

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

### **MINUTES OF THE MEETING**

### **BOARD OF DIRECTORS**

### **CARBONDALE FIRE HEADQUARTERS**

**NOVEMBER 12, 2014**

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on November 12, 2014 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 5:30 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, Will Handville, Dean Perkins, Paul Herr, Ron Kroesen, Jake Spaulding, Tom Flynn, Mo Shalabi, Mark Chain, Joanne Teeple, Jeff Wadley, Ray Sauvey and Lynn Burton.

### **CHANGES TO THE AGENDA**

Jenny Cutright asked the Board of Directors to add Resolution 2014-007 Credit Union of Colorado Annual Credit Card Agreement. The addition was verbally approved by the Board of Directors.

### **CONSENT AGENDA**

The items on the consent agenda were: Approve the Minutes of the October 8, 2014 Regular Meeting, Approve Current Bills and Balances, Ambulance Account Status

**MOTION:** made to approve the consent agenda. There were questions on the ambulance write offs. Staff will have answers on the discrepancy between the write offs report and the collections report at the next meeting. Ambulance write offs were removed from the consent agenda. There was no vote on the motion and the motion was changed to:

**MOTION:** made to approve Resolution 2014-007, Credit Union of Colorado Annual Credit Card Agreement. It carried and passed unanimously.

**MOTION:** made to approve the Minutes of the October 8, 2014 Regular Meeting. It carried and passed 3-0, with Bob Emerson and Carl Smith abstaining due to their absence at that meeting.

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

No members of the public had any comments

## **PUBLIC HEARING REGARDING 2015 BUDGET**

President Gene Schilling called the public hearing to order at 5:35 p.m.

Carl Smith asked if there were any changes to the budget. Ron Leach said that only the master plan amount has been changed.

Lynn Burton said that he listened to the recording of the October 8, 2014 meeting. He said that it is hard to hear and asked if there was anything in the 2015 budget to upgrade the recording device used. Ron Leach said that recording systems have been researched and he would be recommending to the Board of Directors to budget \$1000 for a new recording device.

Carl Smiths 2015 Budget Comments Carl Smith said that he rewrote his memo from October 8, 2014 and tried to clarify his comments. He distributed a memo with budget comments. Gene Schilling said that a work session would be a good time to discuss the comments, since the rest of the Board of Directors had not had the opportunity to review the memo. Ron Leach responded to some of the comments Carl Smith made in his memo.

*Wages* - Ron Leach said in the wages category there were three full time positions eliminated. He said those changes were made a few months into 2014 so some wages for those employees are in the 2014 budget. He also said that \$30,000 in wages from the wildfire program donation is included. He noted that the additional funds are budgeted for 2015.

*Hiring Freeze* - Carl Smith asked if the Board of Directors wanted to take formal action on a hiring freeze. Ron Leach said that there are three paid personnel on each shift. He said that the minimum staffing calls for two on each shift. He said that three people are needed on each shift to cover minimum staffing when someone is on vacation or sick. Ron Leach said that one paid responder is having surgery and will be unable to perform his duties as a firefighter for 4-6 months. Ron Leach said that he was able to move the fourth captain to that shift and hired a temporary firefighter to cover the shift so minimum staffing can be maintained. Discussion followed. Carl Smith agreed that a temporary hire to cover an open position is not part of a hiring freeze.

*Building Rental* - Ron Leach said the District trades rent for shift work with some of our tenants. He said the budgeted amount is a realistic number.

*Board Member Pay* – Carl Smith said that he would not take his Board of Directors pay and suggested using it for gear for the outlying stations.

*Operations Division* - Gene Schilling said in the memo it lists six supervisors to for five staff members, but that does not take in to account the 80 volunteers that need supervisors.

*Ambulance Fleet Reduction* – Carl Smith said that he is familiar with the Colorado Department of Public Health & Education (CDPHE) grant process. He said that a waiver can be applied for that can reduce a District's portion of a grant down to 10%. He said that he thinks the District

could obtain a CDPHE grant but feels having four ambulances in the fleet would reduce the chances. Discussion regarding selling an ambulance followed. Bob Emerson said that it does not make sense to sell a piece of equipment that is already paid for and is being maintained.

Discussion regarding the possibility of applying for a grant for a new ambulance followed. Ron Leach noted the newest ambulance the District owns was obtained six years ago with a grant.

*Communications Trailer* – Carl Smith said that he did not know the Town owned the trailer jointly with the District. Gene Schilling noted that the town does maintenance on the trailer and recently put new tires on it.

*Cardiac monitors* – Carl Smith said that cardiac monitors cost about \$35,000 each and they will need to be updated soon.

*Administration & Maintenance Divisions* – Carl Smith said the Admin division needs a reserve funding plan in budget. He also asked for budget specifics for the maintenance division.

*Training & Prevention Divisions* – Carl Smith said the objects listed for the training and prevention divisions were good.

*Revenues* – Carl Smith said that he is concerned with sending engines out on wildfire assignments. He said that the Missouri Heights residents are concerned when their engine is away. Rob Goodwin noted that when Engine 85 is sent to a wildfire assignment, that a different engine is staged at Station 5. Discussion followed. Bob Emerson said that the staff needs to make a decision about sending engines out on a case by case basis, looking at the wildfire risk, current staffing other variables. He said that it is not a broad policy that can be decided on. Carl Smith said he supports sending engines on in-state wildfire assignments.

*Citizens Advisory Council* – Carl Smith asked if the Board of Directors wanted to meet with the CAC again before the budget was adopted. Bob Emerson said that the CAC suggestion was to use the reserves to balance the budget and maintain service levels.

Mark Chain commented against eliminating an ambulance. Mike Kennedy said that he feels that selling an ambulance is not a good idea, since it is already owned and there is not a lot of value in selling it. He said if it was necessary to sell an ambulance for a grant, that is a different discussion the Board of Directors could have.

Ray Sauvey comments that Bob Emerson's CAC comments were correct. He said a lot of the CAC comments were contingent on the Master Plan. He added that the CAC had a lot of discussion about revenues and they were open to looking at different revenue sources, such as wildfire assignments. Further discussion regarding wildfire assignments followed. Ron Leach noted that there are times it is appropriate to send an engine and there are times the assignment is refused.

Louis Eller said that wildfire assignments are good for the experience it gives our personnel. He said there is a lot of value to that and the additional revenue is helpful. Gene Schilling noted that during the County Road 100 fire, if other agencies hadn't sent engines here there could have been significant property loss and possibly lives lost. Carl Smith said that his concern is the West End and Missouri Heights areas and the need for engines at those stations.

Staff Comments Ron Leach said that there is only \$10,000 budgeted for wildfire contracts. He said that there have been not commitments made to send a engine on any assignments.

Ron Leach requested a \$1,000 additional expenditure in 2015 for a new recording device. He added that he would like to cut \$1,000 and not renew the membership to the Special District Association. He said that the dues to the Colorado State Fire Chiefs Association were cut in 2014. Additional discussion regarding a system to allow Board of Directors members to call in and participate in the meeting followed.

MOTION: made to continue the public hearing regarding the 2015 budget. It carried and passed unanimously.

## **STAFF REPORTS**

Master Plan Status Ron Leach said that Jenny Cutright spent a month researching and contacting master plan vendors. He said 19 Request for Qualifications (RFQ) were sent out and 8 were received before the deadline of 4 pm on November 7, 2014. He said that an additional RFQ was received three days past the deadline. He asked the Board of Directors if they wanted to accept the late RFQ.

Mike Kennedy said that he does not feel it is fair to accept a late proposal. Discussion followed and the Board of Directors verbally agreed not to accept the late proposal.

Ron Leach said that there are 8 qualified master plan firms. He said that he would like to establish a Master Plan Committee consisting of the Command Staff and one member of the Board of Directors. He said the Committee will develop a Request for Proposal (RFP) to send to all eight vendors and review the responses. He said that the Committee will recommend three vendors to be interviewed by the Board of Directors. Discussion regarding the development of the RFP followed. It was decided to have the Master Plan Committee develop the RFP and the Board of Directors could comment on the RFP before it is sent out. Mike Kennedy volunteered to serve on the Master Plan Committee. Further discussion regarding the RFP and time to study n the Master Plan followed. The Board of Directors verbally approved Mike Kennedy as the Board of Directors representative on the Master Plan Committee.

## **FINANCIAL REPORT**

Impact Fees Jenny Cutright said that there have been two separate impact fees collected on lots splits in the past month.

Establish Audit Committee and Approve Audit Engagement Letter Jenny Cutright said that according to the bylaws, the Treasurer and one other member of the Board who is appointed by the President will serve as the audit committee. She said this committee should be appointed. Bob Emerson offered to serve on the Audit Committee.

She said that the letter of engagement from McMahan & Associates, LLC arrived and asked the Board of Directors to approve it.

MOTION: made to approve the 2014 audit engagement letter from McMahan & Associates. It carried and passed unanimously.

### **OLD BUSINESS**

Approve Statement of Purpose Jenny Cutright said that no changes were made to the Statement of Purpose that was presented to the Board of Directors at the October meeting. She requested the Board of Directors approve the statement.

MOTION: made to approve the Statement of Purpose dated October 8, 2014. Carl Smith asked the Statement of Purpose could be modified after the Master Plan is completed. Eric Gross said it could if necessary. It carried and passed unanimously.

### **NEW BUSINESS**

Traffic Light at Highway 133 & Meadowood Drive Louis Eller asked if the new light would have an opticom on it. Gene Schilling said that opticom from the light that had been at Highway 133 & Main Street could be moved there.

Special Meeting discussion regarding the date and time for a special budget meeting followed. It was decided to hold a special board meeting on December 1, 2014 at 12:00.

MOTION: made to continue the public hearing regarding the 2015 budget until December 1, 2014 at noon. It carried and passed unanimously.

Coffee with the Chiefs Gene Schilling said that he and Ron Leach will be at the Village Smithy from 8-9 am on the 3<sup>rd</sup> Thursday of each month. He said that the intent is to be available to the public for questions or comments.

Camera Gene Schilling said that during the May 2014 election a camera was found in the operations building. He said that the camera is able to monitor audio and video and transmit to a cell phone or wi-fi device. He said that there was a thumb print taken from the device and sent to the CBI. He said this is an open investigation. He said that the FBI takes things that could be construed as a terror threat, such as recording devices in public buildings, very seriously. He said

that if it is discovered who placed the camera, the information will be brought to the District Attorney and recommend charges be filed.

Other Comments from the Public Tom Flynn said that as a task force member he supports having the Master Plan Committee bring suggestions to the Board of Directors for the Master Plan consultant. He suggested asking the firms for a 20 year plan cost in the RFP.

Ron Leach thanked the Task Force members, Joanne Teeple, Mo Shalabi, Tom Flynn and Ray Sauvey, for attending the Board of Directors meeting and staying involved with the District.

Mo Shalabi said that the Aspen Ambulance mill levy passed at the November election. He said he has been wondering why the Carbondale & Rural Fire Protection District mill levy failed. He said he is letting people know how important it is to support their fire department.

MOTION: made to adjourn the Board of Directors meeting at 7:03 p.m. It carried and passed unanimously.

Respectfully submitted,

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Jenny Cutright, Recording Secretary

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Gene Schilling, President