Section C
• License Account No. _____ ☐ Manager's Registration (Hotel & Restr.) \$75.00 ☐ Manager's Registration (Tavern) \$75.00 ☐ Manager's Registration (Lodging & Entertainment) \$75.00 ☐ Change of Manager (Other Licenses pursuant to section 44-3-301(8), C.R.S.) NO FEE		☐ Retail Warehouse Storage Permit (ea) \$100.00 ☐ Wholesale Branch House Permit (ea) 100.00 ☐ Change Corp. or Trade Name Permit (ea) 50.00 ☐ Change Location Permit (ea) 150.00 ☒ Change, Alter or Modify Premises \$150.00 x <u>1 (Permanent)</u> Total Fee <u>\$150.00</u>
Section B – Duplicate License		
• Liquor License No. _____ ☐ Duplicate License \$50.00		☐ Addition of Optional Premises to Existing H/R \$100.00 x _____ Total Fee _____ ☐ Addition of Related Facility to an Existing Resort or Campus Liquor Complex \$160.00 x _____ Total Fee _____ ☐ Campus Liquor Complex Designation No Fee
Do Not Write in This Space – For Department of Revenue Use Only		
Date License Issued	License Account Number	Period
The State may convert your check to a one time electronic banking transaction. Your bank account may be debited as early as the same day received by the State. If converted, your check will not be returned. If your check is rejected due to insufficient or uncollected funds, the Department of Revenue may collect the payment amount directly from your bank account electronically.		TOTAL AMOUNT DUE \$00

Instruction Sheet

For All Sections, Complete Questions 1-4 Located on Page 1

☐ Section A

To Register or Change Managers, check the appropriate box in section A and complete question 8 on page 4. Proceed to the Oath of Applicant for signature. Submit to State Licensing Authority for approval.

☐ Section B

For a Duplicate license, be sure to include the liquor license number in section B on page 1 and proceed to page 4 for Oath of Applicant signature.

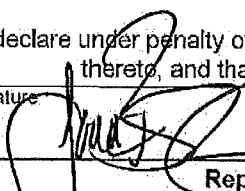
☒ Section C

Check the appropriate box in section C and proceed below.

- 1) **For a Retail Warehouse Storage Permit**, go to page 3 complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 4 for Oath of Applicant signature. Submit to State Licensing Authority for approval.
- 2) **For a Wholesale Branch House Permit**, go to page 3 and complete question 5 (be sure to check the appropriate box). Submit the necessary information and proceed to page 4 for Oath of Applicant signature. Submit to State Licensing Authority for approval.
- 3) **To Change Trade Name or Corporation Name**, go to page 3 and complete question 6 (be sure to check the appropriate box). Submit the necessary information and proceed to page 4 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 4) **To modify Premise**, go to page 4 and complete question 9. Submit the necessary information and proceed to page 4 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 5) **For Optional Premises** go to page 4 and complete question 9. Submit the necessary information and proceed to page 4 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County).
- 6) **To Change Location**, go to page 3 and complete question 7. Submit the necessary information and proceed to page 4 for Oath of Applicant signature. Retail Liquor License submit to Local Liquor Licensing Authority (City or County). Manufacturer, Wholesaler and Importer's Liquor Licenses submit to State Liquor Licensing Authority.
- 7) **Campus Liquor Complex Designation**, go to page 4 and complete question 10. Submit the necessary information and proceed to page 4 for Oath of Applicant signature.
- 8) **To add another Related Facility** to an existing Resort or Campus Liquor Complex, go to page 4 and complete question 11.

Storage Permit	5. Retail Warehouse Storage Permit or a Wholesalers Branch House Permit N/A ☐ Retail Warehouse Permit for: ☐ On-Premises Licensee (Taverns, Restaurants etc.) ☐ Off-Premises Licensee (Liquor stores) ☐ Wholesalers Branch House Permit Address of storage premise: _____ City _____, County _____, Zip _____ Attach a deed/ lease or rental agreement for the storage premises. Attach a detailed diagram of the storage premises.				
Change Trade Name or Corporate Name	6. Change of Trade Name or Corporation Name N/A ☐ Change of Trade name / DBA only ☐ Corporate Name Change (Attach the following supporting documents) 1. Certificate of Amendment filed with the Secretary of State, or 2. Statement of Change filed with the Secretary of State, <u>and</u> 3. Minutes of Corporate meeting, Limited Liability Members meeting, Partnership agreement. <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 50%; padding: 2px;">Old Trade Name</td><td style="width: 50%; padding: 2px;">New Trade Name</td></tr> <tr> <td style="padding: 2px;">Old Corporate Name</td><td style="padding: 2px;">New Corporate Name</td></tr> </table>	Old Trade Name	New Trade Name	Old Corporate Name	New Corporate Name
Old Trade Name	New Trade Name				
Old Corporate Name	New Corporate Name				
Change of Location	7. Change of Location N/A NOTE TO RETAIL LICENSEES: An application to change location has a local application fee of \$750 payable to your local licensing authority. You may only change location within the same jurisdiction as the original license that was issued. Pursuant to 44-3-311(1) C.R.S. Your application must be on file with the local authority thirty (30) days before a public hearing can be held. Date filed with Local Authority _____ Date of Hearing _____ (a) Address of current premises _____ City _____ County _____ Zip _____ (b) Address of proposed New Premises (Attach copy of the deed or lease that establishes possession of the premises by the licensee) Address _____ City _____ County _____ Zip _____ (c) New mailing address if applicable. Address _____ City _____ County _____ State _____ Zip _____ (d) Attach detailed diagram of the premises showing where the alcohol beverages will be stored, served, possessed or consumed. Include kitchen area(s) for hotel and restaurants.				

Change of Manager	8. Change of Manager or to Register the Manager of a Tavern, Hotel and Restaurant, Lodging & Entertainment liquor license or licenses pursuant to section 44-3-301(8). N/A (a) Change of Manager (attach Individual History DR 8404-I H/R, Tavern and Lodging & Entertainment only) Former manager's name _____ New manager's name _____ (b) Date of Employment _____ Has manager ever managed a liquor licensed establishment? Yes ☐ No ☐ Does manager have a financial interest in any other liquor licensed establishment? Yes ☐ No ☐ If yes, give name and location of establishment _____
Modify Premises or Addition of Optional Premises or Related Facility	9. Modification of Premises, Addition of an Optional Premises, or Addition of Related Facility NOTE: Licensees may not modify or add to their licensed premises until approved by state and local authorities. (a) Describe change proposed _____ <u>Permanently expand product placement area for fermented malt beverage products, as depicted on the attached diagram.</u> (b) If the modification is temporary, when will the proposed change: Start <u>N/A</u> (mo/day/year) End _____ (mo/day/year) NOTE: THE TOTAL STATE FEE FOR TEMPORARY MODIFICATION IS \$300.00 (c) Will the proposed change result in the licensed premises now being located within 500 feet of any public or private school that meets compulsory education requirements of Colorado law, or the principal campus of any college, university or seminary? (If yes, explain in detail and describe any exemptions that apply) Yes ☐ No ☒ (d) Is the proposed change in compliance with local building and zoning laws? Yes ☒ No ☐ (e) If this modification is for an additional Hotel and Restaurant Optional Premises has the local authority authorized by resolution or ordinance the issuance of optional premises? N/A Yes ☐ No ☐ (f) Attach a diagram of the current licensed premises and a diagram of the proposed changes for the licensed premises. Please see Attached. (g) Attach any existing lease that is revised due to the modification. No Change.
Campus Liquor Complex Designation	10. Campus Liquor Complex Designation N/A An institution of higher education or a person who contracts with the institution to provide food services (a) I wish to designate my existing _____ Liquor License # _____ to a Campus Liquor Complex Yes ☐ No ☐
Additional Related Facility	11. Additional Related Facility N/A To add a Related Facility to an existing Resort or Campus Liquor Complex, include the name of the Related Facility and include the address and an outlined drawing of the Related Facility Premises. (a) Address of Related Facility _____ (b) Outlined diagram provided Yes ☐ No ☐

Oath of Applicant		
I declare under penalty of perjury in the second degree that I have read the foregoing application and all attachments thereto, and that all information therein is true, correct, and complete to the best of my knowledge		
Signature 	Title Division President	Date 10/30/2018
Report and Approval of LOCAL Licensing Authority (CITY / COUNTY)		
The foregoing application has been examined and the premises, business conducted and character of the applicant is satisfactory, and we do report that such permit, if granted, will comply with the applicable provisions of Title 44, Articles 4 and 3, C.R.S., as amended. Therefore, This Application is Approved.		
Local Licensing Authority (City or County)		Date filed with Local Authority
Signature	Title	Date
Report of STATE Licensing Authority		
The foregoing has been examined and complies with the filing requirements of Title 44, Article 3, C.R.S., as amended.		
Signature	Title	Date

OLD 1828
24 LINEAR FEET

SAFeway STORES 45 INC DBA SAFeway STORE #1828
8134 Colorado Blvd, Firestone, CO 80520

BEFORE MODIFICATION

