



## SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

### Board of Directors' Regular Monthly Meeting

Thursday February 6<sup>th</sup>, 2014 @ 7 pm

#### Notes

##### 1) Introduction of Visitors

|                 |                 |                 |
|-----------------|-----------------|-----------------|
| Bill Betz       | Karen Frerichs  | Steve Rizzio    |
| Jim Cain        | Donavan Johnson | Frank Ruvo      |
| John Capaci     | Pam Moore       | K.C, Ryder      |
| Victoria Capaci | Helen Olson     | Michael Ryder   |
| Mary Curtis     | Mike Parrish    | Sunnie Sacks    |
| Marshall Dunn   | Mary B. Reppard | Geri Salsig     |
| Lawrence Epps   | Sandy Rucker    | Karl Schulz     |
| Pat Erick       | Tim Rucker      | J. Gordon Scott |

##### 2) Attendees

###### Board members present:

Amy Mason  
Anita Long  
Flip Boettcher  
Jim Ivey  
Mike Brandt (Secretary to the Board)

###### Excused Board Member:

Gene Stanley  
Roberta Smith (Secretary to the Board)  
Acting Chief Aaron Mandel  
**Department members present**  
Don Rocksted  
Auxiliary member rep: Mike Brandt

3) **Call to Order:** Meeting called to order at 7:02 PM by Chairwoman Amy Mason.

##### 4) Approval of Agenda

Ms. Mason: motion to amend agenda to remove approval of minutes for last meetings – Ms. Smith is not available to issue minutes tonight. Second Ms. Long, and the motion passed.

##### 5) Approval of Minutes:

###### a. January 9<sup>th</sup>, 2014; January 16<sup>th</sup>, 2014, January 27<sup>th</sup>, 2014, January 30<sup>th</sup>, 2014

Postponed until next meeting due to absence of board secretary.

###### b. Clarification to January 2<sup>nd</sup>, 2014 meeting minutes

Ms. Long moved: I move that the SPCFPD Board of Directors correct the minutes of the January 2, 2014 minutes to reflect the fact that Director Harry Gintzer voted against the motion to appoint Aaron Mandel as Acting Fire Chief. The minutes should show that the vote was not unanimous as originally shown; it was 3 directors for the motion (Mason, Boettcher and Long) and one director against (Gintzer) and the motion passed. Second: Ms. Mason and the motion passed.

The minutes for the meeting shall be amended to note that 3 directors voted for the appointment (Long, Boettcher, Mason) and Mr. Gintzer was opposed.

##### 6) Board Correspondence

A letter from Mr. Stanley was read to the meeting by Ms. Mason [[Attachment 1](#)]. Mr. Stanley resigns his position on the SPCFPD Board of Directors effective January 20, 2014 and Ms. Mason regretfully accepts the resignation.

## 7) Director's, Chief's and Committee Reports

### a. Treasurer's Report

SEE TREASURER'S REPORT

The only expense category over budget by more than \$300 is Payroll which is over by \$6,593 due to payments to former Chief Simpson and double health insurance premiums paid in January.

Three categories are under budget by more than \$300: Training [1,161], Travel/Meals [\$454] and Vehicle Fuel [\$349]. All other accounts (combined) are under budget by \$906.

Internal audit committee met on Jan. 18, 2014 Treasurer has issued all W-2 and 1099 forms.

The Treasurer's report was accepted and is available on the website.

Request approval of invoice for \$11,160 to Toussaint, Nemer and Coaty law firm; approximately ~\$7,000 for Simpson termination, \$2,000 for review of minutes and audio, \$1,100 for questions on EMS system, \$570 for election, \$360 for other. Ms. Long moves to pay legal bill, second by Ms. Mason, PBA.

Insurance company has also hired an attorney and there should be little or no further attorney fees for the termination.

Mr. Ivey rejoined the meeting at 07:30 PM

Ms. Long requested approval of Pikes Peak Community College invoice of \$950 for Ron Oliver and \$950 for Joy Oliver for classes to obtain EMT certification. Ms. Long moves to pay these invoices, second by Ms. Mason, PBA. Should be able to get at least 50% (and perhaps all) back through a CREATE grant. Ms. Long moves to pay invoice of \$1,900, second by Ms. Boettcher, PBA.

### b. Public Relations (Newsletter)

Newsletters were sent to property owners of record with mailing addresses within the District and additional copies are available at the Library, Station #1, the Bull Moose and the Freshwater.

### c. Regulatory Matters

No items to submit – all items are current.

### d. Chief's Report

| Incident Responses: | Month | Year to Date |
|---------------------|-------|--------------|
| • Traffic Accidents | 2     | 2            |
| • Medical           | 1     | 1            |
| • Wild Fires        | 0     | 0            |
| • Smoke Reports     | 0     | 0            |
| • Structure Fire    | 0     | 0            |
| • Other             | 1     | 1            |
| • Total Calls       | 4     | 4            |

Summary:

- Jan. 27 Met with the Board, received approval to purchase E-22 from Denver fire department for \$9,000.00. The board also approved the replacement of Med 91.
- Jan. 27 Met with Kale Casey and pack tested him

- Jan. 27 Assistance call, no ambulance needed
- Jan. 28 Emergency Service Council meeting
- Jan. 28 Medical training, catching babies
- Jan. 29 Made the final purchase of E-22
- Jan. 29 Met with Monte Gore
- Jan. 31 Worked with Messrs. Tilton and Ivey; Med 91 and Med 92 back on line
- Feb. 1 Worked on Standard Operation Guidelines; Met with Joy Oliver re: EMT Class
- Feb. 1 Accident with the Chiefs truck
- Feb. 4 Staffing Committee meeting; Training cancelled due to inclement weather.

Discussion regarding Jan 27<sup>th</sup> special meeting: Board approved replacement of Med 91 – Mr. Mandel may sell the ambulance and one set of the ALS equipment to garner money for a replacement ambulance.

#### e. Auxiliary Report by Michael Brandt

Meeting is scheduled for officer elections of on Friday, Feb 7 at 7:00 PM.

Auxiliary service truck is out of service for brake repairs – and should be completed in the next week.

### 8) Old Business

- a. **Staffing Committee Report** – members: Aaron Mandel, Donna West, Flip Boettcher and Anita Long [[See Attachment 2](#)] – Met on Tuesday, Feb. 04.

Discussed 2 scenarios. Reported that the committee felt Mr. Mandel was doing a fairly good job as acting chief and is willing to learn and improving.

Question was how much time to spend looking for a new chief vs. working to improve EMS. Goal of staffing committee is to establish a system that allows prompt response for EMS calls with a goal of response beginning within 10-15 minutes of a call rather than having to wait for response from Fairplay, Lake George or Cripple Creek.

Summary of Incident Responses [[Attachment 3](#)] shows data for last 6 years – and establishes a plan for 65 EMS calls and 45 fire calls in the future (as worst-case scenario based on data from previous years). Budget for payroll only was just under \$70k – using that as a basis, examined hiring a part time (24 hrs./week) BLS capable EMT to be the EMT response leader and also perform administrative and organizational duties. New employee would also be on call for another 24-32 hrs./week at a \$2/hour on-call rate (Other EMS agencies were consulted to formulate an on-call pay plan that would both attract a qualified individual and leave room for raises in the future). Surveys show starting level EMT-B is \$10-14/hour. At median range (\$12) this is 17,500-18,000/year. Mr. Mandel recommended reducing his pay to gain funding for this position. Remaining funding could be used for an “on-call/pay per response” system.

With this person working as well as Acting Chief Mandel, there would be an EMT on call at all times.

Staffing committee recommends Mr. Mandel be given direction to start the hiring process for an EMT/Administrative Assistant.

**Geri Salsig:** Would the EMT be IV certified? *Minimal certification as EMT-B unless more qualified individual can be found.*

**Lawrence Epps:** If only one EMT is available, what would happen if the on call EMT/Chief were out on call – is there a back up plan? *(Ms. Long) Starting with the hiring process, and also working to gain more certified EMT personnel with the training program underway. Intent is to have capable qualified personnel to back up Mr. Mandel when busy, off duty or on vacation.*

*Dept. of Labor allows us to pay a “nominal” fee that does not exceed 20% of the full wage and still allow us to maintain the other personnel as volunteers. Volunteer pay would still be taxable but would be excluded from some personnel pay restrictions under labor law.*

*Still will not plan to have ALS as part of the department and would have to transfer to flight or surrounding ALS support. There has been a greater call /need for BLS services.*

*This was reviewed with other services in surrounding areas to gain insight on problems and benefits when they started similar systems.*

Jim Cain: did the research have the history of response times as part of the consideration? I’d think this is of paramount importance? *Ms. Long: haven’t yet been able to open all the info as some of the information is protected.*

Jim Cain: Are legal services a line item in the budget? *Ms. Long: Yes, but the extra expenses have exceeded the budgeted amount.*

John Capaci: Is 4-mile not a part of mutual emergency aid? We have EMTs that live right on the line. Fire mutual aid? *Ms. Long: 4 mile no longer has an EMS response, and the departments have a mutual aid agreement for fire response. As noted in the meeting with the other surrounding EMS service providers, there has been a drop in available personnel in smaller departments.*

*Ms. Mason: lack of experience in ALS providers has been identified as an issue in maintaining proficiency. Pay per call system aim is to attract younger people into supporting the BLS system and remain involved in the system while being able to pay their bills. Once system is established can improve and retain folks with training.*

John Capaci: what is the protocol to make agreements with surrounding service suppliers? Can Mr. Mandel get mutual aid from surrounding departments? *Ms. Mason: yes – and he is developing contacts with additional groups as well as the county groups used in the past. Meeting with surrounding EMS service providers was discussed during the meeting on Jan 16, 2014.*

Mike Parrish: will the discussions with the EMS Service Providers be in the minutes? *Ms. Mason – yes, there is an extensive review of the discussions that will be in the Jan 16 minutes.*

Mr. Mandel supplied a job description [[Attachment 4](#)] for the EMT/Admin – motion to accept by Ms. Mason, second by Ms. Long; PBA.

b. **Audit Committee Report** –Letter to board dated Jan 20, 2014 was presented and is on file attached to the 2013 Internal Audit Committee Report to the Board of Directors of the SPCFPD.

This Report from Ms. Long details the methodology for the audit review performed on Jan 18, 2014. The committee felt comfortable with everything that was reviewed and had no recommendations or suggestions for improvement.

**c. Update on CPA assignment – Resolution for Exemption from Audit**

Records were reviewed by our CPA firm who may then generate an Application for exemption from audit. Expense of ~\$2,000 was approved previously. The CPA firm has reviewed the required records and generated the forms.

Ms. Long presented a Resolution for Exemption from Audit at the meeting. This resolution addresses the needed requirements for applying for the exemption from audit. Moved to accept resolution by Ms. Long, second by Ms. Boettcher. PBA. The 4 board members signed 2 copies of the document, one for the District’s permanent record and one for the CPA firm.

Jim Cain: who picked the CPA firm – the board or the state? *Ms. Long: previous treasurer (Mr. Tilton) picked the firm; Ms. Long has determined that they are compliant with state license requirements and reviewed their pricing.*

#### **d. Election update**

Call for nominations form and recommendations for self-nominations. Forms should be sent to the DEO. All forms will be reviewed by the DEO – any missing information will be requested. Details of the election are listed in the documents. DEO information is listed on the web site and on information supplied with self nomination forms.

If more candidate applications are received than open positions then there will be an election. If not, the candidates will be accepted.

DEO information. Rhonda Davis with the District's law firm, Toussaint, Nemer & Coaty, P.C., has been appointed to replace Mary Ann Melvin and will now serve as the District's Designated Election Official (DEO).

As the special district election rules have been in flux due to proposals and changes from the legislature, the BOD has selected Ms. Davis to perform duties as DEO.

Moved by Ms. Long that the board formally discharge Mary Ann Melvin from her duties as SPCFPD DEO for the May 2014 election cycle. Let the record show that her discharge should in no way be perceived as a criticism or indictment of her performance; but rather as a necessity given the current legislative environment and the difficulties of this 2014 election year for special districts. Seconded by Ms. Boettcher, PBA.

#### **e. Board Vacancy**

2 new volunteers presented themselves at the meeting to volunteer for the position opened by Mr. Stanley's resignation. Jim Cain and Mike Parrish. Marshall Dunn made his desire to serve known previously.

#### **9) New Business**

##### **a. EMS Day at the Capitol**

Anita Long, Rita Baysinger and Jim Ivey went to Denver to meet with the group commemorating EMS personnel and services with departments from all over the state. Supported proposal of law to protect EMS personnel when performing their duties. They met Lakesa Jones, the individual responsible for issuing EMS training grants, as well as Melody Mesmer, the District's Central Mountain RETAC representative.

##### **b. Upcoming community events**

Requested that our EMS physician advisor give training on high-altitude health services. In planning stage.

Establish 2-3 fire-prevention training classes for surrounding departments in fire mitigation techniques.

Monday at school 6:00 – 10:00 pm: for cell phone and broadband communication. Looking for locations for both types of towers.

Feb 13<sup>th</sup>: commissioners will vote on grant to obtain property behind the school. BOD supported the proposal at November meeting. Looking for the grant, and will be hoping for monetary support.

##### **c. Secretary to the Board – retirement and appointment**

With the retirement of Ms. Smith as Secretary to the Board, Mike Brandt has volunteered to be the secretary. Ms. Long moves to appoint Mr. Brandt as Secretary second Jim Ivey, PBA

#### **10) Public Input**

Karen Frerichs: Thanks to the board for all the work you put in.

Mike Parrish: Can a sitting board member receive compensation from the district of which one is a member? *Ms. Long: every year the board members must declare if they have compensation or conflicts of interest.*

What are pep points? *Ms. Boettcher – points are supplied to volunteers at turnout and training. Ms. Long will review to determine if these apply as compensation. Gordon Scott noted this had been reviewed at a conference in 2013 and they were told the IRS considered these “compensation”.*

Bill Betz: if you own a minimum of 40 forested acres one can get involved with the forestry program and help improve the property, mitigate fire concerns and even get grants to improve or mitigate.

Bill Betz: with the higher propane prices, it might be useful if the community got together to obtain a community pricing agreement.

**11) Adjourn: Meeting adjourned at 9:06 PM by Chairwoman Amy Mason**

## Attachment 1: Letter from Mr. Stanley

Gene Stanley

*Address/Phone/Fax/Email removed*

January 20, 2014

Fire Board-Southern Park County Fire Protection District, Guffey, CO. 80820

Citizens of the Community of Guffey;

Over the past few months I have had the opportunity to observe the operation of this Fire District, both internally and externally. I have watched the internal friction grow and the alienation of our mutual aid agencies grow to the point that one relationship of some 20+ years practically disappeared. This is serious because in a rural setting such as ours, mutual aid is vital to the safety of our citizens, both fire wise and medically.

As we all know, these issues and more were the cause of our former Fire Chief, Mike Simpson, to be terminated. At this time the details of this action cannot be discussed in public due to legal action being brought against the District by Mr. Simpson.

As a result of this termination a small but very vocal, totally uninformed, vicious and shameful segment of our citizens have verbally attacked three members of the Fire Board publicly without even knowing the whole story. Recently I have been asked to serve out the remaining Fire Board term for a Board member who has resigned. With my approximately 18 years in PARK County and that many years serving this community as Fire Chief, Medical Chief and approximately 15 years as a Command and General Staff level local, state and national federal incident management team responder, I thought perhaps my experience could be of help to my community. I know what it takes to manage a small, rural, extremely underfunded fire department and how to keep relationships with mutual aid departments workable. I did agree to become a Board member. Sadly, this is proving a huge personal mistake for me. I was in attendance at the January 2<sup>nd</sup> Board meeting at which time it was announced by the Board that I had accepted that temporary Board appointment. The following week at a special Board meeting, I was sworn in. At the January 2<sup>nd</sup> meeting there was an unsigned letter circulating and one of the points inferred that because of my employment with Park County that Park County may be involved in all this turmoil here in the District. I made it very clear publicly, I thought, that neither Park County nor my Department has any legal interest in what is going on here. It has now been pointed out to me that there is still a faction in the community that still believes the County is involved. This cannot be tolerated. I repeat, PARK COUNTY IS NOT INVOLVED IN THIS IN ANY SHAPE OR FORM!!

Yesterday I received a letter from the law office of Cornish & Dell'Olio, Mike Simpson's attorney. They informed me that I am to destroy no communications in my computer pertaining to conversations with the District and that my email account may be subject to their review. I'm not surprised, but extremely annoyed by the invasion of not only my privacy, but that of my family. I will not tolerate any of this. The chance that totally uninvolved County people may get involved in all this and now the invasion of my family's electronic privacy as well as mine, has led me to this decision. I will no longer tolerate this shameful, vicious uninformed community action that is taking place towards certain members of the Board and me as an acting Board member. As of the date on this writing, I hereby resign as a Board member of the Southern Park County Fire Protection District.

One other point, I also hold the position of Wild Land Fire Liaison Officer with the District. The wild land program is an important part of the District and if the District wishes me to continue in this capacity, I would be more than happy to do so. In conclusion, let it be known, I support the Board's actions 100% and if I can be of any help to the Board in the future as a private, concerned citizen, I will be available if wanted.

Regretfully

*/signed/* - Gene Stanley – Fire Chief Ret.

## Attachment 2: Staffing Committee Report

February 6, 2014

Staffing Committee

As promised, I have done a better job of "running the numbers" for the scenario we discussed at our meeting on Tuesday.

In summary, we discussed:

- hiring a part-time EMT-B/Administrative Assistant, to work approximately 24 hours/week and
- to be "on call" for another 24 to 32 hours/week (depending on scheduling)
- at a pay range of \$10 - \$14 per hour (which falls within the pay range established for our area Colorado)
- at an "on-call" rate of \$2/hour

Based on the above, the "numbers" are as follows:

- Minimum annual pay (\$10/hour) \$14,976 - \$15,808 (roughly \$15,000 - \$15,800)
- Median annual pay (\$12/hour) \$17,472 - \$18,304 (roughly \$17,500 - \$18,300)
- Maximum annual pay (\$14/hour) \$19,968 - \$20,800 (roughly \$20,000 - \$20,800)

We all agreed that our "target" should be no more than the \$12/hour to start, giving us room to "grow".

With Aaron working 5 days/week and the part-time EMT-B working 3 days/week, the District will always have an EMT available to respond. Aaron suggested reducing his pay to \$30,000 annually once the part time position is filled,

- Acting Chiefs annual- \$30,000
- Part-time EMT's annual - \$18,300 (using the high end)
- Available annually- \$21,444 (for a possible "on-call/pay for response" system)
- Total 2014 "Payroll" budget \$69,744

Summarizing our discussion of covering another full 24 hours/day, 7 days/week, 52 weeks/year:

- Assume \$2/hour for "on-call" pay - either \$48 per 24 hour shift or \$96 per 48 hour shift
- Assume \$20/response when called out while "on-call"
- Assume a maximum (highly unlikely) of 110 calls per year
- Assume existing PEP point system for all responders NOT "on-call"
- Assume payments to any ONE individual do not exceed the "20 percent rule" established by the Department of labor for "nominal fees" to volunteers
- Assume we would pay "on-call" volunteers on a quarterly basis

The resulting "numbers" based on the above assumptions:

- Annual AVERAGE paid to each of 3 individuals covering a 48 hour shift - \$4,992 (roughly \$5,000)
- Annual AVERAGE paid to one individuals covering a 24 hour shift - \$2,496 (roughly \$2,500)
- Annual "response" pay (MAXIMUM) 110 responses at \$20/response - \$2,200
- Total for 4 individual volunteers - \$19,700 maximum annually.

IN SUMMARY, given the above assumptions, the maximum annual PAYROLL for the District would be:

- \$30,000 Acting Chiefs annual pay
- \$18,300 Part-time EMT's annual pay
- \$ 5,600 On-call volunteer 1 (48 hour shift w/30 responses annually)
- \$ 5,600 On-call volunteer 2 (48 hour shift w/30 responses annually)
- \$ 5,600 On-call volunteer 3 (48 hour shift w/30 responses annually)
- \$ 2,900 On-call volunteer 4 (24 hour shift w/20 responses annually)
- \$68,000 MAXIMUM annual payroll

The annual payroll expense would most likely fall somewhere below that \$68,000 amount. The range is probably \$66,344 to \$68,000.

As we discussed, the real challenge is finding individuals who are qualified and willing to accept these new positions - both part-time paid and volunteer on-call. We need to find five outstanding people – we have some great volunteers and I'm sure that it can be done!

Please let me know if you have any questions. Thank you all for the time you're committing to the District's staffing needs,

Anita

### Attachment 3: Summary of SPCFPD Incident Responses

|                       | Medical | Other | Total |
|-----------------------|---------|-------|-------|
| 2008                  | 46      | 24    | 70    |
| 2009                  | 41      | 27    | 68    |
| 2010                  | 33      | 30    | 63    |
| 2011                  | 28      | 42    | 70    |
| 2012                  | 54      | 27    | 81    |
| 2013                  | 49      | 34    | 83    |
| 6-year Totals         | 251     | 184   | 435   |
| Avg                   | 41.8    | 30.7  | 72.5  |
| Weighted              | 149     | 106   | 234   |
| Avg                   | 49.7    | 35.3  | 78.0  |
| High Estimate         | 63.7    | 45.3  | 100.0 |
| Worst Case Assumption | 65      | 45    | 110   |

**Weighted** - for each category (Med/Other/Total) I took the three highest years (Med - 2008,2012,2013) (Other - 2010,2011,2013) (Total- 2008,2012,2013) and then computed the annual average for those "high call" years.

For the **High Estimate EST**- I increased the weighted averages by a very high 28.2%, using what it would take to go from 78 calls (on average/year) to 100.

The result is the worst-case assumption of 65 medical calls and 45 non-medical calls - for a total of 110 calls/year.

If we base our assumptions on numbers that high, we should be able to keep our budget workable; since it is very unlikely our responses will be that high anytime in the foreseeable future.

## ATTACHMENT 4: Job description Administrative Assistant/ Medical Coordinator

### JOB DESCRIPTION

#### Administrative Assistant / Medical Coordinator SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

SPCFPD is located in the small town of Guffey, CO. The District is composed of 242 square miles, has a population of approximately 900, responds to approximately 75 - 90 calls per year (fire and medical) with an annual operating budget of approximately \$200,000 per year. The number of volunteers varies but is generally between 22 and 30. There is a main fire station (#1 at 1745 County Road 102) in Guffey and 2 outlying stations (#2 at 8340 County Road 102 and #3 at 2406 County Road 88 in Pike Trails).

FUNCTIONS: Performs under general direction of the Fire Chief, to assist with the management of the District's medical services. To assist the Fire Chief in the administrative duties of his job.

OVERVIEW: This is a part-time position requiring working knowledge of medical protocols and procedures. This position will include: 1) District compliance with state and federal guidelines, 2) Maintaining department records and reports, 3) Respond as a EMT 4) Maintain and stock the Districts medical equipment.

JOB LOCATION: Work is performed in the office at Fire Station #1, the outlying stations and at fire and emergency scenes.

#### PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Keep the safety of all responders as a top priority at all times.
- Respond to fire and emergency calls, evaluates these situations, and manages emergency incidents using accepted management system protocols when on duty
- Have and Maintain at a minimum a Colorado State EMT - Basic License within 6 months of start date
- Manage the NFIRS reporting system.
- Manage all medical reports
- Manage and track all medical training and C.E.U.
- Assist in maintaining other District records.
- Assist in other District paperwork.
- Maintain all medical equipment and compile lists of restock for the Chief
- Recertify the districts ambulances at the appropriate level yearly
- Work 24 hours a week at the station and 24 hours a week on call
- Perform other work as a volunteer, at their discretion
- Perform other related duties, as required.

Compensation: For this the employee will be compensated at a rate of \$10.00 to \$14.00 dollars an hour, based on qualifications and experience.