

Carbondale & Rural Fire Protection District
Meeting of the Board of Directors
February 10, 2021
11:00 a.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. Staff Reports
 - 1. Chief's Report
 - 2. Attorney's Report
 - 3. Other
- E. Financial Report
 - 1. Other
- F. Bond Projects
 - 1. Training Building & Grounds Plan
 - 2. Other
- G. Old Business
 - 1. Other
- H. New Business
 - 1. Annual Employee Recognition
 - 2. Second Monthly Meeting Agenda Items
 - 3. Other
- I. Adjourn

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE MEETING

BOARD OF DIRECTORS

CARBONDALE FIRE HEADQUARTERS

JANUARY 27, 2021

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on January 27, 2021 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 11:01 a.m. Directors present were Mike Kennedy, Michael Hassig, and Sydney Schalit. Also present in person were Rob Goodwin, Jenny Cutright, Mike Wagner, Eric Gross, and Frank Nadell . Also present via teleconference was Eric Gross . Director Gretchen Stock Bell at 11:03 a.m. joined via teleconference

CONSENT AGENDA

The items on the consent agenda were:

- Approve the Minutes of the January 13, 2021 Regular Meeting

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

PERSONS PRESENT NOT ON THE AGENDA

No members of the public were present.

STAFF REPORTS

Attorney's Report The Aspen Glen property has been researched. There will be a memo for the Board of Directors at the next meeting for review.

Training Chief The Board of Directors was thanked for supporting the training program and displayed some of the new training equipment that was recently purchased.

BOND PROJECTS

Building Projects Station 83 is done. The CO has been received and equipment is being moved back in to the station. A board meeting will be held there in the Spring so the Board of Directors can see the remodeled station. The training ground project is starting next.

Apparatus Three of the new fire apparatus have arrived. Staff is working on equipping the apparatus and creating task books to train staff and volunteers on their operation. The new Timberwolf engines will be stationed at Stations 82, 83 and 84. The new tenders will go to Station 81 and 83.

The new extrication tool will be delivered next week. It had been delayed due to COVID. This tool is battery powered and easier to use.

OLD BUSINESS

COVID Update The COVID-19 vaccine has been offered to the staff and volunteers. 100% of paid staff and 85% of the volunteers have received the vaccine. Being vaccinated makes Carbondale & Rural Fire Protection District a safer place to work.

COVID is still prevalent in the community. Staff has worked to make sure there is enough PPE to keep staff safe.

NEW BUSINESS

Staffing A current staff member is retiring at the end of March. Staff has offered a Firefighter/Paramedic from a different organization the position as a lateral move. If that person does not accept the job offer, the job will be posted. An additional person is budgeted to be hired in 2021.

Station 84 The tenant is moving out and the crew quarters will be fixed up. The plan is to staff Station 84 in the summer, with the goal that it will be staffed full time in the future. It is easier to staff two stations with six on duty, but currently there are only 5 on duty.

Station 82 Station 82 remodel is complete and a volunteer has moved in to the apartment.

Board Retreat The Board of Directors discussed the a Board Retreat. Discussion followed and it was decided to discuss this again in the future.

Station 85 Discussion regarding a plaque to honor the Strang Family. A plaque will be placed on Station 85.

MOTION: made to adjourn the Board of Directors meeting at 11:22 a.m. It carried and passed unanimously.

Respectfully submitted,

Jenny Cutright, Recording Secretary

Gene Schilling, President

January 31, 2021

Interest Rate

General Fund

Alpine Checking	175,083.35	0.00%
Alpine Money Market Fund	778,283.91	0.01%
TOTAL	\$ 953,367.26	

Capital Projects Fund #1

Alpine Checking	11,975.03	0.00%
Alpine Money Market Fund	886,051.24	0.01%
Alpine Impact Fee Fund	169,252.47	0.01%
Alpine Loan Fund Money Market	145,177.20	0.01%
TOTAL	\$ 1,212,455.94	

Capital Replacement Fund

Csafe CRF Account	403,291.92	0.18%
TOTAL	\$ 403,291.92	

Capital Projects Fund 19

Alpine Checking	1,486,856.16	0.00%
Alpine Money Market Fund	125,058.71	0.01%
Csafe	1,613,848.84	0.18%
TOTAL	\$ 3,225,763.71	

Bond Fund

Csafe	\$ 510,633.30	0.18%
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Pension Fund

FPPA	\$ 2,242,444.78
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Ambulance Billing Report - January

Cash Collected on Accounts	\$ 21,281.21
New Accounts Billed	\$ 29,787.40
Medicare Assignments/Medicaid & Other Write-Offs	\$ 32,428.18

Aging Report

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>>90 Days</u>
\$1,293.13	\$24,217.33	\$ 13,526.53	\$ 5,824.60

Checks Issued Between Board Meetings

General Fund

none

Capital Projects Fund

Lowe's (electronic payment) \$ 1,691.18 Station 82 remodel

Capital Projects Fund 19

Lowe's (electronic payment) \$ 3,574.23 Station 83 appliances

Miscellaneous Income

General Fund

State of Colorado \$90,448.28 Wildfire Revenue - Pine Gulch Fire

Capital Projects Fund

Cerise Subdivision \$ 1,460.00 Impact Fees x2

Capital Projects Fund 19

none

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Accrual Basis

Carbondale & Rural Fire Protection District
Electronic Payments
January 2021

Date	Name	Amount
1110 · Alpine Bank-Checking GF		
01/04/2021	Town of Carbondale	-37.19
01/04/2021	Mountain Waste & Recycling	-48.60
01/04/2021	Mountain Waste & Recycling	-48.60
01/04/2021	Mountain Waste & Recycling	-1,756.42
01/04/2021	Mountain Waste & Recycling	-48.60
01/04/2021	Mountain Waste & Recycling	-1,756.42
01/04/2021	Town of Carbondale	-51.49
01/04/2021	Town of Carbondale	-81.50
01/04/2021	Town of Carbondale	-159.25
01/04/2021	Xcel Energy	-1,384.99
01/04/2021	Holy Cross Energy	-13.42
01/04/2021	Holy Cross Energy	-24.66
01/04/2021	Holy Cross Energy	-96.95
01/04/2021	Holy Cross Energy	-145.30
01/04/2021	Holy Cross Energy	-146.27
01/04/2021	Alpine Bank	-5.00
01/08/2021	Valley View Hospital	-172.55
01/08/2021	R&A Enterprises of Carbondale, Inc.	-192.37
01/08/2021	Footsteps Marketing	-975.00
01/12/2021	Century Link Business/Level 3	-55.16
01/15/2021	Valley View Hospital	-172.55
01/21/2021	Lincoln Financial Group Hero Plus Plan	-6,000.00
01/22/2021	UMB	0.00
01/22/2021	Xerox Corporation	-179.78
01/22/2021	Xerox Corporation	-560.89
01/26/2021	UMB	-1,384.78
01/26/2021	Holy Cross Energy	-352.61
01/26/2021	Pinnacol Assurance	-370.69
01/27/2021	Colorado State Treasurer	-1,743.13
01/28/2021	Black Hills Energy	-659.04
Total 1110 · Alpine Bank-Checking GF		-18,623.21
TOTAL		-18,623.21

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Accrual Basis

Carbondale & Rural Fire Protection District
Payroll Transactions
January 2021

Date	Name	Amount
1110 - Alpine Bank-Checking GF		
01/07/2021	QuickBooks Payroll Service	-67,124.86
01/08/2021	Colorado Department of Revenue	-3,565.00
01/08/2021	United States Treasury	-12,800.90
01/08/2021	FPPA	-28,118.24
01/21/2021	QuickBooks Payroll Service	-61,689.31
01/22/2021	Colorado Department of Revenue	-3,232.00
01/22/2021	United States Treasury	-11,498.36
01/22/2021	FPPA	-25,859.03
Total 1110 - Alpine Bank-Checking GF		-213,887.70
TOTAL		-213,887.70

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Accrual Basis

Carbondale & Rural Fire Protection District
General Fund Check Register
February 10, 2021

Num	Date	Name	Amount
1110 · Alpine Bank-Checking GF			
40404	02/10/2021	Garrett M Kennedy	-3,259.62
40405	02/10/2021	William J Handville	-3,139.63
40406	02/10/2021	Dean A Perkins	-2,076.75
40407	02/10/2021	William J Gavette	-5,090.38
40408	02/10/2021	MetLife	-4,337.16
40409	02/10/2021	MetLife	-4,337.16
40411	02/10/2021	Credit Union of Colorado	-169.72
40412	02/10/2021	Airgas USA, LLC	-1,105.13
40413	02/10/2021	Alpine Tire Co., Inc.	-512.76
40414	02/10/2021	Amazon Business	-97.33
40415	02/10/2021	Ashley Buss	-88.99
40416	02/10/2021	Aspen Overhead Door Co., Inc.	-262.90
40417	02/10/2021	Bound Tree Medical, LLC	-2,824.35
40418	02/10/2021	Braun NW, Inc.	-144.30
40419	02/10/2021	Carbondale Car Care	-12.50
40420	02/10/2021	Casey Co. Plumbing & Mechanical	-620.50
40421	02/10/2021	Cedar Networks	-965.00
40422	02/10/2021	Cenex Fleetcard	-1,822.25
40423	02/10/2021	Century Link	-308.85
40424	02/10/2021	Colorado Division of Fire Prevention & Co	-90.00
40425	02/10/2021	Colorado Firecamp, Inc.	-600.00
40426	02/10/2021	Colorado State Fire Chiefs	-1,030.00
40427	02/10/2021	Comcast Cable	-48.45
40428	02/10/2021	Employers Council Services, Inc.	-570.00
40429	02/10/2021	Eric J.Gross Attorney P.C.	-1,770.75
40430	02/10/2021	Glenwood Springs Ford	-297.50
40431	02/10/2021	Granite Telecommunications	-424.11
40432	02/10/2021	Kroger - King Soopers Customer Charges	-140.12
40433	02/10/2021	Life Assist, Inc.	-2,091.20
40434	02/10/2021	Life Line Billing Systems, LLC	-1,635.84
40435	02/10/2021	LN Curtis and Sons	-2,510.00
40436	02/10/2021	Marble Water Company	-260.00
40437	02/10/2021	Max Fire	-1,016.07
40438	02/10/2021	Michael K. Stahl	-12,000.00
40439	02/10/2021	Mountain Pest Control, Inc.	-239.00
40440	02/10/2021	Napa Auto Parts	-688.13
40441	02/10/2021	Pacific Sheet Metal, Inc.	-896.00
40442	02/10/2021	Pitkin County Treasurer	-5,749.00
40443	02/10/2021	Roaring Fork Valley Co-Op	-1,357.74
40444	02/10/2021	Staples Business Credit	-1,333.41
40445	02/10/2021	Stryker Sales Corporation	-608.60
40446	02/10/2021	The Supply Cache	-4,361.40
40447	02/10/2021	Triad EAP	-322.77
40448	02/10/2021	Valley Lawn & Garden LLC	-1,447.00
40449	02/10/2021	Valley View Hospital	-29.86
40450	02/10/2021	Western Paper Distributors	-844.12
Total 1110 · Alpine Bank-Checking GF			-73,536.35
TOTAL			-73,536.35

Capital Projects Fund 19
Check Register
February 10, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Amount</u>
1110 · Alpine Bank Checking			
2191	02/10/2021	A4 Architects, LLC	-3,942.50
2192	02/10/2021	Amazon Business	-193.97
2193	02/10/2021	CTL Thompson Inc.	-825.00
2194	02/10/2021	Gear Grid Corporation	-9,037.00
2195	02/10/2021	Life Assist, Inc.	-17,808.96
2196	02/10/2021	Phil Vaughn Construction Management, Inc.	-3,903.33
2197	02/10/2021	PNCI Construction, Inc.	-84,852.95
2198	02/10/2021	Roaring Fork Rentals Inc	-70.00
2199	02/10/2021	Roaring Fork Valley Co-Op	-1,123.38
2200	02/10/2021	Sandys Office Supply	-1,486.99
2201	02/10/2021	Shed City USA, LLC	-500.00
Total 1110 · Alpine Bank Checking			-123,744.08
TOTAL			-123,744.08

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Carbondale & Rural Fire Protection District
Income Statement
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
Income				
4000 · Taxes				
4010 · Property Tax	0.00	4,115,405.00	-4,115,405.00	0.0%
4020 · Specific Ownership Tax	0.00	257,500.00	-257,500.00	0.0%
4030 · Interest & Penalties	0.00	2,000.00	-2,000.00	0.0%
4040 · Delinquent Tax	0.00	1,000.00	-1,000.00	0.0%
4050 · Abated Tax	0.00	8,830.00	-8,830.00	0.0%
Total 4000 · Taxes	0.00	4,384,735.00	-4,384,735.00	0.0%
4200 · Other Revenue				
4210 · Ambulance Service	618.65	250,000.00	-249,381.35	0.2%
4211 · Ambulance Collections after WO	1,447.46			
4220 · Wildfire Contracts	90,448.28	10,000.00	80,448.28	904.5%
4230 · Special Event Contracts	0.00	5,000.00	-5,000.00	0.0%
4250 · Interest	0.00	100.00	-100.00	0.0%
4300 · Building Rentals	750.00	23,000.00	-22,250.00	3.3%
4350 · Grants & Contributions	0.00	1,000.00	-1,000.00	0.0%
4360 · Training Reimbursements	0.00	500.00	-500.00	0.0%
4800 · Miscellaneous	0.00	6,000.00	-6,000.00	0.0%
4900 · Sale of Assets	0.00	0.00	0.00	0.0%
Total 4200 · Other Revenue	93,264.39	295,600.00	-202,335.61	31.6%
Total Income	93,264.39	4,680,335.00	-4,587,070.61	2.0%
Gross Profit	93,264.39	4,680,335.00	-4,587,070.61	2.0%
Expense				
5000 · Personnel				
5010 · Wages				
5011 · Wages	284,519.88	2,411,189.00	-2,126,669.12	11.8%
5012 · Seasonal Staffing	0.00	60,000.00	-60,000.00	0.0%
5010 · Wages - Other	16,250.00			
Total 5010 · Wages	300,769.88	2,471,189.00	-2,170,419.12	12.2%
5013 · Wages - Reimbursable				
5014 · Special Event Wages	0.00	7,000.00	-7,000.00	0.0%
5015 · Wildfire Contract Wages	0.00	5,000.00	-5,000.00	0.0%
Total 5013 · Wages - Reimbursable	0.00	12,000.00	-12,000.00	0.0%
5030 · Payroll Expenses	4,369.52	40,656.00	-36,286.48	10.7%
5035 · Unemployment Insurance	1,743.13	7,223.00	-5,479.87	24.1%
5040 · Health Benefits	53,246.22	638,403.00	-585,156.78	8.3%
5045 · Pension Benefits	22,882.51	201,897.00	-179,014.49	11.3%
5050 · 457 Contributions	2,346.27	19,857.00	-17,510.73	11.8%
5055 · Workers Comp	370.69	69,940.00	-69,569.31	0.5%
5060 · Disability	9,234.48	69,294.00	-60,059.52	13.3%
5070 · Uniforms	88.99	15,000.00	-14,911.01	0.6%
5075 · Volunteer Meal Program	177.14	5,300.00	-5,122.86	3.3%
5076 · LOSAP Program	6,000.00	12,000.00	-6,000.00	50.0%
5078 · Member Incentive	0.00	10,000.00	-10,000.00	0.0%
5080 · Board Members Pay	0.00	12,000.00	-12,000.00	0.0%
Total 5000 · Personnel	401,228.83	3,584,759.00	-3,183,530.17	11.2%
5100 · Administration				
5110 · Treasurer's Fees	0.00	95,400.00	-95,400.00	0.0%
5115 · Abated Taxes	0.00	3,000.00	-3,000.00	0.0%
5130 · Insurance	20,356.39	79,500.00	-59,143.61	25.6%
5132 · Legal	2,857.50	30,000.00	-27,142.50	9.5%

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**Carbondale & Rural Fire Protection District
Income Statement
January through December 2021**

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
5133 · Accounting	0.00	16,380.00	-16,380.00	0.0%
5134 · Ambulance Billing Service	1,635.84	18,265.00	-16,629.16	9.0%
5135 · Election	0.00	1,000.00	-1,000.00	0.0%
5140 · Supplies & Expenses	2,112.85	14,013.00	-11,900.15	15.1%
5150 · Fuel	978.98	10,525.00	-9,546.02	9.3%
5151 · Dues & Subscriptions	8,542.78	9,105.00	-562.22	93.8%
5152 · Freight & Postage	167.96	1,483.00	-1,315.04	11.3%
5153 · Computer Supplies	12.15	1,311.00	-1,298.85	0.9%
5154 · Meetings	0.00	4,160.00	-4,160.00	0.0%
5160 · Emergency Management	0.00	1,000.00	-1,000.00	0.0%
5170 · Master Plan	0.00	1,000.00	-1,000.00	0.0%
5180 · Public Outreach/Education	0.00	15,947.00	-15,947.00	0.0%
5181 · Website/Marketing	975.00	14,560.00	-13,585.00	6.7%
5182 · Fire/EMS Prevention	0.00	5,000.00	-5,000.00	0.0%
5183 · COVID-19 PPE/Response	1,593.35	20,000.00	-18,406.65	8.0%
Total 5100 · Administration	39,232.80	341,649.00	-302,416.20	11.5%
5400 · Fire Fighting				
5410 · Supplies/Expenses	3,552.51	30,000.00	-26,447.49	11.8%
5411 · PPE	4,361.40	20,000.00	-15,638.60	21.8%
5420 · Fuel	535.25	6,600.00	-6,064.75	8.1%
5430 · Incident Resources	0.00	100.00	-100.00	0.0%
5431 · Incident Food	181.98	2,142.00	-1,960.02	8.5%
5432 · Wildfire Expenses, CRRF Assmts	0.00	1,000.00	-1,000.00	0.0%
Total 5400 · Fire Fighting	8,631.14	59,842.00	-51,210.86	14.4%
5500 · Medical				
5510 · Supplies/Expenses	7,551.01	50,000.00	-42,448.99	15.1%
5515 · Infection Control	0.00	2,080.00	-2,080.00	0.0%
5520 · Fuel	372.68	3,790.00	-3,417.32	9.8%
5530 · Physician Advisor	12,000.00	12,000.00	0.00	100.0%
5540 · Rescue Equipment	0.00	1,000.00	-1,000.00	0.0%
Total 5500 · Medical	19,923.69	68,870.00	-48,946.31	28.9%
5600 · Communications				
5610 · Supplies/Expenses	-265.66	17,953.00	-18,218.66	-1.5%
5620 · Telephone Service	2,018.12	16,761.00	-14,742.88	12.0%
5625 · Cell Phones	963.51	14,246.00	-13,282.49	6.8%
5630 · Communications Center	0.00	21,424.00	-21,424.00	0.0%
Total 5600 · Communications	2,715.97	70,384.00	-67,668.03	3.9%
5700 · Training				
5710 · Medical	25.88	10,400.00	-10,374.12	0.2%
5711 · EMT Tuitions	0.00	1,560.00	-1,560.00	0.0%
5712 · Paramedic Program	0.00	2,080.00	-2,080.00	0.0%
5720 · Fire	1,680.00	10,400.00	-8,720.00	16.2%
5730 · Administration	0.00	10,000.00	-10,000.00	0.0%
5740 · Training Equipment	19.58	1,040.00	-1,020.42	1.9%
5790 · Food	0.00	1,040.00	-1,040.00	0.0%
Total 5700 · Training	1,725.46	36,520.00	-34,794.54	4.7%
5800 · Equipment				
5809 · Vehicle Repairs	297.50	14,521.00	-14,223.50	2.0%
5810 · Vehicles Parts/Supplies/Tires	3,215.85	30,000.00	-26,784.15	10.7%
5811 · Equipment Testing	4,150.00	21,424.00	-17,274.00	19.4%
5820 · Communications Equipment	0.00	520.00	-520.00	0.0%
5830 · Maintenance Contracts	0.00	17,139.00	-17,139.00	0.0%

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Carbondale & Rural Fire Protection District
Income Statement
January through December 2021

	Jan - Dec 21	Budget	\$ Over Budget	% of Budget
5840 · Computer Repairs/Service	1,528.41	16,103.00	-14,574.59	9.5%
5850 · Portable Equipment	0.00	208.00	-208.00	0.0%
5860 · Office Equipment	740.67	9,599.00	-8,858.33	7.7%
Total 5800 · Equipment	9,932.43	109,514.00	-99,581.57	9.1%
5900 · Buildings				
5910 · Utilities	9,121.32	72,000.00	-62,878.68	12.7%
5920 · Maintenance & Repairs	2,496.77	35,000.00	-32,503.23	7.1%
5940 · Supplies	535.79	11,289.00	-10,753.21	4.7%
5941 · Janitorial Supplies	1,128.63			
Total 5900 · Buildings	13,282.51	118,289.00	-105,006.49	11.2%
6000 · Miscellaneous				
6010 · Miscellaneous	0.00	0.00	0.00	0.0%
6050 · Transfer to CPF	0.00	150,000.00	-150,000.00	0.0%
6051 · Transfer to CRF	0.00	200,000.00	-200,000.00	0.0%
6100 · TABOR Emergency Reserves	0.00	131,695.00	-131,695.00	0.0%
Total 6000 · Miscellaneous	0.00	481,695.00	-481,695.00	0.0%
60000 · Payroll Expenses	0.00			
69800 · Uncategorized Expenses	0.00	0.00	0.00	0.0%
Total Expense	496,672.83	4,871,522.00	-4,374,849.17	10.2%
Net Income	-403,408.44	-191,187.00	-212,221.44	211.0%