

Carbondale & Rural Fire Protection District
Meeting of the Board of Directors
May 8, 2019
5:30 p.m.

Agenda

- A. Call to order & roll call
- B. Consent Agenda
 - 1. Approve Previous Minutes
 - 2. Current Bills & Balances
- C. Persons Present Not on the Agenda
- D. Election of Officers
- E. Staff Reports
 - 1. Chief's Report
 - 2. Attorney's Report
 - 3. Other
- F. Financial Report
 - 1. Other
- G. Bond Projects
 - 1. Other
- H. Old Business
 - 1. Volunteer Handbook adoption
 - 2. Other
- I. New Business
 - 1. Other
- J. Adjourn

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE MEETING

BOARD OF DIRECTORS

CARBONDALE FIRE HEADQUARTERS

APRIL 10, 2019

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on April 10, 2019 at the Carbondale Fire Headquarters/Training Building.

Vice-President Mike Kennedy called the meeting to order at 5:59 p.m. Directors present were Michael Hassig, and Gretchen Stock Bell. Also present were Rob Goodwin, Jenny Cutright, Bill Gavette, Allan Ingram and Eric Gross. President Gene Schilling and Director Tom Adgate were absent.

CONSENT AGENDA

The items on the consent agenda were:

- Approve the Minutes of March 13, 2019 Regular Meeting
- Approve Current Bills and Balances

MOTION: made to approve the consent agenda as noted. It carried and passed unanimously.

PERSONS PRESENT NOT ON THE AGENDA

There were no members of the public were present.

STAFF REPORTS

Chief's Report Rob Goodwin said the new phone system is being installed tomorrow.

Rob Goodwin said the Residential Assessment Rate for 2020 should be released soon. He said that the estimate for the RAR was to drop from 7.2% to 6.2%. He said that the governor is working with the attorney general and general assembly to put the RAR on hold for 2020.

Rob Goodwin said that the summer staffing program process is beginning. He said that in the summer, there is an average of 40% more calls. He added that there is also the need for wildfire patrols and EMS standbys. Rob Goodwin said there are not a lot of dual certified volunteers who want to work for the summer, so we are trying a different approach to summer staffing with regard to levels of certification.

Rob Goodwin said that a member of paid staff resigned. He said there is a temporary employee covering the shift opening and there will be a permanent employee hired to fill the spot in the near future. Rob Goodwin said that he is also has been working on additional officer development training.

Rob Goodwin said that the monthly all staff meetings are still happening. He said that the executive director from Roaring Fork Leadership is coming to the next training on how to better communicate with each other

and emotional intelligence. Rob Goodwin said that this is a very positive thing, noting that how we communicate with each other is almost as important as what we communicate.

Rob Goodwin said that the threat of mud/flood season is significant. He said that a large runoff is anticipated on the Crystal River, along with the possibility of a debris slide on the Lake Christine burn scar, including in to the Cattle Creek area. He said that there has been a working group from three counties, fire departments, towns and more that are working on the plan for the possibility of a debris flow. Rob Goodwin said the fire made the soil hydrophobic so the rain just sheds off the top of the soil. He said the flowing water can pick up debris and become a real threat. General discussion followed.

BOND PROJECTS

Rob Goodwin said there were funds budgeted to replace utility vehicles. He said he would like approval for four utility vehicles – a Chief’s truck, with his current truck going in to the fleet, a Chief Officer truck, an additional truck for the fleet and a maintenance plow truck. He said each vehicle is between \$33,000 - \$55,000.

MOTION: to authorize vehicle purchases. General discussion regarding the apparatus committees and what to do with retired utility trucks and apparatus followed. It carried and passed 3-0.

OLD BUSINESS

Verizon Project Update Rob Goodwin said Gene Schilling requested an update on the Verizon Project. He said that the project is still planned and the engineers are waiting for the snow to melt so they can do a site visit.

MOTION: made to adjourn the Board of Directors meeting at 6:30 p.m. It carried and passed unanimously.

Respectfully submitted,

Jenny Cutright, Recording Secretary

Mike Kennedy, Vice-President

Board of Directors Training Program Report

May 2019

April Training:

- April 2nd , Rescue Review St 83
- April 9th , Truck Review St 83
- April 15th , EMS Airway Emergencies HQ
- April 17th , Ladder Truck Operations St 81
- April 22nd , EMS Airway Emergencies HQ
- April 22nd , EMS Environmental Emergencies St 83
- April 23rd ,Truck Operations St 83
- April 24th , Ground Ladders St 81
- April 27th , Ladder truck Operations St 81

April Highlights:

- All CRFPD staff attended a training conducted by Roaring Fork Leadership.
- Four members attended a Leadership and Tactical Decision Making in Wildland Fire course in Eagle.
- One member concluded a Firefighter One course in Rifle.
- CRFPD proctors assisted in the testing of the Firefighter One students in their Practical and Live Burn exams.
- Two members completed their EMT training.
- CRFPD members assisted in testing the EMT students in their National Registry practical exam.
- A CRFPD instructor taught an Advanced Cardiac Life Support course.
- CRFPD instructors taught a community CPR course.

Certification Management:

- All training records, EMS continuing education credits and Firefighter Job Performance requirement (JPRs) records are up to date through the end of the month.

Training Hour Totals:

- 52 individual trainings were conducted throughout the month of April.
- 47 members completed 481 man hours of training in April.

Respectfully submitted,

Deputy Chief/ Training Officer Frank Nadell

April 30, 2019

Interest Rate

General Fund

| | | |
|--------------------------|------------------------|-------|
| Alpine Checking | 828,611.98 | 0.00% |
| Alpine Money Market Fund | 928,096.65 | 0.01% |
| TOTAL | \$ 1,756,708.63 | |

Capital Projects Fund #1

| | | |
|-------------------------------|----------------------|-------|
| Alpine Checking | 74,012.89 | 0.00% |
| Alpine Money Market Fund | 74,012.89 | 0.01% |
| Alpine Impact Fee Fund | 65,571.70 | 0.01% |
| Alpine Loan Fund Money Market | 315,199.92 | 0.01% |
| TOTAL | \$ 528,797.40 | |

Capital Projects Fund 19

| | | |
|--------------------------|------------------------|-------|
| Alpine Checking | 40,378.34 | 0.00% |
| Alpine Money Market Fund | 575,023.24 | 0.01% |
| Csafe | 6,746,624.93 | 2.47% |
| TOTAL | \$ 7,362,026.51 | |

Bond Fund

| | | |
|-------|---------------|-------|
| Csafe | \$ 499,257.53 | 2.47% |
|-------|---------------|-------|

Pension Fund

| | |
|------|----------------|
| FPPA | \$2,104,192.86 |
|------|----------------|

Ambulance Billing Report - April

| | |
|--|--------------|
| Cash Collected on Accounts | \$ 25,255.76 |
| New Accounts Billed | \$ 30,040.82 |
| Medicare Assignments/Medicaid Write-Offs | \$ 18,887.51 |
| Write Offs | \$ 1,013.80 |
| Amount Sent to Collections | \$ - |

Aging Report

| | | | |
|------------------|-------------------|-------------------|--------------------|
| <u>0-30 Days</u> | <u>31-60 Days</u> | <u>61-90 Days</u> | <u>>90 Days</u> |
| \$22,591.10 | \$19,831.70 | \$13,046.08 | \$35,213.22 |

Checks Issued Between Board Meetings

General Fund

| | | | |
|-----------------------------------|-------------|--------------------------------|---------|
| Payroll | \$54,190.89 | Payroll | 4/5/19 |
| Internal Revenue Service | \$10,106.11 | Federal Withholding | 4/5/19 |
| Colorado Department of Revenue | \$2,960.00 | State Withholding | 4/5/19 |
| Fire & Police Pension Association | \$22,787.13 | Pension/457/Death & Disability | 4/5/19 |
| Colorado State Treasurer | \$1,215.33 | Unemployment tax - 1st quarter | 4/15/19 |
| Payroll | \$57,757.45 | Payroll | 4/19/19 |
| Internal Revenue Service | \$11,716.63 | Federal Withholding | 4/19/19 |
| Colorado Department of Revenue | \$3,188.00 | State Withholding | 4/19/19 |
| Fire & Police Pension Association | \$22,792.94 | Pension/457/Death & Disability | 4/19/19 |
| Payroll | \$51,640.13 | Payroll | 5/3/19 |
| Internal Revenue Service | \$10,146.53 | Federal Withholding | 5/3/19 |
| Colorado Department of Revenue | \$2,704.00 | State Withholding | 5/3/19 |
| Fire & Police Pension Association | \$22,520.35 | Pension/457/Death & Disability | 5/3/19 |

Capital Projects Fund

none

Capital Projects Fund 19

| | | | |
|-----------------------|--------------|------------------|---------|
| Glenwood Springs Ford | \$73,053.24 | 2 Utility Trucks | 4/23/19 |
| Glenwood Springs Ford | \$ 40,961.12 | Ford Expedition | 4/24/19 |

Miscellaneous Income

General Fund

| | | | |
|------------------|----------|----------------------|--|
| McNeil Insurance | \$563.95 | Refund - overpayment | |
|------------------|----------|----------------------|--|

Capital Projects Fund

| | | | |
|----------------------|--------------|------------------------------|--|
| Garfield County FMLD | \$ 34,123.00 | Power Cot & Power Load grant | |
|----------------------|--------------|------------------------------|--|

Capital Projects Fund 19

none

Carbondale & Rural Fire Protection District

AP Check Register

May 8, 2019

05/03/19

Accrual Basis

| Num | Date | Name | Amount |
|---------------------------------------|------------|---|--------------------|
| 1110 · Alpine Bank-Checking GF | | | |
| 39139 | 05/08/2019 | Airgas USA, LLC | -205.66 |
| 39140 | 05/08/2019 | Black Hills Energy | -1,195.85 |
| 39141 | 05/08/2019 | Bound Tree Medical, LLC | -96.45 |
| 39142 | 05/08/2019 | Carbondale Chamber of Commerce | -264.00 |
| 39143 | 05/08/2019 | Cedar Networks | -1,149.50 |
| 39144 | 05/08/2019 | Cenex Fleetcard | -1,656.42 |
| 39145 | 05/08/2019 | Century Link | -187.16 |
| 39146 | 05/08/2019 | Century Link Business | -62.69 |
| 39147 | 05/08/2019 | Chris DeMeyer | -80.00 |
| 39148 | 05/08/2019 | Colorado Division of Fire Prevention & Co | -20.00 |
| 39149 | 05/08/2019 | Comcast Cable | -18.98 |
| 39150 | 05/08/2019 | Comcast Internet | -38.50 |
| 39151 | 05/08/2019 | Credit Union of Colorado | -3,571.85 |
| 39152 | 05/08/2019 | CSafe Account 84-0758192-03 | -142,807.71 |
| 39153 | 05/08/2019 | Dos Gringos Burritos, Inc. | -132.52 |
| 39154 | 05/08/2019 | Eric J.Gross Attorney P.C. | -932.40 |
| 39155 | 05/08/2019 | Footsteps Marketing | -975.00 |
| 39156 | 05/08/2019 | Garfield County PIO Group | -25.00 |
| 39157 | 05/08/2019 | Gene Schilling | -32.94 |
| 39158 | 05/08/2019 | Grainger | -28.05 |
| 39159 | 05/08/2019 | Granite Telecommunications | -801.96 |
| 39160 | 05/08/2019 | Holy Cross Energy | -412.53 |
| 39161 | 05/08/2019 | Life Assist, Inc. | -1,249.96 |
| 39162 | 05/08/2019 | Life Line Billing Systems, LLC | -1,833.73 |
| 39163 | 05/08/2019 | Marble Water Company | -65.00 |
| 39164 | 05/08/2019 | McNeil & Company, Inc. | -475.52 |
| 39165 | 05/08/2019 | Paul Luttrell | -2,922.98 |
| 39166 | 05/08/2019 | Roaring Fork Leadership | -1,050.00 |
| 39167 | 05/08/2019 | Roaring Fork Valley Co-Op | -2,192.33 |
| 39168 | 05/08/2019 | Staples Business Credit | -954.49 |
| 39169 | 05/08/2019 | Stericycle, Inc. | -731.14 |
| 39170 | 05/08/2019 | The Supply Cache | -591.90 |
| 39171 | 05/08/2019 | Triad EAP | -383.67 |
| 39172 | 05/08/2019 | VIP Trash Removal | -135.00 |
| 39173 | 05/08/2019 | Wad Diesel Filter Systems | -580.72 |
| 39174 | 05/08/2019 | Xcel Energy | -1,131.20 |
| Total 1110 · Alpine Bank-Checking GF | | | -168,992.81 |
| TOTAL | | | -168,992.81 |

Capital Projects Fund 19
AP Check Register
May 8, 2019

| <u>Num</u> | <u>Date</u> | <u>Name</u> | <u>Amount</u> |
|------------------------------------|-------------|--------------------------|-------------------|
| 1110 · Alpine Bank Checking | | | |
| 2009 | 05/08/2019 | Cedar Network | -7,600.00 |
| 2010 | 05/08/2019 | Credit Union of Colorado | -787.10 |
| 2011 | 05/08/2019 | Dell Marketing L.P. | -6,450.00 |
| Total 1110 · Alpine Bank Checking | | | -14,837.10 |
| TOTAL | | | -14,837.10 |

**Carbondale & Rural Fire Protection District
P&L Income Statement**

January through December 2019

| | Jan - Dec 19 | Budget | \$ Over Budget | % of Budget |
|---------------------------------------|---------------------|---------------------|----------------------|--------------|
| Income | | | | |
| 4000 · Taxes | | | | |
| 4010 · Property Tax | 1,679,265.05 | 3,752,416.00 | -2,073,150.95 | 44.8% |
| 4020 · Specific Ownership Tax | 76,573.71 | 200,000.00 | -123,426.29 | 38.3% |
| 4030 · Interest & Penalties | 133.18 | 6,000.00 | -5,866.82 | 2.2% |
| 4040 · Delinquent Tax | 122.34 | 1,000.00 | -877.66 | 12.2% |
| 4050 · Abated Tax | 11,469.19 | 2,361.00 | 9,108.19 | 485.8% |
| Total 4000 · Taxes | 1,767,563.47 | 3,961,777.00 | -2,194,213.53 | 44.6% |
| 4200 · Other Revenue | | | | |
| 4210 · Ambulance Service | 61,692.11 | 225,000.00 | -163,307.89 | 27.4% |
| 4220 · Wildfire Contracts | 0.00 | 10,000.00 | -10,000.00 | 0.0% |
| 4230 · Special Event Contracts | 200.00 | 14,000.00 | -13,800.00 | 1.4% |
| 4250 · Interest | 7.70 | 100.00 | -92.30 | 7.7% |
| 4300 · Building Rentals | 3,750.00 | 12,000.00 | -8,250.00 | 31.3% |
| 4350 · Grants & Contributions | 450.00 | 1,000.00 | -550.00 | 45.0% |
| 4360 · Training Reimbursements | 0.00 | 500.00 | -500.00 | 0.0% |
| 4800 · Miscellaneous | 28.21 | 4,000.00 | -3,971.79 | 0.7% |
| 4900 · Sale of Assets | 0.00 | 0.00 | 0.00 | 0.0% |
| Total 4200 · Other Revenue | 66,128.02 | 266,600.00 | -200,471.98 | 24.8% |
| Total Income | 1,833,691.49 | 4,228,377.00 | -2,394,685.51 | 43.4% |
| Gross Profit | 1,833,691.49 | 4,228,377.00 | -2,394,685.51 | 43.4% |
| Expense | | | | |
| 5000 · Personnel | | | | |
| 5010 · Wages | | | | |
| 5011 · Wages | 529,519.22 | 2,068,900.00 | -1,539,380.78 | 25.6% |
| 5012 · Seasonal Staffing | 0.00 | 75,000.00 | -75,000.00 | 0.0% |
| 5013 · Special Event Wages | 543.82 | 7,000.00 | -6,456.18 | 7.8% |
| 5014 · Wildfire Contract Wages | 0.00 | 5,000.00 | -5,000.00 | 0.0% |
| 5010 · Wages - Other | 211,367.56 | | | |
| Total 5010 · Wages | 741,430.60 | 2,155,900.00 | -1,414,469.40 | 34.4% |
| 5030 · Payroll Expenses | 5,573.43 | 35,911.00 | -30,337.57 | 15.5% |
| 5035 · Unemployment Insurance | 1,970.65 | 6,237.00 | -4,266.35 | 31.6% |
| 5040 · Health Benefits | 216,130.71 | 513,735.00 | -297,604.29 | 42.1% |
| 5045 · Pension Benefits | 58,546.24 | 171,330.00 | -112,783.76 | 34.2% |
| 5050 · 457 Contributions | 5,493.86 | 20,305.00 | -14,811.14 | 27.1% |
| 5055 · Workers Comp | 15,850.00 | 57,726.00 | -41,876.00 | 27.5% |
| 5060 · Disability | 21,065.08 | 52,806.00 | -31,740.92 | 39.9% |
| 5070 · Uniforms | 9,455.07 | 10,000.00 | -544.93 | 94.6% |
| 5075 · Volunteer Dinner Program | 2,070.96 | 10,000.00 | -7,929.04 | 20.7% |
| 5076 · LOSAP Program | 0.00 | 30,000.00 | -30,000.00 | 0.0% |
| 5078 · Member Incentive | 3,745.50 | 35,000.00 | -31,254.50 | 10.7% |
| 5080 · Board Members Pay | 0.00 | 9,000.00 | -9,000.00 | 0.0% |
| Total 5000 · Personnel | 1,081,332.10 | 3,107,950.00 | -2,026,617.90 | 34.8% |
| 5100 · Administration | | | | |
| 5110 · Treasurer's Fees | 37,999.84 | 66,290.00 | -28,290.16 | 57.3% |
| 5115 · Abated Taxes | 1,122.44 | 3,000.00 | -1,877.56 | 37.4% |
| 5130 · Insurance | 13,299.09 | 55,000.00 | -41,700.91 | 24.2% |
| 5132 · Legal | 8,030.40 | 25,000.00 | -16,969.60 | 32.1% |
| 5133 · Accounting | 0.00 | 15,000.00 | -15,000.00 | 0.0% |
| 5134 · Ambulance Billing Service | 6,067.95 | 18,000.00 | -11,932.05 | 33.7% |
| 5135 · Election | 1,000.00 | 1,000.00 | 0.00 | 100.0% |
| 5140 · Supplies & Expenses | 9,238.70 | 20,000.00 | -10,761.30 | 46.2% |
| 5150 · Fuel | 4,647.90 | 12,512.00 | -7,864.10 | 37.1% |
| 5151 · Dues & Subscriptions | 6,013.00 | 5,920.00 | 93.00 | 101.6% |
| 5152 · Freight & Postage | 683.39 | 1,350.00 | -666.61 | 50.6% |
| 5153 · Computer Supplies | 1,305.67 | 1,288.00 | 17.67 | 101.4% |
| 5154 · Meetings | 1,379.09 | 4,000.00 | -2,620.91 | 34.5% |
| 5160 · Emergency Management | 0.00 | 2,100.00 | -2,100.00 | 0.0% |
| 5170 · Master Plan | 0.00 | 2,100.00 | -2,100.00 | 0.0% |
| 5180 · Public Outreach/Education | 11,276.77 | 27,000.00 | -15,723.23 | 41.8% |
| 5100 · Administration - Other | 137.15 | | | |
| Total 5100 · Administration | 102,201.39 | 259,560.00 | -157,358.61 | 39.4% |
| 5400 · Fire Fighting | | | | |
| 5410 · Supplies/Expenses | 30,137.47 | 40,000.00 | -9,862.53 | 75.3% |
| 5420 · Fuel | 868.34 | 3,909.00 | -3,040.66 | 22.2% |
| 5430 · Incident Resources | 0.00 | 2,500.00 | -2,500.00 | 0.0% |
| 5431 · Incident Food | 0.00 | 1,810.00 | -1,810.00 | 0.0% |
| 5432 · Wildfire Expenses, CRRF Assmts | -314.19 | 2,000.00 | -2,314.19 | -15.7% |
| Total 5400 · Fire Fighting | 30,691.62 | 50,219.00 | -19,527.38 | 61.1% |
| 5500 · Medical | | | | |
| 5510 · Supplies/Expenses | 16,964.06 | 40,000.00 | -23,035.94 | 42.4% |
| 5515 · Infection Control | 460.00 | 2,500.00 | -2,040.00 | 18.4% |
| 5520 · Fuel | 1,492.22 | 4,995.00 | -3,502.78 | 29.9% |
| 5530 · Physician Advisor | 0.00 | 3,500.00 | -3,500.00 | 0.0% |
| Total 5500 · Medical | 18,916.28 | 50,995.00 | -32,078.72 | 37.1% |
| 5600 · Communications | | | | |
| 5610 · Supplies/Expenses | 4,298.92 | 11,805.00 | -7,506.08 | 36.4% |
| 5620 · Telephone Service | 5,623.94 | 20,000.00 | -14,376.06 | 28.1% |
| 5625 · Cell Phones | 1,328.49 | 5,000.00 | -3,671.51 | 26.6% |
| 5630 · Communications Center | 10,335.39 | 15,000.00 | -4,664.61 | 68.9% |
| Total 5600 · Communications | 21,586.74 | 51,805.00 | -30,218.26 | 41.7% |
| 5700 · Training | | | | |
| 5710 · Medical | 6,388.33 | 15,000.00 | -8,611.67 | 42.6% |
| 5711 · EMT Tuitions | 3,121.70 | 4,000.00 | -878.30 | 78.0% |
| 5712 · Paramedic Program | 2,539.10 | 12,000.00 | -9,460.90 | 21.2% |
| 5720 · Fire | 16,703.77 | 16,000.00 | 703.77 | 104.4% |
| 5730 · Administration | 1,390.00 | 12,000.00 | -10,610.00 | 11.6% |
| 5790 · Food | 747.27 | 3,000.00 | -2,252.73 | 24.9% |
| Total 5700 · Training | 30,890.17 | 62,000.00 | -31,109.83 | 49.8% |
| 5800 · Equipment | | | | |
| 5810 · Vehicle Repairs | 714.91 | 30,000.00 | -29,285.09 | 2.4% |
| 5811 · Vehicles Parts/Supplies/Tires | 4,694.16 | 30,000.00 | -25,305.84 | 15.6% |
| 5812 · Equipment Testing | 0.00 | 20,000.00 | -20,000.00 | 0.0% |

P&L Income Statement

January through December 2019

| | Jan - Dec 19 | Budget | \$ Over Budget | % of Budget |
|-----------------------------------|---------------------|---------------------|----------------------|------------------|
| 5820 · Communications Equipment | 0.00 | 3,000.00 | -3,000.00 | 0.0% |
| 5830 · Maintenance Contracts | 4,360.00 | 23,000.00 | -18,640.00 | 19.0% |
| 5840 · Computer Repairs/Service | 5,614.82 | 14,392.00 | -8,777.18 | 39.0% |
| 5850 · Portable Equipment | 0.00 | 206.00 | -206.00 | 0.0% |
| 5860 · Office Equipment | 2,713.20 | 10,000.00 | -7,286.80 | 27.1% |
| Total 5800 · Equipment | 18,097.09 | 130,598.00 | -112,500.91 | 13.9% |
| 5900 · Buildings | | | | |
| 5910 · Utilities | 30,352.26 | 63,306.00 | -32,953.74 | 47.9% |
| 5920 · Maintenance & Repairs | 7,667.85 | 25,881.00 | -18,213.15 | 29.6% |
| 5930 · Supplies | 7,425.62 | 21,586.00 | -14,160.38 | 34.4% |
| 5931 · Janitorial Supplies | 1,424.86 | | | |
| Total 5900 · Buildings | 46,870.59 | 110,773.00 | -63,902.41 | 42.3% |
| 6000 · Miscellaneous | | | | |
| 6010 · Miscellaneous | 100.00 | 0.00 | 100.00 | 100.0% |
| 6050 · Transfer to CPF | 0.00 | 300,000.00 | -300,000.00 | 0.0% |
| 6100 · TABOR Emergency Reserves | 0.00 | 119,000.00 | -119,000.00 | 0.0% |
| 6000 · Miscellaneous - Other | -43.90 | | | |
| Total 6000 · Miscellaneous | 56.10 | 419,000.00 | -418,943.90 | 0.0% |
| 60000 · Payroll Expenses | 378.87 | | | |
| Total Expense | 1,351,020.95 | 4,242,900.00 | -2,891,879.05 | 31.8% |
| Net Income | 482,670.54 | -14,523.00 | 497,193.54 | -3,323.5% |