

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE MEETING

BOARD OF DIRECTORS

CARBONDALE FIRE HEADQUARTERS

JANUARY 9, 2019

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on January 9, 2019 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 5:57 p.m. Directors present were Mike Kennedy and Gretchen Stock Bell. Also present were Rob Goodwin, Jenny Cutright, Bill Gavette and Frank Nadell. Secretary/Treasurer Michael Hassig and Director Tom Adgate were absent.

CONSENT AGENDA

The items on the consent agenda were:

- Approve the Minutes of December 12, 2018 Regular Meeting
 - Approve Current Bills and Balances
- Approve Resolution 2019-001, A Resolution of the Board of Directors of the Carbondale & Rural Fire Protection District Establishing the Public Places for Posting Notice to Comply with the Provisions of C.R.S. 24-6-402 and 32-1-903(2)

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 present.

STAFF REPORTS

Chief's Report Rob Goodwin said the timeline for the wage and benefit survey has increased. He said the preliminary wage numbers were received shortly before the Board of Directors meeting today, and the rest of the study is expected to be done within another week. He said he would like to schedule a work session to review the results, once received.

Rob Goodwin said that job descriptions have been sent to the staff. He said that the staff was pleased to receive their job description and have a clear understanding of what their duties are. He said he has done evaluations and follow up development plans with all of the line personnel. He added that it has been a positive experience for the staff. Rob Goodwin said that the staff breakfasts are continuing as well.

Rob Goodwin said the three new staff positions have been hired. He said there are now five people on each shift. He said that the 2019 hiring is complete, other than seasonal and special event staffing. Gene Schilling noted there is a possibility there will be additional hiring in 2020 depending on funding.

Rob Goodwin said that as the shifts have grown, so have the responsibilities for the shift captain. He said he would like to create a lieutenant position for each shift. He said a lieutenant will be able to help the captain

with some of their duties, and will manage the shift if the captain is not there. He added the lieutenants will be promoted from within, there will not be additional positions created.

Attorney's Report Eric Gross said that he has been working with the staff on the new employee handbook. He said that it should be ready to distribute before the next regular meeting. Rob Goodwin said that Jenny Cutright has done a lot of work getting the new policies written. He said that many policies have been updated and need policies added. General discussion followed.

Eric Gross added that he has also been working on a lot of the bond oversight needs.

Training Report Frank Nadell said that January is CPR month. He added that there is monthly training happening on each shift.

FINANCIAL REPORT

End of the Year Ambulance Write Offs Rob Goodwin presented the 2019 annual ambulance write off list, according to the ambulance billing policies. He said the amounts are uncollectable total \$28,767.18.

MOTION: made to write off the attached list as noted. General discussion followed. It carried and passed unanimously.

OLD BUSINESS

Bond Update Rob Goodwin said the bonds were sold today. He said on the pre-sale conference call the day before, the sales person said that the rating improved and things looked very good for the sale. He said that the bond people expected the sale to take 90-120 minutes, but the bonds were completely sold in 75 minutes.

Rob Goodwin said that banks and bond buyers looked very favorably on Carbondale & Rural Fire Protection District. He said that the Position of Statement, that was worked on for many weeks prior to the sale, really helped the bonds sell so quickly. He added that the interest rate came in a 4%, not 5% that was the max allowed in the bond ballot question. Rob Goodwin said the lower interest rate and quick sale of the bonds is a reflection on the excellent work the district has done over many years.

Rob Goodwin said that staff is working on the closing documents, and the bond sale will close on January 24. He said the funds will go to UMB, they will pay the closing costs, then the balance will be transferred to District accounts. He said that he and Jenny Cutright are meeting with Alpine Bank to see what they can take due to PDPA rules, and what the rate of return is. He added the funds will be deposited in Alpine Bank and CSafe.

Rob Goodwin said that Allan Ingram has been working on the committee for apparatus purchases. He added that Kevin Kirvida from Rosenbauer will send a generic spec that the committee can use as a template for the bidding process. He said that he and Frank Nadell have met with a company that has built fire department training grounds. He said the training ground committee will start working on what is needed on a training ground and what they want to build. Rob Goodwin added that whatever is built needs to be NFPA compliant.

Rob Goodwin said his vision is to have a regional training facility in Carbondale. He said that local fire departments don't have enough staff to fight a working structure fire on its own, that mutual aid is needed. He said a regional training facility allows fire departments to train together, so when we need to work together, we familiar with each other and work well together. Rob Goodwin added that structure fires in modern buildings, due to construction materials and other factors, are more dangerous than ever.

Chief's Job Review Rob Goodwin said that the Fire Chief job description will be sent to the Board of Directors so it can be reviewed before the next meeting. He said that the Fire Chief's performance review will be on the agenda for the February meeting.

MOTION: made to adjourn the Board of Directors meeting at 6:27 p.m. It carried and passed unanimously.

Respectfully submitted,

Jenny Cutright, Recording Secretary

Gene Schilling, President