

**RECORD OF PROCEEDINGS FOR THE
COLORADO RIVER FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS
SEPTEMBER 11, 2023
STATION 41, 1850 RAILROAD AVENUE, RIFLE, CO 81650**

The regularly scheduled meeting was called to order by Chairperson Lambert at 6:30 p.m.

ROLL CALL:

Board Members Present:

Alan Lambert, President
Addy Marantino, Vice President (Via Conference Call)
Dick Miller, Secretary
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
John Gredig, IT Director
PJ Tillman, Administrative Director (Via Conference Call)
Bill Smith, Lieutenant (Via Conference Call)
Eric Davis (Via Conference Call)

ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:

None.

CONSENT AGENDA:

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

PUBLIC COMMENT:

None.

LEGAL COUNSEL UPDATE:

Attorney Ross was not present due to a scheduling conflict.

FIRE CHIEF REPORT:

Fire Chief Sackett reviewed his report with the Board and stated there are New Business Action Items to (a) consider appointing Administrative Director Tillman as the District's Budget Officer and review the District's 2024 Budget Calendar and (b) review and consider the District's Health-Related Job Performance Standards. Fire Chief Sackett stated there are Old Business Items to (a) review and consider the Lexipol contract and (b) review an updated draft Annual Report.

Fire Chief Sackett stated that on Thursday, August 24, 2023, the District received its preliminary assessed valuations. He stated that the assessed valuations will be used to prepare the District's Budget for the fiscal year 2024. He stated Chief Staff was pleasantly surprised by how much the District's taxable assessed valuation increased from 2023, an increase of \$354,282,420 in tax revenues for the District. The District has had to pull funds from its reserves since 2017. Fire Chief Sackett stated that the District has been in deficit spending for several years and the intent is to place funds into the District's general and capital reserves for future needs.

Fire Chief Sackett stated that a goal for the District for fiscal year 2024 is to increase staffing, look at another COLA increase for the District's personnel, purchase a new engine to receive in 2026, hire a Training Captain, and continue to pursue multiple grant opportunities for capital and equipment upgrades.

Fire Chief Sackett stated that since the last Board meeting, firefighter Adam Werner resigned to take a position with Grand Junction Fire Department. The District is sad to see him go; he was a valued member of the District.

Fire Chief Sackett stated that he is appreciative of each member's drive for excellence in serving the District.

Further Board discussion ensued on a projected increase in population and the additional hiring of a Training Captain, firefighter personnel, and an assistant for Administrative Director Tillman.

NEW BUSINESS/ACTION ITEMS:

a. Fire Chief/Administration: 2024 Budget Planning

Fire Chief Sackett reviewed the District's Public Notice of a public hearing on the proposed 2024 Budget that will be published in the Glenwood Springs Post Independent on October 2, 2023, the Rifle Citizen Telegram on October 5, 2023. The notice will also be posted at Station 41, and on the District's website.

Fire Chief Sackett went over the calendar for adopting a 2024 Budget, highlighting important dates including the first public hearing and on the proposed 2024 Budget on October 10, 2023, and a second public hearing on the Proposed 2024 Budget on November 14, 2023.

Fire Chief Sackett stated that the deadline for the District to adopt the Budget is on December 15, 2023, and the Budget will have to be sent to the Department of Local Affairs by January 30, 2024; however, if Proposition HH passes, the deadline for adopting the 2024 Budget will change and a special Board meeting will most likely be needed to meet the new deadline.

Director Haderlie made a motion to appoint Administrative Director Tillman as the District's Budget Officer for Fiscal Year 2024. Treasurer Milton-Baker seconded the motion. The motion passed unanimously.

b. Fire Chief/Administration/Operations: Review and Consider Health-Related Job Performance Standards

Fire Chief Sackett stated that in June 2023 Chief Staff presented to the Board a validation of the District's overall Health and Job Performance Standards. The District's consultant, Paul Davis, conducted the validation and reviewed the District's Work Capacity Test (WCT), Wildland Physical Fitness Test (PFT), Cardiopulmonary Exercise Test (CPET), Body Composition Analysis (BCA), and Standard Physical Ability Test (PAT).

Fire Chief Sackett stated that language in the Standard Operating Procedures (SOPs) that would impose discipline for failing the District's fitness and health tests has been removed. New language has inserted into the SOPs that takes a more progressive approach to support personnel in passing the fitness and health standards. An example of this new approach ; is a program called Fit to Thrive. The Fit to Thrive program is a personalized training program that allows fitness trainers to tailor a personalized workout program for personnel who need assistance with passing the fitness and health standards. Chief Staff intends to provide the Health-Related Job Performance Standards as one of the District's first policies developed through Lexipol. Further Board discussion ensued.

Treasurer Milton-Baker made a motion to approve the District's Health Related Job Performance Standards Policy. Secretary Miller seconded the motion. The motion passed unanimously.

Further clarification was made on which personnel will be required to meet the District's Health Related Job Performance Standards Policy.

OLD BUSINESS/DISCUSSION ITEMS/FOLLOW-UP ITEMS:

a. Fire Chief/Operations/Administration: Continued Review and Consideration of Lexipol Contract

Fire Chief Sackett stated that Lexipol has agreed to all the District's changes to the Contract, except for the District's proposal to make the initial term of the contract end on December 31, 2023. Lexipol wants the initial term of the contract to end on December 31, 2024. The purpose of Lexipol's change is to prevent the District from

terminating the contract for convenience in a matter of months. Fire Chief Sackett stated that he believes this change is acceptable because it will take over a year to get the software fully implemented. . Beginning January 1, 2025, the contract will be on a year-to-year basis.

Secretary Miller made a motion to approve the Lexipol contract. Director Haderlie seconded the motion. The motion passed unanimously.

b. Fire Chief/IT/Administration: Review Updated Draft Annual Report

Fire Chief Sackett stated that, although Chief Staff has wanted to create Annual Reports, Chief Staff has not had time to do so. Approximately two years ago, a new law was enacted that requires all special districts formed after 2000 to provide an Annual Report. The Board of a special district can adopt a Resolution opting out of the requirements. If Chief Staff the Board wants to adopt such a Resolution,, it would have to do so at the October 2023 Board meeting. Board discussion ensued.

Fire Chief Sackett stated that IT Director Gredig has devoted a substantial amount of time creating a draft Annual Report. The draft Annual Report is a great starting point, and Chief Sackett would like to continue to build it for the future.

IT Director Gredig reviewed components of the draft Annual Report, including GIS Mapping of the District and data on yearly incident calls. Further Board discussion ensued on other components of the Annual Report, including training, deployments, and volunteering.

Treasurer Milton-Baker made a motion to approve the draft Annual Report with the changes discussed by the Board. Secretary Miller seconded the motion. The motion passed unanimously.

OPERATIONS/WILDLAND UPDATES:

Operations/Wildland Division Chief Pigati reviewed the highlights of his monthly report. He has been working on a grant from the State to obtain Tech Gen Gear for District personnel. It is lighter-weight gear that can be used for car extrication and other types of rescue incidents. He has also been working with Eagle River Fire Protection District and Firefighter Fields on CPAT testing for cadets. The District was awarded the Bureau of Land Management (BLM) Community Assistance Grant, which will assist the District in obtaining and compensating seven Wildland personnel for a duration of five years to conduct mitigation throughout the seasons. The District was also awarded a grant from the Western Colorado Community Foundation for a Drone Mavic 3T to assist with fire operations and mitigation projects.

Further Board discussion ensued. The Board was very pleased with Chief Staff's grant and mitigation efforts.

EMS/TRAINING UPDATES:

EMS/Training Division Chief Van Slyke reviewed the highlights of his monthly report. He congratulated Colin Mason for obtaining his Paramedic certification. All three of the District's Paramedic students who went to Paramedic school last year are now state-certified and are currently working on their Paramedic task books.

EMS/Training Division Chief Van Slyke thanked Ken McCracken for conducting a phenomenal water rescue training at Harvey Gap.

PREVENTION/FLEET/FACILITIES UPDATES:

Prevention Division Chief Moon discussed components of his monthly report. He stated that there is a new building being constructed, a Tractor Supply, on Airport Road. He has the sprinkler plans for the Tractor Supply and is working to locate fire hydrants that need to be installed on that construction project. He also has reviewed the plans for the first two new residential buildings at River Trace. Prevention Division Chief Moon stated there was a brush fire that turned into a structure fire on Divide Creek about three weeks ago. Fortunately, the home was not occupied at the time of the fire, so no people or animals were lost.

Board discussion ensued on the fire evacuation route for New Castle, Colorado.

Prevention Division Chief Moon discussed the highlights of the Burning Mountain Days community event and the Mountain Valley annual inspections. He discussed components of the inspections, including evacuation plans, fire and safety code compliance, sprinkler systems, fire extinguisher training, and fire exits.

INFORMATION TECHNOLOGY/DATA UPDATES:

IT Director Gredig reviewed the components of his monthly report. He stated that the District has changed the EMS Billing Reporting to reflect the number of patients transported rather than the total number of patients for the month. These changes will help the District with its billing data.

IT Director Gredig stated that he is working with the Division of Fire Prevention and Control and other agencies in the State to establish a state-wide data working group for the new Fire Incident Reporting System.

IT Director Gredig reviewed the District's call volumes for August 2023.

ADMINISTRATION/FINANCE UPDATES:

The Board did not have any questions regarding Administrative Director Tillman's report.

DEPARTMENT GOOD NEWS:

Fire Chief Sackett thanked the Dusty Wagon Car Wash for waiving all District charges for the month of September to show their appreciation.

BOARD MEMBER COMMENTS:

Secretary Miller thanked the group that he worked with on a report during a recent fire class.

Treasurer Milton-Baker stated that the month of September is National Firefighter Month, so she would like to express her thanks and congratulate Chief Staff and District personnel for their hard work.

Vice President Marantino apologized for not being at the meeting in person. She thanked District personnel for their hard work, including community interaction and engagement.

Director Haderlie agreed with the comments made by the other Board members. She stated that she really enjoys working with the Board and team. She stated it is amazing that it is National Firefighter Month, and she is very appreciative to have the District protecting the community.

President Lambert thanked the District for its commitment to the community. He thanked Chief Staff for preparing for the 2024 Budget process. He also thanked the citizens of the District for voting for the mill levy increase to support the District financially. He stated that the next Board meeting will be held on October 10, 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 7:46 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: 10/10/23



Date: 10/10/23

