

**LA VETA FIRE PROTECTION DISTRICT**  
**La Veta Community Center**

**MINUTES**

May 16, 2016

6:00 P.M.

**Present:** Directors Brunner, White, Nielsen, Littlefield, Shrout and Maurice Heikes were in attendance.  
**Staff:** Fire Chief David DeTray, EMS Director Schmidt, District Secretary Pezze and WMS Manager Jake Thomsen.  
**Guests:** Cheryle Johnston, Jim Berg, Eddie Ray, Richard Pezze, C.K. Morey, Max Vezzani, Ray Garcia, Gerald Cisneros, John Galusha, Dominic Martinez. Brian Risley of CRP Architects and Ernie Garcia from H.W. Houston Construction Co. (via teleconference) were in attendance through the initial portion of the meeting.

**Call to Order**

The Pledge of Allegiance was given and Director Brunner welcomed all those in attendance.

**Public Comments**

Tucker Shrout advised that he will be working out of District this summer and on September 26 he will report to serve in the United States Air Force. Tucker thanked the District for the opportunity to serve on the Fire Department and Director Brunner expressed the District's appreciation to Tucker for his years of dedication as a Junior Firefighter and, more recently, as a full firefighter.

**Minutes**

**MSA:** \* Minutes of the April 14, 2016 regular meeting, April 15, 2016 emergency meeting and the April 22, 2016 special meeting were approved as presented.

**Elections**

Director Brunner administered the oath of office to incumbent Directors James Littlefield and Shannon Shrout and newly elected Maurice Heikes. The May 3<sup>rd</sup> election was cancelled due to having three candidates to fill the three director positions. The candidates were elected by acclamation. Following the oaths of office the election of officers was held.

**MSA:** The Board approved the nominations and election of the following Director offices: Director Littlefield for President, Director Nielsen for Vice President, Director Heikes for Treasurer and Director Shrout for Secretary.

The Board thanked Mark Brunner for his years of service as Board Director and commended him for his many accomplishments during his tenure.

**Resolutions**

**MSA:** The Board approved Resolution 2016-05-01 changing the location of the June, July and August, 2016 regular Board of Directors' meetings to the Cuchara Fire Station.

**Correspondence**

A letter from Flight for Life was read advising that they are offering the service of "Fire Watch" flights to help locate reported smoke and forest fire sightings during the 2016 season.

**Treasurer's Report**

**MSA:** The Treasurer's Report and payments for the May 16, 2016 meeting were presented and approved.

**MSA:** The Board directed Secretary Pezze to contact the Huerfano Branch of the First National Bank in Trinidad and amend all banking accounts to add Maurice Heikes and delete Mark Brunner from all respective signature cards. The Board further directed Secretary Pezze to also update the signature card for the safe deposit box at the Community Banks of Colorado.

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

### **New Station Owner's Representative Report**

Ernie Garcia advised that the mechanical room is nearly complete and the State plumbing inspection will occur soon. On May 17th the insurance adjuster will look at the gutter damage caused by sliding snow. Site grading and exterior clean-up is nearly complete. When San Isabel Electric gets the permanent power connected, systems testing and inspections will be coordinated. The third down spouts and the coupler still need to be installed. The District will work with the Town of La Veta to acquire gravel. The issue of the height of the thermostats will be researched and resolved. Ernie advised that Houston Construction should be able to complete the station approximately two and a half weeks after the electricity is connected. Brian Risley stated that the piping replacement is about 75 % complete and there is still drywall patching and painting to complete after the plumbing inspection. The punch list will then be addressed. Director Littlefield will contact H. W. Houston Construction President, Ken West, to discuss the construction delay.

**MSA:** The Board authorized Mark Brunner to act as the Facilities Manager through the completion of the new fire station (including the community room) and the product warranty periods. The Facilities Manager S.O.P. policy will be revised to add a second position that a Board Director, currently Director Heikes, will fill as the ongoing Facilities Manager.

Mark Brunner gave a presentation on the exterior signage at the new station. After discussion it was decided that a sign at the corner of Moore and Birch Streets could be addressed in the future. Highest precedence is lettering on the west side of the station that will be visible from Main Street. Director Shroust suggested using vinyl lettering and Mark will research the cost of both aluminum and vinyl lettering. Mark and Director Heikes will also research acquiring rotomillings from a CDOT project close to Aguilar for the exterior grading.

Director Nielsen advised that he is still waiting for San Isabel to complete the documents for the USDA REDLG loan. Fowler State Bank will be contacted regarding amending their loan after the USDA loan is complete.

### **Wildfire Mitigation Service (WMS) Report**

Jake Thomsen presented the Wildfire Mitigation Service report and a copy of that report is attached to these minutes. The mitigation crew will begin working on June 23, 2016 on the BLM Bend Creek area.

Jake updated his report by saying that 81 homeowners have committed to the grant and 36 of those properties have been marked for mitigation. FEMA's budget revision letter for the Hazard Mitigation Grant Project (HMGPP) is still pending.

John Galusha, County Administrator, presented his revised HMGP I.G.A. for the Board's review that addresses the Forced Account Labor (FAL) aspect. Director White advised that he still has three concerns, the budget revision, the standard rates charges and the acceptable policies. Director White suggested that the County attach acceptable policies to the I.G.A. Director Nielsen presented two possible drafts of a purchasing policy for the County and the Board's review. John Galusha advised that the policies could be addressed at a later, prior to the final audit process and will provide the County's current policies as a template for the District to consider.

**MSA:** The Board approved the LVFPD Wildfire Mitigation Service Employee Manual and Standard Operating Protocol, dated February 2016, with the amendment of "Regular employees (exempt or non-exempt) are paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month."

### **EMS Director Report**

- 1) 13 EMS runs with 10 patients transported in April, 2016.
- 2) EMS Training with Jeff Torr on April 21<sup>st</sup>. Jeff will now be associated with St. Mary Corwin training instead of TSJC. Marc Biggins will also give EMS trainings in the future.
- 3) EMS Director Schmidt, Dave Mower and Sec. Pezze participated in the teleconference for the CDPHE grant application on May 12<sup>th</sup>. Mower gave a good presentation on the grant and it was well received by the grant reviewers.
- 4) The May RETAC meeting has been cancelled. Marc Biggins will attend the June RETAC meeting.
- 5) Picked up the old safe from Mark Brunner and it is now closed and locked. Mark is unable to locate the combination but will continue looking. EMS Director Schmidt may also have another contact for opening it.
- 6) Purchased shelves and cabinets for the new station.
- 7) Dave Mower has arranged for CenturyLink to donate A.T.&T. office furniture for the new fire station. EMS Director Schmidt, Sec. Pezze and Mower looked at and choose furniture in Pueblo on May 4<sup>th</sup>.
- 8) EMS Week is May 15 to 21 and the LVFPD Auxiliary and EMS personnel gave an EMS presentation at the La Veta Elementary School on May 16<sup>th</sup>.

**Fire Chief**

- 1) 4 Fire Calls in April, 2016 - 2 Motor Vehicle Accidents, 1 vehicle fire and 1 report of gas escaping from water well.
- 2) 2 Fire Trainings in April, one on ropes and knots and one for Wildfire Refresher Class.
- 3) Hose and ladders testing was completed on May 16<sup>th</sup> by Fire CATT for a cost of 29 cents per foot on hose and \$1.50 per foot on ladders. Estimated total cost is \$3,125.00.
- 4) Continue working with Jake Thomsen and Paul Branson on wildfire mitigation service (WMS) and the FEMA grant.
- 5) Have secured a donated 2008 Ford Expedition at no cost. The unit will be used as a utility vehicle to transport crews, equipment and to attend meetings and training sessions etc. The SUV will need radios and LVFPD lettering and graphics.
- 6) Attended the May 13<sup>th</sup> emergency operations meetings and met with local, State and Federal partners.

**MSA:** The Board approved Chief DeTray's purchase request of \$1,909.90 for 10 wildland head lamps (\$459.90), 10 handheld flashlights (\$199.00), and an 800 radio (\$751.00) and a VHF radio (\$500.00) for the Ford Expedition.

**Old Business**

The budget revision letter from FEMA is still pending for the HMGP and the County drafted I.G.A., with County policies attached, will be addressed after receipt of the FEMA budget approval letter.


The exorbitant fees from Dino Ross, Attorney with Ireland Stapleton Pryor & Pascoe, PC, for the Illegal Drug and Alcohol policy was addressed. Director Littlefield will call Dino Ross and determine if a reduced cost can be negotiated.

Pending HB 16-1088 regarding fire protection district impact fees, development permits and capital facilities was briefly discussed. This law, when signed, will enable fire districts, through the County, to receive funds from new land developments but only if a fee schedule is adopted by the fire district and the County government in which the development is situated. District White asked that Chief DeTray develop such a fee schedule to present at the July Board meeting. Director Nielsen stated that he opposes the action and feels that it is a "hidden fee". Any action on the bill was tabled until the bill is actually signed.

**New Business**

Chief DeTray has been approached by Jim VanLue to provide ambulance and EMS coverage at the July 2<sup>nd</sup> Spanish Peaks Music Festival at the La Veta Airport. The Board approved VanLue's request for a letter on District letterhead advising that LVFPD will provide an ambulance and EMS crew for the event on a "best effort" basis.

**MSA:** The meeting adjourned at 8:48.

  
 Shannon R. ShROUT, Sec.  
 6-9-16

**La Veta Fire Protection District**  
**LVFPD HMGP Project Supervisor Monthly Report**

**May 6, 2016**

**Report covers period: April 1, 2016 to April 30, 2016**

-There have been considerable discussions of what Force Account Labor means for both this grant as well as LVFPD and the fuels crew. Created an excel document that broke down crew cost as well as outlined how many "lots" a crew of two different sizes could treat in either a five or four day work week. This excel document was revised to include different figures as information came in from both the County as well as FEMA. Discussed the "blocking" concept and brought up breaking the grant up into 2 seasons to ease the burden of collecting 300+ contracts before the first sawing season. Have had multiple meetings with LVFPD Board of Directors and Huerfano County Commissioners discussing FAL option.

-Marking of properties continued. Weather towards the end of the month slowed down marking. Have met face to face with a few parties that had signed contracts discussing the trees recommended for removal. I have talked on the phone with questions while marking.

-Continued to gather many contracts. Majority of them have come in as emails. Some have come in by ground mail. As of writing this we now have 65 signed contracts with 27 currently marked. All signed contracts have been digitally filed on both flash drive and work email account. Two physical copies of received contracts are printed, one for County Project Manager and one for LVFPD HMGP Project Supervisor. Before pictures have been taken of each marked property and digitally filed on flash drive with a copy of the signed mitigation contract. Have had many phone messages left at the office and have returned them discussing fire mitigation on the interested parties lot and explaining to them the process for signing up for this grant as well as answering any other related questions they might have. "Cold Calling" homeowners have been conducted toward the end of the month by County HMGP Project Manager, LVFPD HMGP Project Supervisor, and recruited volunteers in an attempt to push the public in contract solicitation.

-Have conducted many site visits to give interested parties a little insight as to the extent of work required to achieve a defensible space on their property. This has been an employed tactic to get more parties signed up and to help answer some of their questions they may have about the program and details of work.

-Some time was spent exploring/learning the GIS program used by the county in order to better identify property ownership and boundary locations of lots with no physical boundary markers.

-Work on developing the contractor training program. Gathering visual aids for presentation.

-Work on finalizing certificate of completion

# LVFPD WMS GM Monthly Report

April 2016

-Conducted interviews with Robert Ryland and Mitchell Andrews. Both individuals were great candidates and job offers were extended after interviews were conducted. Both accepted at the time but after a short while Mitchell Andrews withdrew his interest in the position. Currently we have 3 people on the crew; David Stephans, Lisa Lockamy, and Robert Ryland. There is still one individual who has expressed interest in working and interview is yet to be scheduled.

-Have had a meeting with Mark Loveall, Jim Alt, and Paul Branson discussing some of the components of the Spanish Peaks Shaded Fuel Break cost-share grant. A notification letter has been sent out via email to residents of Acres of Diamonds. Thus far we have had only 2 people call in interested in mitigation work within that area. I am in contact with Mark Loveall working on ideas to gather public participation in the Acres of Diamonds area.

-Have had a couple other calls for mitigation work outside of the areas covered by cost-share grants. One is in Tres Valles and is waiting to visit their property and will then contact me when they are back in the area. The other is in Cuchara Pass Ranch and wants an assessment for further mitigation work.

-Continued issues are gathering public interest in mitigation work outside of HMGP grant. There has been extreme few responses to notification letter for Spanish Peaks Shaded Fuel Break grant. Will be working on ways of gathering public interest for mitigation work outside of HMGP areas. Still have a little bit of saw work in Bend Creek Project (BLM grant) left and future funding from BLM is working its way down the ranks and has not been distributed yet.