

## Roaring Fork Fire Rescue Authority Board Meeting Final Minutes 10-15-2024

**Call to Order:** 9:00 a.m.

**Roll Call:** President Van Walraven, Vice President Arthur, Treasurer Striegler, Board Member Duroux, Board Member Heivly, Board Member Young, Attorney Cole (Lifesize) Deputy Chief of Administration Issel, IT Director Johnson, Deputy Chief of Operations Cornelius, Finance Director J Thompson, Chief S Thompson, Division Chief of Training Palmer (Lifesize), LT Blangsted, Assistant Fire Marshal Pidcock, Paramedic Klebes, Deputy Fire Marshal Stott, Secretary Diamond, HR Director Thomas.

**Approval of Minutes:** Treasurer Striegler motioned to approve the September 17, 2024 meeting minutes. Vice President Arthur seconded the motion. All Board Members were in favor, no discussion, and none were opposed to accepting the minutes.

**Attorney Report:** Attorney Cole reviewed the purchase agreement with the Board regarding purchasing L3 housing priorities in Glenwood Springs. Attorney Cole said they are waiting on some revisions from Habitat for Humanity for the final contract, but they are very close. Attorney Cole advises the Board if they choose to move forward, they need to pass a motion today confirming the purchase of two priority spots for \$150,000 each, totaling \$300,000, for the L3 Housing in Glenwood Springs. Attorney Cole advised that money must be in a trust before closing. Finance Director Thompson confirms we have the funds for two priority spots. Discussion

**Motion**—Board Member Young motioned to pass a resolution, subject to final review from our Attorney, for purchasing two priority spots for L3 housing in Glenwood Springs. Vice President Arthur seconded the motion. All Board Members voted to approve the motion; none declined, and the motion passed unopposed.

More Discussion

### **Chief Report:**

- Resolution 7- Chief Thompson told the Board that Aspen Fire passed a Resolution asking for a tax increase for employee housing in Pitkin County to fund housing projects, ballot question 1A; an elected official asked Chief Thompson to consider passing this resolution in our District.

**Motion:** Vice President Arthur motioned to discuss Resolution 7. Treasure Striegler seconded the motion. Discussion ensued

President Van Walraven asked for a vote to pass Resolution 7 in favor of Ballot Question 1A. One Board Member voted in favor, but the rest did not, and the resolution did not pass. 1 in favor - 5 not in favor.

-Chief Thompson updated the Board that six members are in CMC officer development and paramedic education courses.

-Chief Thompson told the Board about a structure fire last week in which the smoke alarms were not working, and the elderly couple was lucky to escape.

-Chief Thompson said Fire Prevention Week went well.

-Chief Thompson said Live Fire Training hosted at Carbondale Fire Department gave our team members experience with class B fires.

-Chief Thompson told the Board that we are in a good spot with paramedics going into this winter season. Chief Thompson added that we can handle calls more efficiently with the up-staffing.

**Finance Report:** Deputy Chief Cornelius and Finance Director Thompson reviewed the rental unit survey rates spreadsheet with the Board. Deputy Chief Cornelius explained to the Board where and how he came up with his numbers. Deputy Chief Cornelius told the Board that some of the H O A dues and other costs for RFFRA's 19 units are not covered by their rent but by the District. RFFRA is requesting a rental increase in their units to cover these costs. Discussion

**Motion—**Board Member Young motioned to increase rental rates to 50% this year. Treasurer Striegler seconded the motion. All board members were in favor, and none opposed it.

-Finance Director Thompson reviewed the amended budget on page ten. Finance Director Thompson told the Board that this resolution showed the amended supplemental budget reflecting our starting cash balance for 2024 and ending in December 2024. Finance Director Thompson said these resolutions for the amended budget will be signed in the December review.

-Finance Director Thompson said the preliminary draft of the 2025 budget message is on page 13. Finance Director Thompson said we did get a temporary tax credit last year and will be taking it back this year. Finance Director Thompson said it also reviews the total capital amount of 1.5 and that we are purchasing the engine, wildland vehicle, Battalion 4 replacement, new ambulance, and administration vehicles. Finance Director Thompson said we have budgeted for Station 44 to get new garage doors, AC units for employee housing at Station 41, a CAD drone, and a radio service monitor.

-Finance Director Thompson said the budget is very close to what was presented in September. Finance Director Thompson said Resolution Six is the resolution for adopting the budget. Finance Director Thompson noted on page 17 that our total expenditures are \$14,239,192. Finance Director Thompson told the Board we would bring in a total revenue of \$14,297,00. Finance Director Thompson said that only budgets \$100,000 for wildfires, but realize this year we brought in almost \$400,000 from wildfires that were not budgeted.

-Finance Director Thompson said the next page shows the operating vs. capital numbers. Finance Director Thompson said on the operating side, we have a budget variance of \$787,000 in positive. Finance Director Thompson said on the capital side, we're taking out \$730,000 more than we have. Finance Director Thompson noted that the intent of 2025 taking full credit was to help replenish the capital; she states that the \$787,000 offsets the capital, showing on Page 17 a positive budget variance of \$57,000.

-Finance Director Thompson said on pages 19-23, you will see the actual budget line items. Finance Director Thompson said these items include taking a 3% COLA across the Board for the employee step plan. Finance Director Thompson said there was a 4% increase in medical insurance and a substantial increase in the record-keeping subscriptions. Finance Director Thompson said this did include the new HR program. Finance Director Thompson said we can fund our personnel retention, which is the primary focus of this Board. Finance Director Thompson told the Board that this was just the first

reading. Finance Director Thompson said, there is a 13% increase due to the step plan, additional personnel floater, one new full-time employee, plus the new finance person.

-Finance Director Thompson said the person they offered the Finance/ HR job turned it down. Finance Director Thompson said they changed the position to a Finance Specialist and will re-advertise it starting today.

-Finance Director Thompson said the 2024 budget is still under budget for the year: 72% going into October, 68% overall, and the money for Habitat for Humanity that was just approved is still to come out of the building line-item budget.

**HR Report:** HR Director Thomas told the Board that after reviewing HR software compatible with Quick Books and Vector Solutions, she chose Bamboo HR. HR Director Thomas said Bamboo HR was cost-efficient and found other fire agencies that used it. HR Director Thomas said Bamboo HR looks at benefits dates and is easy-to-pull dates that affect benefits vs. hire dates vs. volunteer dates. HR Director Thomas noted this system is all cloud-based and is just waiting for final budget approval to be implemented. HR Director Thomas, said we will transition to Bamboo HR in January 2025. HR Director Thomas reviewed the implementation and transition costs with the Board. Treasurer Striegler told HR Director Thomas to hire a part-time person to support you while setting up the new HR Bamboo if needed. HR Director Thomas said she can utilize the new person and Jennifer for recruitment and onboarding when required.

-HR Director Thomas said she is working on volunteer recruitment. HR Director Thomas is anticipating fifteen new volunteers. HR Director Thomas anticipates five weekend days of onboarding and educating. HR Director Thomas said she interviewed eight people for part-time positions and is making seven job offers today. HR Director Thomas said she will also post for the finance assistant position.

-HR Director Thomas said active open enrollment begins soon, and everyone needs to re-enroll. HR Director Thomas will review the new compensation plan and how it works with the entire staff.

**Fire Marshal Report:** Fire Marshal Mele told the Board that they are working on upgrading fire codes for electric vehicles.

**Cornelius Report:** Deputy Chief Cornelius told the Board we had 96 total volunteer hours in September. Deputy Chief Cornelius said for September, we had 240 total incidents and 101 EMS-related incidents; in September 2023, we had 224 total incidents and 96 EMS-related incidents, an increase of 16 incidents by 7.1%. Deputy Chief Cornelius told the Board we had 2111 Total Incidents, 996 EMS-related incidents in 2024, 2029 total incidents, and 927 EMS-related incidents, an increase of 82 incidents, +4.0% in 2023.

-Deputy Chief Cornelius told the Board we completed our fourth federal assignment on September 20, 2024, on the Pearl Fire near Red Feather Lakes, Colorado. Deputy Chief Cornelius said the crew of Engine Boss Paul Blangsted and Firefighters Jimmy Dirkes, Joshua "Ace" Accetturo, and Zach Pagan gained valuable experience.

-Deputy Chief Cornelius said on Thursday, October 3, we assisted the White River National Forest, Aspen-Sopris Ranger District, with a prescribed fire at Coyote Park in Eagle County. Deputy Chief Cornelius said twenty acres of meadow and shrub vegetation were targeted for the prescribed fire. Deputy Chief

Cornelius said seven firefighters and six engines participated, including the RFFRA and an engine crew on severity assignment from Nebraska.

-Deputy Chief Cornelius told the Board that Tyler Yoder graduated from the Denver Health Paramedic Education Program on Friday; he is a Colorado State-certified Paramedic as of September 20. Congratulations, Tyler! Deputy Chief Cornelius said Marcus Gerbaz is also enrolled in the Denver Health Paramedic Education Program, and Nick Braun is in the Colorado Mountain College Paramedic Education Program; both are doing well and remain on schedule.

-Deputy Chief Cornelius told the Board he is traveling to Braun Northwest, Inc., on Wednesday for a pre-construction meeting for the new ambulance; the anticipated delivery date is September 2025.

-Deputy Chief Cornelius told the Board that delivery of the first Wildland 3 will be delayed due to delays from ITURRI's suppliers of some key components. Deputy Chief Cornelius said the anticipated delivery will now be in February 2025. Deputy Chief Cornelius said he will meet with the ITURRI team next week in Keystone to set mid-construction and final inspection dates. Deputy Chief Cornelius said our chassis is painted at the ITURRI factory in Creswell.

**Deputy Chief Issel Report:** Deputy Chief Issel told the Board six stations are getting winterized, and all nineteen rental units are rented.

-Deputy Chief Issel told the Board regarding rental increases that about four years ago, he took over the facilities portion of taking care of these units and is saving the Authority money, but someday, we may need to hire an outside organization to take over these duties.

-Deputy Chief Issel gave the Board a fleet update, telling them we traded in one of our pool vehicles and got a new pickup truck. Deputy Chief Issel said they are working on winterizing RFFRA vehicles.

**Master Plan Discussion:** Chief Thompson told the Board that we can check off the rental units box in the master plan.

-Chief Thompson said the fleet in the plans for next year will update the list under the long-term 25-year stock plan; it's done and on the books.

-Chief Thompson told the Board that Deputy Fire Marshal Stott had just returned from a Community Risk Reduction Class.

**Public Comments:** None

**Board Member Comments:** Chief Thompson told the Board that we are waiting on our Attorney to review the claim for Station 46.

-Board Member Young told the Board that Sopris Mountain Ranch thinks Station 46's location is essential to the neighborhood and is grateful for this fire station and its staff.

**Old Business:** None

**New Business:** The Volunteer Meeting is November 5, 2024, at 6 p.m. Treasurer Striegler volunteered to attend this Meeting.

**Adjournment**—Vice President Arthur motioned to adjourn the Meeting. Board Member Heivly seconded the motion. All were in favor, and none opposed. The Meeting ended at 10:51 a.m.

To view on YouTube in its entirety: <https://youtu.be/H-4PbSVnoLY>.