

CRESTED BUTTE FIRE PROTECTION DISTRICT
MINUTES OF REGULAR MEETING
Mt. Crested Butte Fire Station #2
Tuesday, March 12, 2019
Approved April 9, 2019

Attendance

Board Members Present: Jack Dietrich, Paul Hird, Chris McCann, Eric Tunkey
Board Member(s) Excused: Ken Lodovico

Guests: Brent Hughes, Michael Yerman, Barbara Winkler (by phone), Michael Hark (by phone).

Regular Meeting called to order by Chairman Hird at 5:00 PM.

Consent Agenda

1. Approval of minutes February 12, 2019 regular meeting
2. Approval of minutes February 27, 2019 special meeting
3. Approval of financial reports (Monthly Expenses by Vendor, Budget vs. Actual & Balance Sheet)

Caffrey inquired the board's preference regarding monthly financial statements now that the new accounting system had multiple options. Board members expressed interest in seeing the balance sheet, the budget v. actuals report and the monthly summary of expenses by vendor. Motion to approve the consent agenda by Dietrich, seconded by McCann. Passed unanimously.

Public Hearing

Brent Hughes representing Lindal Cedar Homes presented a waiver request from CBFPD Standards and Guidelines for a proposed driveway to be located at 12 Sunflower Drive in Mt. Crested Butte. Fire Marshal Ems reviewed the relevant guidelines regarding driveway design including building access, grade and curve radius requirements. Mr. Hughes described the work he had done in conjunction with the fire prevention office to mitigate access issues including overall lowering of the proposed house, inclusion of a sprinkler system, changes to the driveway design and establishment of an upper turnaround sufficient for an ambulance and a lower staging area adequate for fire apparatus. After discussion and general agreement that Mr. Hughes had been cooperative with the process and had made a variety of changes to mitigate access concerns the staff recommended approval of the waiver request. There was also additional discussion regarding granting the waiver versus an indemnification letter. Caffrey pointed out that the indemnification letter was best kept as a last resort for property owners unwilling to comply with relevant fire codes and standards. Motion to approve the waiver request by McCann, seconded by Dietrich. Passed unanimously.

Old Business

Crested Butte Community Development Director Michael Yerman presented a proposed change requiring board approval to the Paradise Park deed restriction that encompasses the District's triplex parcel. The change to the deed restriction will allow both the Fire District and the School District to engage in long term rental of their units to employees or volunteer members of any income level. This change has been approved by the Crested Butte Town Council and will be applied to remaining vacant parcels in the Paradise Park area. Other elements of the deed restriction, including a cap on resale price, would remain in effect. Motion to approve by Dietrich, seconded by McCann. Passed unanimously.

Barbara Winkler and Michael Hark of Hutchinson, Shockey, Erley and Company, the public financing firm the District has been working with on the triplex addressed the meeting by telephone. Ms. Winkler and Mr. Hark described the proposed financing for the triplex project to include a \$730,000 total lease purchase arrangement at 3.73% for 15 years. There was discussion regarding the structure of the lease purchase arrangement secured by Station 3 and the fact that it was rare for building lease purchase arrangements to be underwritten for under \$1

million. Questions were asked and answered regarding terms and prepayment penalties. Motion by Dietrich, seconded by McCann to approve the lease purchase arrangement as presented. Passed unanimously. Arrangements were made for Chairman Hird and Secretary Tunkey to sign closing documents Wednesday afternoon.

Caffrey updated the board that contract negotiations with Brian Hawley of BHB Builders have not yet concluded and as a result there was not yet a contract to review and approve. This agenda item will be continued to April.

There was no further update on the discussions regarding land for a new fire station in Crested Butte. Caffrey will be working with Hird to send a letter to the Town indicating our continued interest.

District Manager Report

Following up on a request from last month District Manager Caffrey reviewed the plan for exit interviews. After reviewing literature on the subject a two-part survey process consisting of an online survey to be hosted by the RETAC and an option for in-person structured interview will be implemented. The online tool will be fine-tuned in the next few weeks and an in-person interviews with a peer, manager or board member will also be offered.

Caffrey reviewed the updated financial policy presented last month and indicated it had probably been at least 20 years since the policy had been updated. Major changes from the previous policy include an improved separation of controls and a more structured purchasing policy. The auditor also provided comments on the policy draft. Motion to approve by McCann, seconded by Dietrich. Passed unanimously.

Caffrey further described that the General Rules of Conduct policy draft from last month is on hold pending further review of the model policy set recently purchased from Lexipol. Caffrey described that the Lexipol product looked to have a wealth of well-researched policy information, however, his preference was not to use their online policy manual in favor of having the District continue to write and maintain their own policies in order to avoid transferring ownership and/or copyright of District policies to Lexipol. A full update of the policies and procedures in conjunction with Lexipol was expected to take a number of months with board approval requests likely through the remainder of the year.

Caffrey updated the Board that the Town of Crested Butte would be revisiting the exemptions to the residential sprinkler ordinances for triplex units on Monday 3/21. A letter to the editor has been published in favor of residential sprinklers signed by Ems, Weisbaum and Caffrey. District staff would be present at the hearing along with representatives from local sprinkler installers and the Colorado sprinkler coalition.

An update was also provided on the status of the records archiving project and the timeline to hire the previously approved part-time administrative assistant. Since November all of the loose plans and 4 file cabinets of documents have been scanned in by our temporary employee Jessi Saffer. Another 4 file cabinets remain before enough space will be available for a new employee. Based on current progress a June / July hiring of an administrative assistant is anticipated.

Finally, a draft of the vehicle replacement schedule was presented with projections through 2040. Assistant Chief Duke commented on the outline to replace major vehicles every 20 years with a new ambulance every 5 years. Funding would initially be in the \$500k per year range until 2024 when the ladder truck was projected for replacement than gradually decrease to about \$350k per year.

Operations Chief Report

Assistant Chief Duke assisted with the delivery of the Operation's Chief's report with support from Chief Weisbaum by phone. Highlights of the written report include a busy February and early March, 4 new volunteers joining the ranks and the sale of Engine 5. Volunteer activity stats also continue to look good and the full-time staff have been busy working towards their required certifications.

Unscheduled Business and Public Comments

Following up on Director Tunkey's inquiry last month regarding a potential audit / review by the Special District Association of Colorado, Caffrey contacted SDA Executive Director Ann Terry. In general, the SDA would be pleased to review the District's structure and governance, however, they requested we provide specific questions we would like answers to in order to guide their efforts. After discussion it was determined the group that initially suggesting the review including: Leah Fischer, Veronica Jarolimek and Mike Reily be consulted and asked to make suggestions on this topic to the board. Caffrey will follow up with them.

Assistant Chief Duke answered questions from the board regarding the two recent roof avalanche incidents and described how the District had increased the amount of avalanche probes and shovels available on vehicles and in conjunction with the Mt. Crested Butte Police Department.

There were no comments from the audience.

Executive Session

Motion by McCann, seconded by Dietrich to enter executive session at 6:34 pm to discuss personnel matters per C.R.S. 24-6-402(4)(f). Personnel expected to be discussed included Sean Riley, Leslie Miemietz. Passed unanimously. Motion to adjourn from executive session at 7:04 pm by Tunkey, seconded by Hird. Passed unanimously.

Business Following Executive Session

No action was taken following the executive session.

Motion to adjourn at 7:05 pm by Hird. Seconded by Tunkey. Passed Unanimously.