

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE MEETING

BOARD OF DIRECTORS

CARBONDALE FIRE HEADQUARTERS

AUGUST 13, 2014

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on August 13, 2014 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 5:32 p.m. Other directors present were Mike Kennedy, Bob Emerson and Carl Smith. Also present were Ron Leach, Jenny Cutright, Eric Gross, Rob Goodwin, Bill Gavette, Jake Spaulding, Ron Kroesen, Ray Sauvey, Tom Flynn, Mark Chain, Theresa Goodwin, Pablo Herr, Logan Piccolo, Jeff Wadley and Joanne Teeple. Secretary/Treasurer Louis Eller, Jr was absent.

CONSENT AGENDA

The items on the consent agenda were: Approve the Minutes of the July 9, 2014 Regular Meeting and July 14, 2014 Special Meeting and Approve Current Bills and Balances.

MOTION: made to approve the consent agenda. Carl Smith asked specific questions about some invoices. It carried and passed 4-0.

PERSONS PRESENT NOT ON THE AGENDA

No members of the public had any comments.

DISCUSSION REGARDING CITIZENS ADVISORY COMMITTEE (CAC) RECOMMENDATION

Carl Smith said that the Board of Directors received some good recommendations from the CAC. He said that he thinks the most critical issue is the mill levy increase. Gene Schilling said he does not feel the time is right to have a mill levy increase on the ballot. Bob Emerson and Mike Kennedy agreed. Gene Schilling said there is not enough information to make a decision on when the best time to propose a mill levy increase. Carl Smith said that there was a clear message from the CAC to look at ways to further reduce expenditures.

STAFF REPORTS

Ambulance Bills, Write Offs & Collections Ron Leach said that Carl Smith brought up the issue of ambulance writes offs in his memo. He said that many of the accounts that are over 90 days are at a collection agency. He added many of the write offs are Medicare portion, Medicaid, CICP or there is not good information available so there cannot be collection efforts.

Discussion regarding getting status reports from the collection agency followed. Mike Kennedy noted that the Board of Directors used to get the write off and collections lists monthly but decided to stop since they did not know anything about the accounts, while Chief knew the status and what the best action to take with them was.

Carl Smith said that after Medicaid pays, the balance must be written off. Ron Leach reviewed what how Medicare's accept on assignment works. He added that many patients with Medicare have supplemental insurance and they are billed after the Medicare payment is received.

Ron Leach said that Carl Smith also mentioned having interfacility transfers as a revenue source. He said that non-emergent ambulance transfers are part of Medicare Part A billing and the Fire District is a Medicare Part B biller. He said that he would look in to what it would take to become a Part A biller. Mike Kennedy said that the District used to do interfacility transfers but had to stop due to staffing issues. He said that when the daytime staff was out on transfers, they are unable to respond for 911 calls. Ron Leach said he would look in to if Carbondale & Rural Fire Protection District can do interfacility transfers as a revenue source.

Gene Schilling asked how the Board of Directors would like to handle the write offs and collections accounts. Discussion followed. Carl Smith asked if there was a written policy that could be followed. It was decided to have the Board of Directors create a policy that allows for write-offs/collections and those with special circumstances will be brought to the Board of Directors for approval.

Bob Emerson said that he wants to give Ron Leach the discretion to continue to make decisions about write-offs and collections until the policy is adopted. He added that he has been happy with the way Ron Leach has dealt with these in the past.

Fire Station Tour Rob Goodwin said that on the Friday before Mountain Fair Carbondale & Rural Fire Protection District worked with the Town of Carbondale to host 178 kids at the fire station. He said that they toured the station and got to see the ladder truck.

Fire Manager Carl Smith said that he has heard the good things about the scheduling program and likes that the volunteers will be able to see and sign up when additional coverage is needed.

FINANCIAL REPORT

Appoint Budget Officer Ron Leach said that per statute, a budget officer needs to be appointed.

MOTION: made to appoint Ron Leach as the 2015 Budget Officer. It carried and passed 4-0.

2015 Preliminary Budget Ron Leach said that this is a first look at the 2015 preliminary budget. He said that according to the audit, the reserves at the end of 2013 were higher than planned for various reasons, including cutting most of the planned 2013 capital expenditures and wildfire income. Ron Leach said that at the end of 2014 the budget showed reserves of \$1.8 million, but

due to the audit, the reserves should be \$2.1 million. He said that the 2015 preliminary budget is a deficit spending budget. He said that he expects to budget using \$600,000-\$700,000 from the reserves to balance the 2015 budget. He noted at the current spending rate, the District will run out of reserves in 2017 if there is no change.

Ron Leach said that the staff met for a budget meeting. He said they will look at every category and try to cut as much as possible from that category. He invited the Board of Directors to come to any of the staff budget meetings.

Ron Leach said that the 2015 preliminary assessed valuations from the County Assessors need to be submitted to Carbondale & Rural Fire Protection District by August 25. Ron Leach said that at the last Board of Directors meeting Carl Smith presented a new format for the budget. He said in the past, there has been a line item budget, but Carl Smith proposed an objectives based budget. He said the budget will be arranged differently, but there is no additional cost to having this type of budget. Ron Leach said that the staff is working on objectives for the 2015 budget. He said the budget will start as a traditional line item budget, then will develop in to an objectives based budget.

Ron Leach said that his top priority is not to have to cut any additional full time staff. He said that he had to cut 3 full time and 8 part time staff in 2014 and he does not want to cut any more. He said that the staff needs assurances that they will have a job.

Gene Schilling asked if the District was keeping up with infrastructure needs. Ron Leach said that the infrastructure needs are not being met. He said that there is a lot of equipment that needs to be replaced.

Ron Leach said that the 2015 preliminary budget will change as the staff meets. He noted there are no raises budgeted in. Ron Leach said that he is heard from the Board of Directors and Task Force that the staff needs to be taken care of. He noted that 2015 will be the third year without raises. Ron Leach said that he would like to budget some raises in. He added that if the staff is not taken care of, they will leave.

Ron Leach said that one of the top priorities is safety. He said that funds need to be spent on bunker gear, testing equipment, air bottles, etc. He said that he will not sacrifice safety to satisfy a bottom line.

Ron Leach said that there are some budget cutting ideas being explored. Discussion regarding health insurance followed. Gene Schilling said that he agrees with Ron Leach and taking care of the staff. He said that he feels if there is a choice between reducing benefits or a raise, he would rather keep the benefits and not have a raise. Carl Smith said that his priorities are safety and the paid staff.

Audit Report Carl Smith asked general questions on the audit. He noted that there are a lot of positives in the audit and that Ron Leach and Jenny Cutright do a good job. He added that he

really would not like to see any layoffs and that he submitted his memo as a way to share his ideas and list his priorities.

Carl Smith asked if there was a hiring freeze in place. Gene Schilling said that there is not an official one but that the District not hiring at this time. General discussion followed.

Master Plan Bob Emerson said that he felt it was very clear that a Master Plan is needed. He said that thinks it will take time to complete and should be completed before any decisions are made about an election. Discussion regarding funding the Master Plan followed.

Gene Schilling suggested directing Ron Leach to get proposals so there is an idea about the cost. He said that the Board of Directors can make a supplemental appropriation. Carl Smith said he feels there needs to be 2 aspects to the Master Plan, one with the current funding rate and one with an increase. Ron Leach distributed a sample request for qualifications. Ron Leach suggested placing an ad in the paper with direction to go to the website for more details.

OLD BUSINESS

Carbondale & Rural Fire Protection District Bylaws Update Eric Gross reviewed the draft bylaws. He said that the highlighted areas are changes made from the previous bylaw discussion. Eric Gross reviewed the changes.

Carl Smith said that the public conduct at meetings section doesn't allow for the public to comment, except at specified times. Discussion regarding the wording followed. It was decided to add "Unless directed otherwise by the Board," at the beginning of the section, so the public is can comment at different times during the meeting.

Discussion regarding posting minutes on the website followed. It was decided not to put the amount of time to post the minutes on the website in case it changes.

Carl Smith asked where the records of Board policies were kept. Ron Leach said that the policies are kept in the minutes. Discussion followed and it was decided to create a binder with new policies of the Board of Directors and to post them on the website.

MOTION: made to adopt the proposed Carbondale & Rural Fire Protection District bylaws with the additional statement, "Unless directed otherwise by the Board" at the beginning of Section 5. It carried and passed 4-0.

2014 Directors Election After Action Review (AAR) Ron Leach said that in May Jenny Cutright requested a facilitated after action review of the 2014 directors election. Ron Leach said he spoke with Hilary Fletcher and she is willing to facilitate it. The Board of Directors all agreed that Hilary Fletcher could facilitate the AAR. Discussion regarding dates of availability followed. The dates will be discussed with Hilary Fletcher and set.

Mark Chain asked to speak to the Board of Directors. He said that he had comments regarding the 2014 Directors Election. He said that in the past the District has been informal about allowing candidates to be at headquarters while waiting for election results. He said there needs to be a segregated area for candidates to be and that they should not approach the election official. He said that the election laws were changing during the election process and it made the election complicated.

Mark Chain said that the Designated Election Official also has a lot of other duties that needed to be done in addition to her work on the election. He said that she had a tough job and did it well. He requested that the Board of Directors communicate this to the public.

Gene Schilling noted there was some conduct that was not acceptable during the election night and could be considered in violation of criminal law.

Mark Chain said that he was at headquarters until about 8 p.m. so he did not witness the violations. He said that he did not know what to say when the issue was brought up at the May Board of Directors meeting. He said that since the election was not finalized, he did not know if it could be discussed or not.

FPPA Election Resolution, Resolution 2014-006 Jenny Cutright reviewed resolution 2014-006, FPPA Employer Election Regarding Member Contributions to the Statewide Defined Benefit Plan with a vote of (in favor/against). She reviewed the previous FPPA election and how it affects employees. She noted that there is not increase in contribution for employers.

The Board discussed if they wanted to support increasing the employees' pension contribution even though the measure has already passed through FPPA. Discussion followed and the Board of Directors decided not to vote on the resolution.

NEW BUSINESS

Generator at Station 3 Ron Leach said a generator was donated from a remodeling job. He said that Tim Hunter is installing it at Station 3. He added that the District would not be charged for the labor to install it. Ron Leach said that Station 3 will be the only building in Marble with backup power.

Thank You to the Public Bob Emerson thanked the members of the public for attending the Board of Directors meeting. He also thanked those who participated on the Task Force.

Master Plan Comments Tom Flynn said that it would be a good idea to obtain quotes for both a 10 year and 20 year Master Plan. He said that the cost will not be much more and it can offer different options for the Board of Directors. He said that what is most important is that the Master Plan gets revisited and updated every few years.

MOTION: made to adjourn the Board of Directors meeting at 7:14 p.m. It carried and passed 4-0.

MOTION: made to reconsider the adjournment at 7:15 p.m. It carried and passed 4-0.

Gene Schilling said that the discussion regarding how long to keep the Board of Directors minutes on the website was never settled. Discussion followed. Bob Emerson noted that minutes are available to anyone that requests them, even if not on the website.

MOTION: made to keep 6 months' worth of minutes on the website. It carried and passed 4-0.

MOTION: made to adjourn the Board of Directors meeting at 7:17 p.m. It carried and passed 4-0.

Respectfully submitted,

Jenny Cutright, Recording Secretary

Gene Schilling, President