

**RECORD OF PROCEEDINGS FOR THE
COLORADO RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
NOVEMBER 8, 2022
STATION 41, 1850 RAILROAD AVENUE, RIFLE, CO 81650**

The regular scheduled meeting was called to order by Chairperson Lambert at 7:00 pm.

ROLL CALL:

Board Members Present:

Alan Lambert, President/Chairperson
Matt Weisbrod, Vice President
Addy Marantino, Secretary
Dick Miller, Director
Levy Burris, Treasurer

Others Present:

Leif Sackett, Fire Chief
Zach Pigati, Operations/Wildland Division Chief
Scott Van Slyke, EMS/Training Division Chief
Orrin Moon, Prevention Division Chief
John Gredig, IT Director
PJ Tillman, Administrative Director
Dino Ross, Legal Counsel for the District
Bill Smith, Lieutenant (Via Conference Call)
Cody Lister, Firefighter (Via Conference Call)

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:

Attorney Ross recommended that the Agenda Item providing for a Public Hearing on whether the District should opt-out of the FAMLI Leave Act Program be moved to the Board's December 13 meeting in order to give the District's employees more opportunity to consider the issue and provide comments at the Public Hearing, should they wish to do so.

CONSENT AGENDA:

Treasurer Burris made a motion to approve the Consent Agenda as presented. Director Miller seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:

None.

LEGAL COUNSEL UPDATE:

Attorney Ross stated that he did not have any legal matters to bring to the Board's attention.

FIRE CHIEF REPORT:

Fire Chief Sackett reviewed his report and mentioned there was a New Business Action Items to: a) consider a proposal to address a soils issue discovered during the Station 61 repaving parking lot; and b) consider adopting an ambulance fee schedule. He stated there were no Old Business Items for this meeting.

Fire Chief Sackett stated he and Administrative Director Tillman attended a virtual meeting with Associate Insurance Group in relation to the District's workers' compensation. After further discussion, Fire Chief Sackett stated Chief Staff has decided to select Associates Insurance Group as the District's workers' compensation agent. Fire Chief Sackett stated the development between the District and Associate Insurance Group is a great opportunity to complete a cost containment report and further lower the District's annual fees and MOD.

Treasurer Burris requested more information on the regarding switching to Associate Insurance Group. Fire Chief Sackett stated Chief Staff would present more information at the next Board meeting.

Fire Chief Sackett stated he attended the annual Colorado State Fire Chiefs (CSFC) conference in Keystone, Colorado. He stated the main topic of conversation was Wildland Urban Interface (WUI). He stated WUI fires is a very pressing and important issue that is not going away anytime soon. He stated the Colorado Fire Commission and CSFC are recommending creation of a WUI Code Board to develop a well-informed WUI Code to help protect Colorado's communities, economies, citizens, and firefighters.

Fire Chief Sackett stated the District continues to develop its RMS system with ImageTrend. Fire Chief Sackett stated IT Director Gredig has done all the behind-the-scenes work to make this transition as smooth as possible. Fire Chief Sackett state IT Director Gredig has completed the CAD integration and EMS/Training Division Chief Van Slyke is beginning to work with the crews to further develop the mobile reporting system of ImageTrend. Fire Chief Sackett stated the District is meeting with ImageTrend weekly to continue to learn and prepare going live by January 1, 2023.

Fire Chief Sackett stated that he is immensely proud of how the crews continue to respond to high acuity calls, especially calls that do not occur on a regular basis.

NEW BUSINESS/ACTION ITEMS:

a. Fire Chief/Facilities: Ratification of Change Order for Station 61 Parking Lot

Fire Chief Sackett stated on October 28, 2022, during the tear out phase of the Station 61 parking lot, Frontier Paving Inc., discovered unexpected soil conditions, resulting in a major change order to properly fix the issue. He stated the area of concern was extremely soft soil that caused a truck to get stuck to the axles during tear out. Fire Chief Sackett informed the Board this change order was unexpected and could not be put off for Board approval. He explained that the approaching weather and colder temperatures required action to be taken immediately to fix the problem before asphalt plants shut down for the season. Fire Chief Sackett stated the change order is in the amount of \$16,287.50. Fire Chief Sackett stated Chief Staff recommends the Board ratify the attached quote to approve the additional cost.

Director Miller made a motion to approve the order change with Frontier Paving Inc. to include the additional amount of \$16,827.50. Vice President Weisbrod seconded the motion. The motion passed unanimously.

Treasurer Burris asked what the original bid amount was. Fire Chief Sackett stated the original bid amount from Frontier Paving Inc. was \$39,043.00.

OPEN PUBLIC HEARING – NOTICE OF FAMLI LEAVE ACT:

a. Confirmation of Publication of Notice of Public Hearing

Attorney Ross stated a Publication of the Notice of the Public Hearing of the FAMLI Leave Act Resolution was published and posted.

b. Public Comments

Attorney Ross informed the Board that neither Chief Staff nor legal counsel has received comments from the public or the District's employees.

c. Review and Consider Resolution of FAMLI Act (Resolution No. 2022-11-02)

Treasurer Burris made a motion to continue the Public Hearing on the FAMLI Leave Act Resolution to the December 13 Board meeting. Secretary Marantino seconded the motion. The motion passed unanimously.

OLD BUSINESS/DISCUSSION ITEMS/FOLLOW-UP ITEMS:

a. Fire Chief/EMS: Review and Consider Resolution Adopting Ambulance Fee Schedule (Resolution No. 2022-11-01)

Fire Chief Sackett stated Chief Staff reached out to Attorney Ross to help construct an Ambulance Fee Schedule Resolution to present to the Board.

Fire Chief Sackett explained Chief Staff took direction from the Board from the last meeting and incorporated a 20% MTS rate for medical transport service costs and an increase towards the District's billing fees. Fire Chief Sackett presented the Ambulance and Emergency Medical Services Fees Schedule that would be effective December 1, 2022. Fire Chief Sackett explained the importance of documenting this schedule in a Resolution.

Following discussion, Secretary Marantino made a motion to adopt Resolution No. CRFPD 2022-11-01, a Resolution Adopting an Ambulance and Emergency Medical Services Fees Schedule Effective December 1, 2022. Treasurer Burris seconded the motion. The motion passed unanimously.

OPERATIONS/WILDLAND UPDATES:

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

- The request for proposals (RFP) for the Battalion Chief truck is finished and has been sent to four different companies. The companies will have until October 28, 2022, to submit a bid. The three out of the four vendors submitted bids. The Battalion Chiefs are reviewing them now and the District should have a selection by the end of the week.
- The Wildland Division has submitted a grant application to the Colorado State Forest Service for mitigation and equipment for a total grant award of \$257,500.
- He deployed an Engine Assistant to Oregon as a HEQB(t).
- He conducted the hotwash with the Wildland division to discuss successes and items needing improvements.
- All trucks have toppers and are stickered. He will be sending the request for proposal for the District's other three trucks this month.
- The Wildland Division completed a pile burn and are continuing the cutting project in Silt, Colorado.

- He is working with the Battalion Chiefs on their programs. He stated the District is in the process of creating a committee that will assist with best practices for recruitment and retention of new hires and volunteers.
- In December the District should be receiving extrication equipment that was ordered with the FMLD Grant.
- He worked with Lieutenant Smith and Chief Staff on a Promotional Process SOG.
- The District hired Chelsey Johnson to fill the vacancy on B-Shift. The District has opened the shift up for bid and will place Firefighter Johnson on the shift that has a vacancy by the week of November 13.
- He opened the testing on the National Testing Network for a new list for hire. Firefighter Johnson was the last one on our list for hire.
- He is working on the hiring process for the 2023 wildland season.

Operations/Wildland Division Chief Pigati reviewed the general trend and process of Wildland seasonal personnel and volunteers.

EMS/TRAINING UPDATES:

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

EMS Updates:

- He continued to work with IT Director Gredig on the implementation of ImageTrend. The District started testing the ePCR in the field and are working on adjusting fields to improve the workflow for the crews.
- He completed ambulance licensing for the District and conducted ambulance inspections for Carbondale, Glenwood Springs, and EMS Unlimited.
- He worked on finalizing the Ambulance Fee Schedule Resolution with Fire Chief Sackett.
- He submitted a Statement of Work to CDPHE for the District's ambulance grant. The District also received the purchase order from the State to officially begin work on the project. AEV is estimated to be 24 months out on an ambulance build. The District is currently waiting on a chassis for the project.
- He attended various internal and external meetings.

Training Updates:

- Congratulations to Crystal Peters for obtaining her Fire Instructor I certification last month.
- The crews logged 360 hours of training during the month of October.

- He is preparing to conduct a Fire Instructor II course for the District, Glenwood Springs, and Carbondale Fire.
- He attended a Public Safety Leadership Development course hosted by the University of Denver with Fire Chief Sackett.
- All shifts have completed team building training with Eric Savickas.
- He worked with Chief Staff on the 2023 budget.
- Brifen USA conducted training on the new cable railings that are being installed along I-70.
- Engineer Lister is working on logistics and details to lead a DOP class for the Training Consortium in the spring of 2023.

PREVENTION/FLEET/FACILITIES UPDATES:

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

Prevention Projects:

- He met with the New Castle Town Manager and Staff, to aid them on their proposed emergency evacuation plan. He will be reviewing the document and making suggestions to them before the next Board meeting.
- The crews responded to a structure fire in a pole barn off Airport Road in the early morning of October 16, 2022. The building was fully involved upon arrival. The crews did a great job extinguishing the fire despite a series of obstacles. He received help from the Garfield County Fire Investigation Team on the initial investigation, as he was out of District that morning. He completed the investigation the next day. The fire was accidental and more than likely caused by an unattended wood stove.
- He conducted a rough-in inspection on a fire sprinkler system, H, and I, at River Trace in Silt.
- He and John Plano, the new GARCO Head Building Official, met with a group proposing eight new airplane hangars at the airport. There will be more to come on this as John requested more information.
- He received plans for ECO Dwellings LLC for an addition to a building in Rifle on Powerline Road. John Plano has requested more information on the plans for the addition. After a meeting with John Plano, they made a site visit to the building. They found that the building was being used for factory occupancy but was built for storage occupancy. They met with the manager and discussed bringing the building up to the code for factory occupancy, which includes additional ventilation and a fire

sprinkler system before a new building permit will be issued for the addition. They are working with ECO on a timeline for necessary upgrades to the building to keep the business going.

- He received a request for a water flow test on a proposed tractor supply on 1435-1605 Airport Road. He will be getting with the City of Rifle Water Department to conduct the flow test.
- He received plans for a new automated car wash at 707 Taughenbaugh. The City Planning and zoning department will be reviewing this request soon.
- He was able to go on vacation for a couple of weeks and enjoyed a hunting trip.

Inspections this month:

- He conducted a fire inspection at a new food store on West Ave in Rifle.
- He completed a fire inspection for a new food trailer in Silt.
- He completed a fire inspection at a Day Care on 16th Street in Rifle.
- He conducted a re-inspection at 2 Coronas Restaurant in New Castle.

Community Risk Reduction:

- October 12, 2022 – Prevention Division Chief Moon, Community Risk Reduction Specialist Pina, and Operations/Wildland Division Chief Pigati attended a Career Fair. There was a great response from high school students.
- October 13, 2022 – Specialist Pina held a fire safety talk with 53 Highland Elementary kindergarteners.
- October 18, 2022 – She held a fire safety talk with 100 New Creation preschoolers.
- October 20, 2022 – She conducted a station tour and fire safety talk with 10 Emmanuel Lutheran preschoolers.
- October 24, 2022 – She had two visits at Emmanuel Lutheran preschool for fire safety talk with 20 children.
- October 25, 2022 – She visited Emmanuel Lutheran preschool for a fire safety talk. There were 14 children who attended.
- October 26, 2022 – She changed smoke alarm batteries for an elderly couple.
- October 27, 2022 – Shad had a fire safety talk with Centro de Familia Preschool. There were 20 children who attended.
- October 28, 2022 – She attended Town of New Castle Trick-or-Treat event.
- October 31, 2022 – She attended the Silt Family Fall Fest.
- October 31, 2022 – She attended Rifle Trunk-or-Treat event.
- November 1, 2022 – Robert Fields held a CPR class for All Kids Dental Staff.
- November 3, 2022 – She held a tour at Station 61 for a daycare with seven children.

Stations, Buildings and Grounds:

- Frontier Paving Inc. finally got to Station 61 on October 28, 2022, and started the excavation. After removing the old asphalt, Frontier Paving Inc. found a soft area in the parking lot. A change order to mitigate the soft area was added to the cost of the rebuild. Frontier Paving Inc. finished the work last Tuesday.
- Eric Davis, the District's new part-time Building Maintenance Technician, will be starting November 7, 2022. Jerry Seifert will be taking Eric Davis around the District stations to review the maintenance needs for each station.

Apparatus Service and Maintenance:

- Kreig Kasten has been working on installing running boards for the new Battalion Chief pickup truck and Prevention Division Chief Moon's new pickup truck.
- Kreig Kasten is working on repairs and yearly service on the wildland apparatus that are back from wildfire deployments. Kreig Kasten is also working on several minor repairs on the District's ambulances and apparatus.

Treasurer Burris asked questions regarding the evacuation plan in the Town of New Castle. He wanted to ensure information and plans are being communicated with appropriate emergency agencies. Prevention Division Chief Moon assured Treasurer Burris that the evacuation plan is in the preliminary stage and will be communicated with and signed off by all necessary agencies.

INFORMATION TECHNOLOGY/DATA UPDATES:

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

- All mobile and portable radios in use have been reprogrammed. The District's reserve and cache radios need to be reprogrammed as availability allows.
- He continues to work on the mapping project in the County.
- He continues to work with ImageTrend on implementation. Everything is on track for implementation by January 1, 2023.
- He is working on specs for station alerting options to promote firefighter health and safety in conjunction with helping Fire Chief Sackett apply for an Assistance to Firefighters Grant.
- He continues to work with Operations/Wildland Chief Pigati on upfitting the new vehicles.
- Below is the October Summary Report:
 - Monthly 911 call volume for October was up 4.7%, and overall call volume was up 1.5%.

- Overall, for the year, 911 call volume is still up 7.8% and 4.6% up for all call types.

ADMINISTRATION/FINANCE UPDATES:

Administrative Director Tillman presented the following updates to her report:

- She reviewed and updated the 2023 budget model with Chief Staff.
- She continued working on commercial liability, vehicles, property, and worker's compensation insurance renewals and estimates from various carriers for budget year 2023.
- She and Fire Chief Sackett met with Associates Insurance Group, a Pinnacol Agent, and they plan to move the District's workers' compensation coverage to their agency due to their vast experience and ability to assist with a cost containment program and more specialized claim review and treatment management.
- She reviewed the Firefighter EMT/Firefighter Paramedic Position announcement with Chief Staff.
- She onboarded the new part time Facilities Maintenance Technician, Eric Davis.
- She worked with CEBT on 2023 Open Enrollment and literature for the employee portal.
- She is preparing documentation required for the CO DHSEM Hurricane Ian EMAC deployment reimbursement package.
- She participated in Hurricane Ian AAR with CO DHSEM.
- She processed wildland deployment invoices in DFPC's Fire Billing System as shown below:
 - YTD 10/31/2022, the District has submitted invoices totaling \$1,591,816
 - A total of 60 deployments through 10/31/2022
 - \$257,015 in equipment fees
 - \$289,903 in travel/fuel expense reimbursement
 - \$15,761 in administrative billing fees
 - \$1,029,137 in salaries and benefits:
 - \$347,544 in base salary and benefits reimbursement
 - \$670,746 in deployment OT and benefits reimbursement
 - \$10,847 in holiday pay and benefits reimbursement
 - Full-time and Wildland Seasonal salaries and benefits reimbursement: \$840,969
 - Wildland Supplemental Resource reimbursement: \$188,168

- Deployment income received through October 31, 2022: \$1,126,306, with \$465,510 in the review queue with DFPC.
- Two additional deployments are active and still in process and will be added to the totals by the end of November 2022.
- She participated in the Wildland Division 2022 Season Hotwash.
- She attended ongoing meetings and correspondence with the District's accountants, Gemsbok Consulting, on the 2023 budget model.
- She participated in confidential HR meetings and reviewed and tracked related documentation.
- She finished reviewing the draft Employee Handbook t with CPS HR Consulting. She will go through an internal review with Chief Staff before sending to legal counsel for review and further updates.
- She processed invoices in the accounting system and issued payments.
- She reviewed timesheet data and processed payrolls for the prior month.
- She uploaded pension contribution reports and submitted payments to FPPA and PERA.
- She amended part-time and full-time members as necessary to FPPA/PERA pension plans and termed any former members.
- She reconciled bank and fund accounts for the monthly financials.
- She prepared the Board meeting agenda and packets for the monthly meeting and distributed them to the Board.

As requested by the Board, Administrative Director Tillman briefly described her experience participating in Hurricane Ian AAR with CO DHSEM.

DEPARTMENT GOOD NEWS:

Fire Chief Sackett reviewed a letter received from Jerry Seifert thanking the District for saving his life. Fire Chief Sackett also congratulated Lieutenant Churchill for speaking at the Colorado State Fire Chiefs Conference and being a great representative of the District.

BOARD MEMBER COMMENTS:

Treasurer Burris commended District Staff for the great job they have been doing. He stated the District continues to set the example as what a local fire department is supposed to mean for its community. He thanked the wildland division for coming out and burning leftover structure and using items for training purposes.

Secretary Marantino agreed with the comments made by Treasurer Burris. She stated she could not be prouder of the District. She stated the District has come a long way and in

addition to the Letter to the Editor, the District also responded to a MI in New Castle and saved another life that is dear to her. She encouraged all District members to attend Board meetings to ask any questions or voice any concerns District members may have.

Director Miller stated he is very pleased to have made the decision to join the Board. He congratulated everyone for the job they have done. He is learning more and more with each meeting, and he is very happy about that.

President Lambert stated the District has excellent personnel and he wishes the District could pay its personnel exceptionally; however, the Board will always try to provide what it can within the budget available. He stated the Board will have the District members at the forefront of decision making. He expressed how important District personnel are to the Board.

The Board moved to have a 5-minute recess prior to entering Executive Session.

The Board voted unanimous to enter Executive Session to receive advice of legal counsel regarding a personnel matter pursuant to CRS 24-6-402(4)(f). Attorney Ross certified that the Executive Session would constitute an attorney-client communication and would not be recorded.

EXECUTIVE SESSION:

The Board entered Executive Session at 7:46 p.m.

Vice President Weisbrod made a motion to end the Executive Session at 7:51 p.m. Director Miller seconded the motion. The motion passed unanimously.

ADJOURNMENT:

There being no other business to come before the Board, Chairperson Lambert adjourned the meeting at 7:51 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 stated above.

Date: 12/13/2022




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