

# COAL CREEK CANYON FIRE PROTECTION DISTRICT

## District Board Meeting Minutes Monday, March 11, 2024

In Attendance: President Dave Thompsen, Directors Randy Baca, 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 07:00 p.m.

### Secretary's Report.

*Motion by Dickson to approve minutes from February Meeting. Seconded by Berginc. Passed unanimously.*

### Treasurer's Report. Megan Austin

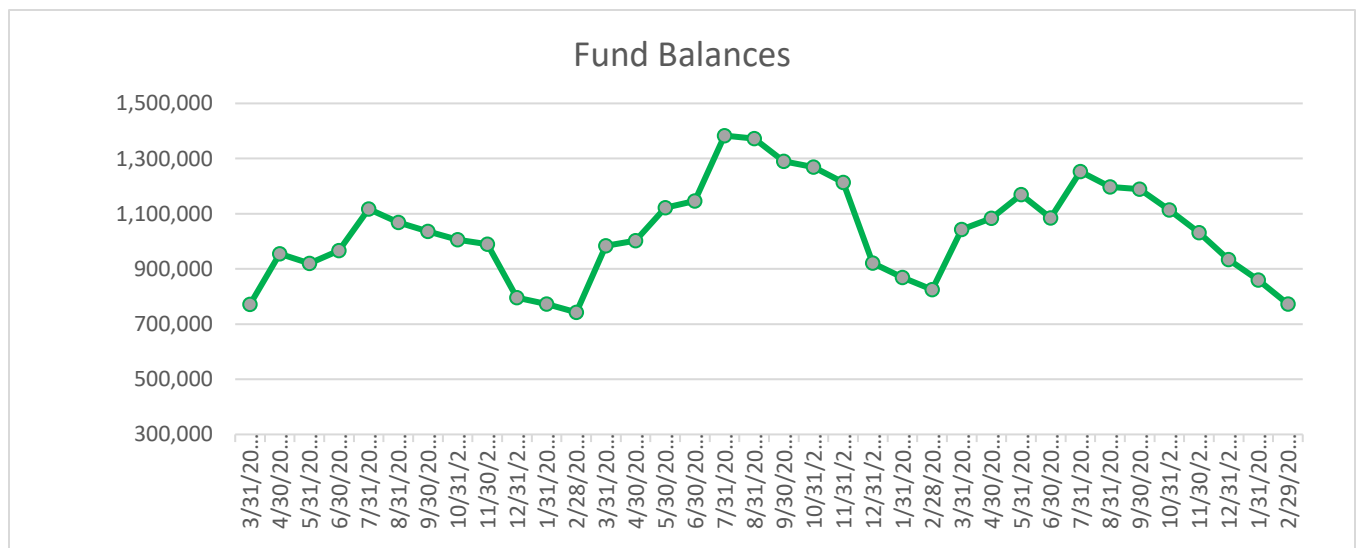
March 11, 2024

#### Fund Balances

1. General Fund	02-29-24:	\$ 349,172.44
2. Petty Cash	02-29-24:	\$ 2,236.43
3. Construction	02-29-24:	\$ 1,931.20
3. Colorado Trust	02-29-24:	\$ 419,837.86
4. FPPA <sup>1</sup>	12-31-24:	\$ 1,396,697.62

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

<u>Cistern Allocation</u>	02-29-24:	\$ 12,212.78
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Revenue and Expenses as a % of Total Yearly Budget												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>Total Revenue</b>	0.5	1.6										
<b>Total Exp</b>	8.2	18.35										
<b>Expense Breakout</b>												
Admin	5.9	11.6										
Capital Expenditures	0	2										
Equipment	5.2	3.9										
Training	0.2	0.9										
Supplies	5.8	25.3										
Special Projects	25.7	58										
Volunteer	11.9	12										
<b>Equal % of budget each month</b>	8.33	16.66	25	33.32	41.65	50	58.31	66.64	75	83.3	91.63	100
<b>(Over)/Under Budget to Date</b>	(645.00)	(691.00)										

1. Station 3 construction contributes to Special Projects being at a high percentage of the allotted budget for this line item. This will even out when construction is completed.
2. Income will rise in the next few months as property taxes are received.

## Chief's Report

### Personnel Updates

- 7061 Upcoming Travels, 7062 FDO
- EV Training
- Rogers Memorial
- Interviews Complete
- Carcinogen Reduction Program
- Chainsaw Course
- Prehospital ECG Class
- SWAG- Complete
- EMT Class
- RT 130

### February Officers Meeting Topics

- No meeting held due to schedule conflicts.

### Upcoming Officers Meeting Agenda Items

- No meeting held due to schedule conflicts. Next meeting in April with Kiewit presentation.

### Major Incidents/Activity

- N/A

### Apparatus

- St. 1 Rescue
- 7003 Sale

- 7004 Annual Maintenance & Repair

### **Equipment**

- Wildland Gear Order
- 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 – Submittend- Granted

### **District Items**

- Blue Mountain Contacts
- Routine Safety Inspections
- Westgate Rd. Inspection
- Marijuana Facility
- CWPP
- Canyon Pines Framing
- Miramonte Mitigation & Meetings
- Dam Expansion: Multi-Agency Site Visit (Complete), Follow-up Safety Mgr. Meeting, Upcoming Additional Site Visit & Scenario
- C4
- Driveway Approvals
- Invoices

### **County/Mutual Aid Issues**

- BOCO Open Burning
- Mountain School Evacuations
- 4WD Ambulances
- BOCO CWPP

- State Ambulance Licensing
- 1B Meeting (Complete)
- DFPC Strategic Planning Meeting
- Standard of Cover Committee
- BCFFA
- Ambulance Compliance Committee
- CRRF
- IQS
- IROC

**Business Manager Report.** Bobbie Steffe  
 Submission Date: 3-11-2024

**Activities and Project Updates**

- Recruiting
  - 4 total, 3 station 3 and 1 station 2 (2 late additions, referred by 2023 recruit Rob Tenet)
  - Interviews were scheduled.
  - New Hire Physicals in progress. 1 complete, 2 scheduled, 1 submitted to PFMC, pending scheduling
  - Onboarding paperwork in progress
- SDA Membership Renewal completed.
- Periodic Physicals – firefighters notified, list sent to Peak Form Medical Center
- Vehicle Admin support (7003 (auction), 7021 (purchase), 7034 (insurance))
- CSFS CWPP Grant Reimbursement request (in progress)

**Ongoing**

- D4H incident, training and event review/approvals
- Email, voice mail, postal mail, station paperwork pick ups
- Accounting (invoice intake and coding, reimbursements, vendor setup/maintenance deposits (donations (cistern, signs, misc)))
- Permit, inspection, etc inquiries (Canyon Pines, West Gate Rd, Gross Dam Expansion)
- Reflective Sign orders (1)
- Ordering Support (place Amazon orders as needed, Grainger setup,

**On Deck:**

- Perpetual award plaque for Annual Awards, Retiree plaque additions
- Policy Manual review/notes
- Submit CSFS CWPP Grant Reimbursement request
- 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**

- Reviewed and developed proposed changes to the first part of Section 1 (through 1.13.1) of Policy Manual.

## **Unfinished Business**

- Discussion of feasibility of raising pension 20 Yr monthly amount. Decision to continue the discussion at future meetings.
- Discussion of raising mill levy. Discussion to continue at the April meeting with specific calculations in order to determine the number of mills we'll need.
- Station 3 Extension progress – Good progress continues.
- CWPP status – Decided we are comfortable with all the defined responsibilities as long as labeled “as resources allow.” Still on schedule to be submitted for public review at end of March and sign-off in April.

## **Not Discussed**

- 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.

*Meeting adjourned at 9:40 pm. Dickson moved, Baca seconded. Next meeting is April 8, meeting starting at 6 pm MT*

Submitted for Board review on 3/11/24 by Secretary Jody Dickson.