

**RECORD OF PROCEEDINGS FOR THE  
COLORADO RIVER FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
MAY 11, 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  
Kalicia MacGregor, Administrative Assistant  
Dino Ross, Legal Counsel for the District  
Caitlyn Jarvis, Strategic Communicator  
Christine McLeod, CPA with Haynie & Company  
Bill Smith, Lieutenant  
Jerrod Merriam, Battalion Chief

**ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:**

Attorney Ross suggested that the presentation on the 2020 audit be moved to the beginning of the meeting. The consensus of the Board was to move the presentation of the District's Draft 2020 Audit Report to after Public Comment.

**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.

**NEW BUSINESS/ACTION ITEM REQUESTS:**

**a. Fire Chief/Administration: Review and Presentation of Draft 2020 Audit Report by Christine McLeod, CPA with Haynie & Company**

Christine McLeod introduced herself to the Board and proceeded to review the District's Draft 2020 Audit Report by Haynie & Company. Christine McLeod thanked Administrative Director Tillman and Fire Chief Sackett for providing the information necessary to complete the audit report. Christine McLeod reviewed components of the Report to Governance Resulting from the Financial Statement Audit December 31, 2020, including the Required Communications dated as of May 11, 2021.

Christine McLeod stated that, under the Required Communications, there were no new accounting policies adopted by the District during 2020. Christine McLeod stated that the significant accounting estimates of the District's depreciable lives and estimated residual values of property and equipment, the collectability of Ambulance service receivables, and the estimate of the net pension and OPEB liabilities based on actuarial valuations were reasonable.

Christine McLeod stated that there were no disagreements with management and no consultations with other independent accountants. Christine McLeod stated

that no significant difficulties were encountered in performing the audit and no other findings or issues noted during the audit.

Christine McLeod stated that there is a slight change in the presentation of the auditor's opinion in the report.

Christine McLeod reviewed the financial analysis of the District's Total Revenue and Expenditures from 2019 and 2020. Christine McLeod stated that the revenues from 2019 to 2020 decreased, which was largely due to the property taxes being less in 2020.

Christine McLeod reviewed the overview of the District's Net Capital Assets. She stated that the District's land asset is about 16%, equipment asset 18%, and buildings asset 66% or for a total of approximately 9 million dollars.

Christine McLeod reviewed the District's General Fund Balance Sheet. She stated that total assets from 2019 to 2020 are down from 10.4 million dollars to 9 million dollars. She stated that this is due to a large decrease in property tax receivables and a reduction in cash. She stated that total liabilities and deferred inflows also have decreased for the same reasons.

Christine McLeod reviewed the District's Capital Projects Fund Balance Sheet. She stated that the District's total assets remains relatively the same from 2019 to 2020.

Administrative Director Tillman stated that there was an error of the date on the Audit Letter. Christine McLeod stated that she would make those adjustments to the Audit Report. Christine McLeod stated that Chief Staff is more than welcome to review the draft form of the Audit Report and report any corrections that need to be made before the final report is provided.

The Board thanked Christine McLeod for presenting the District's Draft 2020 Audit Report.

#### **LEGAL COUNSEL UPDATE:**

Attorney Ross stated that no substantive legal work was performed during the last thirty days. Attorney Ross stated that the Board has been provided with his firm's Colorado Legislative Tracker as of May 7, 2021. Attorney Ross provided an overview of a number of the bills set forth in the Legislative Tracker.

## **FIRE CHIEF REPORT:**

Fire Chief Sackett stated that this month's Board packet includes new business items, one of which was already discussed, the presentation of the District's Draft 2020 Audit Report. He stated that the other new business item includes information on a potential mill levy election. Fire Chief Sackett stated that there are no old business items.

Fire Chief Sackett stated that the last month has been busy with continued mill levy research and development. He stated that he and President Lambert attended a Rifle City Council meeting on May 5, 2021 to provide an update on the District's evaluation of a possible mill levy ballot question being submitted to the voters this fall.

Fire Chief Sackett stated that on April 17, 2021, Chief Staff met with the Board to review the District's Strategic Plan. Fire Chief Sackett stated that during the review an updated SWOT analysis was completed. Fire Chief Sackett stated that, even with the financial hardships, reduced staffing, and the closure of Station 43, membership continues to expand their knowledge, pursue advancement, and is becoming a high-achieving organization.

Fire Chief Sackett stated that the District is continuing to loosen COVID restrictions consistent with State regulations. He stated that the months of May and June reflect those changes as the District is busy hosting multiple outside trainings. He stated that it has been almost two years since the District has hosted a confined space or rope rescue training.

Fire Chief Sackett stated that he is extremely excited to have a few days of rain and moisture throughout the District over the last week. He stated that, although the District received moisture, it will not take long for the rain to be absorbed and drought conditions to persist.

Fire Chief Sackett closed his report by stating that he is grateful of the membership's commitment to excellence in service to the communities of Rifle, Silt, and New Castle.

## **NEW BUSINESS/ACTION ITEM REQUESTS:**

- a. **Fire Chief/Administration: Consider Draft 2020 Audit Report by Christine McLeod, CPA with Haynie & Company**

Director Burris made a motion to approve the Draft 2020 Audit Report that was submitted by Haynie & Company. Secretary Marantino seconded the motion. The motion passed unanimously.

**b. Fire Chief/Administration/Operations: Presentation of Mill Levy Research**

Fire Chief Sackett presented the results of the mill levy research to the Board. Fire Chief Sackett reviewed the District's financial outlook that extends beyond 2021. He stated that the District wants to be prepared for the future, which includes meeting growing demands and strategic goals. Fire Chief Sackett stated that the District adopted its first Strategic Plan in 2019, which is the District's guiding document. Fire Chief Sackett stated that Chief Staff has looked at future funding needs as well as analyzed past assessed valuations as a measure to forecast future assessed valuations. He stated that over the past five years, the assessed valuations have leveled out and there is no indication of receiving a high assessed valuation. Fire Chief Sackett discussed the District's growth in population. Fire Chief Sackett stated Chief Staff will incorporate 2020 census data into the analysis as it becomes available. Fire Chief Sackett discussed projected staffing models of the District. Fire Chief Sackett stated that Chief Staff has created a ten year capital replacement plan that includes large capital projects and apparatus purchases. Fire Chief Sackett stated that Administrative Director Tillman has worked diligently over the years to ensure the District is meeting financial, legislative, and legal requirements.

Fire Chief Sackett briefly reviewed the District's General Fund Budget and Capital Fund Budget. Fire Chief Sackett stated that, after a failed mill levy election, the District closed Station 43 and did not fill six open positions. Fire Chief Sackett stated that daily staffing changed from 13 personnel to 11 personnel. He stated that administrative positions and responsibilities were merged, including Operations and Wildland, EMS and Training, and HR and Finance. Fire Chief Sackett stated that the District also has sold various types of apparatus. Fire Chief Sackett stated that the District did not seek matching grants for capital replacements this year.

Fire Chief Sackett continued to review a 10-Year Capital Projection Plan with the Board. Further discussion ensued.

Fire Chief Sackett informed the Board that the deadline to pursue a coordination election with Garfield County is July 23, 2021. Fire Chief Sackett stated that the District has until August 24, 2021 to sign an agreement with the County for its conducting the coordinated election. Fire Chief Sackett stated that the District has until September 3, 2021 to certify the form and content of any to the County Clerk and Recorder.

Further Board discussion ensued.

The Board and Chief Staff discussed holding a future Board meeting at Station 64. Attorney Ross stated that a formal resolution should be made to incorporate a new meeting location for the District Board meetings.

**OLD BUSINESS/ACTION ITEM REQUESTS:**

None.

**DIVISION INFORMATIONAL MEMORANDUM:**

**Wildland/Operations Division Chief Pigati:**

Operations/Wildland Division Chief Pigati stated he is getting all the paperwork ready to sell Ladder 43 and the Howard trucks to Brindlee Mountain. He stated that the District is waiting for the checks, then it will send the titles to Brindlee Mountain. Operations/Wildland Division Chief Pigati stated the District will be putting tires on both apparatus as required by the contract with Brindlee Mountain. He stated that the District also is in the process of stripping all the equipment that does not go with the sale of the apparatus.

Operations/Wildland Division Chief Pigati stated that Engine 241 has been posted to Brindlee Mountain's website. He stated that the District plans to wait 90 days for further updates.

Operations/Wildland Division Chief Pigati gave an overview of the District's three new wildland seasonal firefighters.

Operations/Wildland Division Chief Pigati discussed the completion of task book sign-offs. He stated that the District has helped conduct classes for the State.

Operations/Wildland Division Chief Pigati gave a quick overview of the continued dry season for various northwest states.

**EMS/Training Division Chief Van Slyke:**

EMS/Training Division Chief Van Slyke congratulated Jake Oldright, Chris MacGregor, Morgan Huffnus, and Tyler McKinnon for completing their ALS task books. EMS/Training Division Chief Van Slyke stated that Ben Crow passed his National Registry Paramedics. EMS/Training Division Chief Van Slyke congratulated Robert Fields and Joe Billings for completing their Driver Operator task book and James Noah for completing his Firefighter task book.

EMS/Training Division Chief Van Slyke stated that the Battalion Chiefs and Lieutenants will begin completing behavioral style self-assessments followed by debriefs with Convergent Impact.

EMS/Training Division Chief Van Slyke stated that Lieutenant Smith continues preparations for Auto X West. He stated that the course filled up extremely fast with all 32 spots filled. He stated that attendees are from across the state, including Clifton Fire Protection District, Gunnison Fire Protection District, North Metro Fire Rescue District, and Northwest Fire Protection District. EMS/Training Division Chief Van Slyke thanked all personnel who have helped with training and training courses.

**Prevention Division Chief Moon:**

Prevention Division Chief Moon stated that he has received updated plans for the new building going in at Remington Square on Railroad Road. He stated that the new building will have fire sprinkler and fire alarm systems installed. He stated that he had to work with developers on ladder fire truck access.

Prevention Division Chief Moon stated that the Blue Vase on South 10 Street in Rifle has finally finished with fire code compliance.

Prevention Division Chief Moon stated that he has been reviewing plans for a new 18-lot subdivision on Pioneer Mesa, West of Rifle. He has made requests to

developers to build new homes with ignition resistant construction on the exterior of the homes due to wildfire danger of the area.

Prevention Division Chief Moon and the Board briefly discussed the story of a 14-year old boy who saved his mother and sister from a fire on Ute Avenue in Rifle.

**IT Director Gredig:**

IT Director Gredig stated that he has been collaborating with EMS/Training Division Chief Van Slyke and Lieutenant Churchill on various data that explains the impacts of the closure of Station 43.

IT Director Gredig reviewed his April Summary Report and compared the call volumes of April 2020 to April 2021. Board discussion ensued.

**Administrative Director Tillman:**

Administrative Director Tillman stated that she had nothing to report. President Lambert thanked Administrative Director Tillman for her work on the District's 2020 Audit as well as data for a possible mill levy election.

**GOOD NEWS & DEPARTMENT ACCOMPLISHMENTS:**

Fire Chief Sackett stated that he is looking forward to the District's upcoming training.

**BOARD MEMBER COMMENTS:**

Secretary Marantino stated that it is refreshing to go back to some normal activities, post-COVID.

Treasurer Haderlie stated that she appreciates all the presentations given today. She stated that the Honor Guard fundraiser held on Saturday raised \$4,000. She stated that Gene Robertson also will be playing the bagpipes at the upcoming Rifle Rendezvous.

Vice President Weisbrod thanked the District for the presentations and for continuing to work hard throughout the pandemic and beyond.



Director Burriss stated that the District Fair is moving forward and Silt Hey Days has been moved back three weeks. Director Burriss stated that the Silt Hey Days Committee is asking for the District to host an Open House on August 21, 2021 at Veterans Park.

President Lambert stated that there are many exciting community events coming up. He thanked the District for continuing to work hard.

**ADJOURNMENT:**

There being no other business to come before the Board, Chairperson Lambert adjourned the meeting at 8:18 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: 5/8/2021



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