

CRAIG RURAL FIRE PROTECTION DISTRICT
BOARD MEETING MINUTES
December 15, 2011

Call the Meeting to Order

Byron Willems called the meeting to order at 7:00 p.m. All board members except Tony Maneotis were present. He is out of the country.

Pledge of Allegiance & Moment of Silence

Approval of Agenda

John Forgay made a motion to approve the December 15, 2011 Agenda. Alan Webber seconded. Passed. (4:0)

Approval of Minutes

Webber made a motion to approve the minutes from November 17, 2011 as presented. Forgay seconded. Motion passed. (4:0)

Let the minutes reflect that Byron Willems stepped down for the approval of the bills to avoid a potential conflict of interest. Chris Nichols took over the meeting.

Approval of Bills

Forgay made a motion to approve the bills for November 17th as presented (Fire Department bills in the amount of \$15,820.46, zero Haz-Mat bills and zero Pension bills). Webber seconded. Motion passed. (3:0)

Purchase Orders

Webber made moved to approve P.O. #2011-006 to Craig Fire & Safety for fire hose in the amount of \$5,813.00. Forgay seconded. Passed. (3:0)

Byron re-entered the meeting.

Budget Review

We are still under budget and looking good for the year if you back out the cost of the roof and expenses related to the CNCC project. Would like to try to make January 31st the cut-off for 2011 expenses.

New Business

Webber moved to accept the second and final reading of SOG-02—Company Operations Guideline - Urban Structure Fire. Forgay seconded. Motion passed. (4:0)

Chief Hume presented ADM-10 (Disciplinary Procedures) with the addition of a 10-day time line relevant to the grievance procedure. A discussion followed, and it was decided that it also needs to address the issue of legal counsel. Forgay made a motion to accept the first reading of ADM-10 with said changes regarding legal representation. Webber seconded. Passed. (4:0)

Chris Nichols presented the adjusted 2012 Budget and explained that the changes were due to the adjusted property valuations from the counties. It's a difference of approximately \$130.00. Chief Jones stated that the new budget numbers are Operations \$568,861.00 and Capital \$427,286.00 for a total of \$996,147.00.

Webber moved to approve the revised 2012 Craig Rural Fire Protection District Budget and subsequent revision of Resolution #11-001 with the amended total of \$996,147.00. Forgay seconded. Motion passed. (4:0)

Nichols made a motion to approve the revision of Resolution #11-004, "a resolution appropriating sums of money to the various funds, in the amounts and for the purpose as set forth below, for the Craig Rural Fire Protection District, Craig, Colorado, for the 2012 budget year," to reflect the change in revenues: General Fund \$568,861.00, Capital Fund \$52,480.00, Hazmat Fund \$9,600.00 and Pension Fund \$223,260.00. Webber seconded. Passed. (4:0)

Nichols moved to approve Resolution #11-005 to "levy property taxes for the year 2012 to help defray the costs of government for the Craig Rural Fire Protection District, for the 2012 budget year" for Moffat County with general operating expenses being levied at 1.997 mills upon each dollar, capital expenditures being levied at 1.5 mills upon each dollar and the administrative assistant is hereby authorized to immediately certify it to the Moffat County Commissioners. Webber seconded. Motion passed. (4:0)

Nichols moved to approve Resolution #11-006 to "levy property taxes for the year 2012 to help defray the costs of government for the Craig Rural Fire Protection District, for the 2012 budget year" for Routt County with general operating expenses being levied at 1.997 mills upon each dollar, capital expenditures being levied at 1.5 mills upon each dollar and the administrative assistant is hereby authorized to immediately certify it to the Routt County Commissioners. Forgay seconded. Passed. (4:0)

Nichols presented a Phase I Professional Services Proposal from Todd Ficken with F&DI. This phase would take us from where we are today through having a C.O. (certificate of occupancy) issued on the new live fire training center. We've already approved spending up to \$1.5 million on this project. If we accept this proposal, which includes the land transfer agreement, construction services, estimates, scheduling, land planning and titling, drawings and specifications, etc., it will cover everything except the burn tower structure and the spec on the burn tower foundation right up through completion. His proposal is for \$69,750.00 plus reimbursables (mileage, etc.). Webber asked about estimates. Nichols said we won't know until Todd gets bids. We are still aiming for \$1.5 million. The work group recommends accepting his bid. Willems brought up the public relations piece and recommended they keep it short and sweet and mention how improved ISO standing could lower taxes and asked Dennis Jones and Doug Slaight for their assistance on this subject. Nichols explained that he feels good moving forward with the project because we are addressing our needs, not wants, as a department. Nichols made a motion to accept the Phase I Professional Services Proposal from F&DI for \$69,750.00 plus reimbursable expenses. Webber seconded. Motion passed. (4:0)

Willems mentioned that they should plan a road trip with any interested board members, the Chiefs and the training officers to go visit neighboring burn buildings in Kremmling, Granby, etc. See what we like, what we don't like, what we'd do different.

Correspondence

Chief Hume mentioned that it is with much sorrow that the department accepted Carl Sokia's letter of resignation and wished him farewell. He accepted a position at the St. Regis in Hawaii.

Reports from the Chief

Chief Hume offered to field any questions the board might have regarding the Chief's report in his stead.

Nichols asked about Decker's accident/injury report. Hume answered that it might have been preventable, but it was a completely reactionary move on the firefighter's part. Nichols also asked about the missing headset from Ladder 1. Hume explained that there is a faulty headset in another truck and until it can be replaced they borrowed one out of one of the jump-seats in Ladder 1 as they are generally not used.

Also mentioned in the report, there are 33 fire department personnel. We are hoping that will be 35 in the near future. He introduced Jami Cline and Robert Floyd and said we hope to add them to the existing rookie class after the first of the year.

Another applicant, Nick Bustemante, was introduced. He is officially the first person on our waiting list. The new "speed rookie" program seems to be working. Thanks in a big part to Lt. Beckett. Byron mentioned if we have the gear, we should put them on.

After attending a class at the Chief's Convention, Byron mentioned that one of the tools used by other boards to measure the pulse of the department is a monthly report of response times—time from page to first truck out the door. Ashley is working on that report.

Byron brought up the fact that there are people who are no longer with the department still running firefighter plates on their vehicles. Hume explained that, per the County Clerk's office, once a set of firefighter plates are issued, there is no mechanism to have them removed.

The Christmas Awards Banquet is this Saturday, cocktails at 6:00 and dinner at 7:00.

Department Head Reports

None.

Board Member Reports

John Forgay—he had an interesting call on a Saturday afternoon to ride in the parade of lights. He appreciates FF Krause calling, but he was unavailable to participate this time.

Alan Webber—nothing at this time.

Chris Nichol—wanted to give some recognition to the spouse of one of the firefighters who has done a lot to bring back the family emphasis within the department. She does Easter, Halloween and Christmas. Tonya Mercer buys all of the gifts and doesn't always turn receipts in. We have over 70 children now that are a part of our fire department family. Please tell her thank you.

Byron Willems—we're unique in the level of training and professionalism, the level of talent, and the especially tight-knit group. It's been fostered for years and years. Also, we should feel very fortunate that our budget took such a small hit. Compared to other departments, we are extremely blessed. We should also be proud of the working relationship that we have between the Board and the officers. Hope to see everyone at the banquet on Saturday.

Audience Comments

At the SAPP Awards Breakfast, the Fire Department with its fire truck was by far the most popular choice amongst the kids for getting to ride to school in.

Adjournment

Nichols made a motion to adjourn. Webber seconded. Motion passed. (4:0) Meeting adjourned at 7:52 p.m.

President

Byron Willems

Secretary/Treasurer

Chris Nichols