



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Board of Directors' Meeting

June 5, 2014 @ 7:00 pm – *Page 2 Revised August 7, 2014*

1. Introduction of Visitors

Betty Cain
Jim Cain
Donald Cole
Donavan Johnson
Joan LePage
Larry LePage

Anita Long
Harlan Long
Jim Moehle
Bill Mueller
Steven Rizzio
Donna Rodriguez

Dan Sullivan
Alyssa Seldus

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
Tim Rucker
Donna West
Wendy West

3. Call to Order:

Meeting called to order at 07:01 p.m. by Chairman Ken Thomas.

4. Approval of Agenda:

Mr., Mandel asked to move medical coordinator report up in agenda to 1st item in board correspondence to accommodate Ms. West's schedule. Ms. Rucker moved to approve the agenda as amended second by Mr. Parrish; motion carried.

5. Approval of Minutes

Mr. Wilson moved to approve the minutes from the May 19th meeting: second by Ms. Boettcher.; motion carried.

6. Board Correspondence:

- a. Medical advisor report by Wendy West: 2 new EMTs have completed training and still must complete the state certification – Ron and Joy Oliver. Ambulance inspection for the year has been completed. Inspector will also help in finding a new ambulance. New medical director is Jeremy DeWall. He was a paramedic and then became an MD. He works at Penrose and lives in Woodland Park. He is also the medical advisor for all of Teller County.

Current EMTs and certifications:

<u>Name</u>	<u>EMT Level</u>	<u>IV</u>	<u>Airway</u>	<u>BLS</u>
Aaron Mandel	Basic EMT	✓	✓	
Wendy West	Basic EMT	✓	✓	
Donna West	Paramedic	✓	✓	Operating as BLS
Randy West,	Intermediate	✓	✓	Operating as BLS
Jan Breslin	Basic EMT	✓	✓	

Joy and Ron Oliver are certified as first responders and working to complete their testing for the Basic EMT certification. While we have no funding for more EMT's to be trained, there is a program available at a cost of ~\$1,500.

Expected on call for the weekend or weekday – 1 EMT for every call.

- b. Special District Assoc. of Colorado (SDA) Spring Workshop: new board member orientation on Jun 17th – will be attended by the 4 new members .
- c. Wildland Fire Program, Participation: have had a program since 2008 and it has benefitted the department by training, building interagency bonds with other departments, and brought in money. The department lost some qualified engine operators and are understaffed right now. With limited resources, may not be able to operate this summer.

Benefit from operating the program is that we get substantial experience and training.

Could bring in more people as there are folks available. Used to get money from independent contractors we could hire and put out, but there is little return on the cost for the people – make more when we supply an engine with staff.

Recommendation from Mr. Mandel is to not operate nationally this year but make an engine and tender available locally and in the county. County doesn't pay well, and local engagements are limited in scope and time.

How to plan to get 1 to 2 Red Card qualified people? It takes 3 years to gain credentials.

Can we develop new personnel? Need a stable situation with the potential to have steady employment to be able to gather new folks.

Can we solicit engine bosses from surrounding departments? There are only 2 qualified engine bosses in the southern part of the county. Hartsel has one person in training for qualification. ~~Tallahassee is having personnel difficulties and has very limited resources. [Revised – deleted on 2014.08.07]~~ There is no mutual aid agreement with Tallahassee.

[Revised – added on 2014.08.07] TVFD currently has 5 engine bosses and sufficient staff to assist neighboring departments for deployments if needed. They currently have 33 volunteers on their roster, one engine/crew available 24 hours a day/365 days a year for national incident deployments, and maintain a minimum staff on call each day for in-district responses. TVFD is finishing construction of their new main fire station and are successfully managing to their budget and on track to deliver against their five year strategic plan.

Anyone that is in place now that is a potential engine boss with the experience? No local resources are in place to become an engine boss immediately. Potential people had left in the past months to obtain positions in other departments/professions. Need to have a hand crew.

Wildland Module is going forward – 3 to 4 agencies have committed to the work through the county. Mr. Mandel met with Sheriff Fred Wagner to review the program. The system will

operate through Gene Stanley (at the Sheriff's request) to fill in as a leader between the local department and calling the state.

Minimum qualification for leader is Task Force strike team. Under that is one civil resource boss. Then a squad of 5 people that generally Platte Canyon will provide. As our department gains personnel and experience Mr. Mandel hopes to supplement the squad. Plan to have a type 6 engine and a tender to provide.

Q & A

You are talking about stepping away from the national system and acting locally? This year it will be an in-county program and local area – which may encompass the state area being defined as 300 miles from home. Must be careful on pulling resources back, it is politically difficult but the community needs are first. Typical deployments were 2 weeks. At present the department is second to last on deployment calls – the list is made new each year and the priority position is based on a draw system.

Forecast for 2014-15 is for a good year (minimal fires) in Colorado and bad for California.

For next board meeting, plan for a recommendation from Mr. Mandel with regard to new needs from the board. (equipment, training, personnel).

How many years in the program and what income came from it? Approximate income: 2008-\$20,000; 2009 was a wet year and no callouts, 2010 brought in \$10,000; 2012 was \$50,000 due to High Park and others; 2013 was minimal.

This year is not set up to supply an engine/crew to the national program as there aren't resources to do that now and support the district at the same time. The Module, once up and running, will help to support and backfill.

What training is needed for a chief fill in: classes on S200 and I200 that are the basic courses required to fill the job. Experience is then needed to help folks grow.

What limits our ability to obtain people? The election and the surrounding controversy caused some people to seek more stable environments. With the completion of the election cycle it may be more attractive.

Is the area safe if the department resources are outside the district? Only if we have the resources to be able to both supply a team for deployment and still have personnel and resources available here. We would never jeopardize the district.

What other ways do other districts make money to support the department? Other districts use mil levy raises and larger tax bases. Most grants require matching funds to obtain the grant. NFPA grants require NFPA compliant departments, which would incur significant cost. If you have other ideas for fundraising, please feel free to bring them to the board.

Is there a goal for what future moneys are needed this summer, this year, next year? No – there is a need for a new ambulance. If we had \$20,000 we could ask for a grant and perhaps double that money.

Why is an ambulance important - what would it take for the District to be able to be transporting again? New medical advisor asked what it would take. Immediate need was 3-4 more EMTs and a reliable ambulance. This would allow us to transport and still support the area. In call last week 3 EMTs responded, and we obtained permission to transport to Canon City. At the same time we had firefighters and EMT at the station, on call.

What do ambulances cost? Med 9-1 was \$8,000, made 136 runs in 4 years, and we spent another \$8,000 in repairs. It was used when we bought it. Need at least one more good ambulance – today we need 2 to be sure of 1 running. This level of maintenance expense is based on doing R&R and maintenance in-house wherever possible and does not include the hourly cost for most mechanical work.

Need to create an atmosphere conducive to gaining and retaining volunteers.

Mission statement notes we support neighboring districts, and we expect that they will support us when we are short of resources.

7. Director's Chief's and Committee Reports

a. Treasurer's Report

Ms. Rucker moves that the procedure for checks and deposits be changed to require her to generate the documents, and that someone other than Ms. Rucker must sign checks and make deposits. This should eliminate the potential for embezzlement by the Treasurer. Current procedure requires invoices and authorization to write the checks must be made (signed) by 2 people for any expenditure over \$500. The other 4 board members can sign the checks. Second by Mr. Wilson, motion carries.

Ms. Rucker moves that repairs up to \$3,000 can be approved by the chief, the chief engineer and any 2 board members rather than calling a special meeting. Second by Mr. Thomas, motion carried.

The Treasurer's report will be published on the website.

Ms. Rucker asked for approval to pay the following invoices:

Eagle XM for printing of ballots: \$3,559.88 Ms. Rucker moved to approve the invoice for payment, second by Mr. Parrish, motion carried.

Legal 3376.60 including termination court costs of \$896.75 and \$2479.85 for the election.

Ms. Rucker moved to approve the invoice for payment, second by Mr. Thomas, motion carried.

Legal bill of \$5,699.28 for total CORA costs: Ms. Rucker moved to approve the invoice for payment, second by Mr. Thomas, motion carried.

Canon fire equipment \$357.50 – for 4 extinguishers on vehicles. Ms. Rucker moved to approve the invoice for payment, second by Mr. Thomas, motion carried.

Gallantries \$488.42 for medical supplies (batteries for AED). Ms. Rucker moved to approve the invoice for payment, second by Mr. Thomas, motion carried.

Budget was reviewed at mid-May and appeared within the overall budget. Ms. Rucker will have a full report.

There will likely be one more legal bill next month.

Selection of council might be discussed at a community meeting.

b. Public Relations (Newsletter)

No discussion

c. Regulatory Matters

i. Special District Assoc. of Colorado (SDA)

1. Establish document retrieval policy and fee schedule for Colorado - Open Records Act (CORA) requests pursuant to the new language in statute, 24-72-205 C.R.S. This is due by July 1, 2014 to add to Transparency Notice on file with SDA.

Mr. Thomas moves that we amend the release of information policy #030 to include the Colorado Open Records Act (CORA) requests pursuant to CRS 24-72-205

“All Colorado Open Records Act information requests are to be directed to the Board Chair, wherein the board Chair shall consult with legal counsel to ensure it is acceptable to release the requested records. The first hour of research and retrieval of requested records will be done at no charge. Any time required thereafter a fee of thirty dollars per hour shall be applied.”

Second by Ms. Rucker, motion carries. The \$30.00/hour charge covers the cost of copies as well.

2. Periodic Reporting Requirements: None discussed.

d. Chief's Report

<u>Incident Responses:</u>	<u>Month</u>	<u>Year to Date</u>
Traffic Accidents	1	6
Medical	2	6
Wild Fires	1	1
Smoke Reports	2	2
Structure Fire	0	0
Other	1	2
Total Calls	7	17

1. Met with new Medical Advisor – Dr. DeWall, New head of EMS and Trauma Director – Ann Wardrop, New Education Director – Sue Richardson. This is a new crew for education and appears to be a good change. With removal of on-hand controlled substances, and removal of our DEA license, the department no longer can maintain controlled substances. No ALS available through the group. If ALS is needed we can get either air transport and South Park and Cripple Creek can transport in inclement weather.
2. ES Council – Nothing new to report
3. Wildland Module: Met after ES council and developed a staffing and dispatch plan. Should be operational this summer but not fully operational until next summer.
4. County Credentialing – NWCG qualification are now in the system. Should have new credentials by end of month.
5. Werner Lengachermemorial fund is at \$2,020. Ginger Lengacher asked Mr. Mandel to use the money as he sees fit. Ginger and Mr. Mandel agreed to use the money for a fire mitigation and prescribed fire program primarily for people that aren't physically able to do the work. Funds are available through the Senior Collation. Working on a grant to supplement the program. Goal long term is to generate a FUELS program for the community and develop an internship program for those interested in wild land mitigation.
6. Still waiting on funds from RETAC to cover EMT training.
7. For the new tower, we are still waiting on an agreement, with fund coming from Den Felton memorial. Property owner has the legal documents and should reply soon. Tower is on site at the station and a quote is being obtained for the solar equipment. Will be off 102 at the junction with 71, on the highest point of the ridge.

8. Flood billing – waiting on FEMA. State refused to pay because of their errors in paperwork and the monies will have to come from FEMA to the county and the county will pay the responders.
9. Grant (Colo DPS) for NOMEX has been submitted. Goal is to have 10 new sets of wildland NOMEX this year. Need an inventory of all distributed gear.
10. Chief's truck transmission was replaced and truck is back in service.
11. Attended the schools rocket days event.
12. Tires on Rescue/Brush 9-3. Purchased 2 tires.
13. PEP point update: Volunteers may want to drop program as defined today and tie them to calls. For chief engineer, recommend a program based on hours of work.
14. Medical call transported and backfilled.
15. Med 9-2 AC needs repairs. Tilton recommends we send to town, have the R-12 flushed and changed over to R-134. Expect cost to be around \$300. Ms. Rucker moves to fix, second by Mr. Thomas, motion carried.
16. Response time chart (per board's request)

<u>Date</u>	<u>Paged at</u>	<u>On Scene</u>	<u>Response time:</u>
5/07/14	17:27	17:45	18 minutes
5/12/14	07:42	08:04	26 minutes
5/22/14	15:53	16:01	8 minutes
5/25/14	12:51	13:06	17 minutes
5/30/14	no accurate info		
5/30/14	16:16	16:27	11 minutes
5/31/14	08:43	09:09	26 minutes

e. Auxiliary Report

Cleaned out service truck and it will be ready for use once the emergency break is repaired. Previous repair was not successful. Truck is redlined until repair is completed. Meeting scheduled for Friday night at 7:00 pm to discuss the yard sale and ice cream social. Main job of auxiliary is to be able to provide food for firefighters on line or after a call. Met with Bill Betz about parking for 4th of July Heritage Day and they have purchased insurance for the day for the tractor and wagon. Checking with Ms. Boettcher on insurance for 5th and 6th for tractor & wagon.

8. Old Business

9. New Business

- a. Update on new medical Advisor – see above item 6a.
- b. Bike race is coming through town on the 21st – no further information. Last year they required no services, only locations for port-a-potties. They expect 100+ participants but have not been responsive to calls or emails. Mr. Mandel has contacted the Sheriff to let him know that we might need help with traffic.
- c. Set date/time/location for a June Special Meeting to facilitate a Community Workshop to openly discuss future direction of the department. Wednesday, June 25 at 6:30 – 8:00 at the Bull Moose.
- d. Draft Statement for Mr. Simpson neutral job reference. Mr. Thomas will contact our counsel to establish clear guidance and a policy for the next meeting.

- e. Request for classes on what to do while waiting for the fire department: wild fire, structure fire, medical incident (information on the call, call 911 earlier than later, anything you can do to help the responders get in). Mr. Mandel has made contact with trainers, but the cost is not trivial for first aid classes (typically \$20-40/person). Mr. Mandel to review possible training with the medical advisor.
- f. At public gatherings, the fire department should have a presence with representation by educational material, a truck or first aid station.

10. Public input

See Q&A above following item 6c.

11. Executive Session:

Mr. Thomas moved to adjourn to Executive Session to discuss personnel matters pursuant to CRS 146402 4(f). Second by Mr. Rucker., motion carried. Board adjourned to executive session at 9:16 pm.

Board reconvened meeting at 10:47 p.m.

12. Adjourn meeting:

Motion to adjourn was made by Ms. Boettcher and seconded by Ms. Rucker. Meeting adjourned at 10:48 p.m. by Chairman Thomas.