

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

**APRIL 11, 2023**

**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  
Dick Miller, Director  
Levy Burris, Treasurer  
Addy Marantino, Secretary (Via Online/Phone)

**Others Present:**

Leif Sackett, Fire Chief  
Scott Van Slyke, EMS/Training Division Chief  
Orrin Moon, Prevention Division Chief  
John Gredig, IT Director  
Dino Ross, Legal Counsel for the District (Via Online)  
Eric Davis (Via Online)

**ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:**

None.

**CONSENT AGENDA:**

Director Miller made a motion to accept the Consent Agenda as presented. Vice President Weisbrod seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT:**

None.

**LEGAL COUNSEL UPDATE:**

Attorney Ross stated that he assisted Chief Staff with a Leave Donation Policy that will be presented to the Board at this meeting. Attorney Ross briefly reviewed with the Board important Bills from his firm's Legislative Tracker. Attorney Ross provided clarification on

questions Fire Chief Sackett had on the bill that would completely change how local government regulates land use in Colorado.

**FIRE CHIEF REPORT:**

Fire Chief Sackett reviewed his report with the Board and stated there is a New Business Action Item to ) review and consider a PTO Donation Policy and an Old Business Action Item to consider updated options for rebuilding or replacing Station 61.

Fire Chief Sackett stated that, although the District's weather has consisted of snow and rain over the last few months, the District is still seeing fires. This time of year, the District is seeing smoke throughout the valley from farmers and ranchers burning their ditches and fields. Fire Chief Sackett stated that the District's moisture levels cannot predict fires as seen by the West Rifle Fire last week. Fire Chief Sackett stated that the West Rifle Fire was assumed to have started from multiple spot fires from the dragging of chains or bad wheel bearings. He thanked the District Crews for mitigating that fire.

Fire Chief Sackett stated Chief Staff participated in the Colorado Emergency Preparedness Assessment (CEPA) County exercise on March 22, 2023. Chief Staff came away with a better understanding of Garfield County's general response capabilities. Most Emergency Service Functions (ESF) were present at the meeting and gave input into their specialties. Fire Chief Sackett stated Chief Staff was able to see familiar and new attendees and stated these types of engagements are great places to meet and see people before an emergency arises.

Fire Chief Sackett stated he attended the Grand River Health Community Focus Group on March 13, 2023. This was a great opportunity for the District to listen to community members that use the services of the Grand River Hospital and the District. He stated he is happy that both Grand River Hospital's and the District's mission, vision and values are similar in that they both seek to increase citizen safety and provide the best care and service possible.

Fire Chief Sackett stated in closing, he is appreciative of the District's fast response to emergencies. He stated he is also very thankful to Eric Savickas for leading everyone that participated in the District's Strategic Planning Process.

Director Miller inquired about the District notify residents in an area between Glenwood Springs Fire Department and Colorado River FPD that their properties are not within the jurisdiction of any fire department.

Fire Chief Sackett stated that the goal is to have the notification come from both Colorado River FPD and Glenwood Springs Fire Department. This project is moving forward but there is no update yet.

**NEW BUSINESS/ACTION ITEMS:**

**a. Fire Chief/Administration: Review and Consider PTO Donation Program**

Fire Chief Sackett stated that over the last six months, Chief Staff has been working on a Paid Time Off (PTO) Donation Program that would provide additional leave benefits for District personnel. The PTO Donation Program is designed to provide supplemental PTO to District personnel who have exhausted all their PTO and could use donated PTO hours to help offset the need for Short-Term Disability. Fire Chief Sackett stated that the PTO Donation Program is not a replacement for the District's Short- or Long-Term Disability Programs but more of a measure to assist District personnel before going on short- and long-term disability leave. Under the PTO Donation Program, District personnel would only be allowed to use up to 30 days of donated PTO in a calendar year.

Fire Chief Sackett stated that legal counsel has reviewed and made recommended changes to the PTO Donation Program and related SOP. Chief Staff recommends that the Board adopt the PTO Donation Program because (a) it is another great benefit for District personnel, (b) it covers all aspects of health-related issues; (c) the identity of employees who donate PTO and the employees who use donated PTO are kept confidential; , and, the program has a limit on how long personnel can use the PTO Donation Program.

Board discussion ensued.

Vice President Weisbrod made a motion to approve the PTO Donation Program and related SOP. Secretary Marantino seconded the motion. The motion passed unanimously.

**OLD BUSINESS/DISCUSSION ITEMS/FOLLOW-UP ITEMS:**

**a. Fire Chief/Operations/Prevention/Administration: Update on Station 61 Rebuild/Replacement Options**

Fire Chief Sackett stated pursuant to the Board's direction at the last meeting, Chief Staff met with the Town of Silt's Town Hall Council Chambers. Chief Staff had a great conversation with the Town of Silt regarding the District's interest in looking at potential places to rebuild and/or replace Station 61. Fire Chief Sackett asked if the Board was interested in meeting with Town of Silt representatives to take a tour of potential properties to construct a new Station 61.

Board discussion ensued.

Attorney Ross provided clarified what constitutes a special Board meeting and discussed the option of establishing a two Board member committee.

Fire Chief Sackett stated that he would communicate with the Town of Silt to see when a meeting could be established to continue further conversations on this matter.

### **OPERATIONS/WILDLAND UPDATES:**

Fire Chief Sackett reviewed Operations/Wildland Division Chief Pigati's monthly report:

#### **Operations/Wildland:**

- The District made conditional job offers to five new candidates.
- Operations/Wildland Division Chief Pigati attended a Battalion Chief meeting.
- He reviewed a request for proposal (RFP) for a tender.
- He assisted with the revision of the District's Probationary Firefighter Standard Operating Guideline (SOG).
- The District Crews are working on the relocation of Station 41's gym.
- The District personnel completed Pack Testing.
- He attended a meeting with Chief Staff to discuss filling the Fire Marshal's position.
- The Battalion Chief truck is in service.
- He continued grant research.
- Two District members met with Randy Jacks, a Region 2 Training Specialist, for a priority training list overview.
- Six District members completed the National Registry of Emergency Medical Technicians (NREMT) recertification process.
- The District members completed RT-130 Training.
- He completed the Last Call Foundation Grant application.
- The District conducted two days of EMS and Fire interviews at Station 41.
- Five District members completed Job Performance Requirements (JPRs) for structure certifications.
- The District provided RT130 training to local equipment operators. Nine members of the public learned how to stay safe in a fire environment.
- One remaining District member received an EMS skills check. All District Division members are certified Emergency Medical Technicians-Basics (EMT-Bs).
- He coordinated with Glenwood Springs Fire Department (GSFD) on wildland fire training, record entry, training materials, and future combined departments training.
- The District conducted mitigation along 1st Mesa Drive in Silt, Colorado.

- The District coordinated with GarCo Vegetation Management on invasive tamarisk removal and chemical treatment.
- He continued working with the Colorado Department Public Safety (CDPS) on Unmanned Aircraft Systems (UAS) Training and certification for local and large fire support.
- He submitted a funding request to WCCF for two thermal capable DJI drones.
- He communicated with GSFD and discussed possible joint wildland training and provided insight into the District's refresher training and using drones for air operations.
- The Work Capacity Test (WCT) was completed for all District Division personnel.
- He continued to update and adjust the Critical 80 Training. He added training with Firefighter Cody Lister on CPR and EMS skills as well as introduced Peer Support.
- He deployed the Burning Mountain Suppression Module to the Stove Prairie Fire near Fort Collins, Colorado.

### **EMS/TRAINING UPDATES:**

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

#### **EMS Updates:**

- EMS/Training Division Chief Van Slyke attended EMS Sustainability Task Force meetings.
- He attended various internal and external meetings.
- He attended the EMS Financial Symposium.
- He participated in the Northwest Colorado Regional Emergency Medical and Trauma Services Advisory Council (NWRETAC) Grant review process. The District's Ambulance Remount Grant was also reviewed during this process. The grant will be reviewed at the state level in the upcoming months.
- All District members who were due to recertify completed the NREMT recertification.
- He worked with the EMS Committee and Dr. Nichols to identify cases for the District's upcoming case review.
- The District opened a waiver application for TXA.
- Lieutenant Carlson and Paramedic Peters instructed a PALS course for District members.

#### **Training Updates:**

- He congratulated Firefighter Billings for completing his Fire Instructor I certification and Lieutenant Carlson for completing his Fire Instructor II certification.

- The District Crews logged 596 hours of training during the month of March.
- He worked on developing a new hire orientation academy with Lieutenant Hill and Engineer Werner.
- He worked with the Battalion Chiefs to develop standard evaluation guidelines for the firefighter position.
- He worked on building the Firefighter Task Book and associated evaluations in Vector Solutions and Evaluations+.
- The District Crews are in the process of completing alternative fuel vehicle training.
- He assisted the Oak Creek Fire Protection District with live fire training. He thanked the District's on-duty crew for assisting as well.
- The District's Training Team had its first meeting, and it was highly productive. The Training Team is working to identify and facilitate the District's training needs.
- He worked with Operations/Wildland Chief Pigati to review and revise the Probationary Firefighter SOG.

#### **PREVENTION/FLEET/FACILITIES UPDATES:**

Prevention Division Chief Moon presented the following updates to his report:

#### **Prevention Projects:**

- Prevention Division Chief Moon stated that the District advertised internally for a Fire Inspector position and hired Firefighter/EMT Kurt Lundin for that role. He thanked Operations/Wildland Division Chief Pigati, Training/EMS Division Chief Van Slyke, and Battalion Chief Alvey for creating a schedule to move Kurt Lundin into the new role of Fire Inspector. He stated Kurt Lundin will start his new position on April 17, 2023, and will begin assisting Division Chief Moon with inspections in the District.
- Prevention Division Chief Moon met with the New Castle Town Manager and Town Staff regarding the possible adoption of the International Wildland-Urban Interface Code, which would apply to new structures in the Town. The Town Board of Trustees' agreed with implementing code enforcement regarding wildfire mitigation on new structures. Division Chief Moon stated that the Town Planner researched the availability of ignition-resistant building materials in the area and found that local supply companies do not stock most of the materials needed to construct new homes. Western Colorado building suppliers have not yet agreed with ignition-resistant building supplies. The Town's Building Department's proposed new building codes will still be stringent and better than the current codes regarding structure resilience.
- Prevention Division Chief Moon received final construction plans and made comments to Longview at Lakota. This is the Romero Development Project. The

project will have residential and commercial buildings across Castle Valley Boulevard and Fass Ranch Road.

- Prevention Division Chief Moon has received plans for a new 30,000 square foot airplane hangar for the Atlantic Aviation Hangar at the airport. He has had discussions on the fire protection for this hangar over the past year with engineers. The door height on this hangar changes the fire protection requirements according to the National Fire Protection Association (NFPA). Now that he has the plans, he can make a final determination on the fire protection system requirements for the Atlantic Aviation Hangar.
- Prevention Division Chief Moon has received a request to review early requirements on a 30-unit residential complex with four stories and a parking garage. This project is on West Ave in Rifle. He and City Staff met with the developer and communicated the requirements. There is no confirmation yet from the developer's interest on this project.
- Prevention Division Chief Moon reviewed a Garfield County Referral on Teepee Park Well Pad which is 12 miles south of Rifle, at the top of Beaver Creek. This project consists of drilling 32 additional gas wells in an existing well pad area on private land. This will involve emergency planning over a six-to-eight-month period. He has made some access and emergency planning comments due to the remote area of the drilling.

#### **Inspections this month:**

- Engineer Luke Cahalan has built a new list of the District's target hazards. Prevention Division Chief Moon will be working on scheduling the District's shifts to update pre-plans on these hazards, so the District has updated information when responding to those locations.

#### **Community Risk Reduction:**

- Although Community Risk Reduction Pina has been out of the office most of this month, the District's Crews were out in the public, running calls, and meeting people.

#### **Stations, Buildings and Grounds:**

- Eric Davis has been busy replacing and repairing the District's lights, exit signs, kitchen faucets, exhaust fans, garbage disposals, and cleaning all the HVAC vent covers. All the bay doors at Station 64 have been serviced.

#### **Apparatus Service and Maintenance:**

- Kreig Kasten has been busy with fault codes on the District's Engine 43 over the last three weeks. Kreig Kasten was able to completely repair Engine 43.
- Kreig Kasten has been helping to get the new Dodge Battalion Pickup Truck into service. He will be working on mounting equipment over the next couple of weeks.

### **INFORMATION TECHNOLOGY/DATA UPDATES:**

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

- IT Director Gredig continues to work on the mapping project within the County. He is working with the 5-mile travel distances from each station and loading call volumes for each area.
- He is working on ImageTrend data capturing, data validity, and data presentation.
- He created a dataset for Firefighters Tyler McKinnon and Joel Asplund for their classes at the National Fire Academy.
- He attended a Grand River Health Community Focus Group.
- He assisted Prevention Division Chief Moon with cleaning up the District's locations and occupancies in New World for import into Tyler Fire Prevention Mobile. After the import was completed, IT Director Gredig worked on verifying that the data was imported properly. He is testing the Pre-Plan Data to verify it is transferring into mobile as expected.
- He is setting up the new Wildland Seasonal and District Line Personnel with access to Microsoft Teams, ID tags, and District door access.
- He completed radio programming and mobile data terminal setup for the new Battalion Chief Vehicle.
- The District's March 2023 Summary:
  - The District's monthly 911 call volume for 2022 was 193 compared to 202 in 2023, representing a 4.7% increase. The District's total 911 call volume year-to-date (YTD) for 2022 was 571 compared to 624 in 2023, representing a YTD increase of 9.3%.
  - The District's total call volume for March 2022 was 221 compared to 214 in March 2023, representing a 3.2% decrease. The District's total call volume YTD for 2022 was 636 compared to 654 in 2023, representing a YTD increase of 2.8%. In both cases, for March and YTD total call volume, flight crew transfers represented most of the decrease.

### **ADMINISTRATION/FINANCE UPDATES:**

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

- Administrative Director Tillman participated in the District's Strategic Planning Session on April 7, 2023.



- She received one nomination for each Pension Advisory Board seat. The Election was cancelled, and new Trustees Kevin Erpestead (BMFPD) and Elaine Langstaff (RFPD) will attend the May 9, 2023, Pension Advisory Board meeting to receive their oaths of office.
- She worked with Operations/Wildland Division Chief Pigati on conditional job offers for six successful Firefighters/EMT applicants.
- She processed background checks for 12 Wildland Division Seasonals and 6 Firefighter/EMT candidates.
- She prepared authorization forms for new hire physicals/UAs at Grand River Hospital District Occupational Health for all new hires.
- She scheduled an on-boarding day for Wildland Division Seasonals for April 17, 2023.
- She reviewed the PTO Donation Policy with Chief Staff.
- She participated in the interview panel for the Fire Inspector position.
- She is attending the Rocky Mountain Area Incident Management Critical Team Training in Cheyenne, Wyoming from April 10, 2023, through April 13, 2023.
- She began working on the 2022 financial audit with Haynie & Company.
- She continued working with CPS HR and Chief Staff on Pay Policy 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 the Fire & Police Pension Association of Colorado (FPPA) and the Public Employees Retirement Association (PERA).
- She amended part-time and full-time District members as necessary to FPPA/PERA pension plans and termed any former members.
- She reconciled bank/fund accounts for monthly financials.
- She prepared the Board meeting agenda and informational packet for the monthly meeting and distributed them to the Board.

**DEPARTMENT GOOD NEWS:**

- Fire Chief Sackett briefly reviewed the District's Good News and Recognition.
- Lieutenant Carlson and Firefighter/Paramedic Peters organized a productive and well-presented PALS refresher for District members needing recertification.
- Firefighters Cody Lister, Tyler McKinnon, and Marco Rojas assisted Oak Creek Fire Protection District with a full day of live burns at the District's training facility.
- Fire Chief Sackett stated that there was a letter from the New Castle Mayor that thanked Lieutenant Kevin Carlson and Engineer Cody Lister for their quick response on Thursday, March 16, 2023, at Elk Creek Elementary.

**BOARD MEMBER COMMENTS:**

Director Miller stated that he is becoming more and more proud of what he is seeing with the District.

Secretary Marantino congratulated Prevention Division Chief Moon on finding a Fire Inspector to help assist him. She stated she is excited for Kurt Lundin as well with this new role.

Vice President Weisbrod apologized for not being able to make it to the previous Strategic Planning Session. He stated that he believes the District is in good hands and has been moving in the right direction.

Treasurer Burris apologized for not being able to stay long during the Strategic Planning Session. He stated that the District's professionalism is truly outstanding, and it is heard from the public as well. He stated it has been a pleasure being on the Board over the last 13 years and would like to be able to provide guidance and support should the District ever need it.

President Lambert stated that he could not have been prouder of where the District is at. He stated that he has seen remarkable change over the years. President Lambert stated that with the fire season approaching, he encourages everyone to check their chains when hooking up to a trailer, etc., as loose chains can cause sparks and fires. He also stated that irrigation will be starting over the next couple of weeks, and he advised the public that irrigation ditches may be dangerous for small children and to be aware of it.

**EXECUTIVE SESSION:**

Vice President Weisbrod made a motion to go into Executive Session to receive advice from legal counsel regarding the District's LOSAP pursuant to CRS 24-6-402(4)(b). Director Miller seconded the motion. The motion passed unanimously. Attorney Ross certified for the record that the Executive Session will constitute an attorney-client communication and will not be recorded.

The Board entered Executive Session at 7:30 pm.

The Board came out of Executive Session at 7:53 pm.

**ADJOURNMENT:**

There being no other business to come before the Board, Chairperson Lambert adjourned the meeting at 7:28 p.m.

**APPROVAL:**

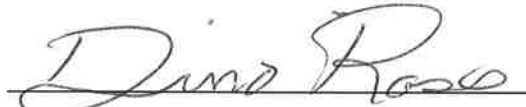
The foregoing Minutes, which has been approved by the affirmative majority vote of the Board of Directors of the Colorado River Fire Protection District, is a true and accurate record of the meeting held on the date stated above.

Date: 9 May 2023

Date: 9 May 2023


I hereby attest that the information communicated during the Executive Session, which was not recorded, constituted privileged attorney-client communications.



Dino Ross, Esq.

I hereby attest that the Executive Session, which was not recorded, was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4)(b).



Alan Lambert, Board President