

# **CARBONDALE & RURAL FIRE PROTECTION DISTRICT**

## **MINUTES OF THE MEETING**

## **BOARD OF DIRECTORS**

### **CARBONDALE FIRE HEADQUARTERS**

**MARCH 9, 2016**

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on March 9, 2016 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 5:29 p.m. Directors present were Mike Kennedy, Louis Eller, Bob Emerson and Carl Smith. Also present were Ron Leach, Jenny Cutright, Rob Goodwin, Bill Gavette, Frank Nadell, Eric Gross, Tom Adgate, Jake Spaulding, and John Colson.

Gene Schilling said that Bob Emerson is retiring from the Board of Directors. Gene Schilling thanked Bob Emerson for his service to the District. Bob Emerson thanked the staff, volunteers and fellow board members. He said it has been an honor to be associated with the fire district. He said that he appreciates what everyone does and that the community is lucky to have this fire department to serve them. Bob Emerson was presented with a plaque thanking him for 24 years of service to the fire district.

### **CHANGES TO AGENDA**

Louis Eller requested to add the following items under New Business:

- 2015 Audit

Carl Smith requested to add the following items under New Business:

- Employee/Volunteer Status Change
- Open Burning Policy

### **CONSENT AGENDA**

The items on the consent agenda were:

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

**MOTION:** made to approve the consent agenda. She said that these bills were received after the Board packet went out. It carried and passed unanimously.

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

No members of the public had any comments.

### **STAFF REPORTS**

Election Update Ron Leach said that there is a resolution in the packet that will officially cancel the election. There were two people that submitted a self-nomination and acceptance form by the deadline for two open seats.

**MOTION:** made to approve Resolution 2016-005, Cancellation of Election and Declaration Deeming Candidates Elected. It carried and passed unanimously.

### **FINANCIAL REPORT**

Short & Long Term Disability Plan Jenny Cutright said that the District currently has FPPA disability benefits for firefighters and short and long term disability with another company for administrative

employees. She said that to be eligible for the FPPA coverage, it takes a firefighter being unable to work for over one year to be considered for the coverage. She said that the coverage is very hard to get and as a result, there have been three employees in the past three years who have been injured off duty and have not had any disability coverage.

She said the District currently pays about \$1100 per month to cover the administrative employees with short and long term disability. She said that she has found a plan that will cover all employees for under \$900 per month. Jenny Cutright said the cost is reduced because the plan is through the Western Slope Health Care Group and there are more lives in the coverage, as well as a 30 day waiting period for benefits to begin after an injury. Jenny Cutright answered general questions regarding the proposed policy.

MOTION: made to change to the new short term and long term disability policy effective April 1, 2016. It carried and passed unanimously.

Approve Computer Work Stations Purchase Order Ron Leach said the 2016 budget calls for \$17,600 in computer upgrades. He said that there are about 17 desktop computers in use, with many over 10 years old. He said that generally a few computers are replaced each year, but that it hasn't happened due to budget constraints. He said that the District's computer vendor had a client that was disabling their network, and selling their recently purchased computers. He said that the computers are desktop models and are less than one year old. He said that he would like to purchase 10 of these desktop computers, which were offered at \$500 each. He noted the purchase is within the 2016 budget parameters.

Gene Schilling questioned if the district's computer vendor has a replacement schedule for the district computers. He said it could be helpful for budgeting purposes.

MOTION: made to approve the purchase of 10 desktop computers. It carried and passed unanimously.

Approve Bunker Gear Purchase Order Rob Goodwin said that he has a purchase order for 10 sets of bunker gear (coats and pants). He said the total cost is \$17,815. Rob Goodwin added that the district applied for a grant from the Colorado Division of Fire Prevention and Control to help purchase bunker gear. He said that the district also applied for the same grant in 2015 for SCBA bottles and was denied. He said that he expects to hear about this grant in April.

Rob Goodwin said that there is \$30,000 budgeted for personal protective equipment (PPE). He said that he would like to purchase 10 sets of bunker gear as part of that budget amount. He noted that PPE includes safety equipment such as structural firefighting gear, helmets, boots, wildland firefighting gear, EMS gear and Hazardous Materials gear.

Rob Goodwin reviewed a list of 28 people who had one or more pieces non-compliant gear. He said once this bunker gear has arrived and current gear is moved around. Only eight people will have non-compliant gear. He said none of the people with non-compliant gear will be in the hot zone. Rob Goodwin noted if the district can continue purchasing 10 sets of bunker gear annually, it will allow for compliant gear on people and in the cache.

Rob Goodwin noted that the grant from the Colorado Division of Fire Prevention & Control is structured differently than most grants. He said that they get bids on gear and will reimburse a certain amount for a coat and pant, based on their bid amount. Rob Goodwin noted that all current firefighters who go in to the hot zone will have compliant bunker gear after this purchase.

MOTION: made to approve the purchase order for 10 sets of bunker gear. It carried and passed unanimously.

### **OLD BUSINESS**

Planning Meeting Update Ron Leach said the staff met on February 24 for the planning meeting. He said there is a memo in the packet regarding the meeting.

Ron Leach said there is also a proposal to change the mission statement to better reflect the district. He said the new mission statement was a suggestion from the master plan. He added that the staff feels the mission statement should start at the top and be approved by the Board of Directors.

MOTION: made to approve the revised mission statement. General discussion regarding the mission statement followed. It carried and passed unanimously.

Ron Leach noted that the meeting is a staff meeting, not a planning meeting. He said that the staff works on planning every week at the staff meeting. He added the staff is reviewing the master plan one step at a time. He said that the staff will be implementing the changes. Ron Leach said that he staff also meets on the 4<sup>th</sup> Wednesday of each month at 5:30. He said the public is welcome to attend the meeting. He added the staff reports to the Board of Directors on the planning meetings. Ron Leach said that Gene Schilling and Carl Smith attended the first planning meeting and Mike Kennedy, with Carl Smith on the phone, attended the second.

Ron Leach said the staff is taking the planning seriously and working hard. Mike Kennedy requested knowing what the topic of the planning meeting will be in advance. Ron Leach said he would do this, and also said he would send the agendas to the Sopris Sun.

Mike Kennedy said it is disappointing that there is very little citizen input in the meetings. Ron Leach said that many people do not get their news and information the way they used to, such as attending meetings. He said now they go to websites or Facebook to learn what is happening. He added that a lot of district information is posted on the website and Facebook. Ron Leach said that Jenny Cutright does a great job of keeping the Facebook page and website up to date. Bob Emerson suggested publishing the meeting in the community calendar in the Sopris Sun.

Discuss Possible Changes to Both Fire District Meeting Days Carl Smith said the Town Council changed their meetings to the same days as the district board meeting. He said this is the group of people the board wants to attract. He said the board is competing with town council. He said he would like to consider moving the planning and board meetings to a different night,.

Gene Schilling noted that there is something scheduled almost every night in the training room. He said unless the board wants to change all of the EMS and fire trainings, which he is not in favor of, there is a conflict. He said that he is the person on the Board of Directors that the town council meetings most affect and he would like to leave the board meeting as set. Carl Smith suggested moving a training or board meeting to a different room on a different day. Gene Schilling said that there has been very limited public participation over many years and he does not feel that changing the day of the board meeting will entice people to come.

Louis Eller questioned the time of the town council meeting. He said that people could attend the board meeting before town council meeting if they wanted to go to both, since the board meeting starts earlier. Mike Kennedy noted that when he goes to town council meetings, he only goes at the time for what he

wants to discuss, not the entire meeting. He said that he has been on the Board of Directors for 22 years and the only time people have attended the meetings with any regularity was during the master plan and election. He added that a person will attend once because they are mad about something and want to let the Board of Directors know. He also said that a majority of the district is not in the Town of Carbondale, so most of those people probably don't attend Carbondale town council meetings.

MOTION: made to keep the Board and planning meetings on the second and fourth Wednesdays. Louis Eller suggested talking to the new Board members in May. Tom Adgate said that he doesn't see any reason to change the day of the meeting at this time. Bob Emerson asked the staff what their position was. Ron Leach said that Monday nights are the volunteer membership meeting and EMS trainings, Tuesday and Thursday nights are the EMT class. He said that the staff has built their personal lives around the second and fourth Wednesday night meetings. He said that he personally has another commitment on the third Wednesday of each month when there aren't meetings. Carl Smith said that he felt this was worth discussing and if the rest of the board wants to keep the meetings on the second and fourth Wednesdays, that he will support it. It carried and passed unanimously.

Fire Chief Job Description Update Bob Emerson said the updated fire chief job description is in the packet. He noted in the first sentence, it should read "rescue" instead of "fire rescue".

Carl Smith thanked Bob Emerson and Ron Leach for working on the job description. He said that he thinks the fire chief should be required to have a bachelor's degree. He said that the millennials all have college educations. He reviewed some recent job postings that require a bachelor's degree. He said that the district is paying a salary that is in the mid to upper level of the job postings.

Gene Schilling said that the skills are more important than a degree. He said that he does not want to rule out a good candidate because they do not have a bachelor's degree. Carl Smith said a bachelor's degree is a necessity. Mike Kennedy said that when a new chief is hired there will be a process and it will determine who the best candidate for the job is, whether or not they have a bachelor's degree. He noted that the salary is in the higher range due to the cost of living in the Roaring Fork Valley. Mike Kennedy added that having a degree does not make someone a better leader.

Eric Gross noted that there are many jobs that have a bachelor's degree as a preference, but not a requirement. He said some jobs accept a certain number of college credits instead of a degree. He said from a legal standpoint, if there are finalists with bachelor's degrees and the board decides none are the candidate they are looking for, then reopen the job with different requirements, there could be a cause of action from an applicant. He said if there is a preference or combination of different educational options to choose from, it will help protect the district from legal action.

Bob Emerson said that his goal was create the flexibility for the board to allow them to choose the best person based on many characteristics.

General discussion regarding salaries and the National Fire Academy EFO program followed.

MOTION: made to approve the fire chief job as written, with the remove of "fire" in the first sentence, as noted. It carried and passed 4-1, with Carl Smith voting against.

## **NEW BUSINESS**

Sale of Trailer at H Lazy F Ron Leach said that he proposes to sell the district owned mobile home in the H Lazy F trailer park. He said the district loses money on this annual because it is offered to a volunteer at a reduced rent. Ron Leach said that the intent was to have someone respond to Station 4 and take care

of station maintenance. He said that since the quarters have been built at Station 4, the additional housing is not needed. He added there are a number of maintenance costs involved with the mobile home.

Discussion regarding a procedure for selling the home followed.

MOTION: made to approve the sale of the modular home. Mike Kennedy said that when it was purchased, it was bought for the location. He said that there were only three units that were near Station 4. He said that mobile homes in trailer parks are hard to finance and can require a 20% down payment. He suggested offering to sell the mobile home to members first. Louis Eller said that when it sells, he would like to earmark the revenue for another long term capital expenditure. General discussion regarding selling the unit followed. Mike Kennedy noted that he does not want to be the listing agent for the mobile home, but would be glad help find the right realtor. He suggested working with Janet Mitchell, a realtor who sells many mobile homes.

The motion was amended to:

MOTION: made to have Janet Mitchell work with the Board of Directors on a price for the mobile home. Mike Kennedy will work with Janet Mitchell to develop a price range for the potential of selling the mobile home to a member. Further discussion regarding the procedure followed.

Carl Smith withdrew his motion.

MOTION: made to have Mike Kennedy coordinate with Janet Mitchell to establish a price to sell the mobile home for, and that price be brought back to the board at the next regular meeting. It carried and passed unanimously.

Audit Update Louis Eller said that he has been in contact with the auditor. He said the audit is in progress and when it is complete, the auditor will come to a board meeting to present the audit.

Open Burning Policy Carl Smith said he received phone calls about people burning trash. He said that he advised the caller to contact the shift captain about it. He asked if there was a district policy on open burning. Bob Emerson said since the burning took place in the county, the sheriff would enforce the law. Ron Leach said if someone was burning trash it is an environmental issue. He added that Pitkin County does not allow any burning of anything other than brush. Ron Leach asked to have the person complaining call him so he can help.

MOTION: made to adjourn the Board of Directors meeting at 7:04 p.m. It carried and passed unanimously.

Respectfully submitted,

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Jenny Cutright, Recording Secretary

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Gene Schilling, President