

Carbondale & Rural Fire Protection District
Meeting of the Board of Directors
March 9, 2016
5:30 p.m.

Agenda

- A. Call to order & roll call
- B. Changes to Agenda
- C. Consent Agenda
 - 1. Approve Previous Minutes
 - 2. Current Bills & Balances
- D. Persons Present Not on the Agenda
- E. Staff Reports
 - 1. Election Update, Ron Leach
 - a. Resolution 2016-005, Cancellation of Election and Declaration Deeming Candidates Elected
 - 2. Other
- F. Financial Report
 - 1. Short & Long Term Disability Plan, Jenny Cutright
 - 2. Approve Computer Work Stations Purchase Order, Ron Leach
 - 3. Approve Bunker Gear Purchase Order, Rob Goodwin
 - 4. Other
- G. Old Business
 - 1. Planning Meeting Update, Ron Leach
 - 2. Consider Adopting New Mission Statement, Ron Leach
 - 3. Discuss Possible Changes to Both Fire District Meeting Days, Carl Smith and Hank van Berlo
 - 4. Fire Chief Job Description Update, Bob Emerson
 - 5. Other
- H. New Business
 - 1. Sale of Trailer at H Lazy F, Ron Leach
 - 2. Other
- I. Adjourn

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE MEETING

BOARD OF DIRECTORS

CARBONDALE FIRE HEADQUARTERS

FEBRUARY 10, 2016

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on February 10, 2016 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 5:44 p.m. Directors present were Mike Kennedy, Louis Eller, Bob Emerson and Carl Smith. Also present were Ron Leach, Jenny Cutright, Rob Goodwin, Bill Gavette, Frank Nadell and Eric Gross.

CHANGES TO AGENDA

Carl Smith requested to add 2015 Property Tax Discussion under Old Business.

CONSENT AGENDA

The items on the consent agenda were:

- Approve the Regular Meeting Minutes of January 13, 2016
- Approve Current Bills and Balances

MOTION: made to approve the consent agenda. Jenny Cutright noted that checks that are being approved for payment include the list distributed. She said that these bills were received after the Board packet went out. It carried and passed unanimously.

PERSONS PRESENT NOT ON THE AGENDA

Hank van Berlo reviewed his history with Carbondale & Rural Fire Protection District. He said that he cares about the district and wants to stay engaged. He said that he has put a lot of time in to educating himself. He asked what the Board of Directors has done to elicit public support for the planning meetings. He said that he is aware of what is going on around town, but had not heard about the January planning meeting.

He said that his property taxes increased and understands why. He said that there will need to be an equipment replacement bond soon and there is still a budget shortfall. He said all that the public will remember is a large tax increase. He noted that the majority of the tax increase on his bill was from the school district bond. He asked how the Board is preparing the public for another tax increase.

Ron Leach said that the mill levy increase election was held in November 2015 and at the December 2015 meeting, the board discussed a planning meeting but were unable to find a date

that worked. Ron Leach said it was discussed at the January Board of Directors meeting to allow the public involvement in the planning process. He added it was decided to have a staff planning meeting on the 4th Wednesday of each month at 5:30 that was open to the public. He said that the meeting was advertised on the website, KDNK, the board minutes. He said the meeting was also announced at the volunteer business meeting. Ron Leach added that these items are also discussed at every board meeting. He said that almost every item the board discusses is tied to future planning and the budget.

Planning Meeting Update Ron Leach said that members of the staff, Carl Smith and Gene Schilling attended the January planning meeting. He said that Rob Goodwin, Bill Gavette and Frank Nadell had to leave the meeting due to emergency calls. He said that those left talked about staff priorities and the preparation for ISO. He said the topics discussed were: ISO prep, including pre-plans and UL pump testing; the mission statement and the process of updating it; the 2016 staffing plan; public outreach coordination.

Ron Leach said the objective in the master plan to formalize a public information officer is misnamed. He said that a public information officer (PIO) is an ICS term and the position should be called a public outreach coordinator. He said public outreach is more than a newsletter or updating a website. He said that there are many other things the fire department does, including giving fire station tours, teaching CPR to the public, doing ambulance standby at football games, among many other things.

Hank van Berlo said that being visible in the public is a good idea and suggested to prep the public for the need of a future tax increase. He said the equipment isn't getting any newer and does need replacement. Gene Schilling noted that there have been articles in the Sopris Sun about these issues. He added it would be beneficial if the public came to the meetings, but it is also nice to have media coverage at the meetings so they can also let the public know.

Carl Smith said the planning meeting was great. He said he was disappointed that only two board members were in attendance. He also questioned if there were other ways of notifying people about the meeting. Gene Schilling noted if more than two board members are in attendance, the meeting must be noticed in advance. He added that the meeting was also announced as part of an article in the Sopris Sun. Bob Emerson said that the original plan was for staff to hold the planning meetings and invite the public. He said that the intent was not to have another Board of Directors meeting. He said that he is fine with receiving a report about the meeting at the following Board of Directors meeting.

Carl Smith said that there was discussion happening about where the district is going and hiring three people in 2016. He said he is concerned about hiring three positions and the impact it will have on the 2017 budget. Mike Kennedy said that if there had been members of the public in attendance at the planning meeting, two board members would have been adequate. He said that he didn't expect the planning meeting to be another Board of Directors meeting. He said if the board wants to change the format of those meetings, it should be discussed by all board members.

Ron Leach said that it was attempted to have the planning meeting as a board meeting in December but scheduling did not work. He said that if three board members want to attend a planning meeting to let the staff know so it can be noticed as a board meeting. He added that he is also fine with reporting to the board about the meeting. Ron Leach said that he thinks the meetings need some time to catch on and this was only the first meeting.

Carl Smith said that one thing that was discussed was changing the meeting to the third Wednesday instead of the fourth Wednesday of the month. He questioned if there were interested citizens that were attending the town council meeting instead of the planning meeting, since the town council changed their meeting day. Discussion followed. The Board of Directors did not have a problem with changing the meeting to the third Wednesday.

STAFF REPORTS

Training Officer Report Carl Smith said that the training officer report mentions supporting two members in paramedic school. He asked if they were being fiscally supported. Frank Nadell said that one is being supported partially, the other is attending on his own. He added that the district was awarded a grant to help financially support one student.

FINANCIAL REPORT

Colorado Department of Public Health & Environment Cardiac Monitor Grant Rob Goodwin said that the district applied for a Colorado Department of Public Health and Environment consolidated grant in 2015 for a cardiac monitor. He said that the district was notified that the grant was awarded. He said that it is a 50% matching funds grant. He said that he would like to move forward with the purchase of the cardiac monitor. Rob Goodwin noted the total cost of the cardiac monitor is \$31,776.34.

MOTION: made to expend the matching component for the purchase of a Lifepak 15. It carried and passed unanimously.

Colorado Department of Public Health & Environment Ambulance Cot Grant Discussion Ron Leach said this is the same grant, only it is for the 2016 grant cycle. He said that staff would like to apply for a grant for a 50% match for a hydraulic ambulance cot and lift. Ron Leach said that the industry is moving to power cots and power lifts. He said that the cots use hydraulics to lift themselves to the ambulance and load automatically. He said these types of cots will help prevent back injuries.

Ron Leach said a power lift and loading cot costs about \$46,000. He said that Rob Goodwin and Jenny Cutright attended a workshop and have worked hard writing the grant. Ron Leach said that the other fire departments in the valley are using similar cots. He said that he would have requested these cots in the budget a few years ago, but there wasn't funding available due to the budget crisis.

Ron Leach said that he is asking for permission to apply for the grant. He said the matching portion would be allocated from the unbudgeted impact fees received in 2015. He said impact fees must be spent on capital purchases and this is an appropriate expense.

Rob Goodwin said that power cots and loading systems are also safer for the patient. He said that it is less likely that a patient will be dropped with these systems. He added that the mounting system can be retrofitted to the ambulance and they are safer in the event of an accident.

Ron Leach said that Rob Goodwin and Jenny Cutright have spent hours prepare the grant. He complimented them on their work. Rob Goodwin said that the ultimate goal is to have a power lift and load cot in every ambulance.

MOTION: made to apply for the grant and appropriate matching funds. It carried and passed unanimously.

Garfield County Federal Mineral Lease District Grant Ron Leach said the staff would like to apply for \$25,000 mini grant from the Garfield County Federal Mineral Lease District for a utility vehicle. He said the resolution is a requirement of the grant application.

MOTION: made to approve Resolution 2016-004, A Resolution of the Board of Directors of the Carbondale & Rural Fire Protection District Supporting the Grant Application for a Grant from the Garfield County Federal Mineral Lease District for the Purchase of a Utility Vehicle. It carried and passed unanimously.

Other Grants Ron Leach said that the district is also involved in a consolidated grant application with other fire agencies in Pitkin County for 800 MHz radios. He said if successful, the FEMA grant would award about \$45,000 in 800 MHz radios with no matching funds required.

Ron Leach said that the district received a CREATE grant to assist with one paramedic student's training costs.

Ron Leach said applying for grants was a recommendation in the master plan. Rob Goodwin noted this is another way the staff is working with the master plan on a regular basis. Bob Emerson thanked the staff for applying for the grants and saving the district money. Carl Smith suggested a press release saying that the staff is applying for grants and the board supports this.

Colorado State Fire Chiefs Association Dues Ron Leach said that membership to the Colorado State Fire Chiefs Association has not been renewed for the past two years due to the budget crisis. He said the annual dues are approximately \$1,000. Ron Leach added that there is a lot of value to being part of the Colorado State Fire Chiefs Association. He requested approval of the expenditure.

MOTION: made to approve the expenditure to renew membership in the Colorado State Fire Chiefs Association. It carried and passed unanimously.

Research on Bond Refinancing Ron Leach said that long range financial planning was also a recommendation in the master plan. He said that current bonds were issued in 2004 for \$6.75 million. He added that they were refinanced in 2007 because the interest rates were favorable. He said the bonds cannot be refinanced until September 2017, but the idea of issuing new bonds and rolling in the current bonds is feasible. He added that the bond representative thinks the interest rates will stay low and it should be looked at.

Discussion regarding how much would be available for capital needs if a bond was passed for the same payment amount followed. Louis Eller noted that when the 2004 bond was presented, it was for \$10 million in capital expenditures, but reduced to \$6.75 million after Board of Directors review. He noted that the board was fiscally responsible when the bonds were issued. Gene Schilling said that it would possible to go to the voters in 2017. Ron Leach said the refinancing process could begin June 2017.

OLD BUSINESS

Discussion regarding May Election Type, Election Resolution 2016-003 Ron Leach said the board needs to decide if the May 3, 2016 election will be a mail ballot or polling place election. Gene Schilling noted that a mail ballot election generally gets more voters participating, but a polling place election would cost less. Carl Smith said that as the district is trying to increase public participation, a mail ballot election is a better way to reach voters.

MOTION: made to hold approve Resolution 2016-003, Election Resolution for 2016 Regular District Election, as a mail ballot election. It carried and passed 4-0, with Louis Eller abstaining due to his candidacy.

Discussion regarding domestic partnership health coverage Eric Gross said there was a draft policy presented at the January Board of Directors meeting. He added that the board chose to further discuss the issue before making a decision.

Bob Emerson questioned the monthly cost to add a spouse. Ron Leach said it was about \$800. Mike Kennedy said the board also questioned what adding a domestic partner would do for other district benefits. Eric Gross said the research was for health benefits only and specifics would need to be studied.

Louis Eller questioned the need to offer domestic partnership benefit coverage, since gay marriage is legal. He questioned if a policy like this would also apply to boyfriend/girlfriend couples.

Carl Smith said that the government supports the spouses of firefighters. He said his opinion is if someone wants spousal benefits, they should become a spouse. He noted that the board should be concentrating on the current employees that are out of work due to off duty injuries.

Ron Leach said the open enrollment period for health insurance is December. Ron Leach said as the representative for employees, he does not want to take the option away yet. He said that he

supports anything that can be done to help staff and maintain employees. Ron Leach said he also would like to consider a short term disability policy for the employees. He noted there are two employees that were injured off duty and are not getting paid. Ron Leach said that he supports both health insurance for domestic partners and offering a short term disability policy for employees. Ron Leach added that the staff has some ideas on how to sponsor a short term disability policy that may be budget neutral.

Carl Smith said that he is willing to listen about domestic partners and strongly supports a short term disability plan. Rob Goodwin said that being a domestic partner does not automatically entitle the partner to survivor benefits. He said that is determined based on who the employee lists as a beneficiary. Bob Emerson said that he does not support the concept that someone signs an affidavit saying they are in a committed relationship, that it qualifies the other person for benefits. Mike Kennedy said that he is undecided about domestic partners but would like to look at the short term disability benefits. Gene Schilling said he agrees with many of the comments made and would like to discuss the issue again after the election.

Fire Chief Job Description Update Bob Emerson said the updated job description is in the packet. He said he and Ron Leach met and worked on updating the old job description.

Discussion regarding specifics and proposed changes in the job description followed. Changes will be made and an updated version will be presented at the March Board of Directors meeting.

Ron Leach said that the staff is working on updating the job descriptions. He noted this was a recommendation in the master plan.

2015 Property Taxes Carl Smith said he reviewed his recent property tax bill. He said that his assessed valuation increased 18%, but his tax bill went up 31%. He said he discussed his escrow account with his mortgage company and they advised his escrow payment will increase 85%. He said people will see the escrow increase and be concerned. Carl Smith said that the increase is due to paying the 2015 taxes in 2016 and that the escrow company can keep up to two months of escrow payments. He said the escrow payments may decrease in two years, once the mill levy override expires, but may not depending on valuations.

NEW BUSINESS

Discussion Regarding Seating Arrangement for the Citizens Who Attend the District Board Meeting Carl Smith said that he would like to move the citizen area to a different part of the room. Discussion followed. Gene Schilling said he did not have a problem with moving the chairs, but said he would like to have a policy that says people must approach the table to speak to the board so they can be on record.

Discussion regarding Staff Reports to Include Any Work Done on the Budget Objectives the District Board Established Carl Smith said that the staff is presenting good reports. He said that there were 47 objectives identified in the budget. He said that he would like the staff to report on progress on objectives in their monthly staff reports. Discussion followed. Gene Schilling said

that he would like to see the objectives quarterly. Louis Eller said that having them on the monthly report is appropriate.

Gene Schilling said that he has heard from citizens that the website has too much information and it is hard to find things. Discussion regarding volunteer information on the website followed. No action was taken.

McClure Radio Site – Ron Leach said that McClure Pass is getting a new digital trunked radio site that works with an 800 MHz site. He said it will be a great communications improvement for the Crystal River Valley, Carbondale, Paonia and Delta areas. He said there will be cell phones and high speed internet in Marble from the development. Ron Leach said it is expected to be live in 2017.

Discussion with Town of Carbondale on Inspections Ron Leach said he and Bill Gavette spoke with the Carbondale town manager about working together on fire and hood inspections. He said they are working on an intergovernmental agreement (IGA) and will present it to the board when it is ready. Ron Leach noted that this was another recommendation in the master plan and will also earn some ISO points.

MOTION: made to adjourn the Board of Directors meeting at 7:38 p.m. It carried and passed unanimously.

Respectfully submitted,

Jenny Cutright, Recording Secretary

Gene Schilling, President

**Deputy Chief
Operations Report
March 2016**

Responses 2016 –

As of February 29, 2016 we responded to **184** calls for service.

- 109 EMS calls including 23 motor vehicle accidents.
- 8 Fire responses. These include all fire calls, gas leaks, spills, CO responses, etc.
- 30 Fire alarm responses
- 37 Service and Good Intent responses. These include smoke/odor checks, citizen assist, cancelled enroute etc.

Response Comparison – Month

- January 2016 - **94**
- January 2015 - **88**
- January 2014 - **76**
- January 2013 - **88**

Response Comparison - YTD

- 2016 - **184**
- 2015 - **171**
- 2014 - **146**
- 2013 - **187**

EMS Transports – YTD

- 2016 - **76**
- 2015 - **65**
- 2014 - **50**
- 2013 - **83**

EMS Non-Transports - YTD

- 2016 - **33**
- 2015 - **26**
- 2014 - **29**
- 2013 - **17**

ALS Calls – YTD
28

BLS Calls – YTD
44

ALS Calls – February
19

BLS Calls – February
20

Fire Calls – February

Structure Fires
0

Wildland Fires
1

Vehicle Fires
2

False Alarms
30

Fire Calls – YTD

Structure Fires
2

Wildland Fires
1

Vehicle Fires
2

False Alarms
45

Concurrent Calls –

January
5 times (total of 8 calls)

YTD
8 times (total of 19 calls)

CRFPD Community Outreach/Education

- Ambulance & crew standby for Redstone Winterfest (Leach)
- Station 81 pre-school station tour (Goodwin)
- Station 81 elementary school station tour (C-Shift)
- First Aid/CPR for teachers training – Marble Charter School (Leach)
- First Aid/CPR/AED awareness training for students – Marble Charter School (Leach)
- KDNK Radio Interview – “Volunteerism in the Community” (Leach)
- Coffee with the Chiefs – Monthly meeting at Village Smithy (Leach/Schilling)

Projects, Outreach, Other stuff –

- Coordinating scheduling program for paid staff and volunteers
- Regular staff planning meetings
- 2016 Budget Planning
- Taught New Member Academy Class
- Training/Mentoring time with new member
- Monthly planning meeting
- Incident response in district
- CDPHE grant project
- CDFPC grant project
- Building Pre-Planning Program development
- ISO survey planning
- Turnout gear purchase and reorganization
- 2015 Garfield County Mineral Lease management (purchasing, inventory, etc)

Respectfully submitted
Rob Goodwin
Deputy Chief

Board of Directors Training Program Report

March 2016

February Training:

- February 15th Cardiac Emergencies by Kennedy, attendance 12 members
- February 17th Extrication by Nadell and Greene, attendance 10 members
- February 20th Extrication hands on by Nadell, Greene, Pidcock, attendance 13 members
- February 22nd Abdominal Emergencies by Handville, attendance 12 members
- February 24th Motor Vehicle Accidents, New Vehicle Technologies by Nadell, attendance 12 members
- February 29th New Member Academy, Intro, ICS, Scheduling by Goodwin

February Highlights:

- One member attended "Saving Those that Save Others" in Rifle, a class on suicide prevention of first responders.
- One member attended a Stroke Review Case training at Health One EMS in Denver.
- One member completed a Hazardous Materials Operations course and took the State exam.

Certification Management:

- I have been assisting 12 members in renewal of their National Registry EMS certifications.
- I assisted two members in renewal of their Colorado EMT Intermediate certifications.
- All training records, EMS continuing education credits and Firefighter Job Performance requirements (JPRs) records are up to date through the end of the month.

Training Hour Totals:

- 29 individual trainings were conducted throughout the month of February
- Total man hours of training for February 2016 = 321 hours
- Total Man Hours of training in 2016 through February 29th =800 hours

Respectfully submitted,

Deputy Chief/ Training Officer Frank Nadell

February 2016 Maintenance

- Bat 8 changed oil
- Replaced window in bat 8
- E 84 spot light rebuild and rewire.
- E84 replaced air shore line connector.
- St84 upgraded shore line.
- Measured for new wall downstairs storage.
- U81 Replaced bushings in steering column.
- U81 replaced brake switch
- Replace transmission oil cooler L81 Recall work.
- Replaced Engine Fan L81 recall work
- Coverage A shift.
- Coverage c shift.
- Replaced 6 heavy duty truck batteries on L81
- Replaced wiper blades bat 81
- Wash and scrub with concrete cleaner ladder and maintenance bay
- Replaced air intake control valve u81
- Received new chain saw pre in-service inspection and training.
- End of report

2/29/2016

Interest Rate

General Fund

| | | | |
|--------------------------|-----------|-------------------|-------|
| Alpine Checking | \$ | 126,850.28 | 0.00% |
| Alpine Money Market Fund | \$ | 22,851.23 | 0.01% |
| TOTAL | \$ | 149,701.51 | |

Capital Projects Fund #1

| | | | |
|-------------------------------|-----------|---------------------|-------|
| Alpine Checking | \$ | 37,443.99 | 0.00% |
| Alpine Money Market Fund | \$ | 612,141.80 | 0.01% |
| Alpine Impact Fee Fund | \$ | 38,463.08 | 0.01% |
| Alpine Loan Fund Money Market | \$ | 638,169.05 | 0.01% |
| TOTAL | \$ | 1,326,217.92 | |

Bond Fund

| | | | |
|-------|----|------------|-------|
| Csafe | \$ | 115,106.72 | 0.46% |
|-------|----|------------|-------|

Pension Fund

| | | | |
|------|--|-----------------------|--|
| FPPA | | \$2,171,396.81 | |
|------|--|-----------------------|--|

Ambulance Billing Report - February 2016

| | | |
|-----------------------------------|----|-----------|
| Cash Collected on Accounts | \$ | 21,182.78 |
| New Accounts Billed | \$ | 40,359.80 |
| Medicare Assignments (Write-Offs) | \$ | 5,251.52 |
| Medicaid Write-Offs | \$ | 3,660.07 |
| Other Write-Offs | \$ | 1,558.30 |
| Amount Sent to Collections | \$ | 3,107.40 |

Aging Report

| | | | |
|------------------|-------------------|-------------------|--------------------|
| <u>0-30 Days</u> | <u>31-60 Days</u> | <u>61-90 Days</u> | <u>>90 Days</u> |
| \$51,758.92 | \$10,177.79 | \$8,922.10 | \$40,345.46 |

Checks Issued Between Board Meetings

General Fund

| | | | |
|-----------------------------------|-------------|--------------------------------|---------|
| Payroll | \$32,291.46 | Payroll | 2/12/16 |
| Internal Revenue Service | \$7,451.97 | Federal Withholding | 2/12/16 |
| Colorado Department of Revenue | \$1,802.00 | State Withholding | 2/12/16 |
| Fire & Police Pension Association | \$12,581.61 | Pension/457/Death & Disability | 2/12/16 |
| Payroll | \$34,051.59 | Payroll | 2/26/16 |
| Internal Revenue Service | \$7,720.69 | Federal Withholding | 2/26/16 |
| Colorado Department of Revenue | \$1,829.00 | State Withholding | 2/26/16 |
| Fire & Police Pension Association | \$13,393.03 | Pension/457/Death & Disability | 2/26/16 |

Capital Projects Fund

none

Miscellaneous Income

2/1-2/29

General Fund

none

Capital Projects Fund

| | | | |
|---|-------------|-------------------------------|--|
| Garfield County Federal Mineral Lease District | \$25,000.00 | Communications grant proceeds | |
|---|-------------|-------------------------------|--|

Carbondale & Rural Fire Protection Dist

AP Check Register (Current by Bank)

Check Date: 3/9/2016

| Check No. | Date | Status | Vendor ID | Payee Name | Amount |
|---|----------|--------|-----------|---------------------------------|--------------------|
| BANK ID: ALPINC - ALPINE BANK - CHECKING | | | | | 1122 |
| 35251 | 03/09/16 | P | ACME | Acme Alarm Company | \$330.00 |
| 35252 | 03/09/16 | P | ADVANC | Advanced Carpet Care & Res, Inc | \$595.00 |
| 35253 | 03/09/16 | P | ANTHEM | Anthem Blue Cross and Blue Shi | \$441.39 |
| 35254 | 03/09/16 | P | ASPENE | Aspen Embroidery Works, Inc | \$616.81 |
| 35255 | 03/09/16 | P | BEARCO | Bearcom | \$2,926.25 |
| 35256 | 03/09/16 | P | CEDAR | Cedar Networks | \$350.00 |
| 35257 | 03/09/16 | P | CENEX | Cenex Fleet Fueling | \$824.81 |
| 35258 | 03/09/16 | P | CENTUR | CenturyLink | \$643.46 |
| 35259 | 03/09/16 | P | CENTUB | CenturyLink Business Services | \$53.56 |
| 35260 | 03/09/16 | P | CHIEFS | Chief Supply Corp. | \$881.86 |
| 35261 | 03/09/16 | P | CMC | Colorado Mountain College | \$1,405.00 |
| 35262 | 03/09/16 | P | COMCAS | Comcast Cable | \$49.46 |
| 35263 | 03/09/16 | P | COMCAI | Comcast Internet | \$101.10 |
| 35264 | 03/09/16 | P | CROSS | Cross Propane & Supply, Inc. | \$310.00 |
| 35265 | 03/09/16 | P | CYMA | Cyma Systems, Inc. | \$812.10 |
| 35266 | 03/09/16 | P | GSFORD | Glenwood Springs Ford | \$169.98 |
| 35267 | 03/09/16 | P | GRANIT | Granite Telecommunications | \$688.09 |
| 35268 | 03/09/16 | P | HLF | H Lazy F Mobile Home Park, LLC | \$643.06 |
| 35269 | 03/09/16 | P | HOLY | Holy Cross Energy | \$594.87 |
| 35270 | 03/09/16 | P | MWATER | Marble Water Company | \$50.00 |
| 35271 | 03/09/16 | P | METLIF | MetLife - Group Benefits | \$2,500.59 |
| 35272 | 03/09/16 | P | NAPA | Napa Auto Parts, Inc. | \$946.61 |
| 35273 | 03/09/16 | P | NFPA | National Fire Protection Assoc | \$1,305.00 |
| 35274 | 03/09/16 | P | NOVUS | Novus Auto Glass | \$245.00 |
| 35275 | 03/09/16 | P | PEPPIN | Peppino's Pizza, Inc. | \$226.76 |
| 35276 | 03/09/16 | P | PITCLE | Pitkin County Clerk & Recorder | \$1,000.00 |
| 35277 | 03/09/16 | P | RELIAN | Reliance Standard Life Insuran | \$1,165.80 |
| 35278 | 03/09/16 | P | SANDYS | Sandy's Office Supply | \$35.34 |
| 35279 | 03/09/16 | P | SOPSUN | Sopris Sun | \$36.50 |
| 35280 | 03/09/16 | P | SOURCE | Source Gas, LLC | \$1,947.11 |
| 35281 | 03/09/16 | P | STERIC | Stericycle, Inc. | \$531.12 |
| 35282 | 03/09/16 | P | THEADV | The Advantage Group | \$262.64 |
| 35283 | 03/09/16 | P | THYSSE | Thyssenkrupp Elevator Corp. | \$472.63 |
| 35284 | 03/09/16 | P | THUNTE | Tim Hunter | \$20.77 |
| 35285 | 03/09/16 | P | TRITEC | Tritech Emergency Medical Syst | \$2,452.10 |
| 35286 | 03/09/16 | P | USPOST | U.S. Post Office | \$98.00 |
| 35287 | 03/09/16 | P | VVH | Valley View Hospital | \$991.46 |
| 35288 | 03/09/16 | P | VERIZO | Verizon Wireless | \$489.17 |
| 35289 | 03/09/16 | P | VIP | VIP Trash Removal | \$133.00 |
| 35290 | 03/09/16 | P | WESTHE | Western Slope Health Care Grou | \$28,201.41 |
| 35291 | 03/09/16 | P | WHITSI | Whitsitt & Gross, P.C. | \$1,726.00 |
| 35292 | 03/09/16 | P | WITMER | Witmer Public Safety Group | \$245.09 |
| 35293 | 03/09/16 | P | XCEL | Xcel Energy | \$1,377.98 |
| 35294 | 03/09/16 | P | VFIS | VFIS | \$12,219.00 |
| BANK ALPINC REGISTER TOTAL: | | | | | \$71,115.88 |
| GRAND TOTAL : | | | | | \$71,115.88 |

Capital Projects Fund #1
AP Check Register (Current by Bank)
Check Date: 3/9/2016

| <u>Check No.</u> | <u>Date</u> | <u>Status</u> | <u>Vendor ID</u> | <u>Payee Name</u> | <u>Amount</u> |
|---|-------------|---------------|------------------|----------------------------|-------------------|
| BANK ID: ALPINE - ALPINE BANK - CHECKING | | | | | 1140 |
| 4672 | 03/09/16 | P | RFRENT | Roaring Fork Rentals, Inc. | \$978.09 |
| 4673 | 03/09/16 | P | XEROX | Xerox Corporation | \$528.30 |
| 4674 | 03/09/16 | P | COPRO | CoPro | \$471.37 |
| BANK ALPINE REGISTER TOTAL: | | | | | \$1,977.76 |
| GRAND TOTAL : | | | | | \$1,977.76 |

Carbondale & Rural Fire Protection Dist

Income Statement

(Original Budget to Actual Comparison)

For the period of 3/1/2016 Through 3/31/2016

| | Current Period | | | | Year To Date | | | |
|---------------------------------------|-------------------|---------------|-----------------|--------------|-----------------------|-------------------------|-------------------------|----------------|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| <u>Cost of Goods Sold</u> | | | | | | | | |
| Property Tax | \$0.00 | \$0.00 | \$0.00 | 0.0 % | \$(18,487.44) | \$(2,548,456.00) | \$(2,529,968.56) | (99.3)% |
| Specific Ownership Tax | 0.00 | 0.00 | 0.00 | 0.0 | (18,567.17) | (115,000.00) | (96,432.83) | (83.9) |
| Interest/Penalties | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | (5,500.00) | (5,500.00) | (100.0) |
| Delinquent Tax | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | (1,000.00) | (1,000.00) | (100.0) |
| Abated Tax | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | (8,370.00) | (8,370.00) | (100.0) |
| Ambulance Revenues | (426.27) | 0.00 | 426.27 | 0.0 | (43,685.78) | (225,000.00) | (181,314.22) | (80.6) |
| Interest Income | 0.00 | 0.00 | 0.00 | 0.0 | (0.84) | (100.00) | (99.16) | (99.2) |
| Building Rentals | 0.00 | 0.00 | 0.00 | 0.0 | (850.00) | (5,100.00) | (4,250.00) | (83.3) |
| Contributions & Grants | 0.00 | 0.00 | 0.00 | 0.0 | (100.00) | 0.00 | 100.00 | 0.0 |
| Training Income | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | (500.00) | (500.00) | (100.0) |
| Wildfire Contracts | 0.00 | 0.00 | 0.00 | 0.0 | (51,178.99) | (10,000.00) | 41,178.99 | 411.8 |
| Special Event Contracts | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | (7,000.00) | (7,000.00) | (100.0) |
| Miscellaneous Income | 0.00 | 0.00 | 0.00 | 0.0 | (56.79) | (4,000.00) | (3,943.21) | (98.6) |
| Total Cost of Goods Sold | \$(426.27) | \$0.00 | \$426.27 | 0.0 % | \$(132,927.01) | \$(2,930,026.00) | \$(2,797,098.99) | (95.5)% |
| Gross Profit | \$426.27 | \$0.00 | \$426.27 | | \$132,927.01 | \$2,930,026.00 | \$(2,797,098.99) | (95.5)% |
| <u>Operating Expenses</u> | | | | | | | | |
| Wages | \$0.00 | \$0.00 | \$0.00 | 0.0 % | \$204,182.89 | \$1,390,744.00 | \$1,186,561.11 | 85.3 % |
| Wildfire Wages, CRRF | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 5,000.00 | 5,000.00 | 100.0 |
| Wages - Seasonal Staffing | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 65,000.00 | 65,000.00 | 100.0 |
| Special Event Wages | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 5,000.00 | 5,000.00 | 100.0 |
| Health Benefits | 0.00 | 0.00 | 0.00 | 0.0 | 36,582.30 | 387,454.00 | 350,871.70 | 90.6 |
| Pension Benefits | 0.00 | 0.00 | 0.00 | 0.0 | 17,540.43 | 128,873.00 | 111,332.57 | 86.4 |
| 457 Contributions, District portion | 0.00 | 0.00 | 0.00 | 0.0 | 1,475.84 | 11,290.00 | 9,814.16 | 86.9 |
| Workers Comp | 0.00 | 0.00 | 0.00 | 0.0 | 11,591.35 | 70,730.00 | 59,138.65 | 83.6 |
| Volunteer Incentive | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 26,813.00 | 26,813.00 | 100.0 |
| Medicare/FICA Tax | 0.00 | 0.00 | 0.00 | 0.0 | 3,443.32 | 25,283.00 | 21,839.68 | 86.4 |
| Unemployment Insurance | 0.00 | 0.00 | 0.00 | 0.0 | 900.52 | 4,397.00 | 3,496.48 | 79.5 |
| Death & Disability Policy - FPPA | 0.00 | 0.00 | 0.00 | 0.0 | 5,566.48 | 31,383.00 | 25,816.52 | 82.3 |
| Board Members Pay | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 8,000.00 | 8,000.00 | 100.0 |
| Insurance | 0.00 | 0.00 | 0.00 | 0.0 | 12,219.00 | 60,000.00 | 47,781.00 | 79.6 |
| Treasurer Fees | 0.00 | 0.00 | 0.00 | 0.0 | 536.83 | 61,940.00 | 61,403.17 | 99.1 |
| Abated Tax | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 2,000.00 | 2,000.00 | 100.0 |
| Administration Supplies/Expenses | 0.00 | 0.00 | 0.00 | 0.0 | 2,755.07 | 14,000.00 | 11,244.93 | 80.3 |
| Accounting | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 12,000.00 | 12,000.00 | 100.0 |
| Legal Fees | 0.00 | 0.00 | 0.00 | 0.0 | 1,421.00 | 30,000.00 | 28,579.00 | 95.3 |
| Dues & Subscriptions | 0.00 | 0.00 | 0.00 | 0.0 | 2,000.00 | 7,000.00 | 5,000.00 | 71.4 |
| Administration Fuel | 0.00 | 0.00 | 0.00 | 0.0 | 198.62 | 11,696.00 | 11,497.38 | 98.3 |
| Freight & Postage | 0.00 | 0.00 | 0.00 | 0.0 | 196.00 | 2,076.00 | 1,880.00 | 90.6 |
| Computer Supplies | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 1,000.00 | 1,000.00 | 100.0 |
| Fire/EMS Prevention Supplies/Expenses | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 1,000.00 | 1,000.00 | 100.0 |
| Meetings | 0.00 | 0.00 | 0.00 | 0.0 | 516.27 | 1,000.00 | 483.73 | 48.4 |

Carbondale & Rural Fire Protection Dist

Income Statement

(Original Budget to Actual Comparison)

For the period of 3/1/2016 Through 3/31/2016

| | Current Period | | | | Year To Date | | | |
|-----------------------------------|-----------------|---------------|-----------------|--------------|-----------------------|-----------------------|-----------------------|-----------------|
| | Actual | Budget | Variance | % | Actual | Budget | Variance | % |
| Volunteer Dinner Program | 0.00 | 0.00 | 0.00 | 0.0 | 262.16 | 9,000.00 | 8,737.84 | 97.1 |
| Election Expense | 0.00 | 0.00 | 0.00 | 0.0 | 102.21 | 15,000.00 | 14,897.79 | 99.3 |
| Emergency Management | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 1,000.00 | 1,000.00 | 100.0 |
| Master Plan | 0.00 | 0.00 | 0.00 | 0.0 | 1,500.00 | 20,000.00 | 18,500.00 | 92.5 |
| Public Outreach | 0.00 | 0.00 | 0.00 | 0.0 | 1,500.00 | 10,000.00 | 8,500.00 | 85.0 |
| Firefighting Expenses/Supplies | 0.00 | 0.00 | 0.00 | 0.0 | 1,180.91 | 17,634.00 | 16,453.09 | 93.3 |
| Firefighting Fuel | 0.00 | 0.00 | 0.00 | 0.0 | (7.94) | 2,789.00 | 2,796.94 | 100.3 |
| Incident Resources | 0.00 | 0.00 | 0.00 | 0.0 | 52.90 | 1,882.00 | 1,829.10 | 97.2 |
| Incident Food | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 1,328.00 | 1,328.00 | 100.0 |
| Wildfire Expenses, CRRF | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 2,000.00 | 2,000.00 | 100.0 |
| Medical Expenses/Supplies | 0.00 | 0.00 | 0.00 | 0.0 | 4,923.70 | 28,000.00 | 23,076.30 | 82.4 |
| Infection Control Program | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 1,000.00 | 1,000.00 | 100.0 |
| Medical Fuel | 0.00 | 0.00 | 0.00 | 0.0 | (21.32) | 4,492.00 | 4,513.32 | 100.5 |
| Physician Advisor | 0.00 | 0.00 | 0.00 | 0.0 | 3,500.00 | 4,000.00 | 500.00 | 12.5 |
| Telephone Service | 0.00 | 0.00 | 0.00 | 0.0 | 1,219.83 | 14,737.00 | 13,517.17 | 91.7 |
| Cell Phones/Pagers | 0.00 | 0.00 | 0.00 | 0.0 | 215.57 | 3,125.00 | 2,909.43 | 93.1 |
| Communications Supplies/Expenses | 0.00 | 0.00 | 0.00 | 0.0 | 49.46 | 8,951.00 | 8,901.54 | 99.4 |
| Communications Center | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 4,922.00 | 4,922.00 | 100.0 |
| Training - Firefighting | 0.00 | 0.00 | 0.00 | 0.0 | 1,202.18 | 17,000.00 | 15,797.82 | 92.9 |
| Training - Medical | 0.00 | 0.00 | 0.00 | 0.0 | 2,467.55 | 22,500.00 | 20,032.45 | 89.0 |
| Paramedic Program | 0.00 | 0.00 | 0.00 | 0.0 | 486.09 | 20,000.00 | 19,513.91 | 97.6 |
| EMT Tuitions | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 5,000.00 | 5,000.00 | 100.0 |
| Training - Administration | 0.00 | 0.00 | 0.00 | 0.0 | 2,325.02 | 5,346.00 | 3,020.98 | 56.5 |
| Food - Training | 0.00 | 0.00 | 0.00 | 0.0 | 239.27 | 2,000.00 | 1,760.73 | 88.0 |
| Vehicle Repairs | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 2,535.00 | 2,535.00 | 100.0 |
| Vehicle Supplies, Parts, Tires | 0.00 | 0.00 | 0.00 | 0.0 | 802.01 | 16,072.00 | 15,269.99 | 95.0 |
| Equipment Testing | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 11,616.00 | 11,616.00 | 100.0 |
| Communications Equipment Repairs | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 731.00 | 731.00 | 100.0 |
| Maintenance Contracts | 0.00 | 0.00 | 0.00 | 0.0 | 1,325.00 | 23,961.00 | 22,636.00 | 94.5 |
| Computer Repairs & Service | 0.00 | 0.00 | 0.00 | 0.0 | 1,235.21 | 9,345.00 | 8,109.79 | 86.8 |
| Portable Equipment Repairs | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 82.00 | 82.00 | 100.0 |
| Building Utilities | 0.00 | 0.00 | 0.00 | 0.0 | 12,312.53 | 60,580.00 | 48,267.47 | 79.7 |
| Building Maintenance & Repairs | 0.00 | 0.00 | 0.00 | 0.0 | 2,306.50 | 29,597.00 | 27,290.50 | 92.2 |
| Building Supplies | 0.00 | 0.00 | 0.00 | 0.0 | 1,191.49 | 15,250.00 | 14,058.51 | 92.2 |
| Janitorial Supplies | 0.00 | 0.00 | 0.00 | 0.0 | 1,451.98 | 0.00 | (1,451.98) | 0.0 |
| H Lazy F unit | 0.00 | 0.00 | 0.00 | 0.0 | 1,450.11 | 10,000.00 | 8,549.89 | 85.5 |
| Miscellaneous Expenses | 0.00 | 0.00 | 0.00 | 0.0 | 100.00 | 0.00 | (100.00) | 0.0 |
| Transfer to Capital Projects Fund | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 100,000.00 | 100,000.00 | 100.0 |
| Emergency Reserves | 0.00 | 0.00 | 0.00 | 0.0 | 0.00 | 90,000.00 | 90,000.00 | 100.0 |
| Total Operating Expenses | \$0.00 | \$0.00 | \$0.00 | 0.0 % | \$344,498.34 | \$2,955,154.00 | \$2,610,655.66 | 88.3 % |
| Net Income (Loss) | \$426.27 | \$0.00 | \$426.27 | 0.0 % | \$(211,571.33) | \$(25,128.00) | \$(186,443.33) | (742.0)% |



TO: BOARD OF DIRECTORS
FROM: RON LEACH
SUBJECT: PLANNING MEETING 2/24/16 UPDATE
DATE: MARCH 4, 2016

Ron Leach, Rob Goodwin, Bill Gavette, Frank Nadell and Jenny Cutright, along with Mike Kennedy and Carl Smith (on telephone), attended the staff's February 24, 2016 planning meeting.

Strategies and objectives from the Almont Master Plan document were discussed, along with their resolution, were:

Strategy 1 – Governance and Administration

Goal 1.1 – Exercise responsibility for the quality of the District through an organized system of planning, staffing, directing, coordinating, budgeting, and evaluation.

- Objective 1.1.1 – Keep the CRFPD Board of Directors informed on all matters of significance by attending regular meetings, reporting significant events, and presenting evidence based data that will assist the Board with policy level decisions.
 - *Staff keeps the Board of Directors informed with monthly board reports and attending Board of Directors meetings. Staff also emails the Board to report as necessary.*
- Objective 1.1.2 – Comply with the legal requirements of local, state, and federal governments within specified due dates 100% of the time.
 - *All known legal requirements are being complied with on time 100% of the time.*
- Objective 1.1.3 – Review and revise, as necessary, existing mutual aid agreement to include all mutual aid agreements annually.
 - *Agreements are reviewed, although not all agreements on an annual basis. The Automatic Aid agreement with Basalt Fire needs to be updated.*
- Objective 1.1.4 – Review annually and/or establish automatic aid agreements to insure maximum credit for equipment/staffing response for maximum ISO public protection classification score.
 - *Staff needs to add the Pitkin County Mutual /Automatic Aid agreement to the next ISO review.*

Goal 1.2 – Communicate and deploy the District values, performance expectations, and a focus on creating and balancing value for customers and other stakeholders.

- Objective 1.2.1 – Review annually, update as needed, and publish all District policies to ensure accuracy and effectiveness.

- *District SOGs were updated in 2013 and 2014. The Garfield County Medical Protocols are currently being reviewed. The paid staff and volunteer handbooks need to be reviewed in 2016.*
- Objective 1.2.2 – Design and publish an accurate organization chart with associated job descriptions that accurately reflect positional responsibilities and reporting structure.
 - *The District’s organization chart is up to date and accurate. The associated job descriptions need to be updated and the process has begun.*
- Objective 1.2.3 – Research and implement a format and method of timely communication of important District events and performance to all District Board Members, volunteers, and support staff.
 - *There are many ways information is currently shared. Ways currently being utilized are: CRFPD website, Facebook page, Twitter, emails, verbal daily pass down, every other day email pass down, membership meetings, staff meetings, Board meetings, daily situation report (during the summer), Coffee with the Chiefs, on KDNK, in the Sopris Sun and with Director guest columns in local newspapers. It is also noted that any internal or external stakeholder can call, email or stop by to ask questions or gain information. A written newsletter would be redundant.*
- Objective 1.2.4 – Conduct a job task analysis of all positions within the department and adjust all job descriptions accordingly.
 - *As noted above, job descriptions need to be updated and the process has begun.*

Goal 1.3 – Maintain relationships that demonstrate public responsibility and good citizenship that will, among other things, help anticipate public concerns related to the services and operations of the District.

- Objective 1.3.1 – Identify and participate in or support community programs and/or associations that are aligned with the mission of the District (i.e. Rotary, municipal committees, etc.)
 - *The District participates in many community programs. Please see the attached list for an example of 2015 community programs.*
- Objective 1.3.2 – Formalize the use of a Public Information Officer position to ensure adequate communication with external stakeholders and community partners.
 - *The title of “Public Information Officer” is an ICS term. This should be called a “Public Outreach Coordinator”. The public outreach is a team effort, with all Chief Officers, along with others, working together to accomplish this.*

Goal 1.4 – Provide leadership that projects a culture of continuous evaluation and improvement.

- Objective 1.4.1 – Establish an Officer Development program that provides administrative and soft skill (i.e., leadership, communication, and conflict resolution) training needed for personnel development and succession planning.
 - *Staff requests to have Almont Associates assist with this. There are funds budgeted in 2016 for the officer development program.*
- Objective 1.4.2 – Conduct a self-assessment process in support of potentially earning international accreditation through the Center for Public Safety Excellence (CPSE).
 - *Staff requests Almont Associates help with this process. There are funds budgeted in 2016.*

The next planning meeting will be held on Wednesday, March 23, 2016 at 5:30 p.m. at the headquarters building. The strategies to be discussed are: Strategy 2 – Assessment and Planning and Strategy 3 – Goals and Objectives.

CRFPD Community Outreach 2015

Education and Outreach

Community CPR
Community First Aid
CPR classes for local teachers (RFHS, CRMS)
Fire Prevention Education – Annual (schools)
Station Tours and Education
Community Wildfire Outreach/Education Classes (HQ)
Birthday Tours and Truck Rides
Wildfire – Home Site Mitigation Education
Wildfire Preparedness Planning (Swiss Village Pager, etc)
Rotary Club meetings
CMC Fire extinguisher and safety training – dormitory (annual)
Bike Helmet giveaways for children
Fire District Open House Event
Firefighter reading to children at Carbondale Library
Blood Pressure Screenings at City Market (multiple times each year)
Blood Pressure Screenings at Farmers Market (weekly)
Host CMC EMT class
Webpage
Facebook
Twitter
Community eNewsletter
Guest Columns in Sopris Sun
Daily Situation Reports
Coffee with the Chiefs

Special Events

Mountain Fair – First Aid Booth (Fri, Sat, Sun)
Mountain Fair – Ambulance Standby at Sopris Park (Fri, Sat, Sun)
Mountain Fair – Fire crew Standby at Sopris Park (Fri, Sat, Sun)
Ambulance Standby for High School Football Games
RFHS Homecoming week bonfire (lighting, monitoring, extinguishment)
RFHS Homecoming week Truck Rally (Engine and crew)
July 4th – Carbondale Parade
July 4th – Redstone Parade and Water Fights (all day)
Potato Day Parade
Potato Day Blood Pressure Screenings (Sopris Park)
Carbondale Rodeo Medic Standby (Weekly during summer)
Other Rodeo Medic Standby Events
MarbleFest – First Aid Booth (Sat, Sun)
Marble FallFest
Horse Show Medic Standby
Local Sports Medic Standby (Lead King Loop, etc)
Bike Race and Bicycle Tour Medic Standby
Santa Claus Around Town – Christmas Eve

Regional Training Hosted by CRFPD (ICS Courses, IMT Tabletops, etc)
Ambulance Standby for Polo Matches
Ambulance Standby - National Sheep Dog Trials – 4-5 days
Clean Town of Carbondale Tennis Courts (2-3 times per year)
Tender and crew to haul water for filling Town of Carbondale Ice Rink at Rodeo Grounds (annual)
Redstone Winterfest EMS Standby
Redstone Holiday Bonfire Fire Standby
Lead King Loop race standby
Garfield County Sheriff's Torch Run

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

FIRE CHIEF

JOB DESCRIPTION

THE FIRE CHIEF IS THE GENERAL MANAGER AND CHIEF FIRE OFFICER OF THE DISTRICT.

The Fire Chief's primary role is to administer, plan, direct, organize and coordinate the fire suppression, fire prevention, emergency medical services, hazardous materials control, fire rescue, fire investigations and disaster preparedness activities of the District.

The Fire Chief reports to the Board of Directors and implements the policies established by the Board of Directors.

GENERAL DESCRIPTION

The Fire Chief is administratively responsible for the overall direction of the Fire District personnel, equipment and facilities.

The Fire Chief reports to and is accountable to the Board of Directors in determining and implementing plans and policies to be observed in administrative and operational activities.

The Fire Chief is responsible for the implementation and coordination of the following programs. In all of these programs the Fire Chief shall exercise a high degree of personal leadership.

Administrative & Fiscal Matters

Capital Planning & Acquisition

Fire Prevention Activities

Maintenance of Equipment & Facilities

Rescue Services

Safety of District Personnel

Fire Suppression Services

Emergency Medical Services

Training Activities

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

FIRE CHIEF

JOB DESCRIPTION

DUTIES AND RESPONSIBILITIES

- **Ensure that a qualified incident commander is assigned to manage all emergency incidents in the District.**
- **Respond to and command major emergency situations**
- **Maintain positive community relations and provide a safe environment for the community through fire prevention, code enforcement, education, fire suppression, investigation, rescue, EMS and mitigation of hazardous materials incidents.**
- **Develop policies and standard operational guidelines for emergency and routine situations.**
- **Conduct short and long range planning sessions.**
- **Coordinate the activities of the District with other public agencies.**
- **Communicate and make presentations to the town council and other legislative bodies, on behalf of the District.**
- **Conduct periodic staff meetings with both volunteer and paid staff to discuss operational and administrative issues.**
- **Perform organizational and operational evaluations of the District services.**
- **Evaluate the present and future needs of the District.**
- **Write reports to and for the Board of Directors as needed or directed.**
- **Direct the planning and coordination of the annual budget.**
- **Attend all Board of Directors meetings.**
- **Select personnel for appointments and promotions.**
- **Supervise the subordinate managers in all personnel and disciplinary matters.**
- **Maintain employee and volunteer discipline and morale.**
- **Approve the purchasing of all materials, equipment and service related items.**
- **Respond to all citizen's complaints and requests for service.**
- **Participate with the local mutual aid agencies.**
- **Develop mutual and automatic aid plans and agreements.**
- **Manage all fiscal matters of the District.**
- **Maintain positive relations with local media and provide a proactive approach to public outreach and community relations.**
- **Hiring and termination of both volunteer and paid District employees.**

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

FIRE CHIEF

JOB DESCRIPTION

QUALIFICATIONS

The Fire Chief shall have the experience, knowledge and formal education to perform successfully the above duties and responsibilities.

The Fire Chief position requires experience and academic training in the areas of public administration, organization, staffing, personnel management, finances, apparatus and equipment purchasing and maintenance, communications, computer literacy and record keeping.

The Fire Chief must have a thorough knowledge and experience in emergency management and the use of the Incident Command System.

The Fire Chief must have a comprehensive knowledge of the standards by which the quality of the fire service is evaluated and must continually review the effectiveness of the organization and institute improvements when necessary.

The Fire Chief must have the ability to communicate effectively orally and in writing.

EDUCATIONAL & EXPERIENCE REQUIREMENTS

The Fire Chief should have:

- A Bachelor of Arts or Science Degree from an accredited College or University with significant course work in fire science, public or business administration, or other related field of study; or
- A certificate of completion of the Executive Fire Officer Program offered by the National Fire Academy; or
- Ten (10) years of increasingly responsible experience in governmental fire suppression and prevention, with a minimum of three (3) years in an administrative or management capacity or other similar experience as approved by the Board of Directors.

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

FIRE CHIEF

JOB DESCRIPTION

WORK ENVIRONMENT

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. The Fire Chief is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals liquid chemicals, solvents and oils.

The Fire Chief occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and humid conditions, fumes and airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the Fire Chief is frequently required to stand, sit, walk, talk and hear, use hands to finger, handle, or operate objects, tools or controls, and reach with hands and arms. The Fire Chief is occasionally required to climb or balance, stoop, kneel, crouch, or crawl and taste and smell.

The Fire Chief must frequently lift and move up to 25 pounds and occasionally lift or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The Fire Chief must be able to cope with high stress levels and be able to pass a basic physical examination as provided by the District's Designated Medical Provider.

**CARBONDALE & RURAL FIRE PROTECTION DISTRICT
RESOLUTION NO. 2016-005**

**CANCELLATION OF ELECTION and
DECLARATION DEEMING CANDIDATES ELECTED**

CARBONDALE & RURAL FIRE PROTECTION DISTRICT,
GARFIELD, GUNNISON AND PITKIN COUNTIES, COLORADO

WHEREAS, the Board of Directors of the District is authorized to cancel the election by resolution and declare candidates elected at the close of business on the sixty-third day before the election to be conducted on May 3, 2016; and

WHEREAS, the Board of Directors has duly certified that there were not more candidates for director than offices to be filled, including candidates filing affidavits of intent to be write-in candidates,

Now, THEREFORE, pursuant to 1-13.5-513 & 1-11-103(3), C.R.S., the Board HEREBY cancels the regular election to be conducted on the 3rd day of May, 2016 by formal resolution and

THE BOARD DECLARES THE FOLLOWING CANDIDATES ELECTED FOR THE FOLLOWING TERMS OF OFFICE:

| | | |
|-----------------------------|---|-----------------------------------|
| <u>Tom Adgate</u> (name) | <u>2070 CR 109, Glenwood Springs, CO</u> (address) | <u>4 year term</u> (year term) |
|-----------------------------|---|-----------------------------------|

| | | |
|------------------------------|--|-----------------------------------|
| <u>Louis Eller</u> (name) | <u>711 West Park St, Marble, CO</u> (address) | <u>4 year term</u> (year term) |
|------------------------------|--|-----------------------------------|

Said terms of office will begin after May 3, 2016, once the individual has taken the Oath of Office.

ADOPTED, this **9th** day of **March**, A.D., 2016

Eugene K. Schilling, President

Attest: _____
Louis E. Eller, Jr., Secretary/Treasurer

Contact Person for the District: Ron Leach

Telephone Number of the District: 970-963-2491

Address of the District: 300 Meadowood Dr, Carbondale, CO 81623



Current Mission Statement

To serve the communities within the Carbondale & Rural Fire Protection District and help create a safer environment through the provision of quality emergency services, public education, and prevention programs with a volunteer force supported by a paid staff.

Proposed Mission Statement

To serve the communities within the Carbondale & Rural Fire Protection District and help create a safer environment through the provision of quality emergency services, public education, and prevention programs with a professional dedicated force of volunteers and paid staff.

Jenny Cutright

From: Ron Leach
Sent: Wednesday, February 24, 2016 11:14 AM
To: Rob Goodwin; Bill Gavette; Jenny Cutright; Frank Nadell; Kevin Greene
Subject: FW: planning meeting

FYI

From: Sopris Sun News [<mailto:news@soprissun.com>]
Sent: Wednesday, February 24, 2016 10:25 AM
To: Ron Leach <leach@carbondalearg.org>
Subject: Fwd: planning meeting

Hey Ron -

Can you please start sending the Sopris Sun agendas for these meetings and all the other info you send to the board members?

Thanks,

LB

Begin forwarded message:

From: Hank van Berlo <hankvanberlo@gmail.com>
Subject: Re: planning meeting
Date: February 24, 2016 10:12:10 AM MST
To: Ron Leach <leach@carbondalearg.org>, Gene Schilling <eks@carbondalearg.org>, Mike Kennedy <mikekennedy@sopris.net>, Carl Smith <cvsmith@sopris.net>, Jenny Cutright <cutright@carbondalearg.org>, Mike Kennedy <mkremax@sopris.net>, lou@hpgeotech.com
Bcc: news@soprissun.com

Ron, Gene, Mike, Lou, Carl, Bob, and Jenny;

Thanks Ron for email last week re: 5:30pm Master Planning public meeting today. I'm sorry I won't be able to attend because I had previously been asked to attend the Town Council meeting at 6pm today.

It's difficult to find a schedule for these meetings that work for everyone, but please consider an alternate day and/or time that does not overlap with Town Council meetings that may pull participation away from the Master Plan. Thanks for this consideration.

Respectfully,

Hank van Berlo
[970 379 6907](tel:9703796907)
hankvanberlo@gmail.com

Never confuse movement with action. ~Hemingway

On Wed, Feb 17, 2016 at 11:46 AM, Ron Leach <leach@carbondalearg> wrote:

Hank,

The next planning meeting is scheduled for Wednesday February 24th at 5:30 P.M. The meeting has been posted on the website and on the district's face book page. We will advertise it on KDNK next week as well.

Thanks, Ron

To: Gene Schilling, President, CRFD and District Board Members
From: Carl Smith, District Board Member
Subject: Discussion Points, March 9, 2016 District Board Members
Date: March 1, 2016
CC: Chief Ron Leach, Jenny Cutright, Eric Gross

I would like to give additional information on two subjects to be discussed at the March 9, 2016, District Board Meeting.

First, I would like to discuss the meeting nights of both the District Board Meetings. As we are all aware the Carbondale Board of Trustees has changed their Board meetings to the second and fourth Wednesdays of each month. They obviously made this change without consulting us, or numerous other agencies and groups. In addition the Carbondale Town Planning Commission meets the 1st and 3rd Thursdays of every month. Both of these meetings consistently attract active citizens from the town and local areas. The very citizens we want to attract.

The Fire District Board has made conscientious efforts also to attract the public to participate in the Fire District Board Meetings and the Fire District Planning Meetings. The timing of the District Board Meeting and the District Planning meetings are in conflict with the Town Trustee Meetings. I would like to discuss possible changes to both meetings. These important Fire District Meetings could be scheduled on a number of other evenings during the week that are not in conflict with the town meetings and meet District Board Member's and staff's schedules.

The second item deals with the Job Description for the Fire Chief. Overall, with the recommended changes I am very satisfied with the Job Description. During the last meeting we also discussed the service and educational requirements for the Fire Chief Position. The Job Description lists one of three requirements:

Bachelors Degree of Arts or Science with significant work in appropriate fields, or a Certificate of Completion from the NFA Executive Fire Office Program, or
10 years of experience which included three years in an administrative or management position.

I would again recommend that the Fire Chief educational requirements require both 10 years of experience and the BA or BS Degree. These two requirements are not mutually exclusive but are both needed to lead a Fire Department in today's Fire Service.

A review of the March 1, 2016, "Daily Dispatch," published Missouri Valley Division of the IAFC, listed five positions, in addition a Google Search showed 2 additional positions in Colorado. Of the seven positions four typically required 10 years of experience plus a Bachelor's degree, one required similar experience plus an Associate Degree, and one required a high school diploma, the last did not specify. The two without college degrees paid a salary in the range of \$60,000 to \$70,000. The others all paid salaries comparable to the salary paid by

Carbondale Fire for the Fire Chief's position. A detailed spread sheet is attached to the last page of this memo.

There were several other issues concerning education that we discussed. We discussed Associate of Arts Degree. This is typically a 60 College Credit Degree of freshman and sophomore Classes. These degrees typically are related to a specific occupation such as Firefighting, Fire Prevention, Para-medicine, Nursing, and Diesel Mechanics as a few examples. The following is one definition:

[Associate degree - Wikipedia, the free encyclopedia](https://en.wikipedia.org/wiki/Associate_degree)

https://en.wikipedia.org/wiki/Associate_degree

- [Cached](#)

Wikipedia

Loading...

An **Associate degree** is an undergraduate academic **degree** awarded by colleges and universities upon completion of a course of study lasting two years. It is considered to be greater level of education than a high school diploma or GED but less than a Bachelor's **degree**.

The second issue we discussed was the National Fire Academy's "Executive Fire Officer Program." The Job Description listed this as one of three Experience/Educational Requirements. The following is the educational requirements for admittance to the EFO program:

Tier 1

You must have a bachelor's degree and a minimum of 60 college credit hours (or quarter-hour equivalent) must come from course work not associated with "credit by examination and/or "life experiences" (including credit for non-academic certificate courses and/or professional certifications).

Tier 2

If you have a degree from a nationally or regionally accredited institution recognized by the U.S. Department of Education, but don't meet the 30/30/60 credit hours distribution described under Tier 1, you will be categorized as "Tier 2". Tier 2 applicants will compete for the remaining vacancies after all Tier 1 applicants have been admitted.

Thus if you do not have a Bachelor's Degree you cannot be admitted to the NFA's EFO program.

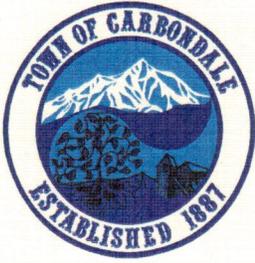
Lastly I would like to quote an article by Billy D. Hayes, "Higher Education, A new skill Set" from the February 20, 2016, edition of Firehouse Magazine.:

"The need for higher ed: For years, experience served as a crucial training tool for fire officers when leading in the firehouse and on the fireground. And in many regards, it still does and always will. Today, however, the fire service is recognizing more and more that training and education supplement an officer's ability to effectively lead a team toward achieving goals,

objectives and organizational strategy. While still not embraced in every department, education acquired through a college degree is emerging as a necessary factor for promotion, and in some regards, for gaining employment.”

I again want to emphasize that both years of experience as a Firefighter/EMS, plus additional years as a Chief Officer, and in conjunction a formal educational requirement of an appropriate Bachelor’s degree are all needed for a future Fire Chief to lead the Fire District into the future. Please keep in mind we will be soon approaching the third decade of the 21st Century. Education and Experience go hand in hand in developing the type of leader the Fire District needs for the future.

| Fire Department | Staffing | Experience | Education | Base Salary Range |
|---------------------------------|-----------------|----------------------------------|------------------|--------------------------|
| Cimarron Hills, CO | Combination | 10 years plus 3 as Chief Officer | Bachelor | \$94000 - \$102,000 |
| Norman, OK | Paid | 10 years plus 5 as Chief Officer | Bachelor | \$94,000-\$135,000 |
| Grand Rapids, MI | Not specified | 5 Years in management position | Bachelor | \$99,940 - \$127,532 |
| Addison, TX | Not specified | 10 years plus 3 as Chief Officer | Bachelor and EFO | None given |
| Columbia River, OR - Div. Chief | Combination | 10 years plus 7 supervisory | Associate Degree | \$109,000 |
| Coal Creek, CO | Volunteer | 7 years plus 2 supervisory | High School | \$60,000 - \$75,000 |
| Meeker, CO | Volunteer | 5 years | None specified | \$65,000 |



Town of Carbondale Police Department
511 Colorado Avenue, Carbondale, CO 81623
(970) 963-2662

February 19th, 2016

Chief Leach
Carbondale Fire Dept.
300 Meadowood Drive
Carbondale, CO
81623

RE: Man with a gun call

Dear Chief,

On February 16th, 2016, Carbondale Officers responded to a call of a man with a black pistol who had threatened family members at 312 Weant, Apartment 5. Several of your crew came out and were on stand-by near the scene. The whole incident took over 5 hours to resolve. I just want to thank both you and your loyal crew to make sure medical assistance was close by. Thank you!

Sincerely,

Gene Schilling
Chief Carbondale P.D.