



**RECORD OF PROCEEDINGS
REGULAR BOARD MEETING
August 16, 2022**

Authority Board President Ed Van Walraven called the meeting to order at 9:05 a.m. Board members present were Ed Van Walraven, Leroy Duroux, John Young, Scott Arthur, and Elizabeth Striegler. Others present were Chief Scott Thompson, Deputy Chiefs Richard Cornelius, Kevin Issel, Fire Marshal John Mele, Division Chief Daniel Palmer, Battalion Chief Chance Goldyn, Finance Director Jennifer Thompson, Human Resources Director Renee Thomas, IT Director Erik Johnson, Attorney Bob Cole, Executive Assistant Jennifer Diamond, Lt. Mo McPhee, Jason Smith, Craig Mackey, Nick Wall, David Klebes, Jesse Tanner, Tucker Kinney, Neal Martin, William Shoesmith, and Administrative Assistant Susan Herwick.

Minutes of July 19, 2022 Meeting:

Director Van Walraven requested one correction to the minutes. Please put the Master Plan on the agenda permanently right after the financial report. Director Arthur made a motion to accept the minutes as corrected, the motion was seconded by Director Duroux. All were in favor and the motion carried 5 – 0.

Attorney's Report:

Attorney Cole stated that he had completed the records request work for the Authority last week. He is currently working on a small personnel matter.

Chief's Report:

Chief Thompson explained the revenues and expenses to date in an estimation to completion document for Station 46. Some items were not included in the original bid. We are working on acquiring additional funding resources but we may have to come up with \$500,000 to finish the project. We do have this money in the capital fund. If we have to use our money to finish the project, we will have to do an amended budget. Station 46 is 90% completed. We are waiting on garage doors. We should be able to occupy the building in October.

Chief Thompson stated that radio reprogramming had been completed. Tac channels have been moved around. The Communications Board has now hired an IT person to help out.

Chief Thompson stated that nothing has been done recently on the master plan. A report will be presented next month. The Basalt Board of Directors would like to discuss it tonight. Our short and long-term goals will be prioritized.

Fire Marshal's Report:

Fire Marshal John Mele stated that over the last several weeks the prevention division has inspected all of the schools and their out buildings. The Electric Pass Lodge is at the point where lots of inspections are needed. Snowmass Village is initiating short-term rental policies. They are in agreement 72% with the Fire District's advise regarding fire protection devices. We are working with the Town of Basalt on the downtown Basalt streetscapes project. We are fighting for every inch of fire protection space. JAS Labor Day festival is coming up. It is totally sold out. We are doing tent inspections, enforcing crowd limits, checking for cooking/propane problems etc. We have sent an email to all caterers regarding outdoor cooking appliances/practices.

Chief Thompson stated that RFFRA assisted with a wildfire on County Road 100 and was able to contain it without incident. It was human caused. Pinion and Juniper trees were beginning to burn.

Chief Thompson stated that we are not going to fund the rain gauges any longer due to new weather service technology. They now have a better early warning system. It is easier to track the amount of water in storm systems.

Deputy Chief Cornelius' Report:

Hose testing will take place September through November.

July Volunteer Hours

505.63 total volunteer hours

115.5 In-station hours

294.96 Responding from Home/Work (210 of which were OCO hours)

92.17 All-Call Only

3 Special Event

Thank you everyone for your continued support!

Incidents

July 2022

257 Total Incidents

108 EMS related incidents

July 2021

209 Total Incidents

104 EMS related incidents

Increase of 48 incidents or 23%

January 01, 2022 to July 31, 2022

1451 Total Incidents

711 EMS related incidents

January 01, 2021 to July 31, 2021

1388 Total Incidents

686 EMS related incidents

Increase of 63 incidents or 4.5%

Federal Wildland Assignment

We replaced the wildland crew of (Lt. Mo McPhee, David Klebes, Matthew Rotman and Alberto Rivas, Jr.) who were on initial attack in Lubbock, Texas with a new crew of (Lt. Paul Blangsted, Eric Goldberger, Austin Every, and Marcus Gerbaz. They are also scheduled for a 14-day assignment.

Denver Health Paramedic Education Program

Catharine Pieck and Rachel Thomas have their mid-term exam tomorrow. Please reach out to them to offer your support and wish them good luck.

Ballistic Protective Equipment

We recently purchased ballistic protective equipment. The ballistic vests have already arrived. They offer Level III+ protection and consist of steel core body armor in the front, rear and sides of the plate carrier. The ballistic helmets are custom and will take several weeks to arrive. We are currently working with our neighboring agencies to finalize a common operational guideline for active shooter hostile event response (ASHER). This should be finalized in the near future and shared at the monthly officer meeting. Once all of the ballistic protective equipment arrives and the ASHER operational guideline is finalized a plan will be formulated for in-service training to ensure all members are comfortable with the ballistic protective equipment and the ASHER operational guideline.

COVID-19

We are seeing some members utilizing COVID-19 Emergency Sick Leave due to illness. The predominant variant in Colorado is the BA.5 (71.8% as of July 3rd). The BA.5 does not cause severe illness or hospitalizations compared to other previous variants; however, it does appear to be very easily transmitted. Pitkin County is seeing high incidence rates and falls in the high CDC Community Level. Eagle County falls in the medium CDC Community Level, as does Garfield County.

The Authority still has an enhanced PPE requirement and is following CDC guidelines and recommendations.

Deputy Chief Issel's Report:

Deputy Chief Issel stated that all of the pumps and ladders have been tested on all of apparatus. They all passed. We are busy at all facilities. When Station 46 is finished, we

will have 17 rental units. Trying to keep up with repairs. Station 42 is in bad need of an upgrade or remodel. The crew at Station 42 is being augmented by volunteers plus with all of the administrative staff here, this station is really busy. Station 41 needs an emergency generator. There is a large delay in response when we have to hand crank the garage doors open. That and there are no computers or anything else to assist the crew in their response. We need emergency generators at each station for emergency response.

Director Young asked about having a boat at Ruedi for response. Chief Thompson stated that the Pitkin County Sheriff's office has one they use for patrol.

Director Arthur asked about access to the reservoir in Wildcat. Chief Thompson stated that we can use the water whenever we need it.

Human Resource Director's Report:

HR Director Thomas stated that the posting for volunteers with/without certifications and part-time firefighter has been closed. Interviews will be scheduled the first two weeks in September. We received seventeen applications for the volunteer positions, some have certifications. We will hold an orientation meeting with them before the interview process in order to explain our expectations and time commitment required. This will allow them to decide whether they can really volunteer or not. We received a large number of applications for the part-time position.

Work on the strategic plan has been on hiatus in June/July because of scheduling. We will start working on it again at the end of August.

She included a memo in the packet regarding the Colorado Health Protection and Expression and Whistle Blower laws that have come out after COVID. The policy manual will be updated to include these new laws. The Board will need to vote at the next meeting on the Colorado Family Medical Leave Act. If we decide to approve this program, both the Authority and the employees would need to put money into this program. Renee will provide a cost benefit analysis for the next meeting. A resolution will be needed to approve or disapprove the program. This program can be reviewed every eight years. We need to notify the State by January. Most public entities are not going with this program. The State passed a new law for worker's compensation. They have changed the time frame to report a work-related injury from four days to ten days. Our policy states that you will report a work-related injury immediately.

Chief Thompson introduced Jennifer Diamond to everyone as the new Executive Assistant.

Finance Director's Report:

Finance Director Jennifer Thompson stated that we the executive staff met last week to start the budget process for 2023. She is working on the set items to be presented at the September meeting. The preliminary budget discussion in September will cover

everything in the budget. At the December meeting, we will finalize the budget and sign budget resolutions.

The revenue and expenses for the year are right where they need to be. The budget is looking good for the rest of the year. The profit and loss report comes from Quick Books. Jennifer stated that she also puts this information in an Excel spreadsheet so that it is easier to understand. Both reports should match.

Chief Thompson stated that the master plan states that we should have more staffing. Once we hire someone, we never want to have to lay them off.

She has looked at the worst-case scenario for Station 46. We don't want to use our money so we are looking at additional sources of income to finish the project. We may be able to use money in the impact fee fund.

She is working on wildland billing for the last and current wildfire assignments. Director Young asked that if wildland fire funds aren't budgeted for, could they be used for Station 46. Jennifer stated that they are discussing this in the budget process. We don't overstate the money in this line item because we never know whether we will be assigned to a wildfire or not.

She will start training Jennifer Diamond on accounts payable next week.

Director Arthur asked whether the rent we are charging our employees for employee housing was covering our costs. Chief Thompson stated that we have assessments on some of our units (Willits and Snowmass). We are barely breaking even on those units. A study is being done. Our rental fees will be comparable and need to be set before Station 46 is finished. All of the employees in our units are on-call 24/7/365. He doesn't want anyone to tangle with the IRS over employee housing.

Employee housing will be discussed at the September meeting. It is in an enterprise fund. We are going to change the way we are doing things for our housing program in order to better keep track of when upgrades are done and what the costs are. Each of our units is different.

Public Comments:

None

Board Comments:

Director Leroy Duroux asked about the RV fire at the storage units and whether we had any guidelines for RV storage. Chief Thompson explained the incident. There are no fire codes for this at all that would have prevented this.

Director Scott Arthur stated that we have a lot in Wildcat Ranch for us to use to build a fire station. Chief Thompson stated that the lot owner wants to buy it back but we currently still have access to it. He doesn't think it was ever deeded to us.

Director John Young as that we let the Board know about community events so that they may attend, if they want to.

Staff Comments:

None

Old Business:

None

New Business:

None

Volunteer Meeting:

The next volunteer meeting will be held in person on Tuesday, September 6, 2022 at 6:00 p.m. at Station 42. Director Duroux stated that he would attend this meeting.

Non-Agenda Items:

None

Adjournment:

Director Duroux made a motion to adjourn the meeting, it was seconded by Director Young. All were in favor and the motion passed 5 – 0. The meeting was adjourned at 10:25 a.m.

To watch this meeting in its entirety, please go to the following link:

https://youtu.be/xtMZXJ1i4_g