

LA VETA FIRE PROTECTION DISTRICT
La Veta Fire Station
100 Birch Street

MINUTES

December 8, 2016
6:00 P.M.

Present: Directors Littlefield, White, Nielsen, Heikes and Shrout were in attendance.
Staff: Fire Chief DeTray, EMS Director Schmidt and District Secretary Pezze.
Guests: Asst. Chief Mower, Paul Branson, Jim Berg and Kim DeTray.

Call to Order

The meeting was called to order, the Pledge of Allegiance was given and Director Littlefield welcomed all those in attendance.

Minutes

MSA: * Minutes of the November 11, 2016 regular meeting were approved as amended.

Public Comments

None.

Correspondence

None.

Treasurer's Report

MSA: The Treasurer's Report and payments for the December 8, 2016 meeting were presented and approved.

New Station Report

Asst. Chief Mower advised that the public address system is installed and working. The house air compressor is installed and working. There have been extensive problems with the boiler on the heating system. Ernie Garcia from H. W. Houston has been cooperative in getting the problems repaired. He has got Scott Gardner from American Plumbing, who installed the boiler, to come to La Veta and work on the repairs. Scott is to return again next week and work on the heating system. When he comes back he will also do in-depth training with Asst. Chf. Mower and Director Heikes. The latest and remaining issue is a faulty relay and it involves a wiring problem at the initial installation. Scott will resolve the problem and new wiring will be installed to correct the problem. Asst. Chf. Mower advised that the District does not have a marked up set of plans that includes the "as built" designs. Director Littlefield stated, and the Board agreed, that the final payment to Brian Risley at CRP Architects will not be made until the District receives the final "as-built" designs.

Director Littlefield and others expressed accolades for the new station and the new SCBA fill station after attending a fire training session where there was amply room to train and Firefighters' SCBA air cylinders were filled quickly.

Regarding re-financing the new station loan and possibly placing the loan with the Huerfano Branch of the First National Bank in Trinidad for a rate of 3.90 % vs. Fowler State Bank's (FSB) rate of 4.25 %, Director Littlefield stated that Jonathan Fox at FSB sent a revised offer. FSB will reduce their interest rate to 3.75 % and the 5 year rate adjustment will be .25 over the New York Prime rate instead of the previously agreed 1.00 over the New York Prime rate. The new payment to FSB will be \$38,041.16 annually. The annual payment to San Isabel Electric Assoc. for the USDA Rural Economic Development Loan Grant (REDLG) remains \$30,000 annually.

MSA: The Board approved and authorized Board President Littlefield and Board Treasurer Maurice Heikes to execute the FSB 'Change in Terms Agreement' loan documents when Jonathan Fox has them prepared.

The Board directed Director Littlefield to thank Keith Varner at Huerfano Branch of the First National Bank in Trinidad for all his time, work and efforts in presenting their proposal for the re-financing.

Chief DeTray asked about plans for a flag pole at the northeast corner of the new station property. Asst. Chief Mower will check pricing with the True Value Hardware Store in Colorado City. A Town Trustee advised that the District can erect the flag pole without authorization from the Town Board. Director Heikes advised that Mayor Brgoch stated that

***MSA = Moved, Seconded and Approved (unanimously unless otherwise indicated)**

the District still has some gravel available in the Town of La Veta's gravel pile but the District will need to provide for hauling and spreading the gravel. Director Heikes will ask the Huerfano County R&B crew if they could help with that.

Wildfire Mitigation Service (WMS) Report

Chief DeTray presented the Wildfire Mitigation Service report prepared by Lisa Lockamy, LVFPD HMGP FAL Supervisor. A copy of the report is attached to these minutes. Chief DeTray and Huerfano County Wildfire Mitigation Program Manager, Paul Branson presented a handout and advised that the District has been overcharging on the daily rate for the 1986 Ford utility truck on all the Homeland Security/ FEMA, Forced Account Labor (FAL) contracts. The rate charged was \$330.00 per day and it needs to be amended to \$76.00 per day. Three batches of invoices have been submitted to the County and the County has paid a total of \$61,947.98 on those invoices. The corrected total will be \$46,904.78 for a difference of \$15,043.20. That amount needs to be paid back as 50% (\$7,521.60) to Huerfano County and the other 50% (\$7,521.60) broken down into individual reimbursements to homeowners who were overcharged. The District was also overpaid for salaries for the Project Supervisor position. The District received \$3,750.00 every month from the County and the Supervisor was actually paid on an hourly basis where the full salary allotment was not used. The difference between the actual paid and the salary stipend received also needs to be returned, or used as a credit to be applied to future supervisor wages until the difference reaches zero. The third issue that the Homeland Security/FEMA requires is a detailed breakdown of the expenses paid out of the \$16,500 Mobilization Stipend that the LVFPD received from the County at the beginning of the grant. That itemization has been provided and will be ongoing to the end of the grant in March, 2018. Branson also advised that the current Intergovernmental Agreement (IGA) between Huerfano County and LVFPD that was signed on February 20, 2016 was not accepted by the Homeland Security/FEMA grant reviewers. That agreement makes no mention of the FAL policies and procedures and they require that that be included in the IGA between the County and the LVFPD

MSA: The Board approved doing nothing (regarding paybacks) until the LVFPD Board of Directors and the County Commissioners get together and agree on exactly what the revised IGA is to look like and hold both parties accountable to what they agree on in this amended, revised new IGA. The Board vote was 4 "Ayes" and Director Littlefield opposed the motion.

Further discussion resulted in the knowledge that the County is working on the revised IGA and Branson suggested that a LVFPD Board Director, a County Commissioner and Branson, as an advisor, be the individuals involved in the IGA revision. Director Nielsen offered to act as the LVFPD Director if no one else volunteers and it is expected that the County Board of Commissioners will select a Commissioner and Branson will act as staff/advisor.

Per the WMS monthly report Lisa Lockamy has accepted another job out of the area and resigned the mitigation position effective December 30, 2016. Chief DeTray recommended that Michael Warren fill the Wildfire Mitigation Service and HMGP Project Supervisor position.

MSA: The Board approved retiring to executive session for personnel reasons per §24-6-402(4)(f), C.R.S.

The Board retired to executive session at 7:14 PM.
The Board returned from executive session at 8:24 PM.

MSA: The Board approved engaging Robert Ryland as operations crew chief at \$18.00 per hour as of Dec. 12, 2016. Chief DeTray will talk to Michael Warren about being considered as the interim administrative assistant.

EMS Director Report

- 1) 11 EMS runs with 6 patients transported in November, 2016.
- 2) Purchasing has been completed and all items received for the CDPHE CO EMS grant. Will submit receipts for reimbursement soon. Have coordinated with the State grant reviewer regarding differences in pricing from the original application.
- 3) November RETAC meeting cancelled.
- 4) 2 training sessions. Jeff Torr doing skills check off for Troy Musgrave's re-certification and a training with Dr. Weber on sepsis.
- 5) Working on coordinating the EMT class which will start January 10 and finish on April 15, 2017. 4 Firefighters are interested and have two other good candidates. All current EMTs can attend to acquire continuing education credits (C.E.s) at no additional cost. Cost of the class is approximately \$5,100 plus books at \$1,000. Will apply for a CREATE Grant to cover 50% of the cost. All students will sign the usual tuition agreements.
- 6) Chief DeTray is also attending paramedic class in Denver in mid-January and asked for help with some of his incidental expenses, possibly up to \$2,000.

MSA: The Board approved expending \$6,100 for the EMT class and up to \$2,000 to reimburse expenses associated with Chief DeTray's paramedic class for a total of \$8,100. The Board added that efforts will be made to apply

the budgeted EMS Training allotment of \$4,500 to these expenditures and possibly there will be no funds for attendance at the annual EMSAC conference in 2017. All students will sign the usual tuition agreements.

- 7) New Tuff Book computers will be needed to convert to the State patient care reporting system in March, 2017. Estimated cost for the computers is \$6,000.00.
- 8) Sherry Mann with Huerfano Ambulance Service advised that she has earmarked all of the County RETAC money for her staff to attend conferences and does not have anything to apply to LVFPD classes. EMS Director Schmidt has talked to County Commissioner Vezzani about the situation and he will look into it.
- 9) Presented a breakdown of the EMT responders to night calls. Call response has improved. The Board asked EMS Director to continue to give a monthly report on night call responses.

The Board also asked Director Schmidt to make application to the CDPHE CO EMS for volunteer radios at the upcoming grant cycle. Chief DeTray and EMS Director Schmidt will coordinate on other grant requests also.

Fire Chief Report

- 1) 3 Fire calls in November: 2 smoke reports, 1 mutual aid to Huer. Amb. Service and HCFPD for help with extrication at a traffic accident on Hwy. 160.
- 2) 2 Fire Trainings in November; Nov. 1 on operation updates, winter driving and pump operations with 14 FFs and 1 Jr. FF in attendance and Nov. 19 on hazardous materials training by CSP Trooper Steve McDowell. 18 FFs, 1 EMT, and 1 Jr. FF from LVFPD, also 3 FFs from Upper Huerf. F.P.D. and 2 dispatchers from the County were in attendance.
- 3) Met with County Sheriff Newman on upcoming events and issues.
- 4) Met with Don Mercier and other Dispatch personnel regarding dispatching and the use and importance of the I am Responding paging system.
- 5) Met with Paul Branson on the Homeland Security/FEMA grant on multiple issues. FAL supervisor, revision of invoicing to County, future truck rates and associated expenses.
- 6) Ordered items to complete the VFA grant and items approved at the November meeting.
- 7) Getting information and pricing for the extractor to be purchased with the Anschutz Family Foundation \$8,484 grant.
- 8) Homeland Security AFG Grant application has been submitted requesting funds for a new tender. Appreciation goes to Chris Hudson for completing that application.
- 9) The WMS Employee Manual, SOPs and employee performance reviews will be sent to Directors electronically and hopefully, reviewed at the January meeting.

MSA: The Board approved the expenditure of \$8,499 to purchase the gear extractor funded by the Anschutz grant.

Old Business

The final 2017 Budget was presented.

MSA: The Board approved and adopted the 2017 Budget and Budget Message as presented.

MSA: The Board approved certifying the mill levy of 5.903 to the Huerfano County Commissioners for a property tax revenue of \$211,768 in the year 2017.

MSA: The Board approved and signed the Resolution to Adopt the 2017 Budget as presented.

MSA: The Board approved and signed the Resolution to Set Mill Levies at 5.903 for the budget year 2017.

MSA: The Board approved and signed the Resolution to Appropriate Monies for the budget year 2017.

Regarding Director White's resignation as a LVFPD Director the District has received three letters of interest for the position. The selection committee of Directors Littlefield and Nielsen recommended that Bob Walker be selected as the replacement Director based on his background in administration and accounting computer software engineering.

MSA: The Board approved the selection of Bob Walker as the replacement Director for Michael White with four "Aye" votes and one "Nay" vote from Director Shrout.

District Secretary Pezze advised the ColoTrust, Colorado Local Government Liquid Asset Trust is currently paying an interest rate of .84 APY on deposits in comparison to the .40 APY rate on money market funds at the Huerfano County Branch of the First National Bank in Trinidad. The Board concurred that incoming funds can be deposited into the LVFPD's still active, ColoTrust account.

MSA: At the request of EMS Director Schmidt, the Board approved retiring to executive session for personnel reasons per §24-6-402(4)(f), C.R.S.

The Board retired to executive session at 9:25 PM.

The Board returned from executive session at 9:31 PM. No Board action taken.

MSA: The meeting adjourned at 9:31 PM.


James E. Littlefield, President

LVFPD WMS MONTHLY REPORT

November 29, 2016

The crew is working hard on 2 straight pay contracts. One is for Spanish Peaks Shaded Fuel Break Project (\$5000 grant) and the other is Panadero POA Beautification project (\$25000) grant. To date the crew has worked in Panadero POA a total of 7 days totaling \$2,719.64 leaving \$22,280.36 left in the grant to work, and Blackhole 5 days totaling \$1,523.87 leaving \$3,476.13 left to work. We currently have 7 jobs waiting a certificate of completion. We do have 10 more contracts to add to the FAL job list as of now before those 10 new jobs there are 63 FAL contracts 27 are completed and invoiced.

Batch totals for Batch 1,2 and 3 are \$46,843.38 (27) invoices total

The total for Batch 4 so far which will be sent in to Paul in January (7) so far \$10,996.14 we have 4 more jobs to complete for this batch.

On December 29th 2016 I will be sending two invoices in to Jim Burg for the Panadero POA Beautification Project and the Spanish Peaks Shaded Fuel Break Project for 2016 with the totals we have for 2016.

I ordered Mike Warrens clothes and got them screen printed

(2) pants \$31.25

(1) sweatshirt \$31.25

(1) long sleeve \$13.25

(2) t shirts \$10.95

Screen printing \$40

Total \$ 168.90

We also ordered more marking paint for marking trees \$108.44

This month has been slammed with redoing invoicing and breakdown sheets and all the FAL documents that go with each homeowner file. I have visited a few job sites to get the crew going, have talked with many homeowners on the phone and via email. We also have had a lot of customers calling to tell us we did an amazing job at the residences. We decided to add some things to the policy and the crew pay breakdown sheets I have included a copy of that.

We also made crew and individual evaluation forms the forms will get completed every 6 months and whoever has certain training done will then qualify for a pay raise.

We had to redo the FAL invoices from previous jobs do to a cost change. The new totals are

Batch 1 \$10,335.15 difference of \$2,462.60

Batch 2 \$18,208.12 difference of \$5,779.20

Batch 3 \$20,573.71 difference of \$6,862.80

Total \$ 15,104.60

Batch 4 will get turned in at the end of December and will be invoiced properly

We would like to welcome Tanner ShROUT to the crew. He is going to be the new swamper so the guys can work more productively for the homeowners.

I am sorry to say that I will not be continuing past Dec 30th I have an amazing opportunity that I can't pass up. I will be training a new fill in for my position. Thank you for this great opportunity it's been really fun and I have learned so much.