

Carbondale & Rural Fire Protection District
Meeting of the Board of Directors
January 13, 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. Other
- G. Old Business
 - 1. Other
- H. New Business
 - 1. Posting Places Resolution, 2020-001
 - 2. Health Reimbursement Plan, Resolution 2020-002
 - 3. Employee Length of Service Awards
 - 4. Chief Goodwin Annual Evaluation
 - 5. Other
- I. Executive Session Pursuant to §24-6-402(4)(b), C.R.S. with regard to real estate matters
- J. Adjourn

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE MEETING

BOARD OF DIRECTORS

CARBONDALE FIRE HEADQUARTERS

DECEMBER 9, 2020

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on December 9, 2020 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 11:15 a.m. Directors present were Mike Kennedy and Sydney Schalit. Secretary/Treasurer Michael Hassig attend via teleconference. Also present in person were Rob Goodwin, Jenny Cutright, and Kat Bernat. Also present via teleconference was Eric Gross. Director Gretchen Stock Bell was absent.

CONSENT AGENDA

The items on the consent agenda were:

- Approve the Minutes of the July 8, 2020 August 12, 2020, September 9, 2020, October 14, 2020 and November 11, 2020 Regular Meetings
- Approve the Minutes of the July 22, 2020, August 26, 2020, September 23, 2020 and October 28, 2020 Special Meetings
- Approve the Minutes of the July 29, 2020 Emergency Meeting
- Approve Current Bills and Balances

MOTION: made by Mike Kennedy, seconded by Sydney Schalit, to approve the consent agenda as noted. It carried and passed unanimously.

PERSONS PRESENT NOT ON THE AGENDA

No members of the public were present.

2021 BUDGET ADOPTION

There were no changes made to the budget since the last review. The District will receive updated assessed valuations during 2021 for the following year. It was noted that the reserves are budgeted to increase at the end of 2021.

MOTION: made by Mike Kennedy, seconded by Sydney Schalit, to adopt Resolution 2020-008, A Resolution Summarizing Expenditures and Revenues for each Fund and Adopting a Budget for the Carbondale & Rural Fire Protection District, Colorado, for the calendar year beginning on the first day of January, 2021 and ending on the last day of December, 2021. It carried and passed unanimously.

MOTION: made by Sydney Schalit, seconded by Mike Kennedy, to adopt Resolution 2020-009, A Resolution Levying General Property Taxes for the Year 2021, to Help Defray the Costs of Government for the Carbondale & Rural Fire Protection District, Colorado, for the 2021 Budget Year. It carried and passed unanimously.

MOTION: made by Sydney Schalit, seconded by Mike Kennedy, to adopt Resolution 2020-010, A Resolution Appropriating Sums of Money to the Various Funds and Spending Agencies, in the Amounts and for the Purpose as set forth below, for the Carbondale & Rural Fire Protection District, Colorado, for the 2021 Budget Year. It carried and passed unanimously.

MOTION: made by Michael Hassig, seconded by Sydney Schalit, to adopt Resolution 2020-011, A Resolution Designating all Year-End Fund Balances as a "Reserve Increase". It carried and passed unanimously.

MOTION: made by Michael Hassig, seconded by Sydney Schalit, to adopt Resolution 2020-012, A Resolution Appropriating Additional Sums of Money to Defray Expenses in Excess of Amounts Budgeted for the Carbondale & Rural Fire Protection District, Colorado (General Fund). It carried and passed unanimously.

MOTION: made by Sydney Schalit, seconded by Mike Kennedy, to adopt Resolution 2020-013, A Resolution Appropriating Additional Sums of Money to Defray Expenses in Excess of Amounts Budgeted for the Carbondale & Rural Fire Protection District, Colorado (Capital Projects Fund). It carried and passed unanimously.

MOTION: made by Sydney Schalit, seconded by Mike Kennedy, to adopt Resolution 2020-014, A Resolution Appropriating Additional Sums of Money to Defray Expenses in Excess of Amounts Budgeted for the Carbondale & Rural Fire Protection District, Colorado (Bond Fund). It carried and passed unanimously.

STAFF REPORTS

Chiefs Report Staff worked with Gene Schilling to distribute bonus checks for the staff this year. The employees were surprised and grateful.

COVID-19 There have been a number of patients with COVID that were transported recently. The District protocols have been working well. There have been no exposures due to transports. One staff member's family member tested positive for COVID-19 and the staff member tested positive after. The staff member was isolated per protocol and quarantined at home for 14 days. Several staff were routinely tested over the following several days and all tested negative.

The State of Colorado is expected to receive approximately 48,000 doses of vaccine in the first shipment. The vaccine will be distributed locally, with about 215 doses being delivered to Garfield County. The vaccine will be administered using a tiered system. Tier 1A includes front line doctors, nurses and hospital staff. Tier 1B includes first responders. Vaccine shipments are expected to come at least weekly for some time. The vaccine will not be mandatory for members and an email will be sent to members to determine how many members want the vaccine. Further information regarding the vaccine schedule will follow.

BOND PROJECTS

Visionary Broadband Lease A three-way lease has been worked out with Carbondale & Rural Fire Protection District, the Town of Marble, and Visionary Broadband. Discussion of the terms of the 10-year lease and the Marble station's antennae placement followed. The fire district's antennas will be remounted on Station 83 fire station once the building is complete, then moved when Visionary Broadband constructs the pad and tower. This is expected to be a great partnership with Visionary Broadband, as well as a benefit to the Town of Marble.

MOTION: made by Sydney Schalit, seconded by Mike Kennedy, to approve the lease with Visionary Broadband. It carried and passed unanimously.

Buildings Station 83 is expected to be completed by December 23, 2020. It was delayed due to a COVID exposure on the job site.

Apparatus A crew is doing the final inspect on the new apparatus next week. The trucks are expected to be in Colorado at the end of December or beginning of January.

OLD BUSINESS

Verizon Site – Aspen Glen Lease Staff and the District's Attorney spoke with representatives from Aspen Glen about an easement that is needed for the Verizon Tower on the fire district's parcel at Aspen Glen. Aspen Glen ask to have their annual lease fee waived in exchange in perpetuity for the easement. Discussion of the parcel boundaries, tower location, easement request, and storage area that Aspen Glen leases followed.

President Gene Schilling left the meeting at 11:47 a.m.

MOTION: made by Sydney Schalit, seconded by Michael Hassig, for the District's attorney to return to Aspen Glen Golf Course with no change to the original lease agreement. It carried and passed 3-0.

MOTION: made by Mike Kennedy, seconded by Sydney Schalit, to adjourn the Board of Directors meeting at 11:55 a.m. It carried and passed unanimously.

Respectfully submitted,

Jenny Cutright, Recording Secretary

Gene Schilling, President



Board of Directors Report

January 2021

Completed Plan/Code Reviews

- Kinney Subdivision, minor subdivision review, Garfield County\
- 1201 Main Street, fire alarm review, Town of Carbondale

Pending/On-going Plan/Code Reviews

- Parcels 3 and 4, Thompson Park Subdivision, Town of Carbondale

Inspections

- Wooden Deer Subdivision, apparatus turnaround
- Station 83, fire alarm final, Town of Marble
- 22 Sunflower Loop, fire sprinkler final, Garfield County

Other Projects

- Marble radio communications
- Incident management team, Aspen natural gas service interruption



FIRE · EMS · RESCUE

Operations Division Report January 2021

December 2020 Responses

Incident Type	Monthly Totals - December			
	Incidents			
	2020	2019	% of Total Month/Yr	+/- 2020-2019
Structure Fires	1	1	0.9%	0.0%
Vehicle Fires	1	0	0.9%	
Other Fires (100)	2	3	1.9%	-33.3%
Rupture/Explosion (200)	0	0	0.0%	
EMS/Rescue (300)	62	55	57.4%	12.7%
Haz. Condition (400)	2	3	1.9%	-33.3%
Service Call (500)	8	2	7.4%	300.0%
Good Intent (600)	21	34	19.4%	-38.2%
False Call (700)	11	21	10.2%	-47.6%
Severe Weather (800)	0	0	0.0%	
Special Incident (900)	0	0	0.0%	
Total All Incidents	108	119	100%	-9.2%

2020 Year-to-Date Responses

Incidents			
2020	2019	% of 2020	+/- 2020-2019
9	6	0.8%	50.0%
6	0	0.5%	
23	16	1.9%	43.8%
1	0	0.1%	
598	588	50.0%	1.7%
39	26	3.3%	50.0%
69	36	5.8%	91.7%
295	282	24.6%	4.6%
157	186	13.1%	-15.6%
0	2	0.0%	-100.0%
0	3	0.0%	-100.0%
1197	1145	100%	4.5%

Important Events

- Mutual aid given to Roaring Fork Fire for a structure fire in Missouri Heights.
- Structure Fire in Aspen Glen on New Year's Eve. This was a complicated fire that spread in void spaces under floors and in the walls. Crews did an outstanding job saving this home and the belongings of the homeowners. Mutual aid received from Glenwood Springs Fire & Roaring Fork Fire.

*Note the total number of structure fires listed for December and year-to-date does not include the fire in Aspen Glen due to the report not being finalized.

Respectfully Submitted,
Mike Wagner
Operations Division Chief

Carbondale & Rural Fire Protection District
www.carbondalefire.org

300 Meadowood Drive • Carbondale, CO 81623 • 970-963-2491 Fax 970-963-0569

Board of Directors Training Program report: January 2021
2020 Training Program review

Carbondale Fire members completed 6077 man hours of training in 2020

Broken down by membership category:

A Shift completed 1085 hours of training

B Shift completed 984 hours of training

C Shift completed 1130 hours of training

Administration staff completed 1476 hours of training

Volunteer members completed 1403 hours of training

Broken down by training category CRFPD provided:

871 hours of Administrative training

337 hours of Driver /Operator training

1716 hours of Emergency Medical training

1900 hours of Fire training

21 hours of Hazardous Materials training

70 hours of Incident Command System training

488 hours of Rescue training

565 hours of Wildland training

228 hours of online Target Solutions training

Certifications:

444 state and national certifications are held by our 62 members.

The major certification numbers are: 29 Emergency Medical Technicians, 7 Emergency Medical Technician Intermediates, 9 Paramedics, 8 Firefighter 1, 22 Firefighter 2, 11 Fire Instructors, 7 Fire Officers, 20 Swiftwater Rescue technicians, 9 Apparatus Driver Operators and 41 Wildland Firefighters

Respectfully submitted,

Frank Nadell

December 31, 2020

		Interest Rate
General Fund		
Alpine Checking	390,546.08	0.00%
Alpine Money Market Fund	778,277.30	0.01%
TOTAL	\$ 1,168,823.38	
Capital Projects Fund #1		
Alpine Checking	14,665.13	0.00%
Alpine Money Market Fund	886,043.71	0.01%
Alpine Impact Fee Fund	167,791.04	0.01%
Alpine Loan Fund Money Market	153,679.09	0.01%
TOTAL	\$ 1,222,178.97	
Capital Replacement Fund		
CSafe CRF Account	403,232.02	0.18%
TOTAL	\$ 403,232.02	
Capital Projects Fund 19		
Alpine Checking	114,488.46	0.00%
Alpine Money Market Fund	25,057.52	0.01%
CSafe	3,213,527.82	0.18%
TOTAL	\$ 3,353,073.80	
Bond Fund		
CSafe	\$ 510,557.38	0.18%
Pension Fund		
FPPA	\$ 2,242,444.78	

Ambulance Billing Report - December

Cash Collected on Accounts	\$ 13,112.46
New Accounts Billed	\$ 43,903.80
Medicare Assignments/Medicaid & Other Write-Offs	\$ 23,280.73

Aging Report

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>>90 Days</u>
\$24,185.33	\$27,233.51	\$ 7,208.66	\$ 33,182.05

Checks Issued Between Board Meetings

General Fund

none

Capital Projects Fund

Caleb Bogen Construction \$ 8,190.49 Station 82 remodel

Capital Projects Fund 19

none

Miscellaneous Income

General Fund

Donations	\$21,300.00	
Holy Cross	\$151.88	Annual Equity
DOLA	\$90,040.04	COVID grant

Capital Projects Fund

none

Capital Projects Fund 19

Holy Cross	\$987.72	refund - Station 84 line move
Garfield County FMLD	\$37,086.95	radio grant

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01/08/21

Accrual Basis

Carbondale & Rural Fire Protection District
Electronic Payments
December 2020

Date	Name	Amount
1110 · Alpine Bank-Checking GF		
12/01/2020	Town of Carbondale	-34.74
12/01/2020	Town of Carbondale	-54.56
12/01/2020	Town of Carbondale	-80.19
12/01/2020	Town of Carbondale	-114.90
12/01/2020	Town of Carbondale	-155.65
12/02/2020	Thyssenkrupp Elevator Corporation	-538.68
12/03/2020	Mountain Waste & Recycling	-46.80
12/03/2020	Mountain Waste & Recycling	-46.80
12/03/2020	Mountain Waste & Recycling	-633.52
12/07/2020	Alpine Bank	-5.00
12/08/2020	Holy Cross Energy	-15.67
12/08/2020	Holy Cross Energy	-24.35
12/08/2020	Holy Cross Energy	-73.21
12/08/2020	Holy Cross Energy	-111.97
12/08/2020	Holy Cross Energy	-138.52
12/10/2020	FPPA	-56,370.00
12/22/2020	Xerox Corporation	-209.99
12/22/2020	Xerox Corporation	-444.02
12/22/2020	Holy Cross Energy	-214.43
12/23/2020	Pinnacol Assurance	-5,957.07
12/28/2020	Black Hills Energy	-582.77
12/28/2020	Black Hills Energy	-344.03
12/28/2020	Black Hills Energy	-441.60
12/28/2020	Black Hills Energy	-544.33
12/29/2020	UMB	-14,994.23
12/31/2020	Comcast Business	-114.90
Total 1110 · Alpine Bank-Checking GF		-82,291.93
TOTAL		-82,291.93

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01/08/21

Accrual Basis

Carbondale & Rural Fire Protection District
Payroll Transactions
December 2020

<u>Date</u>	<u>Name</u>	<u>Amount</u>
1110 - Alpine Bank-Checking GF		
12/10/2020	QuickBooks Payroll Service	-61,207.51
12/10/2020	QuickBooks Payroll Service	-228.13
12/11/2020	Colorado Department of Revenue	-3,190.00
12/11/2020	United States Treasury	-11,164.50
12/11/2020	FPPA	-24,583.86
12/22/2020	QuickBooks Payroll Service	-57,829.81
12/23/2020	FPPA	-22,268.71
12/24/2020	Colorado Department of Revenue	-2,823.00
12/24/2020	United States Treasury	-9,856.20
Total 1110 - Alpine Bank-Checking GF		-193,151.72
TOTAL		-193,151.72

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01/08/21

Accrual Basis

Carbondale & Rural Fire Protection District
General Fund Check Register
January 13, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Amount</u>
1110 · Alpine Bank-Checking GF			
40350	01/13/2021	Affiliated Benefits Consultants, Inc.	-150.00
40351	01/13/2021	Amazon Business	-1,062.37
40352	01/13/2021	Carbondale Car Care	-43.70
40353	01/13/2021	Cedar Networks	-965.00
40354	01/13/2021	Cenex Fleetcard	-1,670.25
40355	01/13/2021	Century Link	-308.85
40356	01/13/2021	Century Link Business/Level 3	-47.61
40357	01/13/2021	Colorado Division of Fire Prevention & Co	-40.00
40358	01/13/2021	Colorado River Fire Rescue	-600.00
40359	01/13/2021	Comcast Business	-608.14
40360	01/13/2021	Comcast Cable	-47.48
40361	01/13/2021	Craig Fire & Safety, Inc	-1,635.00
40362	01/13/2021	Credit Union of Colorado	-3,359.31
40363	01/13/2021	Eric J.Gross Attorney P.C.	-1,086.75
40364	01/13/2021	Garfield County Clerk & Recorder	-16,394.08
40365	01/13/2021	Grainger	-308.29
40366	01/13/2021	Granite Telecommunications	-398.42
40367	01/13/2021	Gunnison County Election Division - Clerk	-2,500.00
40368	01/13/2021	ICP	-25.00
40369	01/13/2021	Kroger - King Soopers Customer Charges	-337.21
40370	01/13/2021	Life Assist, Inc.	-964.04
40371	01/13/2021	Life Line Billing Systems, LLC	-2,727.08
40372	01/13/2021	McNeil & Company, Inc.	-19,268.15
40373	01/13/2021	Mountain Pest Control, Inc.	-247.00
40374	01/13/2021	Napa Auto Parts	-230.16
40375	01/13/2021	Pacific Sheet Metal, Inc.	-1,139.63
40376	01/13/2021	Pitkin County Clerk & Recorder	-1,000.00
40377	01/13/2021	Postfity	-24.99
40378	01/13/2021	Redstone Water & Sanitation District	-312.00
40379	01/13/2021	Roaring Fork Valley Co-Op	-3,329.63
40380	01/13/2021	Special District Association	-1,237.50
40381	01/13/2021	Staples Business Credit	-502.55
40382	01/13/2021	Stryker Sales Corporation	-96.90
40383	01/13/2021	Target Solutions Learning LLC	-5,555.28
40384	01/13/2021	The Supply Cache	-9.95
40385	01/13/2021	Two-Way Communications, Inc.	-231.95
40386	01/13/2021	Valley View Hospital	-172.55
40387	01/13/2021	VIP Trash Removal	-135.00
40388	01/13/2021	White House Pizza	-50.00
40389	01/13/2021	Zoll	-630.00
40390	01/13/2021	Public Sector Health Care Group	-46,225.26
Total 1110 · Alpine Bank-Checking GF			-115,677.08
TOTAL			-115,677.08

Capital Projects Fund
AP Check Register
January 13, 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
1110 · Alpine Bank			
01/13/2021	5056	Carbondale & Rural Fire Protection Distri	-998.92
Total 1110 · Alpine Bank			-998.92
TOTAL			-998.92

Capital Projects Fund 19
Check Register
January 13, 2021

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Amount</u>
1110 · Alpine Bank Checking			
2177	01/13/2021	A4 Architects, LLC	-10,287.00
2178	01/13/2021	Max Fire	-1,675.67
2179	01/13/2021	Phil Vaughn Construction Management, Inc.	-4,311.00
2180	01/13/2021	PNCI Construction, Inc.	-111,606.73
2181	01/13/2021	Rosenbauer Minnesota, LLC	-384,442.00
2183	01/13/2021	Rosenbauer Minnesota, LLC	-312,110.00
2184	01/13/2021	Rosenbauer Minnesota, LLC	-313,823.00
2185	01/13/2021	Rosenbauer Minnesota, LLC	-313,823.00
2186	01/13/2021	Town of Marble	-3,515.00
Total 1110 · Alpine Bank Checking			-1,455,593.40
TOTAL			-1,455,593.40

**RESOLUTION TO ESTABLISH THE PUBLIC PLACES FOR POSTING NOTICE TO
COMPLY WITH THE PROVISIONS OF C.R.S. 24-6-402 AND 32-1-903(2)
RESOLUTION NO. 2021-001**

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)

WHEREAS, this resolution is intended to comply with the requirements of C.R.S. 24-6-402 (2) (c) and 32-1-903(2);

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Carbondale & Rural Fire Protection District that the posting places within the boundaries of the Carbondale & Rural Fire Protection District for notice of meetings shall be on the District's website at <https://www.carbondalefire.org/resources/board-agendas-and-minutes/>

Regular meetings of the Carbondale & Rural Fire Protection District shall be held at the Carbondale & Rural Fire Protection District Headquarters/Training Building, 301 Meadowood Drive, Carbondale, Colorado, on the second and fourth Wednesdays of each month at 11:00 a.m. unless a regular meeting is to be held in another location, in which case notice of the location of such regular meeting shall be posted as required by law.

ADOPTED on January 13, 2021

By: _____
Eugene K. Schilling, President

Attest: _____
Michael Hassig, Secretary/Treasurer

**CARBONDALE & RURAL FIRE PROTECTION DISTRICT
HEALTH REIMBURSEMENT ARRANGEMENT (HRA) PLAN
RESOLUTION NO. 2021-002**

WHEREAS, at a meeting held on the 13th day of January, 2021, Carbondale & Rural Fire Protection District, organized under the laws of the state of Colorado, has determined it would establish a Health Reimbursement Arrangement Plan, effective January 1, 2021

RESOLVED that the Health Reimbursement Arrangement Plan documents are hereby approved and adopted and that the duly authorized agents of the Employer are hereby authorized and directed deliver to the Plan Administrator one or more counterparts of the Plan.

RESOLVED, that the Plan Administrator is authorized and instructed to take such actions and execute such papers as deemed necessary, on behalf of the Employer to implement the Plan, as well as set up accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that Jenny Cutright is appointed to act on behalf of the Plan Administrator and the Employer in administration of the Plan.

RESOLVED, that the duly authorized agent(s), named above, shall notify the employees of the adoption of the Health Reimbursement Arrangement Plan and will deliver to each Participant in the Plan a Summary Plan Description, which form is hereby approved.

BE IT UNDERSTOOD that the passage of this resolution is in all respects legal and that this resolution is in full force and effect.

Adopted and approved this 13th day of January, 2021, by the Board of Directors of the Carbondale & Rural Fire Protection District.

By: _____
Eugene K. Schilling, President

Attest: _____
Michael Hassig, Secretary/Treasurer