

Carbondale & Rural Fire Protection District
Meeting of the Board of Directors
January 9, 2019
5:30 p.m.

Agenda

- A. Call to order & roll call
- B. Consent Agenda
 - 1. Approve Previous Minutes
 - 2. Current Bills & Balances
 - 3. Resolution 2019-001, Posting Places
- C. Persons Present Not on the Agenda
- D. Staff Reports
 - 1. Chief's Report
 - 2. Attorney's Report
 - 3. Other
- E. Financial Report
 - 1. Annual Ambulance Write-Offs
 - 2. Other
- F. Old Business
 - 1. Bond Update
 - 2. Other
- G. New Business
 - 1. Personnel Policies
 - 2. Other
- H. Adjourn

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE MEETING

BOARD OF DIRECTORS

CARBONDALE FIRE HEADQUARTERS

DECEMBER 12, 2018

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on December 12, 2018 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, Michael Hassig and Gretchen Stock Bell. Also present were Rob Goodwin, Jenny Cutright, Frank Nadell, Bill Gavette and Pablo Herr. Director Tom Adgate was absent.

CONSENT AGENDA

The items on the consent agenda were:

- Approve the Minutes of November 14, 2017 Regular Meeting
- Approve the Minutes of November 28, 2018 Work Session
- Approve Current Bills and Balances

MOTION: made to approve the consent agenda as noted. It carried and passed unanimously.

PERSONS PRESENT NOT ON THE AGENDA

There were no members of the public present.

CONTINUATION OF PUBLIC HEARING REGARDING 2019 BUDGET

President Gene Schilling reconvened the public hearing at 5:30 p.m.

There were no members of the public present.

MOTION: made to close the public hearing regarding the 2019 budget at 5:30 p.m. It carried and passed unanimously.

MOTION: made to adopt Resolution 2018-008, A Resolution Summarizing Expenditures and Revenues for each Fund and Adopting a Budget for the Carbondale & Rural Fire Protection District, Colorado, for the calendar year beginning on the first day of January, 2019 and ending on the last day of December, 2019. It carried and passed unanimously.

MOTION: made to adopt Resolution 2018-009, A Resolution Levying General Property Taxes for the Year 2019, to Help Defray the Costs of Government for the Carbondale & Rural Fire Protection District, Colorado, for the 2019 Budget Year. It carried and passed unanimously.

MOTION: made to adopt Resolution 2018-010, A Resolution Appropriating Sums of Money to the Various Funds and Spending Agencies, in the Amounts and for the Purpose as set forth

below, for the Carbondale & Rural Fire Protection District, Colorado, for the 2019 Budget Year. It carried and passed unanimously.

MOTION: made to adopt Resolution 2018-011, A Resolution Designating all Year-End Fund Balances as a "Reserve Increase". It carried and passed unanimously.

MOTION: made to adopt Resolution 2018-012, A Resolution Appropriating Additional Sums of Money to Defray Expenses in Excess of Amounts Budgeted for the Carbondale & Rural Fire Protection District, Colorado. It carried and passed unanimously.

STAFF REPORTS

Chief's Report Rob Goodwin said the personnel policies are under final review. He said he expects to have them ready to present to the Board of Directors at the January Board of Directors meeting. He added next week is the December All-Staff meeting and he will be distributing job descriptions by the end of the year.

Rob Goodwin said that he has been meeting with the staff and working on individual development plans with them. He said that people have been on target with their short-term goals and working on their long-term goals. He said the meetings have been positive.

Attorney's Report Eric Gross said his firm is changing structure and he will be a solo provider in 2019. He thanked the Board of Directors for the invitation to the holiday party. He also said he appreciates being able to provide legal services to the District.

BOND UPDATE

Rob Goodwin said that everything is on schedule with the bond issue. He said that the next task is a conference call with bond counsel, RBC Rauscher and Moody's. He said that all of the required due diligence paperwork and the position of statement is complete. He noted those documents were a substantial amount of work. He added the District should receive the bond rating in early January and the bonds should close in late January.

Rob Goodwin said that he is starting the process of setting up specification committees for the trucks and some building projects. He said that he expects to start the spec meetings in late January.

Rob Goodwin said that there are two changes to the resolution for the bond in the packet that were identified after then packet was distributed. He reviewed the changes: page 44 it said 2017, where it should have said 2019 and page 48 it said "twenty-five years" to "no more than twenty-six years".

MOTION: made to adopt Resolution 2018-013, A Resolution Authorizing the Issuance by Carbondale and Rural Fire Protection District of Its General Obligation Bonds for the

Purpose Approved at the November 6, 2018 District Election, and Authorizing the Levy of Property Taxes to Pay Such Bonds; Providing the Form of the Bonds and Other Details in Connection Therewith; and Approving Other Documents Relating to the Bonds. It carried and passed unanimously.

FINANCIAL REPORT

Rob Goodwin said the salary survey is still on track for completion in January.

NEW BUSINESS

Landline Phones Rob Goodwin said that we have talked to local vendors about upgrading the current phone system, as it is no longer supported. He said that proposals were received and suggested moving forward with the proposal from Cedar Networks. He noted that Pitkin County is putting a high-speed microwave link on Elephant Mountain, which will allow Station 2 to connect with Station 1 for better training. He noted that this is another goal of the master plan. He added that connecting the stations will also help with incident management.

Rob Goodwin said the upfront costs for the new phone system will be roughly \$5500. He said the monthly cost will be about \$625, noting the current phone bill is about \$800 per month. He noted that we will be working with the Town of Carbondale, who is also moving to Cedar Networks, for interoperability uses. Discussion regarding the proposed cell/communications tower that has been proposed for McClure Pass followed. No action was taken.

Rob Goodwin said there will also be a 10 phone Go-Kit for emergencies. He said the system can be taken anywhere with internet access and use the phones like they are at the station. The Board of Directors were verbally in favor of the Cedar Network system.

MOTION: made to adjourn the Board of Directors meeting at 5:51 p.m. It carried and passed unanimously.

Respectfully submitted,

Jenny Cutright, Recording Secretary

Gene Schilling, President



Board of Directors Report

January 2019

Completed Plan/Code Reviews

- Samuelson, site plan review, Town of Carbondale
- RGKMBK Family LLC & Frances Betts Basic Correction Exemption, Garfield County
- 16411 Old Highway 82, fire sprinkler system, Garfield County
- Sopris Labs, remodel, Town of Carbondale
- Eschelman, driveway turnaround, Garfield County

Pending/On-going Plan/Code Reviews

- Redstone Castle - Carriage House, fire sprinkler system, Pitkin County
- Sopris Lodge, construction drawings, Town of Carbondale

Inspections

- 48 Callicotte Ranch Rd, fire sprinkler final, Garfield County
- Anytime Fitness, final inspection, Garfield County
- 110 Weeping Willow, fire sprinkler final, Garfield County

Other Projects

- Knox KeySecure replacement
- Radio programming
- Pitkin County Dispatch paging

Carbondale & Rural Fire Protection District

300 Meadowood Drive • Carbondale, CO 81623 • 970-963-2491 Fax 970-963-0569



Board of Directors Report

Pablo Herr- Assistant Fire Marshal, Public Fire Educator
December 2018

Prevention/outreach/education-

- 411 Stage Coach Circle Wildfire Mitigation Consultation
- Senior Housing Lunch

Inspections-

- 110 WEEPING WILLOW SPRINKLER FINAL
- 0089 PINYON WOODS LANE SPRINKLER FINAL
- 689 MERREL LAND USE
- 611 COWEN RESIDENTIAL BUSINESS ANNUAL
- 344 CLEVELAND RESIDENTIAL BUSINESS ANNUAL
- 634 EUCLID RESIDENTIAL BUSINESS ANNUAL

RESPONSE

- Support Daily EMS/Fire response, transport, patient care

Other

- Pitkin Safety Council BOCC Pitkin Cares Award Ceremony
- X - Games Planning Meeting
- Registration IFSTA Fire Instructor 1 Colorado Firecamp
- New Hire Interviews

Carbondale & Rural Fire Protection District
www.carbondalefire.org

300 Meadowood Drive • Carbondale, CO 81623 • 970-963-2491 Fax 970-963-0569

December 31, 2018

Interest Rate

General Fund

Alpine Checking	129,529.79	0.00%
Alpine Money Market Fund	653,085.84	0.01%
TOTAL	\$ 782,615.63	

Capital Projects Fund #1

Alpine Checking	32,696.08	0.00%
Alpine Money Market Fund	839,380.42	0.01%
Alpine Impact Fee Fund	65,569.55	0.01%
Alpine Loan Fund Money Market	349,201.64	0.01%
TOTAL	\$ 1,286,847.69	

Bond Fund

Csafe	\$ 125,436.22	2.38%
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Pension Fund

FPPA	\$2,285,416.51
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Ambulance Billing Report - December

Cash Collected on Accounts	\$ 14,506.17
New Accounts Billed	\$ 32,160.40
Medicare Assignments (Write-Offs)	\$ 8,018.92
Medicaid Write-Offs	\$ 2,419.13
Other Write-Offs	\$ 4,541.90
Amount Sent to Collections	\$ 2,427.56

Aging Report

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>>90 Days</u>
\$65,483.24	\$75.00	\$1,078.07	\$48,796.90

Checks Issued Between Board Meetings

General Fund

Payroll	\$48,515.23	Payroll	12/14/18
Internal Revenue Service	\$9,423.12	Federal Withholding	12/14/18
Colorado Department of Revenue	\$2,572.00	State Withholding	12/14/18
Fire & Police Pension Association	\$18,621.90	Pension/457/Death & Disability	12/14/18
Payroll	\$45,764.50	Payroll	12/28/18
Internal Revenue Service	\$9,389.87	Federal Withholding	12/28/18
Colorado Department of Revenue	\$2,582.00	State Withholding	12/28/18
Fire & Police Pension Association	\$18,735.77	Pension/457/Death & Disability	12/28/18
Professional Automotive & Diesel	\$7,189.82	Ambulance Repairs	12/19/18

Capital Projects Fund

none

Miscellaneous Income

General Fund

Garfield County RETAC	\$1,600.00	Head injury prevention program (2018)
Donation	\$385.00	True Nature Yoga class
Donation	\$5,000.00	Aspen Valley Polo Club
Holy Cross Energy	\$122.02	annual member equity

Capital Projects Fund

State of Colorado	\$ 16,745.87	Grant proceeds for cardiac monitor
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Carbondale & Rural Fire Protection Dist

AP Check Register (Current by Bank)

Check Date: 1/9/2019

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: ALPINC - ALPINE BANK - CHECKING					1122
37352	01/09/19	P	AIRCOM	Air Compressor Service, Inc.	\$205.23
37353	01/09/19	P	ASTRAL	Astral Communications, Inc.	\$2,385.00
37354	01/09/19	P	BEARCO	Bearcom	\$289.37
37355	01/09/19	P	BLACKH	Black Hills Energy	\$1,558.28
37356	01/09/19	P	BRAVO	Bravo Fine Catering, Inc.	\$758.00
37357	01/09/19	P	CEDAR	Cedar Networks	\$350.00
37358	01/09/19	P	CENEX	Cenex Fleet Fueling	\$1,572.93
37359	01/09/19	P	CENTUR	CenturyLink	\$187.16
37360	01/09/19	P	CENTUB	CenturyLink Business Services	\$62.67
37361	01/09/19	P	COFIRE	Colorado Division of Fire Prev	\$70.00
37362	01/09/19	P	CHIEF	Colorado State Fire Chief Asso	\$971.00
37363	01/09/19	P	CWFIMA	Colorado Wildland Fire & Incid	\$420.00
37364	01/09/19	P	COMCAS	Comcast Cable	\$57.48
37365	01/09/19	P	COMCAI	Comcast Internet	\$113.27
37366	01/09/19	P	COPRO	CoPro EFP LLC	\$4,756.00
37367	01/09/19	P	GARCLE	Garfield County Clerk & Record	\$5,321.90
37368	01/09/19	P	GRANIT	Granite Telecommunications	\$791.39
37369	01/09/19	P	HOLY	Holy Cross Energy	\$589.05
37370	01/09/19	P	ICP	In Compliance Products, Inc.	\$25.00
37371	01/09/19	P	JOHNDE	John Deere Financial	\$32.30
37372	01/09/19	P	LIFEQU	Life Line Billing Systems, LLC	\$997.00
37373	01/09/19	P	LIFEAS	Life-Assist, Inc.	\$2,355.14
37374	01/09/19	P	MAINST	Main Street Gallery	\$311.70
37375	01/09/19	P	MWATER	Marble Water Company	\$65.00
37376	01/09/19	P	MCNEIL	McNeil & Company, Inc.	\$11,876.25
37377	01/09/19	P	METLIF	MetLife - Group Benefits	\$3,819.50
37378	01/09/19	P	PACIFS	Pacific Sheet Metal, Inc.	\$3,017.00
37379	01/09/19	P	REDSAN	Redstone Water & Sanitation Di	\$312.00
37380	01/09/19	P	COOP	Roaring Fork Valley Co-Op	\$2,217.54
37381	01/09/19	P	SDA	Special District Association	\$1,237.50
37382	01/09/19	P	USPOST	U.S. Post Office	\$160.00
37383	01/09/19	P	VERIZO	Verizon Wireless	\$551.84
37384	01/09/19	P	VIP	VIP Trash Removal	\$135.00
37385	01/09/19	P	WAKEFI	Wakefield and Associates	\$745.15
37386	01/09/19	P	WESTHE	Western Slope Health Care Grou	\$40,241.82
37387	01/09/19	P	ZOLL	Zoll Data Systems	\$630.00
BANK ALPINC REGISTER TOTAL:					\$89,188.47
GRAND TOTAL :					\$89,188.47

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date); "A" - Application; "E" - EFT
 ** Denotes broken check sequence.

Capital Projects Fund #1
AP Check Register (Current by Bank)

Check Date: 1/9/2019

<u>Check No.</u>	<u>Date</u>	<u>Status*</u>	<u>Vendor ID</u>	<u>Payee Name</u>	<u>Amount</u>
BANK ID: ALPINE - ALPINE BANK - CHECKING					1140
4767	01/09/19	P	COPRO	CoPro	\$2,173.00
4768	01/09/19	P	DELLEM	Dell Marketing LP	\$2,711.16
4769	01/09/19	P	KNOX	Knox Company	\$2,464.00
BANK ALPINE REGISTER TOTAL:					\$7,348.16
GRAND TOTAL :					\$7,348.16

* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date); "A" - Application; "E" - EFT
** Denotes broken check sequence.

CARBONDALE & RURAL FIRE PROTECTION DISTRICT
RESOLUTION NO. 001
SERIES of 2019

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CARBONDALE & RURAL FIRE PROTECTION DISTRICT
ESTABLISHING THE PUBLIC PLACES FOR POSTING NOTICE TO
COMPLY WITH THE PROVISIONS OF C.R.S. 24-6-402 AND 32-1-903(2)**

WHEREAS, this resolution is intended to comply with the requirements of C.R.S. 24-6-402 (2) (c) and 32-1-903(2);

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carbondale & Rural Fire Protection District that the posting places within the boundaries of the Carbondale & Rural Fire Protection District for notice of meetings shall be:

1. Carbondale & Rural Fire Protection District, Headquarters/Training Building, 301 Meadowood Drive, Carbondale, Colorado.
2. Carbondale & Rural Fire Protection District, Missouri Heights Substation, 6986 County Road 100, Carbondale, Colorado.
3. Carbondale & Rural Fire Protection District, Marble Substation, 300 West Park, Marble, Colorado.

Regular meetings of the Carbondale & Rural Fire Protection District shall be held at the Carbondale & Rural Fire Protection District Headquarters/Training Building, 301 Meadowood Drive, Carbondale, Colorado, on the second Wednesday of each month at 5:30 p.m. unless a regular meeting is to be held in another location, in which case notice of the location of such regular meeting shall be posted as required by law.

ADOPTED on January 9, 2019

ATTEST:

CARBONDALE & RURAL FIRE
PROTECTION DISTRICT

Secretary/Treasurer

President

Carbondale & Rural Fire Protection District
Meeting of the Pension Board of Directors
January 9, 2019
5:30 p.m.

Agenda

- A. Call to order & roll call
- B. Approve Previous Minutes
- C. Persons Present Not on the Agenda
- D. Old Business
 - 1. 2018 State of Colorado Matching Funds Report
 - 2. LOSAP Status
 - 3. Other
- E. New Business
 - 1. 2019 Actuarial Study
 - 2. Other
- F. Adjourn

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE MEETING VOLUNTEER PENSION FUND BOARD OF DIRECTORS

CARBONDALE FIRE STATION

OCTOBER 10, 2018

The Volunteer Pension Fund Board of Directors of the Carbondale & Rural Fire Protection District met on October 10, 2018 at the Carbondale Fire Headquarters/Training Building.

President Karen Tafejian called the meeting to order at 5:31 p.m. Directors present were Gene Schilling, Mike Kennedy, Michael Hassig, and Tony Petrocco. Also present were Jenny Cutright, Rob Goodwin, Bill Gavette, Frank Nadell and Pablo Herr. Director Gretchen Stock Bell arrived at 5:32 p.m. Director Tom Adgate was absent.

APPROVE PREVIOUS MINUTES

The minutes of the previous meeting were reviewed.

MOTION: to approve the July 11, 2018 meeting minutes as written. It carried and passed unanimously.

PERSONS PRESENT NOT ON THE AGENDA

There were no members of the public present.

NEW BUSINESS

2018 State Matching Funds Jenny Cutright said that the 2018 State Matching Funds have been submitted. She said that we expect to receive approximately \$56,600.

2018 Actuarial Study Discussion Rob Goodwin reviewed the 2018 off-year actuarial. He said there are 25 volunteer members, 10 of whom would have the choice to stay in the current pension plan because they have at least 5 years of certified service. He said if the pension plan is closed with these parameters, \$46,362 is the amount needed to fund it. Rob Goodwin added that this is a well-funded pension fund. Discussion regarding benefit rates followed.

Rob Goodwin said the concept is to close the pension program to new members and move to a LOSAP. He added that the LOSAP requirements need to be developed. General discussion regarding LOSAP and minimum requirements followed. The pension board verbally agreed to the concept of a LOSAP plan. They thanked Rob Goodwin for hard work on bringing a LOSAP plan.

MOTION: made to adjourn the volunteer pension fund Board of Directors meeting at 6:11 p.m. It carried and passed unanimously.

Respectfully submitted,

Jenny Cutright, Recording Secretary

Karen Tafejian, President

DRAFT