

RECORD OF PROCEEDINGS  
FOR THE  
COLORADO RIVER FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
FEBRUARY 13, 2018  
STATION 41, 1850 RAILROAD AVENUE, RIFLE, CO

The regularly scheduled meeting was called to order by Chairperson Long at 7:03 p.m. The Pledge of Allegiance was said and a moment of silence was given.

**ROLL CALL:**

Board Members Present:

Yvonne Long, Vice President and Acting Chairperson  
Matt Weisbrod, Secretary  
Levy Burris, Director

Board Member Absent:

Rex Rhule, President (Excused)

Others Present:

Rob Jones, Fire Chief  
Leif Sackett, Operations Division Chief  
Mike Scott, EMS Division Chief  
Orrin Moon, Prevention Division Chief  
John Gredig, IT Director  
Dino Ross, Legal Counsel  
PJ Tillman, Financial Manager  
Ashleigh O'Leary, Executive Administrative Assistant  
Thad Vroman, B Shift Battalion Chief  
Drew Morse, B Shift Paramedic/Firefighter  
Crystal Peters, B Shift EMT-B/Firefighter

Secretary Weisbrod made the motion to excuse President Rhule. Director Burris seconded the motion. Motion passed.

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

Attorney Ross asked to add the Ratification of the Resolution Appointing Election Official and Authorizing Designated Election Official to Cancel Election as the second item under new business.

**CONSENT AGENDA:**

Approval of Minutes: December 11, 2017 meeting

Accounts Payable from December 1-31, 2017  
Accounts Payable from January 1-31, 2018  
December Financials  
January Financials

Director Burris made a motion to approve the consent agenda. Secretary Weisbrod seconded the motion. Motion carried.

**EXECUTIVE SESSION:**

Director Burris made the motion to go into Executive Session to receive advice from legal counsel regarding Colorado Open Records Act pursuant to CRS 24-6-402(4)(b). Secretary Weisbrod seconded the motion. Attorney Ross certified for the record that the Executive Session will constitute an attorney-client communication and will not be recorded. The Board entered into Executive Session at 7:04 p.m.

The Board came out of Executive Session at 7:22 p.m.

**PUBLIC COMMENT:**

None.

**LEGAL COUNSEL:**

Attorney Ross discussed a bills that are currently pending before the Colorado Legislature . He said there is a bill to change the biennial director elections for special districts from even years to odd years. Chairperson Long asked why they are changing it. Attorney Ross said that the county clerks claim that they are not able to assist with the biennial special district elections in even years because they are handling the primary elections and would be able to be more involved if the biennial special district elections were in odd years.

Attorney Ross said that there is a bill that would gather all statutes regarding oaths of office for public officials and combine them into one. However, it should not affect how the District administers oath of offices.

Attorney Ross talked about a new bill that would allow the District to accept crime insurance instead of surety bonds for Directors . He also discussed a bill that = would designate nonresidents who own property in a special district as "eligible electors" who would be able to vote in a special district election and also be eligible for a non-voting positions on the Board of a special district. Both the Special District Association and the Colorado State Fire Chiefs oppose this bill.

Attorney Ross also discussed a bill that would increase the penalty for failure to extinguish campfires. There also is a bill that will extend the Wildfire Review Committee until 2025.

There is a bill that would create a subsidy program to allow employees to receive partial payment while on leave under the federal Family and Medical Leave Act. It would require employers to pay into a fund to assist the employee. Attorney Ross does not anticipate this bill to pass.

There are a few bills that died in committee, such as the bill that would require an Emergency Medical Technician to be licensed rather than certified and a bill that would prohibit encrypted communications from emergency dispatch centers.

### **STAFF REPORTS:**

#### **FIRE CHIEF ROB JONES:**

Chief Jones said that the Type III engines are in Denver and should be here the end of February. The District hired Zach Pigati as the new Wildland Division Chief. He is an Engine Boss from Leadville, Colorado and will start on February 26. There were 22 applicants. He submitted the proposed Wildland Division Engine Captain and Wildland Division Senior Firefighter job descriptions to Attorney Ferguson for legal review. He has received her revisions to the Wildland Division Engine Captain job description. He has not yet received her revisions to the Wildland Division Senior Firefighter job description. Director Burris asked if the job descriptions are consistent with the requirements established by the Colorado Division of Fire Prevention and Control ("DFPC"). Chief Jones said that Staff took DFPC's lengthy job descriptions and modified them for CRFR. Secretary Weisbrod asked if Staff is looking at posting these positions sooner rather than later. Chief Jones said "yes", since the engines will be here at the end of the month. Secretary Weisbrod said that it should not be cumbersome since the job descriptions are being vetted by legal counsel. Director Burris agreed. Secretary Weisbrod made the motion to approve posting for the position of Wildland Division Engine Captain and to approve the job description with the movement of the ICS qualifications to the requirements section. Director Burris seconded. Motion passed. Secretary Weisbrod made the motion to approve the posting for the position of Wildland Division Senior Firefighter and to approve the job description, pending legal counsel's review of the job description. Director Burris seconded. Motion passed.

Fire Chief Jones said that the joint response agreement has been signed by Grand Valley Fire Protection District. CRFR is working with dispatch to get the response notification information revised to reflect the agreement. Secretary Weisbrod asked if the Board had seen it. Chief Jones said that he and Attorney Ross had reviewed the proposed agreement with the Board during a prior meeting, and that Attorney Ross had drafted the proposed agreement.

#### **OPERATIONS DIVISION CHIEF SACKETT:**

Division Chief Sackett stated that, as noted in his Board report, CRFR is working through the EMTS grant. He said that everything has been done and he is just waiting on the check to be cut to the District.

Division Chief Sackett stated that he also included in the Board packet a pamphlet for the Peer Support Training. He listed the training dates for the month. Battalion Chief Alvey and Lieutenant Koronkiewicz have worked very hard on getting the program up and running.

Director Burris asked if Grand River Hospital has signed off on the medications vending machines. Division Chief Scott said that CRFR has received both vending machines. He said that the machine at Grand River Hospital has been moved to the clinic, and they have provided the District 24-hour access. Valley View Hospital's machine is located in the emergency room. The software is up and running. IT Director Gredig, Division Chief Sackett and himself have been working really hard. They will go test it and be able to implement that week. Director Burris asked if CRFR was getting assistance from their pharmacy. Division Chief Scott said that the pharmacy at Grand River Hospital will be filling the machines so that Grand Valley Fire Protection District can be a part of the program. Division Chief Scott said that CRFR will be stocking with CRFR's own supplies until they are depleted. He stated that he also has confirmed with Boundtree that CRFR will receive a \$3,000 reimbursement for a previous credit that it had for supplies.

Fire Chief Jones said that Valley View Hospital's pharmacist is not on board yet. He said that CRFR had a meeting with the Garfield County Sheriff who was excited about the vending machine. Fire Chief Jones said that once they get working in Valley View Hospital more, it will work itself out. Division Chief Scott said that once it is up and running, CRFR would like to publish a press release to show the public that the District is saving money and creating partnerships.

#### TRAINING DIVISION CHIEF CLARK:

Division Chief Clark was not present at the meeting. Fire Chief Jones presented Division Chief Clark's report and touched on training opportunities presented in the Purchase Order. Chief Jones said that Staff would like to offer an Officer Boot Camp that will be presented by Chief West from West Metro Fire Protection District. This class will build upon HR components that will help get all officers on the same page. Instead of sending an officer to FDIC, CRFR will reallocate that money to this training. He said there was a great response from officers who met with Chief West last fall. Director Burris asked how many officers will participate in the training, since the Purchase Order says "first line". Chief Jones said that they will be sending all officers. Director Burris said that he just wanted to clarify because the Purchase Order says things differently. Chief Jones said that CRFR calls it an Officer Boot Camp so that all officers will be attending. Secretary Weisbrod asked about Chief West's course. Chief Jones said that Chief West is very well respected and has a private company that has been offering Officer Boot Camps. He said that Chief West previously came to CRFR for two days and it was very well received. Director Burris asked if this money had already been set aside. Chief Jones said yes. Director Burris made the motion to approve Purchase Order #JC2018-0308 to Fired Up Training Services LLC for a First Line Supervisor's Academy in the amount of \$15,500. Secretary Weisbrod seconded the motion. Motion passed.

#### EMS DIVISION CHIEF SCOTT:

Division Chief Scott said that he is working on an EMTS grant with IT Director Gredig, Financial Manager Tillman and Administrative Support Clerk Garay. It is due on Thursday. Division Chief Scott said Staff is finishing up a referral process on Collaborative Health. CRFR is adding a referral form to the ambulances. Chairperson Long asked if the hospital has been involved. Division Chief Scott said yes, but they cannot put a full-time person in the position to

help. He said that CRFR's goal is to send at least 2 personnel in addition to someone from public health, but still use the same referral process. Secretary Weisbrod asked about the accountability of the program. Does CRFR have numbers of the amount of calls? Division Chief Scott said that CRFR does have numbers from the time it started up until the legislative change. CRFR has not had a person in the Collaborative Health program since then, but the program has not stopped. Chairperson Long asked if Grand River Hospital will start to refer again. Division Chief Scott said yes, but they will send the referral to the District. Secretary Weisbrod said he does not want to get to where the District cannot handle the program. Fire Chief Jones said that Grand River Hospital is still committed, but they just do not have a dedicated person.

Division Chief Scott said that he is creating a Narcan program with the Rifle Police Department. Secretary Weisbrod asked about the Towns of New Castle and Silt. Division Chief Scott said that he was only approached by Chief Klein from Rifle Police Department, but CRFR would like to approach the other agencies. Director Burris said he supports reaching out to multiple agencies, but Staff should understand there is a difference in philosophy.

Secretary Weisbrod asked about the Inter-Facility Transport (IFT) program. He said that CRFR is eight months into the program. Division Chief Scott said that CRFR hired the paramedics later in the program. He provided information that of the 158 IFTs that were performed in 2017, 66 reside in CRFR's jurisdiction, 62 reside in Garfield County and 30 reside outside CRFR's jurisdiction. He said that CRFR is not doing 100% of the IFTs as planned, but CRFR is serving the people in the community and that speaks volumes. He said that he also included in the Board packet the billing sheets and flight crew sheets.

Secretary Weisbrod said that he believes the numbers do not support CRFR continuing the program. CRFR is in the hole a couple hundred thousand. Division Chief Scott said that even Grand River Hospital has not gotten the numbers they anticipated. It is also hard to get data from a healthcare program that has only been running for six months. Secretary Weisbrod said that CRFR keeps pushing out the date for evaluating the program, but at some point it has to be said that CRFR is not obtaining the number of IFTs that are needed to sustain the program. CRFR has \$432,000 in employee cost in this program every year. If CRFR cannot even cover the salaries, what is CRFR doing to help alleviate the costs and assist in the million dollar plus shortfall? CRFR needs to be viable. Fire Chief Jones stated that hoped Secretary Weisbrod and the other Board members understood that CRFR did not undertake this program with the requirement that the program be profitable within six months. Director Burris said that the six months was to get it up and running to see where CRFR was going with the program. Secretary Weisbrod said that, looking at the numbers, the program is not viable.

Chief Jones said that he and his Staff are constantly looking at the numbers. The hospitals are seeing less patients. CRFR is serving the community. But when you look at the numbers, CRFR is better than it was six months ago. CRFR was in the red even before it started the program, but there has been improvement. CRFR has only be fully online until four months; it took time to build the program. In the beginning CRFR could not go out and market that it offered IFTs because it did not have the people. The program is growing. Staff is trying to give Secretary Weisbrod and the rest of the Board members all the data they have on the program.

Chief Jones said that if the Board directs him to end the program, he will, but he does not believe that is what is right for the community. He is looking at the data every day and making sure that CRFR stays on track.

Chairperson Long stated that she had read that the call volume is down. So if the number of overall calls is down, she does not see that as being something to be upset or worried about. Director Burris said that it is a trend and that Secretary Weisbrod is right. If CRFR comes back in three months, the Board will have a full six months of data, and it will give the Board a better understanding of how the program is performing. His concern is that if CRFR does cut the program, who will provide the IFTs. The department to the east refuses to do IFTs, but CRFR cannot fund a county-wide service. He said that the Board can wait until May and look at the data. Look at those IFTs that CRFR would have had to perform anyway. Secretary Weisbrod said that he would like to see what the program is costing CRFR and how much is the revenue. He would appreciate any data that he can get, and he does appreciate the work that Division Chief Scott put into the data. He said that looking at the letters from the hospitals, this is a program that is very beneficial to the community. Therefore, CRFR needs to find a way to fund it.

IT Director Gredig said to look at the Patients by Area chart. There is still \$156,000 that is still open. He said that collections is one thing that is an issue with the numbers. The billing company called him this morning and said that Medicare is questioning a couple of transports back in September. So there is 3-6 months of income that is still out there. Secretary Weisbrod said that he just looked at the gross charges and the numbers are still off.

Division Chief Scott expressed concern that the Board is questioning whether CRFR should continue the IFT program. Director Burris said that, in house, CRFR has to make that call. CRFR has to look at each IFT and analyze if it should be doing it. Secretary Weisbrod said that he is not saying to terminate the program, but to look at everything and find a way to make it work.

Director Burris said that he understood that CRFR were going to be the sole provider of IFTs. Division Chief Scott said that was what CRFR was told and built the entire program around that statement. He said that it seems to be broken promises. Fire Chief Jones said that CRFR is revisiting that. Director Burris said that was the understanding going into this program and making it work, so if the hospital will not fulfill this commitment, then CRFR cannot continue to fund it from the other side. Chairperson Long asked if there was anything in writing. Division Chief Scott said the hospitals will not put it in writing.

#### PREVENTION DIVISION CHIEF MOON:

Division Chief Moon presented his report. Division Chief Moon said there was a carbon monoxide issue in a building in New Castle. It has been cleaned up and the occupants are now back in the building. Chairperson Long said that she understood that there will be a unit that will never become inhabitable. Division Chief Moon said yes, that it will become an office. Division Chief Moon said there was some drug activity and CRFR is requiring that the Town of New Castle assist in cleaning it up. He said that there are new smoke detectors throughout the building that communicate with each other. He said that building inspector and him have

required a complete fire alarm system. The Town of New Castle is moving forward and is considering closing it down if the owners do not do what is being required.

Director Burris asked what is CBD. Division Chief Moon said that the company wants to produce CBD, which is an ingredient in medical drugs. There is a high need for it. He has not seen any plans yet, but most likely it will be H occupancy because they use so much ethanol to produce the ingredient. He will require it to be a sprinkled building, but it may need more of a suppression system.

#### IT DIRECTOR GREDIG:

IT Director Gredig said that he is migrating emails to a hosted server. He will be sending out an email with instructions. IT Director Gredig said that he also helped to get a county wide mapping committee established. Garfield County Mapping Committee is beginning to discuss addresses and mapping. Pitkin County has been willing to share their ordinances with Garfield County. . For dispatching purposes, it will switch to parcel point mapping. It is a multi-year project.

#### FINANCIAL MANAGER PJ TILLMAN:

Financial Manager Tillman said that she and Chief Jones attended the Garfield County Commissioners session that morning regarding the tax abatement issue. It looks like the interest portion is still up in the air, but the County may provide some assistance. She said that CRFR will still have to come up with approximately \$255,000 as soon as they send CRFR the bill. Chairperson Long asked if the County will send CRFR a bill to be paid over several years. Financial Manager Tillman said no. Fire Chief Jones said that it was an over-reporting error on Encana's side. The statute protects Encana for two years and entitles Encana to interest at the rate of 1% per month on any overpayment. The County commissioners agreed that each special district would owe that money. He said there are some potential legislative fixes, but those legislative fixes will not change the current situation. The County is considering paying the interest. Caris said it would waive any interest, which was approximately \$165,000. Encana said it would not waive the interest.

Secretary Weisbrod asked about how CRFR will recover the amount refunded. Financial Manager Tillman said that the District can recover the amount refunded by adding an abatement adjustment to the mill levy it certifies at the end of 2018; however, the abatement cannot include any interest paid by the District.

#### ADMINISTRATIVE ASSISTANT ASHLEIGH O'LEARY:

Administrative Assistant O'Leary asked the Board to move the May meeting date from May 8, 2018 as that date falls on the same day that the District is holding elections. Secretary Weisbrod made the motion to move the May Board meeting to May 15, 2018. Director Burris seconded the motion. Secretary Weisbrod asked to make sure that notice of the rescheduled meeting is properly posted. Secretary Weisbrod asked if the District has to do a Notice of Cancellation for the May 8<sup>th</sup> meeting. Attorney Ross said that the District can post a Notice of rescheduled meeting. Administrative Assistant O'Leary asked if the Board's Resolution establishing the 2018 meetings would need to be amended Attorney Ross stated that the Resolution will not be amended for a signed meeting being rescheduled.

Chairperson Long recessed the Board meeting for 5 minutes.

**NEW BUSINESS:**

Consideration and possible appointment of Director. Chairperson Long said thank you for both candidates for attending. She reminded them that anyone appointed by the Board to fill the vacant Director position will only serve until the Director election on May 8<sup>th</sup>. She said that she would like to hear from both candidates on why they desire to serve on the District Board. Attorney Ross asked that each candidate state for the record that they are eligible electors and affirming that they are registered to vote in the State of Colorado and own property or reside within the District's jurisdiction. Each candidate made a statement as to why he was interested in serving on the Board and what value he would bring to the Board. Director Burris thanked each candidate for coming in. He said that he wanted to remind each of them that CRFR does not just serve Rifle, but also Silt and New Castle. Rifle Fire Protection District did merge with Burning Mountains Fire Protection District to become CRFR. Both candidates have great backgrounds, but he wants to make sure they understand there is other representation from Burning Mountains Fire Protection District. Secretary Weisbrod said he is grateful for their willingness to serve. He wanted to remind them as well that CRFR is not just Rifle Fire Protection District or Burning Mountains Fire Protection District. He believes that both candidates would represent CRFR as a whole. He believes that they can offer a lot. Chairperson Long had no comment.

Director Burris made the motion to appoint Alan Lambert as interim Director for the vacated seat of Karen Maddalone-Cochran through May 8, 2018. Secretary Weisbrod seconded the motion. Discussion followed. Secretary Weisbrod urged both candidates to run during the May 2018 election. Director Burris said thank you for stepping in and to get a self-nomination form. Attorney Ross said that the appointed individual should make arrangements to take the oath of office with Administrative Assistant O'Leary, who is a notary public. Motion passed. Chairperson Long abstained from voting.

Ratify the Resolution Appointing Designated Election Official and Authorizing Designated Election Official to Cancel Election. Attorney Ross explained said that the Resolution was originally scheduled for consideration and possible approval by the Board at the January meeting; however, the January meeting was cancelled due to a lack of quorum. Due to election deadlines moving quickly, the individual Board members were polled to ensure they would support adoption of the Resolution. Based on the informal poll, the Resolution was signed. The Board is now being asked to formally ratify the prior signing of the Resolution. Director Burris made the motion to ratify the execution of the Resolution. Secretary Weisbrod seconded the motion. Motion passed.

When asked if there was any other New Business, Director Burris asked how the make-up of the Volunteer Firefighter Pension Boards would be affected by the May 2018 director election. Attorney Ross stated that, by law, the five District Board members are automatically members of the Pension Boards. Director Burris said that the Directors elected on May 8<sup>th</sup> would be sworn in after the Pension Boards meet on May 15<sup>th</sup>. Attorney Ross said that the

elected Directors can be sworn in by Administrative Assistant O'Leary prior to the Pension Boards meeting.

### **OLD BUSINESS:**

**Personnel Manual:** Administrative Assistant O'Leary said that she had received an email from Secretary Weisbrod with a number of questions regarding the proposed updated Personnel Manual. She believed that, based on his questions, he was looking at an older draft. Director Weisbrod stated that he had used a draft from December to develop his questions. Secretary Weisbrod asked his questions concerning the Personnel Manual. Attorney Ross answered each question asked by Secretary Weisbrod.

Secretary Weisbrod said that he is satisfied with the PTO section in the Personnel Manual after speaking with Administrative Assistant O'Leary that the intent is to make it clear in black and white that vacation does come out of PTO hours. It shows you are collecting PTO hours and a member does receive reimbursement for his/her longevity, but it is not a huge liability if members stay here for several years.

Fire Chief Jones said that because of the PTO Staff does not want to do it next month. Secretary Weisbrod confirmed that the only change from the January 11<sup>th</sup> version that was emailed out was the change to holiday hours. Secretary Weisbrod made the motion to adopt the updated Colorado River Fire Protection District Personnel Manual effective February 13, 2018. Director Burris second the motion. Motion passed.

**Strategic Planning:** Administrative Assistant O'Leary said that she sent out over 300 invitations for the three locations: Rifle, Silt, and New Castle. CRFR is hosting the general public on February 27, the business owners on February 28, and partnering agencies on March 1. She will be setting up a SurveyMonkey for internal members. She said she would like some more questions from the Board as to what they want to hear from each. Director Burris asked about the format. Administrative Assistant O'Leary said that it would round table discussion with 5-6 people. There will be a facilitator and a note taker at each table. Fire Chief Jones said that questions will generate the discussions and the facilitator will help keep the discussions on track. The facilitators and note takers will not be from our agencies to help keep it anonymous. Director Burris asked about a time line for the comments. Fire Chief Jones said that Staff will get together around April and start to compile the information into a final document that will be ready around September. He said that everything that was said will be printed, both good and bad. Staff will pick out the top priorities and outline those and figure out the next steps moving forward.

Chairperson Long asked to see the list of questions that Staff has come up with so if a Board member thinks of anything else, it can be asked. Chief Jones said that Staff has come up with a list of questions. Staff has learned from discussing it with Grand River Hospital that it is about quality rather than quantity since CRFR is following their strategic plan model.

Secretary Weisbrod asked, if the Board has a session after the regularly scheduled Board meeting, is that considered a special meeting? Attorney Ross said work sessions are considered

special meetings, but the Board will be prohibited from taking formal actions. Secretary Weisbrod asked about record keeping. Attorney Ross said that Staff could just take very truncated minutes of the work session. It does not have to be a detailed transcript of all the discussions that occur at the work session.

**BOARD MEMBER COMMENTS:**

Director Burris had no comment.

Secretary Weisbrod said thank you for all the hard work. Staff always answers the questions and is accountable for looking at the dollar and looking for cost savings. Stay safe with the weather conditions.

Vice-President Long had nothing to add, other than thank you for everything you do. Please pass that on to each and every staff member.

There being no other business to come before the Board, Chairperson Long adjourned the meeting at 9:39 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: 3/10/18

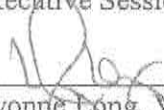
  
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Date: 3/10/18

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

  
\_\_\_\_\_  
Dino Ross, Esq.

I hereby attest that the Executive Session was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4)(b).

  
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Yvonne Long, Vice President and Acting Chairperson