

Carbondale & Rural Fire Protection District  
Meeting of the Board of Directors  
July 7, 2015  
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. Other
- F. Financial Report
  - 1. 2016 Budget, Rob Goodwin
  - 2. Other
- G. Old Business
  - 1. Master Plan Study Update, Mike Kennedy and Carl Smith
  - 2. 501c3, Eric Gross
  - 3. Steering Committee update, Carl Smith
  - 4. Wage and Benefit Survey, Carl Smith
  - 5. Other
- H. New Business
  - 1. Report on 2015 Special District Annual Training, Carl Smith
  - 2. E-mail policy, Carl Smith
  - 3. Other
- I. Adjourn

## **CARBONDALE & RURAL FIRE PROTECTION DISTRICT**

### **MINUTES OF THE SPECIAL MEETING**

### **BOARD OF DIRECTORS**

### **CARBONDALE FIRE HEADQUARTERS**

**JUNE 2, 2015**

The Board of Directors of the Carbondale & Rural Fire Protection District met for a special meeting on June 2, 2015 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 12:02 p.m. Directors present were Mike Kennedy, Louis Eller, Bob Emerson and Carl Smith. Also present were Ron Leach, Jenny Cutright, Eric Gross, Tom Flynn, John Colson and Hank van Berlo.

Carl Smith said that due to the length of the previous meeting where the request was made for an executive session, he would like to hear public comment and to discuss if the issue of a contract for the fire chief should be addressed.

Carl Smith said there are two components of the request. He said that the first is that a contract is discussed in executive session. He said that he has questions about the request that he would like to discuss. Gene Schilling said that contract negotiations are done in executive session.

Carl Smith said that the discussion of if there should be a contract with a fire chief is a public matter and the contract is a private matter.

Eric Gross said that the Board of Directors is unable to enter in to a contract during an executive session. Gene Schilling added that once a contract is made, it is a public document. Mike Kennedy and Louis Eller both said there were willing to take public comment before the executive session.

Carl Smith said that the District has stated that they are strongly working to maintain job security for all employees. He said there have been no discussions about terminating jobs. He said that the handbook has federal labor law and age discrimination protections. He said that he is concerned how the other employees will feel if they do not have an employment contract.

Carl Smith said that the employee handbook states that employment is at will and doesn't see the need for a contract. He said if the Board wants to enter in to a contract with the Fire Chief then a job description and master plan needs to be done. He said that the contract should have tasks for the position and that a wages and benefit survey and a performance evaluation should be done first. He added that the 2016 property valuations will affect the Board's ability to do things. He said that if there is to be a contract, there needs to be expectations for that job position.

Mike Kennedy said that there are expectations in the Fire Chief's job description. He also said that the job description probably needs to be updated. He said that he does not think it is unusual for the fire chief to have an employment contract.

Gene Schilling said in Basalt, both the Town Manager and the Police Chief have employment contracts. He said it is becoming the norm for the executive officer. He said that the Fire Chief is an equal position to a Town Manager and there are very few Town Managers that do not have a contract. He said that a contract is generally created when the person is hired, then renegotiated as needed. Mike Kennedy added that the Board has not had an opportunity to hear from Ron Leach as to why he would like an employment contract.

Louis Eller asked Eric Gross how to enter in to a contract with regard to not being able to commit funds for longer than the budget year. Eric Gross said that there would be a provision in the contract for TABOR.

John Colson said that from his perspective he doesn't think a contract is an appropriate topic for an executive session. He said it is a policy issue and not appropriate for an executive session.

Eric Gross said that Chief Leach requested to discuss the possibility of a contract with the Board of Directors and that discussion would include facets of detail of what a contract would have and why it is a good idea. He said that the board cannot enter in to a contract during an executive session. He said he does not think it is inappropriate for the Board of Directors and the Chief to talk about their questions about a contract in executive session,

John Colson said that Ron Leach has been the Fire Chief for many years without a contract. He said that the public deserves to know why Ron Leach thinks something has changed, what it is and why he wants a contract. He said that this discussion falls under a policy discussion and should be public.

Eric Gross said that the Board of Directors can decide to have a discussion in public session, but he doesn't agree that Ron Leach has to address the public. He said that the content of that discussion is unknown until Ron Leach says it.

Mike Kennedy noted that the Fire Chief's salary is built in to the budget and that is public. He said whether or not there is a contract the Fire Chief still needs to be paid. John Colson said that the reason for having a contract is a public matter. Mike Kennedy responded that he does not necessarily disagree, but that the Board of Directors does not know what the specifics of the request are until there is a discussion between Ron Leach and the Board of Directors.

Hank van Berlo said that it would help the fire department and the board to dispel a lot of mistrust and lack of transparency if the discussion regarding a contract was held in public. He said that he wonders why after so long and during a financial crisis that the Chief feels the need to secure a contract and how it would benefit the fire department.

Gene Schilling said that personnel matters should be discussed in an executive session. He said that the Chief has the right to decide if his discussion will be in public or executive session. Eric Gross reiterated that Ron Leach has the right to request an executive session. He said that he is an employee and has the same rights as any other employee. He said that Ron Leach is talking to the Board of Directors as an employee, not the chief officer. Eric Gross said that there needs to be 2/3 vote to enter in to an executive session.

John Colson said that there are rules about what can be discussed in an executive session. He asked what the definition of a personnel matter was and said that he does not think a discussion about a contract is one that is allowed in an executive session.

Mike Kennedy said that the Board wasn't going in to an executive session to create a contract, but to hear what an employee wanted to say to the Board of Directors.

Tom Flynn said that the questions are because they do not know what is going to take place. He said that organization has operated the way it has for many years He said that putting a contract in place for the Chief at this point in his career and the fire department's fiscal situation is poor timing. He said a contract could just repeat what is in the employee handbook or it could be a golden parachute, which would upset the public.

Gene Schilling said that people have asked him why the Chief has not had a contract. He said that the Roaring Fork School Board had significant negotiations with two superintendents to contract with them for their vision for the next few years.

Hank van Berlo said that it seems to be a clandestine issue. He asked what the urgency for a contract was. He suggested setting an agenda item at a future board meeting to discuss the need for an employment contract with the Chief. He said it would be in open session and have public input.

Mike Kennedy said there was no urgency and that the Board of Directors was informed of the request a month ago. He said that the intent is not to make a decision today, but to hear what the Chief has to say to the Board of Directors. He said until they know what is being requested, nothing can happen.

#### **EXECUTIVE SESSION PURSUANT TO C.R.S.§24-6-402(4)(F) , REGARDING PERSONNEL MATTERS REGARDING EMPLOYEE RON LEACH**

**MOTION:** to go in to an executive session pursuant to C.R.S.§24-6-402(4)(F), regarding personnel matters regarding employee Ron Leach. Louis Eller said that the Board of Directors needs to hear what Ron Leach has to say and the executive session is needed for that. It carried and passed 4-1, with Carl Smith voting against.

Present at the executive session were: President Gene Schilling, Vice-President Mike Kennedy, Secretary/Treasurer Louis Eller, Director Bob Emerson, Director Carl Smith, Fire Chief Ron Leach, Board Attorney Eric Gross and Secretary to the Board of Directors Jenny Cutright.

The Board of Directors went in to an executive session at 12:34 p.m.

The Board of Directors reconvened the special meeting at 1:47 p.m.

MOTION: made to accept Ron Leach's withdrawal of his request for an employment contract and that the Board schedule at the next meeting a discussion of whether or not it is appropriate for the Fire District to consider a policy of having a written contract with the Fire Chief. It carried and passed unanimously.

MOTION: made to adjourn the Board of Directors meeting at 1:50 p.m. It carried and passed unanimously.

Respectfully submitted,

---

Jenny Cutright, Recording Secretary

---

Gene Schilling, President

## CARBONDALE & RURAL FIRE PROTECTION DISTRICT

### MINUTES OF THE MEETING

### BOARD OF DIRECTORS

### CARBONDALE FIRE HEADQUARTERS

JUNE 10, 2015

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on June 10, 2015 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 5:30 p.m. Directors present were Mike Kennedy, Bob Emerson, Louis Eller and Carl Smith. Also present were Ron Leach, Jenny Cutright, Eric Gross, Rob Goodwin, Bill Gavette, Frank Nadell, Jess Westley, Mark Chain, Jake Spaulding, Hank van Berlo, Ray Sauvey, Mike Wagner Karen Tafajian and Jeff Wadley.

### CHANGES TO AGENDA

Carl Smith asked to add to the agenda:

- Question about recording executive sessions

### CONSENT AGENDA

The items on the consent agenda were Approve the Minutes of May 13, 2015 Regular Meeting, Approve Current Bills and Balances, Ambulance Billing Report.

MOTION: made to approve the consent agenda. Carl Smith requested the following changes to the May 13, 2015 Minutes (additions are noted in italics, removals are struck through):

- Page 5, paragraph 1, “Carl Smith asked why the audit numbers are different than the ~~budget~~ *financial* documents.
- Page 7, paragraph 7, “Louis Eller said when the headquarters building was built, the Board used a lot of reserves *and the result was that the lowest was \$135,000*, but then work hard to rebuild...”

Bob Emerson requested the follow changes to the May 13, 2015 Minutes:

- Page 2, paragraph 2, “He said that *notice of* one of the meetings he attended was in prominently displayed in the newspaper *on the day of the meeting* and only one person attended.”
- Page 4, paragraph 5, “Bob Emerson asked if the budget was on ~~budget~~ *target*.”
- Page 7, paragraph 6, “He said if there is no ~~tax~~ *mill levy* increase, the Board...”

It carried and passed unanimously.

### PERSONS PRESENT NOT ON THE AGENDA

No members of the public had any comments.

Request for Fourth of July Fireworks Display at Aspen Glen Jess Westley, General Manager from Aspen Glen, thanked the Board for their time. He requested a fireworks show on the fourth

of July. He said that Aspen Glen needs help and support from the fire department to have a fireworks show. He said that Marc Bassett would shoot the fireworks and they would need a few other firefighters to help. Jess Westley said that Aspen Glen would be willing to host a holiday party for the members in exchange. Louis Eller said that the District cannot accept a gift in exchange for the show. Gene Schilling said that the discussion about a show should not involve a holiday party.

Louis Eller said if the show was approved, there would need to be consent from the Chief on that day since the fire conditions change quickly.

Bob Emerson recused himself from the discussion due to a conflict of interest.

Carl Smith asked Bill Gavette what the requirements would be to hold a fireworks show. Bill Gavette said the main issue is insurance. He said the rest are NFPA requirements and have not changed since the last time Aspen Glen hosted a fireworks show. Gene Schilling asked if Carbondale & Rural Fire Protection District could be listed as an additional insured on Aspen Glen's insurance. Jess Westley said they could. Louis Eller asked if the person shooting off the fireworks needs to be licensed. Ray Sauvey said that the shooter needs to be certified every year. Jess Westley said that Aspen Glen would also like to do a fireworks show on New Year's Eve.

Ron Leach said that he spoke with Jess Westley about two months prior and Marc Bassett last week. He said that the fire department buys the fireworks and Alpine Bank reimburses the District for the cost of the fireworks. Ron Leach said that the Fire District holds the liability insurance for the show. He said that Carbondale & Rural Fire Protection District is putting on the show and is responsible and liable for it. He said the fireworks must be stored in a magazine prior to the show and fire protection at the site needs to be accommodated. He said that our insurance company requires current training and certification for those who shoot the fireworks. Ron Leach said that VFIS underwriters requested updated certificates before they will issue the fireworks insurance. Ron Leach said that he had a similar conversation with the Carbondale Mayor about fireworks in town. He said there were buildings below the shoot site and one year the District had fireworks land on the roof of a school. Ron Leach said it wasn't safe to shoot the fireworks in that location, it is usually busy for emergency calls and there is generally very high fire danger then. Ron Leach said there also needs to be a large commitment from the fire department volunteers to accomplish fireworks shows.

Ron Leach said that he has witnessed a number of close calls when fireworks were being shot. He said that some fireworks have tipped over and gone sideways, or exploded in the can. Ron Leach said that shooting 3-4 inch fireworks is not something to be taken lightly. He said that he would like to take the fire department out of the fireworks shows. He added that the risk far outweighs any benefits. Ron Leach said that he suggested to both the Mayor and Jess Westley to look for an outside vendor for their fireworks shows. Ron Leach added that he does not have a problem with Aspen Glen having a fireworks show but does not want to fire department putting it on. He said there are contractors who are trained, licensed and insured.

Ron Leach said that his opinion is that the fire department does not buy fireworks or put the show on. Ron Leach said that he told Marc Bassett this and Marc was disappointed. Ron Leach told Marc Bassett that he could discuss the issue with the Board of Directors. Ron Leach said that Marc Bassett brought the issue up to the volunteers at the membership meeting and asked who was interested in helping. Ron Leach said that there are training and certification aspects to fireworks shows.

Gene Schilling said that after hearing Ron Leach's comments, he thinks hiring an outside contractor is a good idea. Jess Westley said that they contacted several but they are all booked. He added that he respects Ron Leach's comments and recognized the danger and risk involved. He added that Aspen Glen would reimburse Carbondale & Rural Fire Protection District for any costs involved.

Carl Smith said that he hears the Fire Chief saying this isn't a good idea and the Board should support that.

Louis Eller asked if the main concern was liability. Ron Leach said that the #1 priority is the safety of our people and the public. Discussion followed. Ron Leach said that the fireworks company will not sell fireworks directly to Aspen Glen. Ron Leach said once the fire department buys fireworks we are responsible for the show. Discussion regarding where fireworks would be shot off from followed. Ron Leach said that insurance company will not issue a policy for fireworks without current certifications. Ron Leach said that there haven't been any fireworks training since 2010.

Louis Eller asked if Ron Leach would accept a contractor shooting the fireworks show. Ron Leach said he would have no problem with that. Jess Westley said that they have contacted numerous vendors but none were available.

Carl Smith said that this adds another burden on the already overworked staff. Jess Westley said that Aspen Glen would transport the fireworks and put the mortars together. General discussion followed. Ron Leach said that he is willing to work with Aspen Glen for another year but the District should stop shooting fireworks.

**MOTION:** made to shoot the fireworks for the Aspen Glen Fourth of July show based upon the following conditions: the show can be shut down by a Chief Officer of the fire department if the conditions are not conducive for a fireworks show or if there are staffing issues, that Aspen Glen add Carbondale & Rural Fire Protection District as an additional insured on their insurance and they reimburse for all costs involved including insurance and training and that all people involved are certified to shoot fireworks and that this is the last year Carbondale & Rural Fire Protection District will do the fireworks show. Carl Smith noted there may be overtime costs involved. Jess Westley said that Aspen Glen would cover those costs. Discussion followed and it was noted if the District cannot get insurance in time the show will not happen.

The motion was amended to:

**MOTION:** made to shoot the fireworks for the Aspen Glen Fourth of July show based upon the following conditions: the show can be shut down by a Chief Officer of the fire department if the conditions are not conducive for a fireworks show or if there are staffing issues, that Aspen Glen add Carbondale & Rural Fire Protection District as an additional insured on their insurance and Aspen Glen will reimburse for all costs involved including overtime, insurance & training, that all people involved are certified to shoot fireworks, that this is the last year Carbondale & Rural Fire Protection District will do the fireworks show and that the District must be able to obtain insurance for the show. Ron Leach noted that Marc Bassett needs to coordinate the event. He added that the staff does not have the time to find and train the shooters and that Marc Bassett will need to take responsibility for this. It carried and passed 4-0, with Bob Emerson abstaining.

### **MASTER PLAN STUDY UPDATE**

Mark Chain said that the public input portion of the survey is complete. He said there were 11 neighborhood meetings, some well attended and some sparsely attended. Mark Chain said that the survey was mailed out to 3,500 residents between May 29 and June 1. He said there will also be an online survey available for those who did not receive one in the mail. Mark Chain noted that as of June 8, 160 surveys had been returned, with the deadline to return them on June 16. Mark Chain said that the preliminary survey results will be available June 22, with the formal results available on July 6.

Mark Chain said that Almont Associates requested that Mark Chain Consulting present a brief survey from Almont Associates to external stakeholders. Mark Chain said that he and Leslie Lamont went to five different groups and sent the results to Almont Associates. He added that on July 15, the survey results will be presented to the Master Plan Steering Committee (MPSC) and his portion of the plan will be sent out on July 20. He added that Almont Associates will be in Carbondale on July 29 and would like to meet with the Board of Directors at noon and the MPSC at 6 pm.

The Board of Directors agreed to set a special meeting for July 29 at noon to meet with Almont Associates.

Mark Chain said that the June 2 MPSC meeting was lively. He said that they asked many questions about the public input process. Carl Smith added that the dinner for the MPSC was donated by Allegria restaurant. He requested a thank you letter from the President of the Board of Directors. Gene Schilling said he would do so. Carl Smith added that Michael Hassig presented an architectural drawing of the process which helped the MPSC understand the process. He also said that Joe Enzer had a lot of questions that Mark Chain will be answering, along with questions about the encumbered funds for the ladder truck.

Mark Chain said that that the graphic Carl Smith was referring to was regarding the financial alternatives and he would email it to the Board of Directors. He added that he will send the 10 years audit data to the MPSC so they can see the changes from a monetary standpoint.

Discussion regarding the Alpine Bank lease purchase followed. Gene Schilling explained how the lease purchase can be converted to a regular loan if needed. Further discussion regarding how

a bond is funded followed. Louis Eller noted that one item they look at is the overall health of the District and the community. He said if they appeared to be a bad risk then the interest rate would be much higher. Ron Leach suggested having Eric Gross write a memo explaining how the lease purchase can convert to a traditional loan. The Board of Directors agreed.

## **STAFF REPORTS**

2016 Preliminary Budget Report Ron Leach reviewed the preliminary 2016 budget in the packet, along with a spreadsheet of audited and projected finances from 2004-2021. Ron Leach reviewed the current financials noting that the 44% of the budget has been spent and is 6% under budget.

Ron Leach said that the projected amount of property taxes for 2016 is \$2,034,102, a 30% increase. He noted that the final assessed valuations are not in yet, so the number is an estimate. He also discussed the 2 year budget cycle and that he projected a 5% increase for each of the next two budget cycles. Ron Leach said in the 2016 preliminary budget the expenditures all have a 2.8% increase, which is the average inflation factor over the past 4-5 years.

Ron Leach said that the reserve balance has been a subject of much interest. He said that according to the budget, the reserve balance will be \$1.6 million. He reviewed the current situation of reserve spending. He said that even with the 2016 increase and a 'hold the line' budget, the reserve fund is still trending down each year. He added that the preliminary budget does not address the concern for spending reserves, any capital replacement needs for the next 6 years or any additional personnel. Ron Leach said that the District needs to start spending \$200,000 annually for capital replacements, along with increasing the reserve balance and hiring more personnel over the next five years to safely cover the community.

Louis Eller noted that there were some capital projects planned from the last 10 years that were deferred. He said at some point the board needs to review those items including a maintenance building and the fire training ground.

Ron Leach reviewed the capital needs assessment. He said that there is always talk about the capital needs and the staff keeps a running list of those items. He said that the list presented was compiled by the staff and includes vehicle, equipment and buildings. Discussion regarding a reserve balance policy followed. Ron Leach suggested increasing the reserves by \$200,000 annually. He added that the budget is 79% personnel costs. He said the rest of the budget is 'everything else' and there is not much that can be cut from there anymore. Gene Schilling added that the infrastructure is not being taken care of and needs to be. Louis Eller thinks that Almont Associates will discuss this trend in their report.

Capital Equipment Needs Rob Goodwin said that the staff made lists of what the capital needs are. He reviewed the lists with the Board of Directors. He noted the costs are in today's dollars. Rob Goodwin said there are a number of new applicants coming in July that there is no gear for. He reviewed the NFPA standards on turnout gear. Rob Goodwin said that purchasing wildland gear, fire shelters and wildland hose are needed annually.

Rob Goodwin said some equipment needs to be replaced now, but can't be. He said that there are two ambulances that need replacement. He added that engines have an average 20 year lifespan, depending on use, and engines 83, 84, 85 and tender 85 were all purchased as part of the 1992 bond issue.

Rob Goodwin said that a new ATV and UTV are need at Station 81. He said an ATV is sent to Marble in the summer for a hasty team approach for back country rescues. The other vehicle can be kept at Station 81 for bike trail incidents. They are also used for snowplowing at Station 81 in the winter. Rob Goodwin said having an UTV will help get to a patient quicker and safer.

Bill Gavette reviewed the communications capital needs. He said that Pitkin County is moving to an 800 MHz system. Discussion regarding the future of VHF paging followed. Bill Gavette said that he did not think that VHF paging would be phased out since redundancy is needed both practically and for ISO. He said that the phone line outage is a perfect example of why redundancy is needed.

Rob Goodwin said that the federal government is not changing from VHF to 800 MHz radios, so VHF radios are still needed to communicate with federal entities such as BLS and USFS.

Frank Nadell reviewed the training program's capital needs. He said that there were training capital needs that were planned in the bond that were not purchased. He said that there is a greater need now than then for a training ground. He said new firefighters are not getting experience with live fire and structure fires are more dangerous now due to building construction and contents. He said that firefighters need to be proficient and safe in a dangerous work environment.

Rob Goodwin said the capital needs list will grow or shrink over time. He said a technology upgrade is also needed for delivering training. Rob Goodwin said that Carbondale & Rural Fire Protection District is a combination fire department and needs to deliver a lot of training to members. He said that a strategic plan for delivering training to areas such as Marble is needed.

Rob Goodwin said to add gurneys to the equipment needs list. He said that power gurneys are about \$18,000 each and will help prevent back injuries.

Rob Goodwin said that there is a comprehensive list of buildings and infrastructure needed. Discussion followed. No action was taken.

November 2015 Election – County Clerk's Questions Jenny Cutright emphasized that she is not asking the board to make a decision on a November election, but that the county clerks are asking if districts are considering a question in November. She said if a district answers no, then the clerks will not contact any further about the election. She said if a district says yes, it does commit the district to participating in the election.

Louis Eller said that he would not like to limit the options and would like to keep the lines of communication open. Gene Schilling said that the Board has not decided anything, but it is wise

to keep the options open. The Board of Directors verbally agreed to answer that the District may want to participate in a November 2015 election.

Discussion on 911 Outage Bill Gavette reviewed the timeline for the telephone outage. He added that it interrupted 911 service from Carbondale to Aspen. He said that cell phones providers AT&T and Verizon were down, Cedar Network and CenturyLink internet were down and the connection to the 800 MHz radio site in Marble. He said the special circuit phone lines were down from Aspen to Rifle so neither dispatch center could talk to or page Carbondale Fire on Crystal.

Bill Gavette said that 800 sites, other than in Marble, Crystal VHF radio between Carbondale and Marble, Comcast internet and telephone worked during the outage. CenturyLink phone calls between Carbondale phone numbers worked too. Rob Goodwin said that if someone called 911 nothing would happen.

Gene Schilling said that as part of the budget reductions, the satellite phones were cut. He said one phone was in Redstone for emergency communications, but is no longer there and would have been helpful if there was an emergency. Gene Schilling said that the Town of Carbondale has ordered a satellite phone for emergencies. He said if this happens again that the police department will place radios at key locations and use KDNK and KMTS for broadcasting emergency messages. He added that the Fire District would put radios at Heritage Park and the Redstone Inn. Gene Schilling said that there has been discussion about a microwave link which would have allowed the fire department to talk to Dispatch. Gene Schilling suggested looking to see if there is a cost effective way to put in the redundancy of a microwave link.

Bill Gavette said that at the last Garfield County Communications Board meeting that Carl Stephens said that CenturyLink should have the capability to route all of the 911 calls manually to another CenturyLink phone line, such as Station 1 or the police department.

Gene Schilling said that if there was another outage like this, the police department would staff their office 24/7. He said during the outage there was an ambulance call at Heritage Park but since the staff couldn't get through on 911, they had a person drive to the police station for help.

Bill Gavette said that Rob Goodwin did an interview with KDNK during the outage and he put out the message that if there was an emergency to go to or call a fire or police station directly, not 911. He added there was a fire call during the outage and someone drove to the fire station to report it.

He said that phone and radio communication was established between Carbondale and Redstone. Bill Gavette said that Ron Leach was in Marble and notified the community leaders and posted a sign. He said that the fire and police department coordinated their efforts in Carbondale.

Bill Gavette said that when it was discovered that Comcast was working, he was able to contact Jenny Cutright, who was in Glenwood Springs, via email and she put out messages on Facebook and Twitter in English and Spanish.

Bill Gavette said that there was a morning briefing the next day and the Post Independent came to it. He said the telephone and internet service came back shortly after.

Ron Leach said that the community was without 911 service for 16 hours. He said that the staff did a very good job of seeing the seriousness in the problem and reacting to it. He said they recognized the vulnerability and took steps to protect the community. Ron Leach said that the staff did a great job and he is very proud of them. Ron Leach added that the message sent out by Gene Schilling through Chris WurtSmith to take care of your neighbors was excellent.

Ron Leach said that this was a very big problem and that it was very lucky that nothing serious happened during that time period. Mike Kennedy said the staff did a great job in a tough situation. He said it would be good if the public knew how the fire department stepped up to make sure people were safe.

Carl Smith said asked if the end result is that there is a single link to 911 and is that the only way communication can occur. Bill Gavette said that he didn't think it was supposed to be that way. General discussion followed.

## **FINANCIAL REPORT**

Garfield County Federal Mineral Lease District Grant Purchase Order Ron Leach said that the District applied for and was awarded this grant. He said the Board of Directors signed the contract at the last board meeting. Ron Leach said the equipment to purchase is a new VHF repeater, a comparator and 15 handheld 800 MHz radios. He said that the purchase order is for \$24,743. He requested approval for the purchase. Gene Schilling said that the cost will be reimbursed from the grant.

The Board of Directors verbally approved the purchase.

Discussion on Payment Authorization Process Carl Smith questioned the payment authorization process. He said that there are three categories of bills. He said the first category is regular bills such as electric bills. He asked if Jenny Cutright verifies the charges. She said she does.

He said the second category is special purchases. Ron Leach said that they are verified through purchase orders and packing slips that are signed by the person who opens the package.

He said the third category is credit card purchases. He asked if all credit card purchases are required to submit a receipt. Ron Leach said there is a policy to turn in all receipts but sometimes one is not submitted. He said that Jenny Cutright receives the credit card statements and reconciles it against the receipts submitted. Carl Smith said that credit cards are the easiest to make mistakes on or have abused. Ron Leach said that Jenny Cutright verifies the receipts monthly. Jenny Cutright noted that there is a spreadsheet attached with the credit card invoices that shows each purchase being paid and its budget account.

Bob Emerson noted that it has been interesting to see both the preliminary budget projections that shows continued deficit spending and the need for major maintenance and capital

expenditures in the same meeting. He said that it has been an eye opener to see both presented. He said that something has to change.

## **OLD BUSINESS**

Colorado Stone Quarry Proposal for Emergency Services Ron Leach said that he wanted to follow up on the proposal for emergency services. He said that there are not a lot of opportunities for the District to increase revenues. He said that he has met with the Colorado Stone Quarry (CSQ) manager twice and also toured the site with Louis Eller. He said the goal was to be sure that apparatus could respond to the site and assess their operations.

Ron Leach said that CSQ needs a designated emergency response authority to satisfy their MSHA requirements. He said the agreement being discussed would include providing CPR and first aid training to CSQ staff, helping them develop an all-risk emergency plan, medical protocols and procedures and help them determine the best place for a helicopter pad that they would like to install. He said that the intent is to help them manage their emergency program and

Ron Leach said that CSQ would pay for all training cost related to their quarry, purchase any PPE needed, cover any administrative costs incurred with developing their plans and pay an annual fee that is being negotiated. He suggested a five year agreement with a 30 day notification clause for either side to end the agreement.

Ron Leach said that CSQ has a similar agreement with their sister mine and fire department in Vermont. He added that CSQ needs this service and they want to help the community. Ron Leach said he believes it will be a good thing.

Louis Eller said that he hasn't seen any negatives with the proposal. Gene Schilling said that he would like to move forward and try to negotiate a contract. General discussion regarding the contract, rescues and PPE followed. Louis Eller noted that there is an avalanche risk in the winter, but they have one person whose sole job is to maintain the road and the quarry will shut down if the conditions/avalanche danger is bad.

The Board of Directors verbally gave Ron Leach and Eric Gross the authority to proceed on the development of an agreement. The Board of Directors would like to see a draft agreement in the board packet.

Salary Survey Costs Ron Leach said that Jenny Cutright called the Mountain States Employers Council about a salary survey. He said that she found out that they have not done the Colorado State Fire Chiefs Salary Survey for a few years. He said they would be willing to do a survey for the District though the costs are prohibitive, around \$20,000. Ron Leach said that he believes a salary survey can be done with some assistance from someone like Mark Chain. He said that he does not want to spend a lot of money on a salary survey. He said he would like to have it done during the summer so it is complete by budget time.

Carl Smith said that he believes that the survey can be done in-house and it is appropriate for management to do the survey. He said that would allow the Board to clearly identify issues that need to be addressed.

SCBA Bottle Purchase Carl Smith said that his question was answered on this topic.

Recording Executive Sessions Eric Gross said that Carl Smith sent an email asking a specific question about Executive Sessions. He asked why an Executive Session needs to be recorded if no one can listen to it.

Eric Gross explained that recording the meeting is tied to the Open Meeting Law. He said the law defines how to conduct an executive session and that it generally must be recorded. He said the law says if a member of the public wants to determine if an executive session was conducted correctly, they can file a complaint with the District Court within 90 days. The Court will then listen to the recording and make a determination if the session was conducted properly. He said if it is found that the Executive Session should have been open to the public than the recording can be released and minutes typed.

Eric Gross added that after 90 days of the Executive Session, the recording and any minutes taken are destroyed.

## **NEW BUSINESS**

Policy Discussion Regarding Employment Contracts for Employees Gene Schilling said that this on the agenda so opinions can be made in a public meeting. He noted that there was previously a special meeting about an employment contract.

Gene Schilling said that he is not ready to go in to a discussion on if he wants an employment contract with anyone. He said that Ron Leach requested an executive session about an employment contract and then withdrew his request for a contract. Gene Schilling said he wanted to discuss the issue during a public meeting. He added if the Board of Directors wants to make a decision to have an employment contract, he would support it. Louis Eller said that he was in favor of looking at a contract if Ron Leach makes another request or if a new chief is hired. Mike Kennedy said that at some point there will need to be an employment contract with a chief. He said that the Board of Directors needs to decide if it is only the chief or if other positions need a contract.

Gene Schilling said in the Town of Carbondale, the Town Manager has a contract. He said that he feels that Ron Leach's position is equal to a Town Manager position. He added in Basalt both the Town Manager and Police Chief have contracts. He added that the Roaring Fork School District has about 5 people with employment contracts.

Carl Smith said that he sees a contract as a negotiation item. He said it is about what works best at that point in time and with the particular individual involved. Gene Schilling said that the Board of Directors should decide if that is the direction that they want to go and if so, make it a policy.

Bob Emerson said that it is very common for managers of special districts to have contract. He said that his research has led him to conclude that there are advantages to the district and the employee. He added it is a negotiation on what the terms would be. He said that his opinion is to support a policy to have a contract at least for the fire chief.

Spring Valley Area Louis Eller said that as part of the Master Planning Process he contacted the Garfield County Deputy Assessor and asked if they could map the Spring Valley area, showing what is in the District and what is in no fire district. Discussion regarding if an area can be annexed but not take on the wildfire cost liability. No action was taken.

501c3 Eric Gross said that he wrote a memo regarding the 501c3 question that has come up. He said that he would like to put it on the agenda for July.

July Meeting Bob Emerson said that he will miss the July meeting. He said he may have to miss the August meeting as well. He requested to be excused from the July Board of Directors meeting.

MOTION: made to excuse Bob Emerson from the July Board of Directors meeting. It carried and 4-0, with Bob Emerson abstaining.

July Agenda Ron Leach asked if there could be an item on the July agenda to discuss a timeline for the November election and to talk about if there will be an election question. Discussion followed and the Board of Directors verbally approved putting 'ballot discussion' on the July agenda.

MOTION: made to adjourn the Board of Directors meeting at 8:21 p.m. It carried and passed unanimously.

Respectfully submitted,

---

Jenny Cutright, Recording Secretary

---

Gene Schilling, President

## Deputy Chief Operations Report July 2015

### Responses –

As of June 30, 2015 we have responded to 564 calls for service.

- 306 EMS calls including 36 motor vehicle accidents.
- 31 Fire responses. These include all fire calls, gas leaks, spills, CO responses, etc.
- 84 Fire alarm responses
- 141 Service and Good Intent responses. These include smoke/odor checks, citizen assist, cancelled enroute etc.

### Response Comparison – Month

- June 2015 - **119**
- June 2014 - **94**
- June 2013 - **117**
- June 2012 - **108**

### Response Comparison - YTD

- 2015 - **564**
- 2014 - **502**
- 2013 - **559**
- 2012 - **512**

### EMS Transports – YTD

- 2015 - **232**
- 2014 - **184**
- 2013 - **218**
- 2012 - **185**

### EMS Non-Transports - YTD

- 2015 - **74**
- 2014 - **84**
- 2013 - **82**
- 2012 - **69**

### ALS Calls – YTD

**134**

### BLS Calls – YTD

**98**

### ALS Calls – June

**30**

### BLS Calls – June

**16**

### Fire Calls – June

Structure Fires

**2**

Wildland Fires

**2**

Vehicle Fires

**0**

False Alarms

**17**

### Fire Calls – YTD

Structure Fires

**9**

Wildland Fires

**4**

Vehicle Fires

**5**

False Alarms

**84**

### Concurrent Calls –

**June**

**8 times (total of 19 calls)**

**YTD**

**29 times (total of 65 calls)**

## **Incident Response and Summer Staffing**

We seem to be officially into the busy summer season. We had 119 calls for service in the month of June. Our crews have responded to several swiftwater related calls. We have been called for mutual aid for swiftwater response with Basalt fire at least 4 times as well. We have not yet had to put swimmers into the water as each time the victim has been pulled back into a boat or onto shore. While the peak run-off in the rivers has passed, the Crystal and Roaring Fork rivers continue to flow at elevated rates. I don't remember ever seeing such a sustained, high level of river flows like we have experienced this year.

Our Wildfire Prevention and Preparedness program is up and running well. We have been staffing one engine with 2 personnel each day. Recently, the crew, along with a number of other firefighters were called to the County Road 110 area for 3 reported lightning strike fires. After sending crews to each reported location, it was determined that there was one fire burning between CR 114 and CR110, on the hillside between CR 114 and Cattle Creek road. The crews found a fire burning in pinion/juniper fuels near a construction equipment storage yard. Our firefighters did an excellent job of performing initial attack on the fire area and stopped the fire spread. CRFPD crews worked with an engine from the State of Colorado and an engine from the UCR Interagency crew from Rifle to mop-up the fire. This fire was a lightning caused fire that came from a thunderstorm cell that was producing significant out-flow winds and not much rain. These types of fires can be particularly dangerous as the winds tend to change direction as the cell moves over the area. I was very proud of the way the WPPP crew performed their incident management and ensured that everyone was aware of the potential for rapidly changing conditions. The WPPP crew proved to be a valuable asset on this incident and we are fortunate that they were on duty.

## **Projects, Outreach, Other stuff –**

- Coordinating scheduling program for paid staff and volunteers
- Developing New Member application/acceptance process with membership committee
- Scheduling & staffing of WPP program
- First Friday photo shoot with Ladder 81 in downtown Carbondale
- Prescribed burn for CDOT near Penny Hot Springs
- Wash tennis courts on Meadowood Dr for Town of Carbondale
- Participated in Pitkin County wildfire preparedness campaign, video shoot
- Coordinated and supervised Station 84 cleanup
- Coordinated fire crew cooking lunch at Senior Housing, eating lunch with residents
- Scheduling, staffing and supervision of ambulance crews for Aspen Valley Polo Club matches
- Scheduling, staffing and supervision of medics for local horse shows
- Developed New Member Training Academy for new members in July
- Monthly membership meeting
- Staffing and participation in July 4<sup>th</sup> activities in Carbondale & Redstone
- Taught Officer Training at Station 81
- Annual SCBA fit testing for all CRFPD members who have masks

Respectfully submitted  
Rob Goodwin  
Deputy Chief



## **Board of Directors Report**

Bill Gavette, Deputy Chief

July 2015

### **Completed Plan/Code Reviews**

- CRMS Welcome Center, fire sprinkler system, Garfield County

### **Pending/On-going Plan/Code Reviews**

- City Market, sketch plan, Town of Carbondale
- Lot 2, Ranch at Coulter Creek, fire sprinkler final, Garfield County

### **Inspections**

- Kornasiewicz residence, fire sprinkler final, Garfield County
- Treasure Mountain Bible Camp, general inspection, Gunnison County
- Columbine House, general inspection, Town of Carbondale

### **Other Projects**

- Master planning
- Castle Valley Children's clinic, Knox key
- Wooden Deer Subdivision, Firewise Communities USA/ Recognition Program
- International Residential Code , review fire sprinklers code requirements, Pitkin County

# Board of Directors Training Program Report

July 2015

## June Training:

- June 3<sup>rd</sup> Officer training, Fire Dynamics by Goodwin, attendance 12 members
- June 17<sup>th</sup> JPR work session by Nadell and others, attendance 9 members
- June 22<sup>nd</sup> Asthma and COPD Assessment and Treatment by Handville and Wagner, Attendance 9 members
- June 24<sup>th</sup> Advanced engine Company Operations by Pidcock and Deter, attendance 7 members
- Numerous JPR work sessions were completed for members renewing fire certifications for July 1.
- Numerous other staff and volunteer trainings were conducted throughout the month

## June Highlights:

- Two members completed a Hazardous Materials Operations course at Snowmass fire department.
- Four members attended "Where Science Meets the Streets" modern fire dynamics course in Glenwood springs.
- Two members completed advanced level courses at the Colorado Incident Management and Wildfire Academy.
- One member completed his Firefighter 2 certification exams.

## Certification Management:

- June 29<sup>th</sup>, assisted five members in renewing their Colorado Firefighter 1,2 and Haz- Mat certifications.
- June 29<sup>th</sup>, assisted one member in obtaining his initial Colorado EMT Basic certification.
- 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:

- Total man hours of training for May 2015 = 353 hours
- Total man hours of training in 2015 through May 31<sup>st</sup> = 3286 hours

Respectfully submitted,

Deputy Chief/ Training Officer Frank Nadell

# June 2015 Maintenance Report

- Replace turbo in Brush 81 due to stuck veins and lack of power.
- Inventoried and labeled " CRFPD" & bottle number on all new air bottles with epoxy.
- St-84 lawn care
- Hose test E-81, 5" hose.
- Train shift workers on fit test machine.
- River rescue on 6/15/15 located patient.
- Replaced driver side mirror on R80
- Replace HVAC fan wheel, out of balance and was starting to vibrate causing damage to components.
- Bleed air out of E-81 coolant system.
- Hose test R-81 LDH
- Oil change and service Bat-8
- Removed old basket ball hoops with cutting torch @ St-84
- Disassembled sprinkler filter housing and cleaned out inlet pipe strainer due to runoff debris.
- Service call Sunday afternoon on L-81, operator error resulting in lock down on movement of truck. Rest system and properly stowed ladder. Test all movement of ladder operations.
- Removed suction strainer bracket L-81 Due to improper installation from shift workers. Interfered with ladder rotation.
- Tear down Drinking fountain faucet and remove clog in pipe.
- Put in service all new air bottles removed all expired.
- Disassembled expired air bottles removing valves so they cannot be used.
- Flow test all Air Packs in fire district W/ROI testing. One pack removed from service. Ordering new parts to fix under warranty.
- Test MSA air masks that were available. Shift workers, truck spares and st81 Bunker room. ROI inspection.
- Cover EMS call
- Cover Wild Land Fire call on 110 road. First on scene with B-85.
- Replaced two broken Sprinkler heads Operation side.
- Build new seat platform bracket on riding lawn mower. Stress cracked.
- Sharpen Blades on riding lawnmower
- Extermination of rodent's infestation @ headquarters parking lot, building walls and back lawn. Will continue as needed.
- Meetings
- Prep command trailer for PR. blood pressure readings @ City market. Cleaned, washed and ran generator.
- Set up for readings @ City market with shift and volunteers.
- End of report

6/30/2015

Interest Rate

**General Fund**

|                          |           |                     |       |
|--------------------------|-----------|---------------------|-------|
| Alpine Checking          | \$        | 703,703.83          | 0.00% |
| Alpine Money Market Fund | \$        | 621,536.44          | 0.01% |
| <b>TOTAL</b>             | <b>\$</b> | <b>1,325,240.27</b> |       |

**Capital Projects Fund #1**

|                               |           |                     |       |
|-------------------------------|-----------|---------------------|-------|
| Alpine Checking               | \$        | 54,108.62           | 0.00% |
| Alpine Money Market Fund      | \$        | 800,091.28          | 0.01% |
| Alpine Impact Fee Fund        | \$        | 11,451.16           | 0.01% |
| Alpine Loan Fund Money Market | \$        | 706,149.41          | 0.01% |
| <b>TOTAL</b>                  | <b>\$</b> | <b>1,571,800.47</b> |       |

**Bond Fund**

|       |    |            |       |
|-------|----|------------|-------|
| Csafe | \$ | 115,193.30 | 0.16% |
|-------|----|------------|-------|

**Pension Fund**

|      |  |                       |  |
|------|--|-----------------------|--|
| FPPA |  | <b>\$2,196,719.58</b> |  |
|------|--|-----------------------|--|

**Ambulance Billing Report - June 2015**

|                                   |    |                  |
|-----------------------------------|----|------------------|
| Cash Collected on Accounts        | \$ | <b>21,918.49</b> |
| New Accounts Billed               | \$ | <b>49,384.40</b> |
| Medicare Assignments (Write-Offs) | \$ | <b>12,370.29</b> |
| Other Write-Offs                  | \$ | <b>7,557.00</b>  |
| Amount Sent to Collections        | \$ | <b>5,953.80</b>  |

**Aging Report**

|                  |                   |                   |                    |
|------------------|-------------------|-------------------|--------------------|
| <u>0-30 Days</u> | <u>31-60 Days</u> | <u>61-90 Days</u> | <u>&gt;90 Days</u> |
| \$44,367.70      | \$18,873.31       | \$15,288.92       | \$56,488.28        |

## Checks Issued Between Board Meetings

### General Fund

|                                   |             |                                |         |
|-----------------------------------|-------------|--------------------------------|---------|
| Payroll                           | \$32,087.08 | Payroll                        | 6/5/15  |
| Internal Revenue Service          | \$7,350.09  | Federal Withholding            | 6/5/15  |
| Colorado Department of Revenue    | \$1,839.00  | State Withholding              | 6/5/15  |
| Fire & Police Pension Association | \$12,476.20 | Pension/457/Death & Disability | 6/5/15  |
| Payroll                           | \$33,659.97 | Payroll                        | 6/19/15 |
| Internal Revenue Service          | \$7,647.68  | Federal Withholding            | 6/19/15 |
| Colorado Department of Revenue    | \$1,875.00  | State Withholding              | 6/19/15 |
| Fire & Police Pension Association | \$12,477.81 | Pension/457/Death & Disability | 6/19/15 |

### Capital Projects Fund

none

### Miscellaneous Income

6/1-6/30

#### General Fund

|               |          |                              |
|---------------|----------|------------------------------|
| Skybeam       | \$200.00 | Tower rent                   |
| January Jones | \$10.00  | Board of Directors recording |

### Capital Projects Fund

**Carbondale & Rural Fire Protection Dist**

AP Check Register (Current by Bank)

Check Date: 7/7/2015

| Check No.                                       | Date     | Status | Vendor ID | Payee Name                     | Amount             |
|---|----------|--------|-----------|--------------------------------|--------------------|
| <b>BANK ID: ALPINC - ALPINE BANK - CHECKING</b> |          |        |           |                                | <b>1122</b>        |
| 34217   | 07/07/15 | P      | ADVANC    | Advanced Carpet Care & Res,Inc | \$236.00           |
| 34218   | 07/07/15 | P      | AIRGAS    | Airgas Intermountain, Inc.     | \$284.66           |
| 34219   | 07/07/15 | P      | ALADTE    | Aladtec, Inc.                  | \$1,395.00         |
| 34220   | 07/07/15 | P      | ASPEN     | Aspen Maintenance Supply, Inc. | \$275.71           |
| 34221   | 07/07/15 | P      | ASPENO    | Aspen Overhead Door Co, Inc    | \$40.00            |
| 34222   | 07/07/15 | P      | BDETER    | Brandon Deter                  | \$17.33            |
| 34223   | 07/07/15 | P      | CEDAR     | Cedar Networks                 | \$350.00           |
| 34224   | 07/07/15 | P      | CENEX     | Cenex Fleet Fueling            | \$1,637.35         |
| 34225   | 07/07/15 | P      | CENTUR    | CenturyLink                    | \$147.15           |
| 34226   | 07/07/15 | P      | COFIRE    | Colorado Division of Fire Prev | \$120.00           |
| 34227   | 07/07/15 | P      | COMCAS    | Comcast Cable                  | \$51.45            |
| 34228   | 07/07/15 | P      | CUOFCO    | Credit Union of Colorado       | \$1,029.84         |
| 34229   | 07/07/15 | P      | CROSS     | Cross Propane & Supply, Inc.   | \$434.70           |
| 34230   | 07/07/15 | P      | DODSON    | Dodson Engineering Products,In | \$4.61             |
| 34231   | 07/07/15 | P      | GARCLE    | Garfield County Clerk & Record | \$0.17             |
| 34232   | 07/07/15 | P      | GSFORD    | Glenwood Springs Ford          | \$2,220.18         |
| 34233   | 07/07/15 | P      | GJPIPE    | Grand Junction Pipe & Supply C | \$184.11           |
| 34234   | 07/07/15 | P      | HLF       | H Lazy F Mobile Home Park, LLC | \$644.47           |
| 34235   | 07/07/15 | P      | HOLY      | Holy Cross Energy              | \$422.56           |
| 34236   | 07/07/15 | P      | SPAULD    | Jake Spaulding                 | \$72.00            |
| 34237   | 07/07/15 | P      | JOHNDE    | John Deere Financial           | \$25.49            |
| 34238   | 07/07/15 | P      | CITYMA    | Kroger - King Soopers Customer | \$619.23           |
| 34239   | 07/07/15 | P      | METLIF    | MetLife - Group Benefits       | \$2,370.97         |
| 34240   | 07/07/15 | P      | PACIFS    | Pacific Sheet Metal, Inc.      | \$3,124.00         |
| 34241   | 07/07/15 | P      | PHERR     | Paul Herr                      | \$244.47           |
| 34242   | 07/07/15 | P      | QDS       | QDS Communications, Inc.       | \$993.26           |
| 34243   | 07/07/15 | P      | REDROD    | Red Rock Diner                 | \$48.57            |
| 34244   | 07/07/15 | P      | RELIAN    | Reliance Standard Life Insuran | \$1,165.64         |
| 34245   | 07/07/15 | P      | SOURCE    | Source Gas, LLC                | \$540.96           |
| 34246   | 07/07/15 | P      | STERIC    | Stericycle, Inc.               | \$422.99           |
| 34247   | 07/07/15 | P      | USPOST    | U.S. Post Office               | \$98.00            |
| 34248   | 07/07/15 | P      | VERIZO    | Verizon Wireless               | \$555.29           |
| 34249   | 07/07/15 | P      | VIP       | VIP Trash Removal              | \$131.00           |
| 34250   | 07/07/15 | P      | WESTHE    | Western Slope Health Care Grou | \$26,328.06        |
| 34251   | 07/07/15 | P      | WHITSI    | Whitsitt & Gross, P.C.         | \$3,936.00         |
| 34252   | 07/07/15 | P      | XCEL      | Xcel Energy                    | \$1,349.77         |
| <b>BANK ALPINC REGISTER TOTAL:</b>              |          |        |           |                                | <b>\$51,520.99</b> |
| <b>GRAND TOTAL :</b>                            |          |        |           |                                | <b>\$51,520.99</b> |

**Capital Projects Fund #1**  
AP Check Register (Current by Bank)  
Check Date: 7/7/2015

| <u>Check No.</u>                                | <u>Date</u> | <u>Status</u> | <u>Vendor ID</u> | <u>Payee Name</u> | <u>Amount</u>      |
|---|-------------|---------------|------------------|-------------------|--------------------|
| <b>BANK ID: ALPINE - ALPINE BANK - CHECKING</b> |             |               |                  |                   | <b>1140</b>        |
| 4659  | 07/07/15    | P             | MOTORO           | Motorola          | \$5,617.50         |
| 4660  | 07/07/15    | P             | NASCO            | NASCO, LLC        | \$42,883.20        |
| <b>BANK ALPINE REGISTER TOTAL:</b>              |             |               |                  |                   | <b>\$48,500.70</b> |
| <b>GRAND TOTAL :</b>                            |             |               |                  |                   | <b>\$48,500.70</b> |

## Carbondale & Rural Fire Protection Dist

### Income Statement

(Original Budget to Actual Comparison)

For the period of 7/1/2015 Through 7/31/2015

|                                       | Current Period |               |               |              | Year To Date            |                         |                       |                |
|---------------------------------------|----------------|---------------|---------------|--------------|-------------------------|-------------------------|-----------------------|----------------|
|                                       | Actual         | Budget        | Variance      | %            | Actual                  | Budget                  | Variance              | %              |
| <b>Cost of Goods Sold</b>             |                |               |               |              |                         |                         |                       |                |
| Property Tax                          | \$0.00         | \$0.00        | \$0.00        | 0.0 %        | \$(1,198,466.64)        | \$(1,564,693.00)        | \$(366,226.36)        | (23.4)%        |
| Specific Ownership Tax                | 0.00           | 0.00          | 0.00          | 0.0          | (51,766.13)             | (120,000.00)            | (68,233.87)           | (56.9)         |
| Interest/Penalties                    | 0.00           | 0.00          | 0.00          | 0.0          | (532.85)                | (5,000.00)              | (4,467.15)            | (89.3)         |
| Delinquent Tax                        | 0.00           | 0.00          | 0.00          | 0.0          | (315.80)                | (1,000.00)              | (684.20)              | (68.4)         |
| Abated Tax                            | 0.00           | 0.00          | 0.00          | 0.0          | 0.00                    | (9,129.00)              | (9,129.00)            | (100.0)        |
| Ambulance Revenues                    | 0.00           | 0.00          | 0.00          | 0.0          | (98,811.16)             | (225,000.00)            | (126,188.84)          | (56.1)         |
| Interest Income                       | 0.00           | 0.00          | 0.00          | 0.0          | (15.12)                 | (100.00)                | (84.88)               | (84.9)         |
| Building Rentals                      | 0.00           | 0.00          | 0.00          | 0.0          | (2,700.00)              | (7,200.00)              | (4,500.00)            | (62.5)         |
| Contributions & Grants                | 0.00           | 0.00          | 0.00          | 0.0          | (2,703.87)              | (10,000.00)             | (7,296.13)            | (73.0)         |
| Training Income                       | 0.00           | 0.00          | 0.00          | 0.0          | (50.00)                 | (1,000.00)              | (950.00)              | (95.0)         |
| Wildfire Contracts                    | 0.00           | 0.00          | 0.00          | 0.0          | (2,725.12)              | (10,000.00)             | (7,274.88)            | (72.7)         |
| Miscellaneous Income                  | 0.00           | 0.00          | 0.00          | 0.0          | (3,744.24)              | (5,000.00)              | (1,255.76)            | (25.1)         |
| <b>Total Cost of Goods Sold</b>       | <b>\$0.00</b>  | <b>\$0.00</b> | <b>\$0.00</b> | <b>0.0 %</b> | <b>\$(1,361,830.93)</b> | <b>\$(1,958,122.00)</b> | <b>\$(596,291.07)</b> | <b>(30.5)%</b> |
| <b>Gross Profit</b>                   | <b>\$0.00</b>  | <b>\$0.00</b> | <b>\$0.00</b> |              | <b>\$1,361,830.93</b>   | <b>\$1,958,122.00</b>   | <b>\$(596,291.07)</b> | <b>(30.5)%</b> |
| <b>Operating Expenses</b>             |                |               |               |              |                         |                         |                       |                |
| Wages                                 | \$45,693.99    | \$0.00        | \$(45,693.99) | 0.0 %        | \$671,084.71            | \$1,276,135.00          | \$605,050.29          | 47.4 %         |
| Wages - IA Team                       | 7,369.50       | 0.00          | (7,369.50)    | 0.0          | 10,285.85               | 30,000.00               | 19,714.15             | 65.7           |
| Health Benefits                       | 27,557.73      | 0.00          | (27,557.73)   | 0.0          | 193,761.22              | 337,795.00              | 144,033.78            | 42.6           |
| Pension Benefits                      | (183.60)       | 0.00          | 183.60        | 0.0          | 55,000.65               | 117,552.00              | 62,551.35             | 53.2           |
| 457 Contributions, District portion   | 0.00           | 0.00          | 0.00          | 0.0          | 4,746.53                | 10,000.00               | 5,253.47              | 52.5           |
| Workers Comp                          | 0.00           | 0.00          | 0.00          | 0.0          | 38,054.35               | 65,000.00               | 26,945.65             | 41.5           |
| Volunteer Incentive                   | 0.00           | 0.00          | 0.00          | 0.0          | 3,720.21                | 10,000.00               | 6,279.79              | 62.8           |
| Medicare/FICA Tax                     | 1,077.46       | 0.00          | (1,077.46)    | 0.0          | 12,034.21               | 18,939.00               | 6,904.79              | 36.5           |
| Unemployment Insurance                | 0.00           | 0.00          | 0.00          | 0.0          | 1,550.93                | 4,000.00                | 2,449.07              | 61.2           |
| Death & Disability Policy - FPPA      | 1,165.64       | 0.00          | (1,165.64)    | 0.0          | 17,438.92               | 31,000.00               | 13,561.08             | 43.7           |
| 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          | 35,275.00               | 50,000.00               | 14,725.00             | 29.5           |
| Treasurer Fees                        | 0.00           | 0.00          | 0.00          | 0.0          | 27,637.67               | 38,000.00               | 10,362.33             | 27.3           |
| Abated Tax                            | 0.00           | 0.00          | 0.00          | 0.0          | 1,636.54                | 1,000.00                | (636.54)              | (63.7)         |
| Administration Supplies/Expenses      | 350.00         | 0.00          | (350.00)      | 0.0          | 9,468.72                | 11,000.00               | 1,531.28              | 13.9           |
| Accounting                            | 0.00           | 0.00          | 0.00          | 0.0          | 10,100.00               | 10,100.00               | 0.00                  | 0.0            |
| Legal Fees                            | 3,936.00       | 0.00          | (3,936.00)    | 0.0          | 14,650.00               | 25,000.00               | 10,350.00             | 41.4           |
| Dues & Subscriptions                  | 0.00           | 0.00          | 0.00          | 0.0          | 3,478.00                | 5,000.00                | 1,522.00              | 30.4           |
| Administration Fuel                   | 0.00           | 0.00          | 0.00          | 0.0          | 6,534.65                | 15,000.00               | 8,465.35              | 56.4           |
| Freight & Postage                     | 98.00          | 0.00          | (98.00)       | 0.0          | 1,425.95                | 2,000.00                | 574.05                | 28.7           |
| Computer Supplies                     | 0.00           | 0.00          | 0.00          | 0.0          | 0.00                    | 2,000.00                | 2,000.00              | 100.0          |
| Fire/EMS Prevention Supplies/Expenses | 0.00           | 0.00          | 0.00          | 0.0          | 481.98                  | 2,000.00                | 1,518.02              | 75.9           |
| Volunteer Dinner Program              | 48.57          | 0.00          | (48.57)       | 0.0          | 2,474.90                | 8,000.00                | 5,525.10              | 69.1           |
| 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          | 45,106.92               | 90,000.00               | 44,893.08             | 49.9           |
| Master Plan Steering Committee        | 0.00           | 0.00          | 0.00          | 0.0          | 383.16                  | 0.00                    | (383.16)              | 0.0            |

## Carbondale & Rural Fire Protection Dist

### Income Statement

(Original Budget to Actual Comparison)

For the period of 7/1/2015 Through 7/31/2015

|                                  | Current Period       |               |                      |              | Year To Date          |                       |                       |                |
|----------------------------------|----------------------|---------------|----------------------|--------------|-----------------------|-----------------------|-----------------------|----------------|
|                                  | Actual               | Budget        | Variance             | %            | Actual                | Budget                | Variance              | %              |
| Firefighting Expenses/Supplies   | 0.00                 | 0.00          | 0.00                 | 0.0          | 4,040.94              | 15,000.00             | 10,959.06             | 73.1           |
| Firefighting Fuel                | 0.00                 | 0.00          | 0.00                 | 0.0          | 1,284.33              | 5,000.00              | 3,715.67              | 74.3           |
| Incident Resources               | 0.00                 | 0.00          | 0.00                 | 0.0          | 1,067.76              | 1,000.00              | (67.76)               | (6.8)          |
| Incident Food                    | 0.00                 | 0.00          | 0.00                 | 0.0          | 616.98                | 2,000.00              | 1,383.02              | 69.2           |
| Wildfire Expenses, CRRF          | 77.15                | 0.00          | (77.15)              | 0.0          | 77.15                 | 2,000.00              | 1,922.85              | 96.1           |
| IA Team Expenses                 | 0.00                 | 0.00          | 0.00                 | 0.0          | 199.64                | 0.00                  | (199.64)              | 0.0            |
| Medical Expenses/Supplies        | 422.99               | 0.00          | (422.99)             | 0.0          | 18,016.23             | 22,000.00             | 3,983.77              | 18.1           |
| Infection Control Program        | 0.00                 | 0.00          | 0.00                 | 0.0          | 0.00                  | 500.00                | 500.00                | 100.0          |
| Medical Fuel                     | 0.00                 | 0.00          | 0.00                 | 0.0          | 2,294.71              | 5,000.00              | 2,705.29              | 54.1           |
| Physician Advisor                | 0.00                 | 0.00          | 0.00                 | 0.0          | 3,500.00              | 3,500.00              | 0.00                  | 0.0            |
| Telephone Service                | 0.00                 | 0.00          | 0.00                 | 0.0          | 6,653.20              | 13,000.00             | 6,346.80              | 48.8           |
| Cell Phones/Pagers               | 0.00                 | 0.00          | 0.00                 | 0.0          | 1,732.39              | 3,500.00              | 1,767.61              | 50.5           |
| Communications Supplies/Expenses | 0.00                 | 0.00          | 0.00                 | 0.0          | 7,792.22              | 3,000.00              | (4,792.22)            | (159.7)        |
| Communications Center            | 0.00                 | 0.00          | 0.00                 | 0.0          | 4,788.00              | 4,579.00              | (209.00)              | (4.6)          |
| Training - Firefighting          | 167.32               | 0.00          | (167.32)             | 0.0          | 2,203.31              | 11,000.00             | 8,796.69              | 80.0           |
| Training - Medical               | 0.00                 | 0.00          | 0.00                 | 0.0          | 784.73                | 2,500.00              | 1,715.27              | 68.6           |
| EMT Tuitions                     | 0.00                 | 0.00          | 0.00                 | 0.0          | 2,165.00              | 1,000.00              | (1,165.00)            | (116.5)        |
| Training - Administration        | 0.00                 | 0.00          | 0.00                 | 0.0          | 341.88                | 500.00                | 158.12                | 31.6           |
| Food - Training                  | 0.00                 | 0.00          | 0.00                 | 0.0          | 114.52                | 2,000.00              | 1,885.48              | 94.3           |
| Vehicle Repairs                  | 0.00                 | 0.00          | 0.00                 | 0.0          | 2,260.18              | 3,000.00              | 739.82                | 24.7           |
| Vehicle Supplies, Parts, Tires   | 0.17                 | 0.00          | (0.17)               | 0.0          | 6,443.74              | 20,000.00             | 13,556.26             | 67.8           |
| Equipment Testing                | 0.00                 | 0.00          | 0.00                 | 0.0          | 4,223.00              | 10,000.00             | 5,777.00              | 57.8           |
| Communications Equipment Repairs | 0.00                 | 0.00          | 0.00                 | 0.0          | 499.77                | 1,500.00              | 1,000.23              | 66.7           |
| Maintenance Contracts            | 0.00                 | 0.00          | 0.00                 | 0.0          | 20,908.85             | 20,000.00             | (908.85)              | (4.5)          |
| Computer Repairs & Service       | 0.00                 | 0.00          | 0.00                 | 0.0          | 3,694.50              | 8,000.00              | 4,305.50              | 53.8           |
| Portable Equipment Repairs       | 0.00                 | 0.00          | 0.00                 | 0.0          | 73.00                 | 1,000.00              | 927.00                | 92.7           |
| Building Utilities               | 131.00               | 0.00          | (131.00)             | 0.0          | 38,218.03             | 70,000.00             | 31,781.97             | 45.4           |
| Building Maintenance & Repairs   | 0.00                 | 0.00          | 0.00                 | 0.0          | 10,793.50             | 20,000.00             | 9,206.50              | 46.0           |
| Building Supplies                | 0.00                 | 0.00          | 0.00                 | 0.0          | 1,532.82              | 20,000.00             | 18,467.18             | 92.3           |
| Janitorial Supplies              | 0.00                 | 0.00          | 0.00                 | 0.0          | 2,016.80              | 1,000.00              | (1,016.80)            | (101.7)        |
| Lot Rent                         | 644.47               | 0.00          | (644.47)             | 0.0          | 4,365.31              | 0.00                  | (4,365.31)            | 0.0            |
| Miscellaneous Expenses           | 0.00                 | 0.00          | 0.00                 | 0.0          | 0.00                  | 6,086.00              | 6,086.00              | 100.0          |
| Emergency Reserves               | 0.00                 | 0.00          | 0.00                 | 0.0          | 0.00                  | 90,000.00             | 90,000.00             | 100.0          |
| <b>Total Operating Expenses</b>  | <b>\$88,556.39</b>   | <b>\$0.00</b> | <b>\$(88,556.39)</b> | <b>0.0 %</b> | <b>\$1,319,033.56</b> | <b>\$2,536,186.00</b> | <b>\$1,217,152.44</b> | <b>48.0 %</b>  |
| Net Income (Loss)                | <b>\$(88,556.39)</b> | <b>\$0.00</b> | <b>\$(88,556.39)</b> | <b>0.0 %</b> | <b>\$42,797.37</b>    | <b>\$(578,064.00)</b> | <b>\$620,861.37</b>   | <b>107.4 %</b> |

# WHITSITT & GROSS, P.C.

## LAWYERS

TIMOTHY E. WHITSITT  
whitsitt@roaringforklaw.com

320 MAIN STREET, SUITE 200  
CARBONDALE, COLORADO 81623  
TELEPHONE: (970) 963-6363  
FACSIMILE: (970) 963-6667

ERIC J. GROSS\*  
ejg@roaringforklaw.com

\*Also admitted in Massachusetts

Memo to the Carbondale & Rural Fire Protection District Board of Directors  
From Eric Gross, District Attorney  
RE: 501 c 3 Research  
June 10, 2015

The Board requested we look into the idea of the District forming a charitable organization to support the District.

Charitable contributions to governmental units are tax-deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose.

Democratic governments respond to majority preferences, while nonprofits respond to the collective needs of groups with particular interests.

A charitable organization that is ***not*** controlled by the fire district must have an independent board, mission and must seek 501 c 3 status or private foundation status. It must have its own bank account, bookkeeping, insurance and tax returns. The decisions of funding including what organizations to fund and why would be set by the independent board. Most fire and EMS related nonprofits are set up by firefighters to fund grants to injured or sick firefighters and their families and community safety education programs. Very few nonprofits fund day to day and/or essential needs of public fire departments and we could not find examples of nonprofits controlled by fire departments or districts.

A charitable nonprofit that ***is controlled*** by a governmental entity would be considered a "supporting organization". Supporting organizations must meet four specific tests and are complicated. They are usually used to create an avenue for donations from individuals to government (or other eligible organizations) where the desired use of the funds is designated by the supporting organization based on the donor's desires or specifications.

Carbondale & Rural Fire Protection District  
Meeting of the Pension Board of Directors  
July 7, 2015  
5:30 p.m.

Agenda

- A. Call to order & roll call
- B. Changes to Agenda
- C. Approve Previous Minutes
- D. Persons Present Not on the Agenda
- E. Old Business
  - 1. Other
- F. New Business
  - 1. Hank van Berlo 2014 Pension Certificate
  - 2. Other
- G. Adjourn

**CARBONDALE & RURAL FIRE PROTECTION DISTRICT**

**MINUTES OF THE MEETING VOLUNTEER PENSION FUND BOARD OF DIRECTORS**

**CARBONDALE FIRE STATION**

**APRIL 8, 2015**

The Volunteer Pension Fund Board of Directors of the Carbondale & Rural Fire Protection District met on April 8, 2015 at the Carbondale Fire Headquarters/Training Building.

President Karen Tafejian called the meeting to order at 5:26 p.m. Directors present were Gene Schilling, Louis Eller, Bob Emerson and Doug Davis. Director Carl Smith attended the meeting via telephone at 5:30 p.m., Director Mike Kennedy arrived at 5:37 pm. Also present were Ron Leach, Jenny Cutright, Rob Goodwin, Bill Gavette, Eric Gross, Frank Nadell, Mike Wagner, Mark Chain, Mikey Gandolfo, Allan Ingram, Garrett Kennedy and Jeff Wadley.

**CHANGES TO AGENDA**

Doug Davis asked to add to the agenda:

- Calls for volunteers - 2014

Karen Tafejian asked to add to the agenda:

- Review of FPPA 2014 matching funds

**PERSONS PRESENT NOT ON THE AGENDA**

No members of the public had any comments

**APPROVE MINUTES OF PREVIOUS MEETING**

The minutes of the previous meeting were reviewed.

MOTION: to approve the January 14, 2015 meeting minutes as written. It was noted to remove Doug Davis from being present at the January meeting. It carried and passed 6-0.

**ELECTION OF OFFICERS**

MOTION: to keep the pension board offices the same. Jenny Cutright noted that the officers are Karen Tafejian, President and Doug Davis, Secretary. It carried and passed unanimously.

**2014 PENSION CERTIFICATION**

Doug Davis said that he sorted the 2014 report by training hours. The Pension Board reviewed the training hours for members. Ron Leach noted that Chris Mumaw has more training hours than listed. He added that Chris Mumaw helped teach EMT-B courses and now has 37.25 training hours.

Karen Tafejian said that Logan Piccolo had less than 36 training hours during the time he was a volunteer, so he did not certify for that period.

MOTION: to approve the people on the pension list from Jacqueline Stadick and ending with Chris Mumaw, since they each has at least 36 hours of training. It carried and passed unanimously, with Carl Smith abstaining on his own pension certificate.

Doug Davis said that there are people who are approved for a pension that have 0 or 1 calls. He asked the pension board if they want to add any additional requirements for certification. He said that one problem is that when the Pension Board wants to raise the benefit, it isn't affordable since there are many people being certified. He added he didn't know what a minimum call amount should be

Gene Schilling said that the Pension Board changed the requirements to just 36 hours of training. He said he is open to listening to proposals but suggests it is also brought to the membership for their input. Discussion regarding options for additional requirements followed.

Carl Smith said that his concern is that less than half of the people on the volunteer membership list qualify for a pension. He questioned if this was the most effective way to retain volunteers. Discussion regarding a LOSAP program followed. Eric Gross noted that the state does not offer matching funds for LOSAP programs currently, but they are looking in to it.

Discussion regarding having only 36 hours of training as the only criteria to certify for a pension followed. Karen Tafejian and Doug Davis will write up some questions about volunteer pension certification and staff will distribute the questions to the volunteers. Further discussion regarding what could be tracked and used as a basis for pension certification. Gene Schilling suggested waiting for input from the membership before making any decisions.

## **NEW BUSINESS**

FPPA Matching Funds Discrepancy Karen Tafejian said that she received a year end summary from FPPA with the District's 2014 contribution. She said what was sent to FPPA did not equal what they say should have been sent per the actuarial. Jenny Cutright said it was because the District sent in the budgeted amount from tax revenues, then the State submitted the matching funds. The states matching funds were about \$400 less than projected, which caused the discrepancy. She said that she has submitted the additional funds to FPPA.

MOTION: made to adjourn the Pension Board of Trustee meeting at 5:58 p.m. It carried and passed unanimously.

Respectfully submitted,

---

Jenny Cutright, Recording Secretary

---

Karen Tafejian, Chairperson

**CARBONDALE & RURAL FIRE PROTECTION DISTRICT  
300 MEADOWOOD DRIVE  
CARBONDALE, CO 81623**

**PENSION FUND  
2014  
CERTIFICATION**

On April 8, 2015 the Pension Fund Board of Trustees of the Carbondale & Rural Fire Protection District met and certified the following member for their pension fund requirements for January through December of 2014.

|                                    |                          |
|------------------------------------|--------------------------|
| Name:                              | <b>HANK VAN BERLO</b>    |
| 2014 Training Hours:               | <b>6</b>                 |
| Months Active:                     | <b>2</b>                 |
| Percent Qualified:                 | <b>0%</b>                |
| Certified Period of Service:       | <b>3 years, 6 months</b> |
| Certified Years of Service Vested: | <b>3 years</b>           |

April 21, 2015  
Date

Km Tafejian  
Karen Tafejian, Chairperson  
Pension Fund Board  
Carbondale & Rural Fire Protection District