

**RECORD OF PROCEEDINGS FOR THE  
COLORADO RIVER FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS**

**JUNE 14, 2022**

**STATION 64, 775 CASTLE VALLEY BLVD., NEW CASTLE, CO 81647**

The regular scheduled meeting was called to order by Chairperson Lambert at 6:30 pm.

The Pledge of Allegiance was said, and a moment of silence was given.

Chairperson Lambert lead those present in a moment of silence.

**ROLL CALL:**

**Board Members Present:**

Alan Lambert, President/Chairperson

Matt Weisbrod, Vice President

Levy Burris, Director

Richard Miller, Director

**Aboard Members Absent:**

Addy Marantino, Secretary – Excused

**Others Present:**

Leif Sackett, Fire Chief

Orrin Moon, Prevention Division Chief

John Gredig, IT Director

P.J. Tillman, Administrative Director

Dino Ross, Legal Counsel for the District

Sarah Abbott, Legal Counsel for the District

William Smith, Lieutenant

Sierra Carroll, Lieutenant

Christine McLeod, Haynie & Company

**ADDITIONS/DELETIONS/CHANGES TO THE AGENDA:**

None.

**CONSENT AGENDA:**

Director Burris made a motion to approve the Consent Agenda. Vice President Weisbrod seconded the motion. The motion unanimously passed.

**PUBLIC COMMENT:**

None.

**LEGAL COUNSEL UPDATE:**

Attorney Ross provided a summary of the legal services provided during the last month, including updates to the District's P-card Policy and Purchasing Policy.

Attorney Ross provided the Board with an overview of the Colorado Family and Medical Leave Insurance (FAMLI) law. Employers and employees must begin making contributions into the program, with benefits becoming available on January 1, 2024. As a political subdivision of the State, the District has the ability to "opt-out" of the program. Attorney Ross, the Board and Chief staff discussed the program and the process for opting-out of the program.

**FIRE CHIEF REPORT**

Fire Chief Sackett introduced the new business action items on the agenda.

Fire Chief Sackett stated that the audit of the District's 2021 financial statements is completed. The auditor, Haynie and Company, will be presenting that the draft audit report later in the meeting.

Fire Chief Sackett stated that he attended the public safety council meeting, and they discussed the installation of cable railing along I-70 from the 109 mile marker to the 97 mile marker. The installation of this railing will help with accidents going across the median.

Fire Chief Sackett also stated that he would like to review with the Board for possible approval purchase order WDS22-6-14 to purchase FMLD grant awarded extrication equipment.

Fire Chief Sackett stated that he also will be providing the Board with updates to the District's P-Card Policy and Purchasing Policy for possible approval by the Board.

Fire Chief Sackett also stated that IT Director Gredig will advise the Board on the need to replace the current records management software.

#### **NEW BUSINESS/ACTION ITEMS**

##### **a. Presentation of Draft Audit of 2021 Financial Statements – Haynie & Company**

Christine McLeod with Haynie & Company presented an overview of the draft audit report. Her office is issuing an unmodified opinion on the 2021 financial statements. An adjustment to roll the equity accounts was made to match the ending equity of last year, and in addition to that, property tax receivables and the deferred inflows of taxes were recorded. As part of the auditors required communications to the Board, Ms. McLeod advised there were no changes in significant accounting policies that were noted. The significant accounting estimates in report relate to the depreciable useful life of fixed assets. Audit adjustments were made to the estimates of the collectability of the ambulance service receivables and the net pension and OPED liabilities. There were no significant findings or unusual audit adjustments this year. There also were no disagreements with management. A minor modification to the pension and health insurance liability accounts was identified after the draft audit report was prepared; an updated draft report with the modified

amounts will be provided to the Board for review prior to issuing the final audit report. Summary of activity:

- Total assets and deferred outflows - \$32.9 million (gov't-wide)
- Total liabilities and deferred inflows - \$7.6 million (gov't-wide)
- Net position - \$24 million; \$11 million unrestricted
- Revenues - \$2.1 million program revenues; \$5.5 million general revenues
- Change in net position - \$(700) thousand

The Board thanked Ms. McLeod for the presentation.

**b. Review and Consider Purchase Order #WDS22-6-14 for FMLD Grant Holmatro Extrication Equipment Purchase**

Following discussion, Vice President Matt Weisbord made a motion to amend PO number WDS20-6-14 as presented to reflect the proper PO numbering format of WDS-20220614 and approve the purchase for extrication equipment not to exceed \$140,358; motion seconded by Director Miller and passed unanimously.

**c. Review and Consider Updated P-Card (Purchasing Card) Policy and CRFR Purchasing Policy**

After review and discussion of the updated P-Card Policy, the Board directed Chief Staff to provide a standardized form for authorized credit card users to complete in the case of a lost or destroyed receipt and attach as a reference in lieu of a detailed letter of explanation as currently referenced; in addition, the word "shall" should be replaced with "may" wherever referenced within the policy. After the revisions are made, staff should bring forth for approval at the next meeting.

The CRFR Purchasing Policy was reviewed, and Chief Sackett indicated that it had minor changes and updates as related to updated job titles and credit card bank names. Vice President Weisbrod made a motion to approve the updated CRFR

Purchasing Policy as presented. Director Burris seconded the motion. The motion passed unanimously.

**d. Review Situation with Records Management Software**

IT Director Gredig stated that the National EMS Information System (NEMSIS) is requiring new information be reported. Tyler/New World Systems, the software that CRFR and most agencies in the area currently use, has decided not to upgrade to the new NEMSIS requirements, thus forcing CRFR to investigate new software platforms with both EMS reporting and Fire reporting. The State of Colorado has set a date of January 1, 2023, to comply with the new information reporting requirements. IT Director Gredig stated that he is evaluating new software management programs ,such as EPR Systems Fireworks, ESO Suite, etc. in order to meet the new requirements.

**OPERATIONS / WILDLAND UPDATES**

Operations/Wildland Division Chief Pigati presented the following updates to his monthly activity report:

- The development of an auto-aid agreement is in the works with Grand Valley Fire Protection District.
- Meeting with law enforcement agencies and Garfield County 911 Communications regarding programming of new communication systems/radios.
- The likelihood of wildland fires in Colorado is high due to how dry the area is, and higher instances of fires from oak cross-kill, and chains dragging on roadways sparking the cheatgrass alongside the road.

**EMS / TRAINING UPDATES**

In addition to the Division's monthly activity report, Fire Chief Sackett presented updates on EMS and Training for Division Chief VanSlyke, who was not able to attend:

- CRFR will know if the EMTS grant for a new ambulance is approved sometime in July 2022.
- Chief Van Slyke helped instruct Fire Instructor II class in Glenwood Springs and now he is qualified to instruct that state course independently, including instructing those classes internally as needed.

### **PREVENTION / FLEET / FACILITIES UPDATES**

In addition to the Division's monthly activity report, Fire Chief Sackett provided updates on activities for Division Chief Moon, who was not able to attend:

- Unit 42 is back in service after waiting for a new fuel pump for approximately four months.
- Pavement repairs on Station 61 will start in September.
- Fire hydrant at Station 64 was repaired.
- Roundabout in New Castle was discussed, and the risks involved with the multi-unit complexes (both residential and commercial) that are being constructed.

### **ADMINISTRATION / FINANCE UPDATES**

Administrative Director Tillman presented updates to her monthly activity report:

- Gemsbrok Consulting continues to assess and adjust new accounting structure and is creating monthly journal entry templates.
- Kalicia MacGregor resigned from CRFR; the department wishes her the best in her future endeavors.

### **DEPARTMENT GOOD NEWS**

Fire Chief Sackett presented to the Board a *Thank You* drawing by a child residing in Rifle.

**BOARD MEMBER COMMENTS**

**Vice President Weisbrod:** None.

**Director Burris:** Be safe.

**Director Miller:** Thank you very much for allowing me to become part of this organization. I am learning that it is a lot different than it was 20 some years ago when I was on the fire district board in Aspen.

**President Lambert:** Thank you to the crews for being involved in all the recent public events Having kids in the trucks and receiving fast help stickers and hats made a lot of kids happy. Those activities really brings CRFR closer to the community and makes a difference for the community. So, thank you.

**ADJOURNMENT**

There being no other business to come before the Board, Chairperson Lambert adjourned the meeting at 7:49 p.m..

**APPROVAL:**

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

Date: 7/21/22



Date: 26 July - 22

