



**RECORD OF PROCEEDINGS
REGULAR BOARD MEETING
March 21, 2023**

Authority Board President Ed VanWalraven called the meeting to order at 9:00 a.m. Other Board members present were Leroy Duroux, Elizabeth Striegler, Dave Heivly, John Young and Scott Arthur. Others present were Chief Scott Thompson, Deputy Chiefs Richard Cornelius (via Lifesize) and Kevin Issel, Fire Marshal John Mele, Deputy Fire Marshal Brooke Stott, Finance Director Jennifer Thompson, Human Resources Director Renee Thomas (via Lifesize), IT Director Erik Johnson, Division Chief Daniel Palmer, Lieutenant Gregor Dekleva, Firefighters Austin Every, Rachel Thomas, Tucker Kinney, and Nick Wall (via Lifesize) and Executive Assistant Jennifer Diamond.

Guest: Director Elect William Boineau

Minutes of February 8, 2023 Joint Meeting:

Director Striegler made a motion to accept the minutes as presented, the motion was seconded by Director Arthur. All were in favor and the motion carried 6 – 0.

Minutes of February 21, 2023, Meeting:

Director Duroux made a motion to accept the minutes as presented, the motion was seconded by Director Striegler. All were in favor and the motion carried 5 – 0.

Attorney's Report:

Attorney Cole was not available.

Chief's Report:

Chief Thompson stated the River Park Housing acquisition is coming along. He met with the BAHC (Basalt Affordable Housing Committee). Deputy Chief Issel met with the Basalt Planning and Zoning committee. Both committees voted unanimously to accept our contract. Our deed restriction amendments will go before Town Council for two votes. Everything should be done by April so we can close on the purchase.

Chief Thompson stated that high water is coming up. Deputy Chief Cornelius is working with the Town of Basalt and Eagle/Pitkin Counties for our mud/flood program. We just need to update the emergency call roster.

Chief Thompson stated that he and Fire Marshal Mele are working on a big fire mitigation project in Hay Park at the top of Capitol Creek in Pitkin County. We want to tie this in with 300 acres on Sopris Mountain Ranch. We are working on acquiring grant funding. Discussion.

Finance Director's Report:

Finance Director Jennifer Thompson stated our budget is right on track for the year. The money for the River Park Condominium purchase is sitting in the capital fund for SWFPD. If we use this money, then if the Authority ever dissolves, this purchase would revert right back to SWFPD. The auditors are scheduled to be here next week. There aren't any expected problems.

Director Striegler asked where we were with regards to putting the financials on the website. Chief Thompson stated that there is now a link on the website to finance. We will post a synopsis of each category of the budget here quarterly.

Fire Marshal's Report:

Fire Marshal John Mele stated that there wasn't anything new to report. The Prevention Division remains very active with inspections and in the schools with Fire Prevention education. He stated that RFFRA went along with Pitkin County and adopted the 2021 fire codes.

Deputy Chief Cornelius' Report:

February Volunteer Hours

A total of 523.5 volunteer hours were completed. 317.5 of those were in-station hours, 124 were responding from Home/Work (all were OCO hours) and 82 were All-Call Only. Director Arthur asked if we knew what contributed to the increase in in-station hours. Richard stated that he did not know.

Incidents

February 2023

A total of 242 Incidents were responded to. 120 were EMS related.

February 2022

A total of 263 Incidents were responded to. 142 were EMS related. This is a decrease of 21 incidents or -8%.

Incidents YTD

2023

A total of 509 Incidents were responded to. 248 were EMS related.

Incidents YTD 2022

A total of 519 Incidents were responded to. 267 were EMS related.
This is a decrease of 10 incidents or -1.9%

New Ambulance

A final inspection was completed at the Braun Northwest factory on February 23rd with Cody Espinoza and David Herrera. Thanks to both of them for their help. We took delivery of the new ambulance on March 6th. Over the last couple weeks, we have been working to place the ambulance in service. An order was placed for a Stryker PowerLoad that will be installed on 2202/Ambulance 345 (currently the only ambulance in the fleet not equipped with a PowerLoad). Once the new ambulance is placed in service the ambulances will be rotated putting an ambulance with forward facing attendant seats and other features to enhance both patient and provider safety into primary response at St. 41, 42 and 45.

Optimum Staffing

The optimum staffing administrative guideline was recently updated and published. While minimum staffing remains at 8 and qualifications are outlined for those members who count towards daily minimum staffing, effective March 1st full-time staffing can now only be used to reach minimum staffing. There are some exceptions and this change was necessary to ensure we remain within budget. By leveraging part-time and volunteer members and soon have 10 full-time members on each shift we can effectively meet staffing needs.

Part-time Staffing

January 613 hours

February 653.5 hours

March 475 hours

Discussion ensued regarding minimum staffing at each station.

Active Shooter Hostile Event (ASHER) Multi-agency Operational Guideline

Aspen Ambulance District, Aspen Fire Protection District, Carbondale & Rural Fire Protection District and Roaring Fork Fire Rescue Authority have adopted the ASHER Multi-agency Operational Guideline. In-service training will take place in the near future and ballistic protective equipment (BPE) will be placed on Authority ambulances and Battalion 4. BPE will allow entry into a warm zone under law enforcement escort.

Pitkin County Mass Casualty Incident (MCI) Plan

Agencies in Eagle, Garfield and Pitkin County were surveyed for the Pitkin County MCI Plan. A small workgroup met to review survey results, discuss next steps and assign tasks. April 24th is the assigned task deadline. Valerie MacDonald will work with Keith Ikeda to create a draft MCI Plan. A meeting with stakeholders will be scheduled to solicit

input. Targeted project completion is April 28th and there is the possibility the MCI Plan will be presented to the BOCC.

CO EMS Supplemental Payment

We underwent a desk review for the FY 2022 CO EMS Supplemental Cost Report submitted on November 28, 2022. All responses to the desk review have been received and deemed acceptable. We have not been selected for a comprehensive audit review (CAR). If randomly selected for a CAR that will take place in March 2023.

Ambulance Base Rate Charges and Bundled Billing

We are continuing to monitor ambulance base rate charges and bundled billing.

Peer Support Team

The Peer Support Team is an extremely important component to keeping our members resilient and providing confidential peer support whenever needed. This can be for members who respond to a critical incident or have a complex problem in their personal lives. Neal Martin is the newest member of the team and recently completed a 40-hour National Peer Support Academy in Berthoud. Duane Vasten has recently transitioned into the Peer Support Team Coordinator role. Other Peer Support Team members include Andy Fisher, Neal Martin and Brent Perusse. A contract is in place with Michelle Muething to provide clinical oversight. The Peer Support Team does a great job checking in with our members whenever needed. Director Arthur stated that Aspen Fire and Ski Patrol are trying to get PEER support groups up and running modeled after ours. Our PEER support members have been reaching out to Ski Patrol because they have had a rough season.

Financial Assistance Policy

As an example, a single household earning \$72,900 would be 500% of the FPL (Federal Poverty Level or \$14,580) and be eligible for a 50% discount applied to the remaining charges. Director Arthur made a motion to approve the financial hardship policy as written, the motion was seconded by Director Young. All were in favor and the motion carried 6 – 0.

Deputy Chief Issel's Report:

Deputy Chief Issel stated that we are beginning to transition all of our apparatus to summer readiness. The International tractor that pulls the command trailer is up for sale to the highest bidder. We will take the tracks off of the UTV when we can make it to the top of Elk Camp with tires.

With the acquisition of the two River Park units, this will bring our employee housing units up to nineteen. We have started to discuss how many housing units are enough. Our infrastructure is quite large for an organization of our size. Kevin will let the Board know what the interest is for these two units once they become available. Discussion.

Human Resource Director's Report:

HR Director Thomas stated that we made job offers to four part-time and one full-time person. They are in the process of getting all of their pre-employment requirements taken care of. The temporary full-time seasonal wildfire position came down on Friday. We had sixteen applicants for four positions.

Strategic Plan:

HR Director Renee Thomas stated that teams continue to make progress in their areas. The cultural handbook committee is finished. The compensation team is putting in a lot of hours each week. They will be presenting to the Executive staff in April and the RFFRA Board in May. The career progression team is going to meet this week.

Master Plan:

Chief Scott Thompson stated that we are working with David Detweiler as an owner's representative to come up with some hard figures and square footage on the remodel and additions to Station 42. We want to add ten bedrooms for future staff, remodeling the fire station to separate the administrative offices from operations, additional housing units, and a training facility out back.

Public Comments:

None

Board Comments:

Director Heivly would like to applaud everyone in our organization for their response to the active shooter incident at Aspen High School last month. We had a great turnout with off-duty personnel as well. The response on that day couldn't have gone any better. Discussion.

Director Arthur thanked Fire Marshal Mele for putting pictures up in the hallway downstairs. He asked if we were going to do more. John stated that he is pretty much done with the SWFPD history and would now like to work on RFFRA history.

Director Young would like to see us honor our volunteers when they retire in some way.

Director VanWalraven thanked Director Arthur for running the meeting last month.

Staff Comments:

None

Old Business:

None

New Business:

None

Volunteer Meeting:

The next volunteer meeting will be held in person on Tuesday, April 4, 2023, at 6:00 p.m. at Station 42. Director Duroux stated that he would attend this meeting.

Non-Agenda Items:

None

Adjournment:

Director Arthur made a motion to adjourn the meeting, it was seconded by Director Heivly. All were in favor and the motion passed 6 – 0. The meeting was adjourned at 9:58 a.m.

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

<https://youtu.be/8QhipgaRMgg>