

**RECORD OF PROCEEDINGS FOR THE
COLORADO RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
AUGUST 9, 2022**

STATION 64, 775 CASTLE VALLEY BLVD., NEW CASTLE, CO 81647

The regular scheduled meeting was called to order by Chairperson Lambert at 6:30 pm.

ROLL CALL:

Board Members Present:

Alan Lambert, President/Chairperson

Matt Weisbrod, Vice President

Levy Burris, Treasurer

Addy Marantino, Secretary

Dick Miller, Director

Others Present:

Leif Sackett, Fire Chief

Zach Pigati, Operations/Wildland Division Chief (Via Conference Call)

Orrin Moon, Prevention Division Chief

John Gredig, IT Director

Dino Ross, Legal Counsel for the District

Sarah Abbott, Legal Counsel for the District

Jerrod Merriam, Battalion Chief

Matt Mollenkamp, Lieutenant

Colin Mason, Firefighter (Via Conference Call)

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:

Fire Chief Sackett stated the July 2022 Financial Reports need to be removed from the Consent Agenda. He stated the July 2022 Financial Reports will be added to the next meeting's Consent Agenda.

CONSENT AGENDA:

Vice President Weisbrod made a motion to approve the Consent Agenda as presented without Item C. Treasurer Burris seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:

None.

LEGAL COUNSEL UPDATE:

Attorney Ross provided a summary of the legal services provided during the last month, including working with IT Director Gredig on revising the Master Software and Services Agreement with ImageTrend, Inc. Attorney Ross stated ImageTrend, Inc. accepted all the changes he requested, and he is comfortable with the contract from a legal perspective. Attorney Ross reviewed Bills from the final Legislative Tracker and the end of session wrap-up included in the Board Packet.

FIRE CHIEF REPORT:

Fire Chief Sackett reviewed his report and mentioned a new business action item of a Resolution authorizing signors on the Hometown Bank account and an old business action item of a contract with ImageTrend, Inc.

Fire Chief Sackett stated the District will be receiving initial assessed valuation numbers from the County Assessor this month and Chief Staff will begin preparing for the District's annual budget season. He stated Chief Staff would like to discuss with the Board potential increases in the District's ambulance fees. Fire Chief Sackett stated that last year the District did not increase its ambulance fees as the mill levy was just passed. However, Chief Staff believes the District's ambulance fee schedule is low compared to most EMS transport agencies in the State. Fire Chief Sackett reviewed some figures of ALS, BLS, and mileage of other fire districts in the State to provide preliminary data to the Board. He stated Chief Staff will be bringing forth additional data in the future regarding this topic.

Fire Chief Sackett stated the District has been affected by inflation and a major priority for Chief Staff is to look at a cost of living adjustment (COLA) for personnel, staffing, revenue increases, strategic planning, and a new personnel manual/employee handbook.

Fire Chief Sackett stated the District would like to also pursue an AFG grant in November to provide more health and wellness measures for staff. This includes an updated page system that appropriately alerts staff of incoming calls during night hours.

Fire Chief Sackett congratulated EMS/Training Chief Van Slyke on his SB22-225 EMS System and Sustainability Taskforce appointment.

Fire Chief Sackett concluded his report by stating there is an increase in 911 calls, and he is very appreciative of the crews' responses to the communities the District serves.

NEW BUSINESS/ACTION ITEMS:

a. Fire Chief/Administration: Review and Consider Designation of Authorized Signers on Hometown Bank Account (Resolution No. CRFPD 2022-08-01)

Fire Chief Sackett stated the District's ambulance billing company, LifeQuest Services, utilizes Hometown Bank for all billing transactions. He stated Chief Staff has drafted updated signature cards for Hometown Bank which requires a supporting resolution. He explained the presented resolution updates authorized signers to replace the former Board Treasurer and update the Fire Chief on file.

Secretary Marantino made a motion to approve Resolution No. CRFPD 2022-08-01, a resolution designating authorized signers on the Hometown Bank Account as presented. Director Miller seconded the motion. The motion passed unanimously

OLD BUSINESS/DISCUSSION ITEMS/FOLLOW-UP ITEMS:

a. Fire Chief/IT Director: EMS & Fire Records Update

IT Director Gredig stated that, as he has discussed with the Board in prior meetings, the District's current EMS software provider, New World, has decided to stop the process of developing their EMS records tracking services. He stated there are State

rules and regulations that will affect the District's ability for licensing, grants, and waivers. IT Director Gredig stated that, for the District to remain compliant with State requirements, the District has to proceed with purchasing EMS and fire record tracking software. IT Director Gredig stated Chief Staff has reviewed several software packages and has eliminated companies that were smaller and not as dependable. He stated he has also spoke to other districts about their experiences with their EMS software and IT Director Gredig believes ImageTrend, Inc. is one of the most compatible software out there for the District to consider and utilize.

Vice President Weisbrod asked if other fire districts are looking at other EMS software such as ImageTrend, Inc. to incorporate.

IT Director Gredig discussed what other fire districts are looking for in terms of EMS software and how it varies for each fire district and region.

Secretary Marantino made a motion to approve the Master Software and Services Agreement with ImageTrend, Inc. as presented. Vice President Weisbrod seconded the motion. The motion passed unanimously.

OPERATIONS/WILDLAND UPDATES:

Operations/Wildland Division Chief Pigati presented the following updates from his report:

- Wildland crews continue mitigation in Silt near Stoney Ridge.
- Evaluating Part Time Employee (PTE) Program.
- Suppression Module (SMOD) deployed to Wyoming.
- SMOD returned from Wyoming and deployed to Eagle County for Red Hill Fire.
- E-361 and crew deployed to southern California.
- Deployed the other Type 3 engine and crew to northern California.
- Deployed to Fish Fire as DIVS with the Rocky Mountain Team.
- Purchased four Ram 2500 Trucks to replace the BC's truck and Chief Moon's truck. The other two trucks are going to the SMOD. We will be working on the upfitting of these trucks.

- Working with the Division of Fire Prevention and Control (DFPC) to construct a burn project for a new fire suppressant. We are working to get forest products to the airport to construct two 40-by-7-foot strips of fuel to burn and test the new suppressant. The test will be done sometime in the fall.
- Deployed a Type 6 engine and crew to Sugarloaf Fire in Wyoming.
- Applied for a Personal Protective Equipment (PPE) grant through the State. HB22-1194, which became law this year, allocated five million dollars for the direct distribution of firefighter PPE, including structural and wildland PPE, wildland line packs, fire shelters, and self-contained breathing apparatus to fire agencies throughout Colorado. All PPE ordered through this funding will meet current NFPA standards.

EMS/TRAINING UPDATES:

EMS/Training Division Chief Van Slyke presented the following updates from his report:

EMS Updates:

- Lieutenant Mollenkamp and the EMS Committee have worked very hard getting demo stethoscopes, blood pressure cuffs and new portable suction units in service. Thanks to Lieutenant Mollenkamp and the EMS Committee for all their hard work on these projects.
- Attended various internal and external meetings.
- CRFR was awarded a CREATE grant for sending two individuals to paramedic school. The grant total is \$6,748.80. This will be reimbursed to CRFR after both individuals successfully obtain their National Registry Paramedic Certificate.
- EMS/Training Division Chief Van Slyke was appointed as a member of the SB22-225 EMS Sustainability Task Force by the Colorado Division of Public Health and Environment (CDPHE).

Training Updates:

- Congratulations to Chris MacGregor for achieving his Driver Operator certification.

- Congratulations to Lieutenant Churchill for completing the Phase I Battalion Chief Task Book. He is now able to function as a Battalion Chief in an acting capacity. Also, Lieutenant Churchill was awarded a scholarship through VCOS to attend Fire Rescue International in San Antonio, TX.
- Congratulations to Adam Werner for completing the Phase I Lieutenant Task Book. He is now able to function as a Lieutenant in an acting capacity.
- Crews logged 482 hours of training during the month of July.
- Attended ISFSI Training Officer Credential Course.
- Attended various record management software webinars that IT Director Gredig arranged.
- Continued working with Eric Savickas on further professional development for all members of CRFR.
- Worked on Fall Education Assistance. CRFR currently has six members taking advantage of this benefit.

PREVENTION/FLEET/FACILITIES UPDATES:

In addition to the Division's monthly activity report, Division Chief Moon provided the following updates:

Prevention Projects:

- Met with developers on a proposed commercial storage unit on the west side of Silt. They are proposing new storage unit buildings that would be small enough that fire sprinklers would not be required by code.
- Division Chief Moon has reviewed and submitted requirements on two new airplane hangars at Garfield County Airport. One hangar has been issued a building permit. He is still waiting on plan revisions for the other hangar.
- Division Chief Moon has agreed to assist Brian Condie at the Garfield County Airport. He has met with Brian and Sheryl from the Building Department to review the proposed document.

- Received plans for a new storage building with living quarters in Silt He is waiting on revisions for final approval.
- Reviewed two minor proposed subdivisions for Garfield County. No issues with either one.
- Working with Rifle PD, the Sheriff's Office, and Garfield County Fair Ground's staff for this week's County Fair. CRFR is providing medical personnel at the events and daily safety reviews for the fair.

Inspections this month:

- One preschool inspection.
- Rough-in and final inspection on the Anytime Fitness remodel in Rifle.
- Rough-in inspection on a clean agent suppression system in the Garfield County building in Rifle.

Community Risk Reduction:

- July 13 - Tail Tale Storytime at Journey Home Animal Care Center. He and Maria read a story to about twenty children, followed with a touch-a-truck.
- July 13 - Maria attended the Silt Farmers Market with a table with life safety information along with items for children.
- July 14 - Meal Monkey. Crews helped distribute lunches to children.
- July 20 - Maria attended the Silt Farmers Market.
- July 21 - Meal Monkey.
- July 22 - The crews were scheduled to spray children with water at Boost Camp but were called to the Battlement Mesa Fire.
- July 22 - Maria taught CPR to ten New Castle police officers at Station 64.
- July 26 - Maria attended the Child Fatality Review Committee meeting. Reviewed recent child deaths in the area and submitted prevention strategies to the State.
- July 27 - Maria gave a station tour to three walk-in citizens.
- July 27 - Maria attended the Silt Farmers Market.
- July 28 - Meal Monkey.

- Aug 3 and 6 - Maria attended the fair with an information table and passed out stickers.
- Aug 6 - Garfield County Fair Parade.

Upcoming CRFR Events:

- Silt Hey Days at Veterans Park on August 20, 2022.
- Burning Mountain Days on September 10, 2022.
- Rifle Open House on September 24, 2022, from 10:00 am to 3:00 pm.

Stations, Buildings and Grounds:

- Jerry Seifert has been busy with punch list items at all stations. Light replacement and repairs are a big item this month at the stations.
- Fronter Paving has Station 61 on schedule for the middle of September.

Apparatus Service and Maintenance:

- Kreig Kasten was on the eastern slope last week attending a Colorado Fire Mechanics training. This was a good training class for Kreig to meet other fire department mechanics.
- Kreig helped with the ladder and aerial inspections last week in Rifle. All of CRFR's ladders and aerials passed annual inspection.

INFORMATION TECHNOLOGY/DATA UPDATES:

IT Director Gredig provided an update on the prior month's activities:

- Continuing to work on communications projects, including radio reprogramming and changes to the Communications Plan.
- Working on purchasing new records management software for the District.
- The District is still up on its 911 call volumes.

Fire Chief Sackett asked if the Board preferred a tablet for reviewing the Board packet during Board meetings.

The Board agreed to moving towards an electronic format for the Board packets.

ADMINISTRATION/FINANCE UPDATES:

Fire Chief Sackett reviewed Administrative Director Tillman's monthly activity report:

- Filed the 2021 Supplemental Budget and supporting resolution with DOLA.
- Submitted an annual CO State Firefighter Cardiac Benefit Grant application. This grant will reimburse \$6,840 for the full-time employee (FTE) portion of the 2022 premiums paid. The grant does not reimburse the premiums for PTEs or volunteers.
- Continued meetings and reviews with CPS on employee handbook updates and proposed revisions.
- Processed wildland deployment invoices in DFPC Fire Billing System:
 - Through the end of July, CRFR has submitted invoices totaling \$740,867:
 - \$108,132 in equipment fees.
 - \$178,706 in base salary and benefits reimbursement.
 - \$330,074 in deployment OT and benefits reimbursement.
 - \$6,745 in holiday pay and benefits reimbursement.
 - \$110,148 in travel/fuel expense reimbursement.
 - \$7,062 in administrative billing fees.
- Reviewed HR documents, grant applications, and Chief Staff correspondence.
- Deployed on Fish Fire with Rocky Mountain CIMT.
- Processed invoices in accounting system and issued payments.
- Reviewed timesheet data and processed payroll for prior month.
- Uploaded pension contributions reports and submitted payments to FPPA and PERA.
- Processed employee insurance coverage changes with CEBT and AFLAC.
- Amended PTE and FTE members as necessary to FPPA and PERA pension plans and termed any former members.
- Reconciled bank/fund accounts for monthly financials.

- Prepared Board meeting agenda and packets for monthly meeting and distributed to the Board.

Operations/Wildland Division Chief Pigati stated the wildland deployment invoices presented are not capturing the recent wildland deployments to California.

Fire Chief Sackett agreed and stated Administrative Director Tillman will be returning to the District tomorrow from a deployment in Wyoming.

DEPARTMENT GOOD NEWS:

In addition to the Post Independent article, "CRFR Chief Leif Sackett works to keep the community safe from fire during summer season," Fire Chief Sackett stated the Town of Silt's newsletter discusses mitigation matters. He stated the District is appreciative of town administrators who are providing mitigation information. Fire Chief Sackett stated it is a good thing as communities are asking questions and want to learn more about mitigation efforts.

BOARD MEMBER COMMENTS:

Director Miller: He had the pleasure of stopping by the station in Silt and got to meet some of the people there and had great conversations. He is learning a lot and the experience is neat. Thank you Chief and to all of staff.

Secretary Marantino: Strong work. Getting the IT software taken care of; it is a huge hurdle, and I am excited to utilize ImageTrend. She thinks that is a wise choice. Also, congratulations to Chief Van Slyke for his appointment on the SB22-225 EMS Sustainability Task Force. 75 people applied and only 10 people were appointed, so thank you for applying. There will be long lasting work being done. Thank you everyone for everything.

Vice President Weisbrod: The one thing he would like to point out is training hours and all the events District personnel have attended. It is nice to see those numbers up and personnel spending time with the community. As Staff and personnel start looking at different things, remember our community as well, and the dollars they gave given us and the monies they have awarded us with the mill levy.

Treasurer Burris: From the Fair Board, I want to extend out our thanks. The hours and time spent at the fair is greatly appreciated. They could not have done it without the assistance from the District. There is a new non-profit in town that will be holding a fundraiser. They are trying to have a touch-a-truck and he has asked if the District can participate as well. He will be providing more information on subject. On a personal, note, I want to say thank you for CRFR's response to the recent fire at his home. Great job.

President Lambert: He thanked the crews. It has been a very busy summer. He listens to the calls on the radio all the time and CRFR's personnel have been amazing. Keeping up with everything, it's incredible. CRFR's personnel are doing an outstanding job. He thanked Director Burris, who is the president of the Fair Board, and the fair just ended this last Sunday. Again, another outstanding Garfield County Fair. He thanked the crews for making it happen this year. The next Board meeting will be held on Tuesday, September 13, 2022, at Station 41 in Rifle.

ADJOURNMENT:

There being no other business to come before the Board, Chairperson Lambert adjourned the meeting at 7:24 p.m.

APPROVAL:

The foregoing Minutes, which has been approved by the affirmative majority vote of the Board of Directors of the Colorado River Fire Protection District, is a true and accurate record of the meeting held on the date state above.

Date: Sept 13th



Date: 13 Sept 22



