

Carbondale & Rural Fire Protection District  
Meeting of the Board of Directors  
December 10, 2014  
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. 2015 Budget Adoption
- F. Staff Reports
  - 1. Other
- G. Financial Report
  - 1. Ambulance Write-Off Reconciliation, Jenny Cutright
  - 2. Other
- H. Old Business
  - 1. Master Plan Update, Ron Leach
  - 2. Other
- I. New Business
  - 1. Other
- J. Adjourn

## **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

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

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

**BOARD OF DIRECTORS**

### **CARBONDALE FIRE HEADQUARTERS**

**OCTOBER 20, 2014**

The Board of Directors of the Carbondale & Rural Fire Protection District met for a special meeting on October 20, 2014 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 12:12 p.m. Directors present were Bob Emerson and Carl Smith. Also present were Ron Leach, Jenny Cutright, Rob Goodwin, Ron Kroesen and Chris Pearson. Vice-President Mike Kennedy and Secretary/Treasurer Louis Eller were absent.

#### **MASTER PLAN RFQS**

Ron Leach said that this meeting was set at the last Board of Directors meeting to talk to the only vendor who submitted a Request for Proposal (RFQ) for the Master Plan. He said that he has advised that vendor that the RFQ will be advertised again since there was only one response. The vendor said that they would like to withdraw their RFQ and resubmit.

Ron Leach said that the RFQ was sent to five additional firms since the last board meeting. Discussion regarding the RFQ followed. Ron Leach noted that he budgeted \$180,000 for the master plan in 2015. He said it is a large number but he would rather overestimate the cost than not have budgeted enough. Further discussion regarding the deadline for the RFQ followed. It was decided to extend the deadline for the RFQ to November 7, 2014.

General discussion regarding advertising the master plan RFQ followed. Further discussion regarding the length of the master plan study followed. The Board of Directors agreed that a 20 year master plan may be unrealistic. Bob Emerson suggested looking at a 5 and 10 year master plan.

Further discussion regarding the proposed budgeted amount for the master plan followed. It was decided to budget \$90,000 for the master plan in 2015.

General discussion regarding the 2015 budget followed.

#### **PITKIN COUNTY ELECTION BALLOT**

Carl Smith said that his ballot from Pitkin County has a tax question for the Aspen Ambulance District on it. He said that he is being asked about that ballot question. He suggested notifying the Crystal Valley residents that the question does not pertain to them. Ron Leach said that the Pitkin County Clerk had information about the ballot error in the newspapers.

#### **AFTER ACTION REVIEW**



Ron Leach said that Jean Alberico, the Garfield County Clerk, would be attending the after action review as a subject matter expert. The Board of Directors agreed it was a good idea.

MOTION: made to adjourn the Board of Directors meeting at 12:56 p.m. It carried and passed unanimously.

Respectfully submitted,

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Jenny Cutright, Recording Secretary

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Gene Schilling, President

DRAFT

**CARBONDALE & RURAL FIRE PROTECTION DISTRICT**

**MINUTES OF THE SPECIAL MEETING**

**BOARD OF DIRECTORS**

**CARBONDALE FIRE HEADQUARTERS**

**OCTOBER 27, 2014**

The Board of Directors of the Carbondale & Rural Fire Protection District met for a special meeting on October 27, 2014 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 6:31 p.m. Directors present were Mike Kennedy, Bob Emerson and Carl Smith. Also present were Ron Leach, Jenny Cutright, Rob Goodwin, Eric Gross, Hilary Fletcher, Bill Gavette, Frank Nadell, Jake Spaulding, Mark Chain, Jean Alberico, Stephanie Schilling and Vickie Smith. Secretary/Treasurer Louis Eller was absent.

**AFTER ACTION REVIEW**

Ron Leach said that Hilary Fletcher is in attendance to facilitate the after action review. Hilary Fletcher reviewed the ground rules.

The attendees participated in the after action review.

**MOTION:** made to adjourn the Board of Directors meeting at 7:37 p.m. It carried and passed unanimously.

Respectfully submitted,

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Jenny Cutright, Recording Secretary

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Gene Schilling, President

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

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

### **BOARD OF DIRECTORS**

### **CARBONDALE FIRE HEADQUARTERS**

**DECEMBER 1, 2014**

The Board of Directors of the Carbondale & Rural Fire Protection District met for a special meeting on December 1, 2014 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 12:03 p.m. Directors present were Mike Kennedy, Louis Eller, Bob Emerson and Carl Smith. Also present were Ron Leach, Jenny Cutright, Rob Goodwin, Tom Flynn, Chuck Torinus, Ron Kroesen and Chris Pearson.

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

President Gene Schilling continued the Public Hearing for the 2015 Budget at 12:03 p.m.

Ron Leach asked the Board of Directors if they had any questions or comments. Louis Eller noted that there is a significant cut in the paramedic program funding for 2015. Discussion regarding the paramedic program fund cuts followed.

Carl Smith asked about the current health insurance rates. He noted that while employees are not receiving raise, that they are receiving a health benefit increase, due to the higher costs for health care premiums.

Bob Emerson noted that there was a \$45,000 reduction in 2014 expenses in the capital project fund. Ron Leach said that it is due to no purchasing needed capital equipment in 2014. Gene Schilling said that at some point there will need to be money spent on infrastructure.

Ron Leach reviewed the budget. He noted that property taxes decreased 42% from 2013 to 2014. He said that 2015's property taxes will be about the same as 2014.

Ron Leach said that wages in 2014 are estimated to be \$1,380,991. He said that amount includes wages paid with the wildfire prevention program donations. He noted that the amount not spent in 2014 is budgeted to be spent in 2015. He said that the wages are estimated to be \$80,000 under budget in 2014. He said that he proposes to use a portion of the unspent funds to give each employee a \$500 bonus in 2014. He added that the bonus will be a statement to the employees that the Board of Directors appreciate and value them.

Ron Leach answered specific questions about line items. He noted that the administration budget includes \$90,000 for the master plan, which is why it is higher than the 2014 budget. He said the training budget has some of the largest cuts, including the elimination of the paramedic training program. General discussion regarding the TABOR reserves followed. Ron Leach noted that

there is no transfer to the capital projects fund in 2015. Ron Leach reviewed the estimated reserves at the end of 2014 and 2015.

Ron Leach said the capital projects fund is used to purchase or replace equipment. He said that there are no capital purchases planned in 2015 other than the necessary leases. He said the bond fund is to pay for the voter approved bonds. He said the pension fund is for the volunteers. He said the general fund is putting about \$63,000 in the pension fund to keep it sound. Discussion regarding how the pension fund is funded followed.

Carl Smith asked if there is an objective based budget being worked on along with the spreadsheet budget. Ron Leach said it was. Carl Smith said that he would like to see on the maintenance budget a list of the NFPA and other tests that are being performed, the cost for the tests, if it is being done in-house or contacted out, the costs for the repairs for those items being tested and a list items that are not being funded, along with their cost. Discussion regarding using the reserves to purchase needed equipment versus funding the budget followed.

Carl Smith said that he brought up several comments in the past few months. He said that he believes there needs to be an ambulance sold and institute a hiring freeze at the Board of Directors level. Gene Schilling said that these are items that the Chief makes decisions about and if they need to be brought to the Board of Directors, he will.

Carl Smith discussed how grants work and what grantors look at when awarding grants. He said that grants are now more competitive. Further discussion regarding grants and selling an ambulance followed. Carl Smith said he is not taking any Board of Directors pay and would like his portion to be earmarked for PPE. Louis Eller suggested taking the board pay, then donating it back to the District. He added that there are expenses during the year he spends his own funds on.

General discussion regarding equipping volunteers at outlying stations followed. Ron Leach said that the staff has looked at the value of selling an ambulance. He said it could be sold for about \$25,000 and it costs about \$7,000 annually to maintain it. He said that the issue of selling an ambulance needs to be looked at as a level of service discussion, not a budget discussion. He said a decision should be made based on what is best for the community. He said that he feels that the issue of the operations supervisors is also an operational discussion. He said that these two items will not make a difference in the 2015 budget, so they should be discussed after the budget is adopted. General discussion followed. No action was taken.

**MOTION:** made to continue the public hearing regarding the 2015 budget and adjourn the Board of Directors meeting at 1:04 pm. It carried and passed unanimously.

Respectfully submitted,

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Jenny Cutright, Recording Secretary

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Gene Schilling, President

DRAFT

## Deputy Chief Operations Report December 2014

### Responses –

As of November 30, 2014 we have responded to 971 calls for service.

- 530 EMS calls including 79 motor vehicle accidents.
- 65 Fire responses. These include all fire calls, gas leaks, spills, CO responses, etc.
- 144 Fire alarm responses
- 229 Service and Good Intent responses. These include smoke/odor checks, citizen assist, cancelled enroute etc.

### **Response Comparison – Month**

- Nov 2014 - **93**
- Nov 2013 - **92**
- Nov 2012 - **99**
- Nov 2011 - **81**

### **Response Comparison - YTD**

- 2014 - **971**
- 2013 - **1062**
- 2012 - **1082**
- 2011 - **873**

### **EMS Transports – YTD**

- 2014 - **359**
- 2013 - **408**
- 2012 - **429**
- 2011 - **349**

### **EMS Non-Transports - YTD**

- 2014 - **171**
- 2013 - **175**
- 2012 - **146**
- 2011 - **147**

### **ALS Calls – YTD**

**181**

### **BLS Calls – YTD**

**178**

### **ALS Calls – November**

**18**

### **BLS Calls – November**

**15**

### **Fire Calls – November**

Structure Fires

**1**

Wildland Fires

**0**

Vehicle Fires

**0**

False Alarms

**10**

### **Fire Calls – YTD**

Structure Fires

**9**

Wildland Fires

**11**

Vehicle Fires

**8**

False Alarms

**143**

### Incident Response –

On November 24<sup>th</sup>, CRFPD responded to multiple calls for service twice on the same day. Between approximately 10:30 and 11:30, there were two trauma related calls and one motor vehicle accident occurring consecutively. The first incident occurred on CR 115 above the CMC Spring Valley campus. The ambulance crew ended up parking the ambulance at the bottom of the driveway to a residence and hiking to the house where the patient was located. The driveway was inaccessible due to a large amount of snow that had fallen overnight and the road and driveway had not yet been plowed. The crew accessed and stabilized the patient while calling for a county plow truck to assist them. After approximately one hour, the crew was able to drive to the residence with the help of a snowplow and road grader that was in the area. The patient was then transported to the hospital without incident.

During the above call, CRFPD responded to two additional EMS incidents. One was a victim who had fallen on very slick ice near the Cattle Creek area and the other incident was a motor vehicle accident in Carbondale. Both incidents required transport of injured patients to the hospital.

### **Incident Response cont -**

Later in the day on the 24<sup>th</sup>, CRFPD was paged to an accident at MM 10 on Highway 82. This was initially paged out as a car vs rock with unknown injuries. CRFPD responded to the incident and found that 3 large boulders had fallen from Red Hill onto the highway near the scenic overlook. Two of the boulders landed in the westbound lanes and one very large boulder continued downhill and landed in the eastbound lanes of Hwy 82.

Upon arrival, the initial responding crews found three vehicles that had been involved in the accident. The accident was spread over a couple of hundred feet of the westbound lanes. One victim was trapped in a van that had taken a direct hit from one of the boulders. A second victim was in a car that had been hit on its passenger side but was not trapped. A third vehicle had hit either a boulder or another vehicle and the driver had unknown injuries.

Incident Commander Jake Spaulding called for mutual aid from Glenwood Fire and Basalt Fire due to the entrapment of the van driver, the second and third vehicles with unknown patients/injuries and the large area of the incident. Glenwood Fire responded with an engine and crew, Basalt Fire responded with an engine, ambulance and crew. CRFPD response totaled 3 engines, 1 ambulance and approximately 20 personnel. The abundance of personnel ended up paying off as the incident continued.

After triaging everyone involved in the accident, the victim trapped in the van was the only person who needed care. CRFPD fire crews performed a difficult extrication and freed the victim from the van. The patient was then transported to the hospital in the Basalt FD ambulance with serious injuries. The CRFPD ambulance crew performed the triage and treatment of the other drivers. The extrication took approximately 25 minutes which was very rapid considering the difficulty of the job.

Several minutes after the victim had been extricated from the van, CRFPD was paged to another MVA on highway 133. The call was for a vehicle in the river at MM 58. A second ambulance responded to this incident from the Carbondale station along with the Basalt engine that had just cleared from the HWY 82 accident and a battalion officer from CRFPD as well. The victim of the HWY 133 accident ended up being uninjured and did not require transport to the hospital.

All in all, it was an eventful day with a variety of incidents that we covered. The most important thing being that no CRFPD or other fire department folks were injured on these six calls for service and each patient received excellent, timely care under some very difficult circumstances.

### **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
- Completed Colorado Fire Instructor Certification (again)
- Completed Live Fire Instructor course in Rifle

Respectfully submitted  
Rob Goodwin  
Deputy Chief



## **Board of Directors Report**

Bill Gavette, Deputy Chief

December 2014

### **Completed Plan/Code Reviews**

- Vagneur, minor subdivision review, Garfield County
- Double Diamond Moving & Storage, fire alarm system, Town of Carbondale
- True Nature subdivision, 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
- Marble Distilling Company, fire alarm system, Town of Carbondale
- Carbondale Community Partnership, Town of Carbondale
- Habitat Restore redevelopment, Garfield County
- Colorado Med, butane extraction, Town of Carbondale

### **Inspections**

- 3<sup>rd</sup> Street Center, tenant finish, Town of Carbondale
- Carbondale Headstart, general inspection, Town of Carbondale
- Weber residence, fire sprinkler final, Garfield County
- 7094 Highway 82, certificate of occupancy, Garfield County

### **Other Projects**

- Master planning committee



# Board of Directors Training Program Report

December 2014

## November Training:

- November 3rd Hands on Child Birthing with Dr. Lewis, HQ attendance 21 members
- November 5<sup>th</sup> Haz-Mat Operations refresher and JPRs by Nadell, HQ , attendance 5 members
- November 17,18,19 Incident command System ICS 200 course by Goodwin, Gavette, Nadell and Spaulding, HQ, attendance 25 members
- November 24<sup>th</sup> QA with Dr. Stahl, a quarterly quality insurance session with our medical director, HQ, attendance 13 members
- Numerous other staff and volunteer trainings were conducted throughout the month

## November Highlights:

- November- all shifts and volunteers, donning and doffing Personal Protective Equipment per CDC guidelines in light of Ebola situation, St. 81, 15 members by Spaulding
- November 8+9 3 members completed an EMTAC sponsored International Trauma Life Support course in Rifle

## Certification Management:

- November 6<sup>th</sup> I assisted two members in renewing their Firefighter 2 and Haz-Mat Ops certifications
- November 17<sup>th</sup> I assisted one member in renewing his Haz-Mat Operations certification
- November 19<sup>th</sup> 1 CRFPD member successfully completed his Fire and Emergency Services Instructor written and practical testing and earned certification
- All training records, EMS continuing education credits and Firefighter Job Performance requirements (JPRs) records are up to date through the end of the month.

## Training Hour Totals:

- Total man hours of training for November 2014 = 442 hours
- Total man hours of training in 2014 through November 30th = 5659 hours

Respectfully submitted,

Deputy Chief/ Training Officer Frank Nadell

## ***Maintenance Report for November***

- Replaced 13 emergency walk way light batteries. IN admin building and Operations building.
- Plowed all building parking lots.
- Replaced old and broken gas containers st2 st3
- U 82 replaced #5 glow plug warranty of prior glow plug.
- U82 winter tire swap
- U87 replaced bad battery
- Made custom chains for tendor83
- Stop light replaced a82
- Set up plow on u87
- Remounted plow on ranger after being ripped off due to curb incident with shift workers had to drill out old bolt hole mounts and re-tap them to a larger size.
- Multiple fire EMS and calls due to operations staff coverage.
- Inspected roof damage reported at st4 due to ladder training. Non issue.
- Inspect and toned out wires to ceiling fan and panel (was not labeled). Wires and switches ok faulty fan motor. **Will need special equipment to fix or replacement.** (Stair scaffolding at least three sections) plus possible fan. Will get an estimate and report later.
- U81 oil change.
- U81 Gas inlet flap was damaged and was removed.
- Station checks
- A82 front steering stabilizer adjustment
- End of report

11/30/2014

Interest Rate

**General Fund**

Alpine Checking	\$	247,939.50	0.00%
Alpine Money Market Fund	\$	721,505.71	0.01%
<b>TOTAL</b>	<b>\$</b>	<b>969,445.21</b>	

**Capital Projects Fund #1**

Alpine Checking	\$	10,174.49	0.00%
Alpine Money Market Fund	\$	850,042.00	0.01%
Alpine Impact Fee Fund	\$	9,990.55	0.01%
Alpine Loan Fund Money Market	\$	765,627.81	0.01%
<b>TOTAL</b>	<b>\$</b>	<b>1,635,834.85</b>	

**Bond Fund**

Csafe			0.12%
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**Pension Fund**

FPPA		<b>\$2,090,374.53</b>	4.80%
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**Ambulance Billing Report - November 2014**

Cash Collected on Accounts	\$	<b>13,477.54</b>
New Accounts Billed	\$	<b>34,479.40</b>
Medicare Assignments (Write-Offs)	\$	<b>5,104.61</b>
Other Write-Offs	\$	<b>2,287.20</b>
Amount Sent to Collections	\$	<b>4,366.40</b>

**Aging Report**

0-30 Days	31-60 Days	61-90 Days	>90 Days
\$37,021.24	\$10,148.56	\$15,005.80	\$215,943.88

## Checks Issued Between Board Meetings

### General Fund

Payroll	\$34,110.53	Payroll	11/7/14
FPPA	\$11,841.16	Pension/457/Death & Disability	11/7/14
IRS Deposit	\$7,206.91	Federal Withholding	11/7/14
Payroll	\$32,781.55	Payroll	11/21/14
FPPA	\$11,982.57	Pension/457/Death & Disability	11/21/14
IRS Deposit	\$7,015.28	Federal Withholding	11/21/14
State Tax Withholding	\$3,583.00	State Withholding	11/21/14

### Capital Projects Fund

none

### Miscellaneous Income

11/1-11/30/14

#### General Fund

Skybeam	\$200.00	Tower rent
Record Research	\$76.91	

#### Capital Projects Fund

219 Sopris Subdivision	\$730.00	Impact Fees x1
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**Carbondale & Rural Fire Protection Dist**

AP Check Register (Current by Bank)

Check Date: 12/10/2014

Check No.	Date	Status	Vendor ID	Payee Name	Amount
<b>BANK ID: ALPINC - ALPINE BANK - CHECKING</b>					<b>1122</b>
33791	12/10/14	P	ACE	Ace Hardware	\$55.92
33792	12/10/14	P	ACME	Acme Alarm Company	\$300.00
33793	12/10/14	P	AIRGAS	Airgas Intermountain, Inc.	\$95.44
33794	12/10/14	P	ALLSTA	All State Communications, Inc.	\$40.00
33795	12/10/14	P	ALPINE	Alpine Tire Company, Inc.	\$1,647.51
33796	12/10/14	P	ASPEN	Aspen Maintenance Supply, Inc.	\$493.91
33797	12/10/14	P	CEDAR	Cedar Networks	\$350.00
33798	12/10/14	P	CENEX	Cenex Fleet Fueling	\$1,831.28
33799	12/10/14	P	CENTUB	CenturyLink Business Services	\$52.06
33800	12/10/14	P	COFIRE	Colorado Division of Fire Prev	\$60.00
33801	12/10/14	P	COMCAS	Comcast Cable	\$11.87
33802	12/10/14	P	CROSS	Cross Propane & Supply, Inc.	\$1,750.58
33803	12/10/14	P	PENSIO	Fire & Police Pension Associat	\$71,818.00
33804	12/10/14	P	GRAING	Grainger Inc.	\$550.32
33805	12/10/14	P	GRANIT	Granite Telecommunications	\$642.84
33806	12/10/14	P	HLF	H Lazy F Mobile Home Park, LLC	\$621.20
33807	12/10/14	P	HEUTON	Heuton Tire Company, Inc.	\$2,458.96
33808	12/10/14	P	HOLY	Holy Cross Energy	\$417.01
33809	12/10/14	P	JOHNDE	John Deere Financial	\$1.91
33810	12/10/14	P	CITYMA	Kroger - King Soopers Customer	\$721.00
33811	12/10/14	P	LIFEAS	Life-Assist, Inc.	\$257.21
33812	12/10/14	P	MWATER	Marble Water Company	\$50.00
33813	12/10/14	P	MOPEST	Mountain Pest Control, Inc.	\$170.00
33814	12/10/14	P	MRI	Mountain Roll-Offs, Inc.	\$292.28
33815	12/10/14	P	NAPA	Napa Auto Parts, Inc.	\$894.28
33816	12/10/14	P	NEWMAN	Newman Traffic Signs	\$38.01
33817	12/10/14	P	PEPPIN	Peppino's Pizza, Inc.	\$30.00
33818	12/10/14	P	REDSAN	Redstone Water & Sanitation Di	\$261.00
33819	12/10/14	P	RELIAN	Reliance Standard Life Insuran	\$1,058.34
33820	12/10/14	P	COOP	Roaring Fork Valley Co-Op	\$446.36
33821	12/10/14	P	ROSENB	Rosenbauer Minnesota LLC	\$3,200.00
33822	12/10/14	P	RZERNI	Ryan Zernis	\$74.31
33823	12/10/14	P	SOPSUN	Sopris Sun	\$70.00
33824	12/10/14	P	SOURCE	Source Gas, LLC	\$916.24
33825	12/10/14	P	SWALLO	Swallow Oil Company	\$29.22
33826	12/10/14	P	KEYPEO	The Key People Co, Inc.	\$300.95
33827	12/10/14	P	THYSSE	Thyssenkrupp Elevator Corp.	\$442.50
33828	12/10/14	P	TRAILH	Trailhead Technologies, Inc.	\$638.20
33829	12/10/14	P	VERIZO	Verizon Wireless	\$480.32
33830	12/10/14	P	VIP	VIP Trash Removal	\$131.00
33831	12/10/14	P	WESTHE	Western Slope Health Care Grou	\$31,533.52
33832	12/10/14	P	WHITSI	Whitsitt & Gross, P.C.	\$1,709.00
<b>BANK ALPINC REGISTER TOTAL:</b>					<b>\$126,942.55</b>
<b>GRAND TOTAL :</b>					<b>\$126,942.55</b>

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

**Capital Projects Fund #1**  
AP Check Register (Current by Bank)  
Check Date: 12/10/2014

<u>Check No.</u>	<u>Date</u>	<u>Status</u>	<u>Vendor ID</u>	<u>Payee Name</u>	<u>Amount</u>
<b>BANK ID: ALPINE - ALPINE BANK - CHECKING</b>					<b>1140</b>
4650	12/10/14	P	XEROX	Xerox Corporation	\$580.24
<b>BANK ALPINE REGISTER TOTAL:</b>					<b>\$580.24</b>
<b>GRAND TOTAL :</b>					<b>\$580.24</b>

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

## Carbondale & Rural Fire Protection Dist

### Income Statement

(Original Budget to Actual Comparison)

For the period of 12/1/2014 Through 12/31/2014

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
<b><u>Cost of Goods Sold</u></b>								
Property Tax	\$0.00	\$0.00	\$0.00	0.0 %	\$(1,520,351.30)	\$(1,560,007.00)	\$(39,655.70)	(2.5)%
Specific Ownership Tax	0.00	0.00	0.00	0.0	(113,577.03)	(120,000.00)	(6,422.97)	(5.4)
Interest/Penalties	0.00	0.00	0.00	0.0	(23,614.28)	(5,000.00)	18,614.28	372.3
Delinquent Tax	0.00	0.00	0.00	0.0	(1,233.23)	(1,000.00)	233.23	23.3
Abated Tax	0.00	0.00	0.00	0.0	(8,241.00)	(8,241.00)	0.00	0.0
Ambulance Revenues	0.00	0.00	0.00	0.0	(201,036.97)	(225,000.00)	(23,963.03)	(10.7)
Interest Income	0.00	0.00	0.00	0.0	(107.67)	(100.00)	7.67	7.7
Building Rentals	0.00	0.00	0.00	0.0	(6,600.00)	(11,000.00)	(4,400.00)	(40.0)
Contributions & Grants	0.00	0.00	0.00	0.0	(75,574.90)	(20,000.00)	55,574.90	277.9
Training Income	0.00	0.00	0.00	0.0	(1,730.00)	(1,000.00)	730.00	73.0
Sale of Assets	0.00	0.00	0.00	0.0	0.00	(1,000.00)	(1,000.00)	(100.0)
Wildfire Contracts	0.00	0.00	0.00	0.0	(10,136.86)	0.00	10,136.86	0.0
Miscellaneous Income	0.00	0.00	0.00	0.0	(45,002.46)	(17,275.00)	27,727.46	160.5
<b>Total Cost of Goods Sold</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0.0 %</b>	<b>\$(2,007,205.70)</b>	<b>\$(1,969,623.00)</b>	<b>\$37,582.70</b>	<b>1.9 %</b>
<b>Gross Profit</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$2,007,205.70</b>	<b>\$1,969,623.00</b>	<b>\$37,582.70</b>	<b>1.9 %</b>
<b><u>Operating Expenses</u></b>								
Wages	\$51,174.54	\$0.00	\$(51,174.54)	0.0 %	\$1,276,285.22	\$1,316,968.00	\$40,682.78	3.1 %
Wages - IA Team	0.00	0.00	0.00	0.0	29,846.70	0.00	(29,846.70)	0.0
Health Benefits	0.00	0.00	0.00	0.0	312,655.84	340,388.00	27,732.16	8.1
Pension Benefits	4,563.34	0.00	(4,563.34)	0.0	112,471.78	118,527.00	6,055.22	5.1
457 Contributions, District portion	365.69	0.00	(365.69)	0.0	9,113.05	10,000.00	886.95	8.9
Workers Comp	0.00	0.00	0.00	0.0	56,013.13	65,000.00	8,986.87	13.8
Volunteer Incentive	0.00	0.00	0.00	0.0	4,956.12	10,000.00	5,043.88	50.4
Medicare/FICA Tax	1,092.06	0.00	(1,092.06)	0.0	21,518.62	19,096.00	(2,422.62)	(12.7)
Unemployment Insurance	0.00	0.00	0.00	0.0	3,821.88	4,000.00	178.12	4.5
Death & Disability Policy - FPPA	786.69	0.00	(786.69)	0.0	29,622.95	32,000.00	2,377.05	7.4
Board Members Pay	3,000.00	0.00	(3,000.00)	0.0	4,800.00	6,000.00	1,200.00	20.0
Insurance	0.00	0.00	0.00	0.0	46,297.00	57,000.00	10,703.00	18.8
Treasurer Fees	0.00	0.00	0.00	0.0	35,879.97	37,800.00	1,920.03	5.1
Abated Tax	0.00	0.00	0.00	0.0	3,326.03	10,000.00	6,673.97	66.7
Administration Supplies/Expenses	0.00	0.00	0.00	0.0	10,274.17	20,000.00	9,725.83	48.6
Accounting	0.00	0.00	0.00	0.0	9,800.00	9,800.00	0.00	0.0
Legal Fees	0.00	0.00	0.00	0.0	25,999.80	20,000.00	(5,999.80)	(30.0)
Dues & Subscriptions	0.00	0.00	0.00	0.0	4,112.50	5,000.00	887.50	17.8
Administration Fuel	0.00	0.00	0.00	0.0	14,856.12	16,000.00	1,143.88	7.1
Freight & Postage	0.00	0.00	0.00	0.0	1,651.41	2,000.00	348.59	17.4
Computer Supplies	0.00	0.00	0.00	0.0	1,059.51	1,000.00	(59.51)	(6.0)
Fire/EMS Prevention Supplies/Expenses	0.00	0.00	0.00	0.0	1,230.20	2,000.00	769.80	38.5
Meals/Board Meetings	0.00	0.00	0.00	0.0	1,106.14	0.00	(1,106.14)	0.0
Volunteer Dinner Program	0.00	0.00	0.00	0.0	5,485.25	8,000.00	2,514.75	31.4
Election Expense	0.00	0.00	0.00	0.0	13,442.36	15,000.00	1,557.64	10.4

## Carbondale & Rural Fire Protection Dist

### Income Statement

(Original Budget to Actual Comparison)

For the period of 12/1/2014 Through 12/31/2014

	Current Period				Year To Date			
	Actual	Budget	Variance	%	Actual	Budget	Variance	%
Emergency Management	0.00	0.00	0.00	0.0	1,000.00	0.00	(1,000.00)	0.0
Firefighting Expenses/Supplies	0.00	0.00	0.00	0.0	10,841.29	20,000.00	9,158.71	45.8
Firefighting Fuel	0.00	0.00	0.00	0.0	4,883.36	13,000.00	8,116.64	62.4
Incident Resources	0.00	0.00	0.00	0.0	210.90	1,000.00	789.10	78.9
Incident Food	0.00	0.00	0.00	0.0	1,778.30	2,000.00	221.70	11.1
Wildfire Expenses, CRRF	0.00	0.00	0.00	0.0	0.00	2,000.00	2,000.00	100.0
IA Team Expenses	0.00	0.00	0.00	0.0	1,533.11	0.00	(1,533.11)	0.0
Medical Expenses/Supplies	0.00	0.00	0.00	0.0	21,523.30	26,000.00	4,476.70	17.2
Infection Control Program	0.00	0.00	0.00	0.0	235.00	2,000.00	1,765.00	88.3
Medical Fuel	0.00	0.00	0.00	0.0	5,087.51	6,000.00	912.49	15.2
Physician Advisor	0.00	0.00	0.00	0.0	3,500.00	4,000.00	500.00	12.5
Telephone Service	0.00	0.00	0.00	0.0	12,389.60	13,000.00	610.40	4.7
Cell Phones/Pagers	0.00	0.00	0.00	0.0	3,433.19	5,000.00	1,566.81	31.3
Communications Supplies/Expenses	0.00	0.00	0.00	0.0	1,381.95	11,000.00	9,618.05	87.4
Communications Center	0.00	0.00	0.00	0.0	4,579.00	5,000.00	421.00	8.4
Training - Firefighting	0.00	0.00	0.00	0.0	1,422.47	9,000.00	7,577.53	84.2
Training - Medical	0.00	0.00	0.00	0.0	5,185.25	7,000.00	1,814.75	25.9
Paramedic Program	0.00	0.00	0.00	0.0	24,374.01	20,000.00	(4,374.01)	(21.9)
EMT Tuitions	0.00	0.00	0.00	0.0	4,292.98	8,000.00	3,707.02	46.3
Training - Administration	0.00	0.00	0.00	0.0	1,821.45	2,000.00	178.55	8.9
Food - Training	0.00	0.00	0.00	0.0	2,106.36	1,000.00	(1,106.36)	(110.6)
Vehicle Repairs	0.00	0.00	0.00	0.0	16.26	6,000.00	5,983.74	99.7
Vehicle Supplies, Parts, Tires	0.00	0.00	0.00	0.0	16,618.47	24,000.00	7,381.53	30.8
Equipment Testing	0.00	0.00	0.00	0.0	7,535.81	10,000.00	2,464.19	24.6
Communications Equipment Repairs	0.00	0.00	0.00	0.0	967.98	3,000.00	2,032.02	67.7
Maintenance Contracts	0.00	0.00	0.00	0.0	22,253.53	10,000.00	(12,253.53)	(122.5)
Computer Repairs & Service	0.00	0.00	0.00	0.0	7,855.20	8,000.00	144.80	1.8
Portable Equipment Repairs	0.00	0.00	0.00	0.0	0.00	1,000.00	1,000.00	100.0
Building Utilities	0.00	0.00	0.00	0.0	67,689.92	62,000.00	(5,689.92)	(9.2)
Building Maintenance & Repairs	0.00	0.00	0.00	0.0	24,220.37	13,000.00	(11,220.37)	(86.3)
Building Supplies	0.00	0.00	0.00	0.0	10,487.06	20,000.00	9,512.94	47.6
Janitorial Supplies	0.00	0.00	0.00	0.0	4,741.95	0.00	(4,741.95)	0.0
Laundry	0.00	0.00	0.00	0.0	0.00	1,000.00	1,000.00	100.0
Lot Rent	0.00	0.00	0.00	0.0	7,517.53	0.00	(7,517.53)	0.0
Miscellaneous Expenses	0.00	0.00	0.00	0.0	4,216.25	11,208.00	6,991.75	62.4
Transfer to Capital Projects Fund	0.00	0.00	0.00	0.0	200,000.00	200,000.00	0.00	0.0
Citizens Task Force Exp	0.00	0.00	0.00	0.0	3,310.53	0.00	(3,310.53)	0.0
Emergency Reserves	0.00	0.00	0.00	0.0	0.00	90,000.00	90,000.00	100.0
<b>Total Operating Expenses</b>	<b>\$60,982.32</b>	<b>\$0.00</b>	<b>\$(60,982.32)</b>	<b>0.0 %</b>	<b>\$2,524,635.64</b>	<b>\$2,741,787.00</b>	<b>\$217,151.36</b>	<b>7.9 %</b>
Net Income (Loss)	<b>\$(60,982.32)</b>	<b>\$0.00</b>	<b>\$(60,982.32)</b>	<b>0.0 %</b>	<b>\$(517,429.94)</b>	<b>\$(772,164.00)</b>	<b>\$254,734.06</b>	<b>33.0 %</b>