



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Board of Directors' Meeting

July 3, 2014 @ 7:00 pm

1) Introduction of Visitors

Bill Betz
Mary Curtis
Steve Erick

Donovan Jowson
Joan LePage
Lawrence LePage

Anita Long
Kim McAlear
Fred Ris

2) Attendees:

Board members present:

Ken Thomas - Chair
Flip Boettcher
Mike Parrish
Sandy Rucker – Treasurer
Steve Wilson
(Mike Brandt - Secretary to the Board)

Department members present

Acting Chief Aaron Mandel
Davis Tilton, Chief Engineer

3) Call to Order:

Meeting called to order at 07:02 PM by Chairman Ken Thomas.

4) Approval of Agenda:

Amendments to the agenda:

Move Auxiliary report to earlier

Board correspondence on agenda – no vote is required for the inclusion discussion tonight.

New business: Add election proposal from Mr. Rodriguez and begin Capital Improvement planning discussion for 2015.

Mr. Parrish moved to approve the agenda, second by Ms. Rucker; motion carried.

5) Approval of Minutes

Corrections made to 2014.06 meeting draft; corrections were accepted. Ms. Rucker moved to approve the minutes as corrected, second by Mr. Wilson, motion carried.

6) Board Correspondence:

SDA Activity: Appoint board member to be responsible for activities and requirements of the Special District Assoc. of Colorado (SDA). – Mr. Parrish volunteered to work on this issue with Mr. Wilson's help.

District Inclusion Activity: Appoint board member to be responsible for inclusions to the district – Mr. Wilson volunteered to work on this issue. Mr. Calanni had volunteered to aid in the process as he has done this in the past.

Acting Chief salary reduction. Proposal submitted by Mr. Mandel to reduce the current \$50,400/year to \$36,000/year to stay within the payroll budget for 2014 of \$85,540. Mr. Mandel had requested this change in discussion with the previous board to remain within the payroll budget while supporting the pay per call program. Ms. Rucker disagreed with the recommendation, stating the salary should be an acceptable wage of a little over \$4,000/month rather than the reduced \$3,000/month proposed. This is a change for the remainder of 2014, and supports the programs desired. It could be made to work with the current salary being retained by a special amendment to the budget at the end of the year. Mr. Mandel felt it to be a part of his plan. Mr. Thomas moved to accept the salary reduction for the acting chief position to an annualized rate of \$36,000 (\$3,000/month) for the remaining 6 months of 2014, seconded by Mr. Parrish. Motion approved by the board with a dissent from Ms. Rucker.

7) Director’s, Chief’s and Committee Reports

Treasurer’s Report (see report on SPCFPD website at www.guffeyfire.net).

A quick review of the 2014 expenditures shows the District has spent \$70k more this year than the same time last year. Most items are one-time expenditures – election (less than \$23k), professional fees (\$23,000) and payroll increased \$37,000. In 2013 payroll expenditure was very limited in the first 6 months of the year.

Tax revenues are down a bit, but not enough to be concerned about.

PEP points are reported on the June financials.

More budget information will be forthcoming in the next report.

Chief’s Report

<u>Incident Responses:</u>	<u>Month</u>	<u>Year to Date</u>
Traffic Accidents	2	8
Medical	2	8
Wild Fires	2	3
Smoke Reports	1	3
Structure Fire	0	0
Other	0	2
Total Calls	7	24

Fixed the AC on Med 92. Expenditure was less than forecast.

Received a final draft of the radio site contract and it’s been forwarded to the Board.

County credentialing will be complete by end of July rather than end of June.

Ron and Joy Oliver had passed their EMT exam.

Check received from RETAC to cover EMT training.

Grant info was received from Vicky Szeliga showing what is needed to begin the grant process. Deadline for submission is end of month. Mr. Mandel has asked for information from Ms. Rucker, Ms. Long and is reviewing old grants.

Radio licensing: when repeater site was installed at Gordon Scott’s site, the installing firm was not paid to complete the licensing process. District now will have to resubmit all the information – the estimate for the license submission is \$900 from a different firm from California. Mr. Mandel submitted the estimate to the board.

All business has been closed out with the previous supplier. People running the business have changed somewhat – it is a family business. The elder player died and was replaced by his

son. Dave Baysinger lives near the office and will stop by and try to track down the chain of events.

Waiting for response on the Nomex grant.

Community Workshop was good – thanks to all that attended and the Board for hosting.

SCBA bottles are compliant. They were hydro-tested in 2010, and will require recheck in 2015 and can be certified for 5 more years. They will require replacement in 2020.

Heritage Days committee will have roads blocked off to maintain access for engines if needed.

Wildfire on 6/23/14, single tree lightning strike. A small area (10x6 ft.) was burned. Responded with B-91, B-93 and CMD-9, Four-Mile was on stand by for Tender and 913 was on stand by at Station 1 with Tender 9-1. Good local community support.

Firefighter Memorial - Flag is at half staff – 6/30 was the loss of the Granite Mountain Hot Shots and 7/6 is the 30 year anniversary of the Storm King loss. It will remain at half mast through 7/6.

Wildland module was not presented at the county meeting as Mr. Mandel was on the wildfire during the meeting. The chiefs supporting the module were all on fires; other chiefs that were at the meeting thought the mutual aid program was sufficient. Mr. Mandel will continue. Platte Canyon, Hartsel, and Guffey support a county-wide Wildland Module while Lake George, Jefferson and Como believe the mutual aid program is adequate. Mr. Mandel is now in contact with Fremont County to determine interest. Tallahassee and Four Mile have wild land programs and would be good to work with.

Auxiliary Report – Dave Tilton

Yard sale is underway with material being collected at the firehouse - it will begin tomorrow morning, July 4, at 9 am, running until 4 pm. Ice cream social and the sale will run on July 4, 5 and 6. Parking has been arranged at 2 sites with a trailer to move visitors on July 4th. Parking will be restricted in town to maintain an avenue for fire trucks to get through.

A request for funds for a new ambulance has been made through a website with a wide following. As any funds obtained from this foundation must go thorough a non-profit organization, any funds gained can be transferred through the auxiliary.

Committee reports: SDA – no items due for this month. Mr. Parrish will be responsible for future report requirements and commitments. There is a calendar of events available that Mr. Parrish will forward to the Board.

8) Old Business

What can be disclosed to employment inquiries regarding Mr. Simpson: Dates of employment June 1, 2013 through January 2, 2014; salary on separation: \$50,040/year plus benefits; Job Title at time of separation – Fire Chief.

9) New Business

Radio Site Agreement was reviewed by the Board and the following items may require changes:

Mr. Wilson: ¶7. Last sentence: “... *owners retain ownership including access at all times.*”
The document should clearly define the department has 24/7 unrestricted access to the tower.

Mr. Thomas: ¶ 4.3: *The district shall also, at the owners request, insure compliance with all mandatory and recommended fire mitigation requirements for all current dwellings as well as any future structures built on site.* No problem with mitigation around the tower, but not sure that the District should be obliged to perform any and all future dwelling site mitigation. Mr. Mandel noted that we'd been asked and had agreed to perform fire mitigation to property to allow access – this is in our interest as the tower would be affected by a structure fire. It was not intended to be an ongoing maintenance program but would require mitigation around any future buildings. Mitigation is performed to an existing standard and requires both pre and post mitigation evaluations. Maintenance of mitigation should be homeowners' responsibility. Could add a sign off acceptance and the Board might address it.

Mr. Thomas: ¶ 4.2: *..RF and Band filters shall be installed by the district as needed to mitigate RF interference at the owner's request.* Is there a plan for filters? The concern is interference with the owner's Ham radio system. Review with Dave Baysinger.

Is the owner going to use the tower to mount his antenna for his ham radio gear? Mr. Mandel believes the owner will add a separate antenna and tower for his gear. In addition, the ham radio can't interfere with emergency frequency systems like ours. Again, Dave Baysinger will understand the implications of a ham radio antenna.

Mr. Thomas will make the suggested changes and clarifications, review them with BOD members and resubmit it to Mr. Baysinger through Mr. Mandel for communication to the property owner.

Mr. Wilson recommended that after we come to an agreement with the owner, before the BOD review it with the Board legal adviser.

Review Colorado Revised Statutes for Hiring

Have to follow CRS §24 SDA procedures – reviewed by Mr. Thomas and Mr. Parrish. The requirements will be reviewed by Mr. Thomas and discussed further with counsel on July 7.

SDA doesn't give exact advice, but has general information. SDA noted that if the District directly appoints the Acting Chief as Chief then the District may run into a problem. Mr. Parrish believes the requirement is the same as appointing a CEO for a government entity. The CRS doesn't have a point-by-point procedure to follow.

Mr. Mandel recommended we contact the Northwest Fire Protection District (Fairplay) board which has just been through a search and hiring exercise to gain a new chief and may be willing to share on their experience. The board will make contact with them.

Mr. Mandel also presented the board with a copy of the prior employment agreement that had been reviewed with the previous board and counsel.

Town Hall meeting was well received by the volunteers because of the open reception of comments by the board.

Discussion on Chief Position - Will require further research and discussion by the Board.

July 4th Heritage Days – no further information

Proposal for the 2016 election process from Joe Rodriguez – the Board will review the document and determine if or how to proceed. [\[Attachment 1\]](#)

Capital improvement program: 2014: \$20,000 was set aside but not yet targeted or expended. The board is discussing using the money for a new ambulance. Now need to work with continuation of the evaluation of equipment for 2015-2019. Mr. Tilton made a presentation at the town hall meeting regarding age and condition of existing equipment. Other item of interest is an

addition to station for training and community meeting area. Another recommendation from the town hall was to review possibility of added stations at the eastern end of the District.

Mr. Parrish recommended the board establish a program to send 2 Board members to every association meeting in the district. This would sell our program to both recruit volunteers and highlight the inclusion program. Mr. Wilson is researching homeowners' associations. If you know of any, please submit names to Mr. Wilson so he might set schedule with members to attend. *Cover Mountain Association is Aug 3 at the Guffey School with potluck social hour at noon and the business meeting is at 1 pm.* Mr. Thomas will work on a letter that can be sent out to the area realtors that might be included in information packets they send out.

10) Public input:

Are there other methods of making contact with home owners to gain further inclusion in the district? *Much is done by personal contact or when homeowners ask about fire mitigation. Might also plan to place retired vehicles near areas with less participation with information on the District and the need for volunteers in that locale.*

Requirements for permitting for a pow-wow in the District. *Recommended that the planners make contact with Park County Sheriff Office for permitting. If there are more than 75 people attending, the county has requirements for a fire plan, medical plan, septic and waste plan, hand wash stations. If there is an impact on the fire department there is a provision for payment of added resources needed to support the meeting. The county is considering changes in the permitting process to make it more involved – early planning is helpful*

11) Adjourn meeting:

Motion to adjourn was made by Mr. Thomas and seconded by Mr. Parrish. Meeting adjourned at 8: 37 p.m. by Chairman Thomas.

Attachment 1 – Proposal from J. Rodriguez

SPCFPD Future Board Elections Proposal

06/27/2014

Proposal: Create an Election Committee for the 2016 SPCFPD Board Election.

Goals:

- Avoid the high cost of conducting future Southern Park County Fire Protection District (SPCFPD) Board Elections.
- Inform the community of the different options of conducting Board Elections.
- Instill trust and confidence in the community of a fair process in electing future Board Members in a cost effective manner.
- Identify and train additional residents interested in becoming a DEO or an election judge for future elections.

Major Milestones:

July - December 2014

Communicate to the community the formation of an Elections Committee. Those interested should contact the Committee Chair.

January 2015 – March 2015

Form committee and educate members of the different options.

April – June 2015

Communicate the options to the Board and allow citizens to comment or ask questions on the different options.

July – September 2015

SPCFPD Board makes an informed decision on which option to utilize in future elections.

February – June 2016

SPCFPD Board appoints DEO and election conducted.

Questions & Answers

1. Why form an Elections Committee?

Answer: The 2014 Board Election cost \$22,282 for 410 votes cast or \$54.35 per vote.

2. Why did the 2014 Board Election cost so much?

Answer: Utilizing legal counsel to conduct elections is more expensive compared to utilizing volunteers knowledgeable in conducting Special Elections.

3. Why not wait until the next Board Election in 2016?

Answer: Some people may forget the high cost of conducting Board Elections by utilizing legal counsel. The closer to an election, the more emotional some people may become. It is best to evaluate Board Election options during less stressful times.

4. Why do we need more people trained on the election process?

Answer: Although elections are very predictable months in advance, it is important to have people available that are knowledgeable and experienced in conducting a Board Election.

5. How many people does the Guffey community have with the training and experience?

Answer: We currently have at least two people and possibly more in the community who are willing to volunteer for Board Elections.

6. How much does it cost to train new DEO or Election Judges?

Answer: Training is provided by [Colorado Department of Local Affairs \(DOLA\)](#) and [Special District Association of Colorado \(SDA\)](#) at little or no cost to the district.