

RECORD OF PROCEEDINGS FOR THE
COLORADO RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
AUGUST 13, 2019
STATION 41, 1850 RAILROAD AVENUE, RIFLE, CO 81650

The regular scheduled meeting was called to order by Chairperson Weisbrod at 6:33 pm. The Pledge of Allegiance was said and a moment of silence was given.

ROLL CALL:

Board Members Present:

Matt Weisbrod, Vice President/Acting Chairperson
Addy Marantino, Secretary
Paige Haderlie, Treasurer

Board Members Absent:

Alan Lambert, President (Excused)
Levy Burris, Director (Excused)

Others Present:

Randy Callahan, Fire Chief
Leif Sackett, Operation Division Chief
Mike Scott, EMS Division Chief
Orrin Moon, Prevention Division Chief
Zach Pigati, Wildland Division Chief
Dino Ross, Legal Counsel for the District
John Gredig, IT Director
PJ Tillman, Administrative Director
Alizah Garay, Administrative Assistant

Secretary Marantino made a motion to excuse President Lambert and Director Burris from the meeting. Treasurer Haderlie seconded the motion. The motion passed unanimously.

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:

None

PUBLIC HEARING: SECOND SUPPLEMENTAL 2018 BUDGET:

Vice President Weisbrod opened the public hearing of the Second Supplemental 2018 Budget at 6:35 pm. Fire Chief Callahan stated that with the audit process, there were some adjustments made that required a public hearing.

Administrative Director Tillman briefly explained that when the District began posting gross EMS revenues less mandatory write-offs beginning in fiscal year 2019, the audit company expensed the mandatory Medicare/Medicaid write-offs as bad debt for fiscal year 2018 and restated fiscal year 2017 receivables. In addition, accrued salaries and

benefits for December 23, 2018 through December 31, 2018, which were paid in January 2019, were not accounted for in the first Supplemental 2018 Budget approved by the Board. Because fiscal year 2018 net expenditures increased, it required a second supplemental budget filing.

There were no comments made by the public. Vice President Weisbrod closed the public hearing on the proposed Second Supplemental 2018 Budget at 6:38 pm.

CONSENT AGENDA:

Minutes of July 9, 2019 Regular District Board meeting
Prior Month Financial Reports
Prior Month Accounts Payable Reports

Secretary Marantino made a motion to approve the consent agenda items. The motion was seconded by Treasurer Haderlie. The motion passed unanimously.

PUBLIC COMMENT:

None

LEGAL COUNSEL UPDATE:

Attorney Ross stated that, in general, things were quiet on legal matters during the preceding month. He assisted Chief Staff with the process for the proposed Second Supplemental 2018 Budget.

Secretary Marantino asked how the recent Colorado legislation that was enacted would affect the District's EAP program in the long term. Following discussion, Operation Division Chief Sackett said that he would research the issue.

Treasurer Haderlie asked Attorney Ross if he and/or his firm had any information on the status of efforts to recall Governor Polis and, if a recall occurred, what impact that would have on legislation he signed into law. Attorney Ross stated that he and his partners have not discussed these issues; however, he will check with his partners to see if they have any information.

FIRE CHIEF REPORT:

Fire Chief Callahan stated that he and Chief Staff have been working purposely and continue to focus on strategic communications throughout the District. Fire Chief Callahan explained that there were five new business actions items presented.

Fire Chief Callahan stated that Chief Staff has been working on the potential transfer of the District's command trailer to the Colorado Division of Fire Prevention and Control. He also noted that the District lost one full-time and one part-time employee this month. Chief Staff intends to begin the firefighter/paramedic hiring process this month.

Fire Chief Callahan stated that the District has participated in a firefighting safety program through the Drexel University and Fire Department Safety Officer Association.

Last spring, District personnel completed a survey that measured leadership and supervision commitment to a safety climate. Firefighter Churchill and Fire Chief Callahan recently traveled to Drexel University and learned about the study results, such as job satisfaction, employee engagement, and burnout levels. Chief Staff intends to develop a program to present the study results to the District as well as create a plan to improve the District's safety culture.

Lastly, Fire Chief Callahan congratulated EMS Division Chief Scott for his completion of his master's degree from Purdue University.

NEW BUSINESS/ACTION ITEM REQUESTS:

a. Fire Chief/Administration: Proposed Adoption of Second Supplemental 2018 Budget and Resolution Appropriating the Revenues and Approving the Expenditures (Resolution No. CRFPD-2019-08-01):

Secretary Marantino made a motion to approve Resolution No. CRFPD-2019-08-01. Treasurer Haderlie seconded the motion. The motion passed unanimously.

b. Fire Chief/Operation/Administration: CPS HR Quarterly Update:

Fire Chief Callahan stated that when the on-demand contract with CPS HR was approved, the Board requested a status report after 120 days of signing the contract. To date, the District has completed four job analysis, one hiring process, and an organizational chart.

The District is currently working on an engineer job description and a lieutenant job description, another hiring process, and a new pay policy. Chief Staff plans to begin a Standard Operating Guidelines (SOG) process that includes, yet separates, administrative policies from operational SOGs.

The total associated costs are \$6,080.00, which is well under the limit of \$37,000.00. Chief Staff's recommendation is to continue to utilize the HR services provided by CPS HR.

Vice President Weisbrod stated that he is pleased with the accomplishments made with CPS HR.

c. Fire Chief/Operation/Administration: Review and Approval of New Job Description for Administrative Director:

With the implementation of the approved organizational chart, the District intends to merge the Finance Manager position with the Executive Director of Administration to create a single role. Chief Staff has worked with CPS HR to develop a new job description for the position of Administrative Director.

Administrative Director Tillman explained that the physical requirements for firefighter personnel were removed from the former Administration Director job description.

Fire Chief Callahan stated that it was operationally efficient to combine the two administrative positions into one because it streamlined communication, improved organizational climate, and recognized the work already performed by Administrative Director Tillman.

Treasurer Haderlie asked if the job description could be fulfilled by another person in the event that Administrative Director Tillman resigned. Administrative Director Tillman stated that a person with the qualifications should be able to fulfill the job description.

Secretary Marantino made a motion to approve the new job description for the Administrative Director. Treasurer Haderlie seconded the motion. The motion passed unanimously.

d. **Fire Chief/IT Director: Proposed Public Records Fee Adoption (Resolution No. CRFPD-2019-08-02):**

Fire Chief Callahan stated that Resolution No. CRFPD-2019-08-02 was created as a result of the HITECH Act, which enables a covered entity to charge an individual who requests records containing protected health information (PHI) and corresponding changes in Colorado law.

In 2016, the U.S. Department of Health and Human Services clarified three options for covered entities to pursue when charging a fee in response to a request for medical records: (1) a flat fee of \$6.50 for electronic copies of PHI that is maintained electronically, (2) actual labor costs, and (3) average labor costs.

IT Director Gredig stated that he recommends option one, charging a flat fee of \$6.50 for electronic copies of PHI that is maintained electronically.

Fire Chief Callahan stated that the resolution keeps the District in compliance with federal and state laws.

IT Director Gredig stated that there are no disadvantages to the resolution as there are less than 20 requests for medical records each year. Furthermore, the District's billing company can give medical records at no costs as well.

Following discussion, Secretary Marantino made a motion to approve Resolution No. CRFPD-2019-08-02. Treasurer Haderlie seconded the motion. The motion passed unanimously.

e. **Fire Chief/Operation: Bunker Gear PO Approval (#LS 2019-08-03):**

Fire Chief Callahan stated that each year the District purchases 10 sets of new bunker gear to keep personnel in updated and in-service gear.

Operation Division Chief Sackett stated that 10 sets of gear are purchased annually to spread out the costs of gear over a span of time. Division Chief Sackett

stated that Lieutenant Messner researched and gathered three competitive bids for the gear. L.N. Curtis is usually the vendor that the District goes with.

Chief Staff recommends going with option three and purchase bunker gear from L.N. Curtis in the amount of \$23,400.00.

Secretary Marantino made a motion to approve Purchase Order # LS20190813. Treasurer Haderlie seconded the motion. The motion passed unanimously.

OLD BUSINESS/FOLLOW-UP ITEMS/ACTION ITEM REQUESTS:

a. Fire Chief/Operation: Mill Levy Research Update:

Operation Division Chief Sackett stated that George K. Baum has developed voter demographics data within the District and has gathered relevant data for public education.

Operation Division Chief Sackett stated that he had a conference call with Paul Hanley and Todd Snidow at George K. Baum to discuss what the next steps are for a possible mill levy increase.

Chief Staff is working on a letter to send out to about 50 people. The intent is to obtain a citizen task force of 20 to 25 people. Chief Staff asked the Board to give any names they think would be interested in being a part of the task force. Chief Staff aims to have the first task force meeting during the last two weeks of September 2019.

Administrative Director Tillman stated that people comprising the citizen task force have to be eligible voters within the District.

Treasurer Haderlie asked Chief Staff if the Board members would be allowed to conduct a follow-up call to those who were sent letters to ask if they would be interested in being a part of the task force. Attorney Ross stated that the Board members could take that action.

Fire Chief Callahan commented on how dedicated Paul Hanley and Todd Snidow have been in gathering planning and education data for a possible mill levy increase.

Operation Division Chief Sackett stated that George K. Baum Company has been sold to another company this week. George K. Baum will only be changing its name. Todd Snidow and Paul Hanley will still collaborate with the District out of Denver.

Attorney Ross stated that the District may have to do a simple amendment to the contracts with George K. Baum to reflect the name change.

DIVISION INFORMATIONAL UPDATES:

OPERATION DIVISION CHIEF SACKETT:

Operation Division Chief Sackett stated that the District is looking to begin the paramedic/firefighter hiring process towards the end of August 2019. He was hoping to complete the lieutenant and engineer job descriptions this month, but wants more time to vet the documents with the rest of the membership. The Board had no questions for Operation Division Chief Sackett.

WILDLAND DIVISION CHIEF PIGATI:

Vice President Weisbrod stated that there has been an increase in fire activity throughout the country. He asked when there would be a cooperative deployment.

Wildland Division Chief Pigati stated that the District has taken single resource deployments so far. He estimates that the Northwest region should be building in fire activity towards the fall.

EMS DIVISION CHIEF SCOTT:

EMS Division Chief Scott stated that the District has run challenging and high fatality calls this month. He commends the crews and the peer support team for their dedication and efforts. EMS Division Chief Scott stated that the crews have been able to manage the calls, even though the District has been short staffed over the last couple of months.

EMS Division Chief Scott stated that Dr. Knight is excited to be a part of the District and believes he will be a great asset.

Vice President Weisbrod commended the District for the positive numbers throughout the monthly EMS Program Reports.

PREVENTION DIVISION CHIEF MOON:

Prevention Division Chief Moon stated that the District has had a very busy month, especially with community events. The District was present during the Garfield County Fair and the Silt Hey Days.

Prevention Division Chief Moon is reviewing two subdivision proposals in Rifle and foresees some challenges with their accessibility. Prevention Division Chief Moon intends to push hard for the subdivision plans to incorporate a sprinkler system due to the serious access problems.

Prevention Division Chief Moon stated that the District will be participating in the Burning Mountain Days on September 7, 2019.

Vice President Weisbrod asked if the crews and Chief Staff are burnt out from participating in so many community events. Prevention Division Chief Moon stated that Chief Staff has been watching out for the crews.

Vice President Weisbrod asked when the Rifle Open House would be. Prevention Division Chief Moon stated that the Rifle Open House will be on September 21, 2019 and that it will be coordinated with the Rifle Western Weekend event.

IT DIRECTOR GREDIG:

IT Director Gredig stated that he has been working with Cedar Networks on the fiber optics, as well as with Xcel Energy on permits for the fiber optics. The Board had no questions for IT Director Gredig.

ADMINISTRATIVE DIRECTOR TILLMAN:

Administrative Director Tillman stated that she and Administrative Assistant Garay attended an advanced excel training today in Glenwood Springs.

Vice President Weisbrod asked if the District was ready for the 2020 budget season. Administrative Director Tillman stated that the 2020 budget meeting dates and times were posted.

Fire Chief Callahan stated that Chief Staff is starting 2020 budget meetings next week. Furthermore, Fire Chief Callahan stated that Administrative Assistant Garay has been working on a smart sheet on the District's Strategic Plan and hopes to present the smart sheet at the next Board meeting.

GOOD NEWS & DEPARTMENT ACCOMPLISHMENTS:

Fire Chief Callahan stated that the District has made great progress over the last couple of months. The District was recently mentioned in the Post Independent as well.

EMS Division Chief Scott commended Mechanic Farineau for teaching at the Colorado Mechanics Academy this week.

BOARD MEMBER COMMENTS:

Treasurer Haderlie stated that she can see a change in transparency throughout the District.

Secretary Marantino stated that she recognizes positive progress throughout the District.

Vice President Weisbrod stated that the Board reports show that the District is out in the communities and taking actions to progress. Vice President Weisbrod stated that he has been on the Board for a number of years and has seen amazing progress in recent months. He thanked all personnel for their efforts and contributions to the District.

ADJOURNMENT:

There being no other business to come before the Board, Chairperson Weisbrod adjourned the meeting at 7:33 pm.

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: 9/10/2017

S.M. Lobst

Date: 9/10/2019

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