

RECORD OF PROCEEDINGS
FOR THE
COLORADO RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
JULY 10, 2018
STATION 41, 1850 RAILROAD AVENUE, RIFLE, CO

The regularly scheduled meeting was called to order by Chairman Lambert at 7:01 p.m. The Pledge of Allegiance was said and a moment of silence was given.

ROLL CALL:

Board Members Present:

Alan Lambert, President/Chairman
Matt Weisbrod, Vice President
Levy Burris, Director
Paige Haderlie, Treasurer
Addy Marantino, Secretary (By speaker phone)

Others Present:

Rob Jones, Fire Chief
Mike Scott, EMS Division Chief
Orrin Moon, Prevention Division Chief
John Gredig, IT Director
Dino Ross, Legal Counsel
PJ Tillman, Financial Manager
Alizah Garay, Administrative Support Clerk
Landon Churchill, CRFR Firefighter

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:

President Lambert asked to add an Executive Session to receive advice from legal counsel regarding personnel matters pursuant to C.R.S. § 24-6-402 (4) (b) and (f) after Board Member Comments. The Board also corrected the New Business item "2016 Draft Audit Report" to read "2017 Draft Audit Report".

CONSENT AGENDA:

Approval of Minutes: June 12, 2018 meeting
Approval of Minutes: June 18, 2018 special meeting
Accounts Payable from June 1-30, 2018
June 2018 Financials

President Lambert requested that Approval of Minutes of the June 12, 2018 regular Board meeting and Approval of Minutes of the June 18, 2018 Board be pulled from the Consent Agenda. Vice President Weisbrod moved to approve the other items on the Consent Agenda. Treasurer Haderlie seconded the motion. Motion carried.

PUBLIC COMMENT:

None.

LEGAL COUNSEL:

Attorney Ross had no comments. There were no questions from the Board of Directors for Attorney Ross.

STAFF REPORTS:

FIRE CHIEF ROB JONES:

Chief Jones stated that a copy of the revised Personnel Manual would be given to the Board before the August Board meeting. The goal would be for the Board to have 30 days to review the Personnel Manual and make corrections, and take final action at the September Board meeting.

Chief Jones stated that at the recent meeting of the Garfield County Fire Chiefs, the majority of the Fire Chiefs in attendance decided to not pursue de-Gallagherization. Chief Jones discussed some of the contributing factors that affected each fire department. The Fire Chiefs also discussed the fact that some fire departments may be pursuing an increase in mill levies, which would conflict with the process of pursuing de-Gallagherization.

Chief Jones stated that he had some concerns on the editorial article on personnel highlights of the Glenwood Post in response to the recent Basalt fire but was very pleased with the community effort and support of the fire service. There were no fire calls due to fireworks on July 4, 2018 in the City of Rifle.

Chief Jones referenced the increase call volume in Division Chief Sackett's report. There was an average of 14 calls per day between June 29, 2018 and July 10, 2018. President Lambert asked how the crews were holding up. Chief Jones stated that the crews were able to handle the incoming calls. President Lambert thanked all of the crews for their extra work, which was noticed and appreciated by the Board.

PREVENTION DIVISION CHIEF MOON:

Division Chief Moon met with representatives of the Town of Silt to discuss fire inspections for new commercial construction. The Town representatives stated that they are developing a proposed Intergovernmental Agreement (IGA) for District to perform fire code inspections in the Town and would like to have a Town employee join each fire inspection. Division Chief Moon said it might be difficult to have a Town employee arrange a time to meet for the scheduled fire inspections, but he will work with the Town to see what can be done. Division Chief Moon stated that he gave the Town a draft of a Memorandum of Understanding

(MOU) that was previously prepared to see if it will help them in drafting the IGA. Division Chief Moon said the Town of Silt adopted a fire code a couple of months ago without input from the District, which is of concern to the District. Division Chief Moon noted that the Town of New Castle and the City of Rifle worked closely with the District in developing and adopting their fire codes last summer. Division Chief Moon restated that the Town New Castle and the City of Rifle are in the process of adopting the 2015 fire code, which could occur in July.

EMS DIVISION CHIEF SCOTT:

EMS Division Chief Scott stated that the District received a state grant of \$83,018.00 toward the purchase of a new ambulance in 2019. As a Regional Emergency Medical and Trauma Services Advisory Council (RETAC) coordinator, Director Marantino congratulated the District for receiving the State grant. EMS Division Chief Scott further commented on submitting a waiver for ketamine use in excited delirium as well as explained the process for the Medical Advisor review with Dr. Skwiot. Updated information would be reflected in his next report once the Inter-Facility Transport (IFT) Committee meetings are completed on Thursday, July 13, 2018 and Friday, July 14, 2018. EMS Division Chief Scott asked the Board if the EMS Division report information could be broken down quarterly and annually. The consensus of the Board was that would be acceptable. Vice President Weisbrod stated that the Life Quest Monthly Billing Summary indicates there are improvements in Net amounts after the first three months of the year. Division Chief Scott discussed there being great communication and dedication from the staff and crew members.

Vice President Weisbrod stated that, after viewing Training Division Chief Clark's report, he would like to know how the interview process was conducted within the volunteer program. Chief Jones explained the review assessment process was continuous throughout the year. Individuals interested in becoming a volunteer firefighter go through ride-alongs and two interviews to better understand the District's procedures. Volunteers begin as support volunteers and upon completion of certifications transition to operational volunteers. Division Chief Scott said most of the operational volunteers eventually become part-time employees.

Chief Jones expressed how busy things were in the valley, with numerous mutual aid requests. District personnel and equipment have been assisting on several fires. President Lambert asked if the District has enough manpower to handle the requests. Chief Jones responded that all of the District's stations have remained completely staffed.

Chief Jones addressed Vice President Weisbrod's question of what "net" meant in Wildland Division Chief Pigati's report. Chief Jones noted that Wildland Division Chief Pigati was not present due to being the incident commander at the Skunk Creek Fire. Chief Jones explained net refers to what the engines made per wild fire. The net amount of \$92,957.50 was what the engines made for the initial deployments of the wildfire season. It was further discussed how Wildland Division Chief Pigati would be working on mitigation projects during the off season, as well as educating the community with Division Chief Moon. Treasurer Haderlie asked what would happen if the District experienced good weather next year. Chief Jones explained how resources go out to other states that are experiencing droughts and massive wild fires.

Vice President Weisbrod had a concern of a possible 416 Fire in the District. Chief Jones explained how the Wildland Program was designed to ensure there were enough resources at

home in case of an incident like the 416 Fire. Chief Jones stated there has been no shortage of equipment or apparatus at each station. Division Chief Sackett, Division Chief Pigati, and the Battalion Chiefs communicate daily on placement of personnel. Chief Jones stated there always is a gamble to sending resources out of the District, but Chief Staff constantly monitors the conditions when making deployment choices. Secretary Marantino asked what is the purpose of the Wildland Program. Chief Jones said the Wildland Program was designed to help the community as well as generate revenue due to a decrease in the District's budget. Chief Jones stated the Wildland Program also helps integrate qualified staff to operate and aid during a wildfire in the District. Tasks books were in the process of being completed and signed with each wild fire, which increases the District's level of qualified staff. Director Levy expressed how beneficial it was for the District to have its own wildland resources due to the staggering costs associated with requesting resources during a massive wild fire. Director Levy further stated the cost sharing agreements and mitigation processes the District has will save the District more than without having the available staff and engines at hand. Chief Jones agreed the Wildland Program and personnel are a significant benefit for the District.

IT DIRECTOR GREDIG:

IT Director Gredig stated that he is still working with Microsoft to combine emails. He will have more information in regards to New World Fire after attending a phone conference on July 11, 2018. IT Director Gredig stated there were maps within the District where National Emergency Medical Services Information Systems (NEMSIS) conflicted with the New World Fire software. These issues would be dealt with internally. Director Levy and IT Director Gredig briefly discussed the changes to the Command Trailer that would be utilized at the Rifle Fairgrounds.

FINANCIAL MANAGER PJ TILLMAN:

Financial Manager Tillman explained that the Action Item of the Review of updated CRFR Purchasing & Credit Card Use Policies would be discussed under New Business. Vice President Weisbrod commented on the Colorado River Fire Rescue Purchasing Policies and Procedures Policy and stated that he believes the Board should be notified when a purchase between \$5,000 and \$9,999.99 is made. In the 2018 Budget vs. Actual (50% of Year) report, line item 609 Elections was discussed due to there being a \$12,802.05 over-budget amount. Financial Manager Tillman stated that she would look into that line item and report back to the Board.

NEW BUSINESS:

Preparation of Minutes: President Lambert thanked Secretary Marantino for preparing the draft minutes for the June 12, 2018 regular Board meeting and the June 18, 2018 special Board meeting. President Lambert noted that the Board Bylaws currently state that Chiefs Staff will prepare the minutes of Board meetings. Director Levy stated that he did not want to revise the Bylaws and felt it was better for Board members to stay present during the meeting, which can be inhibited when focusing on recording the minutes. Attorney Ross further explained the different approaches to preparing minutes of board meetings and said it was very important to maintain a consistent approach to the minutes, which are a permanent official historical record of the District. After much discussion, the unanimous consensus of the Board was that Chief Staff would continue to prepare the minutes for the Board meetings and Attorney Ross would continue to work with Chief Staff to review the draft minutes. The consensus of the Board was to

authorize Attorney Ross to revise the draft minutes of June 12 and June 18 meetings to make them consistent with the minutes of prior meetings, so that the Board could consider them at the August Board meeting.

Review of updated CRFR Purchasing & Credit Card Use Policies: Attorney Roos stated that he has not been asked to review, and has not reviewed, the proposed updated Colorado River Fire Rescue District Credit Card (P-Card) Use Policy. At a minimum, he recommends that the District still require District employees who receive a credit card to sign a form Credit Card Use Agreement, which his office had previously prepared. Following discussion, Vice President Weisbrod moved to approve the Colorado River Fire Rescue District Credit Card (P-Card) Use Policy with the requirement that all users sign the form Credit Card Use Agreement, and that the Board be notified of all purchases between \$5,000.00 and \$9,999.99. Treasurer Haderlie seconded the motion. Board discussion followed. Director Levy stated that notification for purchases between \$5,000.00 and \$9,999.99 was unnecessary if authorization has already been established through the Colorado River Fire Rescue Purchasing Policies and Procedures. Following further discussion, Vice President Weisbrod amended the motion to remove the Board notification requirement. Treasurer Haderlie accepted the amendment to the motion. The motion passed unanimously.

2017 Draft Audit Report (Haynie & Company): Financial Manager Tillman stated that Chief Staff had assumed someone from Haynie & Company would attend tonight's meeting to present the draft 2017 Audit Report; however, they were informed earlier in the day that no one would be attending the Board meeting. Attorney Ross provided an overview of the draft 2017 Audit Report, noting that he was not expressing any opinion on the financial information contained in the report. Attorney Ross recommended two changes to the document. First, under the General Fund Budgetary Highlights the amount of expenditures is incorrect. Director Levy stated that he believed the correct amount for the actual expenditures should be \$1,121,968 instead of \$1,503,172, which accurately generated the favorable variance of \$381,204. Second, on page 11 under Cash and Investments, the word "Authority's" to "District's". Director Levy moved to approve the 2017 Draft Audit Report from Haynie & Company with the foregoing corrections. Vice President Weisbrod seconded the motion. The motion passed unanimously.

RECESS

Chairman Lambert called for a 10-minute recess beginning at 9:05 p.m.

Chairman Lambert reconvened the meeting at 9:16 p.m.

OLD BUSINESS:

Discussion regarding a potential election in November 2018 to ask the voters to approve a property tax increase and/or to authorize the District to increase or decrease its property tax to account for future changes in the residential assessment rate for property (commonly referred to as "de-Gallagherizing"). Chief Jones reiterated that many of the local fire departments are not pursuing de-Gallagherization. Chief Jones stated that he is recommending against the District seeking to de-Gallagherize, and instead focus its efforts on helping to find a state-wide fix to the

Gallagher Amendment issue. Chief Jones stated that he also is recommending against seeking a mill levy increase this November, and listed a number of factors he believes supports that position, including the fact that the District currently has over 9 million dollars in reserves. Secretary Marantino asked Chief Jones what amount of property tax increase would be necessary, if the Board wanted to consider a potential election in November. Chief Jones stated that he does not know, that Chief Staff has not evaluated the numerous factors that would need to be considered to generate a recommended amount of mill levy increase. The Board then engaged in extensive discussion as to whether the District should seek a property tax increase this November. Division Chief Moon discussed educating the public at the upcoming Open Houses. Secretary Marantino suggested creating a committee to begin educating the public on the District's financial condition and the potential need for a mill levy increase in upcoming years, to ensure consistent information across the District. President Lambert said the idea of creating a committee for the public education should be included as an agenda item for the August 2018 Board meeting.

Consideration and possible approval of hiring George K. Baum to assist the Board in public education regarding the potential election issues and evaluating whether to proceed with such election. Based on the preceding discussion, the consensus of the Board was there is no need to consider hiring this firm.

Strategic Planning. For Strategic Planning, there would be discussion on the mission statement and setting goals on Friday, July 13, 2018 and Saturday, July 14, 2018. Furthermore, dates would be set and more information presented in August 2018.

Training Consortium Lexipol MOU. Chief Jones explained Lexipol remains unwilling to assume adequate responsibility for liability arising from its product. Given the Board's prior direction that resolution of this issue was a requirement of continuing to pursue a contract with Lexipol, this matter is now concluded and neither the District nor the other fire departments in the training consortium will be contracting with Lexipol. The fire departments are looking into alternative approaches.

Consider whether hiring, promotion, reassignment or cross-training of personnel should be placed on hold pending the Board's further evaluation of the District's financial condition and organizational needs. Chief Jones said he would not like to go into a hiring freeze and felt it was necessary to hire two positions internally for the Wildland Program. Director Levy stated that he believes a hiring freeze is not appropriate. At most, the Board should consider a hiring restriction, where Chief Jones would have to obtain Board approval before hiring any new personnel. President Lambert agreed a hiring restriction would be more appropriate than a hiring freeze. Treasure Haderlie felt open communication up front between Chief Staff and the Board make a hiring restriction unnecessary. She noted that after the prior meeting Chief Staff carefully evaluated what personnel it truly needed and came to this meeting with a specific justification for filling two positions, instead of the six positions they previously generally referred to. Following extensive discussion, the consensus of the Board was that neither a hiring freeze nor a hiring restriction were necessary. Chief Staff would be expected to following the historical practice of bring any request to hire new personnel to the Board for approval. Chief Staff can fill internal positions through promotions, transfers, etc. without prior Board approval.

BOARD MEMBER COMMENTS:

Director Burris stated that he appreciated staff and wished all to stay safe. Director Burris also appreciated the dialogue between the Board members and the cohesiveness from the dialogue.

Vice President Weisbrod stated that he agrees with Director Burris's comments and felt this was the way to build trust all around.

Secretary Marantino stated that she agrees with the comments made by Director Burris and Vice President Weisbrod.

Treasurer Haderlie thanked everyone for their cooperation and their willingness to help. She appreciated the professionalism from Chief and Chief Staff.

President Lambert thanked everyone for putting in the effort, time, and for watching out for one another. He appreciated the Department for protecting the community and wished all to stay safe and to be careful.

EXECUTIVE SESSION:

Vice President Weisbrod moved to go into Executive Session to receive advice from legal counsel on pending personnel matters pursuant to C.R.S. § 24-6-402 (4) (b) and (f). Director Marantino 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 and Attorney Ross entered into Executive Session at 10:21 p.m.

The Board came out of Executive Session at 11:56 p.m.

Chairman Lambert adjourned the meeting at 11:56 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.

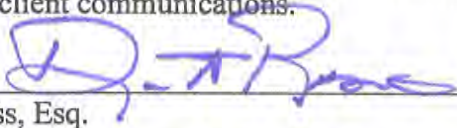
Date: 8/14/18



Date: 8/14/2018

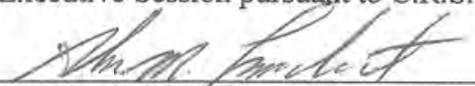


I hereby attest that both Executive Session, which was not recorded, constituted privileged attorney-client communications.



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) and (f).



Alan Lambert, President