

# COAL CREEK CANYON FIRE PROTECTION DISTRICT

## District Board Meeting Minutes Monday, September 11, 2023

In Attendance: President Dave Thompsen, Directors Randy Baca, Ken Hoyer, Jody Dickson, Business Manager Bobbie Steffe, Treasurer Megan Austin, Chief Garret Ball

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 p.m.

### Secretary's Report.

*Motion by Dickson to approve minutes from August Meeting. Seconded by Baca. Passed unanimously.*

### Treasurer's Report. Megan Austin

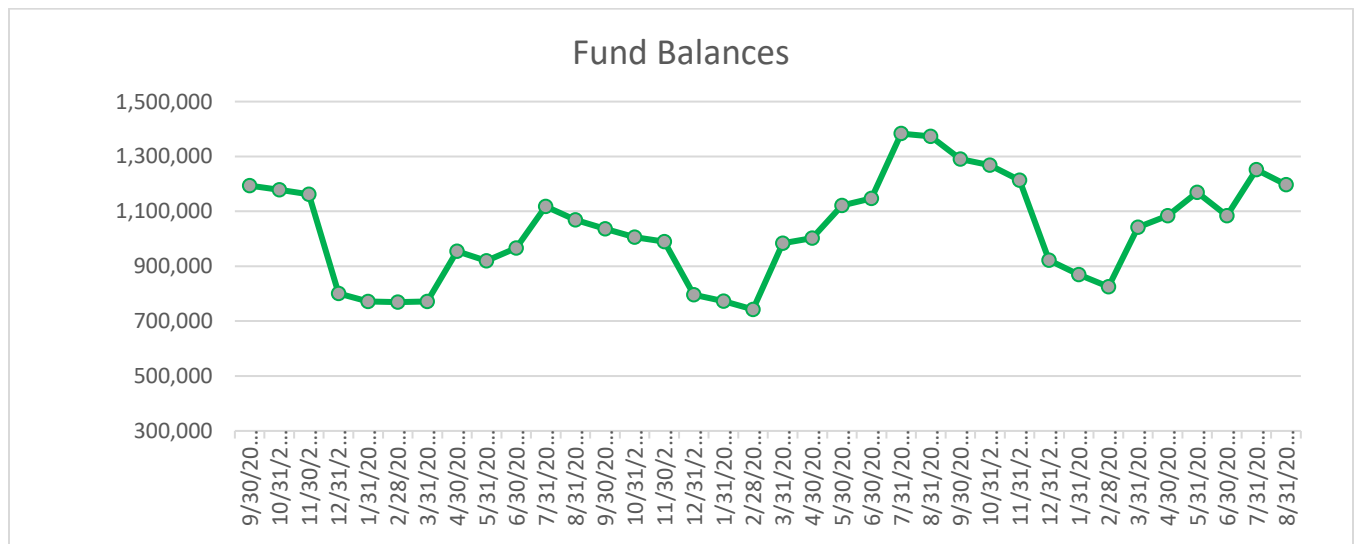
**September 2023**

#### Fund Balances

1. General Fund	08-31-23:	\$ 768,034.55
2. Petty Cash	08-31-23:	\$ 1,841.24
3. Construction	08-31-23	\$ 18,977.99
3. Colorado Trust	08-31-23:	\$ 408,443.87
4. FPPA <sup>1</sup>	06-30-23:	\$ 1,328,221.85

<sup>1</sup>YTD (9.65%) exclusive of 0.41% total expense ratio.

<u>Cistern Allocation</u>	04-30-23:	\$7,784.78
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	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Proportional	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/Finan	2.9	3.3	13.8	18.9	32.2	35.3	40.1	41.9				
Office/OHD	3.03	7.1	10.9	12.9	14.9	17.2	25.6	27.1				
Payroll	5.57	6.6	8.7	11.7	14.7	19.7	22.8	25.8				
Personnel	17.36	17.1	17.5	19.00	20.4	24.9	25.3	42.3				
Dept	5.08	20.2	24.5	28.8	33.1	37.1	42.1	69.7				
Equip	13.88	32.5	35.3	44.5	65.1	71.1	97	102.7				
FF	5.1	12.3	0.1	4.6	8.9	9.5	11.1	11.7				
Med	2.5	9.1	14.7	14.7	15.8	16.1	17.5	19				
R&R	0	0	1.8	16.7	3.8	43.3	43.4	43.4				
Fuel	8.7	19.6	19.6	22.2	29.1	29.1	35.7	35.7				
Other	0		0	0	0	5.3	0	0				
CE	2	2	3.4	4.4	24.2	55.7	57.9	63.8				
Revenue	0.5	2.5	32	41.7	65.9	77.4	101.3	103.8				
Overall	5.7	10.5	15.8	20.8	29.7	20.7	39.5	32.9				
Over (under) run	-2.63	-6.17	-9.2	-12.53	-11.97	-29.3	-18.83	-33.77				

1. Transfer of funds in from general acct to savings account resulted in an increase in interest income of over \$1,000 per month.

#### Updates:

- ACTION: Austin to hold meeting first week of October to discuss various accounting changes.
- Board reviewed and approved the stipend process and amounts. ACTION: B Steffe to draft email to firefighters for option to decline.
- ACTION: prepare and bring 2024 new budget requests for the next board meeting
- Baca motion to approve additional \$4,000 for Station 3 general contractor services. Hoyer seconded. Unanimously approved.

## Chief's Report

### Personnel Updates

- 2 Firefighters Attended Interagency Forcible Entry Training
- 2 Firefighters Beginning Structure Academy
- 3 Firefighters to Attend Hazmat Academy
- 5 Firefighters, 1 Civilian Beginning EMR Class
- Ceurvorst Anniversary
- 1 Firefighter to Attend Engine Boss Class
- 1 Firefighter out on Medical Leave
- Engine Representation at Sapper Memorial
- Flood Commemoration
- Ladies Ladders
- Timberline Truck
- Fall BBQ
- Non-CCFD Firefighter Arrest

### **August Officers Meeting Topics**

- Call Reviews
- Plan for 7003
- 7003 Replacement
- Minimizing Outside Instructors for Live Fire
- Traffic Control
- Staging Location Announcements
- Clean Cab Procedures & Committee
- RIT Pack Conversions
- Call Credit & Group Me
- Equipment Updates
- Officer Reports

### **Upcoming Officers Meeting Agenda Items**

- No September Meeting

### **Major Incidents/Activity**

- Unresponsive Party

### **Apparatus**

- 7024 Sale Complete
- Temporary 7003 Purchase
- Old 7003 Sale
- 7001 Brakes Complete
- St. 1 Rescue
- 7020 Oil Leak
- Rescue Recalls 7023, 7024,7031 (Grid Heater Relays)
- New Service Agreement w/ Mountainview

### **Equipment**

- 2024 AED Replacement
- Training Room Monitor
- Radio Purchase (Hoping this Month)

### **Buildings and Grounds**

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

### **Financial**

- 2023 Grants:
  - Firehouse Subs- St. 1 Sign- TBD

- AFG- Radios \$225K- Submitted – 74/324 million awarded so far
- State PPE Grant – Fire Shelters

**District Items**

- Camp Eden Suppression System
- Miramonte Mitigation & Meeting
- Dam Expansion: Emergency Manager, Caretaker, Cistern Approvals, Building Approvals
- C4
- Driveway Approvals
- Commercial Alarm System Review (Complete)
- Invoices

**County/Mutual Aid Issues**

- BOCO ESU Interviews (Complete)
- Jeffco Open Space Locks & Keys
- Standard of Cover
- Mtn. Chiefs Mtg.
- Ambulance Compliance Committee
- CRRF
- IQS
- IROC

**Administrative Assistant Report.** Bobbie Steffe  
Activities and Project Updates 8-14 through 9-8

- Out of Office Vacation/Travel: Labor Day weekend (half of Fri-Mon)
- Projects
  - Accounting
    - Light intro to Quickbooks Online (logging in, browsing), video tutorials (basics)
  - Supported Sale of 7024
    - Coordinated with FF Hamel, Buyer, Board Treasurer, President and Insurance Company. Out of state buyer, ACH vs cash, aggressive timeline presented unexpected complexities.
  - Supported purchase of new, temporary 7003 (payment, insurance)
  - Annual Awards Nominations closed out. Set up and sent voting form. Voting in progress (AHFF, WLFF, NC, OC)
  - Fall BBQ
    - Tent Rental vs borrowing CCCPRD’s tent
    - Musician booked, given site tour
    - Beer donations
    - Made a spreadsheet for future event planning
  - 2022 Stipends Preparation

- Pulled stats, put into calculations worksheet, posted in drop box for review
  - D4H
    - More progress made on approvals backlog. Goal is staying caught up with new incidents (review/approvals in 24-48 hours, AJ does NFIRs entry)
      - Q1 completed, Q2 in progress
    - Driver Licenses true-up \*paused. Would like to find a secure way to get a copy of Driver Licenses electronically
    - Vehicle audit in progress as time allows, VIN verifications
  - WC Claim filed
  - FPPA access forms
- Ongoing
  - D4H Updates (Approvals, general data accuracy as time permits)
  - Email, voice mail, postal mail, station paperwork pick ups
  - Accounting (invoice intake, dropbox, check runs)
  - Insurance Inquiries (3 or 4)
  - 'Will-Serve' letters (2)
  - Reflective Signs (0)
  - Admin Report to Chief, Board
  - SOP documentation creation/updates
    - Annual awards process

#### Upcoming projects/tasks

- More QBO tutorials
- Get title for 7003, required for auction. Not all apparatus have a title, most do not have/require license plates. Searched files, UTL.
- Prepare for recruiting
  - Review, understand, plan the emails/docs/communications
- Periodic Physicals Audit
- Periodic Background Checks
  - Current SOP is background checks for all FFs each two years
    - Per Randy, check on CBI as an option
    - Link sent by Randy right after board meeting.
  - prioritized for Sept after Fall BBQ
- Add Canyon Pines Subdivision page to Map Books
- Salamander
  - Prep Demo for officers to gauge interest
    - Gap analysis (D4H vs Salamander)

## New Business

- none

## Unfinished Business

- Station 3 Extension Status – Construction moving along. Looking at mid-November for completion.
- CWPP status – Ember Alliance has drafted the recommendations and are planning an in-person review in late October or early November to review that content. When finalized there will be further community meetings and a website resource.
- Not discussed:
  - Results of actuarial studies
  - Mill levy increase: Outstanding action from May meeting 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.

*Meeting adjourned at 8:25 pm. Hoyer moved, Baca seconded. Next meeting is October 9th*

Submitted for Board review on 9/11/23 by Secretary Jody Dickson.