

CRESTED BUTTE FIRE PROTECTION DISTRICT
MINUTES OF REGULAR MEETING
Mt. Crested Butte Fire Station #2
Tuesday, January 14, 2020
Approved: February 11, 2020

Attendance

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

Guests: None

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

Consent Agenda

1. Approval of minutes December 10, 2019 regular meeting
2. Approval of Monthly Financial Reports and Expenses Paid
3. Resolution to set 2020 meeting times, place and posting locations
4. Resolution to designate Paul Hird as closing agent for 757 Gothic Road Transfer

Motion to approve the consent agenda by Lodovico, seconded by McCann. Motions passes unanimously.

Old Business

The Paradise Park Triplex remains on-time and on-budget. The capital expense for this project will be split between the 2019 and 2020 fiscal years. Caffrey requested that the Board provide any final feedback on the Employee Housing Policy relating to eligibility, rental rules specific to both the triplex (819, 821, & 823 Teocalli) and 10 Ninth Street, and the Employee Home Ownership Program. The Board requests that Caffrey add the additional requirement that both renters and EHOP borrowers may not utilize their property for commercial or income producing means. Motion to approve the Employee Housing Policy contingent upon the addition of a clause prohibiting commercial or income production in rental housing or EHOP properties by Chairman Hird, seconded by McCann. Motion passes unanimously.

The Town of Crested Butte hopes for annexation of the Pyramid Avenue neighborhood in March or April. Caffrey and Duke have circulated the RFQ for Owner's Representative for the new station to four potential candidates with a reply deadline of February 7, 2020. Caffrey will have responses from interested candidates at the February meeting for board review.

The IGA with the Town of Crested Butte is moving forward. The largest hurdle is planning for overlapping authority with the fire code. The District is asking the Town of Crested Butte to adopt the 2015 IFC and the CBFPD Fire Code and then make amendments specific to their needs. The Board discussed the implications of code enforcement. Additionally, Caffrey presented the proposed fees section of the CBFPD draft fire code and reports that the district is on the less expensive end of the fee structure compared to other districts. The goal of the fee structure is to encourage citizens to do the "right thing" and to cover the district's expenses. The Board was in agreement with the proposed fee structure.

CEO Caffrey will meet with the Gunnison Regional Communications Center to discuss a new IGA to change the governance structure of the Gunnison Regional Communications Center (GRCC) on January 15, 2020. The Town of Crested Butte Marshal's and CBFPD are still in favor of moving to the WESTCO center but it is unclear how the Mt. Crested Butte Police Department feels. Caffrey and Chief Weisbaum report that they have not heard a clear plan from the Gunnison Communications Center on upgrading the center to meet the needs of the user groups. In addition to meeting with the GRCC Caffrey has a meeting set with Roland Mason, Gunnison County Commissioner, to discuss the potential migration to WESTCO. Given the current climate, Chief Weisbaum and CEO Caffrey are still in favor of moving to WESTCO if all upper valley emergency response teams are willing to move to WESTCO. Caffrey will update the Board at the February meeting.

Chief Executive Officer Report

Caffrey updated the board on the upcoming election cycles for special districts. Beginning in 2020 the State of Colorado is transitioning all special district elections to odd year cycles. There are currently 3 seats up for election (Tunkey, Hird, and Dietrich). These will be 3 year terms and the CBFPD will be accepting self-nomination forms through February 28th. If there are more than 3 nominees we will hold a polling place election on May 5th, 2020. Caffrey presented the resolution to appoint the Designated Election Official for the May 2020 election. Motion to appoint Sean Caffrey as the DEO for the CBFPD May 5, 2020 election by Dietrich, McCann seconds. Motion passes unanimously. Caffrey will appoint Annie Tunkey as a Deputy DEO for the district.

The updated fire code and associated fee structure is currently being presented to the Town of Crested Butte, Town of Mt. Crested Butte and Gunnison County. Caffrey will bring responses from the municipalities back to the Board at the February meeting.

The Board reviewed the updated 2020 CEO Employment Contract which is due to renew on an annual basis and reflected a raise. Motion to approve the updated CEO Employment Contract by Dietrich, McCann seconds. Motion passes unanimously.

EMS & Fire Chief Report

Chief Weisbaum provided the board with the leader's intent statement for 2020. SOG's for Fire were distributed to staff and volunteers and Weisbaum is currently working on updated SOG's for the EMS division. Chief Weisbaum conducted performance reviews with the staff and Veronica met with volunteers for feedback. Moving forward in 2020 staff will check in with volunteers quarterly to ensure they are maintaining active status. If unable to maintain engagement, inactive volunteers will be released. Overall, the feedback from staff and volunteers was positive. Feedback from the staff/volunteers was to request more consistency and communication within the organization. To continue to improve leadership Chief Weisbaum plans to complete training and achieve Fire Officer 1-4. This training is based in gaining leadership and executive management experience.

There has been a slight shift in staffing as Captain Leah Fisher wanted to gain more paramedic experience. Tony Jakino is acting Captain on A shift for 2 months while Fischer works with Paramedic Aaron Crawley on B shift. Fisher will step back into her Captains position in March.

Chief Weisbaum reports that the District will receive its ISO review in June. He hopes that with the addition of the new Tender, which can also function as an attack vehicle, CBFPD can upgrade the rating from ISO 4 to ISO 3. This would help homeowners in the district receive a more favorable insurance premium. The Board hopes with an upgraded ISO and the ambulance fee waiver our bond issue for a new fire station will be viewed favorably within the community.

Unscheduled Business and Public Comments

Caffrey brought the Board up to date on senior staff reviews and that new hire, Annie Tunkey is due for her 6-month review in February. Both Chief Weisbaum and Fire Marshal Ems are due for review in June. Caffrey recommends that in addition to his own review, the board be involved in the process of senior staff review. Caffrey would like to move both Ems and Weisbaum to an annual review that would occur at the end of the calendar year. Moving forward, leadership staff will take on review of Captain and Captains will review their own staff and report to Chief Weisbaum.

Chairman Hird feels the review process is important and would like to be involved in reviewing the staff reviews and also recommended a 360 review where staff members and volunteers can provide feedback to their leadership team. The Board was in support of the 360 review. Caffrey supports this feedback stating there are 2 pieces to a review: management review of employee or member (volunteer) and subordinate review of the manager. Caffrey feels we have a decent template with the exit interview and he can make this a Survey Monkey for the 360 review. Volunteer Beth Shaner will also provide the 360 review template that GVH uses for their staff.

The board requested an update on the status of Jan Blewett. Caffrey says that Blewett is still on indefinite administrative leave. Caffrey would like to offer Blewett the opportunity to resign from the department. Chairman

Hird asked if the District can terminate Blewett. Caffrey will consult legal counsel for further direction with regard to this issue and will schedule a meeting with Jan Blewett as soon as practical.

Motion to adjourn at 6:25 PM by Lodovico, Seconded by Dietrich. Passed unanimously.