

Carbondale & Rural Fire Protection District
Meeting of the Board of Directors
January 11, 2017
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
 - 3. Resolution 2017-001, Posting Places
- D. Persons Present Not on the Agenda
- E. Staff Reports
 - 1. Other
- F. Financial Report
 - 1. End of the Year Ambulance Write-Offs, Ron Leach
 - 2. Other
- G. Old Business
 - 1. A4 Architect Report
 - 2. Other
- H. New Business
 - 1. Marble Fuel Release, Rob Goodwin
 - a. Intergovernmental Agreement with the Town of Marble
 - 2. Fire Chief Evaluation
 - 3. Other
- I. Adjourn

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE SPECIAL MEETING

BOARD OF DIRECTORS

CARBONDALE FIRE HEADQUARTERS

DECEMBER 7, 2016

The Board of Directors of the Carbondale & Rural Fire Protection District met for a special meeting on December 7, 2016 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, Carl Smith and Tom Adgate. Also present were Ron Leach, Jenny Cutright, Rob Goodwin, Bill Gavette, Jake Spaulding and Garrett Kennedy.

Director Tom Adgate arrived at 12:06 p.m.

CHANGES TO AGENDA

There were no changes to the agenda

PERSONS PRESENT NOT ON THE AGENDA

No members of the public had any comments.

2017 BUDGET DISCUSSION

Ron Leach said that the mill levy must be certified to the County Commissioners by December 15. He said that the next Board of Directors meeting is December 14. He said that the only thing on this budget that has changed since it was distributed are the final assessed valuation numbers. He said that due to the final assessed valuations, the total property tax was reduced by \$1.

Carl Smith asked about the LOSAP program for 2016. Rob Goodwin said it is still being established and the preliminary framework has begun. He added it is a goal for 2017. Carl Smith said that he supports a LOSAP. General discussion regarding specific objectives followed.

Carl Smith questioned the status of remodeling Station 4. Frank Nadell said that he met with A4 Architects and they expect to have a report for the board meeting. Ron Leach noted that this is part of the \$2,000 appropriation that the board approved previously. He added that the \$84,000 from the sale of the trailer is accounted for in the capital projects fund budget and is part of the 2016 carryover balance.

Louis Eller questioned the projected impact fees for 2017. Ron Leach said there are two projects expected in 2017. Discussion regarding the possibility of budgeting for remodeling projects

followed. Ron Leach noted that the temporary mill levy increase expires in 2017 and the board needs to discuss if the voters should be asked to extend the mill levy. He added that there is a lot of emergency equipment needed that is not budgeted for in 2017. Discussion regarding the funds from the sale of the trailer followed. The majority of the Board of Directors agreed not to budget fund for a remodel at this time.

MOTION: made to adjourn the Board of Directors meeting at 12:34 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

DECEMBER 14, 2016

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on December 14, 2016 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 5:31 p.m. Directors present were Mike Kennedy, Louis Eller, Carl Smith and Tom Adgate. Also present were Ron Leach, Jenny Cutright, Eric Gross, Rob Goodwin, Bill Gavette, Frank Nadell, Jake Spaulding and Mike Wagner.

CHANGES TO AGENDA

There were no changes to the agenda.

CONSENT AGENDA

The items on the consent agenda were:

- Approve the Minutes of November 9, 2016 Regular Meeting
- Approve Current Bills and Balances

MOTION: made to approve the consent agenda as noted. Carl Smith questioned the Pitkin County invoice. Ron Leach said it was for an 800 mhz mobile radio. Louis Eller asked if the operations division was fully funded for staffing, if there would be paid staff at Station 4. Rob Goodwin said it was possible. Carl Smith asked about the difference in the wages on the income statement and budget estimate. Jenny Cutright explained the difference between the two. It carried and passed unanimously.

PERSONS PRESENT NOT ON THE AGENDA

No members of the public had any comments

2016 BUDGET ADOPTION

President Gene Schilling continued the Public Hearing for the 2017 Budget at 5:37 p.m.

Gene Schilling noted there were no members of the public in attendance, other than staff.

Carl Smith said that the budget includes raises, but Ron Leach's raise is not automatically issued. Gene Schilling noted that the Chief's wage is set by the Board of Directors. Discussion regarding

the Chief's evaluation followed. Ron Leach said that he would like the evaluation in public session. The evaluation will be on the agenda for the January 2017.

MOTION: made to close the public hearing regarding the 2016 budget at 5:48 p.m. It carried and passed unanimously.

MOTION: made to adopt Resolution 2016-007, 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, 2017 and ending on the last day of December, 2017. It carried and 4-1, with Carl Smith voting against.

MOTION: made to adopt Resolution 2016-008, A Resolution Levying General Property Taxes for the Year 2017, to help Defray the Costs of Government for the Carbondale & Rural Fire Protection District, Colorado, for the 2017 Budget Year. It carried and passed unanimously.

MOTION: made to adopt Resolution 2016-009, 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 2017 Budget Year. 4-1, with Carl Smith against.

MOTION: made to adopt Resolution 2016-010, A Resolution Designating all Year-End Fund Balances as a "Reserve Increase". It carried and passed unanimously.

MOTION: made to adopt Resolution 2016-011, 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

Staff Planning Meeting Update Ron Leach said that the staff did not meet in November.

FINANCIAL REPORT

2016 Budget Louis Eller asked if Ron Leach expects 2016 to come in on budget. Ron Leach said that he projects to come in under budget.

OLD BUSINESS

Update on Architect Report Ron Leach said that the preliminary report from the architect was received today. He said that the estimate to remodel Station 4 is \$90,000 and to remodel Station 1 is \$202,000. Gene Schilling said that since the report was just received and the Board of Directors have not had the opportunity to review it, it should be discussed at the January meeting. General discussion regarding apartment sizes followed. No action was taken.

NEW BUSINESS

Fuel Leak Rob Goodwin said that Ron Leach notified him of a potential fuel leak at the fuel storage container in Marble. He said that he responded to the scene to investigate. Rob Goodwin said that there has never been a spill at the site since the fire department has leased the site, so we are still determining what the leak is and how long ago it happened.

Rob Goodwin said that the District is still gathering information. He said that the CDPHE has been notified and the environmental consultant is working closely with him. He said that the insurance company has been notified. Rob Goodwin said that he would keep the Board of Directors informed.

Strategic Plan Carl Smith said that he has been doing consulting work with Baca County and Walsh Ambulance. He said they have created a good five-year strategic plan and he would share it with the Board of Directors.

Aspen Ambulance Service Louis Eller noted that he recently read in the newspaper that Aspen Ambulance Service will receive \$7 million in 2017 from Pitkin County to support their operations.

MOTION: made to adjourn the Board of Directors meeting at 6:02 p.m. It carried and passed unanimously.

Respectfully submitted,

Jenny Cutright, Recording Secretary

Gene Schilling, President

Deputy Chief Operations Report January 2017

Responses –

As of December 31, 2016 we have responded to **1195** calls for service.

- 593 EMS calls including 101 motor vehicle accidents.
- 68 Fire responses. These include all fire calls, gas leaks, spills, CO responses, etc.
- 160 Fire alarm responses
- 265 Service and Good Intent responses. These include smoke/odor checks, citizen assist, cancelled enroute etc.
- Special Event coverage and EMS Standbys

Response Comparison – Month

- December 2016 - **100**
- December 2015 - **90**
- December 2014 - **81**
- December 2013 - **93**

Response Comparison - YTD

- 2016 - **1195**
- 2015 - **1160**
- 2014 - **1052**
- 2013 - **1155**

EMS Transports – YTD

- 2016 - **380**
- 2015 - **462**
- 2014 - **381**
- 2013 - **449**

EMS Non-Transports - YTD

- 2016 - **213**
- 2015 - **168**
- 2014 - **188**
- 2013 - **194**

ALS Calls – YTD
167

BLS Calls – YTD
213

ALS Calls – December
12

BLS Calls – December
21

Fire Calls – December

Structure Fires
1

Wildland Fires
0

Vehicle Fires
0

False Alarms
10

Fire Calls – YTD

Structure Fires
13

Wildland Fires
22

Vehicle Fires
4

False Alarms
160

Concurrent Calls –

December
8 times (total of 18 calls)

YTD
81 times (total of 178 calls)

Projects, Outreach, Other stuff –

- Coordinating scheduling program for paid staff and volunteers
- 2017 Budget Planning
- New Volunteer Member Interviews
- Annual Volunteer Holiday Party (prep, etc)
- Incident response in district
- Monthly Volunteer Membership Committee, Officer and general membership meetings

Respectfully submitted

Rob Goodwin

Deputy Chief



Board of Directors Report

Bill Gavette, Deputy Chief

January 2017

Completed Plan/Code Reviews

- 918 Brookie, fire sprinkler system, Garfield County
- Ironbridge Affordable Housing, fire sprinkler system, Garfield County
- Holyfield Residence, fire sprinkler system, Town of Carbondale

Pending/On-going Plan/Code Reviews

- Merrill Avenue, subdivision exemption, Town of Carbondale

Inspections

- Alchemy Building, fire alarm system - final, Town of Carbondale
- Alchemy Building, fire sprinkler system - final, Town of Carbondale
- Slow Groovin, LPG storage, Town of Marble
- Mat Dog Towing, inspection for certificate of occupancy, Garfield County

Other Projects

- Standards of Response Coverage document
- Garfield County Fire Code
- Garfield County paging
- Cerise Ranch homeowners meeting

Board of Directors Training Program report: January 2017

2016 Training Program review

- In January CRFPD conducted a number of American Heart Association CPR refresher courses. 29 members of the fire district obtained certification.
- In collaboration with Colorado Mountain College an Emergency Medical Technician Basic course was held in our training facilities. Two CRFPD members completed the course. The course was coordinated by Chief Leach.
- Three CRFPD members attended the winter Colorado Wildland Fire and Incident Management Academy in Colorado Springs.
- Nine members completed an American Heart Association Advanced Cardiac Life Support for Experienced Providers course.
- One CRFPD member enrolled in the Paramedic Education program at Colorado Mountain College/ Edwards Campus.
- Three members completed a 2 day Advanced Pediatrics Emergencies course conducted by Professional EMS Education of Grand Junction.
- Dr. Stahl, our Physician Advisor, held 4 quality assurance and critical run review sessions with our members.
- In May, CRFPD held numerous Wildland Firefighter safety refresher courses. These courses are required for firefighters to maintain their Incident Qualification Cards to be able to fight federal fires and serve as a good refresher for all wildland firefighters.
- In May CRFPD hosted the Division of Fire Prevention and Control's Mobile Live Fire Training Unit (MLFTU). The MLFTU allowed (for the first time) our staff to train together under real fire conditions. Having the MLFTU here also allowed our staff and volunteers to train with our neighboring departments practicing Incident Command, fire apparatus engineering, rescue, live fire attack and much more.
- Five members completed a 2 day EMS Trauma Course by Professional EMS Education of Grand Junction.
- In August, the Aspen Hope Center delivered a mental health, Crisis Avoidance and De-escalation class, here for Carbondale Fire and Police personnel.
- Carbondale Fire help coordinate and participated in an Active Shooter Drill with area Law, Fire and College personnel at CMC Spring Valley.
- CRFPD Maintenance personnel attended a 40 hour Rosenbauer aerial apparatus training in Minnesota.
- CRFPD American Heart Association CPR/AED instructors conducted a number of classes for the public throughout the year.
- Four members completed a 2 day Advanced Medical Emergencies course conducted by Professional EMS Education of Grand Junction.
- CRFPD conducted a number of Air Ambulance in service trainings with Classic Air Medical based out of Valley View Hospital.
- CRFPD instructors delivered and ICS 300 course to Pitkin County Incident Management Team members along with an ICS 100 course to Garfield County Law Enforcement personnel.
- Six new volunteer members joined the fire district in 2016. Numerous new member orientation classes were conducted for those members to better assimilate into their roles as first responders.

- The training program assisted 12 EMT Basics, 3 EMT Intermediates and 4 Paramedics in the renewal of their Colorado Department of Health and Environment Emergency Medical Technician certifications in 2016.
- The training program assisted 4 Firefighter 1's, 11 Firefighter 2's, 1 Fire Officer 1, 2 Fire Instructors, 22 Hazardous Materials certified and 4 Driver Operators in the renewal of their Division of Fire Prevention and Control certifications in 2016.

Throughout the year the training program provided a variety of monthly EMS, Fire and Rescue continuing education training classes. In addition the District provided opportunities to members to attend a number of Advanced EMS, Fire, Wildland Fire and Officer Development conferences and courses throughout the state. In total the members of the fire district completed 3978 man hours of training in 2016. It is my opinion that the fire district training program has helped maintain a good level of preparedness for our first responders to serve the citizens of the district.

Respectfully submitted,

Frank Nadell

Deputy Chief/ Training Officer

2016 December maintenance report

- Wiper blades a81
- Shovel out hydrants. Redstone
- Shovel out hydrants. Marble
- Inspect hydrants Crystal river estates
- Plow snow all stations
- Monthly elevator inspections
- Weekly generator inspections
- Replace remote for blade control u87
- Replace GFCI in A82
- Replace overhead pt. lamp A81
- Price out New chief truck
- Replace glow plug u87
- Holiday set up and tear down
- Replace outside lamps admin side with LED
- Replace outside Lamps OPP's. side with LED
- Plow out stations 2nd storm
- Install snow plow on st83 ATV
- Inspect lock at st85 man door to bays needs replaced.
- Weekly meetings.
- Station 84 outside light upgrade to LED
- Station 84 inspection
- Station 85 inspection
- Bring down Ranger for winter at st81
- Weld repairs on ranger snow plow.
- Dash repair on ranger
- Damage on ranger door window. Needs to be resealed
- Front Wind shield repair on ranger
- Inspect R81 body damage and front hub assembly damage. Need new hub cap and body work on passenger grab handle area.
- Inspect tree paint damage to A82. Scratches in paint.
- Inspect side damage To A82. A82 versus Hospital wall. Scratches in paint and dent in side rails and bumper.
- Inspect Stryker head rest strut. Needs replaced A84
- End of report

December 31, 2016

Interest Rate

General Fund

Alpine Checking	193,794.56	0.00%
Alpine Money Market Fund	287,925.92	0.01%
TOTAL	\$ 481,720.48	

Capital Projects Fund #1

Alpine Checking	47,891.36	0.00%
Alpine Money Market Fund	847,207.43	0.01%
Alpine Impact Fee Fund	61,827.01	0.01%
Alpine Loan Fund Money Market	553,187.36	0.01%
TOTAL	\$ 1,510,113.16	

Bond Fund

Csafe	\$ 115,535.92	0.67%
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Pension Fund

FPPA	\$2,095,685.25
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Ambulance Billing Report - December 2016

Cash Collected on Accounts	\$ 16,471.87
New Accounts Billed	\$ 33,473.20
Medicare Assignments (Write-Offs)	\$ 2,443.36
Medicaid Write-Offs	\$ 2,573.39
Other Write-Offs	\$ 44,584.20
Amount Sent to Collections	\$ 2,970.47

Aging Report

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>>90 Days</u>
\$34,798.32	\$10,216.96	\$7,657.70	\$24,103.59

Checks Issued Between Board Meetings

General Fund

Payroll	\$38,893.42	Payroll	12/2/16
Internal Revenue Service	\$8,925.13	Federal Withholding	12/2/16
Colorado Department of Revenue	\$2,191.00	State Withholding	12/2/16
Fire & Police Pension Association	\$15,318.01	Pension/457/Death & Disability	12/2/16
Payroll	\$82,164.92	Payroll	12/16/16
Internal Revenue Service	\$8,246.95	Federal Withholding	12/16/16
Colorado Department of Revenue	\$1,978.00	State Withholding	12/16/16
Fire & Police Pension Association	\$14,170.68	Pension/457/Death & Disability	12/16/16
Internal Revenue Service	\$12,506.75	Federal Withholding	12/19/16
Colorado Department of Revenue	\$2,764.00	State Withholding	12/19/16
Payroll	\$35,463.15	Payroll	12/31/16
Internal Revenue Service	\$7,543.88	Federal Withholding	12/31/16
Colorado Department of Revenue	\$1,913.00	State Withholding	12/31/16
Fire & Police Pension Association	\$13,869.37	Pension/457/Death & Disability	12/31/16

Capital Projects Fund

none

Miscellaneous Income

12/1-12/31

General Fund

Equity	\$349.27	Coop, Holy Cross
Donation	\$280.50	
Work Comp Dividend	\$9,530.00	

Capital Projects Fund

Grant	\$26,571.00	Colorado Div of Fire Prevention
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Carbondale & Rural Fire Protection Dist

AP Check Register (Current by Bank)

Check Date: 1/11/2017

Check No.	Date	Status	Vendor ID	Payee Name	Amount
BANK ID: ALPINC - ALPINE BANK - CHECKING					1122
35856	01/11/17	P	ALPINE	Alpine Tire Company, Inc.	\$654.20
35857	01/11/17	P	CENEX	Cenex Fleet Fueling	\$859.99
35858	01/11/17	P	CENTUR	CenturyLink	\$321.73
35859	01/11/17	P	CENTUB	CenturyLink Business Services	\$63.45
35860	01/11/17	P	COFIRE	Colorado Division of Fire Prev	\$120.00
35861	01/11/17	P	COMCAS	Comcast Cable	\$14.98
35862	01/11/17	P	GSFORD	Glenwood Springs Ford	\$109.55
35863	01/11/17	P	HEUTON	Heuton Tire Company, Inc.	\$1,261.32
35864	01/11/17	P	HOLY	Holy Cross Energy	\$378.49
35865	01/11/17	P	CITYMA	Kroger - King Soopers Customer	\$291.72
35866	01/11/17	P	MOPEST	Mountain Pest Control, Inc.	\$278.00
35867	01/11/17	P	NAPA	Napa Auto Parts, Inc.	\$125.81
35868	01/11/17	P	REDSAN	Redstone Water & Sanitation Di	\$270.00
35869	01/11/17	P	COOP	Roaring Fork Valley Co-Op	\$1,706.12
35870	01/11/17	P	TWOWAY	Two-Way Communications, Inc.	\$91.90
35871	01/11/17	P	VERIZO	Verizon Wireless	\$489.89
35872	01/11/17	P	WHITEH	White House Pizza	\$30.00
35873	01/11/17	P	WHITSI	Whitsitt & Gross, P.C.	\$3,031.00
35874	01/11/17	P	CODELA	Colorado State Treasurer	\$1,169.43
35875	01/11/17	P	COMCAS	Comcast Cable	\$38.48
35876	01/11/17	P	CYMA	Cyma Systems, Inc.	\$695.00
35877	01/11/17	P	ICP	In Compliance Products, Inc.	\$25.00
35878	01/11/17	P	JOHNDE	John Deere Financial	\$35.58
35879	01/11/17	P	MWATER	Marble Water Company	\$50.00
35880	01/11/17	P	METLIF	MetLife - Group Benefits	\$3,750.03
35881	01/11/17	P	MTNWAS	Mountain Waste & Recycling	\$390.80
35882	01/11/17	P	PAULLU	Paul Luttrell	\$187.42
35883	01/11/17	P	PINNAC	Pinnacol Assurance	\$4,893.00
35884	01/11/17	P	STERIC	Stericycle, Inc.	\$731.14
35885	01/11/17	P	KEYPEO	The Key People Co, Inc.	\$395.00
35886	01/11/17	P	USPOST	U.S. Post Office	\$161.00
35887	01/11/17	P	VFIS	VFIS	\$12,504.00
35888	01/11/17	P	WESTHE	Western Slope Health Care Grou	\$30,375.47
35888	01/11/17	V 1/11/17	WESTHE	Western Slope Health Care Grou	(\$30,375.47)
35889	01/11/17	P	ZOLL	Zoll Data Systems	\$630.00
35890	01/11/17	P	WESTHE	Western Slope Health Care Grou	\$19,979.56
BANK ALPINC REGISTER TOTAL:					\$55,733.59
GRAND TOTAL :					\$55,733.59

* 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: 1/11/2017

<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
4707	01/11/17	P	ESRI	ESRI	\$1,500.00
4708	01/11/17	P	XEROX	Xerox Corporation	\$534.89
BANK ALPINE REGISTER TOTAL:					\$2,034.89
GRAND TOTAL :					\$2,034.89

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

**Resolution No. 2017-001
Series of 2017**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CARBONDALE AND 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 11, 2017

ATTEST:

CARBONDALE & RURAL FIRE
PROTECTION DISTRICT

Secretary/Treasurer

President

Carbondale & Rural Fire Protection District
Aging Ambulance Accounts
Write Offs
12/31/2016

Total Transworld Accounts \$0.00

Advantage Group Collections

Call number:	Amount due:
120618A	\$676.80
120881A	\$479.00
140055A	\$452.80
140895A	\$18.78
150049A	\$1,257.60
150058A	\$1,172.20
150067A	\$1,238.00
150081A	\$1,094.00
150125A	\$884.80
150144A	\$1,154.00
150171A	\$196.23
150190A	\$868.00
150193A	\$1,179.20
150209A	\$812.00
150246A	\$882.00
150249A	\$454.00
150259A	\$1,149.80
150278A	\$854.00
150284A	\$1,112.00
150290A	\$868.00
150294A	\$868.00
150298A	\$1,168.00
150319A	\$784.00
150360A	\$1,126.00
150440A	\$784.00
150450A	\$868.00
150474A	\$1,252.00
150525A	\$868.00
150554A	\$1,070.00
150596A	\$1,359.18
150700A	\$826.00
150728A	\$1,084.00
150779A	\$784.00
150823A	\$198.10

150836A	\$1,154.00
150861A	\$896.00
150907A	\$1,154.00
150935A	\$854.00
150972A	\$784.00
150981A	\$854.00
151082A	\$1,168.00
151086A	\$868.00
151113A	\$382.83
151129A	\$1,168.00
151131A	\$1,165.20
151145A	\$784.00
	\$41,074.52



memo

to: Frank Nadel, Deputy Chief/Training Coordinator

from: Brad Zeigel

date: 12.14.16

re: Preliminary Apartment Analysis

cc:

Frank,

Thank you for having A4 Architects, LLC look into the concept of converting existing bunkroom areas into independent rentable apartments in Station #1 and Station #4. The following analysis has been done to see if you would like us to continue our efforts in refining the design and discuss pricing with a General Contractor.

Station #1: This would be a 675 s.f. apartment on the second floor accessed from the existing deck. All the interior walls and doors will be removed. A kitchen, one bathroom (5 x 8) and two bedrooms will be configured in the existing space. There are challenges with waste lines running to the east and demo/repair anticipated for the main level ceiling.

Cost Analysis: \$675 s.f. x \$250 =	\$168,750.00
20% Contingency:	<u>\$33,750.00</u>
Total Potential Cost:	\$202,500.00

Station #4: This would be a 475 s.f. apartment on the west end of the bunk house. The south bedroom and bath would remain unchanged. The north bedroom and bath would be removed and become the living space. The hallway/computer station area will be used for the apartment and function as the kitchen. This will be a 1 bedroom, 1 bath apartment with access on grade from the north yard.

Cost Analysis: \$300 s.f. x \$250 =	\$75,000.00
20% Contingency:	<u>\$15,000.00</u>
Total Potential Cost:	\$90,000.00

Additional Costs:
Architectural/Engineering/MEP Fees = 10%
Permitting Allowance = 3%

Code Assumptions:
Fully sprinklered, 1-hr separation btw uses, R-3 and B occupancies.

Respectfully submitted,
Brad Zeigel, AIA



Executive Summary

December 28, 2016

Re: Fuel Storage Issue at Marble Fire Station

On November 22, 2016, Carbondale & Rural Fire Protection District (CRFPD) received a report of a possible fuel leak from the above ground tanks located in front of the fire station at 300 W. Park St. in Marble, CO. The property is owned by the Town of Marble and is leased and occupied by CRFPD.

CRFPD Contacted ECOS Environmental Inc. to provide an assessment of the situation. ECOS and CRFPD personnel met at the Marble fire station on November 23rd. An initial assessment of the tanks, containment basin and the area around the basin was conducted by ECOS. ECOS' representative gave an initial report that stated that they believed that 1-2 gallons of fuel, over time, had entered the ground around the drain pipe of the containment basin. The initial recommendation was to excavate the ground below the basin and replace it with uncontaminated fill. CRFPD agreed to have ECOS to perform the recommended mitigation work.

The recommended excavation work was completed on Thursday, December 1, 2016. As ECOS performed the excavating, the soil was monitored for hydrocarbons. ECOS found that there was a higher reading of hydrocarbons approximately 4 feet down from the top of the excavation and continued to excavate. They excavated soil down to a level of approximately 11 feet and found a higher concentration of hydrocarbons in that area. In addition to ECOS, an engineer from Walter Environmental and Engineering Group Inc. participated in the initial mitigation work.

At that time, it was decided that monitoring holes would need to be drilled to assess the size and area of any possible contamination. In addition, ECOS retrieved soil samples from the excavation area and sent the samples out for laboratory testing. The mitigation work was discontinued at this point pending a reassessment of the area and the laboratory testing results. At this time, CRFPD contacted ESI Environmental Services, a company with experience in mitigating fuel releases to assist with assessment and mitigation.

Utilizing expert resources from ESI Environmental Services, ECOS Environmental and Walter Environmental, a Site Characterization Plan and a Corrective Action Plan is in the final stages of development. Both of these plans are required before remediation can proceed. The Colorado Department of Public Health and Environment will review and approve the plans before any work will be done.

CRFPD is committed to ensuring that this issue is mitigated in a safe and timely fashion. CRFPD is also very committed to the safety of the citizens of the communities that we serve and will do everything in our power to ensure a safe and healthy environment for them.

Rob Goodwin
Deputy Chief
Carbondale & Rural Fire Protection District
970-963-2491

November 21, 2016

Rob Goodwin
Deputy Chief
Carbondale & Rural Fire Protection District
300 Meadowood Drive
Carbondale, CO 81623

RE: Firehouse, Marble Colorado, 81623 corner of State St and West 3rd.

Sir:

I am submitting this to you as neither Ron Leach or Will Handville will objectively listen. In fact they have told me publicly they do not have to respond to me. The town of Marble has no complaint procedure or complaint form to file a grievance or report an incident. When it is done by email, it is ignored and no response is given. So....

I am aware there was a Source Water Protection Committee that went through the town of Marble and stated everything was in compliance. It was presented at a town council meeting. I disagreed with their assessment, and this is just one example. I am sure they did not know this was going on either, (or choose to ignore) but the conditions of the tanks and the containment at the firehouse is deplorable.

After walking past the Marble Fire House multiple times in the past month, and smelling a heavy odor hanging in the air, I decided to take the time to investigate. I took pictures and it appears there has been a fuel spill of significant proportion. Per the CDPHE a spill of over 25 gallons is to be reported. Reporting Environmental Releases in Colorado. Specifically page 11. www.colorado.gov/cdphe

In viewing the pictures it is clear that there has been significant fuel in the containment area as evidenced with the stain on the concrete. It appears with some quick math it could have exceeded 200 gallons. There is no evidence of any absorbent used, sump pump to clean the area and barrels to store the spilled fuel. If these are present, and the fuel is accounted for, (ie: 3rd party verification in a fully compliant manner), and there is a written procedure in place for use of the tanks, (being followed,) please confirm by sending me this information.

The fuel system in place at the Fire House is outdated at best. There appears to be no alarms, no overfill mechanisms, the two tanks do not appear to be dual wall, the hoses are

aged, the screw on filters and fittings appear to be leaking, and the containment area is **breached**. In short a dangerous and hazardous condition that continues even as I write this. I do not believe washing this concrete berm area and letting it run on the ground is a sustainable solution.

Please review the pictures and address the situation. As evidenced in the accompanying pictures the cap to drain the containment area is on the top of the wall. It has been in that position for well over the past month. **As an outcome there is no containment.**

The fluid within the concrete basin is fuel as there had been no moisture for days as evidenced by the surrounding ground.

Obviously a cleanup has not been accomplished (required by law) as the safety plug is off, and the ground surrounding the area is undisturbed from an excavating point of view. This is indeed negligence, and in my opinion inexcusable.

Sincerely,
Steve Lucht
303-242-9966
Steve.lucht@gmail.com

H. Underground Storage Tanks (USTs) and Aboveground Storage Tanks (ASTs)

Owners and operators of regulated storage tank systems must report a release or suspected release of regulated substances to the Division of Oil and Public Safety at the Colorado Department of Labor and Employment within 24 hours by telephone or facsimile. If outside normal working hours or on a weekend or holiday and emergency assistance is needed, the release can be reported to the Colorado Environmental Release and Incident Reporting line at the Colorado Department of Public Health and Environment.

Any suspected release or release of unknown quantity is a reportable quantity unless the owner/operator can conclusively show the release is less than the reportable quantity for the released substance.

Under this program, the reportable quantity for petroleum releases is 25 gallons or more from regulated aboveground and underground storage tank systems, or any amount that causes a sheen on nearby surface water. This is interpreted to include releases from fuel pumps and fuel delivery trucks while connected to the petroleum storage tank system. Releases of less than 25 gallons from regulated petroleum storage tank systems, or a release of a hazardous substance that is less than the CERCLA reportable quantity, do not need to be reported to the Division of Oil and Public Safety if they are immediately contained and cleaned up. If cleanup cannot be accomplished within 24 hours, the Division of Oil and Public Safety must be notified immediately. Spills or releases of hazardous substances in excess of the CERCLA reportable quantity from regulated underground storage tanks must also be reported to the National Response Center and the local fire authority immediately. Any release, regardless of quantity, that has or may impact waters of the state (including surface water, groundwater, dry gullies leading to surface water or storm sewers) must also be reported to the Colorado Environmental Release and Incident Reporting line immediately. These notification and reporting requirements are included in 7 CCR 1101-14 Article 4, 8-20.5-208 CRS and 25-8-601 CRS.

Carbondale & Rural Fire Protection District
Meeting of the Pension Board of Directors
January 11, 2017
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. 2016 State of Colorado Matching Funds Report, Jenny Cutright
 - 2. Other
- F. New Business
 - 1. Other
- G. Adjourn

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE MEETING VOLUNTEER PENSION FUND BOARD OF DIRECTORS

CARBONDALE FIRE STATION

APRIL 13, 2016

The Volunteer Pension Fund Board of Directors of the Carbondale & Rural Fire Protection District met on April 13, 2016 at the Carbondale Fire Headquarters/Training Building.

President Karen Tafejian called the meeting to order at 5:30 p.m. Directors present were Gene Schilling, Mike Kennedy, Louis Eller and Bob Emerson. Also present were Jenny Cutright, Rob Goodwin, Bill Gavette, Frank Nadell, Eric Gross and Jake Spaulding. Director Doug Davis attended via telephone at 5:39 p.m. Director Carl Smith was absent.

CHANGES TO AGENDA

There were no changes to the agenda.

APPROVE PREVIOUS MINUTES

The minutes of the previous meeting were reviewed.

MOTION: to approve the February 10, 2016 meeting minutes as written. It carried and passed unanimously. 5-0

PERSONS PRESENT NOT ON THE AGENDA

No members of the public had any comments

ELECTION OF OFFICERS

MOTION: to keep the pension board officers the same. It carried and passed unanimously.

2015 PENSION CERTIFICATION

Karen Tafejian reviewed the 2015 training hours for members.

MOTION: to approve the 2015 pension certifications as noted. It carried and passed unanimously.

OLD BUSINESS

Volunteer/Paid Status Change Karen Tafejian said that the policy will amend the volunteer handbook. Discussion regarding the policy followed.

Eric Gross said that there was a question regarding a volunteer receiving partial credit for volunteer service when they were a paid employee during part of the calendar year. He said that there is a rule that will allow this. Eric Gross said that staff requested clarification on when people could volunteer and when they were employees. Eric Gross said there are strict federal rules in the Fair Labor Standards Act. He said the question was about people who mainly volunteer, but get paid for a few shifts. He said the Department of Labor ruled on this issue and said if a volunteer does not earn more than 20% of what a firefighter makes, they can be paid. He said that it will need to be kept track of administratively.

Director Gene Schilling left the meeting at 5:49 p.m.

Louis Eller questioned if a paid employee resigns during the calendar year, if they could volunteer. Eric Gross said as long as they clearly resign as a paid employee. He said if someone is a full time seasonal employee, they cannot volunteer during their full time work period. He said if casual employees work part time, they can still volunteer as long as they do not earn more than 20% of what a firefighter earns.

Eric Gross noted that this is an informational item for the pension board and needs to be adopted by the Board of Directors. General discussion regarding the policy followed. Doug Davis questioned who would keep track of the 20% income. Eric Gross said that Jenny Cutright already tracks this and will report to Ron Leach and Rob Goodwin on this as needed. Eric Gross added that the 20% rule is commonly used.

NEW BUSINESS

Dan Walsh Pension Benefit Jenny Cutright said that Dan Walsh applied for and his receiving his 10 year pension benefit.

Ken Clark Pension Application Jenny Cutright said that Ken Clark has applied for his pension benefit and has resigned as a volunteer. She said that he has 10 years of service.

MOTION: to approve the pension applications for Dan Walsh and Ken Clark. It carried and passed 5-0.

MOTION: made to adjourn the volunteer pension fund Board of Directors meeting at 6:03 p.m. It carried and passed unanimously.

Respectfully submitted,

Jenny Cutright, Recording Secretary

Karen Tafejian, President

DRAFT