

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE MEETING

BOARD OF DIRECTORS

CARBONDALE FIRE HEADQUARTERS

JULY 7, 2015

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on July 7, 2015 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 5:53 p.m. Directors present were Mike Kennedy, Louis Eller and Carl Smith. Also present were Jenny Cutright, Rob Goodwin, Bill Gavette, Eric Gross, Mark Chain, Jake Spaulding, Jeff Wadley, Tom Flynn, Hank van Berlo, Vickie Smith, Leslie Lamont, John Colson, Joe Enzer and Doug Davis. Director Bob Emerson was excused.

CHANGES TO AGENDA

There were no changes to the current agenda. Carl Smith requested to have *2014 Audit* on the August regular Board of Directors meeting agenda.

CONSENT AGENDA

The items on the consent agenda were: Approve the Minutes of June 2, 2015 Special Meeting, Approve the Minutes of June 10, 2015 Regular Meeting, Approve Current Bills and Balances.

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

PERSONS PRESENT NOT ON THE AGENDA

Jeff Wadley asked the Board to comment on issues they feel are important other than the master plan comments.

Gene Schilling said that until he sees the final master plan and what is addressed, he will not be able to comment on what isn't addressed.

Louis Eller said his biggest concern is funding for the IA Team. He said that he would like it to be an annual line item. He said that call volume increases in the summer and extra manpower is needed. He noted the IA program puts people in other areas of the District where emergencies may occur.

Mike Kennedy said that funding for capital projects is a huge need. He said the Board of Directors was given a significant list of necessary capital needs over the next few years.

Carl Smith said volunteer and paid personnel. He said the nature is upsetting and that no one knows what the end looks like, either career or volunteer members. He said no one knows what the staffing, volunteering and fiscal picture will look like and until it is defined, it is a great concern to everyone.

Hank van Berlo asked the Board of Directors how the master plan was developed and about the roles of the consultants. He said that the consultants are doing studies and making recommendations and wanted to know what would happen after the recommendations are made.

Gene Schilling said at that point, the Board of Directors will make a plan to move forward. Questions on meetings followed. Gene Schilling said that a master plan is a fluid document and there may be different ways to accomplish the goals.

Hank van Berlo said that there are defined goals in the 2004 master plan and said the consultants are presenting options for the Board of Directors to adopt or reject. Rob Goodwin said the master plan will have options for implementing. Hank van Berlo questioned how Mark Chain and Leslie Lamont would be involved in the master plan.

Eric Gross said that the work both Almont Associates and Mark Chain Consulting are doing will be integrated in to one master plan. Discussion regarding when a draft of the entire plan would be distributed followed. Leslie Lamont said a draft of the entire master plan would be available by July 29.

STAFF REPORTS

Thank You Note Rob Goodwin said that annually the staff and volunteers help and a barbecue lunch for the residents at senior housing. He said the thank you note was from the director.

Fourth of July Rob Goodwin said that it was a busy weekend. He said members participated in parades in Carbondale and Redstone, water fights in Redstone with 50-60 kids and staffed four polo matches and a rodeo. He said there were no major incidents or injuries to any personnel.

Website Rob Goodwin said the new website is up at www.carbondalefire.org. He encouraged the Board of Directors to look at the new site.

Reports Carl Smith said he liked the Deputy Chief and Maintenance reports. He said it is clear they are doing a lot of work. Jeff Wadley said that the capital projects list presented in June had an intensive list of needs. He said there was a lot of work by the staff on that report.

FINANCIAL REPORT

2016 Budget Rob Goodwin said the budget the Board had in June has not changed.

Motorola Carl Smith questioned the check to Motorola. Gene Schilling said it was for equipment purchased with the grant funds.

Wildfire Prevention & Preparedness Program Carl Smith asked that the name IA Team be changed to Wildfire Prevention and Preparedness Program in the accounting. He said that he is concerned that 30% of the funding has been spent. He questioned if the program would be able to continue. Rob Goodwin said that there is generally one engine with two or three people each day. He said there have been a lot of activities the Wildfire Prevention & Preparedness team is participating in.

Rob Goodwin said it has been a wet spring and the program did not need to start until mid-June. He said it was also to make the donations last as long as possible. He added that the forecast

from Interagency said it would be drier patterns in July and August. He said that the program started later, but maybe lasting longer, due to the trends. Gene Schilling said that the Board has said if additional funding is needed, that the staff could bring that request to the Board of Directors for discussion. He added that he doesn't want to waste money, but he wants to look at having the team out if it is needed.

Carl Smith said the grasses in his neighborhood are chest deep. Jeff Wadley said that the grass is tall and the hydrants are lost in the weeds. Rob Goodwin said that the Wildfire Prevention and Preparedness staff has been clearing grass around hydrants if needed when they are inspected. Discussion followed. Jenny Cutright will do a press release about clearing brush around hydrants.

OLD BUSINESS

Master Plan Study Update Carl Smith said that he has concerns about how fast the process is moving.

Mark Chain said that the steering committee will meet on July 15 and review the survey results. He added the new website is live and Jenny Cutright and Ron Leach did a lot of work on the new site.

Mark Chain said that the survey was sent to about 3,700 residents with 510 returned. He said that RRC are expected to send out the survey results this week. He added that the open survey was kept open through last week, which may be the reason the results are not out yet. Mark Chain said that the questions on the survey came from an Almont Associates survey, with input from the staff, members of steering committee and Carl Smith and Mike Kennedy.

Joe Enzer questioned if RRC would be presented a report or discussing the raw data at the steering committee meeting. Mark Chain said they would present an executive summary.

Leslie Lamont reviewed the public outreach she and Mark Chain have coordinated. She said that they will work with Almont Associates to integrate both pieces of work into the master plan. She said that the Almont Associates portion of the master plan will be released soon, then on August 4 the steering committee will review the master plan and make a recommendation to the Board of Directors. She said then the Board of Directors will review the plan and look at the recommendation at their August 12 meeting. Mark Chain said that the Board of Directors needs to adopt the plan at some point.

Discussion regarding what would be included and the layout of the final master plan followed. Additional discussion regarding adopting the final master plan followed. Joe Enzer said that the master plan is a guiding document with lofty goals but those goals may not match what the District's revenue is. He said that the revenue allowed by the voters may not be enough to fulfill the master plan's goals.

Further discussion regarding accepting vs. adopting the master plan followed.

Carl Smith said that the District is spending a lot of money and time and when it is complete the Board of Directors needs to be able to say as a Board this is the direction we want to go. He said that part of the discussion is about current funding and the direction the Board of Directors wants

to go. He added that the 2004 master plan was good and that many of those goals were accomplished.

Jeff Wadley said that he heard that there needs to be a lot of meetings and the master plan needs to be evaluated. He said that looking at the schedule, he does not see many meetings on the list and questioned how the Board would digest all of the information in a condensed time frame.

Gene Schilling said that the Board of Directors will need to read the master plan and figure out the plan. Louis Eller said it is something that needs to be done. Jeff Wadley said that he thinks there needs to be several meetings between the board and the steering committee and questioned if the citizens advisory committee needed to be part of the review. He asked if the steering committee would look at the draft and have input. Leslie Lamont said the intent is to send it to the steering committee and so they have a good understanding of the plan and there will be discussion about the plan at their meeting on July 29 with Almont Associates.

501c3 Eric Gross referred to the memo he distributed at the June meeting. He asked if there were any questions. There were none.

Steering Committee Update Carl Smith said his concern is that he is hearing that the steering committee is being rushed. He said that he thought the steering committee would have an opportunity to comment to Almont Associates.

He said that the District is looking at asking the voters for a mill levy adjustment in the future and the more people who look at the plan and comment on it, the better it will be. He said he wants to slow down the process. Mark Chain said that there are five people on steering committee that were on the citizen's advisory committee. He said that they will talk to the steering committee at their meeting on July 15 about inviting the citizen's advisory committee to the July 29 steering committee meeting.

Mark Chain added that when the steering committee was formed, it was noted that the schedule was very aggressive and that meetings could be added as necessary.

Joe Enzer questioned the election deadline dates. Gene Schilling said that an intergovernmental agreement needs to be entered in to by August 25 and a ballot question needs to be certified to the County Clerks by September 4.

Hank van Berlo said that the District needs to ask the voters for more money. He said it needs to be done right. He said if people are engaged, an election is more likely to be successful. Tom Flynn said that the emails he received they were told if more time was needed for the steering committee, they could have more time. He said the schedule he was told was the steering committee meets, and then the board meets to review their recommendation.

Gene Schilling asked where the direction that the steering committee was to make a recommendation to the Board of Directors came from. He said the steering committee was not tasked with that. He said that the Board direction that was presented at the February 11, 2015 meeting was that the steering committee would "help the consultants with the public opinion and be the ambassadors to the community about the Fire District". Hank van Berlo said that the committee defined their tasks, including making a recommendation to the Board of Directors, at their first meeting.

Leslie Lamont said that the steering committee isn't writing the plan, they are advising the consultants on how the plan is coming together. She said that the board has said that they want to hear if things are missing from the plan. She said her vision of the steering committee is that they make a recommendation to the board. Mike Kennedy added that he thought the recommendations would be to the consultants such as they would like to see more detail on this topic, not making recommendations to the Board of Directors.

Tom Flynn said that the steering committee will get the draft this week and will meet with Almont on July 29. He said they have until then to review the document, take notes, ask questions, then meet on August 4. He said that he does not think the process will be complete.

Jeff Wadley said that the steering committee needs to buy in to the plan. He said that they are talking to community members and gathering input. He said they need to share that information with the Board of Directors. He said that the citizens committee needs to buy-in as well. He said that the process needs to slow down. He added to have the community accept the plan, the steering committee and citizen's advisory committee need to first.

Carl Smith said that he was under the assumption that the steering committee would make recommendations to the board. He said that the steering committee is a group of dynamic individuals that are expressing their opinions and are willing to support the fire department in the future.

Discussion regarding comments on the draft master plan from the steering committee followed. Leslie Lamont said that the reason Almont Associates isn't coming until July 29 is because they couldn't come sooner.

Wage and Benefit Survey Rob Goodwin said the survey is still being completed. Carl Smith asked to make sure that the benefits he addressed in his previous memo were included in the survey.

Aspen Glen Fourth of July Rob Goodwin said that the Aspen Glen show went well. He said that the crowd enjoyed it. Hank van Berlo referenced the fireworks accident in Avon that made national news. Gene Schilling said that it is another reason why the District wants the fireworks shows to be put on by professionals.

NEW BUSINESS

Report on 2015 Special District Annual Training Carl Smith said that he attend the Special District Administration training. He said that he brought back handouts to share. He said that the SDA offered to reinstate the District's membership at no cost for 2015 and at half cost for 2016.

Discussion followed. The Board of Directors verbally approved to rejoin the SDA in 2015 and try to include it in to the budget for 2016.

Carl Smith said one topic they discussed at the training was agenda items. He said the attorney at the training said if something is not on the agenda it cannot be voted on unless there was no knowledge of it 24 hours before the meeting. Louis Eller added that items not on the agenda can be discussed.

Email Policy Carl Smith said he learned at the training if more than two board members email between themselves that it is a public record even if sent on private computer. He said that they suggest the Board of Directors establish an email policy and they have a draft policy available. Discussion followed. Eric Gross that a policy is a good idea. Gene Schilling requested a draft email policy in the next Board of Directors packet. Carl Smith requested an agenda policy in the packet.

Outward Bound Louis Eller said that he received a phone call from the director of Outward Bound School. He said that they would like to bring 20 kids to Station 3 for service work. Louis Eller said that he would coordinate this work and they would do things such as wash & wax trucks and wash the floors. Gene Schilling thanked Louis Eller for working with them.

Wildfires Gene Schilling suggested that the Board look at the Canada interactive fire map. He said there are many fires burning. Joe Enzer said that they may lose over one million acres. Gene Schilling said the cost of the Wildfire Prevention & Preparedness Program is worth it help prevent a tragedy such as that.

MOTION: made to adjourn the Board of Directors meeting at 7:32 p.m. It carried and passed unanimously.

Respectfully submitted,

Jenny Cutright, Recording Secretary

Gene Schilling, President