

**RECORD OF PROCEEDINGS FOR THE  
COLORADO RIVER FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
JULY 11, 2023  
STATION 41, 1850 RAILROAD AVENUE, RIFLE, CO 81650**

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

**ROLL CALL:**

**Board Members Present:**

Alan Lambert, President  
Addy Marantino, Vice President (Via Conference Call)  
Dick Miller, Secretary  
Adria Milton-Baker, Treasurer

**Board Members Absent:**

Paige Haderlie, Director (Excused)

**Others Present:**

Leif Sackett, Fire 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 (Via Conference Call)  
Eric Davis (Via Conference Call)

Treasurer Milton-Baker made a motion to excuse Director Haderlie from the meeting. Secretary Miller seconded the motion. The motion passed unanimously.

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

None.

**CONSENT AGENDA:**

Secretary Miller made a motion to approve the Consent Agenda as presented. Treasurer Milton-Baker seconded the motion. President Lambert stated that he would vote for Items B and C on the Consent Agenda as he was not present at the previous Board meeting. The motion passed unanimously.

**PUBLIC COMMENT:**

None.

## **LEGAL COUNSEL UPDATE:**

Attorney Ross stated that he does not have anything to update the Board on. He stated that there has not been substantive activity from legal counsel over the last 30 days and the Colorado Legislature is not in session. He stated that he and his legal team have prepared an in-depth analysis of Senate Bill 23-303, which was provided to the District. If the Board has any questions about it, he would be happy to answer those. The Board had no questions.

## **FIRE CHIEF REPORT:**

Fire Chief Sackett reviewed his report with the Board and stated there are New Business Action Items to (a) consider adoption of the 2022 Audit following a presentation by the auditor, Haynie & Company, (b) review and consider the purchase order for Lexipol, and (c) review the CPS HR 2023 Compensation Study. Fire Chief Sackett stated that there are no Old Business Items to consider.

Fire Chief Sackett stated that he, Administrative Director Tillman, Director Milton-Baker, Director Marantino, and Secretary Miller attended the annual SDA workshop. He stated that there were minor changes made since the last time Chief Staff and the Board attended. He stated that SDA will be sending out Board Member Manuals and Chief Staff will make sure that each of the Board members has received one for review. Fire Chief Sackett stated that the annual SDA conference is in Keystone on September 12, 2023, through September 14, 2023. Fire Chief Sackett stated that Chief Staff does not have anyone registered but rooms are reserved should any of the Directors want to attend.

President Lambert asked Attorney Ross if the District could amend the upcoming Board of Directors meeting held on Tuesday, September 12, 2023. Attorney Ross stated that the District would have to post an amended notice of the District Board meeting.

Fire Chief Sackett discussed the possible effects of Proposition HH if it were to pass and how that would affect the District's budget calendar.

Fire Chief Sackett stated that Chief Staff has received feedback from District Membership that instead of having a Christmas party, Membership would like a summer gathering and host a BBQ event for children, retirees, and family members.

Chief Staff has been participating in the weekly fire restriction calls through the UCR. He stated that, currently, sagebrush fuel moisture in the Central Zone district is at or above 152% with the yearly average at 128%. There are no plans for the District to go into burn restrictions until fuel moistures drop below yearly averages and ERCs increase above 90%. Fire Chief Sackett stated that the District follows what the fuel moistures and ERCs are to make the decision of when to start burn restrictions.

Fire Chief Sackett stated that he would like to recognize all the District crews that responded to calls over the last month. He stated that the crews were very busy responding to the Spring Creek Fire, Hubbard Mesa Fire, and the Powerline Park Fire. He

stated that they did an excellent job of serving the District's communities while responding to all incidents over the last month.

Further Board discussion ensued on practices and legalities for addressing fires that are due to negligence and criminal intent.

**NEW BUSINESS/ACTION ITEMS:**

**a. Fire Chief/Administration: 2022 Audit Review Presentation – Haynie & Company**

Whitney Rosenfield, an audit manager from Haynie & Company, presented the District's 2022 Audit Review to the Board. She reviewed Haynie's Engagement Team, Audit Procedures, Financial Highlights, Required Communications, Uncorrected Misstatements, and Corrected Misstatements. Christine McLeod, CPA and Audit Partner, and Johanna Remster, Senior Audit Associate, conducted the audit of the District's 2022 financial statements. Haynie & Company's audit procedures consist of planning, understanding the entity, developing an audit approach, performing the field work, and then conducting the reporting.

Ms. Rosenfield stated that Haynie & Company has substantially completed the audit of the District's 2022 financial statements, with a few housekeeping items to finish. Haynie & Company exercises their professional judgment and identifies and assesses risks of material misstatement and bases their testing procedures accordingly. She stated that they evaluate the accounting policies used and evaluate the overall presentation of the financials and ultimately provide an opinion on those financials. She stated that there were no significant deficiencies or material weaknesses with the District's financial controls.

Ms. Rosenfield reviewed the District's financial highlights. She stated that as of December 31, 2022, the District had a healthy net position of 25.3 million dollars in assets. She stated that the District had 12.7 million dollars in capital assets and 5 million dollars of restricted assets, leaving the District with about 7.5 million dollars of unrestricted assets. She stated that the District had an increase in its FPPA pension asset in the amount of 1.5 million dollars.

Whitney Rosenfield reviewed the District's 2022 Government Wide Statement of Revenues, Expenditures, and Changes in Net Position Highlights. She stated that the District's overall change in position of an increase of 1.3 million dollars was due to 6.3 million dollars in general revenues, 2.5 million dollars in charges for service and minimal grants, offset by about 7.7 million dollars in expenses.

Administrative Director Tillman stated that there was a small error found in the original draft audit report from Haynie & Company. She stated that the error has been fixed and an amended copy will be emailed to the Board.

Secretary Miller made a motion to approve the District's 2022 Audit Report by Haynie & Company. Treasurer Baker seconded the motion. The motion passed unanimously.

**b. Fire Chief/Administration: Review and Consider a Purchase Order for Lexipol**

Fire Chief Sackett stated that in 2018, the District was originally interested in obtaining Lexipol through a consortium process. However, due to its complexity, the District did not pursue that route. He stated that the District is looking at incorporating Lexipol solely for the District's use.

IT Director Gredig stated that Lexipol is a knowledge management system that gives the District the ability to track its policies, procedures, guidelines, and other documents. Because Lexipol has 10 to 15 fire district clients, it has staff dedicated to keeping up with Colorado law, federal law, and NFPA standards. IT Director Gredig stated that Lexipol will not be used to replace the legal services provided by Ireland Stapleton and anything that is created in Lexipol will go to Ireland Stapleton for a full review before being presented to the Board for approval. Chief Staff intends to utilize Lexipol to gather, organize, and track the District's various policies, including SOGs. IT Director Gredig stated that Lexipol sends out Daily Training Bulletins, that are designed to have personnel review policies, procedures, and guidelines through scenario-based training.

IT Director Gredig stated that the annual subscription prorated for the first year is \$11,760.05. He further broke down the Year 1 Implementation Costs as follows:

Fire Standard Policy Cross-Reference	\$1,753.70
Fire Agency Specific Content Extraction	\$2,863.30
Fire Tier I Implementation (High Risk)	\$6,037.25
Fire Tier II Implementation (High Liability)	\$6,848.55
Total Year 1 Implementation:	\$17,702.70

Chief Staff has budgeted about \$28,000 dollars for the Year 1 Implementation. He stated that next year the District will budget \$11,700 plus the \$14,000 needed for Year 2 Implementation Costs.

IT Director Gredig reviewed the advantages of implementing Lexipol, including having one precise location of all District policies, procedures, and guidelines that are up-to-date and consistent.

Secretary Miller made a motion to authorize Chief Staff to proceed with securing an agreement with Lexipol for the services identified in the presentation to the Board. Treasurer Milton-Baker seconded the motion. The motion passed unanimously.

**c. Fire Chief/Administration: 2023 CPS HR Compensation Study Review**

Fire Chief Sackett gave a historical overview of the District's initial Compensation Study Review. He stated that the results showed the District was vastly behind in its pay and benefits for personnel. Fire Chief Sackett stated that by 2022, the District was able to get to the 75<sup>th</sup> percentile of the District's goal for personnel pay and benefits.

Fire Chief Sackett stated that the 2023 Compensation Review indicates the District is in a competitive position. Fire Chief Sackett explained how CPS HR collects data of other similar fire districts including size and demographics. He stated that the Compensation Study Review includes cost of wages and a cost of living adjustment (COLA).

Fire Chief Sackett reviewed the components of bandwidth as it relates to the District's compensation and benefits. He also reviewed the analysis of benchmarks and job descriptions. The District has a good bandwidth for all its job descriptions -- between 50% and 60% in comparison to the labor market, which is between 21% and 40%. He stated the District's minimum pay is lower than some of the labor markets; however, the District's mid and maximum pay is higher than the labor markets. Fire Chief Sackett stated that the District should do something with its minimum level of pay. Chief Staff is not that the Board make decisions tonight. Rather, the data presented can help the Board make decisions when the District goes into budget season. Fire Chief Sackett stated that based on the 2023 Compensation Review, CPS HR is recommending that, in order for the District to remain competitive, the District provide a 2% to 5% COLA each year.

Fire Chief Sackett reviewed the District's current Benefit and Compensation Packages in comparison to other similar fire districts. He also reviewed the similarities and differences between the District's Classification Titles, Current Salary, Labor Market Salary, Bandwidth, and Total Compensation Package.

Administrative Director Tillman stated that the Board should increase the District's minimum pay levels to attract and retain talent with the new hires. The Board may also want to revise existing policies to capture all important components.

Fire Chief Sackett stated that this information has been shared with the majority of the District Membership.

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

None.

## **OPERATIONS/WILDLAND UPDATES:**

Fire Chief Sackett stated that Operations/Wildland Division Chief Pigati is currently at the Spring Creek Fire. Operations/Wildland Division Chief Pigati also responded to the Titan Fire near Trinidad. the District had the SMOD Crew on the Spring Creek Fire, as well as a Type III Engine pre-positioned in California for two weeks. Fire Chief Sackett stated that all District crews have returned to the District.

Fire Chief Sackett and Administrative Director Tillman answered the Board's questions.

## **EMS/TRAINING UPDATES:**

EMS/Training Division Chief Van Slyke reviewed the highlights of his monthly report. He congratulated Emily Bosman and Ian Fradl for obtaining their Paramedic certification. He stated that Colin Mason also took his Paramedic exam and should be receiving his certification soon. He congratulated Tyler McKinnon and Joel Asplund for completing their Youth Fire Setter Intervention Specialist I certifications.

EMS/Training Division Chief Van Slyke stated that in addition to obtaining an ambulance chassis through the new build ambulance grant last year, the District was also awarded the MTS Grant for the ambulance remount project this year.

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

Prevention Division Chief Moon discussed components of the District's Juvenile Fire Setter Program. He stated that he is following up on many referrals and fire investigations.

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

IT Director Gredig stated that he has been working on gathering information for the purchase order of Lexipol as well as ongoing supportive image training. He stated that the District's EMS Grant Committee worked on getting a grant for iPads. IT Director Gredig has been working on getting the iPads set up for the EMS reporting.

## **ADMINISTRATION/FINANCE UPDATES:**

Administrative Director Tillman reviewed the highlights of her monthly report. She was deployed to the Titan Fire in Trinidad, Colorado, with the Rocky Mountain Team I as FSC1 for six shift days. She stated that she attended the Strategic Planning Work Session and has been working with the auditors on their audit of the District's 2022 financial statements.

## **DEPARTMENT GOOD NEWS:**

Fire Chief Sackett reviewed two "thank you" letters with the Board.

## **BOARD MEMBER COMMENTS:**

Vice President Marantino thanked everyone. She stated that she appreciates all the good work. She stated that there was a lot on the agenda, and she appreciates everyone's time tonight and looks forward to the District's next session.

Treasurer Milton-Baker stated that she is impressed with the reports from each Division. She stated that if District members are treated correctly, the District will receive more "thank you" letters as presented tonight. She stated that she is really impressed and proud to be a part of this team.

Secretary Miller stated that he appreciates the explanations to his questions as they are used to help provide context to viewers. He thanked Chief Staff for being invited to the Special District Association's workshop. He learned many great things and had a great time.

President Lambert welcomed Treasurer Milton-Baker to the Board. He stated that the District is a great team and has had great accomplishments during previous years. He thanked the District's Chief Staff and membership for their excellent job and wished everyone a good night.

**ADJOURNMENT:**

There being no other business to come before the Board, Chairperson Lambert adjourned the meeting at 8:04 p.m.

**APPROVAL:**

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

Date: 8/8/2023

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