

**RECORD OF PROCEEDINGS FOR THE  
COLORADO RIVER FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS  
JANUARY 10, 2023  
STATION 41, 1850 RAILROAD AVENUE, RIFLE, CO 81650**

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

**ROLL CALL:**

**Board Members Present:**

Alan Lambert, President/Chairperson  
Dick Miller, Director  
Levy Burris, Treasurer  
Addy Marantino, Secretary

**Board Members Absent:**

Matt Weisbrod, Vice President (Excused)

**Others Present:**

Leif Sackett, Fire Chief  
Orrin Moon, Prevention Division Chief  
John Gredig, IT Director  
PJ Tillman, Administrative Director  
Dino Ross, Legal Counsel for the District  
Bill Smith, Lieutenant (Via Online)

Treasurer Burris made a motion to excuse Vice President Weisbrod from the Board meeting. Director Miller seconded the motion. The motion passed unanimously.

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

None.

**CONSENT AGENDA:**

President Lambert stated that Agenda Item C has been moved for the next meeting on February 14, 2023. Director Miller made a motion to approve Consent Agenda Items A, B, and D. Secretary Marantino seconded the motion. The motion passed unanimously.

**PUBLIC COMMENT:**

None.

**LEGAL COUNSEL UPDATE:**

Attorney Ross stated he and his legal team assisted Chief Staff with the Resolutions that will be presented to the Board at tonight's meeting. He stated that Attorney Michelle Ferguson assisted Chief Staff with the Wildland Battalion Chief job description. He advised Chief Staff on the District's statutory and fire code enforcement authority on commercial structures. He stated that the Colorado Legislative Session started yesterday. The first edition of his firm's annual Legislative Tracker will be presented to the Board next month.

**FIRE CHIEF REPORT:**

Fire Chief Sackett reviewed his report and stated there were New Business Action Items to (a) review and consider adopting a Resolution establishing a Board meeting schedule for calendar year 2023; (b) review and consider adopting a Resolution calling for a polling place election on May 2, 2023; (c) review candidate self-nomination forms; (d) review newspaper notice of calls for nominations; and, (e) review and consider approving a Wildland Division Battalion Chief job description. He stated there was an Old Business Item to review and consider approving CPS HR Consulting Services' proposal to conduct a 2023 Wage Compensation Study.

Fire Chief Sackett stated the District finished 2022 with 18 calls shy of the District's total 2018 numbers. He stated the District's total call volume was up 3.6% with the 911 call volume up 4.8%. He expects 2023 to be no different than the previous year regarding call volume. The District continues to see an increase in the building of new homes and he expects to see an increase in commercial development, which will affect the District's call numbers.

Fire Chief Sackett stated Chief Staff will start the first quarter of the year applying for multiple grants, including a Garfield County Federal Mineral Lease District mini and traditional grant, an EMTS grant for a new ambulance, and an AFG grant for updating the District's station paging and bay exhaust systems. Designated Election Official Tillman will start the process for the May 2023 Director election. There are three Board seats up for election this year. The Director positions will be a four-year term.

He stated Chief Staff is developing a Fire Inspector job description. Chief Staff also is going through the hiring process for three additional Firefighter/EMT/Paramedic line staff, a Wildland Battalion Chief, and seasonal Wildland personnel.

Chief Sackett stated that during the second quarter of the year the District will begin the Strategic Planning process, conduct the Board of Director election, and will bring on new personnel. He stated that during the third and fourth quarters of the year the District will apply for another round of Federal Mineral Lease Grants, start the 2024 budgeting process, begin a promotional process, and review results of the Compensation Study.

Chief Sackett stated he closes his report excited for the future of the District's dedicated staff. The District has enthusiastic employees who are not content with complacency.

**NEW BUSINESS/ACTION ITEMS:**

**a. Fire Chief/Administration: Consider and Review Resolution No. CRFPD 2023-01-01, Establishing a Meeting Schedule for Calendar Year 2023**

Fire Chief Sackett stated the Resolution presented is very similar to what was presented last year. Attorney Ross helped with the language and removed some verbiage that was used for the pandemic.

Secretary Marantino made a motion to accept Resolution No. CRFPD 2023-01-01. Treasurer Burris seconded the motion. The motion passed unanimously.

**b. Fire Chief/Administration: Board of Director Election – May 2, 2023**

**a. Consider and Review Resolution No. CRFPD 2023-01-02, Calling for Polling Place Election on May 2, 2023**

Fire Chief Sackett stated there will be three separate Resolutions, one Resolution specifically calling for a polling place for the election on May 2, 2023, another Resolution regarding the review of self-nomination and acceptance forms for the election, and lastly a Resolution to review the call for nominations public notice. He stated the Board positions that will be up for nominations include Director Burris, Director Weisbrod, and Director Lambert.

Director Miller made a motion to approve Resolution No. CRFPD 2023-01-02. Secretary Marantino seconded the motion. Further Board discussion ensued. The motion passed unanimously.

**b. Review of Self Nomination and Acceptance Form for Board of Directors Election on May 2, 2023 – Three (3) Seats**

Fire Chief Sackett stated that the Self-Nomination and Acceptance Form will be posted publicly, and those forms must be submitted by February 24, 2023. The Board reviewed the Form.

**c. Review of Call for Nominations Public Notice**

Fire Chief Sackett stated the Call for Nomination will be published in the Glenwood Springs Post Independent, the Rifle Citizen Telegram, and the District's website. The Board reviewed the Call for Nominations.

**c. Fire Chief/Administration/Wildland: Consider and Review of Wildland Division Battalion Chief Job Description**

Fire Chief Sackett stated Attorney Michelle Ferguson has been working with Chief Staff on creating the Wildland Division Battalion Chief job description.

Following discussion, Treasurer Burris made a motion to approve the Wildland Division Battalion Chief job description. Director Miller seconded the motion. The motion passed unanimously.

**OLD BUSINESS/DISCUSSION ITEMS/FOLLOW-UP ITEMS:**

**a. Fire Chief/Administration: Consider and Review CPS HR Consulting Services Proposal for 2023 Wage Compensation Study**

Fire Chief Sackett stated the reason why the CPS HR Consulting Services Proposal for the 2023 Wage Compensation Study was brought to the Board this month instead of last month was to ensure the contract was accurate and up to the District's legal standards. He stated that it has been about four years since the last compensation study was completed. Chief Staff wants the District to remain up-to-date and competitive with its compensation data. He stated CPS HR has lowered the price of the work from \$28,000 to \$15,000.

Board discussion ensued on the ten agencies that will be used again to gather comparative data.

Treasurer Burris made a motion to approve the CPS HR Consulting Services Proposal for the 2023 Wage Compensation Study in the amount of \$15,000.00. Secretary Marantino seconded the motion. The motion passed unanimously.

**OPERATIONS/WILDLAND UPDATES:**

Fire Chief Sackett gave a brief overview of Operations/Wildland Division Chief Pigati's report:

**Operations:**

- The District's extrication tools that were awarded through the Federal Mineral Lease District (FMLD) grant are now in service.
- Operations/Wildland Division Chief Pigati advertised the EMT and Paramedic job positions in the Daily Dispatch.
- He attended multiple training courses on ImageTrend's software.
- He researched FMLD grant opportunities.
- He is researching validation of the District's Health and Wellness program.
- He posted the Air and Light Trailer on the Fire Truck Mall.
- He is working on the District's Volunteer and Part-Time Program with Lieutenant Smith.
- He is working with EMS/Training Division Chief Van Slyke on SEG's for the Battalion Chief task book.
- He continues to work on the District's Pay Policy, SOG's and SOP's.

The crews have done a great job responding to calls over the holiday. He wishes Chief Churchill the best on his new career in Texas.

#### **Wildland:**

- One District member has committed to the CRFR Peer Support Group.
- Everyone continues to work toward EMS recertifications.
- Three members are preparing grant applications for Last Call Foundation, Firehouse Subs and NFWF.
- All of Doctor Reeder's consultations are completed.
- All District members are registered for ImageTrend training.
- Three members attended a CDPS UAS (drone) training and certification process at the Center for Excellence.
- He refined the Wildland Lieutenant and Wildland Assistant hiring process.
- The Division was awarded 100% funding from the WCCF for a dump trailer. The dump trailer is secured at Station 43.
- The District chipped all piles visible from North 16<sup>th</sup> Street in Silt.
- One District member attended advanced airway training at Station 64.

- He gathered data on Colorado Cooperator Equipment Reimbursement Rates. Colorado is 20% below western states average.
- He gathered cost data for seasonal employees and winter work.
- He hosted the Wildfire Collaborative of the Middle Colorado Meeting.

### **EMS/TRAINING UPDATES:**

EMS/Training Division Chief Van Slyke presented the following updates to his report:

#### **EMS Updates:**

- EMS/Training Division Chief Van Slyke continues to work with IT Director Gredig on the implementation of the ImageTrend software. The feedback from the crews has been predominantly positive.
- He attended an EMS Sustainability Task Force workshop.
- Lieutenant Carroll continues to work on updating the EMS Field Training process.
- The EMS FTO application period closed with three members expressing interest in becoming an EMS FTO. Selections will be made this month.
- He attended various internal and external meetings.
- He met with Quality Health Networks (QHN) to discuss joining their health information exchange. This will allow the District a simpler method of determining patient outcomes and will increase training efficiencies.
- The District has been asked by Valley View Hospital to remove the medicine vending machine that the District shares with Carbondale Fire from the hospital. The Hospital's emergency department is looking for extra space for their equipment and supplies. The District will be moving the vending machine to Station 64 this month.

#### **Training Updates:**

- The crews logged 364 hours of training during the month of December.
- He is working with the Battalion Chiefs to develop a consistent evaluation methodology for Lieutenant Task Books. This methodology will mirror the EMS Field Training evaluation methods.
- In 2022, the District saw a slight decrease in overall training hours. However, this decrease is deceiving. In 2021, the crews logged a total of 9,838 hours. The District saw the 2022 overall training hours decrease to 9,390. This decrease is attributed to having three individuals attending Paramedic School, several injuries that resulted in members being placed on light duty, and attrition in the Reserve Program.

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

Prevention Division Chief Moon stated that he has two months' worth of information to share with the Board. He stated he was unable to provide a report at the last Board meeting due to his recovery from surgery.

### **Prevention Projects**

- He met with the New Castle Town Manager and staff concerning the New Castle Emergency Plan. He will be meeting with them on Monday, January 9, 2023, to review the plan. Once the draft is completed, this will go to the Garfield County Emergency Manager for their input.
- John Plano, the new Head Building Official for Garfield County, and Prevention Division Chief Moon met this last week and toured the District's jurisdiction showing some concerns with fire department access. There will be new subdivisions, homes, and bridges constructed in the County which need District input on emergency access. John will be meeting with the Garfield County Fire Marshals to discuss some of the concerns and the future adoption of the 2021 Edition of the International Fire Code.
- Prevention Division Chief Moon received plans from ECO Dwellings LLC. He is waiting on a plan for the building to get fire sprinklers installed. It was found that the building was being used for Factory Occupancy and was built for Storage Occupancy. He met with the manager and discussed bringing the building up to the code for Factory Occupancy, which includes additional ventilation and a fire sprinkler system, before a new building permit will be issued for the addition. They are working with ECO on a timeline for necessary upgrades to the building to keep the business operating.
- The City of Rifle has been in contact with representatives from Tractor Supply regarding a new building. The building will be north of Airport Road at the end of the Megan extension by Culver's and Arby's. The proposed building is going to be around 20,000 square feet. Also in the works are possibly two new Maverick stations in the area, a possibility of two new apartment buildings, and the remodel of the Old NAPA building for the County. Other projects with plans submitted are a Walmart remodel and a Grand River Hospital existing area remodel.
- Prevention Division Chief Moon received plans for a proposed Fritzland Ranch annexation into the City, located at the northwest corner of Last Chance Drive and Megan Ave. It will have four new streets and 66 mini home lots. He is waiting for civil plans to finish up his referral.

- Prevention Division Chief Moon has been working with the Town of Silt after Holiday Inn Express had a flood on the east end of their building on November 16, 2022, due to a frozen attic sprinkler line. All three floors suffered substantial water damage and part of the building had to be vacated due to the damage. The apparent cause of the frozen sprinkler line is lack of maintenance. The Town of Silt and Prevention Division Chief Moon have been working with management to get the repairs done so they can reoccupy the second and third floor of the hotel.
- Prevention Division Chief Moon reviewed fire sprinkler plans for buildings 5 and 6 at Eagle Ridge Ranch in New Castle.
- Prevention Division Chief Moon reviewed fire sprinkler plans for a single-family dwelling on Garfield Creek Road in the County.
- Prevention Division Chief Moon had a rotator cuff repair on November 28, 2022 and was out of service for seven days. He was able to come back to work on light duty to try to keep up with most of his responsibilities in the District.

### **Inspections this month**

- He conducted a fire inspection at a new restaurant in Silt.
- He completed a final fire inspection on a residential unit on Third Street in Rifle.
- He completed a fire inspection for a new food trailer in Silt.
- He completed a final fire inspection for a new Beer Bar on Third Street in Rifle.
- He completed an inspection of an underground fire line into the new buildings at Eagles Ridge Ranch in New Castle.
- He completed a final fire sprinkler and fire alarm inspection for a remodel in the Rifle Library.
- He completed a fire inspection at Rifle High School and Rifle Middle School with help from Lieutenant Joe Koronkiewicz and Engineer Kurt Lundin.
- He completed a final fire inspection at the former 88 Grill on an apartment/sales shop remodel in New Castle.

### **Community Risk Reduction**

Community Risk Reduction Specialist Pina and crews covered the following activities:



- December 8, 2022 – She conducted a Grand Mesa station tour and gave a fire safety talk to 5<sup>th</sup> graders.
- January 5, 2023 – She met with Highland Elementary’s first graders. They interviewed the District’s crews for their Social Studies class.

### **Stations, Buildings and Grounds**

- The District’s new part-time building maintenance employee, Eric Davis, has hit the ground running with snow plowing, heating unit repairs, snow melt repairs, and general building maintenance. Prevention Division Chief Moon thanks Jerry Seifert for helping him show Eric Davis the ropes of District buildings.
- The District had Pacific Sheet Metal replace the old radiant heater at Station 61 last month. All the bay heaters have been replaced since the building was built.
- Pacific Sheet Metal replaced the old water heater at Station 43 with a new water heater that was donated to the District from Culver’s in Rifle. Culver’s had a new water heater that could not be used in their restaurant prior to their opening.

### **Apparatus Service and Maintenance**

- Kreig Kasten has been out the last 10 days due to his new daughter being born on December 29, 2022. His wife Charlotte and daughter Piper are all doing fine at the time of this report.

### **INFORMATION TECHNOLOGY/DATA UPDATES:**

IT Director Gredig provided an update on the prior month’s activities:

- IT Director Gredig is continuing work on the mapping project in the County.
- He is working on modifying the ImageTrend setup. The District went live on January 1, 2023, with very minor issues. He is working on the backend integrations and data quality verification. He is supporting EMS/Training Division Chief Van Slyke and Lieutenant Carroll with CQI and other reporting. He is working with ImageTrend to correct some minor issues with CAD integration.
- IT Director Gredig is working on specifications for station alerting options to promote firefighter health and safety. He is assisting Fire Chief Sackett in applying for an Assistance to Firefighters Grant.
- He is continuing to work with Operations/Wildland Division Chief Pigati on upfitting the new vehicles.
- Attached is the 2022 Year-End Summary Report.

- Monthly 911 call volume for December was down 13.9%, and overall call volume was down 11.6%. The biggest drops in call volume for December were in Service Calls (Smoke Checks, Odor Checks, Lift Assist, etc.), Good Intent Calls (Dispatched & Cancelled Enroute, No Incident Found, Steam mistaken for Smoke, etc.), and False Calls.
- Overall, for the year, 911 call volume was up 4.8% and up 3.6% for all call types.

**ADMINISTRATION/FINANCE UPDATES:**

Administrative Director Tillman presented the following updates to her report:

- She worked on the May 2, 2023, Board of Directors Election Resolution, Call for Nominations, and Self-Nomination Form which were sent to Legal for review.
- She reviewed a Firehouse Subs Grant application for EMS rescue equipment with the Wildland Division.
- She assisted with the Wildland Battalion Chief Job Description.
- She reviewed the Wildland Lieutenant and Assistant job postings.
- She added the Firefighter-EMT/Firefighter-Medic job posting on LinkedIn.
- She distributed or mailed hard copy employee W-2 forms.
- She worked on the 2022 Employee Benefit Deduction Audit with Gemsbok Consulting. She processed any differences on December 8, 2022, payroll to zero out liability accounts.
- She updated the 2023 benefit deductions for all employees in the ADP payroll system.
- She created 2023 personnel action forms (PAF) with assistance from Administrative Assistant Garay for all current employees and updated pay rates in ADP payroll system. The PAFs will be distributed for supervisor review and employee signatures during the first two weeks of January 2023.
- She processed invoices in the District's accounting system and issued payments.
- She reviewed timesheet data and processed payrolls for the prior month.
- Uploaded pension contribution reports and submitted payments to FPPA and PERA.

- She amended part-time and full-time members as necessary to the FPPA and PERA pension plans and termed any former members.
- She reconciled bank and fund accounts for monthly financials and end of calendar year.
- She prepared the Board meeting agenda and packets for the monthly meeting and distributed them to the Board.

**DEPARTMENT GOOD NEWS:**

Fire Chief Sackett reviewed a letter from the Western Colorado Community Foundation regarding a grant distribution from the Dave and Mary Wood Fund. A \$14,000.00 check was donated to the District to be used for the Wildland Division Stewardship Trailer. Fire Chief Sackett reviewed a letter from Williams regarding a \$2,000.00 check given to the District for General Operating Support. Fire Chief Sackett reviewed a letter from the Trustees of El Pomar Foundation, approving the District for a Wildland Fire Fund grant for \$10,000 for new radios.

**BOARD MEMBER COMMENTS:**

Director Miller stated he enjoyed the evening and feels there is a good outlook coming this year for the District.

Secretary Marantino echoed the same comments as Director Miller. She stated she appreciates being able to see everyone in-person for the Board meeting.

Treasurer Burris stated he appreciates the job the staff has done and looks forward to 2023 being the same for the District.

President Lambert thanked the District on a personal note for the District's beautiful card and flowers sent to him and his family for the loss of his mother two days before Christmas. He stated he and his family are very appreciative of the gesture and that it means a lot. He stated the next District meeting is going to be held on February 14, 2023 at Station 64 in New Castle.

**ADJOURNMENT:**

There being no other business to come before the Board, Chairperson Lambert adjourned the meeting at 7:10 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 stated above.

Date: 2/14/2023

Date: 2/14/2023

  
