

SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT
MINUTES FOR SPECIAL MEETING ON NOVEMBER 15, 2012

- 1) **Call to Order:** Meeting was called to order at 7:05PM by Chairman Calanni.
- 2) **Attendees:** In attendance are Board Members Sam Calanni, Anita Long, Amy Mason, Flip Boettcher, Harry Gintzer and Roberta Smith, Sec. to the Board. Department Members Chief Stanley, Chief Larry LePage and Joan LePage. Auxiliary President Doug Schellenger also in attendance.
- 3) **Approval of Agenda:** Anita Long motioned to accept the Agenda as amended. The amended Agenda includes 3A) Review of Newsletter, 9) To be amended to state Approval of costs for tires, tire alignment and outside rear view mirror for Chief's Truck. Approval for expenses for training in December 2012. 10) strike out if available. Amy Mason seconded the motion. Vote is unanimous.
Review of Newsletter: Discussed postage would be determined by the weight of the Newsletter. Sam Calanni reviewed the Newsletter and stated he thought Newsletter very well done. Doug Schellenger stated he had to provide date for the Pot Luck Dinner which he will forward to Rita Baysinger for inclusion in the Newsletter. Harry Gintzer thanked Anita Long for creating the Veterans of Foreign Wars ad to recruit members which was added to the Newsletter. Anita Long will review Newsletter for typos and formatting, etc. Informal meeting at Fire Station #1 to process and stamp final Newsletters upon their arrival.
- 4) **Approval of Nov. 1, 2012 Minutes:** Anita Long motioned to approve Nov. 1, 2012 Minutes and Flip Boettcher seconded the motion. Vote is unanimous.
- 5) **October Treasurer's Report (see attached report):** Anita Long, Treasurer reported on highlights of October, 2012. Opening Balance was \$12,014.52. Check #6935 was voided due to Invoice having been paid via VISA. Received 2 Forest Service checks for total of \$65,067.72, issued 8 checks to wildfire participants and paid Gilead Fire, Wyoming expenses on VISA for \$51,918.36 with approx service income to SPCFPD of \$13K. YTD Net Service Income is \$36,135.76. Two fuel bills for Sept. and Oct. will be paid in November. Ending balance in checking was \$16,847.41. Total General Fund at Oct. 31st was \$183,855.25 and Capital Reserve Fund balance is \$38,745.32. Hummvee costs incurred will be charged to corresponding expense items and will be tracked and moved to a new capital account before year end. Expenses on Hummvee to date are approx \$7K. YTD Net Income is \$57,585 more than budgeted. Expenses are over in four categories; Fire Fighting (\$942), Medical Supplies (\$1,184), Professional Fees (\$8,915) and Repairs (\$3,764). Nine categories of expenses are under budget. The Hummvee will be insured for approx \$30K. The insurance card has been downloaded and is in the Hummvee. Treasurer's Report is accepted as submitted.
- 6) **Discussion and Approval of Temporary Chief Assignments:** Chairman Calanni outlined the basic Short Term Temporary Chief Coverage. Gene Stanley will continue under current contract and will provide coverage three days per week on site. Larry LePage as a temporary employee has agreed to provide coverage three days a week on site. This leaves one day a week without physical coverage at the station but both Gene and Larry have agreed to keep their radios on and the Dept. would get their response. Jan Breslin is willing to come in one day a week to earn PEP POINTS to help catch up on various jobs that need to be completed. Jan is currently in the files. We need to keep records seven years in the file and the remainder in archives. The Board approves of paying Jan in PEP POINTS for this work. The Temp Employment Contract was briefly discussed by the Board. This position is subject to the random drug policy. Also, discussed was the request that Larry and Gene work out the schedule with each other when Gene will be gone to training Dec. 4th thru 7th and in January when Gene will be gone to Fire Academy. Larry indicated he would work out the schedule with Gene. If there are any problems the Board would be notified. Amy Mason motioned to approve the Temporary Employment Contract for Acting Fire Chief for Larry LePage. Harry Gintzer seconded the motion. Vote is unanimous and the Contract is approved. Signatures of the Board Members and Larry

LePage are required on the Letter.

- 7) Discussion and Approval of methods for selection of a permanent Fire Chief:** Larry LePage discussed submitting an Ad to The Fire Chief's Association who would email all over Colorado and possibly out of state and would post on their web site at no charge. Chairman Calanni suggested that an Ad to recruit a Fire Chief be composed and submitted to the Fire Chief's Assoc., Denver Post, Colorado Springs Gazette, Canon City Record, The Flume and the Ute Pass Courier. We should also look into two professional publications. Sam suggested we appoint a selection committee made up of one or two Board members and members from the operating group The Board would provide guidance for salary and possible benefits. Anita Long suggested we start with minimums and negotiate higher for well qualified applicants. The Department has already received two applications without any advertising. Job should be posted with Work Force and State of Colorado Employment. Board members Flip Boettcher and Harry Gintzer appointed to the Selection Committee. Gene Stanley, Larry LePage and Doug Schellenger from the operating group are appointed to the Selection Committee. The Committee will review the Job Description, compose an Ad for Fire Chief Position, place the Ad, etc. Guidelines for the Ad Hoc Committee provided by the Board are to advertise an annual salary of \$36K to \$42K. The District will provide matching contributions to the FFPA retirement fund. An advertising budget of \$2000 will be provided. Resumes will need to be submitted by January 15, 2013. References are required. Amy Mason motioned to approve the guidelines as provided by the Board. Motion was seconded by Anita Long. Vote is unanimous. The guidelines have been accepted and the Ad Hoc Committee has been selected. The Committee can select a Chairman if they desire. The Board will go into a brief Executive Session with Larry LePage and Gene Stanley to discuss the internal candidate.
- 8) Approval of Credit Card Assignment:** Anita Long states she has requested that Tim Paupore and Don Felton be removed from the Credit Card listing. Anita state that the following persons from the Dept. have credit cards issued to them; Aaron Mandel for wildfire expenses, Jim Yoder for parts, Anita Long for business supplies and other misc. items, and Gene Stanley. Gene states he currently has Aaron's card in his possession. Anita discussed providing Larry LePage and Joan LePage each with a credit card. Anita also discussed using a credit card is currently the easiest way to obtain tax exempt status on purchasing as the tax exempt number is on the credit card. Harry Gintzer motioned to provide a credit card to Lawrence LePage and Joan LePage and Anita Long seconded the motion. The vote is unanimous.
- 9) Approval of costs for tires, tire alignment and outside rear view mirror for Chief's Truck. Approval for training expenses in Dec. 2012:** The Board discussed these costs. The cost of replacement of two tires, the cost of the tire alignment, the cost of an outside rear view mirror and the cost of meals for five days of training are each within the Chief's authorization limit. The Board has no objection to those expenditures.
- 10) Accident Committee Report:** Harry Gintzer reported on the incident with Engine #962. The Committee concluded that Engine #962 lost air pressure for the primary brakes due to a failed component. What is the secondary or emergency brake function? When all the air is gone there is no emergency brake. Next to the steering column is a lever and when pulled dumps air and lets the spring brakes engage. The driver did not activate nor was he aware of the purpose of this lever. This brings up two major areas of concern which are maintenance checks, the consistency of these checks and the thoroughness of these checks. These checks should include the National Standard Air Brake Check. That procedure would test components and give a hint of anything weak or malfunctioning. This test should at some time be incorporated into the regular maintenance checks. Driver training is provided for safe operation but currently does not include stopping a vehicle under emergency conditions. Chairman Calanni thanked Harry and the Committee for an excellent report. Sam recommended that Gene and Larry initiate a training session. The Board accepts the Committee's Report and as part of a training session that each member is aware of the Committee's findings of the cause of the accident, what could have been done to avoid the accident, change in our procedures to put the National Standard Air Brake Test into practice and the awareness of where the secondary brakes are in each vehicle. The Committee members were Davis Tilton, Larry LePage, Don Davis and George Buffington Sam requested that Harry make the report available to Gene and Larry. The

Insurance has denied the claim and that we are not covered for non collision accidents. Every driver should get checked out on each truck individually. Trucks are checked when they come back as they cannot be checked prior to leaving on a call.

- 11) **Adjourn Special Meeting:** There will be no Executive Session to discuss personnel. The Ad Hoc Committee should evaluate all internal candidates. Meeting adjourned at 8:46PM by Chairman Calanni.

Respectfully submitted by Roberta Smith, Secretary to the Board