

**Minutes East Grand Fire Protection District  
Board of Directors Meeting  
January 24th, 2024**

Board Directors Present: President Garth Hein (remotely), Treasurer Rachel Hoyhtya, Secretary Richard Kramer, Director Ryan Barwick.

Staff Present: Chief Todd Holzwarth, Fire Marshal Dennis Soles, Assistant Fire Marshal Ryan Mowrey, Training Coordinator Steve Waldorf, Volunteer Coordinator Jed Henry, Office Manager Kristen Rybij.

Public Present: Chief Brad White, Assistant Chief Ron Thurston.

Director Rachel Hoyhtya opened the Board of Directors meeting at 18:08 p.m. There was a quorum of Directors present. Todd added Resolution 2024-1-24-04 “Ratifying the Actions of the Board President and Treasurer” to Board Business. Todd moved Ryan’s introductory presentation of our Short-Term Rental (STR) Fire & Life Safety Program and First Due to after the Financial Report.

- ❖ Director Ryan Barwick moved to approve the agenda. Director Richard Kramer seconded. The motion passed unanimously.

We welcomed Chief White and Chief Thurston from Grand Fire for their annual visit. Chief White acknowledged how beneficial our agency’s mutual aid and training relationship is and how much it is appreciated. He then gave an agency update. They recently added an Operations Chief and a Special Operations Chief co-funded by Grand Lake Fire. They are also in their third year of a joint Wildland Program with shared staff and two engines. They focus on local mitigation work and out-of-district wildfire assignments. He also gave thanks for the support of our Fire Prevention Bureau with specialty inspections and formulating a successful STR Fire & Life Safety Inspection program. Todd added that he would like to get all 25 Fire District Board members together soon, with some legislators, and have a meet and greet. Chief White continued noting that the County has rolled out their STR inspection requirements and Willa has already completed ~170 in-person STR inspections in the last 5 weeks in order to meet their demand. The in-person inspections have been educational and positive with many of the homeowners often surprised to learn what Grand Fire’s crew encounters during incident calls at their STR. He explained that the inspection and its price tag has been well received with the exception of a few homeowners who were crunching to meet requirement deadlines. He ended, noting, that we are still jointly persuading the Towns and County to move forward with our proposed WUI Code amendments to the Residential Code.

The Board reviewed the December 6th, 2023 minutes. There was no discussion.

- ❖ Director Richard Kramer moved to approve the minutes as written. Director Garth Hein seconded. The motion passed unanimously.

Discussion of Financials: Kristen presented the financials for the end of fiscal year 2023 and the beginning of fiscal year 2024. She then gave a brief overview of the new County building permit system now in place, Cloudpermit. She noted that the Impact Fee process is now entirely online and explained the system of checks and balances she had in place to help keep track of Impact Fees invoiced, paid, and owed. She will continue adaptations as the system is more utilized this building season.

- ❖ Director Garth Hein moved to “Pay the Bills.” Director Richard Kramer seconded. The motion passed unanimously.

Ryan presented our two newest platforms, First Due and SnapInspect. First Due (a fire-based records management system) is a platform which will better manage incident preplanning and is not meant to overlap with the functions of ESO. Pertinent preplan information found from inspections and incidents will be entered into the database and will populate similar to IAR for responding Firefighters and Officers during an incident. Property owners will also have the opportunity to voluntarily input any special needs information for their property in the community facing portal portion of First Due called Community Connect. This information will be pushed to the public. Aside from these functions, First Due will also be able to process fee payments for our STR Fire & Life Safety Inspection program which will be an online program managed with SnapInspect. The program is set up to provide plenty of education and support as folks navigate their self-inspections. We will also work closely to train STR rental management companies so they may complete inspections successfully. Ryan gave a hands-on demonstration of how both programs look and work. There ensued a lengthy discussion over the logistics of both programs but was mostly focused on the STR self-inspection program. Logistics such as how we will deal with 2,100+ needed inspections, how the online inspection process will fit in with the Towns and County’s permitting workflow, how the notification system will work between us and the property owners, how we will keep track of compliance, and what kind of staffing we will need to keep the program running successfully without too much burden on the

property owners were discussed. The County does STR registration renewals by month as does the Town of Fraser. Winter Park does all of theirs once annually in September. It is our hope to have developed a manageable approach to how we might deal with the sheer number of inspections needed annually after anticipated meetings coming up with the Towns and County. Ryan noted that the only in-person inspections we will permit are those that are required due to failures or issues encountered. Unfortunately, we do not have the workforce to let people pay for us to do their inspections sheerly out of convenience to them. It is our hope that the Towns and County will also hold up permitting until the Fire & Life Safety inspection is completed and there was discussion over what this might look like as an agreement between us and the Towns and County. Garth suggested rolling back the program start date to May 1<sup>st</sup> in order to get us through Spring Break.

Fire Prevention Bureau Report: New construction is still really busy alongside existing building inspections. Plan reviews picked up again. There has been an increase in Knox box reviews this month. The WP Workforce Housing units are all open with the elevator as the only thing left hanging.

Training Coordinator Report: Jed has been working hard on end of year numbers and incentive calculations. We lost one volunteer. Dates for the Wildland Rodeo are in place and Steve has been planning advanced wildland classes with the BLM. We have been busy with calls. Spring Recruit applications are being accepted until March 8<sup>th</sup> and we have six applicants so far.

Chief's Report: The MLK storm stopped block laying at the South Station and caused issues with protection and scaffolding, so work is a week behind. The budget has been submitted to the State. The MLK storm caused a lot of problems, especially on Berthoud Pass, and CDOT had trouble communicating closures with our County agencies. Slash season is still going strong. The Annual Wildfire Operation Plan (now called the "annual review") meeting was just held with over fifty in attendance from Jackson and Grand Counties. We ended the year with 493 calls ~ 81 calls ahead of 2023.

There were no public comments.

#### Board Business:

- ❖ Director Ryan Barwick moved to approve Resolution 2024-1-24-01 "Board of Directors – Posting for Meeting." Director Richard Kramer seconded. The motion passed unanimously.
- ❖ Director Ryan Barwick moved to approve Resolution 2024-1-24-02 "Board of Directors – Regular Meeting." Director Richard Kramer seconded. The motion passed unanimously.
- ❖ Director Ryan Barwick moved to approve Resolution 204-1-24-04 "Ratifying the Actions of the Board President and Treasurer." Richard Kramer seconded. The motion passed unanimously.

Dennis introduced the proposed increase in fees for plan reviews & inspections. The increase is ~7% to help with inflation.

- ❖ Director Ryan Barwick moved to open the public hearing for the amendment of our Plan Review & Inspection Fee schedule. Director Richard Kramer seconded. The motion passed unanimously. Director Rachel Hoyhtya asked for public input three times. There was no input.
- ❖ Director Richard Kramer moved to close the Public Hearing for the plan review and inspection fee changes. Director Ryan Barwick seconded. The motion passed unanimously.
- ❖ Director Ryan Barwick moved to approve Resolution 2024-1-24-03 "A Resolution of the East Grand County Fire Protection District Amending Plan Review & Inspection Fees." recess the regular meeting. Director Richard Kramer seconded. The motion passed unanimously.

Todd noted that he does not believe that anyone in the County adopted a reduction in their mill levies for this year. There was no executive session necessary as the proposed pay structure adjustments for 2024 were previously discussed and direction was given to Chief to move forward with it under the pretense that the Staff understands that this method will need annual review.

- ❖ Director Ryan Barwick moved to adjourn the meeting. Director Richard Kramer seconded. The motion passed unanimously.

The meeting was adjourned at 20:23 p.m.

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Garth Hein

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Donald Maurais

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Rachel Hoyhtya

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Rick Kramer

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Ryan Barwick