

**RECORD OF PROCEEDINGS FOR THE
COLORADO RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
FEBRUARY 9, 2021
STATION 41, 1850 RAILROAD AVENUE, RIFLE, CO 81650**

The regular scheduled meeting was called to order by Chairperson Lambert at 6:30 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

Others Present:

Leif Sackett, Fire Chief
Zach Pigati, Wildland/Operations Division Chief
Scott Van Slyke, EMS/Training 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.

CONSENT AGENDA:

Director Burris made a motion to approve the consent agenda items. Secretary Marantino seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:

None.

LEGAL COUNSEL UPDATE:

- a. **Michelle Ferguson - Review and Consideration of *Second Amendment to 2017 Personnel Manual* [Resolution No. CRFPD 2021-02-01]**

Attorney Michelle Ferguson stated that she worked with Chief Staff to develop a proposed Second Amendment to 2017 Personnel Manual, which provides the paid sick leave required by the Healthy Families and Workplace Act.

Director Burriss asked if the District was liable for \$102,350 for full time employees and \$9,100 for part time employees based on the additional sick leave time required under the Healthy Families and Workplace Act.

Fire Chief Sackett confirmed and stated that the \$102,350 and the \$9,100 is in response to the supplemental sick leave hours required by the Act.

Attorney Ferguson stated that any additional supplemental leave that is not utilized by employees can be pulled back upon separation of employment.

Fire Chief Sackett stated that the liability figures were based on the maximum supplemental leave hours required and may not be used by all employees.

Following further discussion, Director Burriss made a motion to approve Resolution No. CRFPD 2021-02-01, a resolution approving a Second Amendment to the January 1, 2017 Personnel Manual. Treasurer Haderlie seconded the motion. The motion passed unanimously.

Attorney Ross stated that there are three different bills that seek to include in the 2021 or 2022 November's elections a statewide ballot to reduce the residential assessment rate from 7.15% to 6.5% and all non-residential property from 29% to 27%. Attorney Ross will keep the Board advised as to the status of the bills.

Fire Chief Sackett asked if the Colorado General Assembly reconvenes on the 16th of February.

Attorney Ross stated that he believes so.

Treasurer Haderlie stated that she heard the General Assembly is supposed to reconvene on February 16, 2021. She stated that there were some Bills in draft forms that are going to be revised this week. She stated that one Bill is on wildfire mitigation.

Attorney Ross stated he did not know if that Bill was going to be going to be submitted to the Legislature.

FIRE CHIEF REPORT:

Fire Chief Sackett reviewed the new and old business items within this month's Board packet.

Fire Chief Sackett stated that 2021 has been busy for the District. He stated that the crews are running multiple high acuity calls and continue to be mission-focused when responding to these incidents.

Fire Chief Sackett stated that the Continuity of Operations Plan has been a big part of the District's response over the last year. Fire Chief Sackett stated that what started out as fire departments in Garfield County communicating daily staffing has grown to include Roaring Fork Fire Rescue and Aspen Fire Protection District.

Fire Chief Sackett stated that about a year ago he attended a presentation by a consultant from Garfield County Clean Energy. He stated that the District was in the process of having each station reviewed for energy consumption and efficiencies. However, when COVID hit the station assessments were put on hold. Fire Chief Sackett stated that presently the District is working with Garfield County Clean Energy to set up station tours to assess energy usage, energy efficiencies, and suggest ways to improve both. He stated that assessments have occurred at Stations 64 and 41 and will be done at Stations 43 and 61.

Fire Chief Sackett stated that last week Facilities Manager Mike Kelly finished fit testing and training all personnel on the District's new MSA SCBAs. He stated that the SCBAs were purchased through a county-wide AFG grant that included Gypsum Fire Protection District, Glenwood Fire Department, and Grand Valley Fire Protection District. Fire Chief Sackett stated that the District is grateful to have the new SCBAs in service. He stated that the District is also excited that MSA and ROI will be donating the District's old equipment to fire departments in need throughout Colorado.

Fire Chief Sackett stated that it was an honor for the District's personnel to attend the Celebration of Life for retired volunteer fire fighter John Van Teylingen. He stated that he was privileged to watch the District's Honor Guard commemorate John's 23 years of volunteer service to this community. Fire Chief Sackett stated that the District's personnel continually amaze him with their commitment to excellence.

NEW BUSINESS/ACTION ITEM REQUESTS:

a. Fire Chief/Administration: Review and Consideration of Public Engagement

Services Proposal

Fire Chief Sackett stated that over the last year Chief Staff and the Board of Directors have been discussing a possible mill levy increase election to secure operational funding for the District's future needs. Fire Chief Sackett stated that the District has been in contact with Paul Hanley from Beyond Your Base (BYB) to assist with continued research and financial impacts of a possible mill levy increase election.

Fire Chief Sackett stated that Mr. Hanley assisted CRFR with last year's unsuccessful election, and has worked with other agencies throughout Garfield County, including multiple school districts and the hospital district. Fire Chief Sackett stated that Mr. Hanley has a great working knowledge of the District's voter demographics and the type of public education needed to ensure the District's voters understand the District's urgent financial needs.

Fire Chief Sackett stated that the Board packet includes a proposed Public Engagement Services Agreement from Mr. Hanley in the amount of \$10,000. Fire Chief Sackett stated that Chief Staff recommends that the Board approve the Public Engagement Services Agreement. He stated that Chief Staff works well Mr. Hanley and would also like him to collaborate with the District's Strategic Communicator, Caitlyn Jarvis.

President Lambert asked if Mr. Hanley would be able to assess community input if the District were to pursue a mill levy increase election.

Fire Chief Sackett confirmed that Mr. Hanley would be able to assess community input.

Secretary Marantino asked if Mr. Hanley had any estimate of final figures in addition to the \$10,000 for the agreement, if the District were to possibly pursue a mill levy increase.

Fire Chief Sackett stated that Mr. Hanley is only charging the District for the services set forth in the agreement. Fire Chief Sackett stated that the agreement is billed in two \$5,000 increments, one in March and the other in May.

Fire Chief Sackett stated that legal has reviewed the agreement.

Director Burriss made a motion to approve the Beyond Your Base Agreement in the amount of \$10,000. Secretary Marantino seconded the motion. Further Board discussion ensued. The motion passed unanimously.

b. Fire Chief/Administration: Review and Consideration of Resolution Designating Authorized Signers on Hometown Bank Account [Resolution No. CRFPD 2021-02-02]

Fire Chief Sackett stated that Chief Staff is presenting Resolution No. CRFPD 2021-02-02, which designates authorized signers on the Hometown Bank Account. He stated this is due to his transition to the official position of Fire Chief. Fire Chief Sackett stated that the District's ambulance billing company, LifeQuest Services, utilizes Hometown Bank for all billing transactions.

President Lambert asked who the signers would be.

Fire Chief Sackett stated himself, Administrative Director Tillman, and Treasurer Haderlie.

Director Burriss made a motion to approve Resolution No. CRFPD 2021-02-02, designating authorized signers on Hometown Bank Account. Treasurer Haderlie seconded the motion. The motion passed unanimously.

Fire Chief Sackett stated that the Alpine Bank Ambulance Account needs updated signature cards from all signors in order to add Operations/Wildland Division Chief Pigati and Administrative Director Tillman.

After further discussion, the Board agreed and felt updating the signature cards with the addition of Operations/Wildland Division Chief Pigati and Administrative Director Tillman would ensure fluid operations.

Director Burriss made a motion to include Administrative Director Tillman as a signer on the Alpine Bank Ambulance Account and Operations/Wildland Division Chief Pigati as a signer on the Alpine Bank Operations Account. Secretary Marantino seconded the motion. The motion passed unanimously.

c. Fire Chief/Operations: Review and Consideration of Plan to Liquidate Excess Apparatus/Utility Vehicles

Operations/Wildland Division Chief Pigati stated that Chief Staff is proposing to liquidate excess apparatus/utility vehicles due to budget cuts. He stated that the District no longer requires the number of apparatus that it currently maintains and that the excess apparatus and utility vehicles are aging and costing the District money to insure and maintain.

Operations/Wildland Division Chief Pigati reviewed the list of apparatus and utility vehicles provided in the New Action. He stated that the proposal is to consign the larger emergency apparatus through Brindlee Mountain Fire Apparatus at a commission rate of 10% of the purchase price for their services. He stated that for the sale of the utilities, Chief Staff would like to hold a sealed bid auction at Station 41.

Operations/Wildland Division Chief Pigati stated that Chief Staff proposes Option 3, which authorizes the sale of all the apparatus and utility vehicles provided in the New Action and applies those funds to Capital Reserves for funding of ongoing capital expenditures and/or future apparatus replacement.

Board discussion ensued on the estimated calculations of the potential selling price of the apparatus and utility vehicles presented.

Operations/Wildland Division Chief Pigati stated that the District's Apparatus Committee is working on obtaining better data collection on maintenance and repair costs to propose a plan that can take effect with future funding.

Director Burriss made a motion to allow Chief Staff to attempt to liquidate the four apparatus presented through Brindlee Mountain Fire Apparatus and the four utility vehicles auctioned off via sealed bid determined by Chief Staff and opened to the general public. Secretary Marantino seconded the motion. The motion passed unanimously.

d. Fire Chief/Operations: Review and Consideration of Purchase Order CP-2021-0126 for Bunker Gear

Operations/Wildland Division Chief Pigati stated that, over the last few years, the District has purchased 10 sets of new bunker gear to provide personnel with updated and in-service gear. He stated that Chief Staff was unable to timely submit the request in 2020 and would like to request the purchase of gear to get back on track and complete the replacement of the District's second set.

The Board asked if the purchase of 10 sets of bunker gear was in the District's budget.

Chief Staff confirmed that it was within the District's budget.

Operations/Wildland Division Chief Pigati stated Chief Staff recommends pursuing Option 2 and order the new gear from Seawestern Firefighting Equipment for \$26,026.00. Operations/Wildland Division Chief Pigati stated that Quartermaster Peters met with a representative and was able to arrange a demo set of this gear. He stated that the District members who tested the gear found that it was much lighter, in some cases as much as 11 pounds over the other brands. He stated that this vendor has been very responsive and provides great customer service.

Director Burriss made a motion to approve the purchase of 10 sets of bunker gear from Seawestern Firefighting Equipment in the amount of \$26,026.00. Treasurer Haderlie seconded the motion. The motion passed unanimously.

OLD BUSINESS/ACTION ITEM REQUESTS:

a. Fire Chief/IT: Review and Consideration of L3 Communications Proposal

IT Director Gredig stated that L3 Harris has submitted a contract that has been reviewed by Attorney Ross. IT Director Gredig stated that Attorney Ross made a couple of changes to the contract. IT Director Gredig stated that the contract is for 5 years, with an automatic renewal for an additional 3 five-year terms. He stated that after year 5, the rent has an automatic annual increase of 3%. The rate for the electrical services also will increase at 3% per year, beginning after the first year.

IT Director Gredig stated that Chief Staff feels comfortable with the contract and recommends approval of the contract with L3 Harris.

Director Burriss made a motion to approve the Communications Proposal by L3 Harris for the FAA Microwave Project at Station 61 and authorize Chief Staff to sign the contract. Secretary Marantino seconded the motion. The motion passed unanimously.

DIVISION INFORMATIONAL MEMORANDUM:

Wildland/Operations Division Chief Pigati:

Wildland/Operations Division Chief Pigati congratulated Robert Cooney on his promotion to Engineer. He also congratulated Mike Glynn and James Noah on their transition to a full-time firefighter position with the District.

Wildland/Operations Division Chief Pigati stated that the crews have running multiple high-acuity calls. He stated that he is proud of their efforts and accomplishments.

President Lambert asked if Wildland/Operations Division Chief Pigati had any forecasts regarding the wildland season.

Wildland/Operations Division Chief Pigati stated the District is still under exceptional drought conditions. He stated that he can foresee potential fires in the early spring.

EMS/Training Division Chief Van Slyke:

EMS/Training Division Chief Van Slyke congratulated Chief Jerrod Merriam for obtaining his Fire Officer II certification. He also congratulated Lieutenant Tim Nix, Lieutenant Ken Hutchinson, and Firefighter Emily Bosman for completing their BLS task books.

EMS/Training Division Chief Van Slyke stated Lieutenant Churchill has been working with Grand River Health to establish an education platform and offer joint courses.

EMS/Training Division Chief Van Slyke stated that the Wildland Division is doing a great job with their Wildland refresher courses.

He stated that, with Administrative Assistant Garay working remotely, the District does not have a proctor available to administer state exams. He stated that Chief Staff is working with the State in hopes of providing a testing site near the District.

Prevention Division Chief Moon:

Prevention Division Chief Moon stated it has been a busy month, with new plans coming in. He stated that there are several ideas regarding the old school building in the Town of New Castle.

Prevention Division Chief Moon stated that there was a plane crash and a structure fire. He stated that the structure fire was discovered the day after the fire occurred. He stated that the home was safe as the fire ran out of fuel.

Prevention Division Chief Moon stated that Chief Staff has interviewed six applicants for the Fleet Maintenance Technician position. He stated that the District has made an offer to one applicant and is waiting to hear word back on that offer.

Prevention Division Chief Moon thanked the crews for their support in keeping the apparatus running during this time of not having a fleet mechanic available.

IT Director Gredig:

IT Director Gredig stated that he has been working on pulling data on the ambulance and CQI processes. He stated that he has been working with Administrative Director Tillman on streamlining the method of signing up for classes that the District is offering and collecting payment for those classes.

IT Director Gredig stated that he attended a couple of webinars regarding protecting conversations on the District's social media sites to keep in compliance with the Colorado Open Records Acts. He stated that Chief Staff is working on this in conjunction with Grand Valley Fire Protection District.

IT Director Gredig noted a correction to the data presented in his attached report.

Administrative Director Tillman:

Administrative Director Tillman stated that the District's 2020 worker's compensation audit reflected a premium refund of \$16,272. Administrative Director Tillman stated that she is working on the 2020 annual audit with Haynie & Co.

GOOD NEWS & DEPARTMENT ACCOMPLISHMENTS:

Fire Chief Sackett reviewed a letter that thanked Battalion Chief Merriam for his incredible service during a vehicle accident on December 12, 2020.

BOARD MEMBER COMMENTS:

Vice President Weisbrod apologized for being late to the meeting. He stated that he appreciated everyone for what they do.

Secretary Marantino had no comment.

Director Burris echoed the kind words from the letter. He thanked the crews for handling all the calls. Director Burris stated that the mother and daughter that were involved in the plane crash are out of the hospital. He stated that the pilot is better and is off the ventilator. He commended the crews for their hard work.

President Lambert thanked the District for the work they do every day. He stated that the crews are phenomenal.

EXECUTIVE SESSION:

Director Burris made a motion to enter executive session to provide the Fire Chief quarterly check-in pursuant to CRS 24-6-402(4)(f). Secretary Marantino seconded the motion. The motion passed unanimously. Attorney Ross certified for the record that the executive session will be recorded.

The Board had a five-minute break.

The Board entered the executive session at 7:50 pm.

The Board come out of executive session at 8:02 pm.

ADJOURNMENT:

There being no other business to come before the Board, Chairperson Lambert adjourned the meeting at 8:03 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: March 9, 2021



Date: 9 March 2021

