

GRAND VALLEY FIRE PROTECTION DISTRICT  
MINUTES REGULAR BOARD MEETING JUNE 21, 2017, 9:00am  
Battlement Mesa Fire Station  
0124 Stone Quarry Rd. Parachute, CO 81635

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)

Absent: Michelle Foster (5/2018, 1<sup>st</sup> Term)

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

Public: None

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

Lammey moved to excuse Foster. Seconded by Anderson. All approved.

#### **CESA MEMBER OF THE YEAR AWARD PRESENTAION**

Sue and Dan with CESA presented the 2016 CESA Member of The Year Award to the District. President Whelan accepted the award on behalf of the District.

#### **2016 AUDIT PRESENTATION**

Marlo with Colorado CPA presented the 2016 Audit for approval. The Board of Directors will review the 2016 Audit and discuss and approve it at the July 19, 2017 Board Meeting.

#### **ALPINE BANK ACCOUNT SIGNERS**

The Board of Directors discussed and reviewed the letter to Alpine Bank regarding the signers for each new account to be opened. The Board of Directors agreed with the letter as presented and the letter was signed.

#### **MINUTES**

Minutes from the May 17, 2017 Special Board Meeting were presented and reviewed. Lammey moved to approve the minute. Seconded by Nelson. All approved.

#### **FINANCIAL REPORT**

Financial reports for May 2017 were reviewed and discussed. Nelson moved to approve the financial reports, subject to audit. Seconded by Whelan. All approved.

#### **PUBLIC COMMENT**

None.

#### **BOARD PRESIDENT REPORT**

At the May Board of Directors meeting, Whelan relayed that Anderson feels that the Board of Directors should discuss what a mil leave would mean. This was re-visited because Director Anderson was not at the May meeting to discuss his thoughts regarding this subject.

#### **FIRE CHIEF'S REPORT**

- **OROI/Strategic Plan**

Chief Blair gave an update on progress being made in reference to the Organizational Review and Opportunities for Improvement and the Strategic Plan.

- **Property Purchase**

Chief Blair is pleased to announce that the closing on the property purchase was completed on May 22, 2017. The District's attorney is compiling the documents and will be sending us the complete closing packet soon. Chief Blair will follow up with the District's attorney as to whether there is any additional filings for mineral rights or water rights transfer that may be required as part of the process.

- **Board Member Manual**

The SDA Board Member Manual is copyrighted by Collins Cockrel & Cole, P.C. and cannot be tailored to GVFPD specifically, per CC&C. The District can adopt the SDA manual as written and create an addendum of specific District additions/deletions or clarifications, or Chief Blair can request a boiler plate plan from the District's attorney that could meet the requirements of the Board of Directors and the OROI report. Whelan moved to adopt the SDA Board Member Manual as a reference. Seconded by Anderson. All approved.

- **New Business**

- **Budget Analysis**

Chief Blair presented a spreadsheet of the Abstract of Assessments – Authority for the past 11 year period. Chief Blair also presented a spreadsheet of the three major revenue streams for the District over this same period. These revenue streams include EMS Charges for Service, General Property Taxes and Specific Ownership Taxes.

- **Other**

A request was made by the Parachute Battlement Mesa Parks and Rec Department for a donation. The Board of Directors declined the donation request.

Chief Blair discussed the \$300.00 donation received by Firefighters Charitable Foundation. The donation will be applied toward the advertising costs to recruit new Volunteer Members.

- **Staff Report**

Deputy Chief Ferguson is out on vacation.

- **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 handout outlining the May 2017 Operations report.

- **Volunteer Firefighter Testing**

Chief Blair discussed the current application and testing cycle. There are 3 applications to date. Testing is scheduled for July 15<sup>th</sup>.

- **ALS vs. BLS Call Volumes Comparison**

Chief Blair presented a review of the new tracking ability of the District as it relates to ALS vs. BLS calls for service.

- **Salary Survey for June BOD meeting**

Deputy Chief Ferguson presented the area salary survey during the May meeting. President Whelan asked the question of Captain Tipping, "So what does the staff think about the survey and what does the staff think as it relates to Safety, Service and Salary/Benefits. Captain Tipping was to take the information request back to the company level and have the discussions for input at the July meeting.

- **Summer Firefighter Program**

Chief Blair advised the Board of Directors of the format for the 2017 Summer Wildfire Season coverage. Chief Blair was unable to give any details as what hazard mitigation, public trainings, etc that the crews were doing. Chief Blair will request that all work related to the Summer Wildfire Seasonal personnel be recorded daily in the Daily Log.

- **Accreditation Up date**  
Chief Blair was unable to update the Board of Directors as to progress being made as it pertains to the Community Risk Assessment: Standards of Coverage. He is aware that DFC Ferguson and the Senior Staff are working on it and it is part of the Monthly Officer Meeting agenda.
- **EMS Billing Outsourcing – LifeQuest Services**  
Administrative Specialist Reeves discussed the information received from LifeQuest Services. Whelan moved to contract the EMS billing with LifeQuest Services with the stipulation that the services would be evaluated in 1 year. Seconded by Lammey. All approved.
- **Other**  
Kim Reeves discussed the purchase of a new plotter. The Board of Directors agreed to use funds from the Unreserved/Undesignated Fund to purchase the new plotter from All Copy Products for \$3100.00.
- **Board of Director’s Report/Comments**  
Lammey discussed his concern for the Fire Season.

**EXECUTIVE SESSION:**

President Whelan made a motion that the Board of Directors hold an Executive Session per CRS-24-6-402(4)(a) related to the discussion of the purchase, acquisition, lease transfer, or sale of real, personal, or other property interest.

And an 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.

Seconded by Nelson. All approved. Session attendance: Whelan, Lammey, Nelson, Anderson, and Reeves. Executive session began at 11:26 a.m.

The Executive Session was concluded at 11:42 a.m. and the Regular Board Meeting resumed.

**ADJOURN**

There being no further business or discussions the meeting was adjourned at 11:43 a.m.

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Kim Reeves, Administrative Assistant

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Kevin Whelan, Board President

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Bill Nelson, Board Secretary/Treasurer