

**LA VETA FIRE PROTECTION DISTRICT
SPECIAL MEETING
La Veta Fire Station**

MINUTES

January 21, 2016
2:00 P.M.

Present: Directors Brunner, White, and Nielsen were in attendance. Director Littlefield attended the meeting via Teleconference.
Staff: Fire Chief DeTray and WMS Manager Paul Branson.
Guests: Asst. Chief Mower and Jake Thomsen.

Call to Order

Meeting was called to order at 2:00 PM. The Pledge of Allegiance was given and Director Brunner welcomed the public and advised that the purpose of the Special meeting was to discuss the Intergovernmental Agreement (I.G.A.) and coordination for the Huerfano County FEMA and the Colorado Division of Natural Resource (DNR) mitigation grants. Director Brunner turned to floor over to Director White.

Public Comments

None.

Old Business

Director White stated that his goal is to develop an I.G.A. document that is easy to read, understand and is self standing. The plan to date has established that there will be two supervisors. A Mitigation Manager hired by the County to handle administrative or financial matters and a Project Supervisor hired by the LVFPD to handle, essentially, field operations. Director White outlined and developed a whiteboard schematic detailing the various steps of the grant contracting, operations and payments processes that should be in the I.G.A.

Simple reduction of the lengthy discussions are that the grant will involve approximately 300 landowners. The County Grant proceeds will fund 50%, up to \$2,500.00, of the homeowner's mitigation contract price. The contract will be between the landowner and Huerfano County. However, the LVFPD Project Manager will secure the individual contracts with the homeowners and then give a copy to the County for execution. The LVFPD will then mark vegetation to be removed. LVFPD will develop Designated Blocks of properties to be treated by a single contractor. (Chief DeTray asked that a provision be added that this could possibly be reviewed in the second year of the grant cycle to allow individual homeowners to choose their contractors in lieu of the 'block concept').

Contractors will be qualified by the LVFPD who will give the County a list of potentially qualified contractors. The County will issue a Request for Qualifications (RFQ) to those potential contractors. The County will designate those contractors passing the screening process as "Qualified Contractors."

The qualified contractors will receive a Request for Proposal (RFP) from the County for each designated block as identified by the District and submit bids. The County will then select a qualified contractor to do the mitigation on each block. The County will execute a work contract with the contractor for each designated block to be mitigated. The LVFPD will provide training to each contractor. The LVFPD Project Supervisor will oversee mitigation contracts and work contracts. The LVFPD will coordinate with the CO State Forest Service's Forester in scheduling inspections, as needed. The project supervisor will issue a certificate of completion when the contractor is finished with each block.

The County will pay LVFPD, 1) rent of \$500.00 per month for office space in the Cuchara Stn. 2) \$3,750.00 toward the LVFPD project supervisor's compensation, 3) reimbursement for equipment, supplies, mileage, utilities and an overhead charge of eight percent (8%). The County will pay contractors upon completion of work and having received a certificate of completion. The County will invoice the landowners for their 50% share of the mitigation cost.

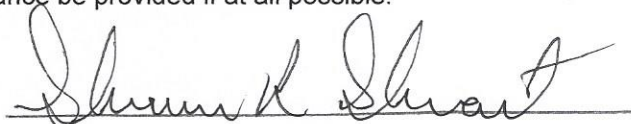
The LVFPD will submit bi-monthly reports (twice a month) and monthly invoices to the County. Contractors will submit reports to the County as required in their work contract. The County will then submit the contractors' reports to the LVFPD within a week. The County will be responsible for work and for filing FEMA and DNR reports.

The County will be responsible for disposal of all biomass produced by mitigation treatment.

Director White will prepare a draft I.G.A. for presentation to the Board of County Commissioners and Administrator, John Galusha at the Friday, January 22, 2016 special meeting, incorporating all the agreed upon points noted above.

Director Brunner advised the Board that he attended the Town of La Veta Board of Trustee's meeting on January 19th to discuss their concerns regarding the new Fire Station's west access and the water drainage issue. The Town Board of Trustees will draft a Memorandum of Understanding (M.O.U.) granting the LVFPD permission to use the Town land adjacent to the LVFPD's west boundary as an access driveway. The M.O.U. should be ready for the District's February 11, 2016 Board meeting. In regard to the drainage issue, the Town approved the plan for the District to purchase the culvert and the Town will do the installation of the culvert at the corner of Birch Street and Moore Avenue. Director Brunner informed the Board that the \$9,000.00 for signage in the new Station contract with H.W. Houston will be reduced considerable now that the volume of signs will not be as great as first designed. Chief DeTray asked that overhead protection over the north, walk-in door entrance be provided if at all possible.

MSA: Meeting adjourned at 4:14 PM.


Shannon R. ShROUT, Secretary