COAL CREEK CANYON FIRE PROTECTION DISTRICT

District Board Meeting Minutes
Monday, March 13, 2023

Attendance: President Dave Thompsen, Directors Ken Hoyer, Randy Baca, Treasurer Megan Austin, Chief Garret Ball, Admin. Asst. Kathy Bremers. Director-Elect Jody Dickson (acting Secretary), Roger

Secretary's notes/additions to written reports are in this color.
Actions/questions to be resolved are highlighted in yellow.

Called to order at 7:00

Secretary's Report. (acting Secretary Jody Dickson)

Motion by Thompsen to approve minutes from February Meeting. Seconded by Hoyer. Passed unanimously.

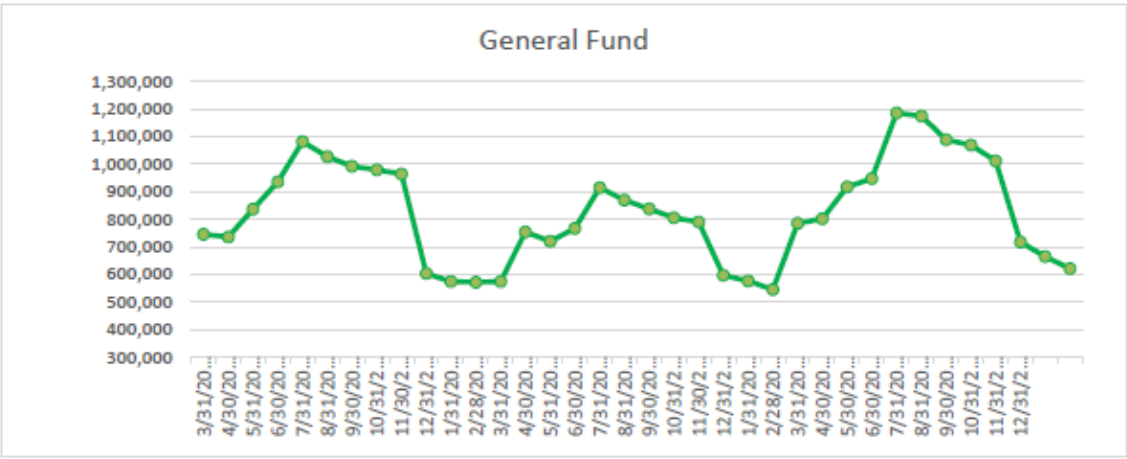
Treasurer's Report. Megan Austin **March 2023**

Fund Balances

1. General Fund	02-28-23:	$ 621,108.08
2. Petty Cash	02-28-23:	$ 3,496.73
3. Colorado Trust	02-28-23:	$ 200,828.85
4. FPPA1	06-30-22:	$ 869,539.81

[1]YTD (9.65%) exclusive of 0.41% total expense ratio.

Cistern Allocation 12-31-22: $7,784.78



.	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Proportio	8.33	16.67	25.00	33.33	41.67	50.00	58.33	66.67	75.00	83.33	91.67	100.00
Insur/Fina	2.9	3.3										
Office/OH	3.03	7.1										
Payroll	5.57	6.6										
Personne	17.36	17.1										
Dept	5.08	20.2										
Equip	13.88	32.5										
FF	5.1	12.3										
Med	2.5	9.1										
R&R	0	0										
Fuel	8.7	19.6										
Other	0											
CE	2	2										
Revenue	0.5	2.5										
Overall	5.7	10.5										
nder) run	2.63	-6.67										

1. Spending is in line with expected expenses.

Discussion:

- Property taxes increasing next year
- We may want to consider mill levy change with next year's election.
- Due to recent bank failures, Hoyer confirmed we are not at any risk at Colorado Trust.
- We need to clean up authorized signers on our accounts. Agreed that we also need to update the accounts to require two signatures. Bremers will do leg work to execute the changes. Hoyer to send Colorado Trust form to Bremers. Austin to send First Bank form to Bremers.

Chief's Report

Personnel Updates

- Interviews/Onboarding
- 2 Firefighters in EMT School
- 3 Firefighters in Structure Academy
- 1 Firefighter Leaving
- Boulder County Women in Fire
- Admin Replacement

February Officers Meeting Topics

- Landing Zones
- Apparatus Updates
- County Updates
- Officer Reports

Upcoming Officers Meeting Agenda Items

- No Meeting (Spring Break)

Major Incidents/Activity

- N/A

Apparatus

- 7001 Damage
- St. 1 Rescue
- 7003 Repair – see
- 7022 Bumper
- 7031 Bumper
- Engine Replacement (Pre-Build Mtg)

Equipment

- Deployment Packs
- Structure Equipment Purchase
- Roof Ladder
- Training Room Monitor
- SCBA Purchase
- Radio Purchase
- PPE Order

Buildings and Grounds

- St. 2 Siding
- St. 2 Office
- St. 1 Sign
- St. 1 Flag Pole
- Station 2 Solar

Financial

- 2023 Grants:
    - Firehouse Subs- St. 1 Sign- Due in April
    - AFG- Radios $225K- Submitted – Awards Announced in Fall

District Items

- Slash Event
- Grazing
- ATT- Fiber
- Miramonte Water Source
- Spruce Canyon Evac Route
- Spruce Canyon Cistern
- Dam Expansion:
    - Slash Yard
    - Water Source
    - Community Impact Assessment (BOCO)
    - Emergency Response IGA
- C4

- Driveway Approvals
- Invoices
- CWPP

County/Mutual Aid Issues

- USFS/DFPC/JCSO Meeting
- BCFFA/BCFCA Planning Committee
- USFS Prevention
- USFS Pile Burning
- Mtn. Chiefs Mtg.
- Jeffco Evacuation Mtg.
- BES Contract Complete
- DFPC Mitigation
- DFPC Engine
- DFPC Firehawk
- Foresythe Prescribed Burn
- Ambulance Compliance Committee
- CRRF
- IQS
- IROC

Administrative Assistant Report. Kathy Bremers

February 2023 Projects

- Email, voice mail, postal mail, station paperwork pick up.
- Invoices to Drop Box and forward email auto payment information to accountant x 2 monthly.
- Internet Cash Management: Working with Pauline to acquire banking information for payees and set up ach payments: on going. Follow up with Pauline on payments, signers and ach approvals. Deposits by mail and notification to accountant. Provide ColoTrust and County Disbursement statement to Pauline monthly.
- Incident Reporting: D4H review, update, and report approval after each incident/call. Copies of Pt Care reports to EMS Officer, Certifications filed and shared with appropriate officers, training sheets copied and shared in Google Drive. Notify EMT when signatures are needed on patient Care Reports.
- Admin report to Chief and Board, Board meeting attendance
- Officers Meeting: Attendance
- Inquiries from Insurance companies: 2
- Reflective Street Signs: 0
- Communication with Residents: proof of service,
- NFIRS: NFIRS entries are now handled through an app that was designed by IT Adam Jack

- NEMSIS 2020 in process.
- Grants:
- FF certifications recorded and filed electronically.
- FPPA: submitted 3 applications for pension.
- Workers Comp/Pinnacol Assurance: ongoing communication for 3/2021 injured worker/provided initial employment application as requested by Pinnacol Assurance.
- Communications with/for FF's: reimbursements, leave of absence, explanation of W2 replacement and second stipend check,
- Communication with a new clinic, Peak Form Center, ready for Board member approval
- Audit :
- Board Election: cancelled
- Recruiting: Workers Comp background checks, application for Stn 3, schedule interviews
- CWPP communication; invoices and ach arrangement with The Ember Alliance
- Discussion with Treasurer regarding First Bank access for Board members.
- Topics of concern with Chief Ball: 32748 Janelle Ln. project safety,
- Response to Jeffco Coroner request for report.
- Board Election: communication with M Mills on Call for Nomination and Cancelling Election
- Communication with Board President and Chief for new Business Manager posting and duties' submitted advertisement to The Mountain Messenger.
- First Responder invoices and returned check
- Diversified Body and Paint payment
- VFIS delayed payment

New Business

- Engine 7003 – presented by Rodger Nichols – Service expense currently at $9945. Agreed to no more than another five hours, for a total of $10,920 to review schematic found by Chief Ball.
    - Could be computer board or shift lever. If either of those, then will fix the engine.
    - If it is still not fixable, then will dispose of this engine. Chief Ball will decide on what we'd do with it as well as a recommendation for how we operate without it. Option to acquire used temporary engine until new equipment arrives, est. expense around $150k. We could ask for mutual aid from Candelas which would likely be faster than us responding from another station.
- Captains Dave Ney and Rodger Nichols going to Rosenbauer facility in South Dakota the 6 – 8 April for deciding pre-build options on the new engines.

Unfinished Business

- Reappointment of Board Member positions – See email from Micki Mills about cancelled election and confirmation of board of directors effective 2 May 2023.
- Admin Staff replacement for Kathy Bremers – We currently have three applicants. Posting is on the website and Facebook and will be in the Mountain Messenger in April. Deadline for applications is 15 April 2023. Thompsen will schedule interviews.
- Station 3 Extension Status – We have engineer's report which needs to be submitted. Contract with Cantwell is being finalized. Thompsen to send Baca soft copy to modify with specifics around the liability insurance requirements. Baca to review workers' compensation form with Cantwell. Dirt work may begin as weather permits.
- CWPP status – The contract with the Ember Alliance is fully executed. Our first invoices have been received and checks have been issued. All-community meeting is scheduled for 27 April 2023. We are working on finalizing the community survey and scheduling the smaller group meetings. Dickson to update with Ember Alliance activity.
- Background checks – Thompsen confirmed that Policy Manual may not require significant changes to make clear that all board members, employees and volunteers must undergo a background check every two years. Thompsen to draft revision to Policy Manual for board to review at the next meeting. Bremers to send Thompsen background check options.
    - Updates will also include something around firefighters ability to be directors.

- Not discussed:
    - Discussion to move Colotrust+ funds to higher-yielding fund. Austin and Hoyer to investigate.
    - Results of actuarial studies

Motion to adjourn by Hoyer. Seconded by Baca. Meeting adjourned at 8:22 pm.

Submitted for Board review on 3/13/23 by Acting Secretary Jody Dickson.