



## **Basalt & Rural Fire Protection District**

**“Protecting Our Community Since 1970”**

### **RECORD OF PROCEEDINGS**

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#### **BASALT & RURAL FIRE PROTECTION DISTRICT BOARD MEETING October 28, 2021**

**Roll:**

President Ed Van Walraven called the meeting to order at 5:00 p.m. Other Board members present were Leroy Duroux, John Young, Mark Kittle, and Vonda Williams. Deputy Chiefs Richard Cornelius and Kevin Issel, Finance Director Jennifer Thompson, Human Resources Director Renee Thomas, IT Director Erik Johnson, and Administrative Assistant Susan Herwick.

**Minutes of September 23, 2021:**

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

**Chief’s Report:**

Chief Thompson is currently traveling back from Boise ID, where he and Cody went to Boise Mobile Equipment for the pre-build meetings concerning our new 2000-gallon tender. The tender is slated for completion about a year from now.

All of the donations from Sopris Mountain Ranch Homeowner’s Association have been received and moved into the Basalt and Rural Building Station 46 account. Jennifer can give more details, if needed.

The majority of the excavation for the site has been completed, all excess fill has been removed from the site. This week the footers and concrete foundation are being formed and poured. The timeline for completion is in the fall of 2022. We should be in a good place going into winter. We are not planning on spending any more money than is absolutely necessary on winter conditions such as heat and snow removal. The plan is to work as weather permits though out the winter.

Basalt and Rural Fire Protection District  
1089 JW Drive  
Carbondale, CO 81623  
Ph: (970) 704-0627, Fax: (970) 704-0625  
[www.basaltfire.org](http://www.basaltfire.org)

Our water plan was granted and signed by the Water Judge recently. We are now awaiting a permit from the State to drill a domestic water well. We are also working on changes to the Right of Way with Sopris Mountain Ranch Homeowners as the irrigation water will be pulled from a ditch pond and is being added to the Right of Way.

**Deputy Chief Cornelius's Report:  
COVID-19 Update**

All adults are now considered high risk and are eligible for the booster shot. Please look for local vaccination clinics or see your primary care doctor. The MyColorado app can be downloaded onto your phone by scanning your driver license. Once you have set up your account you will have a digital copy of your COVID vaccination card.

**Deputy Chief Issel's Report:**

Deputy Chief Issel stated that he has been busy getting all vehicles and facilities ready for winter.

The crews saved another cardiac arrest victim last week. The story will be in the Aspen Times this week.

**Finance Report:**

Finance Director Jennifer Thompson stated that all of the donations from Sopris Mountain Ranch Homeowner's Association had been received and letters of acknowledgement had been sent out. We have received \$140,000 in reimbursement from the State on the grant. We are getting paid within ten days of receipt on invoices sent to the state against the grant.

A letter from FPPA was included in the packet. We are going into a situation where we will start to have more unfunded liability. The recommend that we fund this yearly with a contribution of \$70,700.

Jennifer presented the first reading of the 2022 budget to the Board. Our assessed value increased 9% between Eagle and Pitkin County. Gallagher adjustments are still being received. Budget changes were explained. \$5,600,000 expended in 2022 for RFFRA and construction of Station 46. The BFD budget is being held at \$200,000 as agreed upon in the RFFRA formation. The mill levy went down to .62 mils from .68 mils last year.

Jennifer will add an actual year-to-date column to the budget to show where we are actually in each of the line items for the December meeting. Impact fee billing and receipt was discussed.

Jennifer would like to change the Basalt Board meeting to the third Tuesday of every month to be on the same day as the RFFRA meetings. A motion will be made at the December meeting on 12/9/21 to change the date BFD Board meetings beginning 1/1/2022.

**Human Resource Director's Report:**

HR Director Thomas stated that the strategic initiatives report is included in the Board packet. The teams have been meeting either every week or every other week. As teams meet and work through things, the timelines have been adjusted and will be reflected on the spreadsheet in January. The team process was explained to the Board. Each team has six or fewer people assigned to it and is comprised of administrative, operations, and volunteer personnel.

The compensation plan recommendations were explained. Our pay philosophy is to pay at 107% of market. The minimum, market, and maximum salary ranges were explained. Some positions did fall below the 107% and need to be moved up. The spread between minimum and maximum has been 25%. We have adjusted this range to 40%. Renee does a salary survey every year in order to keep us competitive. Chief Thompson stated that each position will have a step plan to follow for advancement. We need to adjust some salaries due to salary compression between the Battalion Chiefs, Division Chiefs, and Deputy Chiefs. We added an additional 3% to the minimum salary range for both the Division and Deputy Chiefs so they start at 110% instead of 107% of market. We are considered a market lead because we pay more than the market rate.  
None

**Attorney's Report:**

None

**Board Member Comments:**

Director Duroux asked who was up for election in May 2022. Susan will research this and report back at the December meeting.

**Staff Comments:**

Our annual awards banquet will be held at the Roaring Fork Club on January 15, 2022.

**Public Comments:**

None

**Unfinished Business:**

None

**New Business:**

None

**Authority Board Report:**

None

**Executive Session:**

None

**Training Opportunities:**

None

**Non-Agenda Items:**

Director Boineau will attend the all-hands meeting on November 2 at 6:00 p.m.

**Adjournment:**

Director Kittle made a motion to adjourn the meeting, the motion was seconded by Director Leroy Duroux, and the motion carried 5 – 0. The meeting was adjourned at 5:26 p.m.

To watch the meeting in its entirety, please follow this link and begin at 20:40:

[https://youtu.be/CNeYE8IEZ\\_Q](https://youtu.be/CNeYE8IEZ_Q)