

# **CARBONDALE & RURAL FIRE PROTECTION DISTRICT**

## **MINUTES OF THE MEETING**

## **BOARD OF DIRECTORS**

### **CARBONDALE FIRE HEADQUARTERS**

**SEPTEMBER 14, 2016**

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

President Gene Schilling called the meeting to order at 5:35 p.m. Directors present were Mike Kennedy and Louis Eller. Also present were Ron Leach, Jenny Cutright, Rob Goodwin, Bill Gavette and Eric Gross. Director Carl Smith attended by telephone. Director Tom Adgate arrived at 6:09 p.m.

### **CHANGES TO AGENDA**

There were no changes to the agenda.

### **CONSENT AGENDA**

The items on the consent agenda were:

- Approve the Regular Meeting Minutes of August 10, 2016
- Approve Current Bills and Balances

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

### **PERSONS PRESENT NOT ON THE AGENDA**

No members of the public had any comments.

### **2017 BUDGET**

Proposed Budget Ron Leach said the distributed budget is the same budget that was presented in August. Ron Leach reviewed the 2017 plan for personnel. Ron Leach said that the 2016 budget called for hiring three additional full time employees. Ron Leach said that one new employee was hired in January, with another employee scheduled in July and October. Ron Leach added the seasonal staffing program ends in September.

Ron Leach said that he plans to announce the two new positions to the membership. He said that volunteers can contact Rob Goodwin for an application. He reviewed the hiring process. The Board of Directors were in favor of moving forward with the hiring process. Ron Leach added that he does not plan to hire any additional staff in 2017.

Ron Leach reviewed the need for a fire inspector. He said that the Town of Carbondale presented a draft IGA to the Board at the August meeting. He noted that the Town Manager and Town Building Inspector have requested the fire department perform more inspections. Ron Leach

said that the master plan also called for a fire inspection position. He said that the district needs to work on pre-plans as well.

Ron Leach said that a fire inspector position would encompass fire inspections throughout the entire district, pre-planning, public outreach and response. He said that Bill Gavette has entered about 300 commercial buildings in a database for pre-plans. He said that an employee has done 50-60 pre-plans this summer. He added that ISO gives credit for pre-planning. He said that the position also does public outreach, including the blood pressure clinic at the weekly Farmer's Market, coordinating the bike helmet giveaway and serving lunches at senior housing. Ron Leach said that the master plan calls for additional public outreach. Ron Leach said that he supports that idea.

Ron Leach said that traditionally fire departments grow with operations employees, but preplans and inspections are also needed. Ron Leach said that a fire inspector would fill that need. He recommended filling that position on 2017. Ron Leach said that the new position would not create the need for an additional employee. He said that he would like to use an existing employee to fulfill the need. Ron Leach added that it would leave one shift with three staff and two shifts with four.

Ron Leach said that he will develop a job description for the position. He said that he believes that the town manager and building official will support this position. Ron Leach added that he is not in favor of a cost share for the employee. He added that by using an existing employee, it will be budget neutral.

Ron Leach said that the Denver-Boulder CPI is 3%. He proposed a 3% raise for the employees in 2017. Ron Leach added that the seasonal staffing program is expected to look similar in 2017. He said the wildfire team had tremendous success in 2016, including at least three fires they attacked early and prevented from becoming large wildfires.

Carl Smith said that having a full time person for fire prevention is a positive thing and he supports it. He said that he sent out his comments and his concern is seasonal staffing. He said that if there are four people on staff, if they can cover the seasonal staffing and keep the budget down.

Discussion regarding a possible election in 2017 followed. Gene Schilling recommended leaving the line item in the budget and discussing the option in 2017.

Carl Smith said that the amount for the volunteer meal should be increased. He said that this is a very valuable program. He also suggested budgeting additional funds for wildland expenses.

## **STAFF REPORTS**

Staff Planning Meeting Update Ron Leach said that the staff met on August 24. He said the fire inspector budget proposal was the topic.

## **NEW BUSINESS**

Discussion regarding Use of Funds from Sale of Mobile Home Carl Smith said that he would like to consider using the funds from the sale of the mobile home to remodel the Station 4 crew quarters. He said that he would like to make the crew quarters in to a rental property. He said he would like an employee or volunteer to live there long term. He also suggested modifying Station 4 and the old office space at Station 1 in to rental units.

Discussion regarding options followed.

Discussion regarding Rental Properties Carl Smith said that Ron Leach raised the issue of housing at other stations. He said it would be worthwhile to have expectations of the resident and a policy stating what the expectations and limitations are.

Ron Leach said that the current policy is to trade rent for a 12-hour shift per week. General discussion followed.

It was decided to have Ron Leach spend up to \$2,000 to get an estimate on what the cost to turn the crew quarters, Station 4 and Station 1 in to rental apartments and have Eric Gross draft a rental agreement.

Discussion regarding the current quarters at Station 4 followed. Carl Smith said he is concerned about spending capital income on operational expenses. Ron Leach said the funds from the sale of the trailer are in the capital expenditures fund, not general fund, so they will be used on capital expenses.

Discussion regarding Wildland Boots Carl Smith said that the district received a grant for personal protection equipment. He said that the full amount for the PPE was budgeted for. He said that he saw people on a wildland fire wearing hiking boots. He said wildland boots are expensive.

Discussion regarding wildland boots and uniform allowance followed. It was decided to issue \$50 to firefighters who receive a red card in 2017 and purchase new wildland boots. The Board of Directors verbally agreed to this.

Carl Smith thanked the board for their willingness to discuss his ideas.

MOTION: made to adjourn the Board of Directors meeting at 6:46 p.m. It carried and passed unanimously.

Respectfully submitted,

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Jenny Cutright, Recording Secretary

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Gene Schilling, President