

CRESTED BUTTE FIRE PROTECTION DISTRICT  
MINUTES OF REGULAR MEETING  
Mt. Crested Butte Fire Station #2  
Tuesday, July 9, 2019  
Approved August 14, 2019

Attendance

Board Members Present: Jack Dietrich, Paul Hird, Ken Lodovico, Chris McCann, Eric Tunkey

Guests: John Cattles – Gunnison County Government

Jeff Duke, Ric Ems & Randy Felix – Crested Butte Search and Rescue

John Chmil – Lyons Gaddis & Kahn

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

Consent Agenda

1. Approval of minutes July 9, 2019 regular meeting
2. Approval of monthly financial reports
3. End of probation approval for Codie Aljets, Tony Jakino and Corey Tibljas

Motion to approve the consent agenda by Lodovico, seconded by Dietrich. Passed unanimously.

County-Owned Employee Housing in Stallion Park

This item was taken out of order from the District Manager's Report in consideration of Mr. Cattles. Caffrey explained that interest in the triplex units by employees had been substantial with 8 employees interested in 3 units. As such, inquiries were made to local governments and the Gunnison Valley Regional Housing Authority to determine if any for sale units might be available in the area. Gunnison County indicated they had a number of units in Stallion Park at Buckhorn Ranch including eight 3-bedroom townhomes recently completed and three 2-bedroom condos in an older building. John Cattles further explained details of the units, the construction process of the new townhomes, current issues with the older building and the status of the separation process from the existing HOA. Cattles further noted an asking price of \$310,00 for the townhomes and \$256,000 for the condo units. Significant discussion including a number of questions and potential purchase strategies ensued. Issues regarding the status of the older building, parking, maintenance and price point were all raised as well as the District's ability to purchase units in the near term. A special meeting was scheduled from Noon - 2:00 PM on Tuesday August 20<sup>th</sup> to discuss further. Cattles will facilitate a tour of the units on Friday 8:16 at 10:00 Am. Caffrey will send details of the special meeting to board members.

Public Hearing

A public hearing was declared open by Chairman Hird at 5:11 PM. Caffrey verified that proper notice of a hearing to increase ambulance rates and modify ambulance billing policies had been published and that no public comments had been received prior to the meeting. The board reviewed the updated ambulance rates and associated billing policy known as Article 4, Section 16 of the policy manual. Following some brief clarifications and no public comments motion to approve by Hird, seconded by Lodovico. Passed unanimously. Caffrey will send a press release to inform the community of the new insurance only billing policy for local residents. Hearing closed at 5:18 PM.

Old Business

The Paradise Park triplex construction is currently going well with framing underway. Caffrey has been working with contractor Brian Hawley regarding retainage requirements and after conversations with both Hawley and the bonding company it has been decided the District will utilize the surety company to manage retainage and payment verifications for the project. To accomplish this the retainage amount will be provided by the District to

the surety company and refunded to the District at the conclusion of the project. Initial employee interest in renting the units is also being solicited based on the requirements approved in June.

There were no updates on the new fire station parcel. Caffrey has requested CBSAR provide information on their preferences regarding a land sharing arrangement and the soils test results are pending.

### District Manager Report

Caffrey updated the Board that the fire prevention staff continue to be very busy with incoming plan reviews and that both plan review and impact fees would soon exceed projections for the year. The Kelsey – Wright building in Mt. Crested Butte has recently completed a number of inspections and will be occupied shortly. The Center for the Arts expansion in Crested Butte was also a major source of activity, but will likely not open in July as previously anticipated. Restaurant inspections were also being scheduled for the fall and Fire Marshal Ems reports progress on the fire code updates planned for later this year.

Caffrey reviewed the financial reports in detail and reported being generally pleased with the financial status of the District. Payroll, the largest overall expense, was on target for the year with part-time employee expenses running significantly below projections. Revenues were at or above projections. Some expenses were running higher than expected including telephone, fuel, uniforms and protective equipment. Some discussion ensued regarding the age of the telephone system that we would try to limp along until a new building was available.

Caffrey described the need to reconstitute a full board of pension trustees that would include all 5 board members plus two “member trustees” elected from amongst the active, vested or retired members. The proposed new bylaws for the pension board were adapted from a recent set adopted by South Metro Fire Rescue in the Denver area and have been reviewed by legal counsel. Once approved a nomination and election process will be undertaken and the board will meet twice per year. Caffrey also reminded the board the actuarial study of current and proposed benefit levels was pending and would likely be available by first meeting of the pension board in the fall. Motion to approve the new bylaws by Dietrich, seconded by Lodovico. Passed unanimously.

Following the initial discussion on the potential for a down payment assistance program in June Caffrey updated the board on additional information received from Megan Ferguson at the Impact Development Fund (IDF) in Ft. Collins. The board packet contained a number of sample programs for review. Caffrey suggested he work with Lodovico to review the available options with IDF and bring a proposal forward for consideration in the fall along with the 2020 budget.

Finally, Caffrey noted that the board packet included salary survey information from fire departments across Colorado compiled by the Employers Council in Denver. CBFPD participated in the survey this year and data for CBFPD positions was included in the individual results document. An aggregate document was also provided. Only fire and EMS salaries were excerpted. No action is required and the information will be utilized as the 2020 budget is developed.

### Operations Chief Report

In addition to his written report, Weisbaum reviewed the scheduling policy that had been recently finalized. Questions were addressed regarding how part-time employees are scheduled and that “bumping” was no longer allowed after a full or part-time employee was scheduled for a shift. Volunteers continue to be able to work shifts as their availability allows. Motion to approve policy manual Article 4, Section 11 by Dietrich, seconded by Lodovico. Passed unanimously,

Weisbaum updated the board regarding the upcoming fall EMT class. Registrations are currently being taken online and we are working to identify an outside lead instructor if possible and have offered both payment for instruction and lodging as an incentive.

Weisbaum further indicated ongoing recruitment was underway for part-time employees considering that we had only expended 20% of that budget line and could use a few more qualified paramedics with firefighter experience.

The board expressed concern about addition of paid employees and their previous request to limit any additional hiring for the year. Caffrey clarified that there were indeed no additional full-time positions contemplated, however, ongoing recruitment of part-time employees who cost the District virtually nothing unless they are working was a prudent measure to limit overtime expense.

#### Unscheduled Business and Public Comments

There were no additional matters discussed or public comments.

#### Executive Session

Motion by Hird at 6:10 PM. Seconded by Tunkey, to enter into executive session to discuss personnel matters per C.R.S. 24-6-402(4)(f). Motion by Hird, seconded by Tunkey to adjourn from executive session at 6:28 PM.

Following the executive session Caffrey was provided feedback regarding his performance. The board was pleased with his professionalism and appreciative of his leadership to date. Caffrey was reminded that the District has dramatically increased expenditures in the last couple years and asked Caffrey to be both cautious and mindful of this shift as spending proposals are developed and presented. Some additional discussion followed. No action was taken regarding the Caffrey review as the board wished to have Director McCann present before proceeding with any changes to Caffrey's compensation or contract.

Motion to adjourn at 6:40 PM by Hird, Seconded by Tunkey. Passed unanimously.