

GRAND VALLEY FIRE PROTECTION DISTRICT
MINUTES REGULAR BOARD MEETING JULY 20, 2016

Attendance: Fire District Board of Directors
Bill Nelson (5/2018, 2nd Term) Keith Lammey (5/2020, 2nd Term)
Kevin Whelan (5/2020, 2nd Term) Ted Anderson (5/2018, 2nd Term)
Michelle Foster (5/2018, 1st Term)

Absent: None

Staff: David Blair, Fire Chief Bob Tipping, Captain
Kim Reeves, Administrative Specialist

Public: None

President Whelan called the meeting to order at 9:00 a.m.

MINUTES

Minutes from the June 15, 2016 Regular Board Meeting were presented and reviewed. Lammey moved to approve the minutes with corrections. Seconded by Nelson. All approved.

FINANCIAL REPORT

Financial reports for June 2016 were reviewed and discussed. Anderson moved to approve the financial reports, subject to audit. Seconded by Nelson. All approved.

PUBLIC COMMENT

None

➤ FIRE CHIEF'S REPORT

▪ Old Business

▪ Emergency Response Plan

Chief Blair, Keith Lammey and Michelle Foster attended a conference call meeting on June 16th. The details regarding the evacuation portions of the plan were discussed and it was agreed by all that it was important and Zane felt that it would not be a significant increase in the scope and therefore would not necessitate a rewrite of the contract for service. The initial "Kick Off Meeting" for all principal stakeholders is set for 9:00 am, July 21st, at Station #1. Email notices to principal stakeholders were sent out on June 22nd and a follow up email was sent on July 14th.

▪ Member Handbook Changes and Update

Chief Blair has been working with Michelle Ferguson, one of the District's attorneys to finalize the updates to the GVFPD Member Handbook. Copies of the Revised Member Handbook have been sent to Board Members to review. Foster discussed some of her concerns. It was decided that this would be discussed more after the executive session.

▪ Strategic Plan Update

The Services Rendered Survey has been completed and will be implemented before the end of July. Crews will be trained on when and how to use the surveys. The District will provide SASE with each survey that goes out, in order to increase the return rate. The District has also completed the Volunteer Recruitment Program earlier than planned. The District has 7 additional volunteer members as a result of this program. All required paperwork has been sent to VolunteerFirefighter.org to support the process and program. The Quarterly Roundtables with Senior and Line Staff have continued as they have in the past. The latest meeting was held on Wednesday, July 13, 2016. The meetings are now audio taped and available to staff that are not able to attend, on the Crew Drive. This item has a life span of 9 months according to the plan, however Chief Blair and staff will ensure that it is perpetuated as a "normally scheduled meeting" through the ERS calendar process.

▪ Remote area Water Tanks update

The District's attorney has reviewed and re-written the proposed EnCana Tank Storage Agreement, in order to meet the governmental requirements of what can and cannot be included

in an agreement. EnCana has reviewed the new agreement and has approved it use. On July 7th, Chief Blair met with Zane Lay of EnCana and signed the agreement on the District's behalf. Chief Blair is having crews finish the required stenciling on the tanks and is making arrangements to have TLC Pipeline and Construction place the skid and tank at the High Mesa location. Chief Blair is still working with XTO Energy regarding the tank location above the William's Tunnel.

- **Summer Mitigation Projects**

Crews completed the work in Parachute. The Unimog was used successfully to "skim" large amounts of greasewood and sagebrush from the project on 4th Street. All brush was pushed into piles and will be burned later this fall. Work has continued in the draw between Station #1 and cemetery. Crews have been thinning brush and tree limbs and removing dead debris from the draw. The post and rail fence that has been broken for the past several years next to the draw has been replaced by the wildland crews. Once the upper portion of the District's portion of the draw has been cleaned of all dead and downed debris, Chief Blair will call the District's weed management company and have the knapweed re-treated in that area.

- **District Mission Statement, Values and Code of Ethics**

Chief Blair asked that the Board of Directors review and adopt the District's Mission Statement, Values and Code of Ethics. There were just a few changes suggested by line staff, such as changing "volunteers and firefighters" to "members". The Board of Director adopted the Mission Statement and the Values and Code of Ethics with the suggested changes.

- **Retail Marijuana: Methods of Use, State Handout**

Chief Blair has contacted the CDPHE and received permission to add our logo to the back of the state handout. After BOD approval to proceed, Chief Blair will purchase some handout holders and have staff make copies and distribute the handouts to area retail stores. If the handouts are positively received, it may be more feasible to have the handouts printed through a local print shop.

- **KSUN Update**

Last month, Chief Blair forgot to include the KSUN Community Radio update letter. The letter is provided in the Boards packet this month. The letter is for information only and requires no action.

- **Accreditation Update**

Chief Blair has not made any significant advances in the Accreditation process with other projects taking precedence. Chief Blair will be purchasing additional "Standards of Coverage" booklets in order to have all Senior Staff be a part of the process of developing the responses for this section of the process. Deputy Chief Ferguson will take the lead process.

- **County Road 306 Fire**

Chief Blair will give a brief description of events regarding the County Road 306 Fire that occurred on July 8th. Several resources from surrounding Districts, State and Federal agencies assisted the District with suppression efforts. The fire was kept to 4.6 acres and was contained and controlled the following day.

- **Caerus Oil and Gas Donation**

Jake Janicek, EH&S Superintendent with Caerus Oil and Gas delivered a \$2500.00 donation check to the District for the District's assistance with their hydrogen sulfide staff. The District has been refilling the Caerus hydrogen sulfides staff SCBA bottles.

- **MOU with Colorado River Fire Rescue for responses in the Rulison Area**

Chief Blair has been in contact with Chief Jones and Deputy Chief Sackett of CRFR, as well as Board of Directors President Whelan and has a revised DRAFT MOU for the Board of Director's to consider. The areas that are being considered for automatic aid/response are 3 miles each way of the District's eastern border. The intent is to provide additional resources quicker to structure and wildland fires in these areas. There may be an additional benefit to residence living in these areas as it pertains to their ISO ratings. Chief Blair will be checking with Dispatch to ensure that simultaneous paging can be done in this area. The Board of Directors advised Chief Blair to proceed with the MOU.

- **New Business**

- **SDA Conference**

The 2016 SDA University and Annual Conference are coming up this September 21-23. It will be held in Keystone again this year. Chief Blair has attached some preliminary information from the SDA website in the Boards packet.

- **Rules and Bylaws of the Grand Valley Fire Protection District Volunteer Firefighter Pension Fund**

Chief Blair will be working on the updates for the Volunteer Pension Fund Handbook. Chief Blair is hoping to have the handbook ready for the Volunteer Pension Board of Trustees meeting on the 17th of August. If approved at that meeting, Chief Blair will be presenting the handbook for approval at the August Regular Board of Directors meeting on that same date.

- **Training Request**

Lieutenant Voorhees has requested permission to enroll in the Associate Arts & Science – Fire Science program, through Columbia Southern University. Chief Blair is supportive of Lieutenant Voorhees request, however because of the cost, final approval rests with the Board of Directors. Lieutenant Voorhees has submitted formal letters of request to each of the BOD members and they have been included in your board packet. Whelan moved to approve Voorhees to enroll in the Fire Science Program. The District will pay for the required classes each semester as Voorhees passes the previous semester with the required grades. Seconded by Nelson. All approved.

- **Chief Blair's Vacation Plans**

Chief Blair will be away from the office, on vacation beginning on August 01 thru August 14th. Deputy Chief Ferguson and Training Chief Rowe will split Chief Blair's duties while he is away.

➤ **Staff Report**

- **District participation in recent events**

Chief Blair discussed some of the events that the District has participated in during the past couple of months, as well as what the Operations Staff has been doing.

- **OPS Report**

Chief Blair discussed the June 2016 Operations reports.

- **SDA Board of Directors and Managers Training**

Kim Reeves gave a report on the Board of Directors and Managers training that they attended, June 15th.

Whelan moved that the Board of Directors move into executive session per CRS-246-402(2)(F) for the discussion of a personnel matter and not involving: any specific employees who have requested discussion of the matter in open session; any member of this body or any elected official; the appointment of any person to fill an office of this body or of an elected official; or personnel policies that do not require the discussion of matters personal to particular employees. Executive Session to include Chief Blair. Seconded by Nelson. All approved. The Board of Directors moved into executive session at 10:35 a.m.

The executive session concluded and the Regular Board Meeting resumed at 11:52 a.m.

All changes and concerns to the Member handbook will be discussed at the August 17th Board Meeting.

The Board of Directors will discuss the storage and destruction of the executive session recordings at the August 17th Regular Board Meeting.

ADJOURN

There being no further business or discussions the meeting was adjourned at 12 noon.

Kim Reeves, Administrative Assistant

Kevin Whelan, Board President

Bill Nelson, Board Secretary/Treasurer