

COAL CREEK CANYON FIRE PROTECTION DISTRICT

District Board Meeting Minutes Monday, May 8, 2023

Attendance: President Dave Thompsen, Directors Ken Hoyer, Randy Baca, Treasurer Megan Austin, Chief Garret Ball, Admin. Asst. Kathy Bremers. Director Jody Dickson

Secretary's notes/additions to written reports are in this color.

Actions/questions to be resolved are highlighted in yellow.

Called to order at 7:03 p.m.

Secretary's Report.

Motion by Hoyer to approve minutes from April Meeting. Seconded by Dickson. Passed unanimously.

Please make a point to acknowledge email requests for feedback and comments, even if don't have comments.

Treasurer's Report. Megan Austin

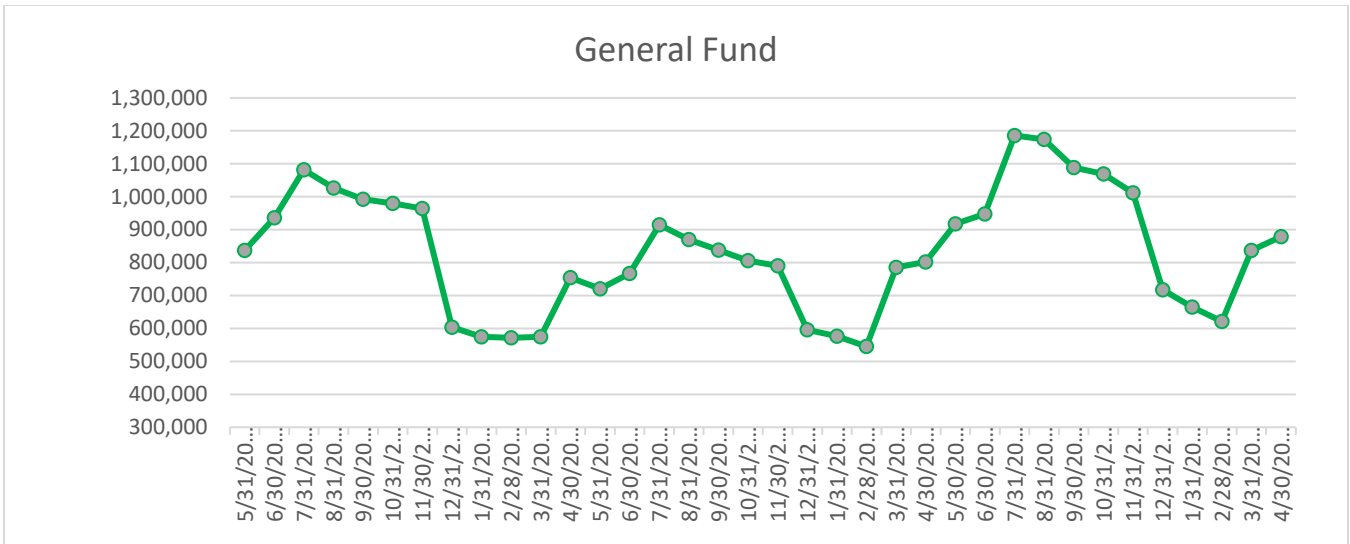
April 2023

Fund Balances

1. General Fund	04-30-23:	\$ 879,140.47
2. Petty Cash	04-30-23:	\$ 2,439.96
3. Construction	04-30-23	\$ 10,000.00
3. Colorado Trust	04-30-23:	\$ 202,488.66
4. FPPA ¹	12-31-22:	\$ 1,308,622.48

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

Cistern Allocation 04-30-23: \$7,784.78



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Proportion	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/Fin	2.9	3.3	13.8	18.9								
Office/OH	3.03	7.1	10.9	12.9								
Payroll	5.57	6.6	8.7	11.7								
Personnel	17.36	17.1	17.5	19.00								
Dept	5.08	20.2	24.5	28.8								
Equip	13.88	32.5	35.3	44.5								
FF	5.1	12.3	0.1	4.6								
Med	2.5	9.1	14.7	14.7								
R&R	0	0	1.8	16.7								
Fuel	8.7	19.6	19.6	22.2								
Other	0		0	0								
CE	2	2	3.4	4.4								
Revenue	0.5	2.5	32	41.7								
Overall	5.7	10.5	15.8	20.8								
Under) run	-2.63	-6.17	-9.2	-12.53								

1. New bank account was established for construction expenses. **Everyone has a debit card. Limit \$5k per day**

Discussion:

- Action: Bremers to send appreciation letter to Kiewit donation.
- Action: Austin to execute the move of \$500k from 1stBank to ColoTrust.

Chief's Report

Personnel Updates

- 4 Recruits Beginning Wildland Academy
- School Tour/Training
- Wildland Refreshers Complete

- Onboarding
- 1 Firefighter Completed Drone Pilot School
- Fournier Memorial
- Burn House Cancelled
- 2 Firefighters Completed Military Bucket Drop Training
- 2 Firefighters in EMT School
- 3 Firefighters Graduated Structure Academy
- Admin Replacement

April Officers Meeting Topics

- Academy Graduation

Upcoming Officers Meeting Agenda Items

- Evacuation Updates with Comm Ctr
- Standard of Cover
- Mentors
- Equipment Updates
- Officer Reports

Major Incidents/Activity

- Arson Investigation
- Pipeline Cut/Investigation
- Code 6 Party

Apparatus

- 7001 Repairs Complete
- 7002 Batteries
- 7031 Wiring
- St. 1 Rescue
- 7003 Repair
- Engine Replacement (Pre-Build Mtg)

Equipment

- SCBA Training
- Wildland Gear Issue Complete
- Deployment Packs
- Roof Ladder
- Training Room Monitor
- Radio Purchase

Buildings and Grounds

- St. 2 Fiber & Redundancy
- ATT Install
- St. 2 Siding

- St. 2 Office
- St. 1 Sign
- St. 1 Flag Pole
- St. 2 Solar/Generator

Financial

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

District Items

- Potential School Closure
- Slash Event
- Miramonte Water Source
- Spruce Canyon Evac Route
- Spruce Canyon Cistern
- Dam Expansion: Emergency Response Meetings
- C4
- Driveway Approvals
- Invoices
- CWPP: Community Meeting, Strategic Mapping

County/Mutual Aid Issues

- Call Lag Investigation
- Standard of Cover
- DFPC Open House
- Jeffco FMO
- BCFFA/BCFCA Planning Committee
- Mtn. Chiefs Mtg.
- DFPC Module Response
- Forsythe Prescribed Burn
- Ambulance Compliance Committee
- CRRF
- IQS
- IROC

Administrative Assistant Report. Kathy Bremers

April 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.
- New bank account for Station 3 renovations: debit cards and pin numbers provided to Austin, Baca and Thompsen.
 - 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: Cancelled
 - Inquiries from Insurance companies: 3
 - Reflective Street Signs: 1
 - NFIRS: NFIRS entries are now handled through an app that was designed by IT Adam Jack
 - NEMSIS 2021 in process; training on new system and making progress. This program is intended to be utilized directly by the medical provider on scene. I recommend training for responders to do the reports directly to eliminate errors and capture the best information. The information in NEMSIS will at some point be required when applying for Federal grant funding.
 - Grants: n/a
 - FF certifications recorded and filed electronically.
 - FPPA: n/a
 - Workers Comp/Pinnacol Assurance: n/a
 - Board: Oaths of Office received from Micki and prepared for notary.
 - Communications with/for FF's: reimbursements, Imz records and Insurance certs sent to FF for ambulance ride a long
 - Communication with residents: smoke concern/forest service burn, Loomis Way cistern questions, 11848 Begole Cir and 11753 Hillcrest Road Will Serve letters, 2 insurance inquiries, gate repair reimbursement/payment to resident, submit gate repair claim to VFIS.
 - Recruiting/Peak Form Center recruit physicals: Imz in process for new hires, one candidate to follow up on colon screening.
 - Audit: Auditor waiting to hear if 2022 books are closed
 - Topics of concern with Chief Ball: campfire concern that was out of our District.
 - Business Manager Position: Schedule and attend interviews, two candidates in process with background checks, rejection letters sent to candidates not chosen.
 - Revised Policy Manual loaded into D4H.

New Business

- Discussed need to increase the mill levy. We are currently thinking we'll wait before we formally ask for an increase. Thompsen to discuss with legal timeline and requirements for if we do want to pursue a mill levy increase. Thompsen to

write an article about improvements to station 3. Other later topics could be around CWPP, new engines, and other topics around what we do. Article can be at least on the website.

- Dickson is working with Team Rubicon around scheduling a mitigation event in the end of August.

Unfinished Business

- Admin Staff replacement for Kathy Bremers – Two candidates undergoing background checks. When finalized, we'll make offer, schedule start date and plan transition. We may need to look into acquiring medical benefits for our paid employees.
- Station 3 Extension Status – Equipment and materials have been delivered. Permit application under review. Concrete bid in hand. Trying to lock down date with the person who will build the building. Baca to gather invoices each month and send to Bremers/Admin.
- CWPP status – Excellent kick-off meeting held on 27 April 2023. Survey is out. Smaller focus group meetings are planned for June. Still reviewing evacuation models. Fire modeling will come in June.
- We agreed to proceed with an ID Discussed opportunity for ancillary fire department people to be provided some credentials that would allow them to access related benefits, e.g. RTD passes. Baca to design first draft for board to review..
- Not discussed:
 - Results of actuarial studies

Motion to adjourn by Hoyer. Seconded by Austin. Meeting adjourned at 8:20 pm.

Submitted for Board review on 5/9/23 by Secretary Jody Dickson.