

**RECORD OF PROCEEDINGS FOR THE
COLORADO RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
NOVEMBER 10, 2020
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:

Randy Callahan, 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
Alizah Garay, Administrative Assistant
Dino Ross, Legal Counsel for the District

PUBLIC BUDGET HEARING:

Chairperson Lambert opened the Public Hearing on the proposed 2021 Budget at 6:30 pm.

Fire Chief Callahan stated that at the last Public Hearing on the proposed 2021 Budget, Chief Staff presented three budget scenarios. He stated that the consensus of the Board was not to pursue Scenario 1 any further. The Board provided input on revisions it would like to see for Scenario 2 and Scenario 3. Fire Chief Callahan stated that Scenario 2 represents a 5% compensation increase, which would be a step towards narrowing the District's pay gap. Fire Chief Callahan stated that Scenario 3 has additional development and a 10% compensation increase towards narrowing the District's pay gap.

After further Board discussion, the Board requested that Scenario 2 and Scenario 3 aim for a 50% benchmark with the District's pay policy and a 75% benchmark with the

District's pay policy respectively. The Board also requested further clarification on the figures for the budget line items.

Director Burris made a motion to hold a special meeting/study session on November 24, 2020. Treasurer Haderlie seconded the motion. The motion passed unanimously.

Chairperson Lambert recessed the meeting for a five-minute break.

Following the break, Chairperson Lambert reconvened the meeting.

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:

Fire Chief Callahan stated that New Business/Action Item: B. Division Chief Job Descriptions would be removed from the agenda for further revisions.

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:

Attorney Ross stated that he and his legal team provided Chief Staff with assistance some of the Action Items. Attorney Ross discussed the impact that the passing of Amendment B, which repealed the Gallagher Amendment, will have on local governments.

FIRE CHIEF REPORT:

Fire Chief Callahan reviewed the items that will be presented to the Board, including a Promotional Update, a CDOT Easement Contract, a 2020 Audit Engagement Letter, and a Revenue Options Update.

Fire Chief Callahan stated that wildland deployments are ongoing, with both Administrative Director Tillman and Operations/Wildland Division Chief Pigati deployed in California.

Fire Chief Callahan discussed the success of a COVID Continuity Plan with other Garfield County fire agencies. Fire Chief Callahan stated that Chief Staff is working on partial reimbursement monies through the Coronavirus Relief Fund.

Fire Chief Callahan stated that he is honored to receive the Fire Chief of the Year from the Division of Fire Prevention and Control.

NEW BUSINESS/ACTION ITEM REQUESTS:

a. CRFR Lieutenant and Battalion Chief Promotional Update:

Fire Chief Callahan stated that Chief Staff, with the oversight from CPS HR, hosted a promotional process for Lieutenants and Battalion Chiefs. He congratulated Jerrod Merriam on his full-time promotion to Battalion Chief of B-Shift, Matt Messner on his temporary promotion to Battalion Chief of C-Shift, and Bill Smith on his temporary promotion to Battalion Chief of A-Shift.

Fire Chief Callahan also congratulated Landon Churchill on his full-time promotion to Lieutenant of A-Shift, Eric Langner on his full-time promotion to Lieutenant of B-Shift, Kevin Carlson on his full-time promotion to Lieutenant of C-Shift, and Sierra Carroll on her continued temporary promotion to Lieutenant of B-Shift.

Chief Staff stated that the promotional process was fair, diversified, and a great process to incorporate.

c. Review of Proposed CDOT Station 61 Easement Contract:

Fire Chief Callahan stated that the District received a letter from CDOT outlining a project to reconstruct the curb, gutter, and sidewalk on the corner of Station 61 to meet compliance with federal accessibility requirements. He stated that Chief Staff recommends signing the contract to upgrade the RFTA pedestrian facilities.

Attorney Ross gave an overview of the contract. He stated that it is a temporary construction easement to access the District's property. He stated that the contract is very simple, and he has no legal concerns.

After further Board discussion, Secretary Marantino made a motion to authorize the Board Chair to sign the CDOT Easement Contract. Director Burriss seconded the motion. The motion passed unanimously.

d. Review and Consideration of 2020 Audit Engagement Letter – Haynie & Company:

Attorney Ross stated that he reviewed the proposed 2020 Audit Engagement Letter and recommended some changes, which have been incorporated into the document. Attorney Ross reviewed the revisions with the Board.

After further Board discussion, Director Burris made a motion to authorize the Board Chair to sign the engagement letter with Haynie & Company for financial auditing services for the year ending December 31, 2020, on condition that the draft audited 2020 financial statements are submitted to the District a week prior to the June 2021 Board meeting. Vice President Weisbrod seconded the motion. The motion passed unanimously.

OLD BUSINESS/ACTION ITEM REQUESTS:

a. Discussion – Possible Revenue Options:

EXECUTIVE SESSION:

Vice President Weisbrod made a motion to enter into executive session to receive advice of legal counsel on the District's financial options pursuant to CRS 24-6-402(4)(b). Director Burris 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 went into executive session at 8:16 pm.

The Board came out of the executive session at 8:33 pm.

DIVISION INFORMATIONAL MEMORANDUM:

Wildland/Operations Division Chief Pigati:

Wildland/Operations Division Chief Pigati and Administrative Director Tillman briefly discussed the fire they were deployed on in California.

President Lambert thanked both for helping the District with its financial situation by deploying on wildfires.

EMS/Training Division Chief Van Slyke:

EMS/Training Division Chief Van Slyke stated that he conducted an Engineer Assessment Center. He stated that there was great feedback from the candidates. He congratulated Adam Werner and Adam Olson on their promotions to Engineer.

Fire Chief Callahan stated that, with the rise of COVID-19 cases, state testing at Station 41 has been cancelled.

President Lambert asked if these promotions could be posted on social media outlets.

Fire Chief Callahan stated that the District plans to celebrate these promotions during the ceremony on December 12, 2020.

Prevention Division Chief Moon:

Prevention Division Chief Moon reviewed his report. He stated that he has been working with the Grand River Health Center on their sprinkler inspections. He stated that he also received fire alarm plans for Maxfield Heights, which is a type of senior housing. He finished his report by stating that Facilities Manager Kelly has been snow plowing and winterizing the stations.

IT Director Gredig:

IT Director Gredig discussed his report on the call volumes by day of week by month. He stated that due to the District's data set, there is not statistical relevance.

Secretary Marantino thanked IT Director Gredig for generating the report.

Administrative Director Tillman:

The Board had no comments or questions regarding Administrative Director Tillman's report.

GOOD NEWS & DEPARTMENT ACCOMPLISHMENTS:

None.

BOARD MEMBER COMMENTS:

Vice President Weisbrod congratulated those who promoted and thanked everyone for their hard work.

Secretary Marantino thanked IT Director Gredig and Administrative Director Tillman for presenting data she asked for.

President Lambert stated that he appreciated learning from and working with Fire Chief Callahan over the last couple of years.

ADJOURNMENT:

There being no other business to come before the Board, Chairperson Lambert adjourned the meeting at 8:47 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: 12/8/2020 _____  _____

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