

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

MARCH 12, 2019

STATION 41, 1850 RAILROAD AVENUE, RIFLE, CO 81650

The regular scheduled meeting was called to order by Chairperson Lambert at 6:31 pm. The Pledge of Allegiance was said and a moment of silence was given.

ROLL CALL:

Board Members Present:

Alan Lambert, President/Chairperson
Matt Weisbrod, Vice President
Levy Burris, Director (arrived at 6:58 pm)
Addy Marantino, Secretary
Paige Haderlie, Treasurer (via phone)

Others Present:

Randy Callahan, Fire Chief
Leif Sackett, Operations Division Chief
Mike Scott, EMS Division Chief
Orrin Moon, Prevention Division Chief
Zach Pigati, Wildland Division Chief
Dino Ross, Legal Counsel (via phone)
John Gredig, IT Director
PJ Tillman, Finance Manager
Alizah Garay, Administrative Assistant
Diana Hain and Christy Tenter (via phone), CPS HR Consulting

Secretary Marantino made a motion to excuse Director Burris. Vice President Weisbrod seconded the motion. The motion passed unanimously.

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:

Vice President Weisbrod suggested moving CPS HR Consulting presentation on the Wage Survey from item A under New Business, to immediately after the Public Comment. Ms. Hain and Ms. Tenter with CPS HR Consulting stated that they were fine with waiting until New Business to make their presentation. There were no changes to the agenda.

CONSENT AGENDA:

Minutes of January 5, 2019 special District Board meeting
Minutes of February 12, 2019 regular District Board meeting
Prior month and Year Financial reports
Prior month Accounts Payable reports

Vice President Weisbrod made a motion to approve the consent agenda items. The motion was seconded by Secretary Marantino. The motion passed unanimously.

PUBLIC COMMENT:

None

LEGAL COUNSEL UPDATE:

Attorney Ross stated that his firm assisted Chief Staff with preparing the proposed Resolution to adopt the Supplemental 2018 Budget and the related newspaper notice of tonight's public hearing on the proposed Supplemental 2018 Budget. His firm helped put together a proposed contract for CPS HR Consulting to assist Chief Staff in developing the Firefighter Job Descriptions. The contract is substantially the same as the contract with CPS HR that he assisted the District in developing for the Wage Survey. His firm prepared a high-level outline of upcoming deadlines for conducting a mill levy increase election in November of 2019 or 2020, or in May of 2020. Attorney Ross noted that there was some miscommunication with St. Mary's Hospital (SCL Health) o the District requested changes to the Education Institution Affiliation Agreement. Attorney Ross and Chief Callahan are attempting to work through SCL Health's concerns and anticipate bringing a further revised agreement to the Board at the next meeting. The Interfacility Transport Agreement with Valley View Hospital terminated on March 10, 2019. The Board had no questions for Attorney Ross on the foregoing issues.

Attorney Ross updated the Board on legislation currently pending before the Colorado Legislature that, if passed, could impact the District, including legislation that would have allowed significantly restricted the amount of fees ambulance service providers can charge. Fortunately, the Colorado State Fire Chiefs and other interested stakeholders were able to get that legislation amended to exclude fire-based ambulance service providers. Attorney Ross stated that no legislation has been introduced that would address the Gallagher Amendment issues.

Secretary Marantino asked about SB19-065, regarding peer assistance for emergency medical providers. Attorney Ross stated that the legislation is moving through the Colorado Legislature; he is generally aware of the legislation, but does not have any specific information on it.

President Lambert asked about SB19-181, regarding oil and gas regulation at the local level. Attorney Ross stated that he has not been following that legislation. President Lambert expressed concern that if the legislation became law it would push oil and gas development out of the area, which could adversely affect the District's budget. Attorney Ross stated that he would look into the legislation and get back to the Board.

FIRE CHIEF REPORT:

Fire Chief Callahan described the highlights of his report. This included the presentation of the CPS HR Consulting's Total Compensation Report followed by the District's Strategic Plan and discussion regarding a possible mill levy increase election. The period to apply for the new Fire Chief position closed on March 26, 2019. The contract with Valley View Hospital ended on Sunday, March 10, 2019. Inter-facility transports with Grand River Hospital are at 100 percent. There was discussion to combine the Silt Open House with the Silt Heyday's 50th Anniversary Celebration. Lastly, a Correspondence and Good News addition has been implemented into the

Board packet as a way to include positive acts and feedback from the community. The Board had no questions for Fire Chief Callahan.

NEW BUSINESS/ACTION ITEM REQUESTS:

- a) Fire Chief/Finance: 2018 Supplemental Budget & Resolution (#2019-03-01):
Chairperson Lambert called to order the public hearing on the proposed Supplemental 2018 Budget. Fire Chief Callahan explained that the District received revenues from unexpected oil and gas tax abatements along with deployment revenues from the Wildland Division. Resolution No. CRFPD 2019-03-01 was presented to the Board to incorporate the additional revenues and related expenditures into the 2019 Budget. Chairperson Lambert asked if there were any members of the public who wished to speak. No one wished to speak. Vice President Weisbrod asked if the tax abatement increases would be recoverable with a mill levy. Finance Manager Tillman stated that the District would recover that the abatement adjustment was reflected in the mill levy. Vice President Weisbrod made a motion to approve Resolution No. CRFPD 2019-03-01. Director Burris seconded the motion. The motion passed unanimously.

- b) Fire Chief/Operations: Updated Firefighter Job Descriptions: Fire Chief Callahan described the extensive process that several line and administrative personnel went through to streamline and modify the current job descriptions for Firefighter/EMT and Firefighter/Paramedic positions. CPS HR Consulting will be assisting the District with the job position announcements along with the job interview process. Fire Chief Callahan hopes to include the same procedures conducted for the Firefighter/EMT and Firefighter/Paramedic processes for the remainder of the job positions within the District. Secretary Marantino appreciated everyone's time and input into the process. Vice President Weisbrod felt that the process was worthwhile and, as the District moves forward, he would like to see a review of every position take place every several years. Attorney Ross asked for Board clarification on whether they would like to approve new and amended job descriptions. Vice President Weisbrod stated that the Board has reviewed job descriptions historically and felt the procedure was a structured way to move the District forward as one, build trust among all members of the District, and avoid any legal issues that may arise from not viewing or approving job descriptions. The general consensus of the Board was to continue reviewing and approving new and amended job descriptions. Treasurer Haderlie thanked Chief Callahan and Chief Staff for modifying the job descriptions and ensuring it was done appropriately. Fire Chief Callahan asked if it was possible for the Board to approve the proposed job descriptions this evening. Attorney Ross confirmed that because it was an Agenda item the Board can take action on it. Fire Chief Sackett explained how two edits were made to the job descriptions. For the Firefighter/EMT job description, the last sentence replaced the term "EMT" with "Paramedic". For the Firefighter/Paramedic job description, under Mandatory Qualifications/Requirements, the requirement, "possess and maintain a Red Card or obtain within 6 months" was added. Fire Chief Pigati explained that a Red Card could be obtained within 6 months. Director Burris made a motion to approve the Firefighter/Paramedic and Firefighter/EMT job descriptions with the amendments. Vice President Weisbrod seconded the motion. The motion passed unanimously.

Vice President Weisbrod suggested reviewing the other positions through CPS HR Consulting. Secretary Marantino asked if the procedure was going to be done in the future for Chief Staff positions. Chief Staff confirmed that was the intent.

OLD BUSINESS/ FOLLOW-UP ITEMS:

- a) Fire Chief/CPS Consulting: Wage Survey Final Report & Presentation: Fire Chief Callahan introduced Diana Hain and Christy Tenter from CPS HR Consulting. Christy Tenter discussed the agenda of the Wage Survey Final Report which included information about CPS HR Consulting, the Compensation Study, followed by any questions at the end of the presentation. President Lambert noted that the Wage Survey Final Report contained the statement that it was “strictly confidential” and asked if that was the intent. Diana Hain and Christi Tenter clarified that the Wage Survey Final Report was not confidential and could be shared with the public if the District wished to do so. Christi Tenter briefly discussed the history and primary functions of CPS HR Consulting. CPS HR Consulting was retained by the District to conduct a total compensation study which later expanded to include Carbondale & Rural Fire Protection District and the City of Glenwood Springs Fire Department. The objective of the study was to determine the competitiveness of each agency’s base salary and total compensation in the labor market. CPS HR Consulting obtained salary data for several positions within the District, including Battalion Chief, EMS Division Chief, Facilities Maintenance and Financial Manager. As part of the salary data collection process, CPS HR Consulting reviewed base salary and benefits of each of the listed positions compared to the labor market. Base salary data included comparable classification of titles and duties, as well as minimum and maximum base salary ranges. Benefits data included items like retirement contributions, social security contributions, and deferred compensations. The labor market identification factors were comprised of agency size, geographic proximity, industry, competing agencies, and cost of living and cost of wages. A list of the comparison agencies were provided and included some of the following fire agencies: Grand Valley Fire Protection District, the City of Grand Junction Fire Department, and the Greater Eagle Fire Protection District. The standard index used was ERI City and for each city compared to the City of Rifle, there was an associated cost of wages (COW) and an associated cost of living (COL) percentage. Furthermore, comparable classifications were discussed. For whole job analysis, CPS HR Consulting matched slightly higher and lower job responsibilities, referenced class specifications, organizational charts and position control documents, and identified operational use of a classification. Christi Tenter further explained the factors for not comparing classifications, which included differences in the delivery of services, differences in the span of control, and differences in organizational structure. The results from the data collected were formulated through the market median and the number of what percentage was required of the District’s salary market median. As an overview, the salary and benefits data was effective as of January 1, 2019. Benefits were not collected for part-time positions and salaries for part-time positions were normalized to a monthly amount. The District had 7 classifications that were returned due to insufficient matches for base salary and total compensation results. The final result showed the number of matches per classifications. On average, the District was 11.38% below the market median for base salary and was 11.57% below the market median for total compensation. Vice President

Weisbrod asked what competitive range was normally considered. Christy Tenter stated that the competitive range varied by agency priority. She encouraged agencies to review retention efforts and growth patterns to determine what competitive range change was most efficient. This outlook considered factors such as budget and any limitations or opportunities for salary changes over a period of time. Secretary Marantino had a question regarding the Cost of Living of the Carbondale & Rural Fire Protection District and the City of Glenwood Springs Fire Department comparison to the City of Grand Junction Fire Department. Vice President Weisbrod asked what was the risk associated with looking into classifications that were not matched up to three items. Christy Tenter stated that it is worth looking at but give it perspective on how those numbers equate relative to the District. Director Burris stated that looking at the other classifications that were not included in the final report could have relational value in the comparison market.

- b) Fire Chief: Strategic Planning – Review & Resolution (#2019-03-01): Fire Chief Callahan introduced the Strategic Plan to the Board and stated the three proposed options included adopting the Strategic Plan in its entirety, adopting components of the Strategic Plan, or not adopting the Strategic Plan and returning it to Chief Staff for more follow-up. Out of three presented options, Chief Staff recommended signing Resolution No. CRFPD 2019-03-02 to adopt the Strategic Plan in its entirety. The advantages of adopting the Strategic Plan included the immediate process of implementing portions or the entire Strategic Plan as well as the implementation of wage survey results and evaluation of a potential mill levy increase election. Director Burris stated that because the District has not recognized the Union, the term “Union” should not be used in the Strategic Plan. He suggested eliminating that term and replacing it with “Membership”. Vice President Weisbrod stated that he would like more time to digest the information presented throughout the Strategic Plan. He identified the issue of specific names within the Strategic Plan and suggested incorporating positions in place of specified names. Vice President Weisbrod talked about scheduling a study session to further discuss and analyze the Strategic Plan. Director Burris stated that he would like to have a special meeting to fine tune a couple of discrepancies found in the document. Vice President Weisbrod commented that some items can begin to take place while the remainder of the Strategic Plan was close to being approved. Division Chief of Operations Sackett asked if the Board would allow Chief Staff to incorporate the new Mission Statement and Values Statement. The Board confirmed that Chief Staff could begin incorporating the Mission and Values Statement. Treasurer Haderlie asked if the Board was referring to specific technicalities in the document or larger, structural changes. Vice President Weisbrod stated that there could be larger items that needed to be altered. President Lambert stated that the Board required more time to review and analyze the document. Vice President Weisbrod made a motion to adopt the Mission and Values as presented in the Strategic Plan. Director Burris seconded the motion. The motion passed unanimously. President Lambert recommended looking at another meeting before the next Board meeting to review the Strategic Plan.
- c) Fire Chief: Discussion of research and education of possible mill levy increase election: Fire Chief Callahan stated that the research and education of a possible mill levy increase election was placed in the Strategic Plan as an objective to begin in March of 2019. The

Board has been provided with a basic overview of the timelines for conducting a mill levy increase election November of 2019 and 2020, or in May of 2020. The advantages of researching and possibly conducting a mill levy increase election in November of 2019 is that it would assist with the 2020 budget goals and it would decrease the need to spend from reserve funding sources. The disadvantages are the short time for collecting data and evaluating whether to conduct the election. The disadvantages of a November 2020 mill levy increase election are that it would be competing with the presidential election. Chief Staff recommended a special meeting for further discussion. Treasurer Haderlie suggested holding the special meeting at Station 61 to also look at the ongoing issues of the foundation. To meet the Fair Campaign practices, Attorney Ross reiterated the importance of the Board and Chief Staff being clear that they are gathering information and evaluating the matter and that there has been no decision to conduct a mill levy increase election. The Board decided to hold a special meeting for the Strategic Plan and a possible mill levy increase election on Thursday, March 21, 2019 at 6 p.m. at Station 61.

- d) Fire Chief/Prevention Division: Update of structural investigation of floor slab at Station 61: Fire Chief Callahan provided a general update on the structural investigation of the floor slab at Station 61. Chief Staff is recommending contracting SGM to evaluate the floor settling issue at Station 61 and, depending on SGM findings, solicit bids for repairing the floor at Station 61. Division Prevention Division Chief Moon stated that his further investigation into this matter indicates that Mayes Concrete Company floor jacked Station 61's floor in 2006 to repair similar structural issues. Vice President Weisbrod stated that the recommendations did not match in the scope of work set forth in SGM's proposed Agreement. Division Chief Moon stated that the \$3,000.00 budget was solely for an engineer to review and assess the slab and generate possible repair options and not for any further services. Treasurer Haderlie felt the Board also should be considering the District's long term plan for that building. Vice President Weisbrod felt it was more crucial to focus on taking the necessary steps to existing problem now. Following further Board discussion, Secretary Marantino made a motion to move forward with Option 2 and hire an engineer from SGM to evaluate the problem and recommend corrections at the maximum cost of \$3,000.00. Director Burriss seconded the motion. The motion passed unanimously. Attorney Ross suggested amending the motion to include the approval for Chief Callahan to sign the Agreement with SGM dated January 2, 2019. Director Burriss amended motion to include Attorney Ross's recommendations. The motion passed unanimously.

DIVISION INFORMATIONAL UPDATES:

OPERATIONS DIVISION CHIEF SACKETT:

As a highlight of his Board report, Division Chief Sackett recognized Fleet Mechanic Farineau for his Vincent Morello Memorial Scholarship. Fleet Mechanic Farineau will be able to attend classes from the California Fire Mechanics Academy.

Vice President Weisbrod asked if the completion of the lettering and markings on all staff response vehicles included utility vehicles. Division Chief Sackett stated that the lettering and markings were not done on the utility vehicles as they did not have certain lights or radios. Fire

Chief Callahan commented that the completion of the lettering and markings helped the District brand itself and helped communicate the services of the District to the public.

EMS DIVISION CHIEF SCOTT:

Division Chief Scott thanked the crews for their hard work, especially with the recent flight crew transfers.

Vice President Weisbrod and Division Chief Scott briefly discussed the numerical values of the January 2019 EMS Report.

PREVENTION DIVISION CHIEF MOON:

Division Chief Moon stated that he will testify in April of 2019 on the inspection that was done on Rosie's building in New Castle. In addition, the Rifle Open House will be on September 21, 2019 in conjunction with Western Adventure Weekend. The Board had no questions for Division Chief Moon.

WILDLAND DIVISION CHIEF PIGATI:

Division Chief Pigati thanked Finance Manager Tillman and Fire Chief Callahan for their work on redoing the Board packet. He thanked the crews for their work that reflected on the amendment budget. The Board had no questions for Division Chief Pigati.

IT DIRECTOR GREDIG:

IT Director Gredig stated that, pursuant to the Board's direction, Attorney Ross has included performance requirements in the proposed contract with Cedar Networks. Discussions with the owner of Cedar Networks are continuing. The Board had no questions for IT Director Gredig.

FINANCIAL MANAGER TILLMAN:

The Board had no questions for Financial Manager Tillman.

GOOD NEWS & DEPARTMENT ACCOMPLISHMENTS:

Fire Chief Callahan stated that the Good News and Department Accomplishments have been incorporated to show the progress of the District. President Lambert stated that he valued the new format and the data presented.

BOARD MEMBER COMMENTS:

President Lambert stated that he appreciated everyone's input and recognizes all of the small and great changes occurring. He thanked Davis Farr for his help with the Strategic Plan. President Lambert requested a fire truck to be present for the Alliance Club's Easter Hunt on April 20, 2019.

Director Burris thanked all of the membership and administration for their work. He has noticed better attitudes and moral, along with more open dialogue.

Treasurer Haderlie thanked all personnel for completing the job descriptions.

Secretary Marantino thanked all personnel and appreciated the new ideas.

Vice President Weisbrod stated that he appreciated the substantial amount of work that all personnel have put in. He stated that he is disappointed in the failure of previous Boards to recognize that the District was below the market medium by 11% in both wages and total compensation.

A ten minute break occurred at 9:06 p.m.

EXECUTIVE SESSION:

President Lambert made a motion to enter executive session to receive advice of legal counsel regarding Valley View Hospital and new Fire Chief selection process pursuant to CRS 24-6-402 (4)(b) at 9:13 p.m. Director Burris seconded the motion. The motion passed unanimously. The Board entered into Executive Session at 9:13 p.m.

Vice President Weisbrod made a motion to adjourn Executive Session at 9:52 p.m. Director Burris seconded the motion. The motion passed unanimously.

FIRST AMENDED TIMELINE FOR THE FIRE CHIEF SELECTION PROCESS:

Vice President Weisbrod made a motion to approve the First Amended Timeline for the Fire Chief Selection Process. Secretary Marantino seconded the motion. The motion passed unanimously.


ADJOURNMENT:

There being no other business to come before the Board, Chairperson Lambert adjourned the meeting at 9:54 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.

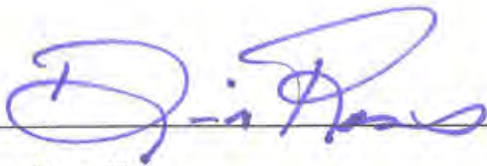
Date: 4/9/19



Date: 4/9/19



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).



Alan Lambert, President