

Carbondale & Rural Fire Protection District  
Meeting of the Board of Directors  
January 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
  - 3. Resolution 2016-001, Posting Places
- D. Persons Present Not on the Agenda
- E. Staff Reports
  - 1. Other
- F. Financial Report
  - 1. End of the Year Ambulance Write-Offs, Ron Leach
  - 2. Other
- G. Old Business
  - 1. Discussion of proposed employment contract, Eric Gross
  - 2. Health Insurance for Domestic Partnerships, Eric Gross
  - 3. Other
- H. New Business
  - 1. Resolution 2016-002, Appoint Designated Election Official, Ron Leach
  - 2. Discussion regarding May election type, Ron Leach
  - 3. Other
- I. Adjourn

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

### **MINUTES OF THE SPECIAL MEETING**

**BOARD OF DIRECTORS**

### **CARBONDALE FIRE HEADQUARTERS**

**NOVEMBER 30, 2015**

The Board of Directors of the Carbondale & Rural Fire Protection District met for a special meeting on November 30, 2015 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 5:31 p.m. Directors present were Mike Kennedy, Louis Eller, Bob Emerson and Carl Smith. Also present were Ron Leach, Jenny Cutright, Eric Gross, Rob Goodwin, Frank Nadell, Bill Gavette, Jake Spaulding, Dean Perkins, Will Handville, Paul Herr, John Colson and Jeff Wadley.

### **CHANGES TO AGENGA**

Louis Eller requested to add Comments on the Redstone Grand Illumination under "Other".

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

Paul Herr thanked the Board of Directors for the job they do. He said that volunteering for any position is important and he respects the times they give for their community.

### **PUBLIC HEARING REGARDING 2015 BUDGET**

President Gene Schilling continued the Public Hearing for the 2016 Budget at 5:32 p.m.

Review 2015 Division Objectives Carl Smith said that specific objectives were set up for the 2015 budget. He said in his experience there is a written presentation by staff answering reviewing the objectives and if they were accomplished or not. He said it is appropriate to report to the citizens on the 2015 objectives. Discussion followed.

Ron Leach reviewed each division's objectives and noted if they were accomplished during 2015:

#### Operations:

- Increase the number of full time paid firefighter/EMT's from 3 to 4 per shift. This will provide the operations division with a minimum staffing level of 3 full time paid firefighter/EMT's on duty 24 hours per day, 7 days per week.  
Estimated cost: \$240,000. Not Funded – Not funded in 2015 due to lack of budget funds

- Increase the number of paramedic level trained personnel in the operations division from 3 to 5, enabling paramedic coverage for each of the 3 shifts and paramedic coverage for second ambulance call situations.  
Estimated cost: \$50,000. Not Funded – Not funded in 2015
- Develop the volunteer program to provide 3 firefighter/EMT's on duty on each of the 3 shifts to enable adequate staffing of first response for all types of incidents.  
Estimated cost: \$2,000 Funded – Not accomplished
- Develop a staffing plan for all current paid personnel while on duty or working.  
Estimated Cost: \$0 – Accomplished
- Upgrade the district's swift water rescue and technical rescue capabilities and equipment.  
Estimated Cost: \$5,000. Not Funded – Partially accomplished, but more is needed
- Develop the district's recruitment program for the outlying stations, especially in the south end of the district including training programs specific to these areas. Provide equipment for 10 new recruits.  
Estimated Cost: \$20,000 Not Funded – Partially accomplished
- Purchase 10 new fire shelters.  
Estimated Cost: \$10,000 Funded – Partially accomplished
- Purchase 20 new pagers.  
Estimated Cost: \$5,000 Funded – 50% accomplished

Administration:

- Commission a master plan for the district as recommended by the 2014 Citizens Advisory Committee.  
Estimated Cost: \$90,000. Funded – Accomplished
- Review the budget line items monthly with the board of directors to stay within budget. – Accomplished
- Maintain a \$1.5 million dollar reserve balance in the General Fund. – Not accomplished
- Implement a health insurance savings plan for the district employees. – Not accomplished
- Implement a Length of Service Award Program to help retain volunteers for shift work at station 81. – Not accomplished

Maintenance:

- Safe operation & function of all apparatus and equipment. - Accomplished
- Maintain integrity & appearance of all district buildings and grounds. - Accomplished
- Ensure that all maintenance, repair and testing complies with current NFPA and related standards. - Accomplished
- Equipment Testing:
  - Hose. Testing completed in house with maintenance and operations personnel. - Accomplished

- Engine pumps & generators Tested by UL in 2013. Cost \$3,560. Will be tested in house for 2015. - Accomplished
- SCBA bottles. Tested by ROI Fire & Ballistics in 2013. Cost \$2,718 – Accomplished due to purchase of new SCBA bottles
- SCBA flow test. Cost 1,000 – Not accomplished
- SCBA mask tests. Tested in house, Cost 1,000. – Partially accomplished
- Cardiac Monitors and AEDs. Tested by Physio Control. Cost \$11,869 - Accomplished
- Aerial Ladders Tested by UL UL cost \$1,990; Rosenbauer Cost \$3,200 - Accomplished
- Ground Ladders. Tested by UL \$1,531.80 - Accomplished
- Stryker Cots & stair chairs. Inspected in house by certified inspector. Cost \$2,000 - Accomplished
- Facilities Testing:
  - Fire Protection System. Inspected by Acme Alarm Company. Cost \$1,808 - Accomplished
  - Fire Extinguishers. Inspected by Tri County Fire Protection. Cost \$1,296 – Not accomplished
  - Elevator. Inspected by Thyssenkrupp. Cost \$1,770 - Accomplished
  - Sprinkler system testing and pump house construction. In house, Cost 3,000. – Sprinkler testing accomplished; Pump house construction not accomplished
- Maintenance Needs Not Funded in 2015:
  - Station 1 Parking Lots resurfacing \$50,000 – Not funded in 2015
  - Station 1 Parking lots reseal \$3,000 – Not funded in 2015
  - Station 1 exterior paint. Cost 5,000. – Not funded in 2015
  - Station 1 Deck Repair \$2,000 – Not funded in 2015
  - Station 3 Replace overhead door at \$5,000 – Not funded in 2015
  - Station 3 Replace roof. Cost \$10,000. – Not funded in 2015
  - Station 3 Furnace Replacement at \$2,000 – Not funded in 2015
  - Station 5 Fix foundation leak. In house \$2,000 – Not funded in 2015
  - Station 5 Paint woodwork \$3,600 – Not funded in 2015
  - Opticom 1 needed @ hwy 82 & CR 154.\$3,000 – Not funded in 2015
  - Station 2 Sheds (2) \$4,000 – Not funded in 2015
  - Station 2 Furnace replacement. Cost 3,000. – Not funded in 2015
  - Station 1 Carpet replacement \$3,000. – Not funded in 2015
  - Station 1 Replace pilot lights at stove. In House \$1,000. – Not funded in 2015
  - Station 1 Expand archive room. \$5,000 – Not funded in 2015
  - Station 4 Regarding stain fence, \$1,850. – Not funded in 2015
  - Lawnmowers 2 ea. \$700. – Not funded in 2015

- Station 1 Motion Sensors at bathrooms In House, 1,000 – Not funded in 2015
- Station 1 Ballast replacements, In House 1,000 – Not funded in 2015
- Station 1 Furnace Replacement \$6,000 – Not funded in 2015
- Station 2 Exterior Paint \$5,000 - Accomplished
- Coordinate and support operations division goals and objectives. – Accomplished

#### Training:

- Complete a Firefighter I course for the new volunteer members.  
Estimated Cost: \$11,000. Funded – Accomplished. Rob Goodwin noted that the Firefighter 1 course put on by Frank Nadell had the highest pass rate in CRFPD history.
- Host bi-monthly Firefighting continuing education training classes utilizing paid staff personnel.  
Estimated Cost: \$2,000. Not Funded – Accomplished
- Complete a CPR Refresher class for all district personnel.  
Estimated Cost: \$400. Funded – Accomplished
- Complete a Wildfire Refresher Program.  
Estimated Cost: \$1000. Not Funded – Accomplished
- Host bi-monthly EMT continuing education training classes utilizing paid staff personnel.  
Estimated Cost: \$2,100. Funded – Accomplished
- Upgrade the ICS capabilities among the paid and volunteer personnel.  
Estimated Cost: \$2,000. Not Funded – Not accomplished
- Provide EMT-B scholarships to 1 volunteer personnel.  
Estimated Cost: \$1,000 Partially Funded – Accomplished

#### Prevention:

- Review proposed residential and commercial development for compliance with locally adopted fire and life safety codes and standards. Coordinate with architects, engineers, designers along with municipal and county building and planning departments to review proposals in an effective customer friendly manner. – Accomplished
- Provide for review of new fire suppression systems in accordance with NFPA 13, NFPA 13R, NFPA 13D, and NFPA 2001 standards along with locally adopted codes and standards and the rules of the Colorado Fire Suppression System Program – Accomplished
- Provide for review of new fire alarm systems in accordance with NFPA 72 and locally adopted codes and standards. – Accomplished
- Provide for review of proposed residential site development as requested by local municipal and county governments. – Accomplished
- Provide inspections associated with Colorado Fire Suppression Program – Accomplished
- Provide fire alarm and certificate of occupancy inspections for new building construction in cooperation with local municipal and county building departments – Accomplished
- Provide inspections for existing commercial and public buildings as requested. – Accomplished

- Coordinate cause and origin investigations with District staff along with appropriate law enforcement agencies, insurance representatives and private fire investigators. – Accomplished
- Plan, organize, coordinate and direct fire prevention public education programs – Accomplished
- In conjunction with District staff, provide for coordination of NWCG qualified equipment and personnel resources in with appropriate County, State and Federal wildland fire managers for response to large wildland fire incidents – Accomplished
- Assist citizens and property owner associations with wildland fire mitigation planning, and access to state and federal grant funds – Accomplished
- Maintain records of all ISO recognized public and private water systems within the District – Accomplished
- Conduct fire flow testing as necessary and maintain records of flow tests for water systems within the district – Accomplished
- Assist and coordinate with district staff to conduct regular testing and inspection of fire hydrants and maintain appropriate records necessary for ISO water system evaluation – Accomplished. Ron Leach noted that some systems are tested by private contractors and the District relies on their records.
- Conduct regular, periodic reviews and analysis of the District's water supplies, water supply testing, facilities, equipment, equipment testing, training, operations, emergency communications, community risk reduction, and policies relative to the ISO Fire Suppression Rating Schedule – Accomplished
- Coordinate with regional 911 dispatch centers, and municipal and county staffs regarding road naming and addressing. Maintain and share geographical information data – Accomplished
- Provide and maintain maps and address information for incident response – Accomplished
- Assist dispatch center with maintaining 911 master street address guides (MSAG) – Accomplished
- Assist district staff with radio programming of VHF and 800 MHz radios. – Accomplished
- Attend regional communication board meetings – Accomplished
- Assist District staff with implementation and maintenance of databases for fire records management, open burning records, personnel scheduling, purchasing, and wildland fire resource management – Accomplished
- Submit periodic fire and emergency medical incident reports to the appropriate state agencies – Accomplished
- Maintain certifications for EMT-I, ACLS, CPR Instructor, ICC Fire Inspector, Colorado Firefighter 2, HazMat Operations, Fire Suppression System Inspector and Firefighter Proctor – Accomplished

Ron Leach noted that in addition to these objectives, Bill Gavette responded on over 200 emergency calls in 2015. He added that Rob Goodwin and Frank Nadell respond to at least that many calls as well.

## Revenues:

- Seek wildfire assignments for district engines. Ensure adequate district coverage and monitor local wildfire conditions. - Accomplished
- Charge local special events that request ambulance coverage at the event. – Accomplished. Ron Leach noted that special events do pay for themselves
- Seek out and apply for grants for training and capital purchases. - Accomplished
- Maintain a 60% ambulance collection rate. - Accomplished
- Charge for false alarm detector activations. – Not accomplished
- Develop a reserve funding plan. – Work in progress

## Review 2016 Division Objectives

Rob Goodwin reviewed the objectives for the Operations Division:

- Full-time minimum staffing (48/96 shifts) of 6 personnel - Rob Goodwin noted that 6 is NFPA standard and was suggested in the master plan.
- Ensure adequate and compliant PPE for all CRFPD members
- Provide reliable, up-to-date firefighting and EMS supplies and equipment at all stations
- Establish volunteer membership procedures and processes, including initial membership, active membership requirements along with retention programs including LOSAP - Rob Goodwin also reviewed how a LOSAP program works. He said LOSAP programs are common in volunteer fire service as most people do not join to volunteer for 20 years any more, that they join to train and find a career in the fire service.

Carl Smith asked about the compliant personal protective equipment (PPE) objective, noting the budgets shows amounts, but he thinks it is appropriate to list what is being purchased in a general sense. Carl Smith distributed information about fire fighter safety and football helmet testing procedures. He said that Denver Fire Department has an aggressive policy about PPE, including two sets for every firefighter. He reviewed an incident where a Denver firefighter was killed after falling through a skylight and said that if he wasn't wearing compliant PPE, it could have caused more problems. Carl Smith reviewed the Roaring Fork School District's policy on football helmet inspections. He suggested creating a Board policy that says that all PPE that is issued must meet the current standards or it is taken out of service. He suggested the policy take effect on May 1 and it is noted in the 2016 objectives. Discussion regarding a plan to purchase gear followed.

Ron Leach said that one of the main goals for the operations division was to *Ensure adequate and compliant PPE for all CRFPD members*. He added that the objective will be updated to note it needs to be completed by May 1. Ron Leach said that the safety of personnel and equipment is the number one priority. He added that \$50,000 budgeted for fire equipment includes \$30,000 for PPE.

Carl Smith questioned if \$30,000 was enough funding for gear. Rob Goodwin said that if everyone on the membership list received new gear, it would be a waste of tax payer money. He said that safety as a whole is a bigger issue than just buying PPE. Rob Goodwin suggested

looking at the membership list and culling the list to remove non-active members. He said that by getting gear back from non-active members, along with moving appropriate pieces of gear to other members, will allow the District to accomplish a lot more outfitting with \$30,000 than if everyone received new gear. He added that this needs to be done with a holistic approach. He said the District needs to look at who has what gear, who needs what gear and how many volunteers are needed. Rob Goodwin said that it is more unsafe to go in to a fire with three people than with six.

Carl Smith said that the discussion is a foundational issue. He said that old gear needs to be disposed of. Rob Goodwin noted that is the standard.

Jeff Wadley asked if all members would get gear. Rob Goodwin said that the membership list in May will look different than it does now. Mike Kennedy said that he agrees that there is no point in spending \$3,000 to outfit a member who does not respond to calls. He said that members who respond to calls need to be outfitted. Ron Leach said that people who do not respond to calls need to be cut from the membership list. He noted this is what Rob Goodwin is referring to when he talks about culling the list. Ron Leach said the District pays for a number of things, including gear and work comp coverage, for members who do not respond to calls. Mike Kennedy said that if only 30 members respond regularly, the District needs to say they have 30 members, not 65, and put money in to those members.

Ron Leach said that the big tent philosophy, that there is a place for everybody, is changing. Rob Goodwin added that it may be suggested that the board and staff are running off volunteers, but that staffing is just as important as gear. He said that if the volunteers are properly incentivized, they will respond. He said having enough people responding, along with good equipment, will keep everyone safe.

Ron Leach said that operations will add *Safety of All Personnel* as the number one objective for 2016. Ron Leach added that there has only been one work comp injury in 2015. Rob Goodwin said that is due to the people who respond and those who manage them.

Jeff Wadley asked about the 2015 objectives that are not on the 2016 list. Rob Goodwin said his objectives will be expanded. Gene Schilling added that some objectives may not be on the list as goals have changed.

Ron Leach reviewed the objectives for the Administration Division:

- Build a \$1.5 million reserve balance by creating a reserving funding plan – Ron Leach said this objective would be further discussed when he reviews the line item budget.
- Seek out and apply for grants – Discussion regarding grants to apply for followed. Bob Emerson requested to list the grants on the objectives.
- Seek wildfire assignments for district engines while ensuring adequate district coverage and monitoring local wildfire conditions– Ron Leach said this is one of the few places the District can increase revenues. He said the District makes about \$1,000 per day when sending engines to a wildfire. Carl Smith said that he would only like to see brush trucks be sent out on assignments. He said that citizens complained that their station did not



have an engine when they were out on wildfire assignments. Rob Goodwin said that whenever an engine is taken out of an outlying station, another engine is moved there so there is a structural engine at each station. Discussion regarding types of equipment that could be sent on a wildfire followed. Gene Schilling said he was okay with sending structural engines if staff says the conditions and District staffing is okay. Carl Smith said that he was okay with sending engines out on wildfires as long as there are Type I engines at every fire station. Rob Goodwin said that the district is very conservative about sending out equipment, he said a number of assignments are turned down. Gene Schilling said that the district needs to be more explicit when letting the public know an engine is out on an assignment, so the public knows their station is not without an engine.

- Hold a successful May 2016 election – Ron Leach said holding elections is not easy and requires a lot of work. Discussion regarding a mail ballot versus polling place election followed.

Bill Gavette reviewed the objectives for the Prevention Division:

Bill Gavette said that these objectives aren't to exclude the 2015 objectives, but they are the ones he will focus on or will have some financial implication.

- Plan/Code Review
  - Provide 2015 edition "International" building and fire codes. Review and coordinate adoption with local governments that have jurisdiction with the Fire District. Update library of codes and standards with current editions.
  - Attend training code and standard training provide by the Colorado Chapter Education Institute.
- Building Preplanning & Inspections
  - Continue to expand "New World" database for preplans and inspections.
- Public Education
  - Plan, organize, coordinate and direct fire prevention public education programs. Purchase additional materials necessary for public education.
- Wildland Fire Mitigation & Source Water Protection
  - Assist citizens and property owner associations with wildland fire mitigation planning, and access to state and federal grant funds.
- Hydrants & Water System Testing
  - Conduct fire flow testing as necessary and maintain records of flow tests for water systems within the district in anticipation of 2016 ISO review.
  - Assist and coordinate with district staff to conduct regular testing and inspection of fire hydrants and maintain appropriate records necessary for 2016 ISO review
- Geographical Information Systems / Mapping
  - Update maps and address information for incident response - Jeff Wadley requested a campaign to encourage people to make their addresses visible so their homes are easy to identify.
  - Provide additional "tablet" based maps for ambulances at Station 81.
  - Update GIS software to current version.
- Emergency Communications
  - Evaluate and provide for redundant emergency notification and two way radio communications for District personnel.

- Evaluate adequacy of KNOX key retention system and provide for compatibility with 800 MHz DTR radio system.
- Records Management
  - Evaluate EMS records management and provide for compatible with State of Colorado NEMESIS requirements and Fire District EMS billing software - Carl Smith noted there are potential for grants for software available.

Frank Nadell reviewed the objectives for the Training Division:

Frank Nadell said the training division has five broad objectives.

- Establish a plan for the development and funding of a District training facility - Frank Nadell noted this has been a goal for over a decade.
- To the best of our abilities provide meaningful continuing education training in EMS, Fire, Rescue, Incident Management and Urban Interface/ Wildland firefighting. The District's goal is to maintain and elevate the District's readiness to respond to all such incidents while training to national standards.
- To the best of our abilities support members professional development in their pursuit of higher education in advanced level EMS, Fire and Officer certifications and training.
- Provide an appropriate level of training program staffing to meet these objectives.
- Plan for and implement the Training Program recommendations outlined in the District's Master Plan.

Ron Leach reviewed the objectives for the Maintenance Division:

- Maintain the District Fleet
- Maintain the District Buildings
- Support all District Operations as needed

Ron Leach noted the 2015 maintenance objectives that were not funded will be moved to 2016.

General questions on each division were answered. Ron Leach said that the budget is also broken out by divisions to the best of our abilities.

Discussion on 2016 Proposed Budget Ron Leach summarized the line item budget. He said that the estimate is as up to date as possible. He added this is the proposed 2016 budget.

Ron Leach said that the total revenues increased \$9,919 due to an increase in ambulance collections. Gene Schilling asked if the wildfire contract line was gross or net. Ron Leach noted it was the gross amount collected

Ron Leach said the 2016 wages line item includes the current 18 positions, a 3% raise for staff and the additional personnel that were called for in the November 2015 election. He noted the three new hires will be spread out over 2016. Ron Leach added that there are three new lines under wages to break out the wildfire contract wages, seasonal staffing which includes the wildfire patrols, and special event wages. He said there was a 5% increase in health benefits and he increased volunteer meal program by \$3,000. He said that the \$20,000 appropriated for volunteer retention has been spread out through different line items in the budget, including the

volunteer dinner program. Ron Leach said that he plans to increase the amount allotted to volunteers for each meal ticket.

Ron Leach said there is \$20,000 under master plan. He said that he would like to have Almont Associates come back and work with the staff toward the accreditation process and officer development. He said that the public outreach line is for the website and other ways to reach out to the public.

Ron Leach said that the firefighting budget has increased substantially. He said that small PPE items, such as gloves, boots and helmets, are purchased through firefighting supplies. Ron Leach said that the EMS budget appears to be decreased but it is the same budget, but without the \$4,000 donation that was spent on swiftwater gear.

Ron Leach said there was a big increase in the training budget. He noted that there was \$34,000 allotted in the election question for training. He said that the amount was divided between medical, fire and administrative training. He said that the paramedic program was also reinstated. Ron Leach said the district also receive a 50% grant for some of the paramedic training expenses. Ron Leach added it is important to support 'home grown' paramedics. He said it is important to support our volunteers in training.

Ron Leach said the building maintenance and repairs budget includes an extensive deck repair and some of the parking lot repair that has been put off.

Ron Leach said the total unrestricted reserves for 2015 are \$1,107,487 (unrestricted). He said that this budget will stabilize the reserves in 2016.

Carl Smith said that if three new people are hired during 2016, it will increase the wages line item \$105,000 in 2017 that will need to be funded. Ron Leach said that there will need to be a lot of decisions made in 2017. He said the board will need to discuss if there will need to be an election in 2017 and look at the new construction increase. Carl Smith said that hiring three people is making a commitment to them in 2017. Ron Leach said that the only commitment being made is the 2016 budget. Carl Smith said that all board members have said that they do not want to lay off staff. Ron Leach noted that it has been said many times that without the correct staffing and supervision of these personnel, we are putting ourselves in more danger. He added that 2016 should be staffed with the plan that was presented to the public during the election.

Each board member asked specific questions about line items on the budget. Ron Leach noted the bond fund has an additional \$100,000 in the bank and it is time to look at refinancing the bond while the rates are low. He said the \$100,000 can be used to refinance. He added by refinancing, it could save the taxpayers money. Gene Schilling noted that he thinks a bond is needed in the future to fund a lot of the capital needs. He suggested looking at 2017, retiring the current bond and financing a new bond at the same level to keep the mill levy the same. This would allow the district to we can gain some infrastructure without the bond mill levy going up.

Louis Eller asked about the H Lazy F residential unit. He said that there is an annual road fee paid, along with monthly lot rent. He said there is a new line item to identify the costs that are actually spent on the unit. Discussion regarding the costs and the value of someone living near station 4 followed. Ron Leach noted the residential unit served a purpose when it was purchased, so there would be a fire district presence there. He said there is housing attached to station 4 now.

Ron Leach said other than updating the 2016 objectives, he feels that the budget numbers are in place. Gene Schilling suggested adding at least one utility vehicle in the 2016 budget. He said that the district can't go another year with the vehicles that are in service. He suggested looking at grants and using some reserves for a utility vehicle. Gene Schilling said he is concerned about safety on the truck with over 200,000 miles. He suggested having Kevin Greene determine if it is an appropriate expenditure and if so, discuss it further at the regular board meeting.

Ron Leach said that the budget must be submitted to the counties by December 15, but the final valuations may not be received until December 10. He said that the only change he has heard tonight is \$50,000 for a capital purchase of a vehicle. He said that can be inserted in to the budget and look at adopting the final budget at the regular board meeting on December 9. He said the staff will work on updating the objectives and send those out in the board packet on December 4. Ron Leach said that the board can approve the budget and authorize the staff to make a small adjustment based on the final assessed valuations, if they are not received in time. He said the only thing that would change is the general fund property tax and offset by the reserves. He said he does not expect the change to be more than \$2,000 - \$3,000 either way.

Carl Smith asked if the \$50,000 for a vehicle would be taken out of reserves. He said that one thing said at the election was that the district wanted to stabilize reserves, not use more. Gene Schilling said he thinks it is a significant need and is willing to spend reserves on this. Carl Smith and Louis Eller both said there were concerned about using reserves for the purchase. Ron Leach noted that the unrestricted fund balance would not be below \$1,000,000 if the vehicle replacement is budgeted because of the TABOR reserves that will not be spent. Ron Leach said that vehicles need to start being replaced, possibly one per year. Bob Emerson noted that that a commitment the board made was not to further spend reserves. He said that the purpose of a budget is to allocate the dollars that are available to what is needed. He said that the staff has done a great job putting the budget together but he is concerned with spending money out of reserves. He said that he is concerned with having staff find \$40,000 so close to the budget adoption.

Louis Eller added that the staff should look in to grants and see what is available. Ron Leach noted that most grants are matching grants and there are not a lot of funds available in the budget for a match. Further discussion regarding grants followed. It was decided not to change the budget to use reserve funds for a vehicle replacement.

MOTION: made to continue the public hearing regarding the 2016 budget until the regular board meeting on December 9, 2015 at 530 p.m. It carried and passed unanimously.

Redstone Grand Illumination Louis Eller said he has been volunteering at this event for the past 8 years. He said that this year's event was special. He said that they took Santa from the Redstone Inn to the Redstone General Store while a light snow was calling. He said that the air was electrified and 20 kids were waiting for Santa. Louis Eller said it was a Norman Rockwell moment. He added he overheard many people say how special it was. He said he was thanked by many people and wanted to share the experience with the board. Louis Eller added the community really appreciated the fire department's participation.

MOTION: made to adjourn the Board of Directors meeting at 8:00 p.m. It carried and passed unanimously.

Respectfully submitted,

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Jenny Cutright, Recording Secretary

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Gene Schilling, President

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

### **MINUTES OF THE MEETING**

**BOARD OF DIRECTORS**

### **CARBONDALE FIRE HEADQUARTERS**

**DECEMBER 9, 2015**

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on December 9, 2015 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 5:35 p.m. Directors present were Mike Kennedy, Louis Eller, Bob Emerson and Carl Smith. Also present were Ron Leach, Jenny Cutright, Eric Gross, Rob Goodwin, Bill Gavette, Frank Nadell, Hank van Berlo, Jake Spaulding, Mike Wagner, John Colson and Dean Perkins.

### **CHANGES TO AGENGA**

There were no changes to the agenda.

### **CONSENT AGENDA**

The items on the consent agenda were:

- Approve the Minutes of November 11, 2015 Regular Meeting
- Approve Current Bills and Balances

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

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

No members of the public had any comments

### **2016 BUDGET ADOPTION**

President Gene Schilling continued the Public Hearing for the 2016 Budget at 5:36 p.m.

Ron Leach distributed updated objectives and the general fund budget which shows both the restricted and unrestricted fund balances. He said that the final assessed valuations have been received and the general fund property tax was increased by \$945. He said that is the only change made since the November 30, 2015 budget meeting.

Ron Leach reviewed the objectives packet. He said the 2015 objectives that were not accomplished have been added to the 2016 objectives. Ron Leach reviewed the changes to the objectives and division summary for each division that has been added. Ron Leach said that Operations added *Ensure the Safety of All CRFPD Personnel* as the Districtwide number one objective.

Ron Leach said that the objectives have been reformatted and expanded. He said he appreciates the work the staff has done on the budget. Ron Leach noted that budget shows the restricted and unrestricted fund balances that were cut off due to a printer error from the original packet. Ron Leach said that the restricted funds are the total amount of the loan that is due.

General discussion regarding objectives and budget followed.

Carl Smith said that hiring three people in 2016 will commit the district to funding an additional \$105,000 in wages in 2017. He said that Mark Chain's estimate also has a 2.8% as an escalator for all other line items. He said that the advisory committee recommended not to 'paint yourselves in to a corner' which may happen. He said that he supports hiring one person. He said that if the other two people are not hired then there is \$62,000 available in the budget. He added there is equipment that is needed, including a chief's truck. Carl Smith added that most chiefs have a district vehicle. He said there are also other things that could be done with those funds.

Louis Eller said that he reviewed the master plan and the paragraphs on staffing. He said that the master plan is vague on the number of firefighters recommended. He said that the accreditation process will help determine how many personnel are needed. He said that he has spent a lot of time over the past two years gathering input from various committees and residents. He added that the majority of district residents desire a fire department that can staff two calls at once, can maintain a minimal staffing. He added that staff has indicated that there is not enough personnel now and it is unsafe. Louis Eller said that the Board told the voters a certain amount of the mill levy increase would go toward personnel. He said that the operations chief requested six people on each shift, which wasn't funded. Louis Eller said funding is something the board has had to consistently deal with, as revenues fluctuate. He said that the Board has had live in the minute, plan ahead and save money, which helped the district get through the great recession. He said the board will need to figure out how to fund the wages line item in 2017.

Bob Emerson said the budget is a planning tool. He said that a line item was created saying X is being put toward personnel. He said that the board did tell the public how they planned to spend the tax money if approved. He said that the plan said to hire employees over a staggered period of time. Bob Emerson added it is up to Ron Leach when and who to hire. He said that just because the funds are budgeted for doesn't mean they will be spent. He said the voters approved the mill levy increase with the plan for employees by a substantial margin. He said that he is not willing to deviate from the plan presented to the public. Bob Emerson asked Ron Leach to keep the board apprised of the situation in 2016.

Mike Kennedy said that staffing issues has always been an issue. He said that just because the dates are listed, it doesn't necessarily mean employees will be hired on those dates. He said that it is something the board will look at over 2016 and base decision on the current situation. He added that Mark Chain's estimate that is being referenced also shows a 12% increase in property valuations that wasn't taken in to consideration. Mike Kennedy said that the board regularly has to deal with adjusting the funds available to the priorities. He added that the board gave the

public an idea of what that plan for the tax increase was and the board needs to follow through with that.

Bob Emerson added that there is a lot of construction happening that will most likely increase the property tax revenue in 2017.

Carl Smith said that the board also said during the election that \$200,000 would go to the reserves. He said that the proposed budget does not increase the reserves. Bob Emerson said that the past two years had \$1.2 million less in revenue. He said that the shortfall was made up by roughly cutting \$600,000 from the budget and using \$600,000 from the reserves. He said that the new assessed valuations projected \$400,000 additional in revenue. He said what was presented to the public was that if the tax measure was approved, it would replace the roughly \$200,000 that would be needed to balance the budget. He said it was not projected to increase the reserves. Mike Kennedy noted that this issue has been discussed and the intent was to use those funds so the reserves could be stabilized.

Ron Leach reviewed the restricted and unrestricted fund balances on the 2016 budget. He said that the unrestricted fund balance on 12/31/16 is \$60,000 less than on the 12/31/15 estimate, but taking in to consideration the \$90,000 in TABOR reserves that will not be spent, the unrestricted reserves will go up slightly. Ron Leach said the unrestricted fund balance will be over \$1,000,000 which has been the unofficial goal for many years.

Ron Leach said the 2016 budget maintains the reserves, funds three new personnel, needed equipment and increased budgets for training and volunteer retention. He said the tax increase is being well spent. Carl Smith noted that the new assessed valuations will not come to the district until January 2018. Discussion followed. Mike Kennedy said that hiring is an ongoing discussion that will happen. He said that there is a budget number, which is what the board hopes to do. He said that things could change and the board will adjust as needed and try to stay within the budget. He said that is not

Carl Smith suggested taking \$15,000 from the seasonal staffing line item and moving it to creating a LOSAP program. Louis Eller said that the voters were told that there would be funding for the IA Team and other seasonal employees. He reviewed why the seasonal staffing line was reduced to \$30,000 for the past two years. Gene Schilling said funding the seasonal staffing was a request made during a budget discussion. He said that it was discussed that a citizen said it was a very valuable program and the budget amount was increased. Louis Eller said that history has shown that \$60,000 is barely enough to fund the program. Gene Schilling said that many people have said that one of their highest priorities is having the seasonal staffing program funded. Carl Smith said he brought up the same topic and agrees the seasonal staffing program needs to be funded, but questioned at what level. He added that a LOSAP program could be the answer to the staffing problems.

Gene Schilling suggested leaving the seasonal staffing program budget where it is now and if there is any funding left in late summer or fall, the board can discuss if should if funds should be allocated to the development of a LOSAP program.



Carl Smith said that a 3% raise has been proposed for all employees. He said that the salary survey showed that the positions of captain and below are the most underpaid and in need of a salary adjustment. He said that turnover is happening. He suggested dividing the total amount budgeted for raises equally between all employees instead of a 3% raise. He said all employees received the same amount when the bonuses were issued.

Ron Leach said that the line is with the salaried employees. He said that salaried employees do not have the opportunity to earn overtime pay and work more than 40 hours per week regularly. He said that salaried employees deserve a 3% raise as much as the hourly employees. He said that the amount employees are paid needs to be reviewed. Ron Leach said that the board should look at a wage adjustment for hourly employees. He said he would like to issue the raises on January 1. He said that a 3% raise has been discussed for many months and that is what the employees are expecting. Gene Schilling said a raise is called a cost of living increase it should be across the board. He said that the Town of Carbondale did a salary survey a few years ago and all employees received a cost of living raise, along with adjusting all staff to the minimum level salaries. Gene Schilling said if salaries need to be adjusted the board needs to formulate a plan and determine where the funds would come from.

Bob Emerson said that Ron Leach has mentioned the 3% raise several times over the past few months without anyone commenting on a different idea for raises. He said that the employees expect this and to change now is unfair.

Carl Smith asked if the TABOR reserves could be moved to a line outside of the budget like the restricted funds are. Discussion followed. Ron Leach said a question for the auditor. He added that the TABOR reserves have been budgeted this way since TABOR began in 1992. Further discussion regarding TABOR reserves followed. Bob Emerson noted that if the TABOR reserves are not spent, they go back in to the reserves.

Carl Smith said that he thought that the budgeting process was very positive. Bob Emerson and Mike Kennedy agreed and thanked the staff for their work on the budget

**MOTION:** made to close the public hearing regarding the 2016 budget at 6:41 p.m. It carried and passed unanimously.

**MOTION:** made to adopt Resolution 2015-009, A Resolution Summarizing Expenditures and Revenues for each Fund and Adopting a Budget for the Carbondale & Rural Fire Protection District, Colorado, for the calendar year beginning on the first day of January, 2016 and ending on the last day of December, 2016. Carl Smith said that he debated whether to vote on the budget. He said he would take Mike Kennedy at his word and go from there. He added that he has reservations but would vote for the budget. It carried and passed unanimously.

MOTION: made to adopt Resolution 2015-010, A Resolution Levying General Property Taxes for the Year 2016, to help Defray the Costs of Government for the Carbondale & Rural Fire Protection District, Colorado, for the 2016 Budget Year. It carried and passed unanimously.

MOTION: made to adopt Resolution 2015-011, A Resolution Appropriating Sums of Money to the Various Funds and Spending Agencies, in the Amounts and for the Purpose as set forth below, for the Carbondale & Rural Fire Protection District, Colorado, for the 2016 Budget Year. It carried and passed unanimously.

MOTION: made to adopt Resolution 2015-012, A Resolution Designating all Year-End Fund Balances as a "Reserve Increase". It carried and passed unanimously.

MOTION: made to adopt Resolution 2015-013, A Resolution Appropriating Additional Sums of Money to Defray Expenses in Excess of Amounts Budgeted for the Carbondale & Rural Fire Protection District, Colorado. It carried and passed unanimously.

#### **STAFF REPORTS**

Prevention Carl Smith asked Bill Gavette a question on his staff report. Bill Gavette said that the company would be storing butane

#### **FINANCIAL REPORT**

2015 Budget Louis Eller asked Ron Leach where he thought the budget would come in at the end of 2015. Ron Leach said he expects to be \$77,000 under budget Louis Eller thanked him for saving the district money.

#### **OLD BUSINESS**

Consideration of a Policy for an Employment Contract with the Fire Chief Bob Emerson said that this is a follow up item on an issue from the previous summer. He said it is up to the Board of Directors if they want to have an employment contract with the fire chief. He added that he has worked on a number of employment contracts.

Bob Emerson said that there are advantages to both the government entity and the individual by having an employment agreement. He said that he felt it was appropriate to discuss the issue again. He said as the board looks to the future when Ron Leach retires, having a contract or a policy will be important when searching for a new chief. He said that he feels it is appropriate to have a contract with the fire chief. Board of Directors discussion followed. Bob Emerson said that a contract can help prevent misunderstandings and possible litigation.

Carl Smith said that he supports a contract but feels there needs to be a job analysis and job description first. Discussion regarding job descriptions followed. Louis Eller noted that one recommendation of the master plan was to update the current job descriptions.

Gene Schilling recommended creating a policy about an employment contract. Discussion regarding a policy followed.

**MOTION:** made to direct the attorney to develop a policy for an employment contract with potential current and future fire chiefs and bring the policy back to the board for review. It carried and passed unanimously.

Raise Carl Smith asked if the 3% raise approved included a raise for Ron Leach. Ron Leach noted that he does not award himself a raise.

**MOTION:** made to award a 3% raise to Ron Leach. General discussion followed. It carried and passed 4-0, with Gene Schilling out of the room during the vote.

## **NEW BUSINESS**

Health Insurance for Domestic Partnerships Ron Leach said that an employee requested to add his domestic partner to the district's health insurance policy. He said this request has never been made before. He said that the district's insurance will cover domestic partners, but the criteria on what makes someone a domestic partner is up to the organization. He added that they will only add domestic partners during open enrollment, which is in December. He said that other organizations in the health care group handle domestic partners differently; everything from people must be married to obtain partner health insurance to showing joint tax returns to a minimal criteria.

Ron Leach said that this is a policy decision that needs to be made by the Board of Directors. He said that he would expect to see more requests like this in the future. Ron Leach added that he supports the idea of covering domestic partners.

Discussion regarding what constitutes proving a domestic partnership followed. Eric Gross said that some government entities accept domestic partnership declarations for those who meet specific criteria. He also reviewed an affidavit used by a different government organization that people claiming domestic partnerships must complete. He said that domestic partners are a different status than being married. He added if the board agrees to approve domestic partnerships, then the personnel policies will need to be updated to reflect this.

Carl Smith said that it is a legal issue. He said that the Board of Directors owes it to the taxpayers that there is a safeguard on this issue. Further discussion regarding domestic partnerships followed. Carl Smith added that if the board is making a policy change that spends taxpayer money, there needs to be a formal policy and procedure. Further discussion followed. The consensus reached by the board was to further discuss the issue.

Planning Meetings Louis Eller asked how the board wanted to address some of the target dates in the master plan.; Ron Leach said that there will be master plan meetings on the 4<sup>th</sup> Wednesday of each month in 2016 that are open to the public. He said this will allow input from

the staff, board and public. Bob Emerson asked that planning meeting updates be a standing agenda item in 2016. Carl Smith noted that it is important for board members to attend as many meetings as possible.

Town Council Gene Schilling said that the Carbondale Town Council changed their meeting day to Wednesday nights. He said he may have to miss some Carbondale & Rural Fire Protection District Board meetings due to the conflict. He said if it becomes an issue, he may suggest discussion on changing the Board of Directors meeting date.

MOTION: made to adjourn the Board of Directors meeting at 7:30 p.m. It carried and passed unanimously.

Respectfully submitted,

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Jenny Cutright, Recording Secretary

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Gene Schilling, President

**Resolution No. 2016-001  
Series of 2016**

**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)**

WHEREAS, this resolution is intended to comply with the requirements of C.R.S. 24-6-402 (2) (c) and 32-1-903(2);

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carbondale & Rural Fire Protection District that the posting places within the boundaries of the Carbondale & Rural Fire Protection District for notice of meetings shall be:

1. Carbondale & Rural Fire Protection District, Headquarters/Training Building, 301 Meadowood Drive, Carbondale, Colorado.
2. Carbondale & Rural Fire Protection District, Missouri Heights Substation, 6986 County Road 100, Carbondale, Colorado.
3. Carbondale & Rural Fire Protection District, Marble Substation, 300 West Park, Marble, Colorado.

Regular meetings of the Carbondale & Rural Fire Protection District shall be held at the Carbondale & Rural Fire Protection District Headquarters/Training Building, 301 Meadowood Drive, Carbondale, Colorado, on the second Wednesday of each month at 5:30 p.m. unless a regular meeting is to be held in another location, in which case notice of the location of such regular meeting shall be posted as required by law.

ADOPTED on January 13, 2016

ATTEST:

CARBONDALE & RURAL FIRE  
PROTECTION DISTRICT

\_\_\_\_\_  
Vice- President

\_\_\_\_\_  
President



## **Board of Directors Report**

Bill Gavette, Deputy Chief

January 2016

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

- 191 Sopris 4-Plex, fire alarm system, Town of Carbondale
- 191 Sopris 4-Plex, fire sprinkler system, Town of Carbondale

### **Inspections**

- Blue Lake Child Care, general inspection, Town of Carbondale
- Carbondale Medical Offices , Phase 1, fire sprinkler final, Town of Carbondale
- Carbondale Medical Offices , Phase 1, fire alarm final, Town of Carbondale
- 191 Sopris 4-Plex, fire alarm rough-in, Town of Carbondale
- 191 Sopris 4-Plex, fire sprinkler rough-in, Town of Carbondale
- Carbondale Mini Storage, construction inspection, Garfield County

### **Other Projects**

- Pitkin County dispatch center relocation
- Pitkin County 800 MHz radio system planning
- Garfield County 800 MHz radio system programming
- New “Crystal” repeater and voter installation
- Pitkin County regional Assistance to Firefighters communication grant
- River Edge Colorado, commercial rezoning development impact review

**Carbondale & Rural Fire Protection District**

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

# December 29, 2015 Maintenance report

- Replace rotten tires on command trailer.
- Light replacement on Arcade track lighting
- Fix and repair shovels for winter use.
- Replaced head lamps in u85
- Replaced head lamp in bat 8
- Returned battery cores to Napa for core deposit.
- Fix 4wheel drive control solenoid on u84
- Replaced rotted vacuum lines on u84
- Replace battery u84
- Bought replacement chains for r83
- Set up for Christmas party decorations.
- Drill pilot light for proper burn. kitchen stove ops side
- Fabricate plow parts after shift workers wreck into curb.
- Plow snow all stations.
- Teach operation of PDL and Axle Lock on E81 to shift workers.
- Pull apart command trailer walls to see how bad the water damage is.
- Plow all stations
- Install driving light on ranger for night operation plowing.
- Replace mass airflow sensor on u87
  
- End of report.

12/31/2015

Interest Rate

**General Fund**

Alpine Checking	\$	150,762.61	0.00%
Alpine Money Market Fund	\$	97,850.03	0.01%
<b>TOTAL</b>	<b>\$</b>	<b>248,612.64</b>	

**Capital Projects Fund #1**

Alpine Checking	\$	14,312.82	0.00%
Alpine Money Market Fund	\$	777,131.12	0.01%
Alpine Impact Fee Fund	\$	38,462.44	0.01%
Alpine Loan Fund Money Market	\$	655,164.74	0.01%
<b>TOTAL</b>	<b>\$</b>	<b>1,485,071.12</b>	

**Bond Fund**

Csafe	\$	115,327.20	0.29%
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**Pension Fund**

FPPA		<b>\$2,049,486.93</b>	
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**Ambulance Billing Report - December 2015**

Cash Collected on Accounts	\$	21,074.66
New Accounts Billed	\$	38,721.80
Medicare Assignments (Write-Offs)	\$	6,312.16
Medicaid Write-Offs	\$	7,146.08
Other Write-Offs	\$	3,866.92
Amount Sent to Collections	\$	2,515.80

**Aging Report**

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>&gt;90 Days</u>
\$38,498.60	\$19,110.02	\$10,628.97	\$79,099.23



## Checks Issued Between Board Meetings

### General Fund

Payroll	\$32,662.43	Payroll	12/18/15
Internal Revenue Service	\$6,968.80	Federal Withholding	12/18/15
Colorado Department of Revenue	\$1,692.00	State Withholding	12/18/15
Fire & Police Pension Association	\$11,611.19	Pension/457/Death & Disability	12/18/15
Payroll	\$37,288.23	Payroll	12/31/15
Internal Revenue Service	\$8,665.25	Federal Withholding	12/31/15
Colorado Department of Revenue	\$2,028.00	State Withholding	12/31/15
Fire & Police Pension Association	\$12,052.02	Pension/457/Death & Disability	12/31/15

### Capital Projects Fund

none

### Miscellaneous Income

12/1-12/31

#### General Fund

Jeff Wadley	\$10.00	Board of Directors recording
Donations	\$301.77	Christmas Boutique
Donations	\$25.00	In Memory of Hank Spaulding
Holy Cross Equity	\$176.61	

### Capital Projects Fund

none

### Capital Projects Fund

none

**Carbondale & Rural Fire Protection Dist**

**AP Check Register (Current by Bank)**

Check Date: 1/13/2016

Check No.	Date	Status	Vendor ID	Payee Name	Amount
<b>BANK ID: ALPINC - ALPINE BANK - CHECKING</b>					<b>1122</b>
35115	01/13/16	P	ACE	Ace Hardware	\$79.30
35116	01/13/16	P	AIRGAS	Airgas USA, LLC	\$95.88
35117	01/13/16	P	ALPINE	Alpine Tire Company, Inc.	\$1,735.16
35118	01/13/16	P	ASPENE	Aspen Embroidery Works, Inc	\$228.00
35119	01/13/16	P	ASPEN	Aspen Maintenance Supply, Inc.	\$117.90
35120	01/13/16	P	BDETER	Brandon Deter	\$350.00
35121	01/13/16	P	CEDAR	Cedar Networks	\$350.00
35122	01/13/16	P	CENTUR	CenturyLink	\$468.88
35123	01/13/16	P	CENTUB	CenturyLink Business Services	\$55.71
35124	01/13/16	P	COFIRE	Colorado Division of Fire Prev	\$80.00
35125	01/13/16	P	COWILD	Colorado Wildfire Academy	\$490.00
35126	01/13/16	P	COMCAS	Comcast Cable	\$55.72
35127	01/13/16	P	COMCAI	Comcast Internet	\$98.94
35128	01/13/16	P	CUOFCO	Credit Union of Colorado	\$1,236.11
35129	01/13/16	P	CROSS	Cross Propane & Supply, Inc.	\$1,348.60
35130	01/13/16	P	CYMA	Cyma Systems, Inc.	\$695.00
35131	01/13/16	P	DOSGRI	Dos Gringos Burritos	\$176.39
35132	01/13/16	P	GRAING	Grainger Inc.	\$248.16
35133	01/13/16	P	GRANIT	Granite Telecommunications	\$691.78
35134	01/13/16	P	HLF	H Lazy F Mobile Home Park, LLC	\$656.37
35135	01/13/16	P	HOLY	Holy Cross Energy	\$600.27
35136	01/13/16	P	ICP	In Compliance Products, Inc.	\$25.00
35137	01/13/16	P	CITYMA	Kroger - King Soopers Customer	\$139.02
35138	01/13/16	P	LIFEAS	Life-Assist, Inc.	\$788.29
35139	01/13/16	P	METLIF	MetLife - Group Benefits	\$2,251.80
35140	01/13/16	P	MICROP	Microplastics, Inc.	\$605.00
35141	01/13/16	P	MOPEST	Mountain Pest Control, Inc.	\$170.00
35142	01/13/16	P	MTNWAS	Mountain Waste Recycling	\$328.81
35143	01/13/16	P	PAULLU	Paul Luttrell	\$83.86
35144	01/13/16	P	REDSAN	Redstone Water & Sanitation Di	\$270.00
35145	01/13/16	P	RELIAN	Reliance Standard Life Insuran	\$1,165.80
35146	01/13/16	P	ROSENB	Rosenbauer Minnesota LLC	\$89.92
35147	01/13/16	P	SOURCE	Source Gas, LLC	\$1,626.63
35148	01/13/16	P	STERIC	Stericycle, Inc.	\$519.18
35149	01/13/16	P	SUEROD	Sue A. Rodriguez	\$2.09
35150	01/13/16	P	USPOST	U.S. Post Office	\$98.00
35151	01/13/16	P	VVH	Valley View Hospital	\$46.96
35152	01/13/16	P	VERIZO	Verizon Wireless	\$589.84
35153	01/13/16	P	VFIS	VFIS	\$29,927.00
35154	01/13/16	P	VIP	VIP Trash Removal	\$133.00
35155	01/13/16	P	WESTHE	Western Slope Health Care Grou	\$32,567.76
35156	01/13/16	P	WHITSI	Whitsitt & Gross, P.C.	\$2,650.00
35157	01/13/16	P	XCEL	Xcel Energy	\$1,386.98
35158	01/13/16	P	ZOLL	Zoll Data Systems	\$630.00
35159	01/13/16	P	CODELA	Colorado State Treasurer	\$900.52
35160	01/13/16	P	MWATER	Marble Water Company	\$50.00
35161	01/13/16	P	MTNWAS	Mountain Waste & Recycling	\$328.81
35162	01/13/16	P	KEYPEO	The Key People Co, Inc.	\$395.00
<b>BANK ALPINC REGISTER TOTAL:</b>					<b>\$87,627.44</b>
<b>GRAND TOTAL :</b>					<b>\$87,627.44</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: 1/13/2016

<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>
4668	01/13/16	P	QDS	QDS Communications, Inc.	\$11,818.21
4669	01/13/16	P	XEROX	Xerox Corporation	\$593.35
<b>BANK ALPINE REGISTER TOTAL:</b>					<b>\$12,411.56</b>
<b>GRAND TOTAL :</b>					<b>\$12,411.56</b>

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

**Carbondale & Rural Fire Protection District**  
**Aging Ambulance Accounts**  
**Write Offs**  
**12/31/2015**

**Advantage Group Collections**

<b>Call number:</b>	<b>Amount due:</b>
140025A	\$914.20
140040A	\$847.00
140042A	\$740.00
140048A	\$1,152.60
140050A	\$171.36
140095A	\$889.00
140128A	\$873.60
140151A	\$1,170.80
140196A	\$861.00
140244A	\$865.20
140267A	\$1,176.40
140273A	\$392.00
140279A	\$1,193.20
140364A	\$855.40
140393A	\$1,168.00
140398A	\$854.00
140408A	\$1,148.40
140501A	\$855.40
140517A	\$868.00
140522A	\$1,084.00
140541A	\$856.80
140563A	\$1,187.60
140590A	\$854.00
140610A	\$870.80
140619A	\$1,142.40
140728A	\$1,168.00
140731A	\$868.00
140776A	\$1,149.80
140781A	\$1,093.80
140793A	\$684.80
140797A	\$1,168.00
140837A	\$896.00
140886A	\$812.00
140895A	\$770.00
140916A	\$1,168.00
140936A	\$1,308.00

140952A	\$1,070.67
140956A	\$1,203.00
140957A	\$815.20
140976A	\$1,084.00
141015A	\$924.00
	<b>\$39,174.43</b>

**Memo to Carbondale and Rural Fire Protection District Board of Directors**

**From Eric J. Gross**

**January 6, 2016**

**RE: Policy Regarding a Contract with the Fire Chief**

At the last board meeting you requested that we draft a statement of policy concerning the Board's desire to maintain a contract with the Fire Chief in the future. Accordingly, here is policy language for you to consider:

**It shall be the policy of the Carbondale and Rural Fire Protection District to negotiate and enter into a contract with the Fire Chief of the District with terms and conditions acceptable to the District Board of Directors and consistent with Colorado law and TABOR requirements.**

## **Memo to the Carbondale & Rural Fire Protection District Board of Directors**

**From Eric J. Gross**

**January 6, 2016**

**RE: Draft Policy regarding Health Benefits for Domestic Partners**

**At the last Board meeting, you requested that we research and draft a potential policy to be included in the District Employee Benefits package and handbook. The following policy is the result of a review of policies of other Colorado public employers who have adopted such a policy and is based on the criteria for establishing a domestic partnership in Colorado.**

The Carbondale & Rural Fire Protection District provides the same health benefits extended to spouses of eligible district employees to domestic partners of eligible employees. Eligibility for domestic partners is based on the following requirements:

Domestic partners are two people who have signed an affidavit swearing that they are:

- Are in a relationship of mutual support, caring, and commitment and intend to remain in such a relationship;
- Are each other's sole domestic partner;
- Are both at least 18 years of age and competent to contract;
- Share a life and home together;
- Are not related by kinship closer than would bar marriage in the State of Colorado; and
- Are not married.

To add a domestic partner to your insurance coverage you must do so during the open enrollment period (as determined by the health care provider) at the end of each calendar year and provide a copy to the district administrator of your domestic partner certificate and affidavit from the clerk of the jurisdiction where you registered. If you have not registered your domestic partnership with a participating government you must submit with your enrollment form to the district administrator the following:

1. A picture identification card is required from both partners (i.e., driver's license, passport, military id) showing both must be at least 18 years of age).
2. Verification of same address:

**Examples of acceptable proof:**

- Joint checking account;
- Joint mortgage/title of vehicle;
- Driver's Licenses with same address; and

- Official mail such as: utility or phone bills delivered to each at same address.

3. Applicants each sign an affidavit that they are domestic partners and meet the requirements.

You are required to provide prompt notice to the district if your domestic partnership ends.

A domestic partnership may be ended when:

- One of the partners dies.
- No longer are in a committed relationship or share a common household.
- The partners no longer meet one or more of the requirements included in the affidavit for domestic partnership.

When a domestic partnership ends, the partners must submit a notice of termination form naming the partners and stating that the partnership has ended. The notice must be signed and dated by at least one partner. If only one partner signs, that partner must provide evidence (certified mail receipt) that they have attempted to notify the other partner of the termination of the partnership.

#### AFFIDAVIT

Please complete and sign this Affidavit before a Notary Public and submit to the Carbondale & Rural Fire District, as applicable, if you have not registered your domestic partnership. Domestic partner benefits may have federal and state tax consequences. You should consult the applicable laws and/or a tax professional before applying to enroll your domestic partner for dependent health coverage. The undersigned, being duly sworn, depose and declare that all of the following statements are true:

- We are both eighteen (18) years of age and unmarried.
- We are not related by blood in a manner that would bar marriage under the laws of the State of Colorado. • We have a close and committed personal relationship.
- We have been living together on a continuous basis for at least twelve (12) months prior to the date of this affidavit. We have been sole Domestic Partners living together continuously since (month/day/year), and we intend to remain sole Domestic Partners indefinitely.
- Neither of us has been registered as a member of another domestic partnership within the last (12) months.
- We are submitting this Affidavit so that Carbondale & Rural Fire District may determine whether the partner named below is eligible for dependent health benefits coverage.
- We understand that our submission of these forms does not automatically enroll us in the District's benefits program.





**RESOLUTION 2016-002  
APPOINTING A DESIGNATED ELECTION OFFICIAL AND  
AUTHORIZING DESIGNATED ELECTION OFFICIAL  
TO CANCEL ELECTION**

32-1-804(2), 1-13.5-513, 1-11-103(3) C.R.S.

**WHEREAS**, pursuant to 32-1-804(2), C.R.S., the Board of Directors of the Carbondale & Rural Fire Protection District, Garfield, Gunnison and Pitkin Counties, Colorado is authorized to designate a Designated Election Official (the “DEO”) to exercise the authority of the Board in conducting the election, and

**WHEREAS**, pursuant to 1-13.5-513, C.R.S., the Board can authorize the DEO to cancel the election upon certain conditions;

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

1. the Board hereby names Ron Leach as the DEO for the regular special district election scheduled for the 3<sup>rd</sup> day of May, 2016.
2. the Board hereby authorizes and directs the DEO, if the only matter before the electors is the election of persons to office, to cancel said election and declare the candidates elected, if at the close of business on the sixty-third day before the election there are not more candidates than offices to be filled, including candidates filing affidavits of intent to run as write-in candidates.
3. the Board further authorizes and directs the DEO to publish and post a Notice of Cancellation of election in the offices of the DEO, the county clerk and Recorder of each county in which the district is located and each polling place (if a polling place election is to be held). The DEO shall also notify the candidates that the election was cancelled and they are elected by acclamation.

4. Pursuant to §1-11-103(3), and §1-13.5-513(1)&(4), if the DEO has cancelled the election, the DEO or district will file this resolution, together with the Notice of Cancellation, with the Division of Local Government.

Adopted and approved this 13<sup>th</sup> day of January, 2016, by the Board of Directors of the District, Garfield, Gunnison and Pitkin Counties, Colorado.

(SEAL)

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President

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Vice-President

Carbondale & Rural Fire Protection District  
Meeting of the Pension Board of Directors  
January 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. Old Business
  - 1. 2015 State of Colorado Matching Funds, Jenny Cutright
  - 2. Discussion Regarding Policy on Volunteers to Paid Employees and Vice Versa, Eric Gross
  - 3. Other
- F. New Business
  - 1. Chance Burnett 2014 Pension, Rob Goodwin
  - 2. Other
- G. Adjourn

**CARBONDALE & RURAL FIRE PROTECTION DISTRICT**

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

**CARBONDALE FIRE STATION**

**OCTOBER 14, 2015**

The Volunteer Pension Fund Board of Directors of the Carbondale & Rural Fire Protection District met on October 14, 2015 at the Carbondale Fire Headquarters/Training Building.

Gene Schilling called the meeting to order at 5:36 p.m. Directors present were Mike Kennedy, Louis Eller, Bob Emerson, Carl Smith and Doug Davis. Also present were Ron Leach, Jenny Cutright, Rob Goodwin, Bill Gavette, Eric Gross, Frank Nadell, Dean Perkins, 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 July 7, 2015 meeting minutes as written. It carried and passed 5-0 with Bob Emerson abstaining.

**PERSONS PRESENT NOT ON THE AGENDA**

No members of the public had any comments

**NEW BUSINESS**

2015 Actuarial Ron Leach reviewed the 2016 proposed budget. Ron Leach said that the district has budgeted \$55,403 contribution for the pension fund in 2016. He said that the FPPA matching funds is expected to be \$57,354. He said that \$112,757 is the required contribution for 2016 as per the actuarial study. Discussion regarding the current plan and state match calculation followed. Further discussion regarding the disability policy followed. No action was taken.

State Matching Funds Jenny Cutright said that the 2015 application for state matching funds was submitted on August 28. She said that the funds have not been received yet.

**OLD BUSINESS**

Volunteer Status Changes Ron Leach said that Karen Tafejian requested there be discussion regarding volunteers becoming paid members or vice versa. He said it is still an open topic and noted the staff needs to work with Eric Gross on the issue.

MOTION: made to adjourn the Pension Board of Trustee meeting at 5:54 p.m. It carried and passed unanimously.

Respectfully submitted,

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Jenny Cutright, Recording Secretary

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Karen Tafejian, Chairperson

DRAFT