

**RECORD OF PROCEEDINGS FOR THE
COLORADO RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

MARCH 14, 2023

STATION 41, 1850 RAILROAD AVENUE, RIFLE, CO 81650

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 (Arrived at 7:01 pm)
Dick Miller, Director
Levy Burris, Treasurer
Addy Marantino, Secretary

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
Dino Ross, Legal Counsel for the District
Matt Mollenkamp, Lieutenant
Station 61 (Via Online)
Jonathan Baker, Firefighter (Via Online)

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:

Fire Chief Sackett stated there will be a New Business Action Item, (d) "A contract approving Paul Davis to validate the District's Physical Ability Test within the District's Health and Wellness Program."

CONSENT AGENDA:

The Board approved the Consent Agenda as presented.

PUBLIC COMMENT:

None.

LEGAL COUNSEL UPDATE:

Attorney Ross stated that he assisted Fire Chief Sackett with a letter that will be sent to residences that are in areas that are not served by a fire department. Attorney Ross stated he revised a proposed contract with Paul Davis for him to validate the District's physical ability test, which is required by the EEOC. Attorney Ross stated Mr. Davis has accepted all the changes. Attorney Ross briefly went over updates on Bills from his firm's Legislative Tracker.

FIRE CHIEF REPORT:

Fire Chief Sackett reviewed his report with the Board and stated there were New Business Action Items to (a) review and consider multi-gas monitor purchase orders (b) review and consider directions for replacing or rebuilding Station 61, (c) review and consider hiring one additional Firefighter/EMT, and (d) review and consider a contract with Paul Davis. Fire Chief Sackett stated there was an Old Business Action Item to provide an update on the May 2023 Board of Director election.

Fire Chief Sackett stated he attended the CPSE Excellence Conference with Lieutenant Smith and IT Director Gredig. He stated the conference was informative and they learned about accreditation. Fire Chief Sackett stated the District is working through the paperwork to host a Quality Improvement for Fire and Emergency Services class. He stated that, if the District became a host agency, he would like one of the District Board members to attend that class.

Fire Chief Sackett stated Chief Staff has been in contact with Eric Savickas to tentatively set dates for the District's first two strategic planning sessions. He asked the Board if April 7, 2023, and June 16, 2023, were good dates to start the Strategic Planning process. He stated that the last four days of the Strategic Planning process will be determined later.

Treasurer Burris asked what will happen for the incoming Board of Directors regarding the District's Strategic Planning sessions.

Fire Chief Sackett stated that Paul Hanley is aware of that transition and is not concerned. The two new Board members will be invited to the Strategic Planning sessions.

Fire Chief Sackett stated Chief Staff has worked with Attorney Ross on a letter to be sent to the residents in the areas that lie outside of any fire department, which are generally located between the District and Glenwood Springs. He has reached out to Fire Chief Tillotson to collaborate on this matter.

Fire Chief Sackett stated that he closes his report excited about the strategic planning process and the future of the District.

NEW BUSINESS/ACTION ITEMS:

a. Fire Chief/Operations: Review and Consider Purchase Order of four 5-Multigas Monitors

Operations/Wildland Division Chief Pigati stated some of the District's current 5-Multigas Monitors are no longer serviceable and have failed sensors for which replacements are no longer available. He stated it is important for District crew members and the Fire Marshal to be equipped with functioning 5-Multigas Detector monitors for personal safety against cancer-causing gas exposure. Replacement of this equipment was not originally incorporated in the District's equipment and capital replacement plan. Chief Staff would like to present a purchase order for

Board review and approval to purchase four 5-Multigas Monitors from Safeware in the amount of \$17,350.40.

her Board discussion ensued on timeline of the equipment and the reasons for going with Safeware.

Secretary Marantino made a motion to approve Purchase Order MM2023-0309 for the purchase of four 5-Multigas Monitors from Safeware in the amount of \$17,350.40. Director Miller seconded the motion. The motion passed unanimously.

b. Fire Chief/Operations/Prevention/Administration: Review Station 61 Rebuild/Replacement Presentation

Fire Chief Sackett gave a presentation to the Board on the options for Station 61. Fire Chief Sackett stated that for a long time Chief Staff has been discussing Station 61's usefulness as a response station, given that it was not set up for proper response capabilities. Fire station locations play an integral role in the delivery of emergency services. Chief Staff has been wanting to research requirements based on call volume, response times, types of emergencies, and projected community growth. Fire Chief Sackett reviewed the ESCI report from 2011 showing the District's Capital Improvement Plan (CIP). He made a presentation to the Board on the various options for locating Station 61 and associated pros and cons. Board discussion ensued

Fire Chief Sackett stated Chief Staff recommends two options: (1) pursue a steering committee with Silt Police Department on a Public Safety Facility and (2) pursue further information on the building/remodeling of current location. Fire Chief Sackett stated Chief Staff would like direction from the Board on what options to pursue.

Vice President Weisbrod stated the District should create a steering committee to research and look at all potential options.

Following further Board discussion, Fire Chief Sackett stated Chief Staff would conduct further research to help answer some of the Board's questions.

c. **Fire Chief/Operations: Review and Consider Additional Personnel**

Fire Chief Sackett stated that, when planning for 2023, Chief Staff budgeted three positions at the paramedic level knowing the District could possibly hire three paramedics but realistically may have to hire three EMT-Basic. He stated no paramedics applied during the hiring process, but the District had a good turnout of internal and external EMT-Basic candidates.

Fire Chief Sackett stated that since the District adopted the 2023 budget, the District has had one paramedic accept a new job and leave the District. Knowing how long it takes for educating personnel to become paramedics, the District is coming to the Board asking to hire one additional person. Instead of hiring three personnel, Chief Staff is asking to hire four personnel. Hiring the extra position would give the District the ability to send one more line member to paramedic school this fall. The additional staffing would reduce the amount of money spent on overtime while members are attending a paramedic program. Initially, Chief Staff's plan was to hire the three new positions and put them through a mini academy in April. With bringing on the extra position, the plan is to move the mini academy to June 2023, giving the District the capacity in the budget to absorb the additional costs of the position.

Board discussion ensued.

Secretary Marantino made a motion to accept Option 1: Hire one additional member, outside of the three budgeted positions, to

help supplement sending more personnel to paramedic school this fall. Treasurer Burris seconded the motion. The motion passed unanimously.

d. A contract approving Paul Davis to validate the District's Physical Ability Test

Fire Chief Sackett stated that Attorney Ross has revised the contract with Paul Davis wherein he would validate the District's Physical Ability Test.. Fire Chief Sackett stated that in the contract price is \$15,000, with a \$5,000 retainer upfront, and \$10,000 upon submission of the final report. Fire Chief Sackett stated Chief Staff budgeted \$25,000 in this year's budget for a validation process.

Operations/Wildland Division Chief reviewed components of the District's Physical Ability Test.

Vice President Weisbord made a motion to approve the contract with Paul Davis. Treasurer Burris seconded the motion. The motion passed unanimously.

OLD BUSINESS/DISCUSSION ITEMS/FOLLOW-UP ITEMS:

a. Fire Chief/Administration: Update on May 2023 Board of Director Election

Fire Chief Sackett stated that the Notice of Cancellation of Election and Certified Statement of Results has been published through the Glenwood Springs Post Independent and Rifle Citizen Telegram.

Fire Chief Sackett stated that the three candidates, Alan Lambert, Paige Haderlie, and Adria Milton-Baker, have been declared elected for a four-year term until May 2027.

Attorney Ross explained the requirements for administering the oath to the new candidates and the timing for their assuming the Director positions.

Board discussion ensued.

A five-minute break was taken.

OPERATIONS/WILDLAND UPDATES:

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

Operations:

- He worked on the District's Health and Wellness Program.
- The hiring process to replace positions and hire the three additional firefighters was completed.
- He worked with the Training Division on the two-week on-boarding process.
- The District purchased a truck to replace Chief Utility Vehicle 52.
- A request for proposal has been completed to outfit the new Chief Utility Vehicle 52.
- He attended an Advanced Disciplinary Issues session with Curt Varone.
- He conducted Chief Interviews with the Firefighter, EMT, and Paramedic candidates.
- He prepared the New Business Action Item for the review and consideration of purchasing four new 5-Multigas Monitors.
- The tools for extrication that were approved during the Board meeting in February were purchased.
- He attended a County meeting to discuss the County-wide CEPA Exercise in March.
- He had a meeting with the Training Division and Battalion Chiefs to create SEG's for Lieutenant task books.

Wildland:

Operations/Wildland Division Chief Zach Pigati provided the following report.

- There were two radio clone cables that were soldered in-house, saving the District \$1,200 in costs.
- The EMS Skills Verification has been completed by four District members.
- The Wildland Refresher has been completed by the District membership.
- The Wildland Lieutenant interviews were conducted, with one candidate selected for hire.

- The Wildland Assistant interviews were conducted, with one Wildland Assistant selected for hire.
- He reviewed the Purchase Card Policy.
- He reviewed the Vehicle Accident Policy.
- He reviewed the Out-of-District Injury Procedures.
- The National Wildfire Coordinating Group's "Leadership in Cinema" was conducted for two District crews. The crews watched the Band of Brothers and discussed leadership values, traits, and tactics.
- He built a standard operating procedure on station heat settings. This will help with costs through energy conservation at Station 43.
- He reviewed and updated the Critical 80 Hours of training material for seasonal employees.
- He conducted lessons learned from the Forest Restoration & Wildfire Risk Mitigation Grant Program grant.
- He started working on a Bureau of Land Management (BLM) Community Assistance and Federal Mineral Lease Grant Fall Cycle.
- He conducted PFT's and interviews for 19 seasonal candidates. Seven candidates were selected for hire.
- He is finishing the Last Call Foundation grant for mitigation support equipment.
- He completed the National Wildfire Coordinating Group's courses for professional development.
- Two TVs from storage were repurposed, saving the District \$500.
- Two desks from storage were repurposed, saving further costs for the District.
- He is working with the BLM and Forest Service's Fuel Specialists on mechanical thinning production rates for grant application data.
- He met with BLM Unaweep Wildland Fire Module (WFM) leader Owen Johnson to plan for WFM certification for 2023 and 2024.

EMS/TRAINING UPDATES:

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

EMS Updates:

- He thanked Ken McCracken for conducting Pediatric training with the District crews.
- All District crews are in the process of completing EMS Documentation training.
- He attended EMS Sustainability Task Force meetings.
- Lieutenant Carroll continues to work on updating the EMS Field Training process.
- He attended various internal and external meetings.
- The Northwest Health Care Coalition has picked up all the powered air purifying respirators (PAPRs) the District was storing for them.
- He submitted an EMTS Grant for an ambulance remount.
- He worked with Dr. Nichols to finish the National Registry EMS recertifications.

Training Updates:

- The District crews logged 788 hours of training during the month of February.
- The District crews are in the process of completing Mayday training.
- He assisted with the Chief Interviews for the open full-time positions.
- He worked on developing a New Hire Orientation Academy. Lieutenant Hill, Engineer Werner, and Paramedic MacGregor are integral to this process.
- He worked with the Battalion Chiefs to develop Standard Evaluation Guidelines for the Lieutenant task book.
- He proctored a Fire Instructor II course in Eagle River.

PREVENTION/FLEET/FACILITIES UPDATES:

Fire Chief Sackett reviewed Prevention Division Chief Moon's report:

Prevention Projects

- He met with the New Castle Town Manager and Staff concerning the possible adoption of the International Wildland-Urban Interface Code or parts of the code for a new development in New Castle, CO. The Town Planner researched the availability of ignition-resistant building materials in the area and found that the local supply

companies were not stocking most of the materials that would be needed for the construction of new homes. With this being found, the Town Planner drafted some not-so-stringent building regulations for the new code. Western Colorado building suppliers have not yet come on-board with ignition-resistant building supplies. The new proposed building codes from the Building Department will still be more stringent than the codes for structure resilience. The possibility of adding residential sprinkler systems to new homes has been dropped from the new codes ,as the Town feels they are not ready to require sprinklers in homes.

- He met with the Town of New Castle on the Emergency Plan. The Town is ready to send the Plan to the Garfield County Emergency Manager for input.
- He received the final construction plans for Longview at Lakota, CO. This is the Romero Development Project. The Project proposes residential and commercial buildings across Castle Valley Boulevard and Fass Ranch Road. Prevention Division Chief Moon will be reviewing the final plans before the Project goes to the Town Council for final approval in April.
- He received plans from Fritzland Ranch for a proposed annexation into the City. This new proposed subdivision includes four new streets and 66 mini home lots.
- Fire Prevention Division Chief Moon submitted comments to the City for the upcoming P&Z approval.
- He has been working with the Town of Silt after Holiday Inn Express had a flood on the east end of its building on November 16, 2022. This was due to a frozen attic sprinkler line. Repairs have been made to the exit hallways and the fire alarm system. The Town has given the hotel a Temporary Certificate of Occupancy to allow the hotel to open and rent rooms. He is still waiting for the attic sprinkler system to be back in service. Once this is complete, the Town will issue the final Certificate of Occupancy.
- He has assisted Garfield County Airport with its new development plan. After many hours of review and negotiations with the planning group, the final draft has been completed and was sent to the County Commissioners last week. The Commissioners wanted a few minor changes. The plan will be approved soon.

- He has received preliminary plans for 89,000 square foot storage units in nine buildings off River Frontage Road in Silt, CO. Water supplies and access are going to be things that Prevention Division Chief Moon will be looking at for this development.
- He has received a request to review early requirements for a 30-unit residential complex with proposed four stories and a parking garage. This is on West Ave in Rifle, CO. The developer is requesting information from the City and the District for this proposed project.

Inspections last month

- Kurt Lundin completed inspections for RE -2 schools last month. He will be completing inspections for private schools next.
- Kurt is working on updating this year's Inspection Program.

Community Risk Reduction

Community Risk Reduction Specialist Pina and crews covered the following activities:

- Community Risk Reduction Specialist Pina has been working on building a Juvenile Fire Setter program for the District. In the past, the District has sent people to be trained but the District has not had a standard guideline or program.

Stations, Buildings, and Grounds

- Eric Davis had a company from Grand Junction look at the District's solar panel installations on Station 61 and Station 64. No service has been done to any of the solar panels since they were installed. There have been no problems found at this time. The District will be checking the voltages on the panels this summer for preventive maintenance.
- Eric Davis has been gathering information on all stations to create a Building Maintenance Schedule. All major appliances are getting entered in the Schedule. This should help with budgeting items in the future.

Apparatus Service and Maintenance

- Kreig Kasten has been busy with fault codes on Engine 43 over the last three weeks. The District is waiting on parts. There is a nation-wide shortage for these parts. The District has requested Emergency Vehicle preference so the District can get the engine back into service as soon as possible. He does not know how long the wait time will be.

INFORMATION TECHNOLOGY/DATA UPDATES:

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

- He is continuing work on the Mapping Project in the County. The Assessor's Office is currently working on legal descriptions for District boundaries.
- He is also working on 5-mile drive distances from Station 61 and proposed new locations for Station 61.
- He is also working on ImageTrend data capture, data validity, and data presentation.
- He attended the Center for Public Safety Excellence Conference to begin researching accreditation and other data analysis.
- He is working on radio programming and Mobile Data Terminal setup for the new Battalion Chief vehicle.
- He provided the District's February 2023 Summary.
 - The District's monthly 911 call volume for February 2022 was 378 versus 421 in February 2023. This represents an 11.3% increase in 911 calls.
 - The District's total call volume for February 2022 was 415 versus 443 in February 2023. This represents a 6.3% increase in total volume.

ADMINISTRATION/FINANCE UPDATES:

Fire Chief Sackett presented Administrative Director Tillman's report:

- She received three Self-Nomination Forms for the May 2022 Board of Directors election. The three candidates will be administered their Oath of Office during the

May 9, 2023 Board meeting and will have official voting capacity beginning with the June 13, 2023 Board meeting.

- She prepared the Notice of Cancellation of Election and submitted it to Glenwood Springs Post Independent and Rifle Citizen Telegram for publication.
- The EMS billing bank account with Hometown Bank is now merged under Bank-First. She established online access for monthly statement access.
- She completed an Advanced Technical Writing class through George Mason University.
- She attended one more session of the Public Safety Leadership Development Program. This was followed by a graduation ceremony at Denver University on March 14, 2023.
- She mailed the Pension Advisory Board Call for Nominations forms to eligible retirees. The nominations are due by March 17, 2023.
- She coordinated interviews with 17 applicants for the Firefighter/EMT and Paramedic positions.
- She reviewed possible grant opportunities with the Wildland Division.
- 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 the Fire & Police Pension Association (FPPA) and Public Employees Retirement Association (PERA).
- She amended the District's part-time and full-time members' pension plans as necessary and removed former members.
- She reconciled bank and fund accounts for the District's monthly financials.
- She prepared the Board meeting agenda and informational packet for the monthly meeting and distributed it to the Board.

DEPARTMENT GOOD NEWS:

Fire Chief Sackett reviewed the following good news for the District:

- Battalion Chief Messner assisted in providing all AED's, LP15's, and Lucas devices to Station 41 to complete annual service.
- Firefighter Lister took copious amounts of notes, 37 pages, from the County Fire Tactics Officer Development Program. He shared the notes with the District. These types of actions show the value that he received from the course and his willingness to bring back what he learned from the training. He is the first individual Fire Chief Sackett has witnessed to bring back notes and share.
- Firefighter Billings, Lieutenant Carlson, IT Director Gredig, Firefighter Johnson, and Firefighter Robbins responded back to the station to provide coverage for the District during a structure fire on February 9, 2023. Their willingness to sacrifice their off time to ensure the District remained covered for additional calls should not go unnoticed and should be commended.
- Battalion Chief Merriam actively participated in the 2023 Mayday training. He completed all the skills stations as well as integrated into the crews and participated in the scenarios as a firefighter. This type of leadership should be recognized and commended.
- Firefighter Billings did a great job on research and development of a proposal for battery-powered tools for the engines and trucks. He should be commended for his time and effort in helping push the District forward.
- Lieutenant Mollenkamp continues to take on EMS-related projects, completing them in a detailed way that improves the District's system. He recently orchestrated the addition of EMS training bags for each station as well as cleaning out an old supply closet at Station 61 to facilitate a limited EMS inventory at the station.
- Firefighter Cooney, Firefighter Lister, and Firefighter MacGregor spent several hours on the shift of February 18, 2023, decluttering and organizing the EMS training equipment in the cabinets at Station 41. Afterwards, they put into service three training EMS jump and med bags that match the exact inventory as the bags on the ambulances. These individuals should be commended for the time they put into assisting and for their attention-to-detail.

- While taking care of the weekly chores, Firefighter Noah went above and beyond the normal expectations and pulled all the grates out from under the ambulance and scooped, shoveled, and sprayed until the drain was clean and flowing well. It is this attitude and drive that should be encouraged and supported.
- Fire Chief Sackett reviewed a photo that captured a thank you message from Highlands Elementary School.

BOARD MEMBER COMMENTS:

Vice President Weisbrod apologized for arriving late to the Board meeting and he appreciates all that the District presented.

Treasurer Burris appreciated the job everyone has been doing. He stated it is important for the District to move forward by looking at all possible options for Station 61.

Director Miller stated that he appreciates the District for trying to provide fire protection coverage in an unprotected area. He asked about what caused a recent fire.

Fire Chief Sackett stated that he has not seen the final report of the investigation into that fire.

President Lambert stated that, although it has been long overdue, he is excited to see what will be moving forward at Station 61. He appreciated everyone's hard work and wished everyone a good night.

ADJOURNMENT:

There being no other business to come before the Board, Chairperson Lambert adjourned the meeting at 8:26 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: April 11, 2023

Sh.M. Lumbet

Date: 11 / 11 / 2023

[Signature]