

Roaring Fork Fire Rescue Authority  
1089 JW Drive  
Carbondale, CO 81623  
970.340.7040  
roaringforkfire.org



SCOTT THOMPSON  
FIRE CHIEF

## Record of Special Meeting Minutes January 4, 2024

**Call to Order:** Noting a quorum was present, President Van Walraven called the meeting to order at 9:00 a.m. on January 4, 2024.

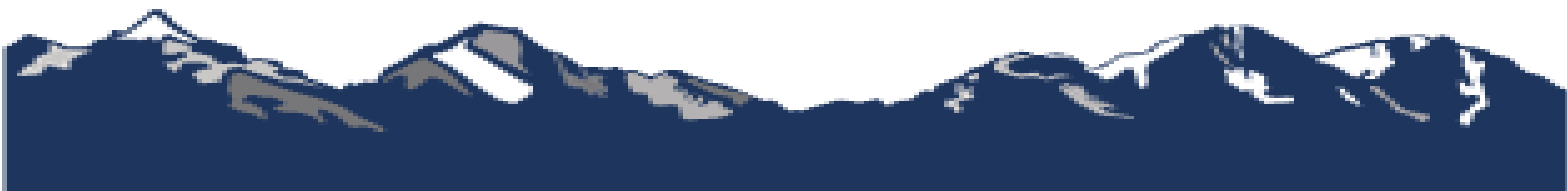
**Roll Call:** President Van Walraven, Vice President Arthur, Treasurer Striegler, Board Member Young, Board Member Duroux, Chief Thompson, Finance Director Thompson, Jennifer Diamond, HR Director Thomas, Deputy Fire Marshal Stott, Division Chief Palmer, Deputy Chief of Operation Cornelius, Deputy Chief of Administration Issel -Lifesize - IT director Johnson, Attorney Cole, Board Member Heivly

**Approval of Minutes:**

President Van Walraven requested a motion to accept minutes from the November 14, 2023 meeting. Treasurer Striegler motioned to accept the November 14, 2023 meeting minutes; Board Member Young seconded the motion. All were in favor, with no discussion, and non-opposed to accept the minutes as written.

**Attorney Bob Cole:**

Attorney Cole reports that he is working on the Crawford property; he said he intends to have it completed and out for review by next week. Attorney Cole hopes to finalize the land purchase by mid to late February or March. Attorney Cole said he is also reviewing documents for the bond issue. Attorney Cole wishes everyone a Happy New Year. President Van Walraven asked if there were any questions for Attorney Cole. Board Member Young asked Attorney Cole about the taxable portions of the bonds we have three million and one quarter set aside for taxable bonds; I just wanted your confirmation that allows us to acquire affordable housing and then sell it back to the District if it becomes available. Attorney Cole responds that we have had conversations with Kim Crawford and the bond counsel, he explains we can do that as Board Member Young described, where the District will buy the units and then the employee will sell back to the District if the employee no longer qualifies. Attorney Cole said as long as we keep the proceeds from the sale within a fund for the same purposes as noted for the bond issues, we will be fine, and Finance Director Thompson was in on those meetings as well. Board Member Young asked if a separate account would be needed to track those funds. Attorney Cole said it was not



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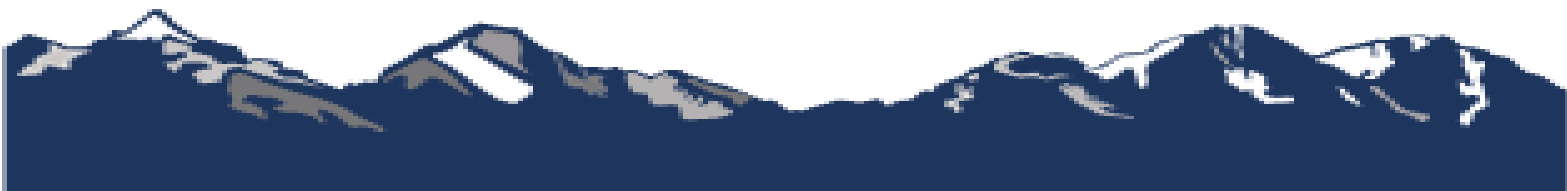
discussed but will be needed. Finance Director Thompson said she is now working with the Auditors on the whole bond and will set it up as they suggest.

**Board Member Comments:**

President Van Walraven says, "Thank You to everyone involved in the budget process for the past couple of months; well done and great job."

**Finance Report:** Finance Director Thompson says, "Thanks to staff, it was a hard process, and numbers came in on Tuesday, so thanks for your patience. A big thanks to Richard and Renee. I could not have done this without you."

Finance Director Thompson said the final numbers came in: Basalt was up 66%, and Snowmass was up 59% after all the adjustments; this included the tax credit and the RAR, which we recovered. Finance Director Thompson said the total amount for Roaring Fork is a 63% increase in revenue from the two districts. Finance Director Thompson asked if anyone had any questions on the assessed valuation before she started. Finance Director Thompson said in the budget message there are two changed two lines in the third and fourth lines. Finance Director Thompson said the agreement has always been the full mil going into the Roaring Fork, but because these budget messages go to the state, Basalts and Snowmass will also reflect this budget built with one mil credit. Finance Director Thompson said they could do everything we wanted to do to stay in the black regarding operations and give back a mil credit this year if you choose. Finance Director Thompson said the mil collected from Basalt is 6.902. Finance Director Thompson said the differentiation between that and the eight million is that we have to fund our pension fund as a requirement. Finance Director Thompson said the flat one mil credit for Snowmass which was 6.601 will be 5.601 if you want to proceed. Finance Director Thompson said nothing else in the budget changed besides the revenue calculations; nothing has been added since the previous meeting in October, and nothing has been deleted. Finance Director Thompson said some line items were tweaked because of ending costs for the year, such as a lower gas price. Finance Director Thompson said ninety percent of this increase is personnel-driven. Finance Director Thompson said this budget includes seven new positions, six being front-line responders. Finance Director Thompson noted the budget consists of a seven percent cola, which will go down to five percent in the following years; this was needed to catch up for last year. Finance Director Thompson said the budget includes built-in overtime for paid responders, which means anything up to what they are scheduled to work will be counted towards their overtime calculations, whether or not they use PTO; anything over that PTO will come into consideration as far as not getting overtime. HR Director Thomas explains if the minimum is zero, we add 10% on that and make that our minimum to account for a higher cost of living in the valley. Finance Director Thompson explains that the budget includes implementing a step plan so our employees will have a schedule of how and when they will get



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raises. Finance Director Thompson said the budget provides longevity pay based on years of service and differential pay for officer-level paramedics. Finance Director Thompson asks for any questions about the budget so far. Vice President Arthur clarifies that we have seven new positions; six of them are line staff; where is the other position? Finance Director Thompson said the last position is the EMS Division Chief of Operations. Vice President Arthur asked if the 20 % increase in administrative payroll is seven percent of COLA and the remaining 13%?. Finance Director Thompson said the remaining 13% is the step plan that applies to everyone. Vice President Arthur asked if the ambulance billing fees are based on our bill amount. Finance Director Thompson answers yes. Vice President Arthur asks under contracts, there is just one listed. Is there more creating the 154%? Finance Director Thompson said this was for the Life packs, and they almost tripled their costs. Deputy Chief of Operations Cornelius added this cost covers maintenance on all the Striker products.

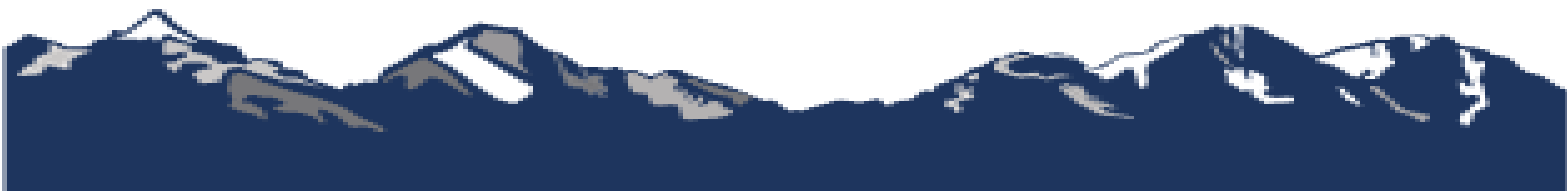
Finance Director Thompson said we are receiving the \$126,000 grant for the ambulance we will purchase this year. Finance Director Thompson noted the District is replacing a tender, brush truck, and one staff vehicle per the capital replacement plan.

Finance Director Thompson said included in the packet is a supplemental budget for this year to get us in tune with the 2023 starting balance; this is resolution one. Finance Director Thompson said resolution two is where you will see the actual budget; the next page will break down the budget versus the capital budget. Finance Director Thompson said this would clarify where the restricted funds are. Finance Director Thompson reminds the Board that our restricted funds for capital cannot be used on operations.

Finance Director Thompson said we came in the black at \$68,984, and the capital budget will take a hit this year. Questions? Board Member Young asked if a patient was not transferred from a location and if they were charged for any services. Deputy Chief of Operations Cornelius answers that they are only charged if transported to the hospital.

Finance Director Thompson clarified that resolution one for the supplemental budget was created to show the beginning balance and why it didn't tie out because you don't have an exact number from the previous year until the end of April for this year. Finance Director Thompson explains it shows what we started with in 2023 instead of what we thought we would start with.

President Van Walraven asked a question about the buildings; we have \$250,000 for the water tanks for Station 46. Is that the current condition when replacing them? Chief Thompson said that is what we requested to start, but it looks like it will come in at \$100,000; we set that last year based on our first projections. Chief Thompson said it can stay in the capital if we don't use the money. President Van Walraven asked if we figured out who would pay for that? Chief Thompson said RFFR will pay for it now, and the Attorney will work it out with the bonding company and contractor. Chief Thompson said they need to get water to the fire sprinklers



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immediately. Chief Thompson offered an update: They have tanks on site and are waiting for Pitkin County to give us an excavation permit to finish, which they said they would fast-track. Chief Thompson said they are putting the tanks where they will not get destroyed.

Chief Thompson highlights that this budget is up forty-seven percent in operations for recruitment and retention. Chief Thompson said he would also like to see RFFRA selling units to the employees and giving a mil back to the taxpayers.

President Van Walraven asks for a motion to approve Resolution One, Supplemental Expenditure and Revenues for Each Fund, and Adopting a Supplemental Budget for the Roaring Fork Fire Rescue Authority for the General Fund for the 2024 Calendar Year. Board Member Young motioned to accept resolution one, and Treasurer Striegler seconded the motion. All were in favor and non-opposed motion carries.

Board Member Young motioned to accept Resolution Two, Series of 2024, to Adopt the Budget, and Board Member Heivly seconded the motion. All were in favor of non-opposed motion carries.

Treasurer Striegler motioned to accept Resolution Three, Series of 2024, Designating Location to Post Notice, and Board Member Duroux seconded the motion. All were in favor of non-opposed motion carries.

### **HR Comments:**

HR Director Thomas said she is working on job offers and a schedule to start new hires around the third week in January.

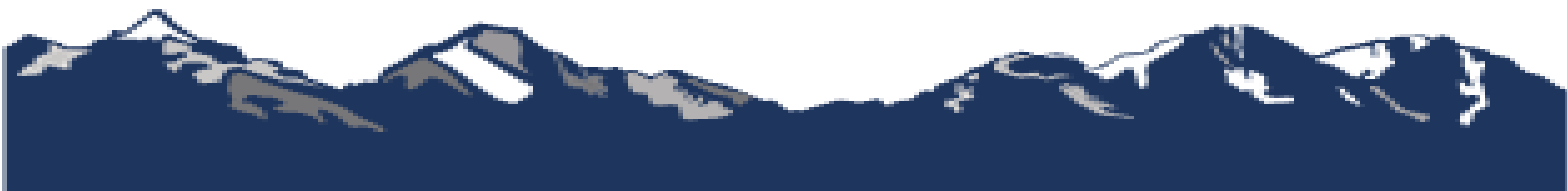
Chief Thompson told the Board he gave all verbal job offers, and they will all receive a written notification now that the budget has been approved; way to persevere.

**Fire Marshal-** Nothing to report

**Deputy Chief Issel-** Nothing to report

### **Deputy Chief of Operations Cornelius:**

Deputy Chief of Operations Cornelius said he will bring a professional services agreement to the January 16th Board Meeting. Deputy Chief of Operations Cornelius noted the contract is for a super single replacement plant and approval for bundle rates; he will have numbers on the 16th but thinks it went up about 8.8 percent.



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**Board Member Comments:**

President Van Walraven said this budget keeps the staff looking towards tomorrow, and want them to know how much they are appreciated by the Board for their hard work.

Treasurer Striegler repeated thanks for putting this budget together; it is so good to see it personnel-focused.

Jennifer Diamond reminds the Board of the Annual Awards Dinner on January 13, 2024, at the Roaring Fork Club; it begins at 5:30 p.m.

Chief Thompson told the Board that the volunteer meeting is mandatory to elect officers and that the all-hands meeting will be short; it is essential to have a board member attend. Vice President Arthur and Board Member Duroux volunteered to attend.

Board Member Duroux motioned to adjourn the meeting; Treasurer Striegler seconded the motion. The meeting ended at 9:34 a.m.

