

**RECORD OF PROCEEDINGS FOR THE
COLORADO RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

FEBRUARY 14, 2023

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
Matt Weisbrod, Vice President
Dick Miller, Director
Levy Burris, Treasurer
Addy Marantino, Secretary

Others Present:

Leif Sackett, Fire Chief
Zach Pigati, Operations/Wildland Division Chief (Via Online)
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 Messner, Battalion Chief (Via Online)
Eric Davis (Via Online)
Station 61 (Via Online)
Station 41 (Via Online)

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:

None.

CONSENT AGENDA:

Secretary Marantino made a motion to accept the Consent Agenda as presented. Director Miller seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:

None.

LEGAL COUNSEL UPDATE:

Attorney Ross stated that he does not have many items to discuss. He will be discussing the District's LOSAP during the Executive Session. He stated the Board should have the latest Legislative Tracker. He proceeded to briefly update the Board on important Bills that are relevant to the District.

FIRE CHIEF REPORT:

Fire Chief Sackett reviewed his report with the Board and stated there were New Business Action Items to (a) review and consider a purchase request for a new Operations Chief Utility vehicle; (b) review and consider adopting a Resolution for the FMLD Mini Grant for apparatus lift jacks and a Traditional Grant for fencing Station 41's training grounds; (c) review and consider ratifying EMTS Remount Grant Attestation; (d) review and consider a Fire Inspector job description; and, (e) review and consider a purchase order for new cordless Dewalt tools. He stated there were no Old Business Items.

Fire Chief Sackett stated Chief Staff has been attending meetings and working with multiple organizations to form the Middle Colorado River Wildfire Collaborative. He stated this Collaborative is very important to the District and for the future of the District's mitigation projects. He stated the District is in the very beginning phases of the Collaborative and will bring a Memorandum of Understanding to the Board of Directors for approval.

Fire Chief Sackett stated Chief Staff has been working with legal counsel on updating the District's Personnel Manual. He hopes for the Board to receive the proposed revised Personnel Manual in time for the Board to review it and as questions at the March meeting. He stated that one goal is to change from a Personnel Manual to an Employee Handbook.

Fire Chief Sackett stated that, as the District looks to the future, he would like to start a conversation about replacing Station 61. He stated Chief Staff plans to give a presentation soon so the Board can make an educated decision on the future of Station 61. He stated the location of Station 61 is very important and research will be done to find potential location options as well as funding opportunities.

Fire Chief Sackett discussed a recent structure fire that occurred in what is considered "no-mans" land, meaning land not within a fire protection district. Historically, the District has not charged for responses within this area. Chief Staff has discussed options with Attorney Ross. There may be information communicated to property owners in that area that they are not covered or protected by the District. Fire Chief Sackett stated there will be more information presented to the Board as the District will be communicating with Glenwood

Springs Fire Protection District on this matter as there is an agreement that pertains to the “no-man’s” land.

Fire Chief Sackett stated that, in closing, he is continually grateful for the District’s membership and their commitment to training, community, and service.

NEW BUSINESS/ACTION ITEMS:

a. Fire Chief/Operations: Consider and Review Purchase Request for New Operations Chief Utility

Fire Chief Sackett stated that Chief Staff would like to purchase one 2500 series three-quarter ton pickup truck to replace Chief 52’s truck. Fire Chief Sackett stated Operations/Wildland Division Chief Pigati’s vehicle has over 180,000 miles and has broken down more frequently, leaving him stranded for some time. Fire Chief Sackett stated this vehicle has met the end of its service expectation and will be sold if replaced.

Following discussion, Director Miller made a motion to purchase a Chief Utility Vehicle not to exceed \$60,000. Vice President Weisbrod seconded the motion. The motion passed unanimously.

b. Fire Chief/Operations: Review and Consider Grand Resolutions

Fire Chief Sackett stated the District is seeking a Traditional FMLD Grant of \$49,854 to fence the District’s training grounds at Station 41.

Further Board discussion ensued regarding some technical errors in the grant application and the financial impact that an award of the FMLD Grant will have on the District.

Prevention Division Chief Moon stated the District is seeking a \$25,000 Federal Mineral Lease District Grant (FMLD) to purchase two apparatus lifts for the District’s Apparatus Maintenance Facility. He stated there is an agreement with the City of Rifle on obtaining a total of four lifts, two from the District and two from the City of Rifle.

a. FMLD Traditional Grant – Station 41 Fencing (Resolution No. CRFPD 2023-02-01)

Vice President Weisbrod made a motion to accept Resolution No. CRFPD 2023-02-01 with the discussed corrections. Director Miller seconded the motion. The motion passed unanimously.

b. FMLD Mini Grant – Apparatus Lift Jacks (Resolution No. CRFPD 2023-02-02)

Vice President Weisbrod made a motion to accept Resolution No. CRFPD 2023-02-02 with discussed corrections. Treasurer Burris seconded the motion. The motion passed unanimously.

c. Fire Chief/EMS: Review and Consider Ratification of EMTS Grant Attestation

EMS/Training Division Chief Van Slyke stated the District is currently seeking to offset the cost of a remount and update to an ambulance through the Colorado Division of Public Health and Environment (CDPHE) EMTS Grant. He stated the application process requires an Attestation from the Board of Directors that funding will be available for the purchase of the vehicle.

EMS/Training Division Chief Van Slyke stated the EMTS Grant is not necessarily a 50/50 matching grant. While the District is seeking approximately \$225,000 for the cost of the remount and updated patient care module, the District would be responsible for \$140,000 remainder.

Vice President Weisbrod inquired about the average cost of an ambulance. EMS/Training Division Chief Van Slyke stated current costs range from \$301,000 to \$315,000 with a lifespan of 20 years.

Secretary Marantino made a motion to ratify the EMTS Grant Attestation. Director Miller seconded the motion. The motion passed unanimously.

d. Fire Chief/Administration/Prevention: Consider and Review Fire Inspector Job Description

Fire Chief Sackett stated legal counsel has assisted Chief Staff in preparing a Fire Inspector Job Description that was budgeted for 2023.

Director Miller had a question about if appropriate training would be provided for this Fire Inspector position to ensure work continues if the current Fire Marshall is not available.

Fire Prevention Division Chief Moon stated institutional knowledge would be provided to ensure proper training and succession planning is in place for this position.

Fire Prevention Division Chief Moon stated that Fire Inspector I is the initial requirement for the position and Fire Inspector II and III will be levels to achieve throughout the employment in the position.

Further Board discussion ensued. Secretary Marantino made the motion to accept the Fire Inspector Job Description. Director Miller seconded the motion. The motion passed unanimously.

e. Fire Chief/Operations: Review and Consider PO for Dewalt Rescue Tools

Operations/Wildland Division Chief Pigati stated the District needs new DeWalt hand tools for the engines, as the District is currently using outdated tools that are too large and not designed for rescuing trapped victims in an accident. He stated this proposal is to purchase four sets of Rescue DeWalt tools that have been budgeted.

Following Board discussion, Secretary Marantino made a motion to approve the Purchase Order for four sets of Dewalt Rescue Tools at the price of \$13,466.76. Director Miller seconded the motion. The motion passed unanimously.

OLD BUSINESS/DISCUSSION ITEMS/FOLLOW-UP ITEMS:

None.

OPERATIONS/WILDLAND UPDATES:

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

Operations:

- He worked on a Validation of the Health and Wellness Program.
- He conducted research for FMLD grant opportunities.
- He worked on the Volunteer and Part-Time Program with Battalion Chief Messner and Lieutenant Smith.
- He worked with EMS/Training Division Chief Van Slyke on SEG's for the Battalion Chief Task Book.
- He continued to work on the District's Pay Policy, SOG's and SOP's.

- He sent emails to 22 applicants that tested for the FF/EMT and FF/MEDIC positions. The email outlined the process for hiring.
- He worked on Action Items for five gas monitors. The monitors need to be replaced due to the age of the units and their inability to be calibrated.
- He worked on an Action Item for the purchase of new hand tools for the three engines. The tools the District currently has are for home-use not commercial and are severely underpowered and worn out. This is a budgeted item.
- He worked on an Action Item for when the District will be able to find another ¾ ton truck to replace the Chief 52 vehicle. This is also a budgeted item.

Wildland:

Operations/Wildland Division Chief Zach Pigati provided the following report.

- He posted requests for applications for the positions of Wildland Battalion Chief, Wildland Lieutenant, and Wildland Assistant.
- He sent out emails to potential Supplemental Resources.
- He interviewed and hired Tim Nix as the Wildland Battalion Chief.
- He proofread grant applications.
- He attended a Middle Colorado Collaborative meeting for fuels reduction funding.
- The District completed one burn assistance pile burn and made an upslope pile safer for homes.
- One FAA UAS recertification course was completed.
- He continued development of the District's Seasonal's Critical 80 Hours Training.
- One District member attended a S-339 DIVS qualification training.
- One District member met with the PCFD Suppression Module Leader for a capabilities and limitations briefing.
- An EMS Skills Check for Division members was scheduled and coordinated with the District's EMTs.
- One ABAP Site Survey was completed for a future ABAP project.
- The District's Vehicles Documentation was prepared for the fire rescue, including registration, insurance, accident policies, and procedures.

- One District member attended a S-260 and S-261 Interagency Business training.
- One District member attended an S-280 Leadership course.
- Two District red bags were repaired at Station 43.
- He continued to research and prepare for the Wildfire Mitigation Certification (NFPA).
- One District member attended the District's Peer Support training.
- He developed the District's trailer towing class.
- Jarod Robins tested and was promoted to the vacant Wildland Lieutenant position.

EMS/TRAINING UPDATES:

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

EMS Updates:

- He continued to work with IT Director Gredig on the implementation of ImageTrend. The feedback from the crew has been predominantly positive.
- He attended EMS Sustainability Task Force meetings.
- Lieutenant Carroll continued to work on updating the EMS Field Training process.
- Congratulations to Tyler McKinnon, Ben Crow, and Chris MacGregor for being selected as EMS FTOs.
- He attended various internal and external meetings.
- Battalion Chief Messner, IT Director Gredig, and EMS/Training Division Chief Van Slyke completed onboard training with Quality Health Networks. Access to this system will allow the District to conduct follow up on patient outcomes, increasing the District's provider knowledge and training abilities.
- The EMS vending machine was moved from Valley View Hospital to Station 64.
- The Northwest Health Care Coalition has started picking up the PAPRs the District storing for them. Due to the number of supplies, it will take multiple trips to transfer the entire inventory.
- He attended an EMS Medical Director class with Dr. Nichols.
- He worked on an EMTS Grant for an ambulance remount.

Training Updates:

- The crews logged 663 hours of training during the month of January.
- Lieutenant Hill, Engineer Lister, and Firefighter Noah attended Florida's County Fire Tactics Conference. They reported it was a great experience and they are excited to bring back what they learned.

- He developed a Mayday training that will be taught to the crews throughout the month of February.

PREVENTION/FLEET/FACILITIES UPDATES:

Prevention Division Chief Moon presented the following updates to his report:

Prevention Projects

- He met with the New Castle Town Manager and Town Staff concerning the possible adoption of the International Wildland-Urban Interface Code or parts of the Code for the new development in New Castle, Colorado. The Town Planner has come up with a draft which is to adopt Section 504, which establishes provisions for ignition-resistant construction on new homes. Some ideas for some kind of fire sprinkler requirements are being explored. There is more to come on the possibilities in New Castle, Colorado.
- He is meeting with the Town of New Castle on an Emergency Plan. Once there is a draft finalized, this will go to the Garfield County Emergency Manager for their input.
- He received final construction plans for Longview at Lakota. This is the Romero Development Project that the District has been involved with the planning stages. The Romero Development Project includes commercial buildings across Castle Valley Boulevard and Fass Ranch Road. Prevention Division Chief Moon will be meeting with Town Staff next week to review the final plans before they go in front of Town Council for final approval.
- He received plans for a Fritzland Ranch annexation into Rifle, located at the northwest corner of Last Chance Drive and Megan Ave. The annexation will have four new streets and 66 mini home lots. He is waiting for the Civil Plans to complete his referral.
- He has been working with the Town of Silt after the Holiday Inn Express had a flood on the east end of their building on November 16, 2022. This was due to a frozen attic sprinkler line. The repairs are almost complete, along with a new fire alarm panel and alarm devices being installed. He is waiting on the contractor to call him for a final inspection.
- He is completing inspections at Eagle Ridge Ranch above Station 64 in New Castle, Colorado.
- He reviewed fire sprinkler plans on a single-family dwelling on Garfield Creek Road in the County. He has the rough-in sprinkler inspection scheduled for this week.
- He is still working with Garfield County Airport on its new development plan. The final draft will go to the County Commissioners next month. The District is working through fire protection issues in the plan.

- The District and Glenwood Springs Fire Protection District responded to a structure fire on Highway 6. This structure is within the District's auto aid area, but not in either fire district. The fire started in the late afternoon and the interior was fully involved when the crew arrived. The fire did major damage to one of two rental units in the residence. The fire is still under investigation, and he is awaiting the insurance company fire investigator.

Inspections this month

- Kurt Lundin has been conducting the annual school inspections with the School District Staff. Four schools will be completed this month.
- Fire Prevention Chief Moon completed a fire inspection for a new food trailer in Rifle, Colorado.
- Kurt Lundin and Fire Prevention Chief Moon completed an entire inspection of all the buildings at the Garfield County Airport. The list of violations is considerably shorter than in the past inspections. The Garfield County Airport Staff and building occupants are doing a great job to remain fire safe.

Community Risk Reduction

Community Risk Reduction Specialist Pina and crews covered the following activities:

- A CPR class for a local construction company was completed.
- Community Risk Reduction Specialist Pina has been working on building a Juvenile Fire Setter Program for the District.

Stations, Buildings and Grounds

- Eric Davis has been checking the electrical outlets and circuits at all District Stations to make sure the District's buildings are up to code.
- Eric Davis is working to get a company out of Grand Junction to service the District's Solar Systems at Station 61 and Station 64. The District has not had service done on any of the solar units since they were installed.

Apparatus Service and Maintenance

- Kreig Kasten has been busy with small items on apparatus repair. He is going to start annual services on all District Water Tenders this month to get ahead of the wildfire season.

INFORMATION TECHNOLOGY/DATA UPDATES:

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

- IT Director Gredig is continuing work on the mapping project in the County.
- He is continuing work on ImageTrend implementation. He is working on changes to data capture and data reporting.
- He helped Fire Chief Sackett and Administrative Director Tillman with the Assistance to Firefighters Grant.
- The District's January 2023 Summary:
 - The District's Monthly 911 call volume for January in 2022 was 210 versus 231 in 2023. This represents a 10% increase in 911 calls.
 - The District's call volume for January in 2022 was 230 versus 246 in 2023. This represents a 7% increase in total volume.

ADMINISTRATION/FINANCE UPDATES:

Administrative Director Tillman presented the following updates to her report:

- She submitted an FPPA Volunteer Pension 2023 Actuarial Request for the Burning Mountains Fire Protection District Pension Fund 8247 and the Rifle Fire Protection District Pension Fund 7306 with the proposed plan change options of 3%, 4%, and 5%.
- She completed the 2022 Pinnacol Workers Comp Insurance Audit.
- She worked on the X Games as an FSC on the Pitkin County IMT from January 27, 2023, to January 30, 2023.
- She is attending an Advanced Technical Writing class through George Mason University. The course will run for six weeks.
- She attended a Public Safety Leadership Development Retreat in Florissant, CO from February 6, 2023, to February 8, 2023, with additional sessions in late February and graduation in March.
- She will begin receiving Self-Nomination forms for the May 2022 Board of Director Election.
- She worked on the Pension Advisory Board Call for Nominations form and will prepare the mailing distribution to eligible retirees.
- She certified the 2022 volunteer hours for eligible members for the Pension Advisory Board.
- She worked with Fire Chief Sackett and legal counsel on a proposed Parental Leave Policy.
- She reviewed an AFG Grant narrative with Chief Staff.
- She participated in the CPS HR development of the Fire Inspector job description.
- She proctored a NWCG S-260/S-261 test for the Wildland Division.
- She cataloged Wildland Lieutenant and Wildland Assistant position applications.

- She added an FF-EMT/FF-Medic job posting to the National Minority Update website.
- She updated the 2023 pay rates for all employees in ADP Payroll System.
- She processed invoices in an 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 the District's Monthly Financials and end of calendar year.
- She prepared the Board meeting agenda and packets for monthly meetings and distributed to the Board of Directors.

DEPARTMENT GOOD NEWS:

Fire Chief Sackett congratulated Tim Nix for his promotion to Wildland Battalion Chief, Jarod Robbins for his promotion to Wildland Lieutenant, and Hunter Finger for his promotion to Wildland Assistant.

Fire Chief Sackett briefly discussed the Push-Up Challenge between the District and the Rifle Police Department.

BOARD MEMBER COMMENTS:

Director Miller thanked Chief Staff for achieving amazing things and for thinking outside of the box.

Director Marantino thanked the District for going after several grants. She appreciates the District's efforts to move forward.

President Lambert stated the District did a wonderful job on a recent fire incident. He is amazed with the District's professionalism. He thanked everyone for attending the Board meeting.

EXECUTIVE SESSION:

Vice President Weisbrod made a motion to go into Executive Session to receive advice of legal counsel regarding the District's LOSAP pursuant to CRS 24-6-402(4)(b). Secretary Marantino 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 entered Executive Session at 8:07 pm.

The Board came out of Executive Session at 8:38 pm.

ADJOURNMENT:

There being no other business to come before the Board, Chairperson Lambert adjourned the meeting at 8:38 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: 3/14/2023



Date: 3/14/2023



I hereby attest that the information communicated during the Executive Session, which was not recorded, constituted privileged attorney-client communications.



Dino Ross, Esq.

I hereby attest that the Executive Session, which was not recorded, was confined to the topics authorized for discussion in Executive Session pursuant to C.R.S. §24-6-402(4)(b).



Alan Lambert, Board President