

**RECORD OF PROCEEDINGS FOR THE
COLORADO RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
January 14, 2025
STATION 41, 1850 Railroad Ave., Rifle, CO 81650**

Chairperson Lambert called the regularly scheduled meeting to order at 6:30 p.m.

ROLL CALL:

Board Members Present:

Alan Lambert, President
Dick Miller, Secretary
Addy Bristol, Vice President
Adria Milton-Baker, Treasurer
Paige Haderlie, Director

Others Present:

Leif Sackett, Fire Chief
Zach Pigati, Operations/Wildland Division Chief
Scott Van Slyke, EMS/Training Division Chief
Orrin Moon, Prevention Division Chief (Via Conference Call)
John Gredig, IT Director
PJ Tillman, Administrative Director
Dino Ross, Legal Counsel for the District (Via Conference Call)
Bill Smith, Lieutenant (Via Conference Call)
Colin Mason, Firefighter/MEDIC (Via Conference Call)
Jerrod Merriam, Battalion Chief
Kortnie Valencia, Administrative Support Assistant

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:

None.

CONSENT AGENDA:

Director Haderlie made a motion to accept the Consent Agenda with the correction to the minutes that she was present, not via conference call. Treasurer Baker seconded the motion. The motion passed unanimously.

PUBLIC COMMENTS:

None.

LEGAL COUNSEL UPDATE:

Attorney Dino Ross reported on legal counsel's activities over the last 30 days, including assisting with review of Lexipol policies, assisting with preparation of the resolution establishing the meeting locations, and assisting Administrative Director Tillman with a few minor changes to the bylaws for the pension boards.

FIRE CHIEF REPORT:

Chief Sackett highlighted the issues that will be addressed during the meeting, including key procedural plans for 2025, approval of the meeting schedule, the May 2025 board member election, and updates on the fleet maintenance job description, Station 61 renovations, and the impact fee study. The year ahead looks busy with retirement recognitions, 30-year service acknowledgments, and a rescheduled annual open house due to the County Fair's date change. Plans include new apparatus purchases and successful reimbursements for vehicle exhaust systems.

NEW BUSINESS/ACTION ITEMS:

a. Fire Chief/Administration: Review and consider Resolution No. CRFPD-2025-01-01 Establishing 2025 Meeting Schedule and Posting Locations

Following review, Vice President Bristol made a motion to approve Resolution No. CRFPD-2025-01-01, which establishes the 2025 meeting schedule and posting locations. Secretary Miller seconded the motion, and it was unanimously approved.

b. Fire Chief/Administration: Board of Directors Election – May 6, 2025

Chief Sackett stated that there will be two director positions that will be up for election in May 2026. Following discussion, Secretary Miller made a motion to approve Resolution No. CRFPD-2025-01-02 for a May 6, 2025, polling place election, the Self Nomination and Acceptance Form for two director positions and the Call for Nominations Public Notice. Vice President Bristol seconded, and the motion was unanimously approved.

c. Fire Chief/Administration/Prevention: Review and consider approval of updated Fleet Mechanic job description

Chief Sackett reviewed the Fleet Maintenance Job Description. Following discussion, Director Haderlie made a motion to approve it. Secretary Miller seconded the motion, and it was unanimously approved.

d. Fire Chief/Administration/Prevention: Review and consider approval of new Fleet Supervisor job Description

Chief Sackett emphasized that the Fleet Supervisor role is being redefined, not newly created. Following discussion, Treasurer Baker made a motion to approve the revised job description, and Secretary Miller seconded. The motion passed unanimously.

OLD BUSINESS/DISCUSSION ITEMS/FOLLOW-UP ITEMS

a. Fire Chief/Facilities: Review of Station 61 rebuild project timeline and updates

Fire Chief Sackett reported that there are no documents for the Board to review. Last month, discussions with Wimber ensured the planned construction is feasible, as they evaluated the existing building and lot size. They confirmed the possibility of adding four bays at Station 61's current parking lot, with an additional bay for the Battalion Chief vehicle, and a second story within the existing structure. A conceptual drawing will be ready for Board review next month.

b. Fire Chief/IT: Review draft of BBC Nexus Study results

Fire Chief Sackett and IT Director Gredig presented the impact fee study, outlining the work done and revisions to the initial draft. They addressed concerns about high fees for single-family homes, revising the study to base fees on square footage. Key findings included potential fees from \$2,284 to \$11,874 for residential properties and \$2.83 per square foot for non-residential. Chief Sackett stressed the need for diverse revenue sources for future capital replacement, while considering the financial impact on development. The Board agreed to keep the discussion open and provided Chief Sackett with direction for the next steps.

OPERATIONS/WILDLAND UPDATES:

Wildland Chief Pigati reviewed the end-of-year financial report for the Colorado River Fire Rescue Wildland Division, showcasing their financial stability and operational efficacy in fiscal year 2024. During this period, they billed \$3,926,009.60, with a net income of \$1,588,589 from wildland incidents and hurricane support. Major income sources included permanent employees' base salaries, equipment deployments, 1% billing fees, grants, and supplemental employee base salaries. The diverse income streams highlight the division's robust financial health and commitment to investing in personnel, equipment, and operations. The division looks forward to building on this success in the coming year while expressing gratitude towards its employees, partners, and supporters.

EMS/TRAINING UPDATES:

EMS/Training Division Chief Van Slyke acknowledged Firefighter/EMT Marco Mandujano obtained his hazardous materials operation certification, Firefighter/EMT Moreland completed his probationary period, and Firefighter/EMT Hunter Miller finished his EMS Field Training Evaluation process. The District also received \$132,000 in total reimbursement for the new ambulance. Training data for 2024 was presented, highlighting

a significant increase in training hours, with a focus on enhancing EMS training in 2025. Chief Vanslyke noted the importance of ongoing crew dedication to training and preparedness.

PREVENTION/FLEET/FACILITIES UPDATES:

Prevention Division Chief Moon discussed the impact fees, noting the existence of many approved but unbuilt subdivisions. He mentioned the opportunities to benefit from the fees that would not be utilized. Building permits for the Habitat for Humanity project are under review. Despite winter, division personnel had an 8th graders library visit, the Boy Scouts Rain Gutter Derby, and ongoing fire prevention efforts.

INFORMATION TECHNOLOGY/DATA UPDATES:

IT Director Gredig reported that this past month was dedicated to getting the new scheduling program up and running, streamlining payroll processes, and progressing on impact fee studies. He added that the overall call volume dropped by 74 calls compared to last year, and the average daily 911 call volume decreased from 7.7 to 7.3.

ADMINISTRATION/FINANCE UPDATES:

Administrative Director Tillman reported that preparations for the upcoming director election are ongoing. The team has been reviewing and updating pay and contribution rates in the payroll system. IT Director Gredig created spreadsheets that automate much of the process, improving workflow efficiency. Administrative Assistant Kortnie and Lieutenant Koronkiewicz have been coordinating the holiday and retirement party scheduled for this Friday at 6pm.

DEPARTMENT GOOD NEWS:

Chief Sackett shared that the District received an overwhelming number of homemade cookies, brownies, and other treats during the holiday season, expressing gratitude for the thoughtful gestures. Additionally, Chief Sackett is looking forward to the upcoming holiday and retirement party this Saturday, with 124 RSVPs.

BOARD MEMBER COMMENTS:

President Lambert expressed gratitude towards Ken McCracken for his many years of service at the District and at the former Rifle Fire Protection District. He also thanked Battalion Chief Kevin Alvey and Lieutenant Matt Mollenkamp for their 30 years of dedication to the District. He is looking forward to attending the holiday party on Saturday to honor their incredible commitment.

Vice President Bristol thanked everyone.

Treasurer Milton Baker expressed admiration for the dedication, hard work, and time committed by the team, highlighting the impressive reports and strong performance, particularly the training effort.

Secretary Miller noted that everyone is doing a great job and reminded the team to be mindful that while Board members may be familiar with certain topics, those listening may not be as well-versed, so it's important to provide clear explanations.

Director Haderlie thanked IT Director Gredig for presenting on the impact fee study and she is looking forward to future discussions on this topic, emphasizing its importance and the fresh perspective it brings to the Board.

BREAK:

President Lambert called for a five-minute break.

EXECUTIVE SESSION:

Secretary Miller made a motion to go into executive session regarding Fire Chief Performance Evaluation pursuant to C.R.S. 24-6-402 (4) (f) at 8:17 p.m. The motion was seconded by Vice President Bristol and passed unanimously. The Board went into executive session at 8:25 p.m. The Board came out of executive session at 9:04 p.m.

ADJOURNMENT:

With no other business coming before the Board, Chairperson Lambert adjourned the meeting at 9:05 p.m.

APPROVAL:

The foregoing Minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Colorado River Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

Date: <u>2/11/2025</u>	<u>Adria Milton-Baker</u>
Date: <u>11 February 25</u>	<u>Bristol</u>