

**RECORD OF PROCEEDINGS FOR THE
COLORADO RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
NOVEMBER 14, 2023
STATION 41, 1850 RAILROAD AVENUE, RIFLE, CO 81650**

The regularly scheduled meeting was called to order by Chairperson Lambert at 7:00 p.m.

ROLL CALL:

Board Members Present:

Alan Lambert, President
Addy Bristol, Vice President (Via Conference Call)
Dick Miller, Secretary
Adria Milton-Milton-Baker, Treasurer
Paige Haderlie, Director (Via Conference Call)

Others Present:

Leif Sackett, Fire Chief
Zach Pigati, Operations/Wildland Division Chief
John Gredig, IT Director
PJ Tillman, Administrative Director
Bill Smith, District Member
Eric Davis, District Member
Jonathan Baker, District Member

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:

None.

CONSENT AGENDA:

Treasurer Milton-Baker made a motion to approve the Consent Agenda as presented. Secretary Miller seconded the motion. The motion passed unanimously.

PUBLIC COMMENT:

None.

LEGAL COUNSEL UPDATE:

None.

FIRE CHIEF REPORT:

Fire Chief Sackett stated there are New Business Action Items to (a) review and consider a purchase order for new 2.5-inch hose (b) review and consider signing the 2024 Audit Engagement Letter, and (c) review and consider the volunteer Pension Board's recommendations. Fire Chief Sackett stated there was an Old Business Item to review and consider the Training Captain job description.

Fire Chief Sackett stated that the District's Strategic Planning Session held on October 13, 2023, was very successful and he would like the Board to attend the next session on November 17, 2023.

Fire Chief Sackett stated that the District's Workers Comp MOD has decreased over the years and the District will be receiving a \$22,248 dividend due to minimal claims. Although there is a decrease in the District's Workers' Compensation premiums, there will be an increase in overall cost with the hiring of additional personnel in 2024 and the associated wages.

Fire Chief Sackett stated that Chief Staff has started the implementation of the District's personnel manual, policies, SOPs, and SOGs with Lexipol. These documents will be reviewed by the District's legal counsel before they are presented to the Board for approval.

Fire Chief Sackett reviewed the results of Proposition HH with the Board.

Fire Chief Sackett stated he is amazed at the services of the District members.

Further Board discussion ensued.

NEW BUSINESS/ACTION ITEMS:

a. Fire Chief/Administration: Review and Consider any Pension Advisory Board Recommendations based on 2023 Actuarial Report for BMFPD & RFPD Pension Plans

Fire Chief Sackett stated that the Board for the Burning Mountains Fire Protection District Volunteer Firefighters Pension Fund 7247-5 would like to implement Plan A which includes a 3% COLA. The Board for the Rifle Fire Protection District Volunteer Firefighters Pension Fund 7306-5 would like to implement Plan C, which includes a 5% COLA.

Further Board discussion ensued.

Treasurer Milton-Baker made a motion to approve Plan A for the Burning Mountains Fire Protection District Volunteer Firefighters Pension Fund 7247-5,

which includes a 3% COLA. Secretary Miller seconded the motion. The motion passed unanimously.

Secretary Miller made a motion to approve Plan C for the Rifle Fire Protection District Volunteer Firefighters Pension Fund 7306-5, which includes a 5% COLA. Treasurer Milton-Baker seconded the motion. Further Board discussion ensued. The motion passed.

b. Fire Chief/Administration: Review and Consider 2023 Audit Engagement Agreement – Haynie & Co.

Fire Chief Sackett stated that every year, the District signs an audit engagement letter. Fire Chief Sackett stated that Attorney Ross has reviewed and approved the audit engagement letter from Haynie & Co.

Vice President Bristol made a motion to authorize President Lambert to sign the audit engagement letter with Haynie & Co. Secretary Miller seconded the motion. The motion passed unanimously.

c. Fire Chief/Administration: Review and Consider Purchase Order for Fire Hose Replacement

Operations/Wildland Division Chief Pigati stated that the District is looking to replace 200 sticks of two-and-a-half inch hose due to its end of life, loss of efficiency, and personnel safety concerns. The cost to replace the hoses is \$54,100.70.

Further Board discussion ensued.

Secretary Miller made a motion to approve the Purchase Order for the replacement of the fire hoses in the amount of \$54,100.70. Treasurer Milton-Baker seconded the motion. The motion passed unanimously.

OLD BUSINESS/DISCUSSION ITEMS/FOLLOW-UP ITEMS:

a. Fire Chief/Administration/Training: Review and Consider New Position Job Description for Training Captain

Fire Chief Sackett stated the Training Captain job description has been brought back to the Board for further clarification on item number 20, which pertains to incorporating duties as a firefighter and first responder to meet the operational needs of the District.

Vice President Bristol stated that the language in the job description for number 20 should remain and a checklist or taskbook can be used to specify how that expectation will be met.

Vice President Bristol made a motion to approve the job description for the Training Captain as presented. Treasurer Milton-Baker seconded the motion. The motion passed unanimously.

OPERATIONS/WILDLAND UPDATES:

Operations/Wildland Division Chief Pigati stated that for most of October he has been in Oregon on a wildfire. He stated that the purchase order for the hose is a great achievement for personnel safety. The District is completing end-of-season evaluations for the Wildland firefighters and is currently in the process of performing wildland fire mitigation in the Elk Creek Subdivision in New Castle.

EMS/TRAINING UPDATES:

Fire Chief Sackett stated that Paramedics Fradl, Bosman, and Mason have all finished or nearly finished their field training period which permits them to run as a paramedic by themselves instead of being a field training officer.

Further Board discussion ensued.

PREVENTION/FLEET/FACILITIES UPDATES:

Fire Chief Sackett stated that Prevention Division Chief Moon and Fire Inspector Kurt Lundin have been conducting many inspections. Fleet Mechanic Kreig Kasten has been quickly repairing the District's apparatus. Fire and Life Safety Educator, Maria Pina, has been visiting schools throughout October for fire prevention month.

INFORMATION TECHNOLOGY/DATA UPDATES:

IT Director Gredig stated that he has been working on the Handtevy App integration and Lexipol implementation. He is working on proposals for a new phone system. IT Director Gredig reviewed the District's call volumes for October 2023.

ADMINISTRATION/FINANCE UPDATES:

Administrative Director Tillman stated she spent nine days working on the Saint Charles Fire near Rye, Colorado. She and Fire Chief Sackett have been working with CPS HR on the District's Pay Policy. Administrative Director Tillman stated the District is approaching 3 million dollars in wildland deployment billing.

DEPARTMENT GOOD NEWS:

Fire Chief Sackett reviewed the thank you notes and good news for the District.

BOARD MEMBER COMMENTS:

Vice President Bristol thanked the District and stated that she is very grateful for the crews and all that they do.

Secretary Miller stated that he is very pleased and proud to be a member of the District.

Director Haderlie stated that she thanks everyone for the meeting accommodations and that she appreciates everyone's patience.

President Lambert thanked all and appreciated everyone's input when making Board decisions. He stated that the next Board meeting will be held on December 12, 2023 at Station 64 in New Castle, Colorado.

ADJOURNMENT:

There being no other business to come before the Board, Chairperson Lambert adjourned the meeting at 7:48 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>17 Dec 23</u>	<u>Bristol</u>
Date: <u>Dec 12 /23</u>	<u>Richard Miller</u>