

LA VETA FIRE PROTECTION DISTRICT
La Veta Fire Station
100 Birch
La Veta, Colorado

MINUTES
May 9th, 2019
6:00 P.M.

Present: Directors: Littlefield, Nielsen, Heikes, and Jameson were in attendance. Director Walker's absence was excused due to a death in the family.

Staff: EMS Director Ray, Acting Fire Chief Steffan, and District Secretary Evans.

Guests: Malea & Mickey Schmidt, Sue & Richard Pezze, Jim & Paula Berg, Mark Brunner, Justin Jameson, Brian Jameson, Peg Littlefield, Nancy Nielsen, Sandy White, Melissa Ray, and Dave Mower (via conference call).

Call to Order – Pledge - Roll Call

The meeting was called to order, the Pledge of Allegiance was given, and roll call was taken.

Approval of Agenda

MSA:* The May 9th 2019 Agenda was approved as presented.

Minutes

MSA: Minutes of the April 11, 2019 regular meeting were approved as presented.

MSA: Minutes of the May 6, 2019 Special Meeting were approved as presented.

Public Forum

- Paula Berg presented the La Veta Fire Protection District (LVFPD) Auxiliary report: the Auxiliary paid \$17,000 for the slid-in pump unit for the 2008 Ford brush truck (6612) and the new pump assembly on the 2004 Ford brush truck (7621). As well \$526.79 for the CPR mannequins. She informs that they have also approved up to \$4,500 for the drone program and training.
- Paula Berg, President of the LVFPD Auxiliary presented the *Volunteer of the Month Awards* to Acting Fire Chief David Steffan and new EMS Director Eddie Ray and thanked them for their service.
- Sharron Vezanni and Irene Heikes were responsible for the Spring Fire donation jars in Charlie's Market.

Guests, Correspondence, and Presenters

-Website proposal from Grace Brunner was added to New Business, and will be reviewed before the next Board meeting.

Treasurer's Report

The Treasurer's Report and payments for the May 9, 2019 meeting were presented.

MSA: The Board approved the Treasurer's Report as presented.

- Sue Pezze gave an update on the situation regarding transferring the LVFPD accounting and payroll to Century Financial Group in Trinidad, CO. The transition is in progress and will remain on the schedule for the next meeting.

EMS Director's Report:

- 1) See EMS Director's report attached for details.
- 2) Director Schmidt has been working with Eddie Ray this month as he transitions into new role as Director of EMS.
- 3) The Colorado Dept. of Public Health and Environment (CDPHE) EMS grant application for a new ambulance for the Cuchara Station received good feedback from the RETAC hearings. The State hearings for that grant will be held on May 10, 2019 and EMS Directors Schmidt and Ray and LVFPD members who are working on the grant will participate via teleconference. Mark and Cyndi Worgan will try to attend in person, weather permitting.
- 4) Update on the RETAC grant process.
- 5) Rescue 1 got two new front tires.
- 6) EMS Director Schmidt attended the ER meeting at Spanish Peaks Regional Health Center (SPRHC) - nothing new there.
- 7) Eddie Ray starts as EMS Director tomorrow. EMS Director Schmidt has turned in keys and all records and supplies relating to narcotic drugs etc.

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

Eddie Ray presented his recommendation for EMS officers as follows; 1) Dave Mower, Assistant EMS Director, 2) Mark Brunner, Capitan, 3) John Hudson, Lieutenant, and Mark Worgan, Lieutenant.

MSA: The Board approved the selection EMS officers as requested.

Eddie Ray presented reports and information regarding call volume and the potential for having La Veta EMTs do "ride-alongs" with SPRHC Ambulance Service for gaining experience. Discussion ensued and the consensus was that more training is always good. Eddie will continue the process to see if this is a possibility. Further charts and reports were shared and Eddie commends the EMS team for how quickly they respond to night and mutual aid calls. Jim Littlefield added comment about how we can use this information and technology available to track and see where improvements might be made in the future.

Eddie and his team recommend rotating use of Rescue 1 (2009 Dodge Amb.) and Rescue 2 (1999 Ford Amb.), so that miles are not being put on one vehicle only. This requires some upgrades to Rescue 2, including a stair chair. List of items needed is included in EMS Report. The purchase of 6 new tires for Rescue 2 (est. cost \$1,000) will be needed in the next 6 to 9 months and this expenditure is covered in the 2019 Budget under the EMS Equipment Repairs line. Discussion ensued regarding items needed for ambulances and the costs of those items. It was decided that the big ticket items would need review and new grants need to be sought with possibly a grant writer to help. It was agreed that the smaller items should be purchased.

MSA: The Board approved the purchase of the stair chair (actual quote was \$3,370), two mega-movers (\$35.00 each) and two back-up cameras (\$450 each).

-Paula Berg added that the LVFPD Auxiliary may be willing to do a 50/50 match on these items. Secretary Evans will write the letter for the formal request.

Gifts were exchanged, tears and cheers for the retirement of EMS Director Schmidt and District Secretary Pezze.

MSA: The Board approved the compensation for EMS Director's salary to remain at the current rate preciously paid to Director Schmidt.

Fire Chief Report

- 1) 3 Fire calls, 1 smoke report with nothing found, 1 vehicle fire with nothing found, and 1 motor vehicle accident (MVA). LVFPD Fire Training on April 2, 2019 on flood response and MVA response with 17 Firefighters and EMTs in attendance. Joint Mass Casualty Incident (staged multi-auto accident) in Walsenburg with 7 LVFPD FFs and EMTs participating along with multiple other Huerfano County emergency response agencies. April 27, 2019 LVFPD Fire Training on flood preparation and driver training with 14 FFs in attendance.
- 2) See Fire Chief's report attached for details.
- 3) Update to the report regarding the extra repairs that were needed and made to the 2004 Ford Brush truck (7621) during the trip to pick up the slide-in pump unit for the 2008 Ford brush truck (6612). Probably due to lack of use and mentions that the vehicles need to be exercised more frequently.
- 4) Acting Chief Steffan is working with Eddie Ray to develop forms for EMS vehicle maintenance needed.
- 5) Additional Fire Training Classes: 16 students, from LVFPD and surrounding Fire Districts, participated in the Basic Wildfire Classes, S130/190, Training field day at the Steffan Ranch on April 20, 2019. This followed completion of the classroom instruction.
- 6) Working with Sue and Ella to develop tracking of certifications.
- 7) Working with mutual aid partners in trainings.
- 8) Recommended that Ron Jameson be made a Lieutenant.
- 9) Update to report: Had a new applicant today from Shem Bellah.

-Sue Pezze shared with the Board the preliminary chart developed for tracking certifications, as per the Board's request.
-Jim Berg will work with Danette Chimenti and Eddie Ray to instruct them on how to track certifications through the I Am Responding (IAR) phone app.

MSA: The Board approved the application of Shem Bellah for Firefighter, pending clear background checks.

MSA: The Board approved appointing Jim Berg to the position of Safety Officer.

Acting Fire Chief Steffan will need to develop a job description and Standard Operating Procedure (S.O.P.) revision for this position.

Unfinished Business:

- Jim Littlefield briefly updated the Board on the legal situation. No comments or change at this time.
- Director Littlefield presented options for LVFPD Mission Statement and Vision Statement, members voted on these items and they will be noted in the living "Strategic Planning & Goal Setting 5-Year Plan" document being administered by Nancy Neilson.
- Nancy reviewed current status of this process. (Copies available in Station 1, new items in purple.)
- The May 25, 2019 Open House update was presented. Class B uniform shirts are to be worn for photos. (Sec. Evan will send out an email reminder.)
- Sale of the 1984 Chev. Kodiak Engine was discussed at length and it was decided that the District would retain the engine. (2 sealed bids remained sealed.)

MSA: The Board moved and approved to retain the 1984 Chev. Kodiak Fire Engine.

- LVFPD Auxiliary Memorandum of Understanding (MOU) will be reviewed by the Board and remain on the agenda for next meeting. Sec. Evans will get the documents from Bob Walker and share with the rest of the Board.
- Flood Preparedness materials and plans were discussed and will be further addressed by Directors Heikes and Jameson. They are directed to do whatever needs to be done to protect the building.
- Drone Program discussed: cost of drone, Auxiliary support, training and pilots available to operate.
- LVFPD Bylaws Revision update: still on track, should make deadlines.
- VFA grant for wildland gear and equipment was discussed. Acting Chief Steffan presented an update on what items were approved and that he will apply for a substitution on the unapproved Fol-Da-Tank, due to LVFPD receiving the Wildfire S130/190 Classes (which were funded in the grant for \$3,500) at no cost from CO Division of Fire Prevention and Control Battalion Chief, Joe LoBiondo.
- Dave Mower gave an update on the situation regarding Jade Communications request to mount an antenna on the La Veta Fire Station roof and the possible compensation to LVFPD of free internet in exchange. The LVFPD is currently paying Jade Comm. \$89.99 per month for high speed internet service. Dave Mower will continue with this and make sure we have a letter to formalize the agreement.

New Business

- Need copies of qualifications & certifications for each member on file. This item was touched on earlier in the meeting. Spread sheet has been developed, Sec. Evans will maintain. IAR may be a useful tool to help with this endeavor.
- Photo board for the hall with all members' photos was discussed earlier with Open House update. Project is underway.
- Website situation was discussed. Eddie Ray and Sec. Evans will review proposal from Grace Brunner and compare to current known needs (specifically to add automation to burn permit applications and provide more professional email addresses to members) and be ready to give recommendations at the next meeting. If available, Grace can present her proposal in person at the next Board meeting, on June 13th.
- Generator transfer switch, etc. what needs to be done to the generator to be able to show that it works? \$1,500 possibly to do so. Put it on Coleman's list. Need bids to see how much to make it single phase.

MSA: The meeting adjourned at 8:36 PM.



Robert L. Walker, Secretary



EMS Department Monthly Report – April 2019

Performance against budget:

22.3% of pro-rata budget to April 30, 2018

GRANTS — CDPHE grant – RETAC hearing were held on 3-19, Mark and Cindy Worgan and Malea attended. We received all good review at the RETAC hearing. The state hearing will be on May 10 @ 2:00 pm. Mark and Cindy Worgan are planning on attending, Malea, Sue, and Eddie will attend via phone call-in.

RETAC – May 14th RETAC meeting. Training receipts will be turned in at that meeting.

Personnel updates: - Dave Mower agreed to continue to be Assistant, Mark Brunner has agreed to be Captain of the EMS department, John Hudson agreed to continue at LT, and Mark Worgan agreed to be LT as well.

Training:

April 22 – Eddie Ray – Oxygenation & Ventilation

Maintenance – 2 New tires on the front of Rescue-1 due to one being damaged the rear break checked on Rescue-1 and got a good bill of health on them. Met with Dave Steffan and Colman Glover regarding maintenance on the ambulances.

New Application – None

Education - May 10th – CPR class in Walsenburg – Eddie Ray

Other activities: - Malea attended the ER Meeting on April 17th

Malea and I have been working on training for the position including billing and other duties. On 5/6/19, Malea came in to turn over the NARC, building keys, and Credit Card. Everything was handed over to Jim Littlefield, Maurice Heikes, and Eddie Ray.

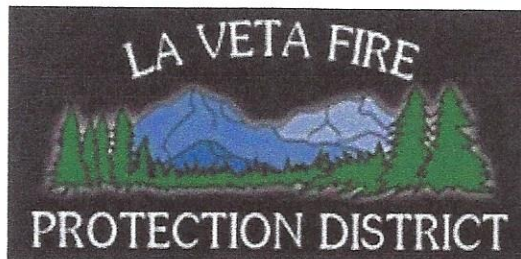
EMS Addendum: Incident calls: - 7 (* denotes night call 10 pm – 7 am)

Patients - Transported - 4 Patient Refusals – 2 Transfers – 0

ACTIVITY April 2019

Personnel

<u>DATE/TIME/ISSUE</u>	<u>transport</u>	<u>(SHIFT ITALICISED/BOLD)</u>
4/23 8:58 Stroke	Yes	Malea, Sue, <i>John</i> , Troy
4/25 16:27 Motorcycle MVA	Yes	<i>John</i> , Malea, Worgan, Ames
4/25 23:37 Dislocated Elbow	Yes	**** Eddie, Brunner, Sue
4/27 10:51 MVA	No	<i>Eddie</i> , Sue
4/29 20:34 Mutual Aid	No	<i>Sue</i> , John
4/30 7:37 MVA	Yes	Mower, <i>John</i> , Sue, Ames, Steffan, Hylari
4/30 8:25 MVA	No	Mower, <i>John</i> , Sue, Ames, Steffan, Hylari



EMS Department Upgrades

- Purchase a stair chair for Rescue – 2 - \$2,200.00
- Purchase a MegaMover for Rescue – 2 - \$35.00
- Purchase and install Auto Load system in Rescue – 1 and Rescue – 2 - \$35,000.00 Each
- Plan for the purchase of new tires on Rescue – 2 - \$1,000.00
- Install backup cameras in Rescue – 1 and Rescue – 2 - \$450.00 Each

Chief's Report- May 7, 2019

Maintenance and Equipment Report: Cuchara Brush 7621 has had the new pump unit from CET installed and is in service at Station 1 pending a coolant flush at which time it will be returned to Cuchara. The need for the flush stems from a problem with the oil cooler that happened when the truck went to Nebraska to pick up the slide in unit. It was an expensive repair, but better to be discovered and fixed now than on a wildfire.

The slide in unit for 6612 is ready for installation as soon as the toolboxes can be moved slightly to allow enough space on the bed.

The 3000 gallon tender, 6711, has been diagnosed with a need for a transmission rebuild. The state called to see if we wanted to keep the truck before the \$7000 repairs were made. The officers agreed that this should be done, as any future solutions for tenders were too far out.

We have also begun to integrate the EMS equipment into our maintenance program. Tires, fluid and filter changes, and malfunctions reported by EMS staff will be addressed as needed. Eddy is developing a reporting system that will allow us to keep track of needs.

Training: The Flood Response field day went well. Though the town has changed the evac plans, we were able to scout our equipment staging area at town lakes, a site for triage and treatment at Daire Reservoir, and the evac route towards Bear Creek. A good deal of driver's training was accomplished incidentally to the response training.

The S 130-190 field day was held at the Steffan ranch on the 27th, giving Joe Lobiondo's class a good chance to apply what they had learned in the classroom. Fire line construction was done from an anchor point on the road in an unburned area into the burn scar. Sixteen students completed the class.

Next training will be May 25th, Pumps and Water field day. Pack test will be administered at 0700, and the Open House will follow training.

Departmental Goals: Officer's discussed goals for leadership certifications for the shift leaders, at the minimum Engine Boss, Structure 1, and EMR. We have also been discussing long term training and equipment needs, continuing to enhance our co-operation with the CDFPC, our mutual aid partners, and USFS and CSFS. We are also looking at what are the best methods for recruitment and retention.

Chief's Recommendations: I would ask that Ron Jameson be made a Lieutenant in addition to his informal rank as training officer.

No new applications at this time, but one prospect.