

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE MEETING

BOARD OF DIRECTORS

CARBONDALE FIRE HEADQUARTERS

SEPTEMBER 11, 2019

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on September 11, 2019 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 11:04 a.m. Directors present were Mike Kennedy, Michael Hassig, Gretchen Stock Bell, and Sydney Schalit. Also present were Rob Goodwin, Jenny Cutright, Allan Ingram, Eric Gross, Phil Vaughan and Bill Gavette.

CONSENT AGENDA

The items on the consent agenda were:

- Approve the Minutes of the August 14, 2019 Regular Meeting
- Approve the Minutes of the August 28, 2019 Special Meeting
- Approve Current Bills and Balances

MOTION: made to approve the consent agenda as noted. Mike Kennedy noted he would like to abstain from voting on the August 28, 2019 minutes, as he was absent. It carried and passed unanimously.

PERSONS PRESENT NOT ON THE AGENDA

No members of the public were present.

FINANCIAL REPORT

2020 Draft Budget Presentation Rob Goodwin presented the 2020 draft budget. Highlights included:

- Reserve balance is expected to increase for 2020.
- The new assessed valuations increased property tax revenues roughly 8%.
- No new staff positions are budgeted in 2020.
- Communications Center fees are increasing due to new charges from Garfield County Communications Center.
- Repair costs are still increased, though they will go down significantly once the new trucks and equipment is delivered.
- \$200,000 will be transferred to the Capital Replacement Fund.
- Jenny Cutright reviewed the current health care plan. She reviewed a proposal to help fund HSA accounts for employees, while reducing the District's health care costs. Discussion followed and the Board of Directors verbally approved offering a HDHP health plan and helping fund HSA accounts for those in the HDHP plan.
- Some reserve funds will be spent from the Capital Projects Fund in 2020.
- The Capital Projects 19 budget was reviewed.

BOND PROJECTS

Award Architectural and General Contractor Contracts Phil Vaughn reviewed the process for the Construction Manager General Contractor (CMGC) and Architect Requests for Proposals. Each contract will have a guaranteed maximum price. Projects will be designed during the winter with construction during the spring and summer. Five CMGC firms were invited to bid, but only two submitted bids. He reviewed the company recommended by the building committee for the CMGC position.

MOTION: made to approve the contract with PCI for CMGC services and to authorize Gene Schilling to sign the contract. It carried and passed unanimously.

Secretary/Treasurer Michael Hassig recused himself from this portion of the meeting, and left the room at 12:01 p.m.

Eric Gross reviewed special district statutory requirements and Special District Association recommendations for businesses owned by board members that want to bid on a contract. The board member should abstain from voting on that issue. Phil Vaughan reviewed the process for the design team RFPs. Michael Hassig was not part of the review process for the design team RFPs, nor was he present for any of the meetings discussing the bids. Mike Kennedy said that five architectural firms were invited to bid, but only two submitted bids. Phil Vaughan reviewed the recommendation from the Building Committee for the Design Services team.

MOTION: made to approve the contract with A4 Architects for design services and to authorize Gene Schilling to sign the contract. It carried and passed 4-0, with Michael Hassig not present.

Secretary/Treasurer Michael Hassig returned to the meeting at 12:11 p.m.

The contracts will be executed soon, then RFPs for other services will be released.

NEW BUSINESS

Schedule Board of Directors Retreat The Board of Directors Retreat was discussed. It was decided to hold it on October 30 from 11 am – 2 pm, location to be decided.

Footsteps Marketing Gene Schilling asked Eric Gross if there were any conflicts with Footsteps Marketing as vendors for the District, since Sydney Schalit is now a board member. Sydney Schalit explained her position at Footsteps Marketing, that she is the CEO and does not own any part of the company, nor is there a written contract with CRFPD. Eric Gross confirmed there is no conflict as Sydney Schalit does not own any part of Footsteps Marketing. He suggested she recuse herself if there are any Footsteps Marketing issues before the Board of Directors, though she does not need to excuse herself from voting on the bills.

Pension Benefit Gene Schilling said he would like to look at raising the volunteer pension benefit to \$600 in 2020. He requested funds in the 2020 pension budget for an actuarial and increased benefit, in case it is decided to move forward with an increase.

Volunteer in Need Rob Goodwin said there is a volunteer who was recently diagnosed with breast cancer. The volunteers voted to donate \$500 to her and asked if the Board of Directors would match it. It was discussed and decided to use \$500 from the Jeanette Ware account, that was recently closed, as a donation, and put the rest in the volunteer fund.

October Meeting Michael Hassig will miss the regular October meeting.

MOTION: made to excuse Michael Hassig from the regular October meeting.

MOTION: made to adjourn the Board of Directors meeting at 12:26 p.m. It carried and passed unanimously.

Respectfully submitted,

Jenny Cutright, Recording Secretary

Gene Schilling, President