

Carbondale & Rural Fire Protection District  
Meeting of the Board of Directors  
April 13, 2016  
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
- D. Persons Present Not on the Agenda
- E. Staff Reports
  - 1. Staff Planning Meeting Update, Ron Leach
  - 2. Other
- F. Financial Report
  - 1. Discussion of 2017 Budget and 2016 Year to Date, Ron Leach
  - 2. Other
- G. Old Business
  - 1. Policy regarding Staff/Volunteer Employment Status Change, Eric Gross
  - 2. Status of H Lazy F Mobile Home, Ron Leach
  - 3. Other
- H. New Business
  - 1. Other
- I. Adjourn

## **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 thqat when it was purchases, 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

DRAFT

**Deputy Chief  
Operations Report  
April 2016**

**Responses 2016 –**

As of March 31, 2016 we responded to **271** calls for service.

- 158 EMS calls including 30 motor vehicle accidents.
- 13 Fire responses. These include all fire calls, gas leaks, spills, CO responses, etc.
- 44 Fire alarm responses
- 56 Service and Good Intent responses. These include smoke/odor checks, citizen assist, cancelled enroute etc.

**Response Comparison – Month**

- March 2016 - **87**
- March 2015 - **85**
- March 2014 - **98**
- March 2013 - **73**

**Response Comparison - YTD**

- 2016 - **271**
- 2015 - **256**
- 2014 - **244**
- 2013 - **260**

**EMS Transports – YTD**

- 2016 - **105**
- 2015 - **102**
- 2014 - **79**
- 2013 - **109**

**EMS Non-Transports - YTD**

- 2016 - **53**
- 2015 - **37**
- 2014 - **45**
- 2013 - **28**

**ALS Calls – YTD**  
**42**

**BLS Calls – YTD**  
**63**

**ALS Calls – March**  
**14**

**BLS Calls – March**  
**19**

**Fire Calls – March**

Structure Fires  
**2**

Wildland Fires  
**1**

Vehicle Fires  
**0**

False Alarms  
**14**

**Fire Calls – YTD**

Structure Fires  
**4**

Wildland Fires  
**2**

Vehicle Fires  
**2**

False Alarms  
**44**

**Concurrent Calls –**

**March**  
**5 times (total of 11 calls)**

**YTD**  
**15 times (total of 34 calls)**



**CRFPD Community Outreach/Education**

- Intro to ICS taught to Town of Carbondale Employees - Leach
- Ross Montessori School station tour, 25 kids – J. Greene, G. Kennedy

**Projects, Outreach, Other stuff –**

- Coordinating scheduling program for paid staff and volunteers
- Regular staff planning meetings
- 2016 Budget Planning
- Taught New Member Academy Class
- Training/Mentoring time with new member
- Monthly planning meeting
- Incident response in district
- CDPHE grant project
- CDFPC grant project
- Building Pre-Planning Program development
- ISO survey planning
- Turnout gear purchase and reorganization

Respectfully submitted  
Rob Goodwin  
Deputy Chief



## **Board of Directors Report**

Bill Gavette, Deputy Chief

April 2016

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

- Crystal River Growers, greenhouse, Pitkin County
- Roaring Fork Valley Co-op Bulk LPG Storage

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

- Woody Creek Distillers - Barrel Storage, fire protection systems, Garfield County
- MRI, vehicle maintenance facility, Garfield County
- Sabo Contractor's Yard, Garfield County
- Clark Activity Envelope, Pitkin County
- Powers Pit Concrete Batch Plant Major Impact Review, Garfield County

### **Inspections**

- Colorado Product Services, process equipment, Town of Carbondale
- Days Inn, general inspection, Town of Carbondale
- Powers Gravel Pit, storage facility, Garfield County
- Carbondale Community School, fire flow test

### **Other Projects**

- Garfield County 800 MHz radio system programming
- Pitkin County – Annual Operating Plan
- Station Tour – Wald Kinder Preschool
- Fire suppression inspector renewal, State of Colorado
- Pitkin County Wildfire Council
- Garfield County Fire Code

**Carbondale & Rural Fire Protection District**

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

# Board of Directors Training Program Report

April 2016

## March Training:

- March 8th, New Member Academy- Safety, ICS by Nadell
- March 12<sup>th</sup> New Member Academy- Emergency Vehicle Driving by Nadell
- March 15<sup>th</sup> New Member Academy- Wildland and EMS by Spaulding
- March 21<sup>st</sup> QA with Dr. Stahl, attendance 12 members
- March 23 Fire Pumps by Nadell and Greene, attendance 6 members
- March 28<sup>th</sup> Head, Neck and Spine Trauma by Leach, attendance 10 members
- March 30<sup>th</sup> Maps and Map Reading by Gavette, attendance 5 members

## March Highlights:

- One member completed an S215 Fire Operations in the Urban Interface course.
- One member completed an American Heart Association Advanced Cardiac Life Support course.

## Certification Management:

- I assisted 8 members in the renewal of their National Registry EMS certifications.
- All training records, EMS continuing education credits and Firefighter Job Performance requirements (JPRs) records are up to date through the end of the month.

## Training Hour Totals:

- 29 individual trainings were conducted throughout the month of February
- Total man hours of training for March 2016 = 264 hours
- Total Man Hours of training in 2016 through March 31 =1150 hours

Respectfully submitted,

Deputy Chief/ Training Officer Frank Nadell

# March 2016 maintenance report

- Stop light switch U87
- Headlight repair u83
- Oil change u87
- A82 replaced support for side door
- A82 Fuel filter
- Portable tank rebuild for t82
- Exterminate ants in admin kitchen
- Run electric for new storage rooms.
- Dry wall storage rooms.
- Colorado prevention inspections on t81 t83
- Replace 24' ladder on E84
- Bay door maintenance ops.
- Call coverage. Lift assist.
- Call coverage car wreck
- Replace fuel regulator A 82
- Replace door handle and hardware mounts Bat 8
- Ground hog extermination.
- Mole extermination.
- Adjust window sleeping quarters
- Call coverage brush fire.
- Brush 85 repairs on pump after fire accident, replaced Fan, hoses and repaired mounting brackets.
- Meetings
- Repair face mask for shift crew member.
- Brush 85. Fuel was contaminated with water. Drained system, cleaned carb, replaced filter.
- Brush 85. Replaced exhaust wrap on pump down pipe.
- Glow plug u87
- Call coverage.
- U82 siren problem.
- Test batteries brush 85.
- Start prep for brush season.
- Clean bays
- Fixed toilet in admin ladies room.
- Repairs on admin refrigerator
- Repair oxygen air leak A81
- Scheduled door repairs with aspen overhead doors st81 st82
- Citizens assist RVR smoke detector battery change on high vaulted ceiling
- Sort new hose and prep for numbering
- Turn off all the burner pilot lights in admin kitchen.
- Check generator fluid levels
- End of report

3/31/2016

Interest Rate

**General Fund**

Alpine Checking	\$	180,410.62	0.00%
Alpine Money Market Fund	\$	762,853.60	0.01%
<b>TOTAL</b>	<b>\$</b>	<b>943,264.22</b>	

**Capital Projects Fund #1**

Alpine Checking	\$	35,466.23	0.00%
Alpine Money Market Fund	\$	762,147.86	0.01%
Alpine Impact Fee Fund	\$	38,463.40	0.01%
Alpine Loan Fund Money Market	\$	629,671.27	0.01%
<b>TOTAL</b>	<b>\$</b>	<b>1,465,748.76</b>	

**Bond Fund**

Csafe	\$	115,155.96	0.50%
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**Pension Fund**

FPPA		<b>\$2,171,396.81</b>	
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**Ambulance Billing Report - March 2016**

Cash Collected on Accounts	\$	<b>23,139.84</b>
New Accounts Billed	\$	<b>32,566.80</b>
Medicare Assignments (Write-Offs)	\$	<b>9,769.82</b>
Medicaid Write-Offs	\$	<b>9,061.77</b>
Other Write-Offs	\$	<b>1,153.04</b>
Amount Sent to Collections	\$	<b>3,988.00</b>

**Aging Report**

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>&gt;90 Days</u>
\$36,804.13	\$13,245.92	\$3,427.80	\$48,182.74

## Checks Issued Between Board Meetings

### General Fund

Payroll	\$34,513.61	Payroll	3/11/16
Internal Revenue Service	\$7,802.98	Federal Withholding	3/11/16
Colorado Department of Revenue	\$1,834.00	State Withholding	3/11/16
Fire & Police Pension Association	\$12,808.48	Pension/457/Death & Disability	3/11/16
Payroll	\$34,824.13	Payroll	3/25/16
Internal Revenue Service	\$8,051.09	Federal Withholding	3/25/16
Colorado Department of Revenue	\$1,878.00	State Withholding	3/25/16
Fire & Police Pension Association	\$2,841.66	Pension/457/Death & Disability	3/25/16

### Capital Projects Fund

none

### Miscellaneous Income

3/1-3/31

#### General Fund

PWW	\$130.00	ambulance billiong compliance training refund
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### Capital Projects Fund

none

**Carbondale & Rural Fire Protection Dist**

AP Check Register (Current by Bank)

Check Date: 4/13/2016

Check No.	Date	Status	Vendor ID	Payee Name	Amount
<b>BANK ID: ALPINC - ALPINE BANK - CHECKING</b>					<b>1122</b>
35310	04/13/16	P	AIRGAS	Airgas USA, LLC	\$90.95
35311	04/13/16	P	AMERIG	AmeriGas	\$1,224.29
35312	04/13/16	P	BASPRI	Basalt Printing	\$200.02
35313	04/13/16	P	BEARCO	Bearcom	\$3,027.78
35314	04/13/16	P	CEDAR	Cedar Networks	\$350.00
35315	04/13/16	P	CENEX	Cenex Fleet Fueling	\$753.05
35316	04/13/16	P	CENTUR	CenturyLink	\$468.88
35317	04/13/16	P	CENTUB	CenturyLink Business Services	\$57.65
35318	04/13/16	P	COFIRE	Colorado Division of Fire Prev	\$60.00
35319	04/13/16	P	CMNM	Colorado Mountain News Media	\$27.63
35320	04/13/16	P	CODELA	Colorado State Treasurer	\$787.23
35321	04/13/16	P	COMCAS	Comcast Cable	\$49.46
35322	04/13/16	P	COMCAI	Comcast Internet	\$110.60
35323	04/13/16	P	CUOFCO	Credit Union of Colorado	\$4,729.02
35324	04/13/16	P	FINANC	Financial Forms & Supplies,Inc	\$253.63
35325	04/13/16	P	FIRSTI	First Impression Glass Cleaner	\$372.00
35326	04/13/16	P	FOOTST	FootSteps Marketing	\$1,500.00
35327	04/13/16	P	GARCLE	Garfield County Clerk & Record	\$100.48
35328	04/13/16	P	GSFORD	Glenwood Springs Ford	\$89.49
35329	04/13/16	P	GRAING	Grainger Inc.	\$141.53
35330	04/13/16	P	GRANIT	Granite Telecommunications	\$705.04
35331	04/13/16	P	HLF	H Lazy F Mobile Home Park, LLC	\$643.06
35332	04/13/16	P	HOLY	Holy Cross Energy	\$432.06
35333	04/13/16	P	JOHNDE	John Deere Financial	\$35.58
35334	04/13/16	P	BERNAT	Kathlene Bernat	\$85.52
35335	04/13/16	P	LOWES	Lowe's	\$1,216.88
35336	04/13/16	P	MWATER	Marble Water Company	\$50.00
35337	04/13/16	P	METLIF	MetLife - Group Benefits	\$2,500.59
35338	04/13/16	P	MICASI	Mi Casita	\$350.00
35339	04/13/16	P	MOPEST	Mountain Pest Control, Inc.	\$170.00
35340	04/13/16	P	MTNWAS	Mountain Waste & Recycling	\$680.00
35341	04/13/16	P	NAPA	Napa Auto Parts, Inc.	\$445.35
35342	04/13/16	P	OUTWES	Outwest Drywall Supply, Inc,	\$258.38
35343	04/13/16	P	PAULLU	Paul Luttrell	\$218.13
35344	04/13/16	P	PEPPIN	Peppino's Pizza, Inc.	\$40.00
35345	04/13/16	P	PHYSIO	Physio-Control, Inc.	\$13,176.84
35346	04/13/16	P	PINNAC	Pinnacol Assurance	\$6,138.00
35347	04/13/16	P	PITTRE	Pitkin County Treasurer	\$6,422.00
35348	04/13/16	P	PROEDU	Professional EMS Education	\$150.00
35349	04/13/16	P	RFRENT	Roaring Fork Rentals, Inc.	\$257.58
35350	04/13/16	P	COOP	Roaring Fork Valley Co-Op	\$57.59
35351	04/13/16	P	SOURCE	Source Gas, LLC	\$1,268.79
35352	04/13/16	P	STERIC	Stericycle, Inc.	\$531.12
35353	04/13/16	P	SWALLO	Swallow Oil Company	\$51.28
35354	04/13/16	P	KEYPEO	The Key People Co, Inc.	\$395.00
35355	04/13/16	P	PAINT	The Paint Store, Inc	\$240.97
35356	04/13/16	P	TOWNWA	Town of Carbondale	\$284.83
35357	04/13/16	P	TRAILH	Trailhead Technologies, Inc.	\$638.20
35358	04/13/16	P	VERIZO	Verizon Wireless	\$489.19
35359	04/13/16	P	WESTHE	Western Slope Health Care Grou	\$28,201.41
35360	04/13/16	P	WHITSI	Whitsitt & Gross, P.C.	\$1,352.00
35361	04/13/16	P	WITMER	Witmer Public Safety Group	\$43.96
35362	04/13/16	P	XCEL	Xcel Energy	\$1,248.52
<b>BANK ALPINC REGISTER TOTAL:</b>					<b>\$83,171.56</b>

\* 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: 4/13/2016

<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>
4675	04/13/16	P	COPRO	CoPro	\$14,860.32
4676	04/13/16	P	WITMER	Witmer Public Safety Group	\$866.98
4677	04/13/16	P	XEROX	Xerox Corporation	\$92.35
<b>BANK ALPINE REGISTER TOTAL:</b>					<b>\$15,819.65</b>
<b>GRAND TOTAL :</b>					<b>\$15,819.65</b>

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



## Carbondale & Rural Fire Protection Dist

### Income Statement

(Original Budget to Actual Comparison)

For the period of 4/1/2016 Through 4/30/2016

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b><u>Cost of Goods Sold</u></b>								
Property Tax	\$0.00	\$0.00	\$0.00	0.0 %	\$(918,354.92)	\$(2,548,456.00)	\$(1,630,101.08)	(64.0)%
Specific Ownership Tax	0.00	0.00	0.00	0.0	(31,063.39)	(115,000.00)	(83,936.61)	(73.0)
Interest/Penalties	0.00	0.00	0.00	0.0	0.00	(5,500.00)	(5,500.00)	(100.0)
Delinquent Tax	0.00	0.00	0.00	0.0	0.00	(1,000.00)	(1,000.00)	(100.0)
Abated Tax	0.00	0.00	0.00	0.0	0.00	(8,370.00)	(8,370.00)	(100.0)
Ambulance Revenues	(3,296.43)	0.00	3,296.43	0.0	(67,448.60)	(225,000.00)	(157,551.40)	(70.0)
Interest Income	0.00	0.00	0.00	0.0	(1.20)	(100.00)	(98.80)	(98.8)
Building Rentals	(850.00)	0.00	850.00	0.0	(2,125.00)	(5,100.00)	(2,975.00)	(58.3)
Contributions & Grants	(64.00)	0.00	64.00	0.0	(164.00)	0.00	164.00	0.0
Training Income	0.00	0.00	0.00	0.0	0.00	(500.00)	(500.00)	(100.0)
Wildfire Contracts	0.00	0.00	0.00	0.0	(51,178.99)	(10,000.00)	41,178.99	411.8
Special Event Contracts	0.00	0.00	0.00	0.0	0.00	(7,000.00)	(7,000.00)	(100.0)
Miscellaneous Income	0.00	0.00	0.00	0.0	(56.79)	(4,000.00)	(3,943.21)	(98.6)
<b>Total Cost of Goods Sold</b>	<b>\$(4,210.43)</b>	<b>\$0.00</b>	<b>\$4,210.43</b>	<b>0.0 %</b>	<b>\$(1,070,392.89)</b>	<b>\$(2,930,026.00)</b>	<b>\$(1,859,633.11)</b>	<b>(63.5)%</b>
<b>Gross Profit</b>	<b>\$4,210.43</b>	<b>\$0.00</b>	<b>\$4,210.43</b>		<b>\$1,070,392.89</b>	<b>\$2,930,026.00</b>	<b>\$(1,859,633.11)</b>	<b>(63.5)%</b>
<b><u>Operating Expenses</u></b>								
Wages	\$51,674.98	\$0.00	\$(51,674.98)	0.0 %	\$358,838.23	\$1,390,744.00	\$1,031,905.77	74.2 %
Wildfire Wages, CRRF	0.00	0.00	0.00	0.0	0.00	5,000.00	5,000.00	100.0
Wages - Seasonal Staffing	0.00	0.00	0.00	0.0	0.00	65,000.00	65,000.00	100.0
Special Event Wages	0.00	0.00	0.00	0.0	0.00	5,000.00	5,000.00	100.0
Health Benefits	29,395.49	0.00	(29,395.49)	0.0	95,373.28	387,454.00	292,080.72	75.4
Pension Benefits	4,291.97	0.00	(4,291.97)	0.0	30,442.93	128,873.00	98,430.07	76.4
457 Contributions, District portion	346.30	0.00	(346.30)	0.0	2,524.25	11,290.00	8,765.75	77.6
Workers Comp	6,138.00	0.00	(6,138.00)	0.0	23,424.03	70,730.00	47,305.97	66.9
Volunteer Incentive	0.00	0.00	0.00	0.0	695.56	26,813.00	26,117.44	97.4
Medicare/FICA Tax	1,015.11	0.00	(1,015.11)	0.0	6,355.49	25,283.00	18,927.51	74.9
Unemployment Insurance	787.23	0.00	(787.23)	0.0	1,687.75	4,397.00	2,709.25	61.6
Death & Disability Policy - FPPA	800.68	0.00	(800.68)	0.0	9,107.08	31,383.00	22,275.92	71.0
Board Members Pay	0.00	0.00	0.00	0.0	0.00	8,000.00	8,000.00	100.0
Insurance	12,219.00	0.00	(12,219.00)	0.0	24,438.00	60,000.00	35,562.00	59.3
Treasurer Fees	0.00	0.00	0.00	0.0	20,558.84	61,940.00	41,381.16	66.8
Abated Tax	0.00	0.00	0.00	0.0	73.77	2,000.00	1,926.23	96.3
Administration Supplies/Expenses	603.63	0.00	(603.63)	0.0	5,758.56	14,000.00	8,241.44	58.9
Accounting	0.00	0.00	0.00	0.0	0.00	12,000.00	12,000.00	100.0
Legal Fees	0.00	0.00	0.00	0.0	4,499.00	30,000.00	25,501.00	85.0
Dues & Subscriptions	0.00	0.00	0.00	0.0	4,275.26	7,000.00	2,724.74	38.9
Administration Fuel	0.00	0.00	0.00	0.0	1,565.65	11,696.00	10,130.35	86.6
Freight & Postage	0.00	0.00	0.00	0.0	366.37	2,076.00	1,709.63	82.4
Computer Supplies	0.00	0.00	0.00	0.0	67.49	1,000.00	932.51	93.3
Fire/EMS Prevention Supplies/Expenses	0.00	0.00	0.00	0.0	760.51	1,000.00	239.49	23.9
Meetings	0.00	0.00	0.00	0.0	544.57	1,000.00	455.43	45.5

## Carbondale & Rural Fire Protection Dist

### Income Statement

(Original Budget to Actual Comparison)

For the period of 4/1/2016 Through 4/30/2016

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Volunteer Dinner Program	0.00	0.00	0.00	0.0	1,025.57	9,000.00	7,974.43	88.6
Election Expense	0.00	0.00	0.00	0.0	1,230.32	15,000.00	13,769.68	91.8
Emergency Management	6,422.00	0.00	(6,422.00)	0.0	6,422.00	1,000.00	(5,422.00)	(542.2)
Master Plan	0.00	0.00	0.00	0.0	1,500.00	20,000.00	18,500.00	92.5
Public Outreach	0.00	0.00	0.00	0.0	4,500.00	10,000.00	5,500.00	55.0
Firefighting Expenses/Supplies	0.00	0.00	0.00	0.0	2,568.64	17,634.00	15,065.36	85.4
Firefighting Fuel	0.00	0.00	0.00	0.0	253.20	2,789.00	2,535.80	90.9
Incident Resources	0.00	0.00	0.00	0.0	52.90	1,882.00	1,829.10	97.2
Incident Food	0.00	0.00	0.00	0.0	0.00	1,328.00	1,328.00	100.0
Wildfire Expenses, CRRF	0.00	0.00	0.00	0.0	0.00	2,000.00	2,000.00	100.0
Medical Expenses/Supplies	531.12	0.00	(531.12)	0.0	7,359.28	28,000.00	20,640.72	73.7
Infection Control Program	0.00	0.00	0.00	0.0	0.00	1,000.00	1,000.00	100.0
Medical Fuel	0.00	0.00	0.00	0.0	412.79	4,492.00	4,079.21	90.8
Physician Advisor	0.00	0.00	0.00	0.0	3,500.00	4,000.00	500.00	12.5
Telephone Service	0.00	0.00	0.00	0.0	3,836.51	14,737.00	10,900.49	74.0
Cell Phones/Pagers	0.00	0.00	0.00	0.0	642.01	3,125.00	2,482.99	79.5
Communications Supplies/Expenses	0.00	0.00	0.00	0.0	3,176.16	8,951.00	5,774.84	64.5
Communications Center	0.00	0.00	0.00	0.0	0.00	4,922.00	4,922.00	100.0
Training - Firefighting	0.00	0.00	0.00	0.0	1,262.18	17,000.00	15,737.82	92.6
Training - Medical	0.00	0.00	0.00	0.0	3,677.55	22,500.00	18,822.45	83.7
Paramedic Program	0.00	0.00	0.00	0.0	1,891.09	20,000.00	18,108.91	90.5
EMT Tuitions	0.00	0.00	0.00	0.0	0.00	5,000.00	5,000.00	100.0
Training - Administration	0.00	0.00	0.00	0.0	4,731.22	5,346.00	614.78	11.5
Food - Training	0.00	0.00	0.00	0.0	239.27	2,000.00	1,760.73	88.0
Vehicle Repairs	0.00	0.00	0.00	0.0	0.00	2,535.00	2,535.00	100.0
Vehicle Supplies, Parts, Tires	0.00	0.00	0.00	0.0	7,678.26	16,072.00	8,393.74	52.2
Equipment Testing	0.00	0.00	0.00	0.0	0.00	11,616.00	11,616.00	100.0
Communications Equipment Repairs	0.00	0.00	0.00	0.0	0.00	731.00	731.00	100.0
Maintenance Contracts	0.00	0.00	0.00	0.0	18,238.67	23,961.00	5,722.33	23.9
Computer Repairs & Service	0.00	0.00	0.00	0.0	3,254.11	9,345.00	6,090.89	65.2
Portable Equipment Repairs	0.00	0.00	0.00	0.0	0.00	82.00	82.00	100.0
Building Utilities	560.00	0.00	(560.00)	0.0	23,008.81	60,580.00	37,571.19	62.0
Building Maintenance & Repairs	395.00	0.00	(395.00)	0.0	3,489.27	29,597.00	26,107.73	88.2
Building Supplies	1,216.88	0.00	(1,216.88)	0.0	3,573.29	15,250.00	11,676.71	76.6
Janitorial Supplies	0.00	0.00	0.00	0.0	1,451.98	0.00	(1,451.98)	0.0
H Lazy F unit	570.00	0.00	(570.00)	0.0	3,120.58	10,000.00	6,879.42	68.8
Miscellaneous Expenses	0.00	0.00	0.00	0.0	100.00	0.00	(100.00)	0.0
Transfer to Capital Projects Fund	0.00	0.00	0.00	0.0	0.00	100,000.00	100,000.00	100.0
Emergency Reserves	0.00	0.00	0.00	0.0	0.00	90,000.00	90,000.00	100.0
<b>Total Operating Expenses</b>	<b>\$116,967.39</b>	<b>\$0.00</b>	<b>\$(116,967.39)</b>	<b>0.0 %</b>	<b>\$703,552.28</b>	<b>\$2,955,154.00</b>	<b>\$2,251,601.72</b>	<b>76.2 %</b>
Net Income (Loss)	<b>\$(112,756.96)</b>	<b>\$0.00</b>	<b>\$(112,756.96)</b>	<b>0.0 %</b>	<b>\$366,840.61</b>	<b>\$(25,128.00)</b>	<b>\$391,968.61</b>	<b>1559.9 %</b>

Carbondale & Rural Fire Protection District  
Staff Planning Meeting  
March 23, 2016  
5:30 p.m.

Agenda and Minutes

In attendance were Ron Leach, Rob Goodwin, Frank Nadell, Bill Gavette and Carl Smith.

***The planning committee continued its examination of the Strategies/Goals/Objectives section of the Almont Master Plan Document.***

A. Strategy 2 – Assessment and Planning

Goal 2.1 – Identify the community's emergency service needs and establish strategies, goals and objectives, standards of response coverage, and key performance indicators of quality.

- Objective 2.1.1 – Utilize a pre-fire planning process to analyze service area/population density for the purpose of developing total response time standards.

***Bill Gavette is in the process of pre-planning the 305 commercial buildings & facilities in the Carbondale Fire District identified on the ISO batch files. The Evergreen Fire Department Master Plan document dealing with Total Response Time Standards was reviewed and discussed. The staff feels that the Carbondale Fire District should adopt both Standards NFPA 1720 and NFPA 1710 because of its diverse population, geography and call volume.***

- Objective 2.1.2 – Create a formal Standard of Cover document that defines resources, deployment methodologies, and establishes baseline and benchmark response times for the District.

***A Standard of Cover Document will be developed after the pre-planning process is completed by Bill Gavette.***

Goal 2.2 – Implement the strategic planning processes to ensure that relevant data and information is collected and analyzed to ensure that customer needs/expectations are being met.

- Objective 2.2.1 – Share and publish strategic goals and progress to internal and external stakeholders while encouraging accountability and transparency.

***The staff feels that a quarterly report should be distributed to external stakeholders to include county commissioners, emergency managers, town managers crystal caucus and county sheriffs. Internal stakeholders are kept up-dated through regularly scheduled department meetings.***

- Objective 2.2.2 – Establish a strategic planning committee made up of a cross-section of internal and external stakeholders to monitor the implementation and reporting of the various strategic goals.

***The staff feels that a separate strategic planning committee is not needed. Quarterly reports posted on the website and emailed to external stakeholders is sufficient.***

B. Strategy 3 – Goals and Objectives

Goal 3.1 – Establish an Annual Action Plan to implement short-range goals and tasks that are consistent with the Strategic Plan to direct priorities of operational programs and support services.

- Objective 3.1.1 – Evaluate, and modify if necessary, the goals and objectives of the Annual Action Plan to ensure that they are current and consistent with the Mission, Vision, and Strategic Plan of the District.

***All goals and objectives identified by the 2016 budget process, volunteer input, and staff committee input are being compiled and will be distributed when the final document is completed.***

C. Strategy 4 – Financial Resources

Goal 4.1 – Develop and implement a Capital Improvement Plan based on current and anticipated programs, services, and revenues.

- Objective 4.1.1 – Plan for new additional capital assets required to meet the demands of a growing District and identify the proper revenue sources.

***The staff reviewed and modified the capital projects identified in the 2016 budget. Several grants have been awarded in the past few months freeing up funds that were budgeted for capital projects.***

- Objective 4.1.2 – Establish funding requirements, revenue sources, and schedules for the repair and replacement of capital assets as necessary to meet the mission of the District.
- Objective 4.1.3 – Establish an appropriate level of contingency funds for operating and capital expenditures.

**Memo To: The Colorado & Rural Fire Protection District Board of Directors and Pension Fund Board of Directors**

**April 4, 2016**

**From Eric Gross, District Attorney**

**RE Volunteer Member and Paid Employee Draft Policies**

At the January and February Pension Board meetings, the Board requested draft policies for review and consideration. The District's Board of Directors requested in March that these policies also be placed on the regular board meeting agenda. Staff is recommending language in italics be added to the policies as well. Accordingly here are potential additions to the volunteer and employee handbooks.

Additions to Volunteer Handbook

Section 202

A Volunteer Member, regardless of status, who becomes a paid employee of the District and provides the same services the individual provided as a volunteer, shall not be a Volunteer Member for the period of employment with the District and shall not provide those volunteer services. This policy applies to all paid employees, including temporary or seasonal employees; *however an exception shall be made for Volunteer Members whose total reimbursement in a calendar year for employment while providing the same services does not exceed twenty percent of the annual salary of a typical paid employee providing those same services.* Upon termination of employment, a past Volunteer Member seeking reinstatement as a Volunteer Member shall submit a written request to the Fire Chief for reinstatement.

Section 804 (e)

A Volunteer Member, regardless of status, who becomes a paid employee of the District and provides the same services the individual provided as a volunteer, does not accrue volunteer benefits or volunteer pension eligibility for the period of employment. A Volunteer Member whose status changes to District employee for portion of a calendar year shall receive prorated credit for the purposes of pension eligibility.

Addition to Employee Handbook

A District employee, regardless of status, shall not be a Volunteer Member for the period of employment with the District and shall not volunteer to provide the same services the individual provides as an employee. This policy applies to all paid employees, including temporary or seasonal employees *however an exception shall be made for employees whose total reimbursement in a calendar year for employment while providing the same services does not exceed twenty percent of the annual salary of a typical paid employee providing those same services.* Upon termination of employment, a past Volunteer Member seeking reinstatement as a Volunteer Member shall submit a written request to the Fire Chief for reinstatement.

Carbondale & Rural Fire Protection District  
Meeting of the Pension Board of Directors  
April 13, 2016  
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. Election of Officers
- F. 2015 Pension Certification
- G. Old Business
  - 1. Other
- H. New Business
  - 1. Dan Walsh Pension Benefit, Jenny Cutright
  - 2. Ken Clark Pension Application, Ron Leach
  - 3. Other
- I. Adjourn

**CARBONDALE & RURAL FIRE PROTECTION DISTRICT**

**MINUTES OF THE MEETING VOLUNTEER PENSION FUND BOARD OF DIRECTORS**

**CARBONDALE FIRE STATION**

**FEBRUARY 10, 2016**

The Volunteer Pension Fund Board of Directors of the Carbondale & Rural Fire Protection District met on February 10, 2016 at the Carbondale Fire Headquarters/Training Building.

Director Gene Schilling called the meeting to order at 5:33 p.m. Directors present were Doug Davis, Mike Kennedy, Louis Eller, Bob Emerson and Carl Smith. Also present were Ron Leach, Jenny Cutright, Rob Goodwin, Bill Gavette, Frank Nadell, Eric Gross, Jake Spaulding and Hank van Berlo. President Karen Tafejian 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 January 13, 2016 meeting minutes as written. It carried and passed unanimously.

**PERSONS PRESENT NOT ON THE AGENDA**

No members of the public had any comments

**OLD BUSINESS**

Discussion Regarding Policy on Volunteers to Paid Employees and Reverse Eric Gross reviewed his memo on employee and volunteer status changes. He noted that seasonal paid employees would be subject to overtime rules. He added that these draft policies are a step in the direction to clarifying status changes. Doug Davis noted that the memo does not address part time employees. Discussion regarding part time employees and FLSA followed.

Gene Schilling read the attached email from Karen Tafejian regarding her comments on the memo. Eric Gross noted that a volunteer would not need to formally resign from the volunteer membership if they become a paid employee, it would become an automatic volunteer membership termination.

Carl Smith questioned if it was acceptable for certain classes of employees to volunteer. Eric Gross said if someone is volunteering in a different capacity than their job is, it is allowed.

Ron Leach noted that this policy should be adopted by the Board of Directors. Eric Gross noted that it was on the pension agenda to discuss the prorated portion of the policy. Eric Gross said that the policy will be clear that a person who is a casual employee may get prorated pension eligibility.

MOTION: made to adjourn the volunteer pension fund Board of Directors meeting at 5:43 p.m. It carried and passed unanimously.

Respectfully submitted,

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Jenny Cutright, Recording Secretary

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Gene Schilling, Board Member

DRAFT



**FINAL - 2015 Hours and Calls as of 3/14/2016**

<b>Name:</b>	<b>Hours</b>	<b>Calls</b>
Buss, Ashley	243	142
Hafer, Alison	216.75	57
Pepe, Chris	191.25	15
Gandolfo, Michael	172.5	106
Close, Cory	145.5	31
Weber, Kevin	136	25
Deter, Brandon	132	110
Anchondo-Olivas, Walter	130.25	47
Petrocco, Tony	126	32
Roeser, Jen	126	6
Stadick, Jacqueline	126	3
Campbell, Coley	121	21
Fawley, Keegan	120	12
Schubert, Chris	115	5
Beach, Monique	112	11
Featherstone, Steele	106.5	2
Shaffer, Patrick	99	
Morelli, Tom	98.25	11
Wagner, Michael	92.5	192
Bourg, Ray	89.5	50
Pidcock, Jim	87.75	57
Rascon, Erick	78.5	6
Callahan, Carla	61.75	16
Luttrell, Aaron	58	
Moroney, Sarah	52	7
Burnett, Chance	49.25	5
Snyder, Lacey	49	
Elice, Duncan	40	9
Walsh, Dan	39.5	9
Reschke, Danielle	39	
Allen, Michael	38.5	14
Smith, Carl	36.5	6
Greene, Josh	36	74

Adgate, Susie	35.5	5
Farris, Tucker	33.75	6
Mumaw, Chris	33	7
Cole, Matthew	32.5	22
Farris, Wyatt	32.5	7
Deter, Killian	32	3
van Berlo, Hank	29.25	8
McEachern, Roger	26.75	3
Clark, Ken	24.25	11
Vagneur, Taylor	19.5	5
Majkut, Katlyn	16	2
Caywood, Chris	15.5	1
Burch, Daniel	13.25	2
Anderson, Ashley	13	8
Churchill, Landon	12	1
Swift, Munk	10.25	27
Volpe, Tara	8	2
Dalessandri, Bethany	7	
Schilling, Mike	7	3
Balmer, Carolyn	6	
Casebeer, Emily	5	6
Chain, Mark	4	
Workman, Katie	2.5	1
Bugner, Adam		
Enzer, Joe		1
Fletcher, Hilary		1
Holmes, Vern		
Lahti, Mike		5
Lahti, Ryan		
Murphy, Jeason		
Rehbeck, Rory		
Scoville, Conrad		1
Seubert, Emily		
Williams, Seth		
Wilson, Scott		

## NOTIFICATION OF VOLUNTEER FIRE RETIREE

**Instructions:** This form should be completed by the Volunteer Fire Department and mailed or faxed to FPPA (information above). All payroll changes are due to FPPA by the 10th of the month.

### PART A - MEMBER INFORMATION

Walsh Daniel T [REDACTED]  
Last Name (please print) First Initial Social Security #

[REDACTED] Carbondale CO 81623  
State Zip

Male  Female  Single  Married

[REDACTED] @gmail.com

### PART B - SPOUSAL INFORMATION

\_\_\_\_\_  
Last Name First Initial Spouse's Social Security #

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Birth Date (mo/day/yr) (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_  
Phone

### PART C - DEPARTMENT INFORMATION

Carbondale Rural Fire protection District 970 963 - 2491  
Volunteer Fire Department Name Office Phone

Member's Monthly Benefit Amount \$ 250<sup>-</sup>

Member's Last Date of Active Service as a Volunteer 3 31 2016

Member's Total Number of Years of Qualified Service With the Department 10

Date of First Monthly Benefit Payment (Retirement Date) 4 1 2016

Type of Pension:  Normal (Age 50+ and 20+ years and severed service at age 50 or older.)  Disability Short-Term  Vested - In Pay Status (Age 50+ and 10-19 years or 20+ years and severed service before age 50.)  Disability Long-Term  Vested - Eligible for Future Benefit (Less than Age 50 and 10-20+ years)

Jenny Cutright 3 17 16  
Department's Authorized Signature (As it appears on the Pension Authorization Form) Date

Jenny Cutright  
Printed Name of Authorized Signer

## NOTIFICATION OF VOLUNTEER FIRE RETIREE

**Instructions:** This form should be completed by the Volunteer Fire Department and mailed or faxed to FPPA (information above). All payroll changes are due to FPPA by the 10th of the month.

### PART A - MEMBER INFORMATION

CLARK KEN \_\_\_\_\_  
Last Name (please print) First Initial Social Security #  
\_\_\_\_\_ 81007  
\_\_\_\_\_ Zip  
 Female  Single  Married   
com

### PART B - SPOUSAL INFORMATION

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Last Name First Initial Spouse's Social Security #  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Birth Date (mo/day/yr) (\_\_\_\_\_) \_\_\_\_\_  
Phone

### PART C - DEPARTMENT INFORMATION

Carbondale Rural Fire (970) 963-2491  
~~Carbondale~~ Volunteer Fire Department Name Office Phone  
Protection District  
Member's Monthly Benefit Amount \$ 250  
Member's Last Date of Active Service as a Volunteer 3/28/16  
Member's Total Number of Years of Qualified Service With the Department 10  
Date of First Monthly Benefit Payment (Retirement Date) 4/1/16  
Type of Pension:  Normal (Age 50+ and 20+ years and severed service at age 50 or older.)  Disability Short-Term  Vested - In Pay Status (Age 50+ and 10-19 years or 20+ years and severed service before age 50.)  Disability Long-Term  Vested - Eligible for Future Benefit (Less than Age 50 and 10-20+ years)

Department's Authorized Signature (As it appears on the Pension Authorization Form) \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Printed Name of Authorized Signer \_\_\_\_\_