

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

MINUTES

January 12, 2017

6:00 P.M.

Present: Directors Littlefield, White, Nielsen and Heikes were in attendance.
Staff: EMS Director Schmidt, District Secretary Pezze and interim WMS Manager Michael Warren.
Guests: Asst. Chief Mower, Cheryle Johnston and Paul Branson.

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 December 8, 2016 regular meeting were approved as presented.

Appointment of Director and Oath of Office

MSA: The Board approved the appointment of Robert Walker as a Board Director to replace Michael D. White who resigned effective 1-12-2017.

Director Littlefield administered the Oath of Board Director to Robert Walker as required by Colorado Special District law. The Board welcomed Robert Walker to the Board of Directors.

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 Robert Walker to and delete Michael D. White from all respective bank signature cards.

Resolutions

MSA: The Board approved and signed Resolution 01-01-2017 regarding Posting of Agendas.

Public Comments

None.

Correspondence

Sec. Pezze advised that Don Keairns recently delivered a \$500.00 donation check from Tri State Generation and Transmission Assoc. Inc. A thank you letter has been sent to Tri State for their generosity and support.

Treasurer's Report

MSA: The Treasurer's Report and payments for the January 12, 2017 meeting were presented and approved.

The propane bill of \$1,247.04 for the La Veta Stn. was discussed and hopefully that monthly amount will decrease now that the heating system is working properly. Also, Huerfano County Road and Bridge department is now parking a loader on the east side of the Cuchara Stn. A block heater is plugged in for that loader which will cause an increase in the electrical bill. The County provides snow removal at the Stn. so the Board felt it would not be appropriate to charge the County for the block heater's electricity usage at this time. This arrangement will be monitored and a timer should be placed on the block heater.

New Station Report

Asst. Chief Mower advised that he and Director Heikes finally have the heating system operating properly after working with H.W. Houston Const. and American Plumbing. They still need to return to complete some remaining issues. The bunker gear extractor has been delivered and will be installed soon. The Board decided that a 24 foot flag pole will be installed on the northeast corner of the property. Cost of the pole and hardware is \$275.00 from Greenhorn Valley True Value in Colorado City. Other items to be addressed will be laminate flooring in the operations room, offices, restroom and hallway. Thought is also being given to finishing one of the restrooms in the large unfinished conference room.

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

Wildfire Mitigation Service (WMS) Report

Michael Warren presented the Wildfire Mitigation Service report prepared by Lisa Lockamy as of December 31, 2016. A copy of that report is attached to these minutes. Michael also advised that he has been working on saw maintenance issues and a new saw will probably be purchased this spring. Due to revision in apparatus daily rates and adding materials expenses to the County invoices in batches 1, 2 and 3, the payback on those batches has been reduced from the previous \$15,043.20 to \$8,438.20. This will be split 50% to Huerfano County and 50% to the homeowners. Sec. Pezze advised that after working with Michael and Paul Branson there is a refined process being developed for tracking the accounting side of the WMS and FEMA grant revenue and expenses. General accounting recaps were presented.

Paul Branson, Huerfano County Wildfire Mitigation Program Manager, addressed the Board and advised that he is encouraged with Michael's progress in learning the WMS program and his work on the FEMA grant and the fact that a more detailed and concise accounting system is being developed by Sec. Pezze in collaboration with Michael. Branson and Sec. Pezze both expressed their confidence in Michael's ability to fill the position of the Project Supervisor for the FEMA Hazard Mitigation Grant Program (HMGP).

MSA: The Board approved appointing Michael Warren to the HMGP Project Supervisor position and paying him a salary amount, plus employer tax obligations and benefits, total of which cannot exceed the \$3,750.00 salary allotment in the HMGP Intergovernmental Agreement (I.G.A.) but should total the \$3,750.00 allocation. This salary will be effective as of January 16, 2017.

A Board Director, Sec. Pezze and Chief DeTray will meet to calculate and confirm the final salary figure.

Director Nielsen informed the Board that the revised HMGP I.G.A. between LVFPD and Huerfano County was reviewed and discussed at a meeting with the three County Commissioners, the County Administrator, Branson, Warren and District Directors in attendance and the final, revised I.G.A. is ready for approval.

MSA: The Board approved accepting and signing the amended HMGP I.G.A. as presented, effective February 1, 2017.

Branson will attend LVFPD Board meetings to present brief, 15 minutes updates starting in March, 2017. He will share the status of mitigation projects and programs at the County and State levels.

EMS Director Report

- 1) 19 EMS runs with 15 patients transported in December, 2016.
- 2) Purchasing has been completed and all items received for the CO Dept. of Public Health & Environment (CDPHE) EMS grant. Progress report submitted and reimbursement request is upcoming this quarter.
- 3) Training session with Dr. Weber on January 9th on pediatric respiratory problems.
- 4) CPR class and EMT class started on January 10th. New EMT students/candidates are Norma Mower, Wendy Waldrop and Firefighters Mark Worgan, Mike Warren and Dennis Ceremuga. Students have signed tuition agreements.
- 5) Eddie Ray repaired the door hinge on Rescue 2 (1999 Ford Amb.).
- 6) Presented 2 applications from Norma Mower and Wendy Waldrop.
- 7) Will be holding joint EMT and Firefighter trainings on the new rescue equipment.
- 8) Will attend ER Trauma meeting at Spanish Peaks Reg. Health Center on Jan. 16th.
- 9) Presented call volume numbers for 2016 of 169 calls and 2015 had 161 calls.
- 10) Presented the renewal contract from Dr. Weber effective 2-1-2017 for his medical director services. His monthly fee will increase from \$200.00 to \$250.00.

MSA: The Board approved and signed Dr. Weber's annual contract as presented.

MSA: The Board approved the applications of Norma Mower and Wendy Waldrop for the EMT department. They are currently having their background checks and drug tests processed for the EMT class.

EMS Director Schmidt will meet with the County Commissioners to discuss receiving a fair share of the RETAC funds that come to the County.

Fire Chief Report

Fire Chief Report was presented by Asst. Fire Chief Mower in Chief DeTray's absence while he is attending paramedic classes in Denver.

- 1) 6 Fire calls in December: 1 smoke report, 1 mutual aid to HCFPD for large grass fire, 1 chimney fire with no extension, 1 mutual aid call to HCFPD for chimney fire with extension, small grass fire from electrical transformer, and 1 medical assist on East Francisco St.

- 2) 1 Fire Training on Dec. 6 with 15 Firefighters in attendance.
- 3) Worked with the Wildfire Mitigation Service personnel on FAL crew billing and reimbursement to reflect inclusion of materials costs and proper charges for the chipper. Reviewed and consulted with Paul Branson on the I.G.A. for the FEMA HMGP grant and FAL crew participation in that grant. Recommend approving Michael Warren for the FAL Project Supervisor position.
- 4) Working on LVFPD Employee Manual, SOP and Employee Performance Review.
- 5) Bunker gear extractor should be delivered by Board meeting.
- 6) Michael Warren and Robert Ryland will attend the Colorado Wild Fire Academy for an estimated total cost of \$1,550.00 to be paid from WMS funds.
- 7) Asst. Chf. Mower gave an update on implementation of the I am Responding paging system. Jim Berg and Mark Worgan will help with the project also.

MSA: The Board approved moving Derek Sokoloski from probationary status to permanent firefighter status.

A discussion was held regarding the lack of proper mapping, numbering and marking of addresses in the LVFPD and the County. Director Littlefield recommended that the department heads of each fire district in the County meet and brainstorm about a solution. The LVFPD Board of Directors will then urge the County Commissioners and the Planning and Zoning department to give the mapping issue a higher priority so that emergency responders can locate addresses of 911 calls in a timely manner.

Old Business

Sec. Pezze advised that she is working with Tineel Boraz from the USDA office in Alamosa to acquire funding for the EMS Department Panasonic Tough Book laptop computers and a list of gear and equipment provided by Chief DeTray for the Fire Department. Due to the need to get the computers in March, Tineel advised that she will try to get permission to pursue "emergency funding" to get those funded. The USDA grants will be written on a 75% - 25% match basis.


Director Schmidt will ask Chris Hudson to help write the 2017 CO Dept. of Public Health & Environment (CDPHE) EMS grant requesting five 800 handheld radios and five Minitor VI pagers. This grant has a 50% match basis.

Cheryle Johnston from the LVFPD Auxiliary asked for a list of needs from the Fire and EMS departments. Those will be given to the Auxiliary as soon as possible.

The illegal drug and alcohol testing policy was moved to the October 2017 agenda pending possible changes in Colorado State laws.

Colorado State HB16-1088 (FPD impact fees and development permits) was tabled till September 2017.

MSA: The meeting adjourned at 8:21 PM.


 Shannon R. Shrout, Secretary

Monthly Report

Nov 30 thru Dec 30

This month was spent going over batch packets. We ended up redoing them a total of 5 times to get them right due to computer glitches and not having the proper amounts listed. I did spend 40 hours with Michael Warren training him to take over my spot. I also spent tons of time meeting with Sue and David D and Paul. We have finally completed the batch packets and re submitted them to Paul.

As of Dec 23 2016 we took the chipper back to Grand Rental. We will not be doing anymore FAL jobs until spring . the guys do however have plenty of work to do in Panadero and the Spanish Peaks Shady Fuel Break (Blackhole) as well as piles to go burn from other jobs.

To date we have completed and invoiced 28 FAL jobs and 9 more are waiting on Certification of Completion. we have a total of 64 jobs not including the 10 we haven't added to the list yet.

The batch packets are now as follows:

Batch 1 \$11,045.60

Batch 2 \$ 19,715.62

Batch 3 \$ 22,748.56

Batch 4 \$17,742.32

For a total of \$ 71,252.10

For the year.

Mike will be billing out Panadero and Spanish Peaks on Tuesday Jan 3 2017.

Spanish Peaks will be invoiced for \$3,562.13 with a remaining balance to work off of \$2035.87

Panadero will be invoiced \$ 3,624.08 with a remaining balance to work off of \$ 21,375.92