

COAL CREEK CANYON FIRE PROTECTION DISTRICT

District Board Meeting Minutes Monday, February 12, 2023

In Attendance: President Dave Thompsen, Directors Randy Baca, Ken Hoyer, Jody Dickson, Chuck Berginc, 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 06:58 p.m.

Welcome Chuck Berginc who will be taking Ken Hoyer's position on the board.

Secretary's Report.

Motion by Dickson to approve amended minutes from January Meeting. Seconded by Baca. Passed unanimously.

Treasurer's Report. Megan Austin

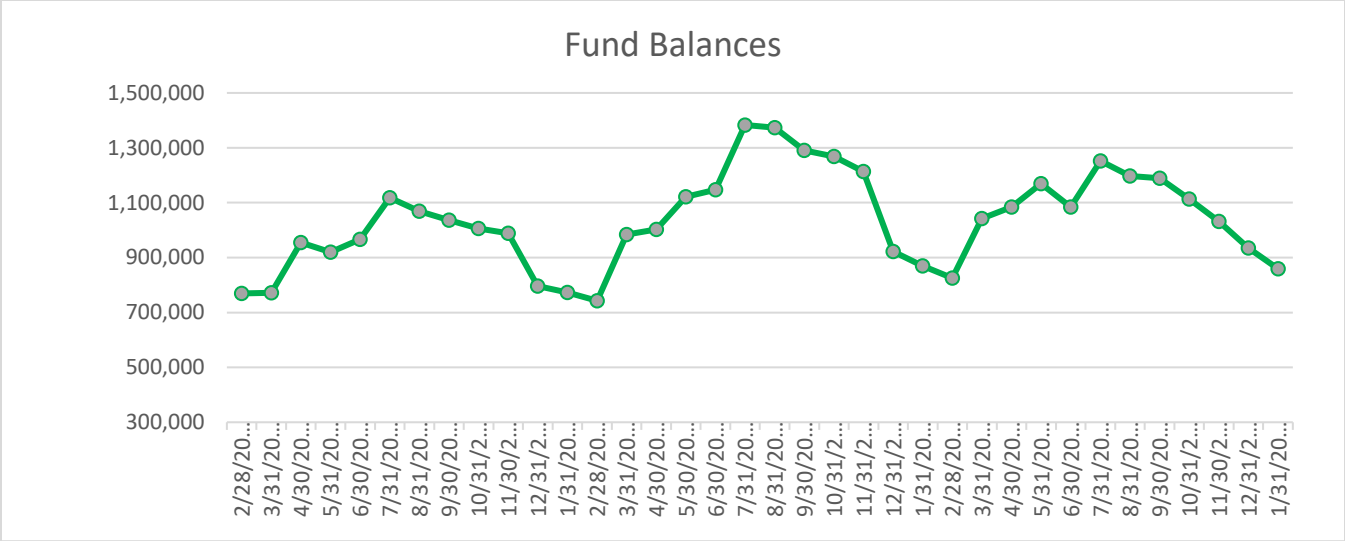
January 2024

Fund Balances

| | | |
|----------------------|-----------|-----------------|
| 1. General Fund | 01-31-24: | \$ 432,949.45 |
| 2. Petty Cash | 01-31-24: | \$ 1,996.20 |
| 3. Construction | 01-31-24 | \$ 6,247.26 |
| 3. Colorado Trust | 01-31-24: | \$ 418,012.21 |
| 4. FPPA ¹ | 06-30-23: | \$ 1,189,035.01 |

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

| | | |
|---------------------------|-----------|--------------|
| <u>Cistern Allocation</u> | 01-31-24: | \$ 12,212.78 |
|---------------------------|-----------|--------------|



| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
|----------------------|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Total Revenue | 0.5 | | | | | | | | | | | |
| Total Exp | 8.2 | | | | | | | | | | | |
| Admin | 5.9 | | | | | | | | | | | |
| CE | 0 | | | | | | | | | | | |
| E/E R&M | 5.2 | | | | | | | | | | | |
| Operations | 1.3 | | | | | | | | | | | |
| Special Projects | 25.7 | | | | | | | | | | | |
| Volunteer | 11.9 | | | | | | | | | | | |

1. Special Projects include CWPP and Station 3 construction
2. ACTION: Austin to add a value for total year forecast against budget.

Chief's Report

Personnel Updates

- Rogers Memorial
- Interviews
- Yoga
- Carcinogen Reduction Program
- Chainsaw Course
- Female Firefighter Training
- Prehospital ECG Class
- SWAG- Complete
- EMT Class
- RT 130

January Officers Meeting Topics

- Group Me

- Hiliday Gifts
- Timm Resignation
- ATT Site
- Canyon Pines
- Recruiting
- Carcinogen Reduction Update
- Station 3 Const. Update
- Officer Reports

Upcoming Officers Meeting Agenda Items

- Changed to Tuesday Evenings
- Call Reviews
- Radio Chatter
- Air Lifting Patients
- Apparatus Updates
- Officer & Business Mgr. Reports

Major Incidents/Activity

- Busy Call Day
- Medical Call
- Piles

Apparatus

- St. 1 Rescue – Baca makes a motion to increase the budget for this rescue truck replacement from \$115k to \$130k for the new rescue. Dickson seconded. Unanimously approved.
- 7003
- 7020 Oil Leak (Complete)
- Rescue Recalls
- Truck Radio Chargers (Complete)

Equipment

- Trainee Helmet Placards
- Extrication Equipment
- 2024 AED Replacement
- Gas Detectors
- Smoke Machine
- Goggles
- Training Room Monitor

Buildings and Grounds

- LaFrance Building Siding
- AT&T Tower
- St. 3 Remodel

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

Financial

- 2024 Grants:
 - 1B Grant- ~\$225K – Granted

District Items

- Public Use of Stations
- Use of Gym
- Post Article
- Blue Mountain Contacts
- Mechanic
- Fire Inspections
- Westgate Rd. Build
- Marijuana Facility
- Canyon Pines
- Miramonte Mitigation & Meetings
- Dam Expansion: Cistern Approval (Complete), Violation Issued, ES Site Visit
- C4
- Driveway Approvals
- Invoices

Business Manager Report. Bobbie Steffe

Submission Date: 2-11-2024

Activities and Project Updates

- Travel to TX end of January, early Feb, next week for family business (step-mom post-surgery assistance)
- Obtained title for Engine 3
 - Capt. Nichols and Ted taking it in Monday, 2-12, title sent on 2-6 (expedited, with tracking)
- Renewals/Annual Processes
 - Rocky Mountain Air Solutions Lease Renewal (1-12)
 - Posted annual transparency notice to website (1-12)
 - Pension/FPPA Census Process, support/submit Notice Of Volunteer Firefighter Retirement (Joe – still active per board motion to keep him active)
- Accounting
 - Witmer Invoice research (.04 Invoice)

- Unprocessed checks research
- Permitting, Insurance
 - cistern contribution & will-serve 31180 Joanie Rd
 - will-serve: 33020 Janelle Cir, 11106 Circle Dr
- Recruiting
 - Paige, St2 and David, stn 3 interviews scheduled, onboarding in progress
 - WC Investigation initiated (requires notarized authorization from applicants)
 - Peak Form Medical Center contacted re: new-hire physicals
 - Application sent to Dave's neighbor, Aaron (who says Dave is the best neighbor ever). Have not received application back yet (recent shoulder surgery)
- Submitted Pinnacle WC Audit
 - May need new ICS form for Peter due to missing signatures (illegible copy/scan)
 - Support Carcinogen Reduction Proposal research
 - Reviewing our current packages re: screenings that may detect cancer
- Periodic Physicals
 - Identified due/past due physicals based on age + last known physical date
 - Need BOD input on overdue physicals – **Decision to give those that are due for their regular periodic physical within two years an option to have their make-up physical now. Those that are due for their periodic physical in three years or more will need to do their make-up physical now.**
- Ongoing
 - D4H incident, training and event review/approvals
 - Email, voice mail, postal mail, station paperwork pick ups
 - Accounting (invoice intake and coding, deposits (donations (cistern, signs, misc))
 - Permit, inspection, etc inquiries (Canyon Pines, West Gate Rd, Gross Dam Expansion)
 - Reflective Sign orders (3)
- On Deck:
 - SDA renewal (due March)
 - TEA reimbursement request
 - Perpetual award plaque for Annual Awards, Retiree plaque additions
 - Policy Manual review/notes
 - Vehicle titles (priority = 7021, then any others not on file)
 - Map Book updates tentative goal is Q2 to start
 - Several update tasks logged (including but not limited to new residential addresses, addition of Canyon Pines Subdivision, private cistern updates, a New Gate
 - 2023 Stipends
 - 2023 Annual Awards Nominations

New Business

- Reminder to review Policy Manual in advance of the March meeting

Unfinished Business

- Discussion of Feasibility of Raising Pension 20 Yr monthly amount. Decision on additional updated actuarial studies paused until next month with the discussion of mill levy.
- Station 3 Extension progress
- CWPP status – Continuing review of draft content. Still on schedule to be submitted for public review in March and sign-off in April.
 - ACTION: Dickson to prepare proposals for roles for the fire department post publication and email to board for review.
- Decision to discuss updating the department website at a future meeting.
 - ACTION: B. Steffe to send ISO report for us to review to decide if we want to publish on our website.
- In future meeting, board to discuss potential mill levy increase. We will need to get data to legal by July if we want to include in the November ballot for District vote. ACTION: Thompsen and Austin to pull together assessor numbers from counties to estimate mill impacts and collect forecasted future expenses.

Meeting adjourned at 9:30 pm. Hoyer moved, Baca seconded. Next meeting is March 11

Submitted for Board review on 2/13/24 by Secretary Jody Dickson.