

Carbondale & Rural Fire Protection District  
Meeting of the Board of Directors  
February 10, 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. Other
- F. Financial Report
  - 1. Colorado Department of Public Health & Environment Cardiac Monitor Grant, Ron Leach
  - 2. Colorado Department of Public Health & Environment Ambulance Cot Grant Discussion, Ron Leach
  - 3. Colorado State Fire Chief's Association membership dues, Ron Leach
  - 4. Research on Bond Refinancing, Ron Leach Other
- G. Old Business
  - 1. Discussion regarding May Election Type, Election Resolution 2016-003, Ron Leach
  - 3. Discussion regarding domestic partnership health coverage
  - 4. Fire Chief Job Description Update, Bob Emerson
  - 5. Planning Meeting Update, Ron Leach
  - 6. Other
- H. New Business
  - 1. Discussion regarding seating arrangement for the citizens who attend the District Board Meeting, Carl Smith
  - 2. Discussion regarding Staff Reports to include any work done on the Budget Objectives the District Board established, Carl Smith
  - 3. Other
- I. Adjourn

## **CARBONDALE & RURAL FIRE PROTECTION DISTRICT**

### **MINUTES OF THE MEETING**

**BOARD OF DIRECTORS**

### **CARBONDALE FIRE HEADQUARTERS**

**JANUARY 13, 2016**

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on January 16, 2016 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 5:55 p.m. Directors present were Mike Kennedy and Bob Emerson. Director Carl Smith attended the meeting via telephone. Also present were Ron Leach, Jenny Cutright, Rob Goodwin, Frank Nadell, Eric Gross, Jeff Wadley and John Colson. Secretary/Treasurer Louis Eller was absent.

### **CHANGES TO AGENDA**

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

- Colorado Department of Public Health and Environment Grants
- January 27, 2016 Planning Meeting
- Bond Review

### **CONSENT AGENDA**

The items on the consent agenda were:

- Approve the Special Meeting Minutes of November 30, 2015
- Approve the Regular Meeting Minutes of December 14, 2015
- Approve Current Bills and Balances
- Approve Resolution 2016-001, 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).

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

Jenny Cutright noted that checks that are being approved for payment include the list distributed. She said that these bills were received after the Board packet went out.

**MOTION:** made to approve the additional checks listed for payment. It carried and passed 3-0, with Carl Smith abstaining due to participating remotely and not having the list of additional checks in hand.

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

No members of the public had any comments.

## **FINANCIAL REPORT**

End of the Year Ambulance Write-Offs Ron Leach said that the annual list of writes off are included in the packet. He said that these are the ambulance bills that are written off the books, but are still pursued by the collection agency for payment. He noted that if the collection agency collects on the accounts, the District will still receive its portion of the payment. He added that the annual write-off list is part of the ambulance billing policy. Ron Leach said the total amount being written off is \$39,174.43.

MOTION: made to approve the noted ambulance write-offs. It carried and passed unanimously.

Check Payment Question Carl Smith asked about the check for QDS Communications in the capital projects fund. Gene Schilling said it was for communications items purchased through the Garfield County Federal Mineral Lease District grant.

## **OLD BUSINESS**

Discussion of Proposed Employment Contract Eric Gross said the board asked for a policy to review regarding an employment contract with fire chiefs. He reviewed the draft policy. Discussion followed. Carl Smith said he would like to add to the policy that the contract needs to be consistent with Carbondale & Rural Fire Protection District personnel policies and the current job description. Eric Gross noted that the job description would be included with the contract. Bob Emerson suggested adding “attempt to” before negotiate in the first line.

MOTION: made to adopt the Policy Regarding a Contract with the Fire Chief with the changes noted. It carried and passed 4-0.

Bob Emerson suggested the Board of Directors communicating with Ron Leach on his plans. He suggested having one or two board members sit down with Ron Leach and discuss this with him. Gene Schilling said he would like to have a job description in place before moving forward. Mike Kennedy agreed. Carl Smith said that Ron Leach needs to help develop the job description. Discussion followed and Bob Emerson volunteered to work with Ron Leach on developing a job description.

Health Insurance for Domestic Partnerships Eric Gross said that he was asked to prepare something for the board to consider how domestic partners would be covered under the employee benefits program. He reviewed a draft policy and how employees can certify that they are in a domestic partnership. He added if the policy was adopted, that the domestic partner would be treated like a spouse under the benefits program. Eric Gross reviewed his research on the issue.

Discussion regarding marriage and civil unions followed. Eric Gross noted that this policy would extend benefits to people who are not married. Carl Smith questioned if the policy was adopted, what other benefits would be extended to a domestic partner. Discussion followed.

Bob Emerson said that open enrollment for domestic partners is not until December, so the board has time to research and discuss all of the benefits that may become available to a domestic partner. He said that this is as significant policy being reviewed. He noted that the district has a restrictive budget and a policy should not be approved with understanding all of the costs involved. Bob Emerson said that signing an affidavit is different than getting married. He said the obligations that married people have don't exist with domestic partnerships. He said it is easy to get in or out of a partnership and the district may not be notified about it. He said with a divorce, there is a decree.

Carl Smith said that when a divorce occurs, it deals with issues such as health insurance, pension benefits, etc. but is unsure what would happen when a domestic partnership ends. He suggested an annual update from the employee and consequences if the employee does not notify the District of the change. He added this is an expensive benefit the District provides.

Mike Kennedy said that it is easier to get in and out of a domestic partnership than a marriage. He said the issue needs to be further discussed and researched. Eric Gross noted that it is up to the employee to notify the employer if the domestic partnership ends and the district may continue to pay benefits if the employee does not notify us. Gene Schilling said if the policy is adopted, it may be beneficial to ask for annual documentation from the couple. No further action was taken.

Colorado Department of Health Grants Carl Smith said that the grant process for the 2016-2017 fiscal year is now open. He said that grant applications are due by February 15. He added that there is an upcoming training on the grant in Montrose.

January 27 Planning Meeting Carl Smith said that there will be a planning meeting on January 27. He said that Ron Leach asked if board members had any topics to discuss at the meeting. He suggested looking at the list of objectives in the master plan and developing a spreadsheet so they can be discussed and prioritized.

Bond Refinance Carl Smith asked the status of refinancing the bonds. Ron Leach asked the Board of Directors if they would like the bond representatives attend a board meeting. Discussion followed. Ron Leach will talk to the bond counsel and report back to the board.

## **NEW BUSINESS**

### Resolution 2016-002, Appoint Designated Election Official

MOTION: made to approve Resolution 2016-002, Appointing a Designated Election Official and Authorizing Designated Election Official to Cancel Election. Carl Smith said he was

concerned about Ron Leach's current workload and adding this responsibility to it. He suggested contracting the position out. Ron Leach said it would be awkward to contract this out. He added that having himself as the DEO and Jenny Cutright as the deputy DEO is a better situation. Ron Leach said that at the last election, Jenny Cutright was the DEO and left exposed. He said that Jenny Cutright will do the majority of the election work, but Ron Leach will be the DEO. He said that this responsibility should fall to the administrator, not the finance director. Carl Smith said that being the DEO is outside of her scope of work and she shouldn't be in that position. Discussion followed. The motion carried and passed unanimously.

Discussion regarding May Election Type Ron Leach said that at the February Board meeting, the Board will need to decide if they want to hold a mail ballot or polling place election. He said the last two director's elections have been mail ballot election. Discussion followed. Carl Smith said that the last two elections have had a good turnout and a mail ballot is an effective way of reaching the entire community. General discussion regarding the cost of both types of elections followed. No action was taken.

MOTION: made to adjourn the Board of Directors meeting at 6:34 p.m. It carried and passed unanimously.

Respectfully submitted,

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Jenny Cutright, Recording Secretary

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Gene Schilling, President

**Deputy Chief  
Operations Report  
February 2016**

**2015 Year End Response Report –**

As of December 31, 2015 we responded to **1160** calls for service.

- 631 EMS calls including 76 motor vehicle accidents.
- 63 Fire responses. These include all fire calls, gas leaks, spills, CO responses, etc.
- 158 Fire alarm responses
- 305 Service and Good Intent responses. These include smoke/odor checks, citizen assist, cancelled enroute etc.

**Response Comparison – Month**

- December 2015 - **90**
- December 2014 - **81**
- December 2013 - **93**
- December 2012 - **86**

**Response Comparison - YTD**

- 2015 - **1160**
- 2014 - **1052**
- 2013 - **1155**
- 2012 - **1168**

**EMS Transports – YTD**

- 2015 - **462**
- 2014 - **359**
- 2013 - **449**
- 2012 - **465**

**EMS Non-Transports - YTD**

- 2015 - **169**
- 2014 - **210**
- 2013 - **194**
- 2012 - **161**

**ALS Calls – 2015**  
**251**

**BLS Calls – 2015**  
**211**

**Fire Calls – 2015**

Structure Fires	Wildland Fires	Vehicle Fires	False Alarms
<b>16</b>	<b>13</b>	<b>7</b>	<b>158</b>

**Concurrent Calls – 2015**  
**73** times (total of **159** calls)

**Responses 2016 –**

As of January 31, 2016 we responded to **90** calls for service.

- 53 EMS calls including 12 motor vehicle accidents.
- 6 Fire responses. These include all fire calls, gas leaks, spills, CO responses, etc.
- 15 Fire alarm responses
- 18 Service and Good Intent responses. These include smoke/odor checks, citizen assist, cancelled enroute etc.

**Response Comparison – Month**

- January 2016 - **90**
- January 2015 - **83**
- January 2014 - **70**
- January 2013 - **99**

**Response Comparison - YTD**

- 2016 - **90**
- 2015 - **83**
- 2014 - **70**
- 2013 - **99**

**Responses 2016 continued**

**EMS Transports – YTD**

- 2016 - **462**
- 2015 - **359**
- 2014 - **449**
- 2013 - **465**

**EMS Non-Transports - YTD**

- 2016 - **169**
- 2015 - **210**
- 2014 - **194**
- 2013 - **161**

**ALS Calls – YTD**  
**251**

**BLS Calls – YTD**  
**211**

**ALS Calls – January**  
**19**

**BLS Calls – January**  
**19**

**Fire Calls – January**

Structure Fires  
**2**

Wildland Fires  
**0**

Vehicle Fires  
**0**

False Alarms  
**15**

**Fire Calls – YTD**

Structure Fires  
**2**

Wildland Fires  
**0**

Vehicle Fires  
**0**

False Alarms  
**15**

**Concurrent Calls –**

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

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

**Projects, Outreach, Other stuff –**

- Coordinating scheduling program for paid staff and volunteers
- Regular staff planning meetings
- CDPHE Grant training in Montrose
- 2016 Budget Planning
- Taught CPR recertification class
- Monthly planning meeting
- Incident response in district
- CDPHE grant project
- CDFPC grant project
- Garfield County Mineral Lease Grant project (upcoming)
- Building Pre-Planning Program development
- ISO survey planning
- Plan and attend Annual Officer Breakfast
- Turnout gear purchase and reorganization
- 2015 Garfield County Mineral Lease management (purchasing, inventory, etc)

Respectfully submitted  
Rob Goodwin  
Deputy Chief



## **Board of Directors Report**

Bill Gavette, Deputy Chief

February 2016

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

- Carbondale LLC Building, fire sprinkler system, Town of Carbondale
- Sopris Avenue 4-plex, fire sprinkler system, Town of Carbondale

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

- Woody Creek Distillers - Barrel Storage, fire protection systems, Garfield County
- Suma, accessory dwelling unit, Garfield County
- Crystal River Growers, greenhouse, Pitkin County
- MRI, vehicle maintenance facility, Garfield County

### **Inspections**

- Carbondale Medical Office , Phase 2, fire sprinkler final, Town of Carbondale
- Carbondale Medical Offices, elevator operation, Town of Carbondale
- Roaring Fork High School, Solar Array, general inspection, Town of Carbondale
- Valley Settlement Project, mobile classroom vehicles, Town of Carbondale
- Nicholey, woodstove inspection, Pitkin County

### **Other Projects**

- Garfield County 800 MHz radio system programming
- CPR, BLS for Healthcare Providers, 2 classes
- Pitkin County Communications, communications director selection



## **Board of Directors Training Program Report**

**February 2016**

### **January Training:**

- January 18<sup>th</sup> CPR/AED Refresher training by Smith and Gavette, HQ, attendance 12 members
- January 20<sup>th</sup> CPR/AED Refresher training by Nadell and Kroesen, HQ, attendance 10 members
- January 20<sup>th</sup> CPR/AED Refresher training by Goodwin, St 83, attendance 3 members
- January 27<sup>th</sup> CPR/AED Refresher training by Nadell and Gavette, HQ, attendance 13 members

### **January Highlights:**

- Carbondale Fire District instructors are assisting in an Emergency Medical Technician Basic course through Colorado Mountain College in our training facility. Two CRFPD members are enrolled in the course.
- Three CRFPD members attended the Colorado Wildland Fire and Incident Management Academy in Colorado Springs.
- Seven members completed an American Heart Association Advanced Cardiac Life Support for Experienced Providers course.
- Two CRFPD members started the Paramedic Education program at Colorado Mountain College at the Edwards Campus.
- Chief Leach conducted a public CPR/AED/ First aid course for staff of the Marble Charter School.
- One member is enrolled in a Hazardous Materials Operations course in Rifle.

### **Certification Management:**

- 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:**

- 28 individual trainings were conducted throughout the month of January
- Total man hours of training for January 2016 = 478 hours

Respectfully submitted,

Deputy Chief/ Training Officer Frank Nadell

# January Maintenance Report 2016

- Polaris, Repair snow plow.
- U87 replace glow plug number 6
- U81 oil change, check fluids,
- U81 wash, fueled, rotated tires, check brakes
- U81 worked on sticking shift lever
- Meetings
- Take down Christmas lights
- CPR refresher.
- Worked with pacific sheet metal on return air system in ladder bay.
- Strip trim and old sealant off command trailer.
- Temporarily fixed leak in command trailer.
- Replaced mass flow sensor in u87
- Replaced air filter in u87
- Fill fuel containers.
- Inspect and Clean MAF sensor on utility 87
- Clean and teardown chain saw from station 83 Put new chain and chain guides on.
- L81 Replaced mirror control for right side mirrors.
- R81 replaced 500w 120v lamp on right side of truck cab.
- Install R81 bay door wheels after accident with rescue. Minor damage. Hard suction on top of the rig had been put on wrong and snagged door while exiting.
- Hauled command trailer to x games. Set up and trained police how to run all appliances.
- U84 replaced wiper blades
- Purchased new dryer for st82. Installed.
- Snow plowed all stations
- Ordered new fire extinguishers for station 81, 83, bat 8, r81 and a spare.
- End of report

1/31/2016

Interest Rate

**General Fund**

Alpine Checking	\$	199,723.04	0.00%
Alpine Money Market Fund	\$	97,850.87	0.01%
<b>TOTAL</b>	<b>\$</b>	<b>297,573.91</b>	

**Capital Projects Fund #1**

Alpine Checking	\$	6,901.26	0.00%
Alpine Money Market Fund	\$	622,136.91	0.01%
Alpine Impact Fee Fund	\$	38,462.77	0.01%
Alpine Loan Fund Money Market	\$	646,667.11	0.01%
<b>TOTAL</b>	<b>\$</b>	<b>1,314,168.05</b>	

**Bond Fund**

Csafe	\$	115,364.80	0.38%
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**Pension Fund**

FPPA		<b>\$2,049,486.93</b>	
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**Ambulance Billing Report - January 2016**

Cash Collected on Accounts	\$	21,689.04	
New Accounts Billed	\$	31,234.80	
Medicare Assignments (Write-Offs)	\$	4,441.41	
Medicaid Write-Offs	\$	9,191.35	
Other Write-Offs	\$	40,940.77	*includes \$39,174.43 in approved
Amount Sent to Collections	\$	2,690.10	annual write offs*

**Aging Report**

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>&gt;90 Days</u>
\$35,784.53	\$15,441.13	\$7,903.89	\$43,181.59

## Checks Issued Between Board Meetings

### General Fund

Payroll	\$35,275.36	Payroll	1/15/16
Internal Revenue Service	\$8,184.78	Federal Withholding	1/15/16
Colorado Department of Revenue	\$1,972.00	State Withholding	1/15/16
Fire & Police Pension Association	\$13,259.96	Pension/457/Death & Disability	1/15/16
Payroll	\$34,877.74	Payroll	1/29/16
Internal Revenue Service	\$8,079.96	Federal Withholding	1/29/16
Colorado Department of Revenue	\$1,942.00	State Withholding	1/29/16
Fire & Police Pension Association	\$13,006.73	Pension/457/Death & Disability	1/29/16

### Capital Projects Fund

none

### Miscellaneous Income

1/1-1/31

#### General Fund

	\$14.00	Record Research	
State of Colorado	\$18,302.64	Wildfire Assignment - Bendire Complex	
State of Colorado	\$27,584.50	Wildfire Assignment - Severity	
State of Colorado	\$5,291.85	Wildfire Assignment - Morgan Creek	
	\$100.00	Donation	

### Capital Projects Fund

none

### Capital Projects Fund

none

**Carbondale & Rural Fire Protection Dist**

AP Check Register (Current by Bank)

Check Date: 2/10/2016

Check No.	Date	Status	Vendor ID	Payee Name	Amount
<b>BANK ID: ALPINC - ALPINE BANK - CHECKING</b>					<b>1122</b>
35185	02/10/16	P	ACME	Acme Alarm Company	\$1,717.50
35186	02/10/16	P	ABUSS	Ashley Buss	\$486.09
35187	02/10/16	P	ASPEN	Aspen Maintenance Supply, Inc.	\$1,377.52
35188	02/10/16	P	BCASTR	Bernardino Castro-Ramirez	\$236.00
35189	02/10/16	P	BRAVO	Bravo Fine Catering, Inc.	\$480.00
35190	02/10/16	P	PETTY	Cash	\$78.00
35191	02/10/16	P	CEDAR	Cedar Networks	\$350.00
35192	02/10/16	P	CENEX	Cenex Fleet Fueling	\$895.85
35193	02/10/16	P	CENTUR	CenturyLink	\$321.73
35194	02/10/16	P	CENTUB	CenturyLink Business Services	\$57.20
35195	02/10/16	P	CHANNI	Channing Bete Company, Inc.	\$449.06
35196	02/10/16	P	CSCHUB	Chris Schubert	\$1,028.85
35197	02/10/16	P	COFICS	Colorado Div of Fire Preventio	\$400.00
35198	02/10/16	P	COFIRE	Colorado Division of Fire Prev	\$30.00
35199	02/10/16	P	COMCAS	Comcast Cable	\$49.46
35200	02/10/16	P	CCLOSE	Cory Close	\$989.64
35201	02/10/16	P	CUOFCO	Credit Union of Colorado	\$9,730.05
35202	02/10/16	P	CROSS	Cross Propane & Supply, Inc.	\$1,181.02
35203	02/10/16	P	FOOTST	FootSteps Marketing	\$3,000.00
35204	02/10/16	P	GRANIT	Granite Telecommunications	\$693.75
35205	02/10/16	P	HLF	H Lazy F Mobile Home Park, LLC	\$1,611.70
35206	02/10/16	P	HEUTON	Heuton Tire Company, Inc.	\$836.96
35207	02/10/16	P	HOLY	Holy Cross Energy	\$612.72
35208	02/10/16	P	SPAUDL	Jake Spaulding	\$154.18
35209	02/10/16	P	JOHNDE	John Deere Financial	\$465.38
35210	02/10/16	P	MWATER	Marble Water Company	\$50.00
35211	02/10/16	P	METLIF	MetLife - Group Benefits	\$2,749.38
35212	02/10/16	P	MOPEST	Mountain Pest Control, Inc.	\$170.00
35213	02/10/16	P	MTNWAS	Mountain Waste & Recycling	\$328.81
35214	02/10/16	P	NAPA	Napa Auto Parts, Inc.	\$174.85
35215	02/10/16	P	NOVITA	Novitas Solutions - CASHIER	\$458.22
35216	02/10/16	P	PEPPIN	Peppino's Pizza, Inc.	\$40.00
35217	02/10/16	P	PITASS	Pitkin County Assessor	\$25.00
35218	02/10/16	P	PITFIN	Pitkin County Finance	\$2,000.00
35219	02/10/16	P	PWWMED	PWW Media Inc.	\$1,745.00
35220	02/10/16	P	REDLEA	Redstone Water & Sanitation Di	\$100.00
35221	02/10/16	P	RELIAN	Reliance Standard Life Insuran	\$1,165.80
35222	02/10/16	P	COOP	Roaring Fork Valley Co-Op	\$33.85
35223	02/10/16	P	SOURCE	Source Gas, LLC	\$2,404.21
35224	02/10/16	P	STERIC	Stericycle, Inc.	\$519.18
35225	02/10/16	P	SWALLO	Swallow Oil Company	\$30.99
35226	02/10/16	P	KEYPEO	The Key People Co, Inc.	\$395.00
35227	02/10/16	P	TRICTY	Tri-County Extinguishers, Inc.	\$727.00
35228	02/10/16	P	USPOST	U.S. Post Office	\$98.00
35229	02/10/16	P	VERIZO	Verizon Wireless	\$491.53
35230	02/10/16	P	VIP	VIP Trash Removal	\$133.00
35231	02/10/16	P	WESTHE	Western Slope Health Care Grou	\$29,721.78
35232	02/10/16	P	WHITEH	White House Pizza	\$100.00
35233	02/10/16	P	WHITSI	Whitsitt & Gross, P.C.	\$1,421.00
35234	02/10/16	P	XCEL	Xcel Energy	\$2,827.09
<b>BANK ALPINC REGISTER TOTAL:</b>					<b>\$75,142.35</b>
<b>GRAND TOTAL :</b>					<b>\$75,142.35</b>

**Capital Projects Fund #1**  
AP Check Register (Current by Bank)  
Check Date: 2/5/2016

<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>
4670	02/05/16	P	COPRO	CoPro	\$3,933.49
4671	02/05/16	P	XEROX	Xerox Corporation	\$523.78
<b>BANK ALPINE REGISTER TOTAL:</b>					<b>\$4,457.27</b>
<b>GRAND TOTAL :</b>					<b>\$4,457.27</b>

**RESOLUTION 2016-003  
ELECTION RESOLUTION FOR  
2016 REGULAR DISTRICT ELECTION**

§32-1-804, §1-13.5, C.R.S.

**WHEREAS**, the terms of office of Directors Eller and Emerson shall expire after their successors are elected at the regular special District election to be held on May 3, 2016 (“Election”) and take office; and

**WHEREAS**, in accordance with the provisions of the Special District Act (“Act”) and the Colorado Local Government Election Code (“Code”), the Election must be conducted to elect two (2) Directors to serve for a term of four (4) years;

**NOW, THEREFORE**, be it resolved by the Board of Directors of the Carbondale & Rural Fire Protection District in the Counties of Garfield, Gunnison and Pitkin, State of Colorado that:

1. The regular election of the eligible electors of the District shall be held on May 3, 2016, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, and other applicable laws. At the time, two (2) Directors will be elected to serve a four-year term.

2. The Election shall be conducted as a mail ballot election in accordance with all relevant provisions of the Code. The Designated Election Official shall develop a Plan for conducting the mail ballot election, which will be made available to the public. There shall be no election precinct or polling place. All mail ballots shall be returned to the Designated Election Official’s office.

3. The Board of Directors has designated Ron Leach as the Designated Election Official of the District, who is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and the

Act, Code, or other applicable laws. The Election shall be conducted in accordance with the Act, Code, and other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, and printing of ballots, and direct that all other appropriate actions be accomplished.

4. If other special districts with overlapping boundaries of the District are conducting ballot issue elections on the Election day, the District is required to enter into an intergovernmental agreement with such special districts concerning the preparation and mailing of the TABOR Notice to the active registered electors within the overlapping area. Designated Election Official is authorized to enter into such agreement on behalf of the District.

5. Self-Nomination and Acceptance forms are available at the Designated Election Official's office located at the above address. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no earlier than January 1, 2016, nor later than the close of business (time: 4:30 p.m.) on Friday, February 26, 2016.

6. If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 1, 2016, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than February 29, 2016, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code. The Notice and this resolution, signed by the board Chair, shall be filed with the Division of Local Government.

7. Pursuant to Section 1-11-203.5, C.R.S., any election contest arising out of a ballot issue or ballot question election concerning the order of the ballot or the form or content of the ballot title shall be commenced by petition filed with the proper court within five (5) days after the title of the ballot issue or ballot question is set.



8. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

9. Any and all actions previously taken by the Designated Election Official or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.

10. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

11. The provisions of this Resolution shall take effect immediately.

ADOPTED AND APPROVED this 10<sup>th</sup> day of February, 2016.

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

By \_\_\_\_\_

Eugene K. Schilling, President

ATTEST:

By \_\_\_\_\_

Louis E. Eller, Jr., Secretary/Treasurer

**RESOLUTION 2016-003  
ELECTION RESOLUTION FOR  
2016 REGULAR DISTRICT ELECTION**

§32-1-804, §1-13.5, C.R.S.

**WHEREAS**, the terms of office of Directors Eller and Emerson shall expire after their successors are elected at the regular special District election to be held on May 3, 2016 (“Election”) and take office; and

**WHEREAS**, in accordance with the provisions of the Special District Act (“Act”) and the Colorado Local Government Election Code (“Code”), the Election must be conducted to elect two (2) Directors to serve for a term of four (4) years;

**NOW, THEREFORE**, be it resolved by the Board of Directors of the Carbondale & Rural Fire Protection District in the Counties of Garfield, Gunnison and Pitkin, State of Colorado that:

1. The regular election of the eligible electors of the District shall be held on May 3 2016, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, and other applicable laws. At the time, two (2) Directors will be elected to serve a four-year term.

2. There shall be \_\_\_\_\_ polling place(s) at the following location(s):

- Carbondale & Rural Fire Protection District Headquarters, 301 Meadowood Drive, Carbondale

situated in the Counties of Garfield and \_\_\_\_\_, State of Colorado. The polling place located at 301 Meadowood Drive, Carbondale shall also be the polling place for disabled electors and for eligible electors not residing within the District. If the Designated Election Official deems it to be more expedient for the convenience of the eligible electors of the District (who are also eligible electors in other special districts

with overlapping boundaries which are conducting elections on the Election day), the Election may be held jointly with such special districts in accordance with coordinated election procedures as set forth in an agreement between all participating special districts. In such event, the election precincts and polling places shall be as set forth in such agreement. The Designated Election Official is authorized to execute such agreement on behalf of the District, which agreement shall include provisions for the allocation of responsibilities for the conduct and reasonable sharing of costs of the coordinated Election

3. Applications for absentee ballots may be filed with the Designated Election Official at the address indicated on the Call for Nominations, no later than the close of business on the Friday immediately preceding the election day (April 29, 2016).

4. The Designated Election Officials of local governments with overlapping boundaries that hold elections the same day by polling place must meet, confer, and thereafter, if practical, hold such elections in a manner that permits an elector in the overlapping area to vote in all of such elections at one polling place. If applicable, Designated Election Official is authorized to enter into an intergovernmental agreement with such local governments on behalf of the District concerning the election procedures and any cost sharing associated with coordinating the use of one polling place.

5. The Board of Directors has designated Ron Leach as the Designated Election Official of the District, who is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and the Act, Code, or other applicable laws. The Election shall be conducted in accordance with the Act, Code, and other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, and printing of ballots, and direct that all other appropriate actions be accomplished.

6. Self-Nomination and Acceptance forms are available at the Designated

Election Official's office located at 301 Meadowood Drive, Carbondale. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official no earlier than January 1, nor later than the close of business (time: 4:30 p.m.) on Friday, February 26, 2016.

7. If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 1, 2016, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than February 29, 2016, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code. The Notice and this resolution, signed by the Board Chair, shall be filed with the Division of Local Government.

8. Pursuant to Section 1-11-203.5, C.R.S., any election contest arising out of a ballot question election concerning the order of the ballot or the form or content of the ballot title shall be commenced by petition filed with the proper court within five (5) days after the title of the ballot question is set.

9. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

10. Any and all actions previously taken by the Designated Election Official or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.

11. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

12. The provisions of this Resolution shall take effect immediately.

ADOPTED AND APPROVED this 10<sup>th</sup> day of February, 2016.

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

By \_\_\_\_\_

Eugene K. Schilling, President

ATTEST:

By \_\_\_\_\_

Louis E. Eller, Jr., Secretary/Treasurer

# **CARBONDALE & RURAL FIRE PROTECTION DISTRICT**

## **FIRE CHIEF**

### **JOB DESCRIPTION**

#### **THE FIRE CHIEF IS THE GENERAL MANAGER AND CHIEF FIRE OFFICER OF THE DISTRICT.**

The Fire Chief's primary role is to administer, plan, direct, organize and coordinate the fire suppression, fire prevention, hazardous materials control, emergency medical services and disaster preparedness activities of the District.

The Fire Chief reports to the Board of Directors and implements the policies established by the Board of Directors.

#### **GENERAL DESCRIPTION**

The Fire Chief is administratively responsible for the overall direction of the Fire District personnel, equipment and facilities.

The Fire Chief reports to and is accountable to the Board of Directors in determining and implementing plans and policies to be observed in administrative and operational activities.

The Fire Chief is responsible for the implementation and coordination of the following programs. In all of these programs the Fire Chief shall exercise a high degree of personal leadership.

**Administrative & Fiscal Matters**

**Capital Planning & Acquisition**

**Fire Prevention Activities**

**Maintenance of Equipment & Facilities**

**Safety of District Personnel**

**Fire Calls**

**EMS Calls**

**Training Activities**

# **CARBONDALE & RURAL FIRE PROTECTION DISTRICT**

## **FIRE CHIEF**

### **JOB DESCRIPTION**

#### **DUTIES AND RESPONSIBILITIES**

- **Ensure that a qualified incident commander is assigned to manage all emergency incidents in the District.**
- **Respond to and command major emergency situations**
- **Maintain positive community relations and provide a safe environment for the community through fire prevention, code enforcement, education, fire suppression, investigation, rescue, EMS and mitigation of hazardous materials incidents.**
- **Develop policies and standard operational guidelines for emergency and routine situations.**
- **Conduct short and long range planning sessions.**
- **Coordinate the activities of the District with other public agencies.**
- **Communicate and make presentations to the town council and other legislative bodies, on behalf of the District.**
- **Conduct periodic staff meetings with both volunteer and paid staff to discuss operational and administrative issues.**
- **Perform organizational and operational evaluations of the District services.**
- **Evaluate the present and future needs of the District.**
- **Write reports to and for the Board of Directors as needed or directed.**
- **Direct the planning and coordination of the annual budget.**
- **Attend all Board of Directors meetings.**
- **Select personnel for appointments and promotions.**
- **Supervise the subordinate managers in all personnel and disciplinary matters.**
- **Maintain employee and volunteer discipline and morale.**
- **Approve the purchasing of all materials, equipment and service related items.**
- **Respond to all citizen's complaints and requests for service.**
- **Participate with the local mutual aid agencies.**
- **Develop mutual and automatic aid plans and agreements.**
- **Manage all fiscal matters of the District.**
- **Maintain positive relations with local media and provide a proactive approach to public outreach and community relations.**
- **Hiring and termination of both volunteer and paid District employees.**

# **CARBONDALE & RURAL FIRE PROTECTION DISTRICT**

## **FIRE CHIEF**

### **JOB DESCRIPTION**

#### **QUALIFICATIONS**

The Fire Chief shall have the experience, knowledge and formal education to perform successfully the above duties and responsibilities.

The Fire Chief position requires experience and academic training in the areas of public administration, organization, staffing, personnel management, finances, apparatus and equipment purchasing and maintenance, communications, computer literacy and record keeping.

The Fire Chief must have a thorough knowledge and experience in emergency management and the use of the Incident Command System.

The Fire Chief must have a comprehensive knowledge of the standards by which the quality of the fire service is evaluated and must continually review the effectiveness of the organization and institute improvements when necessary.

The Fire Chief must have the ability to communicate effectively orally and in writing.

#### **EDUCATIONAL & EXPERIENCE REQUIREMENTS**

The Fire Chief must have:

- A Bachelor of Arts or Science Degree from an accredited College or University with significant course work in fire science, public or business administration, or other related field of study; or
- A certificate of completion of the Executive Fire Officer Program offered by the National Fire Academy; or
- Ten (10) years of increasingly responsible experience in governmental fire suppression and prevention, with a minimum of three (3) years in an administrative or management capacity or other similar experience as approved by the Board of Directors.



# **CARBONDALE & RURAL FIRE PROTECTION DISTRICT**

## **FIRE CHIEF**

### **JOB DESCRIPTION**

#### **WORK ENVIRONMENT**

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. Work is often performed in emergency and stressful situations. The Fire Chief is exposed to hearing alarms and hazards associated with fighting fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals liquid chemicals, solvents and oils.

The Fire Chief occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and humid conditions, fumes and airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

#### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

While performing the duties of this job, the Fire Chief is frequently required to stand, sit, walk, talk and hear, use hands to finger, handle, or operate objects, tools or controls, and reach with hands and arms. The Fire Chief is occasionally required to climb or balance, stoop, kneel, crouch, or crawl and taste and smell.

The Fire Chief must frequently lift and move up to 25 pounds and occasionally lift or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The Fire Chief must be able to cope with high stress levels and be able to pass a basic physical examination as provided by the District's Designated Medical Provider.

To: Gene Schilling President, CRFPD and Members of the District Board  
From: Carl Smith, District Board Member  
Subject: Agenda Items for the February 10, 2016 District Board Meeting  
CC: Chief Leach, Jenny Cutright, Eric Gross

I would like to add the two following items to the February 10, 2016 District Board Meeting Agenda:

1. I would like to discuss the seating arrangement for the Citizens who attend the District Board Meeting. Currently the seats face perpendicular to the row where a majority of the Board Members sit. This seating arrangement can cause hearing issues for both the Citizens and those that sit parallel to them. I would like to suggest that the seating for the Citizens be moved so the chairs are facing the table where a majority of the Board Members sit. I suggest that this will improve hearing for both the citizens and those on the right side of the room.
2. The District Board, in conjunction with Chief Leach and staff, adopted the 2016 Budget. That adoption included specific Objectives for each of the five Divisions within the Fire District. As a quick review there are actually forty-seven Objectives of which many have sub-objectives. I believe this is a very positive approach to budgeting. In 2015 the District Board reviewed with Chief Leach the 2015 Objectives at the end of the year. In addition each Division prepares a monthly report to the Fire District Board. I would like to suggest that these reports also include any work done on the Budget Objectives the District Board established. Many of the reports already include this. My professional experience has demonstrated to me that these Budget Objectives are important and need to be reviewed and documented on a regular basis.

Thanks for your consideration.

Carbondale & Rural Fire Protection District  
Meeting of the Pension Board of Directors  
February 10, 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. Old Business
  - 1. Discussion Regarding Policy on Volunteers to Paid Employees and Vice Versa, Eric Gross
  - 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**

**JANUARY 13, 2016**

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

President Karen Tafejian called the meeting to order at 5:31 p.m. Directors present were Gene Schilling, Mike Kennedy and Bob Emerson. Director Carl Smith attended the meeting via telephone. Also present were Ron Leach, Jenny Cutright, Rob Goodwin, Frank Nadell, Eric Gross, John Colson and Jeff Wadley. Directors Louis Eller and Doug Davis were 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 October 14, 2015 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**

2015 State of Colorado Matching Funds Jenny Cutright said that the District received \$64,636 in volunteer firefighter matching funds. She said the funds were sent to FPPA in 2015.

Discussion Regarding Policy on Volunteers to Paid Employees and Reverse Eric Gross said that when volunteer becomes an employee, they can no longer volunteer under FLSA. He said that the issue is when the person is no longer a paid employee. He said that he is still researching temporary employees and how they will fit in to a policy. He added that this is for firefighting positions, not administrative.

Eric Gross said that he will create a draft policy that says that when a volunteer is hired as a full time paid employee their volunteer status is automatically terminated and if their paid status changes, they can reapply as a volunteer. He said the part that needs to be clarified is temporary employees. General discussion followed.

**MOTION:** made to authorize Eric Gross to research employee status changes and present a draft policy to ensure the District is in compliance. It carried and passed unanimously.

Discussion followed and it was decided to hold a special pension board meeting at the regular Board of Directors meeting on February 10.

**NEW BUSINESS**

Chance Burnett 2014 Pension Rob Goodwin said that Chance Burnett turned in additional 2014 training hours late. He said that Chance had 27.5 hours of in-house training, plus he participated in a 40 hour backcountry pack string course, which included a section on back country rescue. He said that the training should be added and he will then earn pension certification credit for 2014.

MOTION: made to approve 10 additional hours of training for Chance Burnett and certify his 2014 pension. It carried and passed unanimously.

MOTION: made to adjourn the volunteer pension fund Board of Directors meeting at 5:55 p.m. It carried and passed unanimously.

Respectfully submitted,

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Jenny Cutright, Recording Secretary

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Karen Tafejian, Chairperson

**Memo To: The Carbondale & Rural Fire Protection District Board of Directors and Pension Fund Board of Directors**  
**February 5, 2016**  
**From Eric Gross, District Attorney**  
**RE Volunteer Member and Paid Employee Draft Policies**

At the January meeting, the Board requested draft policies for review and consideration at the February pension Board meeting. 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 at any time. This policy applies to all paid employees, including temporary or seasonal employees. 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. 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.