

# **CARBONDALE & RURAL FIRE PROTECTION DISTRICT**

## **MINUTES OF THE MEETING**

## **BOARD OF DIRECTORS**

### **REDSTONE FIRE STATION**

**JUNE 11, 2014**

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on June 11, 2014 at the Redstone Fire Station.

Vice-President Mike Kennedy called the meeting to order at 5:31 p.m. Directors present were Bob Emerson, Louis Eller and Carl Smith. Also present were Ron Leach, Jenny Cutright, Eric Gross, Rob Goodwin, Bill Gavette, Stephanie Schilling, Theresa Goodwin, Vickie Smith, Ray Sauvey, Gary McElwee, Jeff Wadley, Lisa Wagner and Chance Burnett.

### **ELECTION OF OFFICERS**

Mike Kennedy reviewed the current officers. Carl Smith said it may be time for a change and nominated Mike Kennedy for President. Louis Eller said that he would like to stay with the existing officers. Discussion followed. Bob Emerson said that the existing officers have the most time and experience on the Board.

**MOTION:** made to reinstate the current officers. It carried and passed 4-0.

### **CONSENT AGENDA**

The items on the consent agenda were: Approve the Minutes of the April 9, 2014 Regular Meeting, the April 28, 2014 Special Meeting and the May 14, 2014 Regular Meeting. Bob Emerson noted there was a typo in the April 28, 2014 minutes. Jenny Cutright will correct it.

**MOTION:** made to approve the above noted minutes. It carried and passed 3-0, with Carl Smith abstaining

An additional item on the consent agenda was to: Approve current bills.

**MOTION:** made to approve current bills and balances. Carl Smith asked for clarification on certain bills. It carried and passed unanimously.

### **STAFF REPORTS**

Discussion of Website Content and Requests for Posting Information Ron Leach said that he requested this agenda item because there have been various requests from people to put items on the website. He said he would like direction from the Board of Directors on how to handle the requests. Ron Leach added that the website needs to be updated by a professional.

Discussion regarding Jeff Wadley's previous request for three years' worth of Board of Directors minutes on the website followed. It was noted that the current policy is six months' worth of minutes to be posted. Ron Leach said that he has also received a request from Ray Sauvey to have the job descriptions posted also. Further discussion regarding the website followed. It was decided to not

change the current policy on posting Board of Directors minutes until work is done on the bylaws and to discuss then.

Eric Gross said that he is concerned with posting job descriptions since duties can change frequently and then the posted job description may be inaccurate. Carl Smith said that at the SDA Conference they said that the executive officer should make many of the decisions, within the guidelines given by the Board of Directors. He suggested having Ron Leach in charge of the website, other than the amount of minutes to post. Discussion followed. The Board of Directors verbally agreed with Ron Leach being in charge of the website and content.

Agendas Policy Ron Leach discussed with the Board of Directors how long before a meeting to have the agenda published. Discussion followed. Carl Smith questioned if something can be voted on if it is not listed on the agenda. Eric Gross said there is nothing to prohibit it. Discussion followed. The Board of Directors decided to obtain a copy of sample bylaws to review and discuss at the next regular meeting. Bob Emerson also suggested appointing a few board members to work with staff on new bylaws.

Consider Approval of Pitkin County Communications IGAs Mike Kennedy reviewed the two Intergovernmental Agreements from Pitkin County. He noted that they are updates of the existing IGAs. Eric Gross said that he has reviewed both IGAs. General discussion regarding the IGAs followed. Carl Smith noted that in the IGAs it references complying with NCIC and CCIC guidelines. He said that there should be some attempt to meet ISO and NFPA standards also. General discussion regarding the Pitkin County Communications Center and the ISO rating followed.

MOTION: made to approve the Intergovernmental Agreement for the Operation, Administration and Financial Support of the Pitkin County Regional Emergency Dispatch Center. It carried and passed 3-1, with Carl Smith voting against.

General discussion regarding 911 calls and fees from Gunnison County addresses followed.

MOTION: to approve the Intergovernmental Agreement for the Establishment of An Emergency Telephone Authority. It carried and passed unanimously.

Election Update Jenny Cutright said that Jeff Wadley's recount request was withdrawn on May 30, 2014. She said the election results are final.

Jenny Cutright said that she would like to request a facilitated after action review of the election, to be done by a third party. Ron Leach said that there are lessons to be learned from the election. He said if an after action review is done by a third party, it would be beneficial for the fire district. Ron Leach said that Jenny Cutright is requesting this as the Designated Election Official. Ron Leach said that she takes these duties very seriously and did a very good job.

Ron Leach said he would like to have the Board of Directors approve the concept of an After Action Review. He said he would like to set one up after the task force is done. Board of Directors verbally approved the request for an after action review.

## **FINANCIAL REPORT**

2014 Budget Status Ron Leach said that the income statement has six months' worth of paid invoices entered. He said after six months, there is 56% of the budget left, so it is under budget.

## **OLD BUSINESS**

Marble Town Council Report Louis Eller said that he gave a report to the Marble Town Council about the Fire District. He said they enjoyed the update and he will continue giving one on a quarterly basis.

District Calls Bob Emerson asked if call summaries are posted on the website. Ron Leach said they are not and discussion followed. Ron Leach said he would like to talk to the Sopris Sun about publishing them in the newspaper. Mike Kennedy said that letting the public know about the calls is a good idea. He noted 2 weeks ago there were 22 calls over the weekend, including the drowning in Marble and a rescue near Ironbridge.

## **NEW BUSINESS**

Discussion regarding District Board Pay, Carl Smith Carl Smith said that he campaigned saying that he would serve on the Board of Directors as volunteer. He said that he will not take the Board of Directors pay. He added that he would like the new bylaws to state that Board of Directors members have the option to opt out of receiving Board pay and to post the amount of the Board pay in the bylaws each year.

Discussion regarding Report back on Special District Training in Grand Junction on June 10, Carl Smith Carl Smith said it was an excellent training and very beneficial as a new board member. He added Louis Eller also attended the Grand Junction training and Bob Emerson attended the Vail training. He said that if an email goes to any three board members, it is considered a meeting. He also said that if an email needs to go out to the entire Board of Directors, it should come from a staff member.

Louis Eller said one thing he took away from the SDA Conference was that the Board of Directors needs a public comment policy. He said there are two ways to allow public comment in meetings. One is to put public comment on the agenda and at that point public can speak, or allow it after the Board of Directors discusses each agenda item. He said he would like to look at having this in the bylaws.

Carl Smith said that at the conference they referred to the service plan and statement of purpose. He asked to see the plan. Ron Leach said that there wasn't a plan because the District was formed before 1965 when the service plans became a requirement. Eric Gross said that Districts formed before 1965 are 'grandfathered' in and do not need a service plan. He added that in 2013 a law was passed that all special districts file their Statement of Purpose with the Special District Association by the end of 2014. He said that requirement will be met.

Louis Eller said that there should be a District representative who speaks with the press to represent the Board of Directors. He suggested the representative is whoever the current Board President is at the time.

Louis Eller said he wanted to share a few things from the law handout with the Board. He said that Board members should live with and support board decisions once they have been made by the Board. He said that Board members should not criticize District Staff in the public. And that free speech is a first amendment right, it limits a public employer's ability to censor an employee's speech and prevents

disciplinary action against employees. He also added that if there is a Board retreat more than 20 miles away from the District that there are special posting requirements.

Ron Leach said that he received Carl Smith's email regarding the SDA training and wanted to know if it would be acceptable to email the Board packets from January through May 2014 to Carl Smith. Carl Smith said he would like them all printed.

Discussion regarding request for Monthly Division Reports, Carl Smith Mike Kennedy said that monthly reports are in the Board packet. He noted that Carl Smith specifically mentioned reports from the maintenance division and said that maintenance updates are generally part of the operations report.

Carl Smith said there was a lot of labor in testing hose, ladders. He said that some of it failed and that will be a fiscal impact. He also said that the maintenance division was able to fix some of the failed items, which saves the District money.

Carl Smith said that the task force asked questions about total responses. He would like to see two or three years of call history, plus the current year, for the previous month on the operations reports. He would also like to see how many ALS and BLS calls there were.

Discussion regarding 2015 Budget Planning, Carl Smith Carl Smith said that he would like to know what the reserve will be if there is no mill levy increase and how much will be available for 2015 spending if there are no changes. Ron Leach said that the executive summary of 2015 budget is that due to the recession and drop in values the District lost 40% of its revenue, \$1.2 million. He said \$500,000 was cut from the expenses and \$700,000 was taken from the reserves. He said if there is no mill levy increase in 2015, the District will receive the same amount of property tax revenue as 2014.

Ron Leach said that the District can take \$700,000 out of reserves in 2015 to fund the expenditures but that will be the last year the reserves can support it. He said any additional funds will need to be taken out of cuts, and those are mostly personnel cuts. He added that the task force is looking at the concept of a 'bridge' to keep the District staffed and solvent for a few years to see what the economy does.

Carl Smith asked about the reserve balance and the impact the lease payment on the truck has on it. Bob Emerson said that due to Colorado law, it was more advantageous to pledge the reserves for the payment than to take out a regular lease purchase. He added that as a favor, Alpine Bank is willing to allow the District to convert the pledged funds to a traditional lease purchase arrangement if needed. He said that was set up to allow the District flexibility if it was needed.

Further discussion regarding the reserve balance and TABOR amount needed followed. No action was taken.

Discussion regarding Revision of By-Laws, Carl Smith Ron Leach asked if this agenda item should be on July's agenda. The Board of Directors requested this item be on the July agenda and copies of the sample bylaws from the SDA sent to Board members in the meantime.

Wildland Fire Academy Louis Eller said that he attended the wildland fire academy briefing at Coal Ridge High School and learned they offer Incident Command System (ICS) 402 for elected officials. He said that they are willing to teach the class for the Carbondale and Marble Town Councils. Discussion followed. Ron Leach noted that he and Rob Goodwin just completed a training session with the Carbondale Town Council on the Incident Command System. He said that they would also be glad to put on the same training for the Marble town council.

He said that they can also have a training for the Carbondale & Rural Fire Protection District Board of Directors also. Rob Goodwin noted by having a training for a specific group, that the scenario can be tailored to the organization.

Other Bob Emerson thanked the public for attending the Board of Directors meeting.

Public Information Carl Smith said that Davis Farrar asked him to present to the Board of Directors about putting out a one time survey to the public to see where they think the fire department should go in the future. General discussion regarding public knowledge and comments, along with the Board of Directors meeting the volunteers and paid staff, followed. No dates were set.

MOTION: made to adjourn the Board of Directors meeting at 7:20 p.m. It carried and passed unanimously.

Respectfully submitted,

---

Jenny Cutright, Recording Secretary

---

Gene Schilling, President