

Carbondale & Rural Fire Protection District
Meeting of the Board of Directors
January 14, 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
 - 3. Resolution 2015-001, 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. Master Plan Study Update, Mike Kennedy
 - 2. Other
- H. New Business
 - 1. SEMTAC meeting - 1/8/15, Carl Smith
 - 2. Other
- I. Adjourn

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE MEETING

BOARD OF DIRECTORS

CARBONDALE FIRE HEADQUARTERS

DECEMBER 10, 2014

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on December 10, 2014 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 5:34 p.m. Directors present were Mike Kennedy, Louis Eller and Carl Smith. Also present were Ron Leach, Jenny Cutright, Eric Gross, Rob Goodwin, Bill Gavette, Jake Spaulding, Allan Ingram, Logan Piccolo, Garrett Kennedy, Tom Flynn and Vickie Smith. Director Bob Emerson was absent.

CHANGES TO AGENDA

There were no changes to the agenda.

CONSENT AGENDA

The items on the consent agenda were: Approve the Minutes of the October 20, 2014 Special Meeting, Approve the Minutes of the October 27, 2014 Special Meeting, Approve the Minutes of November 12, 2014 Regular Meeting, Approve the Minutes of the December 1, 2014 Special Meeting and Approve Current Bills.

MOTION: made to approve the consent agenda. It carried and passed 4-0.

PERSONS PRESENT NOT ON THE AGENDA

No members of the public had any comments.

2015 BUDGET ADOPTION

MOTION: made to reconvene the public hearing regarding the 2015 budget 5:34 p.m. It carried and passed unanimously.

Gene Schilling asked the public for comments on the proposed 2015 budget. There were no comments from members of the public.

Gene Schilling asked for comments from the Board of Directors. General discussion regarding a phone conference system followed.

Gene Schilling asked the staff for comments on the proposed 2015 budget. Ron Leach said that he proposed the idea of \$500 bonuses for the paid staff at the last meeting. He said he would like

to issue these since there are no raises budgeted for 2015 and it is a nice way to acknowledge the employees. He added the total of the bonuses will not create the need for a supplemental general fund budget.

MOTION: made to give each employee a \$500 bonus. Carl Smith noted that he was reluctant to issue a bonus because of the current financial situation but would vote in favor. Gene Schilling said that when the Town of Carbondale was in similar financial problems, the town council saw there was budgeted money left at the end of the year and issued a bonus to employees and it was well received. Louis Eller noted that the budget was well under the expected amount and supported bonuses since there has been a bigger burden placed on the staff in 2014. It carried and passed unanimously.

Ron Leach said that the 24 hour paid staff works a different schedule that most people are used to. He said they work 48 hours on shift and 96 off. He said that is a 6 day cycle in 7 days, during a 28 day period. He said that because employees are paid bi-weekly, it amounts to a significant fluctuation in their pay. He said the 24 hour shift employees have asked to level out their pay by taking the annual amount they would make and dividing it by 26 pay periods. He said that the staff has been studying this idea for about six months. He noted that by leveling out the pay, it makes it easier for those employees with their personal budgets. He added he supports trying the idea and would like to implement it on January 1, 2015. He noted this change would only be for those employees on the 48/96 work schedule. He added that the other part of the discussion is how the paid time off (PTO) is issued and used. He said there are currently three categories of PTO issued and the staff is working on how to combining them in to one category and keep it equitable to both the employee and the district.

Gene Schilling questioned if the method of paying an average amount is allowed by the IRS for this classification of employees. Ron Leach said that it has been researched by Eric Gross and is allowed. Further discussion regarding paying overtime and what level PTO is paid out at when an employee leaves the District followed. Ron Leach said that before any change is made with the PTO, a short term disability plan for the firefighters needs to be looked at. He said the FPPA policy is for long term disability and if someone gets injured on the job, there is good coverage between work comp and the VFIS policy. He said that there is currently 1 employee out with an injury but he does not have enough time in his PTO bank to cover the 6 months he is expected to be off before he is released for full duty. He said that firefighters generally cannot come in and work light duty like the administrative employees. He said that he would like to look at short term disability costs along with reviewing the PTO offered. He added that this is an effort to retain employees and offer the benefits needed.

Carl Smith asked about the changes in paying 24 hour shift employees. Further discussion followed. Eric Gross noted that this is not an uncommon way to pay 24 hour shift firefighters. Ron Leach added that if the method doesn't work well, it can be changed back to the old way.

MOTION: made to close the public hearing regarding the 2015 budget 6:08 p.m. It carried and passed unanimously.

MOTION: made to adopt Resolution 2014-008, 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, 2015 and ending on the last day of December, 2015. It carried and passed 3-1, with Carl Smith opposing.

MOTION: made to adopt Resolution 2014-009, A Resolution Levying General Property Taxes for the Year 2015, to help Defray the Costs of Government for the Carbondale & Rural Fire Protection District, Colorado, for the 2015 Budget Year. It carried and passed unanimously.

MOTION: made to adopt Resolution 2014-010, 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 2015 Budget Year. It carried and passed unanimously.

MOTION: made to adopt Resolution 2014-011, A Resolution Designating all Year-End Fund Balances as a "Reserve Increase". It carried and passed unanimously.

MOTION: made to adopt Resolution 2014-012, A Resolution Appropriating Additional Sums of Money to Defray Expenses in Excess of Amounts Budgeted for the Carbondale & Rural Fire Protection District, Colorado. Carl Smith asked the reason for the capital projects fund supplemental budget. Ron Leach said it was due to purchasing additional radios. It carried and passed unanimously.

FINANCIAL REPORT

Ambulance Write Off Reconciliation Ron Leach said that this issue is a follow up to the discussion in November regarding the ambulance write offs. He reviewed the write offs presented in November and the reasons they were written off. He reviewed two additional ambulance bills he approved for write off based on the ambulance billing policies.

OLD BUSINESS

Master Plan Study Update Mike Kennedy said that the Master Plan Study committee met before Thanksgiving to discuss the Request for Proposal. He said that comments were incorporated from the committee and Board of Directors into the document. He said the RFP was sent to 8 consultants, with a deadline of December 19 at 4 pm. He said that once the proposals are received, the committee will meet again to make a short list to propose to the Board of Directors. He said the committee will have a short list ready for the January 14, 2015 Board of Directors meeting. He suggests the Board of Directors interview the finalists.

Mike Kennedy said that committee would like to find a consultant who will give the District ideas for the future plans, be available to update the plan as time goes on and who can assist in the future as needed. He said the committee will review the proposals after the deadline and then meet to discuss them on December 30.

Village Smithy Louis Eller thanked Ron Leach and Gene Schilling for starting the monthly Coffee with the Chiefs at the Village Smithy. He said that they have both made themselves available to the public.

NEW BUSINESS

Annual Holiday Party Rob Goodwin said the annual volunteer holiday party will be held on January 10 and it will be a potluck event.

Marble Town Council Louis Eller said he gave a report on the Fire District at the Marble Town Council meeting in October. He said it was very well received. He added that he attended the Redstone Grand Illumination the day after Thanksgiving as both a firefighter and a District representative. And he drove Santa to the Marble Hub another day and gave the kids in attendance a fire truck ride.

MOTION: made to adjourn the Board of Directors meeting at 6:43 p.m. It carried and passed unanimously.

Respectfully submitted,

Jenny Cutright, Recording Secretary

Gene Schilling, President

Deputy Chief Operations Report January 2015

Responses –

As of December 31, 2014 we have responded to 1052 calls for service.

- 569 EMS calls including 92 motor vehicle accidents.
- 74 Fire responses. These include all fire calls, gas leaks, spills, CO responses, etc.
- 161 Fire alarm responses
- 246 Service and Good Intent responses. These include smoke/odor checks, citizen assist, cancelled enroute etc.

Response Comparison – Month

- Dec 2014 - **81**
- Dec 2013 - **92**
- Dec 2012 - **99**
- Dec 2011 - **81**

Response Comparison - YTD

- 2014 - **1052**
- 2013 - **1062**
- 2012 - **1082**
- 2011 - **873**

EMS Transports – YTD

- 2014 - **381**
- 2013 - **449**
- 2012 - **465**
- 2011 - **361**

EMS Non-Transports - YTD

- 2014 - **188**
- 2013 - **194**
- 2012 - **161**
- 2011 - **179**

ALS Calls – YTD

194

BLS Calls – YTD

187

ALS Calls – December

13

BLS Calls – December

9

Fire Calls – December

Structure Fires

3

Wildland Fires

0

Vehicle Fires

0

False Alarms

17

Fire Calls – YTD

Structure Fires

13

Wildland Fires

11

Vehicle Fires

8

False Alarms

161

Response Staffing –

Starting in July 2014, we began using a new software program to manage our staffing for paid and volunteer members. The program is called Fire Manager. The program is web-based and allows for volunteers to schedule their shifts at Station 81. In the past, we have been limited in our ability to provide volunteers with the options of random shift scheduling. Volunteers can now sign up for shifts at any time and any day of the month. This has proven to be a helpful tool to allow folks to participate as their schedules allow and it helps us to know who will be on duty in advance. Finally it also shows us very clearly where we do not have coverage that we need and we can try to fill those spots.

Response Staffing cont.... –

In the last 5 ½ months of 2014 we had 35 volunteers who requested shifts and were signed up to be on duty. Some of the time breaks down as follows:

- Special Event signup only (Mtn Fair, Open House etc) 3 members
- In accurate signup (signed up but not showing up) 2 members
- One time signup or under 24 hours of shift time 6 members
- Regularly scheduled shift volunteers (100+ hours) 19 members
- Semi regular shift volunteers 5 members

We are also working to develop staffing plans for how we respond during the weekday using the paid admin staff on duty who also have operational responsibilities. This includes deputy chiefs, EMS coordinator and potentially maintenance personnel.

The emphasis of this staffing is to ensure that “First Due” responses are as adequately staffed as possible. We already use this staff for second and third due responses and have done this for years. This type of staffing is difficult to implement due to the fact that many of these staff members have other duties that require them to be at a number of meetings, appointments and their job load in general.

Projects, Outreach, Other stuff –

- Coordinating scheduling program for paid staff and volunteers
- Training new members who joined CRFPD at July meeting
- Budget planning for 2015 budget year
- Developing New Member application/acceptance process with membership committee
- Taught CPR to RFHS teachers, coaches and staff
- Hauled water for Town of Carbondale ice rink at rodeo grounds
- Master plan committee meetings

Respectfully submitted
Rob Goodwin
Deputy Chief



Board of Directors Report

Bill Gavette, Deputy Chief

January 2015

Completed Plan/Code Reviews

- True Nature Subdivision, Final Plat, Town of Carbondale
- Marble Distilling Company, fire alarm system, Town of Carbondale

Pending/On-going Plan/Code Reviews

- Town of Carbondale, land use & zoning code review
- Medical Office Building, 1199 Village Road, Town of Carbondale
- Carbondale Community Partnership, Town of Carbondale
- Habitat Restore redevelopment, Garfield County
- Colorado Med, butane extraction, Town of Carbondale
- Cerise, minor subdivision review, Garfield County

Inspections

- Marble Distilling Company, construction inspection, Town of Carbondale
- Faith Lutheran Childcare, general inspection, Town of Carbondale

Other Projects

- Master planning committee
- Garfield County Wildland Fire Mitigation Grant
- CPR, BLS for Healthcare Providers, Redstone

Board of Directors Training Program report: January 2015

2014 Training Program review

- In January CRFPD conducted a number of American Heart Association CPR refresher courses. 43 members of the fire district and police department obtained certification.
- In collaboration with Colorado Mountain College an Emergency Medical Technician Basic course was held in our training facilities. The course was coordinated by Chief Leach.
- In January CRFPD hosted an EMTAC sponsored Advanced Cardiac Life Support Course. 8 CRFPD members obtained certification along with members from neighboring agencies.
- In February CRFPD hosted an EMTAC sponsored regional Pediatric Education for Pre-Hospital Providers course. 8 CRFPD members obtained certification along with members from neighboring agencies.
- -Dr. Stahl, our Physician Advisor, held 4 quality assurance and critical run review sessions with our members.
- Carbondale Fire supported 2 members in Paramedic certification training. Both members successfully completed their training and obtained national and state certification.
- In April CRFPD held numerous Wildland Firefighter safety refresher courses. These courses are required for firefighters to maintain their Incident Qualification Cards to be able to fight federal fires and serve as a good refresher for all wildland firefighters. One of the courses was conducted with the Upper Colorado River Interagency fire crew.
- In May, CRFPD in collaboration with Basalt, Aspen and Snowmass Fire districts conducted Firefighter 1 practical and live fire testing to meet state certification requirements. We also collaborated with area agencies to successfully apply for grant funding to hold a Hazardous Materials Operations course which was held in June.
- 11 new volunteer members joined the fire district in 2014. Numerous new member orientation classes were conducted for those members to better assimilate into their roles as first responders.
- Carbondale Fire supported 2 members in Emergency Medical Technician Intermediate certification training. Both members successfully passed the course and have obtained state certification. In all 5 CRFPD members attended the course.
- In October CRFPD held 3 well attended Obstetrics trainings with Dr. Steve Lewis.
- In November the Fire District Chiefs conducted a well attended Incident Command System I-200 course. The course was built around several local incident scenarios including a large flood event in Marble.

Throughout the year the training program provided a variety of monthly EMS, Fire and Rescue continuing education training classes. In total the members of the fire district completed 5943 man hours of training in 2014. It is my opinion that even with limited program funding and staffing the fire district training program has helped maintain a good level of preparedness for the first responders to the citizens of the district.

Respectfully submitted,

Frank Nadell

Deputy Chief/ Training Officer

December report maintenance

- Wax bunker gear room floors.
- Clean and tear down of ice and water machine.
- Replaced both flags.
- T84 tire was flat due to valve stem low pressure sensor not being screwed on.
- E84 torque lug nuts due to one been lose.
- E84 rear drive and maker lights stopped working. Wire damage due to mag chloride
- St81 bay lights, replaced all lamp that were burnt out.
- St81 day room lamps replaced
- St82 replaced thermostat.
- St82 replaced zone valve.
- Snow removal.
- Chained st83 trucks
- Installed plow on 4wheeler st83
- Mouse traps placed around stations
- Checked stations for missing chain saw. Not found.
- Cleaned batteries on brush81
- Rotate tires A84
- Rotate tires A82
- Rotate tires A81
- Training on heritage park virus
- L81 organize with A shift.
- Coverage A shift as bat8. co call and fire alarm. With frank.
- Meetings
-
- Happy holidays Thanks for what you do. Josh and Kevin

- End of report.

12/31/2014

Interest Rate

General Fund

Alpine Checking	\$	169,242.28	0.00%
Alpine Money Market Fund	\$	571,510.93	0.01%
TOTAL	\$	740,753.21	

Capital Projects Fund #1

Alpine Checking	\$	9,594.25	0.00%
Alpine Money Market Fund	\$	850,049.22	0.01%
Alpine Impact Fee Fund	\$	9,990.63	0.01%
Alpine Loan Fund Money Market	\$	757,132.11	0.01%
TOTAL	\$	1,626,766.21	

Bond Fund

Csafe	\$	115,411.86	0.12%
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Pension Fund

FPPA		\$2,090,374.53	4.80%
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Ambulance Billing Report - December 2014

Cash Collected on Accounts	\$	18,076.87
New Accounts Billed	\$	23,731.00
Medicare Assignments (Write-Offs)	\$	6,818.91
Other Write-Offs	\$	6,066.93
Amount Sent to Collections	\$	3,111.60

Aging Report

0-30 Days	31-60 Days	61-90 Days	>90 Days
\$24,306.81	\$21,726.81	\$5,184.05	\$220,511.82

Checks Issued Between Board Meetings

General Fund

Payroll	\$37,901.08	Payroll	12/5/15
FPPA	\$12,364.31	Pension/457/Death & Disability	12/5/15
IRS Deposit	\$8,191.39	Federal Withholding	12/5/15
Payroll	\$33,592.36	Payroll	12/19/15
FPPA	\$11,836.81	Pension/457/Death & Disability	12/19/15
IRS Deposit	\$7,586.22	Federal Withholding	12/19/15
State Tax Withholding	\$3,797.00	State Withholding	12/19/15
Payroll	\$35,487.06	Payroll	1/2/15
FPPA	\$12,758.20	Pension/457/Death & Disability	1/2/15
IRS Deposit	\$7,521.59	Federal Withholding	1/2/15
State Tax Withholding	\$1,896.00	State Withholding	1/2/15

Capital Projects Fund

none

Miscellaneous Income

12/1-12/31/14

General Fund

Skybeam	\$200.00	Tower rent
Roaring Fork Coop	\$260.61	equity
Christmas Boutique	\$309.13	donation
Mike Kennedy	\$1,265.95	donation
Holy Cross	\$208.17	equity
Near New Store	\$1,000.00	donation
Polo Club	\$500.00	EMT standby

Capital Projects Fund

none

Carbondale & Rural Fire Protection Dist

AP Check Register (Current by Bank)

Check Date: 1/14/2015

Check No.	Date	Status	Vendor ID	Payee Name	Amount
BANK ID: ALPINC - ALPINE BANK - CHECKING					1122
33863	01/14/15	P	ACE	Ace Hardware	\$150.75
33864	01/14/15	P	AIRGAS	Airgas Intermountain, Inc.	\$208.30
33865	01/14/15	P	ALLSTA	All State Communications, Inc.	\$229.00
33866	01/14/15	P	ASPENE	Aspen Embroidery Works, Inc	\$276.92
33867	01/14/15	P	ASPEN	Aspen Maintenance Supply, Inc.	\$159.60
33868	01/14/15	P	BEIJIN	Beijin Tokyo	\$420.00
33869	01/14/15	P	BOUNDT	Bound Tree Medical LLC	\$45.80
33870	01/14/15	P	CENEX	Cenex Fleet Fueling	\$1,307.85
33871	01/14/15	P	CENTUR	CenturyLink	\$321.73
33872	01/14/15	P	CENTUB	CenturyLink Business Services	\$55.94
33873	01/14/15	P	COFIRE	Colorado Division of Fire Prev	\$20.00
33874	01/14/15	P	COMCAS	Comcast Cable	\$34.48
33875	01/14/15	P	CRAIGF	Craig Fire & Safety	\$1,387.50
33876	01/14/15	P	CROSS	Cross Propane & Supply, Inc.	\$1,580.07
33877	01/14/15	P	CYMA	Cyma Systems, Inc.	\$695.00
33878	01/14/15	P	DAHL	Dahl of Glenwood	\$339.96
33879	01/14/15	P	GRAING	Grainger Inc.	\$261.23
33880	01/14/15	P	GRANIT	Granite Telecommunications	\$654.30
33881	01/14/15	P	HLF	H Lazy F Mobile Home Park, LLC	\$1,723.10
33882	01/14/15	P	HOLY	Holy Cross Energy	\$644.16
33883	01/14/15	P	ICP	In Compliance Products, Inc.	\$25.00
33884	01/14/15	P	CITYMA	Kroger - King Soopers Customer	\$246.42
33885	01/14/15	P	LIFEAS	Life-Assist, Inc.	\$37.38
33886	01/14/15	P	MWATER	Marble Water Company	\$50.00
33887	01/14/15	P	MEDMIN	Michael E. Edminister	\$3,000.00
33888	01/14/15	P	MOPEST	Mountain Pest Control, Inc.	\$228.00
33889	01/14/15	P	MRI	Mountain Roll-Offs, Inc.	\$292.28
33890	01/14/15	P	PEPPIN	Peppino's Pizza, Inc.	\$92.09
33891	01/14/15	P	PINNAC	Pinnacol Assurance	\$6,933.96
33892	01/14/15	P	REDROD	Red Rock Diner	\$88.70
33893	01/14/15	P	REDSAN	Redstone Water & Sanitation Di	\$261.00
33894	01/14/15	P	RELIAN	Reliance Standard Life Insuran	\$1,058.34
33895	01/14/15	P	COOP	Roaring Fork Valley Co-Op	\$80.68
33896	01/14/15	P	RZERNI	Ryan Zernis	\$807.20
33897	01/14/15	P	SOURCE	Source Gas, LLC	\$2,152.87
33898	01/14/15	P	STERIC	Stericycle, Inc.	\$350.29
33899	01/14/15	P	SWALLO	Swallow Oil Company	\$70.49
33900	01/14/15	P	KEYPEO	The Key People Co, Inc.	\$395.00
33901	01/14/15	P	TRAILH	Trailhead Technologies, Inc.	\$638.20
33902	01/14/15	P	USPOST	U.S. Post Office	\$98.00
33903	01/14/15	P	VALLEE	Valley Electric Supply Inc.	\$585.18
33904	01/14/15	P	VERIZO	Verizon Wireless	\$685.16
33905	01/14/15	P	VFIS	VFIS	\$11,536.00
33906	01/14/15	P	VIP	VIP Trash Removal	\$131.00
33907	01/14/15	P	WESTHE	Western Slope Health Care Grou	\$28,901.35
33908	01/14/15	P	WHITEH	White House Pizza	\$80.00
33909	01/14/15	P	WHITSI	Whitsitt & Gross, P.C.	\$845.00
33910	01/14/15	P	XCEL	Xcel Energy	\$1,420.59
33911	01/14/15	P	ZOLL	Zoll Data Systems	\$630.00
BANK ALPINC REGISTER TOTAL:					\$72,235.87
GRAND TOTAL :					\$72,235.87

* 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: 1/14/2015

<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
4651	01/14/15	P	XEROX	Xerox Corporation	\$574.96
BANK ALPINE REGISTER TOTAL:					\$574.96
GRAND TOTAL :					\$574.96

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

**Resolution No. 2015-001
Series of 2015**

**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 14, 2015

ATTEST:

CARBONDALE & RURAL FIRE
PROTECTION DISTRICT

Secretary

Vice-President