

Minutes East Grand Fire Protection District
Board of Directors Meeting
January 24th, 2018

Board Directors Present: President Frank Dominguez, Vice President Mark Pappas, Treasurer Steve Loo, Secretary Richard Kramer, Director Peggy Woods.

Staff Present: Chief Todd Holzwarth, Assistant Chief Dennis Soles, Fire Technician Adam Gosey, Training Coordinator Steve Waldorf, Volunteer Coordinator Jed Henry, Office Manager Kristen Rybij.

There was no public present at this meeting.

Director Frank Dominguez opened the Board of Directors meeting at 18:22 pm. There was a quorum of Directors present.

Frank asked if there were any additions to the agenda. Frank requested to add an Executive Session; the Board agreed to include this at the end of the meeting.

Frank asked if there was any public comment. There was no public present.

The December 11th, 2017 minutes were reviewed with no changes noted.

- ❖ Director Peggy Woods moved to approve the December minutes. Director Steve Loo seconded. The motion passed unanimously.

Discussion of Financials: Kristen split the financials into the end of December 2017 and the beginning of January 2018 to highlight end of year numbers. Kristen elaborated on why the line item of Dues and Subscriptions is so large already. These dues included a new truck check app as well as our SDA and CO State Fire Chief Dues. Todd informed the Board that there was a large pre-payment of 2017 taxes in December. This figure is approximately \$98K. The new tax laws brought on a lot of uncertainty with folks and the County quickly adapted a way for them to pay their taxes ahead of time. Only the Specific Ownership taxes on the December 2017 tax statement are meant for December. The rest is meant for January 2018.

- ❖ Director Peggy Woods moved to approve the bills. Director Mark Pappas seconded. The motion passed unanimously.

Chief's Report: The budget has been accepted. The audit process is starting and is slated for mid-May. The 2018 elections are underway as well. Scott Ledin from the Fraser Valley Metropolitan Recreation District asked if we could work together in the event of an election. We would share polling places and judges. Designated Election Officials would be separate. Todd explained that the Grand County Fire Chiefs participated in the CO Department of Public Health and Education's (CDPHE) review of the working relationships between Grand County EMS and Grand County emergency medical systems. This was requested by Grand County and findings shall be presented in the near future. We will be using the Volunteer Incentive Checks to get everyone up to date concerning their beneficiaries and other paperwork. Linda prepared essentially what is a "Bill of Sale" for the Tabernash water pipeline. This has been signed and sent off. The water system should now be in the hands of Tabernash Meadows Water and Sanitation Department. The year ended with 337 calls with January being the busiest. Todd elaborated on the fire at Idlewild Distillery. It activated four sprinkler heads. It was put out quick with little damage and business resumed as usual within the hour.

Fire Prevention Report: Things are still going full speed for Dennis. The Sitzmark development was cumbersome and time consuming but most buildings are finalized and they will be building more. Dennis has looked at lots of plan reviews this month as well including the Devils Thumb Ranch and Red Hawk Ranch developments. The Devils Thumb development is a large chunk of land with large lots while Red Hawk Ranch Development has more and smaller home sites. Dennis also had a chance to look at the ROAM development but does not have plans in hand yet. Fraser Valley Elementary School was here with 38 first graders this month.

Training Coordinator Report: Steve touched on trainings that happened this month. There are two volunteers that are interested in becoming officers, Starr and Emal. They are doing a great job. Grand Lake Fire inquired how we keep our trainings successful when we have such a large crew of volunteers. Steve explained that it takes a lot of pre-planning to set up and execute stations and tasks, but it works and the volunteers seem to have a great time. Jed and Steve have crunched the numbers for the Volunteer Incentive Checks. The rule of thumb is the "more they did above and beyond, the more they earned." Jed gave a rundown of 2017 statistics compared to 2016. In a nutshell, the volunteer department grew 20% with overall coverage increasing 20%. Response rate increased 28% alongside a rising call volume of 7.6%. The checks will be given out on a one-on-one basis so that Steve and Jed can obtain insight as to how the volunteers are doing along with any positives and negatives they have to share about the program. Peggy would like to come to the training before the checks are given out in order to thank everyone. Mark asked about turn out times for incidents. Todd stated that it is 5-10 minutes, not quite where we would like it, but it varies with drive time. Not all volunteers live close and many scenes are far away as well. There is always a 450 on the scene as soon as possible. We are working on making shifting more attractive as well which should improve these numbers. Steve introduced the Hallagen Software to the Board. This is software that will allow the volunteers to do truck checks on their phones or tablets. The software will have the ability to keep track of all issues in a more timely manner and will be easy to navigate historical records. The program can also time stamp the truck checks so that the crew can be alerted to volunteers who may be struggling. Maintenance and costs can be tracked as well. Steve Loo asked for the breakdown of service years for the volunteers, for example how many have 1-5 years, 5-10 years, etc. Steve added that we are still having a hard time finding a full time mechanic, Jed is still working on the lights in the bay and the carpets were cleaned at the station.

Director Frank Dominguez asked if there was any public comment. There was no public present.

Board Business / Action Items: Steve Loo updated Mark, Peggy, and Rick on the Board Workshop that took place January 9th. It was discussed during the workshop how we can move forward with obtaining land and partnering with fellow emergency responders to build affordable housing and training facilities. This then led to discussion regarding the land we have allotted for the South Station and moving forward with that project first. Todd drafted a letter to the Mayor, Manager, and Community Developer of Winter Park in order to move forward with the project. The letter was signed by President Frank Dominguez. Todd reminded everyone of the upcoming election with Steve, Rick, and Peggy up for election. Nomination forms were passed out. The official Call for Nominations will be published in the February 8th edition of the Middle Park Times / Sky Hi News.

- ❖ Director Mark Pappas moved to approve Resolution 2018-01-24-1 Board of Directors – Designating the Public Place of Posting the 24 Hour Notice of Meeting. Director Steve Loo seconded. The motion passed unanimously.
- ❖ Director Mark Pappas moved to approve Resolution 2018-01-24-2 Posting for Meeting. Director Steve Loo seconded. The motion passed unanimously.
- ❖ Director Mark Pappas moved to approve Resolution 2018-1-24-3 Board of Directors – Regular Meeting. Director Steve Loo seconded. The motion passed unanimously.
- ❖ Director Mark Pappas moved to approve Resolution 2018-01-24-4 2018 Election Resolution. Director Peggy Woods seconded. The motion passed unanimously.

- ❖ Director Frank Dominguez made a motion to move into executive session per C.R.S. 24-6-402(4)(g) personnel matters. Director Mark Pappas seconded. The motion passed unanimously. The regular Board meeting was adjourned and executive session opened at 19:41 pm. Frank Dominguez moved to move to executive session per C.R.S. 24-6-402 (4) (f) personnel matters, Todd Holzwarth review. Rick Kramer seconded. The motion passed unanimously.

The Board meeting moved to executive session at 19:41 p.m.

The Board returned from executive session at 20:15 p.m.

The Board meeting was adjourned at 20:15 p.m.

Frank Dominguez

Rick Kramer

Margaret Woods

Mark Pappas

Steve Loo