



Basalt & Rural Fire Protection District

“Protecting Our Community Since 1970”

RECORD OF PROCEEDINGS

BASALT & RURAL FIRE PROTECTION DISTRICT REGULAR BOARD MEETING February 21, 2023

Roll:

Vice-Chair Leroy Duroux called the meeting to order at 5:04 p.m. Other Board members present were John Young, Vonda Williams, Mark Kittle and Ed Van Walraven (via Lifesize). Chief Scott Thompson, Deputy Chiefs Richard Cornelius and Kevin Issel, HR Director Renee Thomas, Finance Director Jennifer Thompson, Captain Robert Sardinsky, Firefighter Cleve Williams, and Executive Assistant Jennifer Diamond.

Minutes of December 6, 2022:

Director Kittle made a motion to accept the minutes as presented. The motion was seconded by Director Williams. All were in favor and the motion carried 5 – 0.

Chief’s Report:

Chief Thompson stated that he just left the Fields Development meeting. Not a very positive crowd there. He brought up our letter of intent from 2021 to purchase four units. The RFFRA Board gave Chief Thompson permission to sign a contract for two townhomes at River Park as soon as the attorney has reviewed the contract.

Chief Thompson stated that we had our first call for Station 46 to the home just above us. One firefighter responded to a fire alarm at a home in Sopris Mountain Ranch in the command vehicle. The occupants had left the home and a fire place damper had shut filling the home with smoke. When supporting crews arrived, the home was ventilated. The responding firefighter from Station 46 was on scene 15 minutes before the on-duty crew.

Finance Report:

Finance Director Jennifer Thompson stated that she was working with DOLA right now to get the remaining funds for building Station 46.

Attorney's Report:

No Report

Public Comments:**Board Comments:**

None

Staff Comments:

Chief Thompson stated that Deputy Chief Cornelius was traveling to do the final inspection on our new ambulance which should be delivered on March 6. We are not going to sell our surplus ambulance. We are going to keep it in storage at Station 44 and use it for parts, if needed.

Old Business:

None

New Business:

None

Non-Agenda Items:

None

Adjournment:

Director Duroux made a motion to adjourn the meeting, the motion was seconded by Director Young, and the motion carried 5 – 0. The meeting was adjourned at 5:11 p.m.

To watch this meeting in its entirety, please follow the link below.

<https://youtu.be/XZef93q4vP0>

Short Term Issues

Management

- Publish the vision statement to the general public as well as staff. **Vision Statement has been published on website, perhaps adding on signature page from email. Letterhead AWIP**
- Centralize and standardize dispatch practices for run cards and apparatus dispatch criteria. **In process**
- Monitor the payers of ambulance billings for changes that might affect income. **It is done on an on-going basis by Richard**

- Monitor the ambulance revenue, both billed and total amounts, to manage the revenue stream effectively. **It is done on an on-going basis by Richard**

Planning

- Create target hazards planning, including operational preplans for the response personnel, and incorporate them into dispatch procedures.
- Actively engage in emergency planning efforts with the counties and the Local Emergency Planning Committee (LEPC). **Jennifer is slowly getting involved with PIO groups in the valley/soon to be involved with Basalt Emergency Management Committee JD**
- Confirm that all Extremely Hazardous Substances (EHS) facilities within the service area are identified and develop a local plan that coordinates fire department operations.
- Confirm that mandated Tier II reporting forms are received, reviewed, properly filed, and available for training and use during emergency responses.
- Take an active role in the development of emergency management planning internally as well as with the counties. **This is done monthly with Eagle, Pitkin County and Town of Basalt. Internally fire officer's during monthly meetings review and preplan target hazards. Currently meeting with Pitkin County Public Safety Council, Eagle County Public Safety Council, Basalt Emergency Management Council. Currently meeting with Pitkin/Eagle County Emergency Managers to look at Community Wildfire Protection Plans and Hazard Mitigation Plans.**
- Establish an internal planning group with a position delegated to the planning function: update the planning efforts annually.
- Work with municipalities and county planners to ensure that the Authority is aware of the other entities' current plans for growth.
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- Complete a Strategic Plan to implement the recommendations, adding goals related to service levels and performance with responsibilities and deadlines established.

Capital Assets

- Add generator at station 41. **Budgeted in Capital for 2024**
- Remodel living quarters and offices at station 42 to be more functional.
- Assure the meeting room at Station 44 conforms to ADA regulations if used by the public.
- Change door locks at station 44 to be consistent with other stations. **Completed.**
- Analyze maintenance and remodel costs versus rent revenue. Rent should at least cover the cost of maintaining residential housing.
- Examine fleet size for a possible reduction of units to control the cost of maintenance and replacement.
- Establish clearly defined vehicle replacement, equipment replacement, and facility improvement schedules. Create a funding strategy.

Staffing

- Adopt ERF incident staffing based on occupancy risk rather than defining unit staffing.
- Implement the role of driver/engineer or fire apparatus operator. Necessary for improved safe delivery, proper operation, and accomplishment of fire ground activities.
- Adopt 12 responders per day as the minimum staffing.
- Adopt a relief factor to hire adequate staff to achieve minimum staffing levels.
- Develop trigger for changes to guidelines due to a new method or a technology change.
- Provide periodic reviews of current compensation structures, market competitiveness, and district compensation philosophies. **R Thomas - This happens annually with agencies in the same type of market and region being surveyed for data comparison as well as doing an annual survey with the Employer's Council. Data is presented at board meetings during the budget process.**
- Implement NFPA 1582: *Standard on Comprehensive Occupational Medical Program for Fire Departments* medical exam and a psychological evaluation.
- Ensure all safety committee activities align with Chapter 4 of NFPA 1500.
- Ensure that the safety committee is diverse in their representation from across the Authority, ensuring representation by shift, rank, function, and interest, including representation from non-uniformed and staff members.

- The safety committee should meet monthly and should work to implement member safety education programs and encourage members' safety self-awareness.

EMS

- Update administrative guidelines to reflect current practices and the titles of those involved. **AG-18 EMS Quality Management Program and AG-18.1 EMS Quality Management Program Flowchart were updated in April.**
- Establish a quality improvement (QI) program with a review of internal retrospective data.
- Consider implementing the ability to collect and share patient information and billing information through Health Information Exchange systems. **A contract for the Quality Helath Network Health Information Exchange has been explored but not signed. We intend to implement the QHN HIE in 2023.**
- Consider the competency definition established by CoAEMSP and develop performance measures for system paramedics. **Competencies currently established in the Field Training Evaluation Program (FTEP) for new EMS providers (EMT-paramedic level).**
- Establish an annual training calendar assigning specific monthly training to a particular purpose.

Training

- Consider deploying members as part of wildland operations through the Colorado Division of Fire Prevention and Protection. **We have a seasonal Wildland Severity Team and currently participate in the cooperator rotation to send resources/crews out for assignments.**

PREVENTION:

* We have citation authority through local governments through the coordinated municipal adoption of Building and Fire Codes.

* Certification and training opportunities are available and utilized by prevention staff regularly.

*An addition of another fire inspector has been accomplished.

* We now have two FIT certified Fire Investigators through the International Association of Fire Investigators tested program. IAFF

*We do and continue share preplans with mutual and automatic aid partners.

*** We are working on a Community Risk Reduction Plan and continue to identify community risks. This will be ongoing.**

- Provide support to ensure operations units get required training.
- Designate shift officers as training liaisons to assist with consistent training delivery across the shifts.
- Consider building a training facility considering other regional training assets so as not to duplicate efforts.
- Balance training program in three areas 1) training reflecting the volume of current call types, 2) special team training, and 3) re-certification requirements.
- Identify gaps in high-risk low frequency events. Design the training program to address any deficiencies.
- Schedule the required ISO training requirements across the entire year to ensure compliance.
- Create a training committee of individuals who are passionate about department training.
- Implement an analysis of the ability to complete tasks and evolutions as outlined in NFPA 1410, *Standard on Training for Emergency Scene Operations*.

Prevention

- Seek citation authority through local governments to provide a streamlined mechanism to issue fire code violations.

Implement certification and training opportunities for fire prevention staff to achieve full ISO credit for Fire Prevention Certification and Training.

- Consider the addition of another fire inspector based on workload.
- Establish a Fire and Life Safety Educator designation per NFPA 1035, *Standard on Fire and Life Safety Educator, Public Information Officer, Youth Firesetter Intervention Specialist, and Youth Firesetter Program Manager Professional Qualifications* to provide additional creditability to fire safety prevention and public education efforts and garner extra ISO points.
- Certify investigators in accordance with NFPA 1730, *Standard on Organization and Deployment of Fire Prevention Inspection and Code Enforcement, Plan Review, Investigation, and Public Education Operations* and NFPA 921, *Guide for Fire, and Explosion Investigations*.

- Share preplans with mutual/automatic aid partners.
- Develop a Community Risk Reduction (CRR) plan that focuses on all the risks throughout the area.

Long Term Issues

- Financial Plan
 - Facilities, Apparatus, and Equipment Schedules with costs
 - Cost allocation formula for Districts
 - Consider other revenue options
 - Create a model to show long term sustainability
 - Mill levy and Capital Bond election issue design
- Staffing Improvement – plan for making improvements
- Develop response standards for the Authority
 - Determine response zones in Authority
 - Propose reasonable response goals for zones
 - Design improved time recording process with Comm Center
 - Design desired data collection system with reduced data handling by personnel
 - Process and publish current response performance quarterly/biannually