

Carbondale & Rural Fire Protection District
Meeting of the Board of Directors
August 12, 2015
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. Attorney's Report
 - 1. Email Policy - Carl Smith
 - 2. Agenda Policy - Eric Gross
- F. Discussion Regarding Acceptance of Master Plan – Mike Kennedy
 - 1. Almont Associates
 - 2. Chain & Associates
- G. 2016 Budget Discussion
 - 1. Review Proposed 2016 Budget – Ron Leach
 - 2. 2014 Audit Discussion – Carl Smith
- H. Discussion of Timeline for November Ballot – Ron Leach
- I. Financial Report
 - 1. Other
- J. Staff Reports
 - 1. Discussion of Colorado Division of Fire Prevention and Control Communications Grant – Ron Leach
 - 2. Other
- K. Old Business
 - 1. Other
- L. New Business
 - 1. Timing of Board Agendas and Documents – John Colson
 - 2. Reappointment to SEMTAC – Carl Smith
 - 3. Information on Sunshine Laws and Ethics from Governor's Office – Carl Smith
 - 4. Other
- M. Adjourn

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

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE SPECIAL MEETING

BOARD OF DIRECTORS

CARBONDALE FIRE HEADQUARTERS

JULY 29, 2015

The Board of Directors of the Carbondale & Rural Fire Protection District met for a special meeting on July 29, 2015 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 12:05 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, Dean Perkins, Logan Piccolo, Brandon Deter, Ron Kroesen, Jake Spaulding, Jeff Wadley, Will Grandbois, Hank van Berlo. Representing Almont Associates were: Mike Tucker, Keith Chapman and Stuart McElhaney. Representing Mark Chain Consulting were: Mark Chain and Leslie Lamont.

Gene Schilling said that the purpose of the meeting was to allow the master plan consultants to present their work to the Board of Directors and for the Board of Directors to ask questions to them

Ron Leach said that Almont Associates were in attendance to present the draft of the master plan, which was received on July 11. He said that they are also requesting payment for that portion of the work as the contract states. He added that the final payment is due upon receipt of the final draft of the master plan, which is expected to be received Monday, August 3. He said that any necessary changes will be made after their presentation today and then the final plan will be submitted to the District.

MOTION: made to pay both the current and upcoming final invoice for the master plan to Almont Associates. It carried and passed unanimously.

MASTER PLAN CONSULTANT PRESENTATIONS

Almont Associates Mike Tucker introduced himself and the Almont Team. They reviewed the services they were hired to complete. They presented the attached slide presentation. Key points made during the each person's presentation are below.

Keith Chapman

- A strategic plan was meant to be part of the master plan document. It is a community driven strategic plan. A strategic plan is generally a five year plan. Almont Associates recommends refreshing the strategic plan in five years.
- The medical response time chart is critical. The District is not capable of meeting the times with the current staffing.
- Staff and Volunteers were very open with their comments during SWOT analysis.

- The current mission statement was refreshed with the words “professional dedicated force” of volunteers and paid staff, showing more of an accurate team approach to response.
- Core Values were identified as: Integrity, Respect, Honesty, Professionalism.
- Look at preparing for International Accreditation, there are 11 strategies in the master plan that fall in line with this.
- Internal Stakeholders were concerned with the ability to implement the master plan. Some did not think the previous master plan was fully implemented. Almont Associates encouraged the District to build annual goals for each fiscal year. They also said that measuring progress is very important.
- Celebrate successes and when goals are accomplished from the master plan, let the community know so they can celebrate District's success too.
- Fire RMS is underutilized. It can be used to help track, manage and maintain inspections. A common comment they heard was there needs to be better inspections and plan reviews.
- The District has phenomenal resources regarding equipment maintenance, but the mechanics are not EVT certified. EVT certification is a benchmark.
- Make sure there is a life cycle on everything and a capital replacement schedule for it.
- SCBA bottles were out of their lifespan during their first visit, but that has been corrected.
- The District needs grooming standards for SCBA fit testing. The District is not fit testing for N95 masks.
- The maintenance staff is overwhelmed and seasonal staffing would be helpful.

Mike Tucker

Mike Tucker said that Almont Associates did not shy away from any of issues discovered. He said that the Board of Directors hired Almont Associates to look at the District and tell the Board of Directors what those are. He said the master plan is a recommendation, but it is up to the Board of Directors to set the standard and implement what portions they want.

- Even if the District does not want to receive International Accreditation, it is strongly encouraged to do the self-assessment piece.
- The District is an active participant with local and state agencies. This is good for staff to be able to go out and get to experiences they might not here, plus other agencies offer assistance when the District needs it. He said that the fire service is built around an average bad day, not an exceptionally bad day, such as a 10,000 acre wildfire.
- The District responds to areas that are not in the District or covered in an agreement. This puts the district at risk.
- The Board of Directors is tasked with making policy level decisions and not day to day oversight.
- The bylaws allow board members to serve as volunteers, which could be seen as a doctrine of incompatibility. There were concerns brought up during the internal stakeholder process about Board members serving as volunteers.
- Board members are in disagreement as to involvement in day to day operations.

- Administrative/Support staff serves as additional responders, including some who regularly are scheduled on nights and weekends. When they leave their offices that takes them away from their regular duties.
- Volunteers serve a variety of roles. There needs to be clarification on the specific roles (support versus response) of volunteers and volunteers need to be held to that standard.
- The District needs to decide if it wants to fall under NFPA 1710 or NFPA 1720, which says if the District is a substantially career or volunteer organization and then build the response and performance criteria around that standard.
- The District's response and reaction time is good response times in the state of Colorado. The District's average was 9:46 in 2013 and 9:57 in 2014. Almont Associates recommends moving to 'fractile' reporting at 80% and 90% levels.
- A majority of calls occur within the response area around Station 81. There are also a significant amount of calls within Station 84 & 85 response area. More than 50% of the District calls are over an hour, with some longer than 2 hours.
- Expected trends:
 - Call volume and demand for service will increase. Certain segments of the population are using EMS as their primary care, which impacts the District's ability to respond to day to day calls.
 - Wildfires will continue to impact the regular response to EMS calls
 - EMT-I NR is being discontinued and new tests will not be developed. Tests will not be current.
 - Grant funding is becoming less reliable.
- The ISO rating is important, but not the only thing to build your organization around. 95.51% of structures are within 5 road miles
- Concurrency is the number of calls that happen at the same time. This is a real issue. From 2011-2014, 13%-19% of the calls were concurrent. In 2011 there were 54 times calls were concurrent and 93 times in 2012.
- National Standards:
 - NIMS compliant
 - ISO graded better than 56% of Colorado fire departments and 68% of national fire departments and NFA 1001 compliant.
 - The District is not accredited by the Center for Public Safety Excellence but the master plan will help move the District in that direction and we will be able to compare CRFPD to other agencies national and internationally.

Stuart McElhaney:

- Community expectations tie to funding, with the community telling what level of service they want and will fund.
- The public wants transparency, but as a whole, the fire service is bad at telling people what we do and what it takes to do what we do.
- Almont Associates reviewed where the District has been, where we are now and reviewed audits, budgets and reports from auditor.

- 41.6% drop in assessed valuations over a four year period. A 25.5% increase in assessed valuations is expected for FY2016 but it is not enough to stop the fund balance from the continual decline.
- 2013 ambulance rate increase did not have much of an impact on revenues. Almont Associates suggests the District look at the rate structure and call severity. All types of ambulance payors are trending down in their amount of payments.
- Ratio between ambulance billing and funds collected, 50% is fair by industry standards, but it should be higher given District payor mix.
- There are more people without insurance, with limited insurance or just not paying their bills. The District may want to analyze commercial payors since we are not a network provider
- There is not a lot of opportunity to reduce operating expenses other than what has already been have done. Two-thirds of the expenditures are personnel services.
- The staff is light. If any more positions are cut, level of service will be significantly impacted.
- \$200,000-\$300,000 is reasonable for annual capital replacement budgeting. Almont Associates recommended spreading the capital replacement program over a number of years and planning for it. They noted the District is not currently replacing any capital equipment.
- Economic model assumptions:
 - 25.5% increased assessed valuation for 2016-2017, 5% for 2018-2020
 - Expenditures have inflation factor built in – personnel services 3%, rest of expenditures 2%
- Fund balance is being utilized at a high rate.
- It is acceptable to use the reserves to balance the budget in general accepted government accounting practices.
- Almont Associates recommend a minimum reserve balance of three months of tax revenues and 5% of the recurring expenditure budget.
- If there are no changes in revenues or expenditures, the District can continue the same service level through 2018. There is no capital replacement built in to this model.
- Different economic models with varying mill levy changes to support capital replacement and staffing were reviewed.
- The operating costs are not going down unless there is a decreased service level.
- The current funding and expenses are not sustainable.

Mike Tucker

- The master plan has more detail on the highlights that were reviewed. The master plan is a tool to help you make informed decisions.
- Almont Associates has 11 strategic themes with 75 specific recommendations for the District.
- Carbondale & Rural Fire Protection District is run by a competent staff of professionals
- The District has made significant cuts to curb operational expenses. Staff has stepped up to fill needs, but at some point the ability will decrease with increase in calls and duties.

- Further cuts to address budget shortfalls can only come from staffing cuts. Staffing reductions will impact the level of service the District currently provides.

Board of Directors Discussion Mark Chain reviewed the integration of information from both consultants. Mark Chain said that he has big picture recommendations that will be presented in the final document.

Mike Tucker noted that the Almont Associations portion of the master plan only deals with operations issues and they are two distinctly different sections. Leslie Lamont said that the integrated document will be in the Board packet on August 7, so it can be considered at the August 12 Board of Directors meeting. She said that there is a steering committee tonight and they are still gathering information.

Bob Emerson said that he would like the final document ready with enough time to review before the Board of Directors meeting, so the Board could take final action at the August 12 meeting. Carl Smith said that he is concerned there is not enough time for the steering committee and questioned if the CAC would provide input. He questioned why the master plan needs to be ready by August 12. Bob Emerson said that he was anxious to see the final project and take action. Carl Smith said that the other groups would not have a chance to comment. Bob Emerson said that the last few months have been about gathering information from the public so their input is included in the plan.

Carl Smith said that he wants to hear what the steering committee suggests at tonight's meeting. He said the steering committee may want to spend more time looking at the master plan and giving input. He said the master plan includes different options and the final valuation isn't in yet. Carl Smith said the next step is to look at a mill levy increase and when to do that.

Bob Emerson said the master plan draft has various scenarios that the Board can discuss. He said that the input has been coming in for months and it is time to look at doing something.

Mark Chain said that the property valuations for Garfield and Pitkin Counties are pretty close to what will be submitted to the District in August. He added that master plans are living documents that flows over time. It isn't that once it is accepted it is done.

Mike Kennedy said the Board could continue taking input for months, but at some point the Board of Directors needs to make decisions. He said the graphs clearly show the District financial situation is going down in a hurry. He said it is time to do something. Carl Smith said that he would like to take another month to review.

Louis Eller said that he would like a complete master plan on August 7. Bob Emerson and Mike Kennedy agreed. Carl Smith said he would prefer to wait. Gene Schilling said that a complete master plan will be sent to the Board on August 7.

Louis Eller requested 'Mill Levy Increase for Board Discussion and Potential Action' to be placed on the August 12 Board of Directors agenda.

Louis Eller asked what the value the residents of Carbondale & Rural Fire Protection District would see if the District was to become accredited. Mike Tucker said that there is not a specific dollar amount that will be realized, but the District would have increased ISO scores, faster response time, would be operating under best practices and the citizens would receive a high quality service. He added the goal is not a sticker on the truck, but the self-assessment portion and making it part of the District culture. Mike Tucker added that there are individual accreditations that certain job titles can obtain as well.

The Board of Directors recessed the special meeting at 1:49 p.m.

The Board of Directors reconvened the special meeting at 1:57 p.m.

Mark Chain Consulting Mark Chain said there has been an extensive public outreach process. He said he was charged with looking at what would happen if there was not a mill levy increase. He said that expenditures are cut to the bare bone. He said his financial assumptions are similar the ones used by Almont Associates but he budgeted a 12% assessed valuation increase in 2018. He said he had an 8% health insurance increase budgeted and used \$75,000 as the total cost for a full time employee.

Mark Chain said that he was also charged with determining a minimum fund balance. He said that with the expected 25.5% 2016 assessed valuation increase and 12% 2018 increase, the District is still deficit spending. Mark Chain said that he looked at different scenarios for capital replacement schedules and staffing increase. Mark Chain noted his recommendation is \$2 million fund balance. He said that a 2.5 mill levy increase in 2017 would increase the fund balance to about \$1 million by the end of 2020.

Mark Chain said his main recommendations were:

- Review revenue and mill levy status on bi-annual basis, including a message to the citizens
- Manage revenue resources, a maximum time for a mill levy increase would be five years
- Acquire a PIO
- Continue public outreach
- Website maintenance
- Look at the reserve balance. He said the District's reserves are what has kept the level of service the same over the past few years. He added to take in to consideration what the District would be required to pay out if there was a large incident.
- Stop the bleeding – have a 2.0 mill increase

Ron Leach questioned when Mark Chain suggested asking the voters for a 2 mill increase. Mark Chain said that no later than November 2016. He added that he does not think a mill levy increase should be held during the Board of Directors election in May since it will politicize that election. Mark Chain said that he thinks 2015 is the time to ask the voters for a mill levy increase. He said that it has been three years with a lot of pressure on staff and the discussion about the assessed valuations and revenues has been going on since 2008. Mark Chain noted that uncertainty is not a good place for staff to be.

Gene Schilling questioned how much an additional 2 mills would raise revenues. Mark Chain said about \$690,000. Gene Schilling said if a mill levy increase election is not held in 2015 then the District is \$1.2 million behind. He said the \$690,000 in tax revenues that were not collected and the \$510,000 that would be taken out of the reserves to keep the current level of service. He added that it will take more years to make up the reserves as well. Louis Eller added that it could take a higher mill levy to make up the difference.

Carl Smith questioned if a mill levy increase can be done so it doesn't generate more than a certain amount. Gene Schilling said that an increase could be a certain number of mills or a certain dollar amount.

Mike Kennedy said it would make sense to ask for a mill levy increase with a two year sunset, then review when the assessed valuations are then.

General discussion regarding mill levies, funding and timing of a question followed. Carl Smith noted that he wants a 'no more than' dollar amount in the ballot question.

Eric Gross noted that an IGA must be signed with each county by August 25 and the question needs to be certified to the County Clerks by September 4. He said work on IGAs could begin without having to commit to an election.

Bob Emerson said that Gene Schilling would not be at the next meeting. He requested a special meeting after the August 12 regular meeting so Gene Schilling could be in attendance.

Discussion regarding dates, the work load for Jenny Cutright for an election and if the board would like to discuss a ballot question at the August 12 meeting followed.

MOTION: made to set a special meeting of the Board of Directors on August 19, 2015 at 5:30 pm. It carried and passed unanimously.

It was requested to add to the August 12, 2015 agenda "Discussion of Ballot Question".

MOTION: made to allow Jenny Cutright to order the voter registration and property owner lists to allow her to begin working on them. It carried and passed 4-1, with Carl Smith voting against.

Bob Emerson thanked Mark Chain, Leslie Lamont and Almont Associates for their work on the master plan.

MOTION: made to adjourn the Board of Directors meeting at 2:55 p.m. It carried and passed unanimously.

Respectfully submitted,

Jenny Cutright, Recording Secretary

Gene Schilling, President

DRAFT

Deputy Chief Operations Report August 2015

Responses –

As of July 31, 2015 we have responded to 675 calls for service.

- 361 EMS calls including 43 motor vehicle accidents.
- 36 Fire responses. These include all fire calls, gas leaks, spills, CO responses, etc.
- 98 Fire alarm responses
- 178 Service and Good Intent responses. These include smoke/odor checks, citizen assist, cancelled enroute etc.

Response Comparison – Month

- July 2015 - **111**
- July 2014 - **109**
- July 2013 - **138**
- July 2012 - **143**

Response Comparison - YTD

- 2015 - **675**
- 2014 - **611**
- 2013 - **697**
- 2012 - **655**

EMS Transports – YTD

- 2015 - **265**
- 2014 - **227**
- 2013 - **278**
- 2012 - **236**

EMS Non-Transports - YTD

- 2015 - **96**
- 2014 - **105**
- 2013 - **104**
- 2012 - **91**

ALS Calls – YTD

156

BLS Calls – YTD

109

ALS Calls – July

22

BLS Calls – July

11

Fire Calls – July

Structure Fires

2

Wildland Fires

2

Vehicle Fires

0

False Alarms

14

Fire Calls – YTD

Structure Fires

11

Wildland Fires

7

Vehicle Fires

5

False Alarms

98

Concurrent Calls –

July

9 times (total of **19** calls)

YTD

38 times (total of **84** calls)

July

The month of July, as always, was very busy at CRFPD. We began with 4th of July activities in Carbondale and Redstone, including water fights on Redstone Boulevard. We had a mixture of volunteers and paid staff that participated in the activities. The response from the public, especially at the Redstone parade/water fights was very positive.

Mountain Fair weekend was busy as usual. Some of the stats from the weekend were:

- 82 documented patient contacts at the first aid booth. 61 blood pressure checks and 21 first aid service contacts. Many more folks came in and cooled themselves by the fan, and not all of the first aid contacts were documented. We went through two large boxes of band-aids so, likely more than 100 folks received attention from CRFPD.
- 21 calls for service during the three days of Mountain Fair.
- There were 64 slots for booth shifts available for volunteers to fill (Fire/EMS). 17 volunteers completed at least one shift at the booth during the weekend. Some of the 17 performed more than the typical 2 shifts required for a t-shirt & meal ticket etc.
- C-shift and the WPPP crews helped to cover Mountain Fair where needed. These crew members responded to the calls for service, helped volunteers at the station and the booth, truly going the extra mile.
- On Sunday, July 26th, approximately 25 CRFPD members attended a memorial service for Ed Ptacek. Ed was a member of CRFPD who passed away unexpectedly.

Projects, Outreach, Other stuff –

- Coordinating scheduling program for paid staff and volunteers
- Developing New Member application/acceptance process with membership committee
- Scheduling & staffing of WPP program
- Meeting with Amy Kimberly CCAH re: Mountain Fair
- Taught New Member Academy 3 times in July
- Ed Ptacek memorial coordination
- Carbondale Mountain Fair
- Scheduling, staffing and supervision of ambulance crews for Aspen Valley Polo Club matches
- Scheduling, staffing and supervision of medics for local horse shows
- Monthly membership meeting
- Staffing and participation in July 4th activities in Carbondale & Redstone
- Taught Officer Training at Station 81
- Annual SCBA fit testing for all CRFPD members who have masks

Respectfully submitted

Rob Goodwin

Deputy Chief



Board of Directors Report

Bill Gavette, Deputy Chief

August 2015

Completed Plan/Code Reviews

- CRMS Welcome Center, fire alarm system, Garfield County

Pending/On-going Plan/Code Reviews

- Carbondale Marketplace, subdivision review, Town of Carbondale
- Colorado Products – extraction facility
- Eshelman, proposed driveway, Cotton Hollow Lane
- Fulkrod - Merrill Ave. Building, fire sprinkler system planning

Inspections

- CRMS Welcome Center, fire sprinkler system rough-in, Garfield County
- CRMS Welcome Center, fire alarm system rough-in, Garfield County
- Carbondale Branch Library, building evacuation planning, Town of Carbondale

Other Projects

- Master planning
- Garfield County Federal Mineral Lease District, Information & Guidance Worksession
- Wooden Deer Subdivision, Firewise Assessment
- Aspen Science Center Physics Barbeque, CRMS
- New Volunteer Orientation – Rescue, safety awareness & overview of rescue operations
- StationTour, Marble Charter School
- Station Tour, Crystal River Elementary School, 1st grade (30 kids)
- Station Tour, Crystal River Elementary School, 2nd grade (50 kids)
- Station Tour, Crystal River Elementary School, 3rd grade (60 kids)
- Station Tour, Crystal River Elementary School, Kindergarten (60 kids)

Board of Directors Training Program Report

August 2015

July Training:

- July 1st truck and Equipment checks St 84 by Morelli
- July 5th truck and Equipment checks St 81 by Luttrell
- July 15th New member Academy, CRFPD Organization by Goodwin
- July 20th EMS Emergency Medicine Pharmacology by Piccolo
- July 21st New Member Academy, Safety, HIPPA, ICS 100 by Goodwin
- July 22nd Firefighter Drills by Deter
- July 25th New member Academy, EMS, Responding, Wildland Firefighting and Rescue by Spaulding, Goodwin, Nadell and Gavette
- July 27th EMS Pediatric Assessment by Wagner
- July 28th New member Academy, Structural Firefighting by Nadell
- July 29th Principles of Modern Fire Attack- SLICERS by Nadell
- Numerous other staff and volunteer trainings were conducted throughout the month

July Highlights:

- 4 members completed a 2 day EMTAC sponsored Medical Emergencies class by Fidel Garcia
- 1 member completed a Swiftwater Rescue refresher training at Grand Valley FD
- numerous members completed requirements for and received their national Wildland Incident Qualification Cards

Certification Management:

- July 1st, Assisted 1 member in renewing his Firefighter 2 certification
- July 24th, assisted one member in renewing his Colorado EMT Intermediate certification.
- All training records, EMS continuing education credits, Firefighter Job Performance requirements (JPRs) and wildland IQS records are up to date through the end of the month.

Training Hour Totals:

- Total man hours of training for July 2015 = 336 hours
- Total man hours of training in 2015 through July 31st = 3691 hours

Respectfully submitted,

Deputy Chief/ Training Officer Frank Nadell

July Maintenance Report

- July 4th set up for water fights in Redstone
- Replaced pull cord on weed eater
- Study hydraulic system on L81 Repair manual
- Replace blown hydraulic line on L81 basket
- Repair SCBA per instructions by "ROI" Warranty work
- Cover st81 EMS had dispatch activated ALL CALL on 7/6/20
- Replace right front fender flare on B81
- Fix Allen's Face mask Recall repair.
- Clean L81 And Maintenance bay scrubbed with floor cleaner
- Meetings
- Hose testing large and small diameter E84. Mass failures
- Removed all 5" from E84 replace with 3" cloth
- Hose test large diameter E85
- Hose test station 85 hose
- Hose test T85
- Recharge A84 Air cooling system
- Hose test E82
- Hose test st82
- Hose test T82
- Replaced clogged Fuel filter on U85
- Responded to 3 car MVA @ 133 & Village rd in U85 first on scene.
- Jump start E82 due to not letting run with power on. "Munk"
- Work on St82 Bay door weak contacts
- Test E83 radio
- Replace riding lawn mower belt .
- Replace wiper blades U83
- Replaced wiper blade U84
- Hose test E84
- Hose test st84
- Hose test L84
- Hose test T84
- Cover H lazy F EMS call
- Responded to Red canyon fire 2015 first crew out, line Crew.
- Paper Work
- Inventory and clean maintenance truck
- Worked on light bar U85 "out dated hard to find parts"
- Installed rebuilt radio in u85
- Mowed st81 lawns
- Set up for mountain fair and tear down
- Install back flow preventer on hydrant for fair water source at the stage.
- U81 windshield replacement a Novis Auto glass.

7/31/2015

Interest Rate

General Fund

Alpine Checking	\$	319,507.74	0.00%
Alpine Money Market Fund	\$	1,221,544.85	0.01%
TOTAL	\$	1,541,052.59	

Capital Projects Fund #1

Alpine Checking	\$	5,607.92	0.00%
Alpine Money Market Fund	\$	800,098.51	0.01%
Alpine Impact Fee Fund	\$	12,911.27	0.01%
Alpine Loan Fund Money Market	\$	697,652.59	0.01%
TOTAL	\$	1,516,270.29	

Bond Fund

Csafe	\$	115,211.02	0.18%
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Pension Fund

FPPA		\$2,157,424.16	
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Ambulance Billing Report - July 2015

Cash Collected on Accounts	\$	28,592.77
New Accounts Billed	\$	36,445.20
Medicare Assignments (Write-Offs)	\$	10,131.80
Other Write-Offs	\$	12,607.00
Amount Sent to Collections	\$	9,922.63

Aging Report

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>>90 Days</u>
\$32,383.50	\$11,966.81	\$10,716.17	\$65,065.36

Checks Issued Between Board Meetings

General Fund

Payroll	\$36,064.01	Payroll	7/2/15
Internal Revenue Service	\$8,313.00	Federal Withholding	7/2/15
Colorado Department of Revenue	\$1,979.00	State Withholding	7/2/15
Fire & Police Pension Association	\$12,598.86	Pension/457/Death & Disability	7/2/15
Payroll	\$38,706.46	Payroll	7/17/15
Internal Revenue Service	\$9,369.86	Federal Withholding	7/17/15
Colorado Department of Revenue	\$2,179.00	State Withholding	7/17/15
Fire & Police Pension Association	\$12,868.74	Pension/457/Death & Disability	7/17/15
Weber Enterprises	\$11,000.00	Master Plan draft version	7/29/15
Payroll	\$38,881.33	Payroll	7/31/15
Internal Revenue Service	\$9,351.72	Federal Withholding	7/31/15
Colorado Department of Revenue	\$2,169.00	State Withholding	7/31/15
Fire & Police Pension Association	\$12,776.62	Pension/457/Death & Disability	7/31/15
Weber Enterprises	\$11,960.00	Master Plan final	8/4/15

Capital Projects Fund

none

Miscellaneous Income

7/1-7/31

General Fund

Skybeam	\$200.00	Tower rent	
Jeff Wadley	\$10.00	Board of Directors recording	
multiple	\$505.00	donations	
Polo	\$1,000.00	special event stand by	

Capital Projects Fund

Carbondale & Rural Fire Protection Dist

AP Check Register (Current by Bank)

Check Date: 8/12/2015

Check No.	Date	Status	Vendor ID	Payee Name	Amount
BANK ID: ALPINC - ALPINE BANK - CHECKING					1122
34273	08/12/15	P	AIRGAS	Airgas USA, LLC	\$95.88
34274	08/12/15	P	AIRGAS	Airgas USA, LLC	\$209.38
34275	08/12/15	P	ASPENE	Aspen Embroidery Works, Inc	\$629.00
34276	08/12/15	P	BRAVO	Bravo Fine Catering, Inc.	\$525.00
34277	08/12/15	P	CEDAR	Cedar Networks	\$350.00
34278	08/12/15	P	CENEX	Cenex Fleet Fueling	\$2,332.13
34279	08/12/15	P	CENTUR	CenturyLink	\$468.88
34280	08/12/15	P	CENTUB	CenturyLink Business Services	\$56.21
34281	08/12/15	P	COFIRE	Colorado Division of Fire Prev	\$160.00
34282	08/12/15	P	CWMC	Colorado Wildfire & Mitigation	\$1,000.00
34283	08/12/15	P	COMCAS	Comcast Cable	\$56.44
34284	08/12/15	P	COMCAI	Comcast Internet	\$98.94
34285	08/12/15	P	CUOFCO	Credit Union of Colorado	\$616.19
34286	08/12/15	P	IFSTA	Fire Protection Publications	\$781.00
34287	08/12/15	P	GSFORD	Glenwood Springs Ford	\$333.93
34288	08/12/15	P	GRANIT	Granite Telecommunications	\$690.97
34289	08/12/15	P	HLF	H Lazy F Mobile Home Park, LLC	\$642.77
34290	08/12/15	P	HEIDIS	Heidi's Brooklyn Deli	\$210.00
34291	08/12/15	P	HOLY	Holy Cross Energy	\$378.93
34292	08/12/15	P	JOHNDE	John Deere Financial	\$32.46
34293	08/12/15	P	CITYMA	Kroger - King Soopers Customer	\$217.08
34294	08/12/15	P	LIFEAS	Life-Assist, Inc.	\$3,404.01
34295	08/12/15	P	MWATER	Marble Water Company	\$50.00
34296	08/12/15	P	METLIF	MetLife - Group Benefits	\$2,197.59
34297	08/12/15	P	MOPEST	Mountain Pest Control, Inc.	\$170.00
34298	08/12/15	P	MRI	Mountain Roll-Offs, Inc.	\$338.81
34299	08/12/15	P	NAPA	Napa Auto Parts, Inc.	\$942.04
34300	08/12/15	P	NORTHW	Northwest Colorado Council of	\$225.00
34301	08/12/15	P	PEPPIN	Peppino's Pizza, Inc.	\$204.00
34302	08/12/15	P	PHYSIO	Physio-Control, Inc.	\$1,587.00
34303	08/12/15	P	PINNAC	Pinnacol Assurance	\$6,338.00
34304	08/12/15	P	REDSAN	Redstone Water & Sanitation Di	\$270.00
34305	08/12/15	P	RELIAN	Reliance Standard Life Insuran	\$1,157.34
34306	08/12/15	P	RFRENT	Roaring Fork Rentals, Inc.	\$43.00
34307	08/12/15	P	COOP	Roaring Fork Valley Co-Op	\$94.50
34308	08/12/15	P	ROIFIR	ROI Fire & Ballistics Eq, Inc	\$2,635.12
34309	08/12/15	P	ROSENB	Rosenbauer Minnesota LLC	\$22.68
34310	08/12/15	P	SOURCE	Source Gas, LLC	\$306.94
34311	08/12/15	P	STERIC	Stericycle, Inc.	\$422.99
34312	08/12/15	P	SWALLO	Swallow Oil Company	\$42.61
34313	08/12/15	P	THEADV	The Advantage Group	\$252.06
34314	08/12/15	P	KEYPEO	The Key People Co, Inc.	\$395.00
34315	08/12/15	P	TOWNWA	Town of Carbondale	\$292.98
34316	08/12/15	P	TRAILH	Trailhead Technologies, Inc.	\$638.20
34317	08/12/15	P	VALLEE	Valley Electric Supply Inc.	\$15.00
34318	08/12/15	P	VVH	Valley View Hospital	\$353.56
34319	08/12/15	P	VERIZO	Verizon Wireless	\$683.35
34320	08/12/15	P	VIP	VIP Trash Removal	\$131.00
34321	08/12/15	P	VCOLLI	Virginia Collins	\$18.40
34322	08/12/15	P	WESTHE	Western Slope Health Care Grou	\$24,582.54
34323	08/12/15	P	WHITSI	Whitsitt & Gross, P.C.	\$228.00
34324	08/12/15	P	XCEL	Xcel Energy	\$1,657.37
BANK ALPINC REGISTER TOTAL:					\$59,584.28
GRAND TOTAL :					\$59,584.28

* 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: 8/12/2015

<u>Check No.</u>	<u>Date</u>	<u>Status</u>	<u>Vendor ID</u>	<u>Payee Name</u>	<u>Amount</u>
BANK ID: ALPINE - ALPINE BANK - CHECKING					1140
4661	08/12/15	P	XEROX	Xerox Corporation	\$1,293.38
BANK ALPINE REGISTER TOTAL:					\$1,293.38
GRAND TOTAL :					\$1,293.38

Carbondale & Rural Fire Protection Dist

Income Statement

(Original Budget to Actual Comparison)

For the period of 8/1/2015 Through 8/31/2015

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<u>Cost of Goods Sold</u>								
Property Tax	\$0.00	\$0.00	\$0.00	0.0 %	\$(1,489,467.90)	\$(1,564,693.00)	\$(75,225.10)	(4.8)%
Specific Ownership Tax	0.00	0.00	0.00	0.0	(60,369.31)	(120,000.00)	(59,630.69)	(49.7)
Interest/Penalties	0.00	0.00	0.00	0.0	(902.92)	(5,000.00)	(4,097.08)	(81.9)
Delinquent Tax	0.00	0.00	0.00	0.0	(315.80)	(1,000.00)	(684.20)	(68.4)
Abated Tax	0.00	0.00	0.00	0.0	0.00	(9,129.00)	(9,129.00)	(100.0)
Ambulance Revenues	0.00	0.00	0.00	0.0	(134,970.36)	(225,000.00)	(90,029.64)	(40.0)
Interest Income	0.00	0.00	0.00	0.0	(25.51)	(100.00)	(74.49)	(74.5)
Building Rentals	0.00	0.00	0.00	0.0	(4,375.00)	(7,200.00)	(2,825.00)	(39.2)
Contributions & Grants	0.00	0.00	0.00	0.0	(2,707.32)	(10,000.00)	(7,292.68)	(72.9)
Training Income	0.00	0.00	0.00	0.0	(50.00)	(1,000.00)	(950.00)	(95.0)
Wildfire Contracts	0.00	0.00	0.00	0.0	(2,725.12)	(10,000.00)	(7,274.88)	(72.7)
Miscellaneous Income	0.00	0.00	0.00	0.0	(4,764.27)	(5,000.00)	(235.73)	(4.7)
Total Cost of Goods Sold	\$0.00	\$0.00	\$0.00	0.0 %	\$(1,700,673.51)	\$(1,958,122.00)	\$(257,448.49)	(13.1)%
Gross Profit	\$0.00	\$0.00	\$0.00		\$1,700,673.51	\$1,958,122.00	\$(257,448.49)	(13.1)%
<u>Operating Expenses</u>								
Wages	\$0.00	\$0.00	\$0.00	0.0 %	\$768,921.12	\$1,276,135.00	\$507,213.88	39.7 %
Wildfire Wages, CRRF	0.00	0.00	0.00	0.0	1,304.21	0.00	(1,304.21)	0.0
Wages - Wildfire Prevention & Preparedne	0.00	0.00	0.00	0.0	25,121.49	30,000.00	4,878.51	16.3
Health Benefits	25,875.02	0.00	(25,875.02)	0.0	219,716.24	337,795.00	118,078.76	35.0
Pension Benefits	0.00	0.00	0.00	0.0	67,893.37	117,552.00	49,658.63	42.2
457 Contributions, District portion	0.00	0.00	0.00	0.0	5,877.05	10,000.00	4,122.95	41.2
Workers Comp	0.00	0.00	0.00	0.0	44,392.35	65,000.00	20,607.65	31.7
Volunteer Incentive	0.00	0.00	0.00	0.0	3,720.21	10,000.00	6,279.79	62.8
Medicare/FICA Tax	0.00	0.00	0.00	0.0	14,429.17	18,939.00	4,509.83	23.8
Unemployment Insurance	0.00	0.00	0.00	0.0	2,334.51	4,000.00	1,665.49	41.6
Death & Disability Policy - FPPA	1,157.34	0.00	(1,157.34)	0.0	20,969.32	31,000.00	10,030.68	32.4
Board Members Pay	0.00	0.00	0.00	0.0	0.00	8,000.00	8,000.00	100.0
Insurance	0.00	0.00	0.00	0.0	35,431.00	50,000.00	14,569.00	29.1
Treasurer Fees	0.00	0.00	0.00	0.0	33,142.85	38,000.00	4,857.15	12.8
Abated Tax	0.00	0.00	0.00	0.0	1,636.54	1,000.00	(636.54)	(63.7)
Administration Supplies/Expenses	350.00	0.00	(350.00)	0.0	10,721.77	11,000.00	278.23	2.5
Accounting	0.00	0.00	0.00	0.0	10,100.00	10,100.00	0.00	0.0
Legal Fees	0.00	0.00	0.00	0.0	14,878.00	25,000.00	10,122.00	40.5
Dues & Subscriptions	0.00	0.00	0.00	0.0	3,478.00	5,000.00	1,522.00	30.4
Administration Fuel	0.00	0.00	0.00	0.0	7,448.09	15,000.00	7,551.91	50.3
Freight & Postage	0.00	0.00	0.00	0.0	1,447.86	2,000.00	552.14	27.6
Computer Supplies	0.00	0.00	0.00	0.0	0.00	2,000.00	2,000.00	100.0
Fire/EMS Prevention Supplies/Expenses	0.00	0.00	0.00	0.0	481.98	2,000.00	1,518.02	75.9
Volunteer Dinner Program	210.00	0.00	(210.00)	0.0	3,460.29	8,000.00	4,539.71	56.7
Emergency Management	0.00	0.00	0.00	0.0	0.00	1,000.00	1,000.00	100.0
Master Plan	11,960.00	0.00	(11,960.00)	0.0	72,927.92	90,000.00	17,072.08	19.0

Carbondale & Rural Fire Protection Dist

Income Statement

(Original Budget to Actual Comparison)

For the period of 8/1/2015 Through 8/31/2015

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Master Plan Steering Committee	0.00	0.00	0.00	0.0	574.91	0.00	(574.91)	0.0
Firefighting Expenses/Supplies	0.00	0.00	0.00	0.0	4,703.35	15,000.00	10,296.65	68.6
Firefighting Fuel	0.00	0.00	0.00	0.0	1,722.73	5,000.00	3,277.27	65.5
Incident Resources	0.00	0.00	0.00	0.0	1,067.76	1,000.00	(67.76)	(6.8)
Incident Food	0.00	0.00	0.00	0.0	796.31	2,000.00	1,203.69	60.2
Wildfire Expenses, CRRF	0.00	0.00	0.00	0.0	77.15	2,000.00	1,922.85	96.1
WPPP Team Expenses	0.00	0.00	0.00	0.0	1,087.32	0.00	(1,087.32)	0.0
Medical Expenses/Supplies	511.43	0.00	(511.43)	0.0	24,547.05	22,000.00	(2,547.05)	(11.6)
Infection Control Program	0.00	0.00	0.00	0.0	0.00	500.00	500.00	100.0
Medical Fuel	0.00	0.00	0.00	0.0	2,712.51	5,000.00	2,287.49	45.7
Physician Advisor	0.00	0.00	0.00	0.0	3,500.00	3,500.00	0.00	0.0
Telephone Service	0.00	0.00	0.00	0.0	8,247.82	13,000.00	4,752.18	36.6
Cell Phones/Pagers	0.00	0.00	0.00	0.0	2,141.55	3,500.00	1,358.45	38.8
Communications Supplies/Expenses	0.00	0.00	0.00	0.0	7,848.66	3,000.00	(4,848.66)	(161.6)
Communications Center	0.00	0.00	0.00	0.0	4,788.00	4,579.00	(209.00)	(4.6)
Training - Firefighting	30.00	0.00	(30.00)	0.0	4,144.31	11,000.00	6,855.69	62.3
Training - Medical	0.00	0.00	0.00	0.0	784.73	2,500.00	1,715.27	68.6
EMT Tuitions	0.00	0.00	0.00	0.0	2,165.00	1,000.00	(1,165.00)	(116.5)
Training - Administration	0.00	0.00	0.00	0.0	341.88	500.00	158.12	31.6
Food - Training	0.00	0.00	0.00	0.0	114.52	2,000.00	1,885.48	94.3
Vehicle Repairs	0.00	0.00	0.00	0.0	2,260.18	3,000.00	739.82	24.7
Vehicle Supplies, Parts, Tires	0.00	0.00	0.00	0.0	8,090.81	20,000.00	11,909.19	59.5
Equipment Testing	0.00	0.00	0.00	0.0	6,858.12	10,000.00	3,141.88	31.4
Communications Equipment Repairs	0.00	0.00	0.00	0.0	499.77	1,500.00	1,000.23	66.7
Maintenance Contracts	0.00	0.00	0.00	0.0	20,908.85	20,000.00	(908.85)	(4.5)
Computer Repairs & Service	0.00	0.00	0.00	0.0	4,970.90	8,000.00	3,029.10	37.9
Portable Equipment Repairs	0.00	0.00	0.00	0.0	73.00	1,000.00	927.00	92.7
Building Utilities	519.81	0.00	(519.81)	0.0	42,423.87	70,000.00	27,576.13	39.4
Building Maintenance & Repairs	395.00	0.00	(395.00)	0.0	11,808.50	20,000.00	8,191.50	41.0
Building Supplies	0.00	0.00	0.00	0.0	1,773.67	20,000.00	18,226.33	91.1
Janitorial Supplies	0.00	0.00	0.00	0.0	2,687.15	1,000.00	(1,687.15)	(168.7)
Lot Rent	642.77	0.00	(642.77)	0.0	5,008.08	0.00	(5,008.08)	0.0
Miscellaneous Expenses	0.00	0.00	0.00	0.0	0.00	6,086.00	6,086.00	100.0
Emergency Reserves	0.00	0.00	0.00	0.0	0.00	90,000.00	90,000.00	100.0
Total Operating Expenses	\$41,651.37	\$0.00	\$(41,651.37)	0.0 %	\$1,548,561.80	\$2,536,186.00	\$987,624.20	38.9 %
Net Income (Loss)	\$(41,651.37)	\$0.00	\$(41,651.37)	0.0 %	\$152,111.71	\$(578,064.00)	\$730,175.71	126.3 %

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

2015 RESOLUTION NO. _____

RESOLUTION ADOPTING AN ELECTRONIC MAIL POLICY.

WHEREAS, the Carbondale & Rural Fire Protection District (“District”) is a quasi-municipal corporation and political subdivision of the State of Colorado; and Section 24-72-204.5, C.R.S., requires that political subdivisions of the State of Colorado that operate or maintain an electronic mail (“e-mail”) communications system, adopt a written policy regarding monitoring of e-mail communications and the circumstances under which it will be conducted; and

WHEREAS, Section 24-6-402(2)(d)(III), C.R.S., provides that if elected officials subject to the Colorado Open Meetings Law (Sections 24-6-401 and 24-6-402, C.R.S.) use e-mail to discuss pending legislation or other public business among themselves, the e-mail shall be subject to the requirements applicable to public meetings; and

WHEREAS, the District Board of Directors (“Board”) wishes to set forth its policy for the monitoring of e-mail communications by, to and between District personnel, and further to set forth its policy for purposes of complying with the public meetings requirements of the Colorado Open Meetings Law applicable to e-mail regarding pending legislation or other public business among the Board, and further to set forth and clarify its policy regarding use of the District’s e-mail systems;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CARBONDALE & RURAL FIRE PROTECTION DISTRICT DISTRICT, AS FOLLOWS:

1. **District E-mail System Use and Monitoring.**

(a) **District Systems.** The District’s e-mail system is a business tool owned and paid for by the District for use by employees of the District and the Board (collectively “System Users”). The e-mail system is designed to facilitate the District’s business transactions and is limited to communications solely related to District business-related subjects. The e-mail system is not to be used for communications of a personal, private, or non-business matter or nature.

(b) **Private Systems.** System Users shall use the District’s e-mail system for sending and receiving all e-mail related to District business and affairs. The use by employee System Users of private e-mail systems to conduct District business is strictly prohibited, with the exception of receiving occasional or inadvertent e-mail, which will be answered only through the District’s e-mail system. The District shall provide no support to System Users who use private e-mail systems to conduct or discuss District

business, and shall not reimburse any costs associated with such use of private e-mail systems, including damage to hardware or software resulting from District-related e-mail sent or received by private e-mail systems. Use of private e-mail systems may subject such systems and related computers and hardware to discovery orders, seizure, search and inspection in the event of litigation and public records requests.

(c) **Monitoring.** The District may periodically monitor, audit, and review e-mail messages sent and received over the District's email system at any time. The use of authorization passwords by System Users should not be construed as creating a private communication medium. All computer passwords must be divulged to the system administrator and the use of unauthorized or undisclosed passwords is strictly prohibited. System Users shall not attempt to access any system to which they are not authorized. The e-mail system should not be used to solicit outside business ventures or political, religious or other personal causes. All messages on the e-mail system can be traced to their author even after they are "deleted." The District maintains an archive of all e-mail messages for emergency backup purposes only. All e-mail messages are subject to discovery orders in litigation matters, except those e-mail messages archived for emergency backup purposes only. Additionally, correspondence in the form of e-mail may be a public record under the public records law and may be subject to public inspection under Section 24 72-203, C.R.S. E-mail is an extension of the workplace and abusive or inappropriate e-mail will subject employees to the disciplinary policies of the District, up to and including termination. Abusive or inappropriate e-mail sent by System Users over the District's system may also be governed by the appropriate ethics or disciplinary policies of the District. By using the District's e-mail system, the System User expressly consents to the District's monitoring policy, agrees to comply with all limitations on the use of the e-mail system, and understands that the e-mail system is not a private communication medium.

2. **E-mail Between Elected Officials.** Section 24-6-402, C.R.S., requires that certain e-mail between elected officials that discusses pending legislation or other public business shall be considered a public meeting. If required by Section 24-6-402, C.R.S., the District Administrator shall post a public notice of an ongoing e-mail meeting among Board members subject to the Colorado Open Meetings Law. Such notice shall inform members of the public of the ability to attend such e-mail meeting by having their names added to the distribution list. The public notice of the ongoing e-mail meeting shall provide the general topics of discussion, and shall be updated as new topics become the subject of e-mail correspondence subject to the Colorado Open Meetings Law among Board members. To facilitate attendance by the public, the District Administrator shall keep a distribution list of all persons wishing to attend such e-mail meetings. If required by the Colorado Open Meetings Law, copies of e-mail correspondence among Board members subject to such State law shall be provided to the District Administrator and forwarded to persons on the e-mail distribution list. The District Administrator shall promptly mail a copy of such correspondence by U.S. Mail to persons on the distribution

list who do not have e-mail capability. The District Administrator shall keep a printed copy of all e-mail subject to the provisions of the Colorado Open Meetings Law among Board members, which shall be available for public review. Any correspondence between Board members in the form of e-mail may be a public record under the Public Records law and may be subject to public inspection under Section 24-72-203, C.R.S. No policy, position, resolution, rule or regulation shall be approved, or formal action shall be taken via e-mail. Directions regarding implementation of policies, positions, resolutions, rules or regulations and direction to staff regarding administrative matters shall not constitute approval of a policy, position, resolution, rule or regulation or formal action.

3. **Severability.** If any part, section, subsection, sentence, clause or phrase of this Resolution is for any reason held to be invalid, such invalidity shall not affect the validity of the remaining provisions.

4. **Effective Date.** This Resolution shall take effect and be enforced immediately upon its approval by the Board.

Adopted this 12th day of August, 2015.

Carbondale & Rural Fire Protection District

By: _____

Eugene K. Schilling, President

ATTEST:

By: _____

Louis Eller, Secretary

SCENARIO 2
STATIC STATE FUND BALANCE ESTIMATES - ALPINE LOAN CHARGED TO FUND BALANCE

Calendar Year Fiscal Year	Base year 2015	Year 1 2016	Year 2 2017	Year 3 2018	Year 4 2019	year 5 2020
ECONOMIC ASSUMPTIONS						
EMS/Ambulance Call Volume	660	668	676	684	692	701
% Increase	1.20%	1.20%	1.20%	1.20%	1.20%	1.20%
Gross Assessed Property Value	275,863,200	346,208,316	346,208,316	387,753,314	387,753,314	395,508,380
% Increase	0%	25.50%	0%	12%	0%	2%
Wage Adjustment		2%	2%	2%	2%	2%
Health Insurance Adjustment		8%	8%	8%	8%	8%
General Expense escalator		2.80%	2.80%	2.80%	2.80%	2.80%
REVENUES						
Mil Levy	5.903	5.903	5.903	5.903	5.903	5.903
Change		0%	0%	0%	0%	0%
Estimated Gen Operating Revenue	1,628,420	2,043,668	2,043,668	2,288,908	2,288,908	2,334,686
Delinquent Taxes	1,000	1,032	1,066	1,100	1,135	1,172
Abated Taxes	9,129	9,423	9,727	10,041	10,365	10,699
Specific Ownership	120,000	123,870	127,865	131,988	136,245	140,639
Ambulance Fees	225,000	232,256	239,747	247,478	255,460	263,698
Other Fees						
Interest & Miscellaneous	38,300	39,535	40,810	42,126	43,485	44,887
Impact Fees	1,000	1,032	1,066	1,100	1,135	1,172
Other Revenue	200	206	213	220	227	234
Total Other Revenue	394,629	407,356	420,493	434,054	448,052	462,502
Total Revenues	2,023,049	2,451,023	2,464,161	2,722,962	2,736,960	2,797,188
EXPENDITURES						
Personnel	1,578,626	1,610,199	1,642,402	1,675,251	1,708,756	1,742,931
Health Insurance	337,795	364,819	394,004	425,524	459,566	496,332
Current Operating	619,765	544,598	566,529	582,392	598,699	615,463
Equipment	43,704					
Lease Purchase Payments	112,036	112,036	112,036	112,036	112,036	112,036
Current Major Capital Items						
Transfer to Pension Fund	63,727	65,511	67,346	69,231	71,170	73,163
Other						
Adjustments		21,500		15000		15000
Total Expenditures	2,755,653	2,718,663	2,782,317	2,879,434	2,950,227	3,054,923
Adjustment- not spending emergency res.	(90,000)	-	0	0	0	0
Adjusted Total Expenditures	2,665,653	2,718,663	2,782,317	2,879,434	2,950,227	3,054,923
FUND BALANCE SUMMARY						
Ending Combined Fund Balance	1,692,641	1,425,002	1,106,845	950,373	737,106	479,370
Restricted Amount	646,241	544,203	442,165	340,127	238,089	136,051
Unrestricted Combined Fund Balance	1,046,400	880,799	664,680	610,246	499,017	343,319

Jenny Cutright

From: John Colson <jbcolson51@gmail.com>
Sent: Monday, July 27, 2015 3:59 PM
To: Jenny Cutright
Subject: Re: Agenda for Special Board Meeting - Wednesday, July 29 at 12:00

Hey, Jenny, thanks for the agenda. In the future, is there any way we can get it a little earlier, so we can alert any members of the public that might want to attend and learn? For instance, to publicize this Wednesday's meeting, we would need to have gotten the agenda a week earlier in order to get it into the paper in time (we come out on Thursdays, but our news deadline is on Tuesdays). Please advise, and thanks, again.

John

On Mon, Jul 27, 2015 at 3:55 PM, Jenny Cutright <cutright@carbondalearg.org> wrote:

Attached is the agenda for Wednesday's meeting.

Jenny

Jenny Cutright

Financial Manager

Director of Human Resources

Carbondale & Rural Fire Protection District

300 Meadowood Drive

Carbondale, CO 81623

www.carbondalearg.org

[970-963-2491](tel:970-963-2491)



Memo

To: Carbondale & Rural Fire Protection District Board of Directors

From: Mark Chain & Leslie Lamont

Date: August 7, 2015

Re: C&RFPD Master Plan Study

The Master Plan Steering Committee held their final meeting August 5, 2015. The purpose of that meeting was to review the draft Master Plan Study and make comments to the Board regarding the Plan.

The Committee met seven times over the course of five months. The role of the Committee was to “serve as the eyes and ears of the board of Directors and the Master Plan Consultants. The Committee members will help guide the process and ensure that all options and issues related to future safety, fire fighting and emergency medical services have been considered and nothing has been left unexamined.”

Starting in July the Committee began to review parts of the Master Plan Study. The Almont study became available the week of July 6th. Mark Chain’s financial and other sections were made available and discussed at the July 15 and July 22 meetings. RRC’s survey results and FootSteps Marketing products were presented at the July 15 meeting. Almont made their presentation to the Committee on July 29. The final section of the Plan, the Public Outreach Process Summary, was distributed to the Committee Tuesday August 4, 2015.

At their August 5, 2015 meeting, the Committee considered making comments and/or recommendations to the Board regarding the Master Plan first and distinct from comments and/or recommendations to the Board regarding a future ballot measure. The Committee agreed to that format.

Master Plan

Related to the review of the Master Plan the Committee voted 7-1 (three members abstained which included Carl and Mike given their Board status) in favor of making the following recommendation to the Board:

With one exception, the Steering Committee recommends an endorsement of this Plan to the Board to use as a **TOOL** for moving forward. The one exception is to direct Almont to change the response time maps to reflect the reality that all responses to calls originate from Station 81. The maps reflect what *could* happen if all the stations were staffed on a 24/7 basis but the general public should not be confused.

On a final action related to the review of the Master Plan, Ray Sauvey requested to review some other questions and concerns found in the document that he wanted the Committee to consider as part of their review. However, the Committee decided that they wanted to take keep moving and did not take up Ray's items. Ray was offered the opportunity to draft a "minority report" for the Board's review.

Ballot Measure

Each member of the Committee responded to four questions that were put forth by Carl Smith regarding a future ballot measure. The Committee agreed to respond to the questions and allow their "responses" to be the Committee's advice to the Board. The Committee elected not to draft a Committee recommendation or attempt to synthesize their responses into a consensus. Attached to this memo is a chart that lists their responses.

Steering Committee Member	Should there be an election to increase the mil levy?	What amount of a mil levy increase?	When should the election occur?	Should there be a Sunset Clause?
Chuck Torinus	Yes. My inclination is you have one shot make it work.	Business models do work: 1.5-2 mils	November of 2017	Not that big of a deal but folks may be more sensitive
Hank van Berlo	Yes. The Board should engage the public personally.	I agree that a thoughtful increase should be done at one time.	Adamantly not this Nov. There is already an increase in property taxes, other items on the ballot. The Board will be well placed to convince voters of an increase in conjunction with May election = 8 months to work on Almont plan, econ. model, no other ballot issues, good opportunity for candidates.	Need to include one of 5 or 6 years. Agree with M. Hassig that the Board should adopt a policy that would rebate to voters if a trend line shows more taxes generated than the District requires.
HP Hansen	Yes.	A minimal amount but can't speak to the amount until we know what kind of District we will have.	I originally thought Nov. of 2015 but there is a fair amount of education that needs to happen. The District has grown & it's a big deal.	Why the hell not.
Tom Flynn	Yes.	There is 1 chance in 5 years. Get 2 mil in one shot as the deficits are creating a deeper hole to climb out. Advise against small, incremental mil levies.	Not 2015; either spring or fall of 2016. Not sure people voting will ignore this question due to other items on a Nov. 2016 ballot. Need to gain the support of the 26% who said they had no opinion of the District in the RRC survey.	Mixed. History says you need to & due to real estate dips. 4-6 years should guarantee that the recommendations of the Plan are accomplished.

Steering Committee Member	Should there be an election to increase the mil levy?	What amount of a mil levy increase?	When should the election occur?	Should there be a Sunset Clause?
Laura Van Dyne	Yes.	Not sure. Like the small incremental increases.	Spring or Fall of 2016	No sunset if going with a small increment; if going with a bigger mil then sunset but go later than 2016 to provide time for more education.
Joe Enzer	The model says w/out money the District is tearing apart. Yes.	1-1.5 mil if fall of 2015. If District waits until 2016 then go for 2 mil; money comes in 1/2017 & remember District may continue to get revenue bumps from increased property values.	The Plan is a good tool. Fall of 2016 gives enough time to implement the Plan & convince the public of the fiscal difficulties. Should separate from May Board election. If request is in 2016 puts District on opposite years of property revaluation cycle, maybe less controversy.	Yes – 2 year although it is bothersome. That is not enough time to know what you are doing.
Michael Hassig	Yes.	I am skeptical of asking for small amounts often. District has 1 chance in 5 years. Get the amount right. You need at least 2 mil.	The longer you wait the bigger the hole. Can folks organize & back this thing; can you get this done this year? Not sure.	Need to include one of 5 or 6 years for better Plan implementation. But the Board should adopt a policy that would rebate to voters if a trend line shows more taxes generated than the District requires or anticipated.
Ray	Not until there is a level of credibility to make sure it passes. Education is needed so the public can see implementation of Plan & build public trust. Yes but not until that happens.	I support the Chain recommendation of 2 mils. I am not in favor of nickel & diming voters. Need to remember that votes will already be getting a tax “increase” because of increase in valuations.	Not Nov. 2015. We need time to sell and build credibility with the public.	Need to include one of 5 or 6 years. Agree with M. Hassig that the Board should adopt a policy that would rebate to voters if a trend line shows more taxes generated than the District requires.