

# **CARBONDALE & RURAL FIRE PROTECTION DISTRICT**

## **MINUTES OF THE MEETING**

## **BOARD OF DIRECTORS**

### **CARBONDALE FIRE HEADQUARTERS**

**AUGUST 10, 2016**

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on August 10, 2016 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 5:28 p.m. Directors present were Mike Kennedy, Louis Eller and Carl Smith. Also present were Ron Leach, Jenny Cutright, Rob Goodwin, Bill Gavette, Eric Gross and Jake Spaulding. Director Tom Adgate was absent.

### **CHANGES TO AGENDA**

Carl Smith requested to add the following items:

- Update on mobile home
- Update on personal protective equipment
- False alarms

### **CONSENT AGENDA**

The items on the consent agenda were:

- Approve the Regular Meeting Minutes of July 13, 2016
- Approve Current Bills and Balances

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

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

No members of the public had any comments.

### **STAFF REPORTS**

Sewell Mesa Fire Report Ron Leach said that the Sewell Mesa fire costs are estimated at \$30,000. He said the cost includes the hand crews and some helicopter time. He added that the small plane and other helicopter were covered under the mutual aid period, so there was no cost to the district.

Ron Leach said that the cost of the fire is not very high when compared to other wildfires. He said the cost could have easily been higher than \$26 million. Ron Leach said that the Initial Attack team was first on scene, with Rob Goodwin arriving shortly after. He said that they ordered the slurry bomber and helicopters immediately. Ron Leach said the air resources and the hand work the first crews on scene performed kept the fire from spreading up the Crystal River Valley or through the homes in the Red Dog Road area. Ron Leach said that Rob Goodwin, Bill Gavette and the IA crew did a great job on initial attack.

Ron Leach said the concept is to hit wildfires hard when they are small and not let them grow. Discussion regarding the cost of the fire to the district followed. Mike Kennedy noted the fire cost could have been much higher. Gene Schilling noted that is why the district has emergency reserves.

Ron Leach said that the north end of the fire stopped 100 feet from a home. He said the homeowner is very thankful. Rob Goodwin said that the crews were actively fighting the fire to prevent it from reaching the home.

Carl Smith added that Jenny Cutright managed the station and public information and Paul Luttrell handled the emergency calls during the fire. Rob Goodwin said there were eight calls to Mountain Fair during the fire.

Staff Planning Meeting Update Ron Leach said that the staff is currently working on Strategy 5: *Provide services, activities, and responses that meet all quality baselines and approach or exceed established benchmarks.*

- Objective 5.1.1 – Meet all deployment objectives with 90% reliability for all types of emergency incidents, as outlined in a Standard of Cover document. Ron Leach said that Rob Goodwin and Bill Gavette are currently working on the standard of cover.
- Objective 5.1.2 – Establish a staffing plan with triggers to hire additional staff as needed for emergency operations, fire prevention, training, and public education. Ron Leach said that there is no funding to hire additional staff in 2017. He said the District needs to plan for future staffing needs.
- Objective 5.1.3 – Complete annual inspection of all business occupancies.
- Objective 5.1.4 – Utilize existing technology to improve data collection for the fire inspection program.
- Objective 5.1.5 – Evaluate and refine as necessary public education and prevention programs that reduce the incidence of personal injury and property loss with key performance indicators to measure success of these programs. Ron Leach said that this is also a function of the fire prevention division.
- Objective 5.1.6 – Evaluate and implement SMART performance measures for the improvement of fire data collection and analysis to include: securing utilities, primary search, and water on fire, fire controlled.

Ron Leach said that objectives 5.1.4, 5.1.5 and 5.1.6 are objectives for the fire prevention division. He said that the fire prevention division needs more manpower. He said that there is an Intergovernmental Agreement in the packet from the Town of Carbondale. He said they would like a more robust fire prevention program from the district. Ron Leach said the problem is funding.

## **FINANCIAL REPORT**

2017 Budget Ron Leach said that this is a first draft of the 2017 budget. He reviewed the 2016 budget, 2016 estimate and 2017 draft budget. He noted that property taxes will be static, other than a small amount for new construction.

Ron Leach said that the wages are broken out in to a number of categories. He said that the estimate is to be over 1% on 2016 total wages, but that is due to the wildfire contracts, which are reimbursed. Ron Leach said the 2017 wage budget is higher than 2016 due to the new employees that will be employed for the full calendar year. Ron Leach reviewed other 2017 budget line items.

Ron Leach said that the 2016 estimate is 3.5% under budget. He said the total reserves at the end of 2016 are estimated to be \$1.3 million and \$1.2 million at the end of 2017.

Gene Schilling said that a budget officer needs to be appointed.

MOTION: made to appoint Ron Leach as the 2017 budget officer. It carried and passed unanimously.

Discussion Regarding Proposed IGA with Town of Carbondale/Fire Inspections Ron Leach said this is regarding the IGA discussed earlier. Gene Schilling said he met with Jay Harrington about this. He said that a new employee would be needed for this program. He said the district needs to see what the fiscal impact is and how much of the cost the town is willing to share. Eric Gross noted the purpose of the IGA is to start the discussion. Discussion followed. The Board of Directors requested Eric Gross work with staff on the costs and determine what amount the town should contribute.

Carl Smith said he is uncomfortable with a program that only inspects buildings in Carbondale . Discussion followed. Louis Eller said if the position was created it would need to be committed to inspections throughout the district.

Bill Gavette said that there are a number of items in the IGA that reflect the current relationship with the town. He said that the town provides copies of plans and he reviews them. He said that he and the town's building inspector work together often.

Ron Leach said that this is a complex issue, as there are three counties and three different versions of the fire code. He said Bill Gavette does a lot of inspections currently , and a number of them are in the town of Carbondale. Ron Leach added that it isn't wise to consider a part- or full-time fire inspector position for 2017, in case the position cannot be funded. He said that he would prefer to work with the town and progress in to this position over the next five years. General discussion regarding inspections followed. It was decided to invite Jay Harrington and John Plano to the next Board of Directors meeting. Bill Gavette added that the Town is using the 1988 fire code which creates some enforcement challenges. He said they need to adopt the 2002 fire code.

Discussion Regarding Proposed IGA with Town of Carbondale/Tick Ridge Repeater Site Eric Gross reviewed the history of the Tick Ridge site. He said that the staff felt it would be good to have the access to use the site in the future. Gene Schilling said the town council approved the IGA at the last meeting. General discussion regarding the IGA followed.

MOTION: made to approve the Intergovernmental Agreement with the Town of Carbondale and Colorado Rocky Mountain School regarding the Tick Ridge site. Discussion regarding who would pay the \$100 annual fee followed. Gene Schilling said that he believes the town would pay it as they are using the site and if the district starts using it, the cost will be shared. It carried and passed unanimously.

Personal Protective Equipment Rob Goodwin said that the district purchased ten sets of structural turnout gear, which has been distributed. He said he is working on the list of those who need parts of their gear exchanged for complaint gear. He said that there were 60 pieces of gear that needed to be swapped, and only seven pieces left. He said all of the people have received emails and/or phone calls. Rob Goodwin noted that the gear is being changed out due to the age only.

Rob Goodwin said that he went through the wildland personal protective equipment. He said that there are at least three sets of web gear, with a shelter, on the engines and brush trucks. He said the tenders have two sets. Rob Goodwin added that 26 people have their own issued sets of wildland PPE and there is a lot of compliant wildland gear in the cache.

Rob Goodwin said that all ambulance and rescue squads have N95 masks, gowns, gloves, eye protection and booties. He said that all engines and apparatus have BLS bags with N95 masks, gowns and eye protection.

Rob Goodwin said one thing the district does not do is fit testing for N95 masks. He said that SCBA mask fit test are done and each firefighter has a face mask issued to them. Rob Goodwin noted that each SCBA mask costs \$800-\$900.

Carl Smith thanked Rob Goodwin for the work. He suggested a resolution that all PPE meet applicable standards. Discussion followed. Eric Gross said that as it is a budget impacting goal it would need to be a policy. Eric Gross suggested the board ask the staff to update them periodically on complaint gear.

## **FINANCIAL REPORT**

Resolution 2016-006, Resolution Supporting the Grant Application for a Grant from the Garfield County Federal Mineral Lease District Ron Leach said that this is for a \$25,000 grant that is due at the end of the month. He said that the command trailer needs to be replaced. He said the command trailer is a very valuable resource. He added that the trailer is used on incidents and special events.

MOTION: made to approve Resolution 2016-006, A Resolution of the Board of Directors of the Carbondale & Rural Fire Protection District Supporting the Grant Application for a Grant from the Garfield County Federal Mineral Lease District for the Purchase of a Command Trailer. Discussion regarding the original purchase of the trailer followed. Carl Smith said a Chief's truck is a greater need than a command trailer and he would like to apply for a truck. Ron Leach said the District applied for the truck but the grant request was denied. Ron Leach said the utility vehicles need to be replaced in the near future. General discussion regarding other capital needs followed. It carried and passed 3-1, with Carl Smith voting against.

## **OLD BUSINESS**

H Lazy F Trailer Mike Kennedy said the mobile home was sold as is on July 23. He said that the new owners are responsible for the repairs the park required. He added the district will have the fence repaired. Carl Smith said that he would like to discuss potential uses for the funds from the sale of the trailer at the next meeting.

Gene Schilling suggested a gift for Mike Kennedy and Janet Mitchell for their help selling the trailer at no cost to the district.

MOTION: made to give \$200 to Mike Kennedy and Janet Mitchell as long as the purchase is legally allowed. It carried and passed 3-0, with Mike Kennedy abstaining.

## **NEW BUSINESS**

Code of Conduct Gene Schilling said the Town Council adopted a code of conduct at their last meeting. He said he would like to talk about adopting one. Eric Gross said that the Town of Basalt is also looking at a code of conduct.

Redstone Community Association Louis Eller said the 4<sup>th</sup> of July in Redstone was very successful. He said that the RCA is appreciative of the district's participation.

Fire Alarms Carl Smith said that 14.8% of the calls over the past 6 months have been false alarms. Rob Goodwin said that there are no addresses that have a number of false alarm calls. Generally, there are two or three, then the problem is solved. He said the majority of the calls are at Senior Housing. He said these are not alarm malfunction, but there is a reason the fire alarm goes off.

Power Outage Louis Eller said there was a power outage in Marble recently. He said the 800 radios went down. Louis Eller said that Crystal repeater is invaluable in the area. Gene Schilling added that the police department also uses Crystal as a backup when Sunlight is down.

MOTION: made to adjourn the Board of Directors meeting at 7:14 p.m. It carried and passed unanimously.

Respectfully submitted,

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Jenny Cutright, Recording Secretary

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Gene Schilling, President