

Carbondale & Rural Fire Protection District  
Meeting of the Board of Directors  
February 13, 2019  
5:30 p.m.

Agenda

- A. Call to order & roll call
- B. Consent Agenda
  - 1. Approve Previous Minutes
  - 2. Current Bills & Balances
- C. Persons Present Not on the Agenda
- D. Ambulance Fee Discussion
- E. Staff Reports
  - 1. Chief's Report
  - 2. Attorney's Report
  - 3. Other
- F. Financial Report
  - 1. Wage Study Report
  - 2. Other
- G. Old Business
  - 1. Bond Update
  - 2. Other
- H. New Business
  - 1. Personnel Policies Update
  - 2. Chief Goodwin Annual Evaluation/Contract Review
  - 3. Other
- I. Adjourn

# **CARBONDALE & RURAL FIRE PROTECTION DISTRICT**

## **MINUTES OF THE MEETING**

## **BOARD OF DIRECTORS**

### **CARBONDALE FIRE HEADQUARTERS**

**JANUARY 10, 2018**

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on January 10, 2018 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 5:57 p.m. Directors present were Mike Kennedy and Gretchen Stock Bell. Also present were Rob Goodwin, Jenny Cutright, Bill Gavette and Frank Nadell. Secretary/Treasurer Michael Hassig and Director Tom Adgate were absent.

### **CONSENT AGENDA**

The items on the consent agenda were:

- Approve the Minutes of December 12, 2018 Regular Meeting
  - Approve Current Bills and Balances
- Approve Resolution 2019-001, 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)

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.

### **STAFF REPORTS**

Chief's Report Rob Goodwin said the timeline for the wage and benefit survey has increased. He said the preliminary wage numbers were received shortly before the Board of Directors meeting today, and the rest of the study is expected to be done within another week. He said he would like to schedule a work session to review the results, once received.

Rob Goodwin said that job descriptions have been sent to the staff. He said that the staff was pleased to receive their job description and have a clear understanding of what their duties are. He said he has done evaluations and follow up development plans with all of the line personnel. He added that it has been a positive experience for the staff. Rob Goodwin said that the staff breakfasts are continuing as well.

Rob Goodwin said the three new staff positions have been hired. He said there are now five people on each shift. He said that the 2019 hiring is complete, other than seasonal and special event staffing. Gene Schilling noted there is a possibility there will be additional hiring in 2020 depending on funding.

Rob Goodwin said that as the shifts have grown, so have the responsibilities for the shift captain. He said he would like to create a lieutenant position for each shift. He said a lieutenant will be able to help the captain

with some of their duties, and will manage the shift if the captain is not there. He added the lieutenants will be promoted from within, there will not be additional positions created.

Attorney's Report Eric Gross said that he has been working with the staff on the new employee handbook. He said that it should be ready to distribute before the next regular meeting. Rob Goodwin said that Jenny Cutright has done a lot of work getting the new policies written. He said that many policies have been updated and need policies added. General discussion followed.

Eric Gross added that he has also been working on a lot of the bond oversight needs.

Training Report Frank Nadell said that January is CPR month. He added that there is monthly training happening on each shift.

## **FINANCIAL REPORT**

End of the Year Ambulance Write Offs Rob Goodwin presented the 2019 annual ambulance write off list, according to the ambulance billing policies. He said the amounts are uncollectable total \$28,767.18.

MOTION: made to write off the attached list as noted. General discussion followed. It carried and passed unanimously.

## **OLD BUSINESS**

Bond Update Rob Goodwin said the bonds were sold today. He said on the pre-sale conference call the day before, the sales person said that the rating improved and things looked very good for the sale. He said that the bond people expected the sale to take 90-120 minutes, but the bonds were completely sold in 75 minutes.

Rob Goodwin said that banks and bond buyers looked very favorably on Carbondale & Rural Fire Protection District. He said that the Position of Statement, that was worked on for many weeks prior to the sale, really helped the bonds sell so quickly. He added that the interest rate came in a 4%, not 5% that was the max allowed in the bond ballot question. Rob Goodwin said the lower interest rate and quick sale of the bonds is a reflection on the excellent work the district has done over many years.

Rob Goodwin said that staff is working on the closing documents, and the bond sale will close on January 24. He said the funds will go to UMB, they will pay the closing costs, then the balance will be transferred to District accounts. He said that he and Jenny Cutright are meeting with Alpine Bank to see what they can take due to PDPA rules, and what the rate of return is. He added the funds will be deposited in Alpine Bank and CSafe.

Rob Goodwin said that Allan Ingram has been working on the committee for apparatus purchases. He added that Kevin Kirvida from Rosenbauer will send a generic spec that the committee can use as a template for the bidding process. He said that he and Frank Nadell have met with a company that has built fire department training grounds. He said the training ground committee will start working on what is needed on a training ground and what they want to build. Rob Goodwin added that whatever is built needs to be NFPA compliant.

Rob Goodwin said his vision is to have a regional training facility in Carbondale. He said that local fire departments don't have enough staff to fight a working structure fire on its own, that mutual aid is needed. He said a regional training facility allows fire departments to train together, so when we need to work together, we familiar with each other and work well together. Rob Goodwin added that structure fires in modern buildings, due to construction materials and other factors, are more dangerous than ever.

Chief's Job Review Rob Goodwin said that the Fire Chief job description will be sent to the Board of Directors so it can be reviewed before the next meeting. He said that the Fire Chief's performance review will be on the agenda for the February meeting.

MOTION: made to adjourn the Board of Directors meeting at 6:27 p.m. It carried and passed unanimously.

Respectfully submitted,

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Jenny Cutright, Recording Secretary

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Gene Schilling, President



## **Board of Directors Report**

February 2019

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

- Sopris Lodge, construction drawings, Town of Carbondale
- Go Self Storage, site review, Garfield County
- Blue Mountain Self Storage, site review, Garfield County

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

- Redstone Castle - Carriage House, fire sprinkler system, Pitkin County
- CMC Soccer Bubble, site review, Garfield County
- 683 Overlook Drive, fire sprinkler system, Garfield County
- Arlian Trust, minor amendment to a development permit, Pitkin County

### **Inspections**

- 6698 Highway 82, construction inspection, Garfield County
- 778 Cattle Creek Ridge Road, fire sprinkler rough-in, Garfield County
- 1051 Cattle Creek Ridge Road, fire sprinkler rough-in, Garfield County
- 201 Main Street, tenant finish, Town of Carbondale
- 16411 Old Highway 82, fire sprinkler rough-in, Garfield County
- Aspire Recovery, general inspection, Town of Carbondale

### **Other Projects**

- Controlled drugs vending Valley View Hospital
- 800 MHz base stations, Marble & Redstone
- Garfield County Pictometry, Garfield County Commissioner's work session
- Colorado ID Training, Rifle
- LOSAP Evaluation
- Cedar Networks phone system
- Pitkin County Annual Operating Plan meeting

**Carbondale & Rural Fire Protection District**

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

January 31, 2019

Interest Rate

**General Fund**

Alpine Checking	176,144.69	0.00%
Alpine Money Market Fund	378,089.84	0.01%
<b>TOTAL</b>	<b>\$ 554,234.53</b>	

**Capital Projects Fund #1**

Alpine Checking	58,165.67	0.00%
Alpine Money Market Fund	789,387.24	0.01%
Alpine Impact Fee Fund	65,570.11	0.01%
Alpine Loan Fund Money Market	340,701.41	0.01%
<b>TOTAL</b>	<b>\$ 1,253,824.43</b>	

**Capital Projects Fund 19**

Alpine Checking	25,000.00	0.00%
Alpine Money Market Fund	975,002.14	0.01%
Csafe	7,076,588.47	2.49%
<b>TOTAL</b>	<b>\$ 8,076,590.61</b>	

**Bond Fund**

Csafe	\$ 125,701.59	2.49%
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**Pension Fund**

FPPA	\$2,285,416.51
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**Ambulance Billing Report - January**

Cash Collected on Accounts	\$ 10,449.89
New Accounts Billed	\$ 27,722.40
Write Offs/Medicare Assignments	\$ 4,818.86
Amount Sent to Collections	\$ -

## Checks Issued Between Board Meetings

### General Fund

Payroll	\$44,003.42	Payroll	1/11/19
Internal Revenue Service	\$7,836.36	Federal Withholding	1/11/19
Colorado Department of Revenue	\$2,450.00	State Withholding	1/11/19
Fire & Police Pension Association	\$19,895.28	Pension/457/Death & Disability	1/11/19
State of Colorado	\$1,134.19	4th Quarter UI Tax	1/23/19
Payroll	\$50,173.71	Payroll	1/25/19
Internal Revenue Service	\$9,406.75	Federal Withholding	1/25/19
Colorado Department of Revenue	\$2,665.00	State Withholding	1/25/19
Fire & Police Pension Association	\$11,933.18	Pension/457/Death & Disability	1/25/19

### Capital Projects Fund

Glenwood Ford	\$ 32,051.73	2019 Explorer	
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### Miscellaneous Income

#### General Fund

Donation	\$100.00		
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### Capital Projects Fund

none

**Carbondale & Rural Fire Protection Dist**

AP Check Register (Current by Bank)

Check Date: 2/13/2019

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
<b>BANK ID: ALPINC - ALPINE BANK - CHECKING</b>					<b>1122</b>
37416	02/13/19	P	ACE	Ace Hardware	\$509.61
37417	02/13/19	P	ADVANC	Advanced Carpet Care & Res,Inc	\$919.00
37418	02/13/19	P	AEDSUP	AED Superstore/Allied 100, LLC	\$4,483.75
37419	02/13/19	P	AHAFER	Alison Hafer	\$404.46
37420	02/13/19	P	ALPINE	Alpine Tire Company, Inc.	\$109.80
37421	02/13/19	P	ASPEN	Aspen Maintenance Supply, Inc.	\$25.62
37422	02/13/19	P	BASPRI	Basalt Printing	\$468.50
37423	02/13/19	P	BLACKH	Black Hills Energy	\$2,157.80
37424	02/13/19	P	CEDAR	Cedar Networks	\$350.00
37425	02/13/19	P	CENEX	Cenex Fleet Fueling	\$1,540.72
37426	02/13/19	P	CENTUR	CenturyLink	\$294.30
37427	02/13/19	P	CENTUB	CenturyLink Business Services	\$136.68
37428	02/13/19	P	CHANNI	Channing Bete Company, Inc.	\$159.43
37429	02/13/19	P	CHIEFS	Chief Supply Corp.	\$6,262.59
37430	02/13/19	P	CHEWIT	Chris Hewitt-DeMeyer	\$86.70
37431	02/13/19	P	CRFR	Colorado River Fire/Rescue	\$2,000.00
37432	02/13/19	P	COMCAS	Comcast Cable	\$47.48
37433	02/13/19	P	COMCAI	Comcast Internet	\$113.27
37434	02/13/19	P	COPRO	CoPro EFP LLC	\$101.20
37435	02/13/19	P	EJG	Eric J Gross Attorney PC	\$4,636.80
37436	02/13/19	P	FOOTST	FootSteps Marketing	\$975.00
37437	02/13/19	P	FRANK	Frank Nadell	\$143.27
37438	02/13/19	P	GRANIT	Granite Telecommunications	\$841.15
37439	02/13/19	P	HOLY	Holy Cross Energy	\$582.00
37440	02/13/19	P	IDEDGE	ID Edge	\$52.24
37441	02/13/19	P	SPAULD	Jake Spaulding	\$134.69
37442	02/13/19	P	CITYMA	Kroger - King Soopers Customer	\$728.74
37443	02/13/19	P	LIFEAS	Life-Assist, Inc.	\$3,388.76
37444	02/13/19	P	MWATER	Marble Water Company	\$65.00
37445	02/13/19	P	METLIF	MetLife - Group Benefits	\$4,323.97
37446	02/13/19	P	MGANDO	Michael Gandolfo	\$450.77
37447	02/13/19	P	MOPEST	Mountain Pest Control, Inc.	\$220.00
37448	02/13/19	P	MTNWS	Mountain Waste & Recycling	\$649.47
37449	02/13/19	P	NAPA	Napa Auto Parts, Inc.	\$476.09
37450	02/13/19	P	PACIFS	Pacific Sheet Metal, Inc.	\$207.00
37451	02/13/19	P	PAULLU	Paul Luttrell	\$96.45
37452	02/13/19	P	PITCLE	Pitkin County Clerk & Recorder	\$1,000.00
37453	02/13/19	P	PITTRE	Pitkin County Treasurer	\$2,000.00
37454	02/13/19	P	REDROD	Red Rock Diner	\$40.00
37455	02/13/19	P	REDLEA	Redstone Water & Sanitation Di	\$100.00
37456	02/13/19	P	REDSAN	Redstone Water & Sanitation Di	\$624.00
37457	02/13/19	P	COOP	Roaring Fork Valley Co-Op	\$2,108.93
37458	02/13/19	P	ROBOTR	Robotronics Inc.	\$2,736.00
37459	02/13/19	P	STERIC	Stericycle, Inc.	\$731.14
37460	02/13/19	P	KEYPEO	The Key People Co, Inc.	\$525.00
37461	02/13/19	P	PAINT	The Paint Store, Inc	\$1,700.36
37462	02/13/19	P	TOWNWA	Town of Carbondale	\$296.76
37463	02/13/19	P	TRIAD	TRIAP EAP	\$133.98
37464	02/13/19	P	VVHASS	Valley View Hospital Associati	\$460.00
37465	02/13/19	P	VIP	VIP Trash Removal	\$135.00
37466	02/13/19	P	WESTHE	Western Slope Health Care Grou	\$47,983.20
37467	02/13/19	P	XCEL	Xcel Energy	\$1,300.20
37468	02/13/19	P	XEROX	Xerox Corporation	\$1,332.75
<b>BANK ALPINC REGISTER TOTAL:</b>					<b>\$101,349.63</b>

\* Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void ( Void Date ); "A" - Application; "E" - EFT

\*\* Denotes broken check sequence.



**Capital Projects Fund**  
AP Check Register (Current by Bank)  
Check Date: 2/13/2019

<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>
4773	02/13/19	P	AMCOMM	American Communications System	\$14,911.58
4774	02/13/19	P	GAVETT	Bill Gavette	\$1,448.50
4775	02/13/19	P	KNOX	Knox Company	\$6,914.41
4776	02/13/19	P	PACIFI	Pacific Sheet Metal, Inc.	\$6,262.00
4777	02/13/19	P	STRYKE	Stryker Sales Corporation	\$9,765.65
<b>BANK ALPINE REGISTER TOTAL:</b>					<b>\$39,302.14</b>
<b>GRAND TOTAL :</b>					<b>\$39,302.14</b>

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\*\* Denotes broken check sequence.