



**RECORD OF PROCEEDINGS
REGULAR BOARD MEETING
January 17, 2023**

Authority Board President Ed VanWalraven called the meeting to order at 9:04 a.m. Other Board members present were Leroy Duroux, Scott Arthur, Elizabeth Striegler, Dave Heivly, John Young and SWFPD Pension Board member Tom Dunlop. Others present were Chief Scott Thompson, Deputy Chiefs Richard Cornelius and Kevin Issel, Fire Marshal John Mele, Deputy Fire Marshal Brooke Stott, Assistant Fire Marshal Jim Pidcock, Human Resources Director Renee Thomas, IT Director Erik Johnson, Attorney Bob Cole (via Lifesize), Battalion Chiefs Andy Fisher, Lieutenants James Dirkes, Mo McPhee and Jason Smith, Firefighters Nicholas Braun, Matt Evans, Austin Every, and Kristen Gallagher, Executive Assistant Jennifer Diamond.

Swearing In Ceremony:

Chief Thompson swore in Ryan Lee as a Firefighter/Paramedic.

Minutes of December 6, 2022, Meeting:

Director Duroux made a motion to accept the minutes as presented, the motion was seconded by Director Arthur. All were in favor and the motion carried 6 – 0.

Attorney's Report:

Attorney Cole stated that he didn't have anything to report. Any questions?

Chief's Report:

Chief Thompson stated we needed to approve Resolution One Designating Location to Post Notice. Director Arthur made a motion to approve resolution one as presented. The motion was seconded by Director Young. All were in favor and the motion carried 6 – 0.

Chief Thompson stated that the Board requested that a proclamation for Exceptional Effort and Achievements in Creating a Cultural Handbook be approved. Director Young made a motion to approve proclamation one as presented. The motion was seconded by Director Arthur. All were in favor and the motion carried 6 – 0.

Chief Thompson stated that RFFRA is going to partner with Colorado Mountain College (CMC) on employee housing at the River Park Apartments. CMC will manage the units.

Tom Newland is rewriting the deed restrictions to present to the Town of Basalt. If RFFRA owns the two units, it can rent to RFFRA employees and income does not matter. Chief Thompson would like CMC to lease the attached office space from us or buy it from us.

Roaring Fork Valley Wildfire Collaborative has been voted on and accepted by the fourteen agencies involved in it. Garfield County requested that climate be removed from the second paragraph on the second page. Removing this word doesn't change the intent of the document. Director Striegler made a motion to approve the Roaring Fork Valley Wildfire Collaborative document. The motion was seconded by Director Arthur. All were in favor and the motion carried 6 – 0.

Chief Thompson wanted to remind everyone that there is a joint Board meeting scheduled for February 8, 2023 at Station 42 beginning at 10:00 a.m. Lunch will be served. Meeting with Hillary Fletcher. We will start out with a quick talk on policy governance and then set priorities based on the master plan.

Chief Thompson stated that we did find a polling company to poll our voters prior to the election. They provide a good product that will help us make a lot of decisions. We will go into more detail about this at the joint meeting.

Chief Thompson stated that Station 46 is open. Three of our firefighters are living there. Some members of the public have stopped by to see the station.

Finance Director's Report:

Finance Director Jennifer Thompson sent out the 2022 Profit and Loss report as an attachment to the board packet for your review. Due to some unforeseen issues with Alpine Bank she only recently received the bank statements which has delayed closing out December of 2022. She will have a full report for the February meeting.

Fire Marshal's Report:

Deputy Fire Marshal Brooke Stott stated that the large parking structure near the mall should start this spring. We met with the Fire Marshals from Aspen to Rifle last week. These meetings will occur quarterly.

Deputy Chief Cornelius' Report:

December Volunteer Hours

Our volunteers completed a total of 424 hours last month. This included 268 in-station hours, 91.5 hours Responding from Home/Work (53.5 of which were OCO hours), and 64.5 were All-Call Only.

Incidents

December 2022

We responded to a total of 224 incidents, 111 of those were EMS related incidents.

December 2021

We responded to a total of 206 incidents, 102 of those were EMS related incidents. This is an increase of 18 incidents or 8.7%.

January 01, 2022 to December 31, 2022

We responded to a total of 2468 incidents, 1167 of those were EMS related incidents.

January 01, 2021 to December 31, 2021

We responded to a total of 2255 incidents, 1079 of those were EMS related incidents. This is an increase of 213 incidents or 9.4%.

Denver Health Paramedic Education Program

Catharine Pieck has completed the Denver Health Paramedic Education Program. She is taking her NREMT cognitive exam for certification today. Rachel Thomas has completed her capstone and is scheduled for her exit interview today, marking her course complete for the Denver Health Paramedic Education Program and eligible to take the NREMT cognitive exam. Both will transition to full-time Firefighter/Paramedic positions once CO State certified as paramedics. The transition is expected late January to mid-February.

New Ambulance

Paint was completed Friday and assembly of the module began Monday. Cody and I will be traveling to Washington and completing the mid-construction inspection Thursday, January 19th. A final inspection is planned for March with delivery following shortly after that. While at the Braun Northwest factory we will be exploring the possibility of utilizing an existing 165" wheelbase low-mileage chassis for a future ambulance build. The EMTS Grant approved on June 27, 2022 for \$126,195 covering an ambulance equipped with a power cot and load has a fully executed purchase order was received November 16, 2022 with an expiration date of June 30, 2024. A second Ford F450 chassis has been ordered. The 2nd quarter progress report was submitted indicating there will be delays completing the project.

Optimum Staffing

The optimum staffing administrative guideline was updated and reviewed during yesterday's Battalion Chief and Officer meeting. It is effective today and moves minimum staffing from 6 to 8.

Pitkin County Mass Casualty Incident (MCI) Plan

I am currently working with Pitkin County on an MCI Plan. We have an upcoming meeting with stakeholders and have established a tight timeline to complete this project.

CO EMS Supplemental Payment

Next month we will undergo a desk review for the FY 2022 CO EMS Supplemental Cost Report submitted on November 28, 2022. If randomly selected for a comprehensive audit review (CAR), that will take place in March 2023.

Medicare Cost Reporting

We were selected for Year 3 by the Centers for Medicare & Medicaid Services (CMS) for the Medicare ground ambulance data collection system. The data collection period began January 01, 2023 and will end December 31, 2023. All data must be submitted within 5 months after our data collection period ends. We have already started collecting required data elements like mileage on Authority ambulances.

Ambulance Base Rate Charges and Bundled Billing

We are continuing to monitor ambulance base rate charges and bundled billing.

Ambulance Service Billing Policies

The ambulance service billing policies was approved by the Authority BOD on December 06, 2022 and went into effect January 01, 2023. A separate financial hardship administrative policy is still being developed and will be presented to the Authority BOD in February.

Celebration Events

The Holiday Party took place at Bowlski's on Sunday, December 11th. Bowling, food and beverages were provided along with many raffle prizes. We even had a little fun with a competition for those who dressed up. Thanks to the Authority Board for generously providing funding to support our quarterly celebration events last year. The 2023 celebration event schedule has not been finalized but will be published soon.

Deputy Chief Issel's Report:

Deputy Chief Issel stated that the work has begun on adding a backup generator to Station 41. It will be installed on the roof. The electrical vehicle charging station has been installed in the parking lot of Station 45. There has been a lot of interest in it. The annual report is being worked on with the executive staff. When this report is done, it will be posted on our website. We have also started meeting with the Fire Chiefs from Aspen to Rifle on a quarterly basis.

Human Resource Director's Report:

HR Director Thomas that we didn't meet with the teams in December. We've been concentrating on the cultural handbook. DC Cornelius and HR Director Thomas will meet by the end of the month to review the project outline. We will create new teams to carry things forward this year. A new report should be available at the February meeting.

HR Director Thomas sent out an executive summary of the policy manual updates. There are only two big changes to the policy manual. She explained the changes to Leave of Absence and PTO accrual days. We've changed some of the wording in the policy manual to match that of the cultural handbook. We've reduced the amount of emergency sick leave hours by half for full-time personnel because our accrual rates already meet the requirements of the law for Healthy Families in the Work Place Act. These hours remain the same for part-time personnel. This program would then go away in 2024. Director Duroux made a motion to approve the changes to the

emergency sick leave policy. Director Arthur seconded the motion. All were in favor and the motion carried 6 – 0.

Master Plan:

Chief Scott Thompson stated that the short and long-term strategic items haven't changed. These items will be discussed in depth at the joint board meeting on February 8, 2023.

Public Comments:

None

Board Comments:

Director VanWalraven thanked staff for the great awards dinner evening.

Director VanWalraven stated that he had to be transported to the hospital by ambulance a few weeks ago. The crew was very pleasant and knew what they were doing. He was very confident and impressed with their abilities.

Director Duroux stated that he would also like to thank staff for putting together the awards dinner. It was a good time and well attended.

Director Duroux asked that the names/titles on the proclamation be corrected before it was signed.

Director Young stated that we should be extraordinarily proud of our group. It is amazing to see how well we have blended together in just a couple of years. All the work leading up to the merger was worthwhile. We have had incredible success. He credits Chief Thompson and the senior staff that we have assembled. This is truly a remarkable organization. We are a public safety juggernaut. They community loves you guys. Thanks for what you do.

Director Young stated that he is looking forward to the joint board meeting. He thinks that we should do this once a year or at the minimum bi-annually so that all board members are on the same page.

Staff Comments:

None

Old Business:

None

New Business:

Director Striegler stated that one of the SWFPD Board members had stated that he would like to see the RFFRA financials posted on our website quarterly. Discussion. Chief Thompson stated that the executive staff uses an Excel spreadsheet version of

the budget that would be acceptable for posting on our website. Chief Thompson will provide an example at the February meeting.

Chief Thompson stated that he had received a couple of requests from B&RFPD and SWFPD Board members to have uniform polo shirts like the RFFRA Board has. Discussion. The Board concurred.

Volunteer Meeting:

The next volunteer meeting will be held in person on Tuesday, February 7, 2023, at 6:00 p.m. at Station 42. Director VanWalraven stated that he would attend this meeting.

Non-Agenda Items:

None

Adjournment:

Director Duroux made a motion to adjourn the meeting, it was seconded by Director Arthur. All were in favor and the motion passed 6 – 0. The meeting was adjourned at 11:02 a.m.

To watch this meeting in its entirety, please go to the following link:

<https://youtu.be/RmDo39uOoTE>