

**RECORD OF PROCEEDINGS FOR THE
COLORADO RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
DECEMBER 13, 2022**

STATION 64, 775 CASTLE VALLEY BLVD., NEW CASTLE, CO 81647

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

ROLL CALL:

Board Members Present:

Alan Lambert, President/Chairperson
Dick Miller, Director
Levy Burris, Treasurer
Addy Marantino, Secretary (Joined via Online at 6:36 pm)

Board Members Absent:

Matt Weisbrod, Vice President (Excused)

Others Present:

Leif Sackett, Fire Chief
Zach Pigati, Operations/Wildland Division Chief
Scott Van Slyke, EMS/Training Division Chief
Orrin Moon, Prevention Division Chief
John Gredig, IT Director
PJ Tillman, Administrative Director
Dino Ross, Legal Counsel for the District (Via Online)
Bill Smith, Lieutenant (Via Online)
Matt Mollenkamp, Lieutenant (Via Online)

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:

None.

CONTINUED PUBLIC HEARING – FAMLI LEAVE ACT:

Fire Chief Sackett stated that the Family and Medical Leave Insurance (FAMLI) program (Program) provides an eligible employee up to 12 weeks of paid family and medical leave in certain circumstances. All public and private employers are covered by the Program; however, governmental employers can “opt-out” of the Program. He informed the Board that the District already has short-term and long-term disability benefits that are very similar to the benefits provided by the Program. He stated, with the District’s current paid time off (PTO) and short-term and long-term benefits, Chief Staff feels there is no need for

the District to participate in the Program. Fire Chief Sackett stated Chief Staff is requesting that the Board adopt a proposed resolution stating the District opts-out of the Program, but supports any employee who chooses to participate in the Program on their own accord.

Fire Chief Sackett explained that the District can use ADP to process the employee payroll deduction and make the required contribution to the Program on behalf of any employee who wants to participate in the Program.. He stated the District would not match any contributions or enroll in the Program.

President Lambert asked if there were employees who were interested in opting into the Program.

Fire Chief Sackett stated that when the Program was discussed with the crews, there were no questions and there was no indication of employees wanting to opt into the Program.

Treasurer Burris made a motion to approve Resolution No. CRFPD-2022-12-01, A Resolution to Decline Participation in the Family and Medical Leave Insurance Act (FAMLI) Program. Director Miller seconded the motion. The motion passed unanimously.

CONSENT AGENDA:

Treasurer Burris made a motion to approve the Consent Agenda as presented. Director Miller seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:

None.

LEGAL COUNSEL UPDATE:

Attorney Ross stated he has worked with Chief Staff on a contract with CPS HR for a new wage compensation study. He also provided Administrative Director Tillman with information about the District's Length Of Service Award Plan. He stated Chief Staff is still working on that information and will most likely bring it to the Board in January or February of next year. Attorney Ross informed the Board the 2023 Colorado Legislative Session will start in January and he will be updating the Board on relevant legislation as the 2023 Legislative Session begins.

FIRE CHIEF REPORT:

Fire Chief Sackett reviewed his report and mentioned there were New Business Action Items to a) review and consider a Resolution Adopting FY 2023 Budget and Certifying Tax Levies, b) review and consider a 2022 Audit Engagement Letter, and c) review and

consider a CPS HR Proposal for 2023 Wage Survey. He stated there were no Old Business Items for this meeting.

Fire Chief Sackett reviewed some of the District's accomplishments achieved during 2022. He reported that the District was awarded the following grants:

- \$25,000 FMLD Mini Grant to replace rope rescue equipment.
- \$98,250 FMLD Traditional Grant to update and replace extrication equipment.
- \$132,640 EMTS Grant to replace an ambulance and EMS equipment.

Additional accomplishments include:

- The District currently has three members in paramedic education.
- The District lowered its workers' compensation EMOD from 1.39 to 0.97, reducing the District's workers' compensation expenses by an estimated \$65,000 going into 2023.
- To better serve the District's communities, personnel continually build a growth mindset through advancement in education and certification.
- The District reviewed and updated departmental SOG's and SOP's.
- The District updated a county-wide communication system.
- The District applied, and has been accepted, to participate in another FOCUS assessment through Drexel University.
- The District researched and is implementing a new records management software system.
- The District retained a new medical director, Dr. Nichols.
- The District personnel participated in a county-wide active shooter exercise at Grand Valley High School.
- The District implemented Guardian Tracking.
- The District increased its ambulance fee schedule for the first time in at least 10 years.
- The District's wildland deployments grossed more than double what was budgeted.
- The District updated its burn tower with movable walls.

- The District brought in Eric Savickas for team building and leadership training for all shifts.
- The District purchased four new pickup trucks for the BC, DC 53, and two MODs.
- The District 's Health and Wellness is building a successful program. The District is working towards a validated Health and Wellness process in 2023.

Fire Chief Sackett informed the Board of Lieutenant Landon Churchill's resignation from the District effective January 14, 2023. Fire Chief Sackett stated Lieutenant Churchill has accepted a Deputy Chief position with Colorado Springs Fire Department. He stated Lieutenant Churchill has been a great leader for the District and has made it a better place than when he first started.

NEW BUSINESS/ACTION ITEMS:

- a. Fire Chief/Administration: Consider and Review Resolution No. CRFPD 2022-12-02 Adopting a Budget for the Calendar Year 2023 | Appropriating Sums of Money | Certifying and Levying Property Taxes**

Fire Chief Sackett stated Chief Staff is presenting a resolution adopting a budget for the calendar year beginning on the first day of January, 2023 and ending on the last day of December, 2023; appropriating sums of money to the various funds, in the amounts and for the purposes as set forth in the budget for fiscal year 2023; and certifying and levying property taxes to help defray the costs of government for the 2023 budget year.

Secretary Marantino made a motion to approve Resolution No. CRFPD 2022-12-02. Treasurer Burris seconded the motion. The motion passed unanimously.

- b. Fire Chief/Administration: Consider and Review 2022 Audit Engagement Letter – Haynie & Company**

Fire Chief Sackett stated that, over the past three years, the District has collaborated with Haynie & Company for the annual audit engagement letters. He stated the 2022 Audit Engagement Letter has been reviewed by legal counsel. Fire Chief Sackett stated the cost for Haynie & Company's services has increased from \$11,500 in the past to \$14,000, which has been incorporated into the 2023 budget.

Treasurer Burris made a motion to accept Haynie & Company's proposed 2022 Audit Engagement Letter. Director Miller seconded the motion. The motion passed unanimously.

c. Fire Chief/Administration: Consider and Review CPS HR Consulting Services Proposal for 2023 Wage Compensation Study

Fire Chief Sackett stated legal counsel has made a significant number of revisions to CPS HR Consulting Services' proposed contract to perform a 2023 Wage Compensation Study.

Attorney Ross stated he assisted the District in negotiating a contract with when CPS HR it was first hired to perform a wage compensation study several years ago; however, CPS HR chose not to use that previously negotiated contract and instead asked the District sign a new contract which was substantially the same as the first contract that was presented to the District and to which the District spent considerable time negotiating changes.

Fire Chief Sackett stated that the Board may opt to approve the CPS HR Compensation Study Proposal and Agreement or wait until the next Board meeting to review and approve.

Treasurer Burris stated he prefers to have an updated CPS HR contract and recommends tabling the Action Item, until the next meeting. The rest of the Board members concurred.

OLD BUSINESS/DISCUSSION ITEMS/FOLLOW-UP ITEMS:

None.

OPERATIONS/WILDLAND UPDATES:

Operations/Wildland Division Chief Pigati presented the following updates to his report:

Operations:

- The District opened a hiring process for a Firefighter/EMT and Firefighter/Paramedic position to create a list for future hires.
- The District sent the Battalion Chief 40 truck to Denver to get radios and light packages installed.
- The District took the delivery of the new extrication equipment ordered from the FMLD Grant.
- He completed an expectations document to share with the battalion chiefs.

- He had a meeting with the FTO group to discuss possible movement of new medics for their field training.
- The District is working on the trucks the District plans to sell after the two chief trucks are completed. Operations/Wildland Division Chief Pigati plans to talk with the battalion chiefs and Kraig Kasten to create a list. When the list is finalized, the District will post the trucks on an auction site for bids.
- The District will be looking to sell the air and light trailer due to the lack of its use and it no longer meeting the District's needs. The District intends to receive between \$25,000 to \$50,000 for the trailer.

Wildland:

- One wildland member has been enrolled in a grant writing course.
- One wildland member has been sent to Kentucky for fire support.
- Operations/Wildland Division Chief Pigati researched invasive tamarisk removal on 1st Mesa Drive. He is working with the BLM and the Town of Silt on best practices.
- He conducted an Agricultural Burn Assistance program on a large pile burn south of Silt. One District member got RXB3 certified.
- He continued completion of fire bills on FBS.
- The District removed a hazard tree on C Ave. The pathway is now safer for pedestrian traffic.
- The District continues gear cleanup and repairs from the 2022 fire season.
- The District continues recruiting and screening efforts.
- He started grant writing for a dump trailer.

The Board requested mitigation pictures be posted on the District's social media sites.

EMS/TRAINING UPDATES:

EMS/Training Division Chief Van Slyke presented the following updates to his report:

EMS Updates:

- EMS/Training Division Chief Van Slyke continues to work with IT Director Gredig on the implementation of ImageTrend.
- Lieutenant Carroll began working on ImageTrend in-services with all District shifts. She is eliciting feedback during these sessions to improve the workflow.

- EMS/Training Division Chief Van Slyke attended the National Healthcare Coalition Preparedness Conference. This conference was sponsored by the Northwest Healthcare Coalition.
- Lieutenant Carroll is working on updating the EMS Field Training process.
- Lieutenant Carroll posted a notice soliciting interest in the EMS Field Training Officers (FTO).
- EMS/Training Division Chief Van Slyke attended various internal and external meetings.
- Dr. Nichols conducted case reviews for the District.

Training Updates:

- The District crews logged 914 hours of training during the month of November.
- Lieutenant Carlson conducted firefighter rescue training with all shifts.
- EMS/Training Division Chief Van Slyke instructed a Fire Instructor II course for area fire agencies.
- EMS/Training Division Chief Van Slyke conducted a radio in-service training for all crews.
- He worked with Chief Staff on the 2023 Budget.
- He is working on updating officer task books to be more streamlined.

PREVENTION/FLEET/FACILITIES UPDATES:

Prevention Division Chief Moon stated that he will be working on a Board report to provide during next month's meeting.

Prevention Division Chief Moon stated all the bay heaters have been installed and completed at Station 61. He stated a new hot water heater has been installed at Station 43. Fire Chief Sackett stated that the District saved about \$17,000 by using a water heater that was never used in a restaurant.

Prevention Division Chief Moon gave an update on construction projects occurring within the District. He stated that there will be a new Maverick station constructed to the west of Rifle, Colorado. He stated that last month, he reported there was a request for water flow information for a new tractor supply on Airport Road. He stated that currently there are no plans for the Town of New Castle, and there are storage units being built in the Town of Silt.

INFORMATION TECHNOLOGY/DATA UPDATES:

President Lambert congratulated IT Director Gredig on his award for Administrative of the Year.

IT Director Gredig provided an update on the prior month's activities:

- IT Director Gredig continues to work on the mapping project in the County.
- He continues to work with ImageTrend on implementation. He stated everything is on track for implementation by January 1, 2023. He is working with Lieutenant Carroll and EMS/Training Division Chief Van Slyke on rollout training with shifts.
- He is working on specs for station alerting options to promote firefighter health and safety in conjunction with helping Fire Chief Sackett apply for an Assistance to Firefighters Grant.
- He continues to work with Operations/Wildland Chief Pigati on upfitting the new vehicles.
- Attached is the November Summary Report.
 - The District's monthly 911 call volume for November was down 2.1%, and overall call volume was down 3.4%.
 - Overall, for the year, the District's 911 call volume is still up 6.8% and 3.8% up for all call types.

ADMINISTRATION/FINANCE UPDATES:

Administrative Director Tillman presented the following updates to her report:

- Administrative Director Tillman completed the 2022 EMS Supplemental Cost Report for the reporting period of July 1, 2021, through June 30, 2022.
- She continued to review and update the 2023 Budget model with Chief Staff.
- She continued working on commercial liability, vehicle, property, and worker's compensation renewals/estimates for budget year 2023.
- She completed 2023 Statutory Filings:
 - She filed the District Map Boundaries Letter of No Changes.
 - She filed the District Transparency Notice.
- She submitted the Colorado DHSEM Hurricane Ian EMAC deployment reimbursement package for a total of \$34,694.82.
- She processed wildland deployment invoices in DFPC Fire Billing System as shown below:
 - Year-to-date as of November 30, 2022, the District has submitted invoices totaling \$1,664,582.

- There is a total of 67 deployments year-to-date.
- \$259,474 in equipment fees
- \$308,407 in travel/fuel expense reimbursement
- \$16,267 in administrative billing fees
- \$1,080,435 in salaries and benefits:
 - \$364,206 in base salary and benefits reimbursement
 - \$703,150 in deployment overtime and benefits reimbursement
 - \$13,079 in holiday pay and benefits reimbursement
 - Full-time and wildland seasonal salaries and benefits reimbursement: \$840,330
 - Wildland Supplemental Resource reimbursement: \$240,105
 - Deployment income received through November 30, 2022:
- She met with Gemsbok Consulting regarding the 2023 Budget model, and she corresponded with a new assistant consultant.
- She processed invoices in the District's accounting system and issued payments.
- She reviewed timesheet data and processed payrolls for the prior month.
- She uploaded pension contribution reports and submitted payments to FPPA and PERA.
- She amended part-time and full-time members as necessary to FPPA and PERA pension plans and termed any former members.
- She reconciled bank and fund accounts for monthly financials.
- She prepared the Board meeting agenda and packets for the monthly meeting and distributed them to the Board.

DEPARTMENT GOOD NEWS:

Fire Chief Sackett reviewed an image of the District's new extrication equipment that the District received which has three times the working speed of general extrication

equipment. He read several letters thanking the District crews for their hard work and for saving lives. Fire Chief Sackett also thanked Kathy Dystra and Tim Severson for donating funds to the District.

BOARD MEMBER COMMENTS:

Director Miller stated he has completed a tour of all District stations. He stated his experience was enlightening and he learned many new things he didn't know before. He enjoyed attending the District's recent awards ceremony.

Treasurer Burris stated it was a great opportunity to see all the crews together during the award ceremony. He commended the IT Director for his award, and he congratulated all District members for their awards and service. He stated this time of year can be difficult, he knows that there was another structure fire today and acknowledges that events can be difficult and demanding for the District's crews.

President Lambert wanted to know if the District had video recorded the District's award ceremony. He stated that all District members deserved to be recognized and rewarded for their hard work. He wished everyone happy holidays and a new year.

ADJOURNMENT:

There being no other business to come before the Board, Chairperson Lambert adjourned the meeting at 7:09 p.m.

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: 1/10/23



Date: 10 January 23

