

**Minutes East Grand Fire Protection District  
Board of Directors Meeting  
April 22nd, 2020**

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

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

Public Present: Newly Elected (but not sworn yet) Board Member at large Donald Maurais.

Director Mark Pappas opened the Board of Directors meeting at 18:17 p.m. There was a quorum of Directors present. The meeting was held remotely via the Zoom Conferencing System.

Mark asked if there were any changes or additions to the agenda. There were none.

There were no public comments.

The March 25<sup>th</sup>, 2020 minutes were reviewed. Frank identified that he did not feel that they accurately reflected the Impact Free study conversation. Mark requested approval from the Board for Kristen to work with Frank to fix this and table the approval until May. Steve agreed to table the minutes, Garth stated he would approve the minutes as written, Rick stated he was neutral. The approval of the March minutes was tabled until the May meeting.

Frank made a motion requesting the immediate incorporation of the duties of a Legislative Investigative Officer into the job duties of Fire Chief. This was moved to Board business.

Discussion of Financials: Todd asked for any questions regarding the financial reports. Steve asked for details regarding the two checks written to VFIS. Kristen provided this. Steve asked what plans we have under VFIS. The plans were discussed. Steve requested we do some comparative “shopping,” specifically looking at the value and use of the Accident and Sickness plan to the District. Kristen will look into this, provide information to the Board and continue to look at these plans periodically. Mark agreed with this request. Mark and Steve voiced concern over insuring the new wildland engine before its actual delivery as well as the low amount of the premium paid. Steve Waldorf and Todd confirmed that we did take possession of the truck, have a temporary Title for it, and currently have comprehensive coverage on the Chassis while the company building the body is responsible for the rest. Mark then asked us for clarification over why the withdrawal from COLOTrust to pay for the truck does not match the check written to Ford. This was due to a “typo” when Todd made the transfer for \$26,610K when it should have been \$28,810. Todd made a second transfer of \$200 to fix this as the records show. Mark asked if we will be reimbursed from the County for paying Nick for his work with the COVID Incident Management Team. Todd confirmed that the County intends to reimburse us 100%. Steve asked us to explain the \$15K check to J&M Displays for fireworks. We must pay for them being the licensed pyrotechnicians then and are directly reimbursed by the Town. Steve asked if the Blackwell Oil payment was for fuel or lubricants and if fuel, how many gallons we got at that price. Todd explained. Mark asked what Tiger was; they are our natural gas company. Mark asked what the check to Tri-County Fire was for. Todd explained it was for annual service of the station’s sprinkler systems, fire extinguishers and back flow preventors. Mark asked how we have already spent 90% of our Office budget line item. This is where the payment for the fireworks is logged; the reimbursement has not come in yet. Mark asked if we were going to exceed our budget line item for the Storage Unit. We are not.

- ❖ Director Steve Loo moved to pay the bills. Director Rick Kramer seconded. The motion passed unanimously.

Chief’s Report: The Braidwood structure fire takes over as the biggest news of the month. Todd complimented the crew’s hard work with the blaze and ultimate successful recovery of the fatality. An After-Action-Report (AAR) took place the night before today’s meeting. Todd also complimented the seamless effort of all agencies working together on this fire. Todd then gave the current COVID update. Grand County remains at 5 confirmed cases, HQ remains locked with only essential business allowed. The department did a few lights and sirens parades for neighborhood birthday parties. Open burning was shut down early to avoid potential incidents during lock down. Our call volume has declined but is still steady. Mark asked Todd for the comparison of calls between March 2019 (35 calls) and March 2020 (22 calls). It is on the Chief’s report. We are down ~15-16 calls YTD. Steve asked about the water damage with the Trademark sprinkler activation. There was no flow, the system was accidentally activated by a contractor. Garth asked for an update regarding the 2019 Annual Report as discussed in previous meetings. It was put on the backburner due to coping with the events of March. Garth reiterated his request that Todd make an in-person presentation of the report to the Towns and County a matter of importance. Todd will plan on being a part of their agenda or public comments; hoping to work around the difficulties of meetings during COVID. Education to and presence with the Towns and County is more important than ever in the face of the recent disapproval of our Impact Fee increase. Garth moved onto the Braidwood fire and the AAR EGFPD held. Garth discussed the benefits of using a Post Incident Analysis (PIA) in addition to an AAR after major incidents. Other agencies are invited, and all entities dissect the incident, event by event, to

ultimately create a shareable training tool for the future. Todd and Steve explained that the AAR recently held was a mash-up of both methods of analysis. During our AAR, Grand Fire attended, each event was laid out in respect to timing, apparatus, and company. The Officers and Volunteers all shared questions, and comments, and many angles of "What If?" scenarios were discussed. Garth asked that these be compiled into a usable document for future training for EGFPD and other Districts. Steve has pages of notes along with a plethora of picture and video footage and would love to compile it all into a more training-friendly format. Garth will share Aurora and Westminster PIA templates for Steve to build on. Garth then complimented the department for everyone's successful hard work on this large structure fire. Mark added a request that Steve work on writing up an analysis on the successes and challenges experiences during recovery of the fatality to be used for future training. Don noted that in Westminster Fire, the Officers get together first, discuss the good, bad, and ugly, and then disseminate the information to the rest; opposite of what we did with this fire. Steve agreed to this approach and explained that the AAR / PIA was held first to address mental health issues perceived as an immediate need.

Fire Prevention Bureau Report: Construction is still going strong and has not seen the effects of COVID yet. Dennis spent time this month working on getting the Vintage Hotel inspected in preparation of a COVID isolation facility. Dennis spent much of his time this month inspecting the Village WP Resort. He was only able to complete a little over half of Devil's Thumb Ranch (DTR) as he encountered heavy remodeling and entry obstacles due to new key cards not being replaced in the Knox Box. He noted that although the head of maintenance was receptive and cooperative, it was apparent that some of the fire prevention items were not on top of his list. Dennis is working through this with education. Aside from reviews of River Run Ranch's water treatment plant's fire suppression system, and the new town shop for the Town of Winter Park, Dennis is currently reviewing the new installation, additions, and overhaul of Fraser Valley Elementary (FVE), Middle Park Middle School (MPMS), and Middle Park High School's (MPHS) alarm and sprinkler systems. The plans are extensive, especially at MPHS, where they are replacing the whole alarm system. All schools are also remodeling their entries which are mandated by the State and designed to increase safety in the face of the US's school shooting / violence epidemic. In addition, all exits will now be connected to the school's alarm system and remain locked until the system is activated. Dennis is celebrating the fact that these schools have finally addressed the needed upgrades to their outdated or absent fire suppression systems that he insisted by done during these remodels. Dennis was also able to do his routine checks of our District's Knox Boxes. Many needed new keys or key cards. Dennis explained that entry issues to DTR were because it was re-keyed a few days before the COVID shut down, no one notified the District, and the key programmer left on vacation. Mark was concerned about entry into the building and asked that a protocol be put into place to avoid this in the future, such as the key programmer call us every time he may leave for vacation. Dennis explained the isolation of this incident noting we are normally immediately contacted by companies anytime a key is changed. This man was new and is now up to speed on our policies understanding what a costly mistake this could have been for a false alarm. Steve was concerned if Dennis had access to the Knox Boxes. Dennis explained we control the keys for the Knox Boxes, it is the keys inside that may get changed without knowledge. Steve wants clarification on how the new school safety measures tie into the State and expressed concern over the exiting being tied to the alarm system. Dennis noted that there must be a physical release for the doors contingent upon system failure. The new safety measures were funded through a grant from the State addressing active shooter preparedness. The new entries will be a double lock system, using a vestibule lock -in, then entry into the Reception office which will also be a controlled entry / exit into the school. More details of the additions / upgrades were discussed.

Training Coordinator Report: Trainings have been on hold due to COVID restrictions. The spring recruit academy is moving forward with 8 recruits and background checks in progress. We have 2 residents at Tabernash and 3 residents at HQ, Joe Olearnick is back due to a furlough in his job due to COVID. He is a great asset and successfully engineered a truck at the Braidwood fire. Mark asked if there were any more resident prospects. There are none. We have 3 Probies getting off probation in July and 4 volunteers on leave for various reasons. This has not affected response to calls. To comply with COVID safety measures, there will be multiple small trainings weekly, with no meals. On-line wildland training is being given and pack testing is a go for the upcoming weeks. Hose testing is planned for May 13<sup>th</sup>. Steve applied for grants to help with the costs of radios for the new wildland engine. Justin is focused on our annual vehicle and generator needs. Steve is looking at current concrete and asphalt needs for HQ and Tabernash. Steve complimented the crew on the Braidwood fire, noting that they had the structure under control in approximately two hours of arrival with (5) 2 ½ " hand lines, 3 elevated waterways, a deluge gun, (1) 1 ¾" line, and mutual aid from Grand Fire. He noted how natural it feels to work as a team with them. Many thanks also go out to Grand Lake Fire and Hot Sulphur Springs Fire for manning HQ for us. Mark asked Steve if they could add walk-throughs and training to address other hazard buildings like Braidwood in our Districts. Steve confirmed that they already do this and have pre-planned buildings such as Iron Horse, Hi County Haus, Lodge II, and Beavers. They use Google Earth in the winter to help with these pre-plans. They will continue to train on these hazards and more in our community. Mark asked Steve to discuss our payment to Lexipol. It is an annual subscription we are currently using to build legally defensible policies and procedures that also offers a multitude of resources

for training. They do the hard work of keeping the polices continuously updated with current legislation saving us time and money in the long run. Steve will confirm whether we get a discount for being a member of the SDA. Jed complimented the work of the engineers on the Braidwood fire, noting Steve's successful one-on-one training with them. He also complimented Dennis dropping everything to inspect the Vintage in record time to prepare for a COVID isolation facility. The BOD then discussed how compensation works for staff and volunteers who are working for the COVID EOC IMT.

Mark asked for public comment. There was none.

#### Board Business:

Frank opened with a motion for the immediate incorporation of the job duties of a Legislative Investigative Officer (LIO) into the existing job duties of Fire Chief. Frank feels that this is necessary to ensure regular exposure to the Towns and County and involvement with how things are done in our District, which he feels are a high priority to the District and our success. Mark asked if anyone else from the Board agreed with this motion at this time. No one answered. Mark then seconded the motion but also asked for any open discussion from the Board. Garth asked that we take a pause on this motion until the urgency of COVID passes, the LIO duties to be incorporated are in writing, and the topic is intimately discussed. He does not want to make this move in haste. Frank disagreed that was in haste as he reminded the Board that they have been requesting Todd increase our presence with the Towns and County for several years. Garth reiterated that he would like to see LIO job duty incorporation in writing. After so many years of working on this, and Frank's term coming to an end, he explained that just wants to be able to "Close the Book" on it; leaving the details to be worked out in the future which he is happy to help with. Frank stated that if the rest of the Board does not feel the same as Garth, he would like to move forward with his motion, noting that the future of our revenues rely heavily on moving forward with this now. Garth explained that the addition of a separate LIO or its job duty inclusion into the Fire Chief's is already current part of our Strategic Plan in the works and feels the Board would be remiss if we push forward without scripting it and including it in the plan. Steve Loo then asked the Board what their thoughts were regarding the new position of Public Information Officer (PIO) / Public Liaison Officer (PLO) discussed during the January workshop. Mark confirmed this is the same as the topic on the table with the caveat that we save money by integrating the LIO job duties into Chief's instead of creating a new one. Mark expressed his agreement with Frank and Garth's point of view and confirmed that he is 100% in favor of moving forward with a more cost-effective way to address this position in a department with minimal management layers. Mark pointed out that in many other departments the duties of LIO often fall under the Chief's duties. Steve is concerned that this will fail, and we will have to hire a skilled LIO anyway. Mark is optimistic that this can be a success if the BOD lay out what the Chief is required to do. Frank expressed his frustration that he has been asking for this for many years but agreed that there has also been a lack of documented expectations from the Board to support Todd. Steve reiterated his concerns for failure and Garth agreed with Steve while offering his support in giving Todd whatever tools he needs to successfully do the job. The department is ready to have someone on board who can handle press releases, interviews, social media, and increased presence before the Towns and County. Garth believes that this topic needs to be discussed in executive session. Mark told Frank that he hopes he will continue to help us to move forward with this with his valuable input and long history with the department. Rick added that he does not feel that one person is enough presence before the Towns and County. He also would like to see a workshop focused on how the BOD can help staff achieve their goals.

- ❖ Director Garth Hein moved to table the motion put forth by Director Frank Dominguez. Director Steve Loo seconded. The motion passed unanimously. Topic will be added to executive session for May.

Mark moved the discussion onto the Western Slope Health Care Group (WSHCG) / Public Sector Health Care Group (PSHCG) presentation. Garth noted how well done and information rich the video was and suggested we watch it as a group. Steve noted that EGFPD is very generous with the benefits offered and that is why he has pushed for more information on this topic. Steve then asked what limits we set for all health care plans offered to the volunteers. Kristen mapped out the HDHP, HRA, and HSA limits for him. Steve added that he would like to see WSHCG approve migration to the PSHCG in hopes that we will see decreased premiums. Kristen noted savings were projected at 15-30% but change will not be possible until 2021. Mark noted that even if the decision is a "slam dunk," it is not something that will happen automatically ultimately making it a decision for the Board. This is confirmed. Kristen commented on the expected return of investments from WSHCG regarding dissolution. Kristen will get the projected 2021 premiums for PSHCG. Garth noted that current premiums offered through WSHCG closely mirror those of Aurora Fire's large city, many-member health insurance program through Kaiser. This is impressive and he thinks that our current deal with WSHCG is about as "good as it is going to get" and anticipates it to be even better if we migrate over to PSHCG. Garth also thinks we should stay where we are currently as the personal service and advocacy offered by them "speaks volumes." There is confusion over whether we have a choice or not regarding the dissolution of WSHCG. Todd noted that we do have a say in the matter, but as of now, it seems the majority of the group is in favor of the move. Regardless, Cindy would still be our representative under PSHCG, able to offer the high-quality and personal service we expect. Garth commented, that whether we have a choice is a "moot point," as it is clearly more beneficial to integrate into the larger group plan. Steve asked the Board to focus on the "average cost per employee" detailed on slide 10 of the presentation and explained that this information is what has him wrestling with EGFPD's costs as opposed to passing on costs to the staff like large employers do. The Board agreed to pick this conversation up next month with the goal of deciding. Garth reiterated the importance of watching the video multiple times. Mark wants to make sure in the meantime that the Board contacts Cindy with questions if they have them. He also wants to make sure we all fully understand our role in the possible dissolution of WSHCG and if there is any benefit in fighting for its continuation. It is assumed that it is Cindy's goal to see us all migrate to PSHCG as she has a vested interest in the group; we just

want to make sure that it is also in our best interest. Mark requested that Kristen keep this item on the agenda for next month with the plan to decide. Kristen asked for clarification regarding what part of the current health insurance issue to put on the agenda. Mark rephrased that he would like “this as an agenda item for next month with the goal of having a final vote on moving forward with whichever we decide, to make a vote decision next month.” Kristen asked if the Board was deciding on whether to move forward with migration to the PSHCG or to move forward with making us pay for insurance. Mark replied that that is the conversation we will have to make a final decision about and those are the two options we must decide between. He requested Kristen just put this subject of health care on the agenda with the hopes a decision will be made regarding the direction we will take next month. Todd then gave the Board a quick update on COVID in Grand County. Mark asked if there were any predictions on receiving an influx of testing in the County. No one knows. Garth asked the Board members to meet with Todd with their input regarding the strategic plan with a plan of revisiting a second draft in May or June’s meeting.

Mark asked for public comments. Don told the Board that he looks forward to joining the Board in May as an official member.

Mark invited Frank to the next meeting. Frank welcomed Don as a new Board member and told everyone how proud he was to have been involved with our Board and District for so many years and hopes to stay involved as a citizen.

- ❖ Director Frank Dominguez moved to adjourn. Director Steve Loo seconded the motion. The motion passed unanimously.

The meeting was adjourned at 20:50 p.m.

\_\_\_\_\_  
Mark S. Pappas

\_\_\_\_\_  
Rick Kramer

\_\_\_\_\_  
Garth Hein

\_\_\_\_\_  
Frank Dominguez

\_\_\_\_\_  
Steve Loo