

**RECORD OF PROCEEDINGS FOR THE
COLORADO RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
OCTOBER 8, 2019
STATION 41, 1850 RAILROAD AVENUE, RIFLE, CO 81650**

The regular scheduled meeting was called to order by Chairperson Lambert at 6:00 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
Paige Haderlie, Treasurer
Addy Marantino, Secretary
Levy Burris, Director (arrived at 7:00 pm)

Others Present:

Randy Callahan, Fire Chief
Leif Sackett, Operations Division Chief
Zach Pigati, Wildland/Training Division Chief
Mike Scott, EMS Division Chief
Orrin Moon, Prevention Division Chief
John Gredig, IT Director
P.J. Tillman, Administrative Director
Dino Ross, Legal Counsel for the District

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:

None

PUBLIC BUDGET HEARING:

Chairperson Lambert opened the public hearing on the proposed 2020 budget. Fire Chief Callahan gave an overview of the budget process and described each option of the budget, which included scenario #1, a barebones budget, scenario #2, a status quo budget, and scenario #3, a budget that improves service levels with additional staffing and capital improvements.

After reviewing the first draft of the 2020 budget, President Lambert noted that it was important that Chief Staff look at items that help with retention. He stated that scenario #2 would be feasible for next year, but if other funding sources do not come through in May of 2020 that the District would need to consider scaling costs back.

Vice President Weisbrod clarified with Administrative Director Tillman that the beginning balance shown does not reflect the remainder of 2019 expenses that will be depleted from the general fund. Vice President Weisbrod stated that he does not like deficit spending but knows that the District has had to help retain its members. He emphasized the importance of educating the public on how the District's expenses are not being covered by current revenue sources.

Secretary Marantino agreed with Vice President Weisbrod's comments and stated that she would like to focus on scenario #2.

Treasurer Haderlie agreed with the philosophy of looking inside the box and looking at scenario #2 as it would help with District morale and recognition. Treasurer Haderlie stated that keeping the pay where it is currently, knowing it is no longer adequate, is not appropriate.

Vice President Weisbrod also mentioned that he agrees with the presentation of the revenues for 2019 and favors a conservative approach.

Fire Chief Callahan stated that Chief Staff would continue to develop scenario #2 and would present it, along with other items that would add on the full pay raise and associated costs.

Attorney Ross noted for the record that notice of the public hearing was published in accordance with State law, and that neither the District nor legal counsel has received any comments or objections to the proposed 2020 budget. There were no members of the public present to comment on the proposed 2020 budget.

Vice President Weisbrod made a motion to continue the budget hearing at the Board of Directors meeting on November 12, 2019. Secretary Marantino seconded the motion. The motion passed unanimously.

CONSENT AGENDA:

Minutes of September 10, 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. Treasurer Haderlie seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:

Renee Langstaff stated that she is completing her Rifle Volunteer Fire Department book. It will be 365 pages long and she intends to complete it by December 2019. While she is covering the operating costs, she is requesting a facility from the District to store her books while she sells them. Following discussion, the Board gave Ms. Langstaff permission to store her books within a District facility.

LEGAL COUNSEL UPDATE:

Attorney Ross stated that he assisted Chief Staff with the proposed Public Policy Services Agreement with Beyond Your Base and analyzed the Consent to Assignment of Underwriting Agreement from George K. Baum & Company to Stifel, Nicolaus. His firm also updated the resolution establishing a policy for requests for public records and assessing charges for the production of public records to more fully track the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Attorney Ross stated that the District will not be charged for the firm's cost in preparing the updated resolution.

Attorney Ross stated Michelle Ferguson worked with Fire Chief Callahan on the personnel manual to align it with the proposed new pay policy. Attorney Ross also worked on matters to be discussed during executive session.

Attorney Ross provided a brief overview of legislation that the Fire and Police Pension Association (FPPA) will be submitting to the Colorado Legislature this session.

FIRE CHIEF REPORT:

Fire Chief Callahan reviewed his report. He stated that in the Board packet, there would be updated public education contracts as well as an update on mill levy research and public task force meetings. In addition, there was a second reading of the proposed pay policy. Although staffing levels is a current concern, the District is watching the budget as well, making cuts appropriately. Chief Staff is aware that revenues from inter-facility transfers (IFTs) and wildland deployments have not come in as projected and at some point the District will most likely have to use reserves to maintain operations. Chief Staff has worked on the three budget scenarios presented to the Board this evening as a means of communicating where the District currently is and where it can go.

The District made a presentation for the Town of New Castle this week and Fire Chief Callahan spoke with the Town Manager today. The Town Manager was very receptive of the presentation. The District continues to engage with local communities. Recently, Fire Chief Callahan spoke with a gentleman who had a great experience with the duty crew at City Market. Fire Chief Callahan stated that the Special District Association conference was a valuable training experience. He also enjoyed judging a chili cook-off at the Grand River Hospital.

Fire Chief Callahan stated that the District responded to two double fatal accidents during the last month. Even with the fatalities, Fire Chief Callahan reiterated the importance of the actions of the duty crews that were able to save some individuals. In one vehicle accident, a person lost their dog and Community Risk Reduction Specialist Pina found that person's dog and reunited the dog with its owner. District personnel participated in a hike up Storm King Mountain with a great group of school children. For the Middle Mamm Creek Fire, the District

has a type 3 engine and a type 6 engine deployed. On Tuesday, the fire will be transitioning to a type 2 fire.

Vice President Weisbrod and Wildland/Training Division Chief Pigati briefly discussed the District's role for the upcoming fire season and its role with local wildland fires, such as the Middle Mamm Creek Fire.

NEW BUSINESS/ACTION ITEM REQUESTS:

- a. **Fire Chief/Operations: Consider and possible approval of Public Policy Services Agreement with Beyond Your Base, a consulting group of Wight & Company, for continued mill levy research and consulting services and ratification of termination of Public Policy Services Agreement with George K. Baum and Company: (two separate motions)**

Fire Chief Callahan explained that the agreements being presented to the Board are the result of George K. Baum & Company being purchased by Stifel, Nicolaus.

Vice President Weisbrod made a motion to approve the Public Policy Services Agreement with Beyond Your Base for continued mill levy research and consulting services. Secretary Marantino seconded the motion. The motion passed unanimously.

Vice President Weisbrod made a motion to ratify the termination of the Public Policy Services Agreement with George K. Baum & Company. Treasurer Haderlie seconded the motion.

- b. **Fire Chief/Operations: Consider and possible approval of Consent to Assignment of Underwriting Agreement from George K. Baum and Company to Stifel, Nicolaus:**

Attorney Ross explained that the proposed Consent to Assignment of Underwriting Agreement with Stifel, Nicolaus requires the District to waive any claim it may have against Stifel for work performed by George K. Baum & Company prior to Stifel, Nicolaus acquiring George K. Baum & Company. While this raises legal concerns, Chief Staff has indicated that George K. Baum & Company has performed no work under the agreement, so as a practical matter, there should not be a significant risk to the District in leaving this provision in the proposed Consent to Assignment.

Treasurer Marantino made a motion to approve the Consent to Assignment of the Underwriting Agreement with Stifel, Nicolaus. Vice President Weisbrod seconded the motion. The motion passed unanimously.

- c. **Fire Chief/Administration: Revised Resolution Establishing a Policy for Requests for Public Records and Assessing Charges for the Production of Public Records [Resolution No. CRFPD 2019-10-01]:**

Attorney Ross stated that the proposed updated resolution fine-tuned the HIPPA section and now provides language for individuals requesting their own medical records and medical records requested from third parties.

Director Burris made a motion to adopt the revised Resolution No. CRFPD 2019-10-01, establishing a policy for requests for public records and assessing charges for the production of public records. Vice President Weisbrod seconded the motion. The motion passed unanimously.

OLD BUSINESS/ACTION ITEM REQUESTS:

a. Fire Chief/Operations/Administration: Continued Mill Levy Research and Public Task Force meeting update:

Fire Chief Callahan stated that the participants of the first public task force meeting were engaged and asked tough but appropriate questions of the District. He stated that the consensus of the public task force was that the District needed stable funding. The public task force created some possible avenues to explore for stable funding such as subscriptions funding, impact fee revenues, sales tax revenues, mill levy revenues, and charging for out-of-district services.

Operations Division Chief Sackett stated that the public task force felt that the current funding sources and marketing (public education) practices were not sufficient. Board discussion followed.

Fire Chief Callahan stated that he would send an invite to the Board for the next public task force meeting on October 22, 2019.

b. Fire Chief/Operations/Administration: Wage Study and Pay Policy update:

Fire Chief Callahan explained that the pay policy included in the Board packet is an updated version of pay policy he previously reviewed with the Board to make sure the Board agreed with the basic philosophy and approach. The highlights, advantages, and disadvantages of the policy remained the same. Chief Staff had intended to present the proposed pay policy to the membership and explain it one-on-one but was unable to complete that task prior to tonight's meeting. So, Chief Staff decided to bring the pay policy to the Board and the membership at the same time.

The updated pay policy has been reviewed by legal counsel. Chief Staff also discussed with legal counsel the possibility of the Board approving the pay policy and then implementing the pay increases in increments when funding was available.

Director Burris asked if it would be difficult for administration to implement pay changes with the enactment of the pay policy. Fire Chief Callahan stated that the pay policy comes with a software program that, once an individual is placed into a specific level, computes pay quickly. Administrative Director Tillman and Operations Division Chief Sackett stated that the acting pay would be fairly simple to compute from data collected through Aladtec as well.

DIVISION INFORMATIONAL MEMORANDUM:

Operations Division Chief Sackett:

Operations Division Chief Sackett stated that the recent open house was a success and had a steady flow of people throughout the day. He commented that Smokey Bear's birthday was a fun incorporation of the open house as well.

President Lambert asked if having the open house during Western Weekend and other local events was a good idea. Operations Division Chief Sackett was not sure if having the open house at the same time as Western Weekend harmed other events. He felt that it added greater involvement for the community to have several spots to visit throughout the day.

Prevention Division Chief Moon stated that having open houses with community events helped with the attendance of the open houses and believes the District should continue to combine open houses with community events.

Operations Division Chief Sackett informed the Board that Fleet Mechanic Coker has been working with the Colorado Fleet Mechanics Association to obtain better pricing on batteries for the District. The process and outcome is very similar to what has been done with the District's tire distributor. The District now has set prices in battery purchases that will save the District 18% with their bulk orders.

Wildland/Training Division Chief Pigati:

Although the fire season has been slow for the District, Wildland/Training Division Chief Pigati stated that several resources were deployed in California, Craig, Colorado, and throughout Texas, Nevada, and Alaska.

EMS Division Chief Scott:

EMS Division Chief Scott stated that the CQI Committee attended the Certified Ambulance Documentation Specialist class in Carbondale. EMS Division Chief Scott informed the Board that the crews have experienced tough calls recently and has advocated the use of peer support.

Vice President Weisbrod stated that even with a decrease in inter-facility transports this year, the numbers are still positive.

Prevention Division Chief Moon:

Prevention Division Chief Moon gave an update of his recent activities. He continues to look at the two subdivision plans in Rifle, Colorado. He intends to meet with

a company that is proposing a grow facility to discuss possible water supplies. Lastly, he continues to review the plans for the E Dene Moore Care Center.

IT Director Gredig:

IT Director Gredig stated that he has been working on the statistics for calls and training for the month of September.

Wildland/Training Division Chief Pigati gave an overview of recent trainings. Over the next couple of months, the District will continue to work on EMS and wildland trainings.

President Lambert asked if Cedar Networks was working well. IT Director Gredig stated that there were a few issues with approvals and setting up but they are working through those issues.

Administrative Director Tillman:

President Lambert thanked Administrative Director Tillman for her ongoing work. Treasurer Haderlie asked if insurance rates were projected to increase. Administrative Director Tillman stated that those numbers should be coming in soon.

GOOD NEWS & DEPARTMENT ACCOMPLISHMENTS:

Fire Chief Callahan referred the Board to the information contained in the Board packet.

BOARD MEMBER COMMENTS:

President Lambert thanked Director Burris for making the effort to be at the Board meeting considering all of the things he has going on. President Lambert is looking forward to the race between the police department and the District and feels it is a great opportunity for community engagement. He thanked everyone for their hard work.

Vice President Weisbrod thanked everyone for their hard work and effort put into the budget. He stated that the three options of the budget showed tremendous effort. He apologized for not attending the open house. However, he learned a great deal at the Special District Association conference. Lastly, he commented that the crews have been doing a great job and he appreciates their interaction with the kids.

Treasurer Haderlie thanked Chief Staff for their work, especially with the 2020 budget presentation.

Secretary Marantino agreed with Treasurer Haderlie's comment. She thanked everyone for their contributions.

Director Burris thanked Chief Staff for their work, including the 2020 budget presentation. He thanked the District for the work that they do every day.

EXECUTIVE SESSION:

Secretary Marantino made a motion to enter executive session to receive advice of legal counsel on a personal matter and IFT fees owed by Valley View Hospital pursuant to CRS 24-6-402(4)(b). Attorney Ross certified for the record that the executive session will constitute an attorney-client communication and will not be recorded.

The Board entered executive session at 7:45 pm.

The Board adjourned executive session at 8:10 pm.

ADJOURNMENT:

There being no other business to come before the Board, Chairperson Lambert adjourned the meeting at 8:10 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 state above.


Date: _____


Date: _____


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