

LA VETA FIRE PROTECTION DISTRICT

MINUTES

January 8, 2015

7:00 P.M.

Present: Directors Brunner, Shrout, White, Littlefield and Nielsen were in attendance.
Staff: Fire Chief DeTray, EMS Director Schmidt, WMS Manager Branson and District Secretary Pezze.
Guests: Cheryle Johnston, Mickey Schmidt, Kim DeTray, Tucker Shrout and H.W. Houston Construction President Ken West, Vice President Paul Depatie and Preconstruction Manager Louis Nazario were also in attendance.

Pledge of Allegiance was given.

Minutes

MSA: * Minutes of the December 4, 2014 regular meeting were approved as submitted.

MSA: Minutes of the December 11, 2014 special meeting were approved as submitted.

Agenda Item Changes

Topics added to the Agenda were: New Business: Colorado Firefighter Pension Fund
Old Business: Grants Update

Resolutions

MSA: Approved and signed Resolution 2015-01-01 regarding Posting of Agendas.

Public Comments

None.

Correspondence

Thank you notes and donation checks were received from Cheryle Johnston in appreciation for the Fire Department's help on her doghouse fire and Mr. & Mrs. Kenneth Helm for the Fire Department's mutual aid assistance on the Four Mile Canyon Fire in Blackhawk last summer.

Treasurer's Report

MSA: The Treasurer's Report and payments for the January 8, 2015 meeting were presented and approved.

The Board asked District Secretary Pezze to research Bluetooth capable conference calling and the cost involved.

New Station Owner's Representative Report

Brian Risley, CRP Architects advised that Attorney Dino Ross provided guidance on the Request for Qualification (RFQ) process and at the January 5, 2015 deadline only one agency, H.W. Houston Construction Co., responded. Ken West, Paul Depatie and Louis Nazario were introduced and they presented a Contractor Statement of Qualification for the new La Veta Fire Station. They stated they are ready to work with the District and CRP Architects to get the station built. They suggested a work session meeting with the Board to further discuss building plans.

MSA: The Board approved holding a special meeting and planning session meeting on January 12, 2015 at 5:00 PM at the H.W. Houston Construction Company offices at 210 S. Victoria Avenue, Pueblo, CO to enable the Board of Directors to have access to H.W. Houston's assets for examination of building plans and consulting with experts regarding critical subjects relative to construction.

H.W. Houston personnel also suggested a meeting or Job Fair, where local subcontractors and potential laborers will have the opportunity to review the plans, ask questions and, if interested, can later submit their proposals.

MSA: The Board approved formalizing the agreement with H.W. Houston Construction Co. under the RFQ documents they submitted and move forward with H.W. Construction Co. to construct the new fire station.

Brian Risley was authorized to forward a copy of the draft contract to H.W. Construction Co. for their review.

* **MSA = Moved, Seconded and Approved (unanimously unless otherwise indicated)**

Director Littlefield supplied funding information and is currently working on two USDA loans. A Community Facilities loan in the amount of \$833,000.00 at 4.5% interest and a 40 year term and a Rural Economic Development Loan Grant (REDLG) in the amount of \$267,000.00 with zero interest and a 10 year term. San Isabel Electric would act as the intermediary on this loan. The remaining \$600,000.00 would come from the DOLA grant. Total construction cost is \$1,700,000.00.

MSA: The Board approved retiring to Executive session for developing negotiation strategies and instructing negotiators per 24-6-402 (4)(e) C.R.S. at 7:51 PM.

The Board returned from executive session at 8:34 PM. and Director Brunner advised that Brian Risley has been instructed to have all plans and information available for the January 12, 2015 planning meeting with H.W. Houston Construction. Also, DOLA Regional Manager, Lee Merkel will be invited to attend that session.

Special Projects Board Liaison Report & Wildfire Mitigation Service Report

Paul Branson presented his report and a copy of that report is attached to these minutes.

Director Littlefield commended the Jr. Firefighters for their recent training notice and their enthusiasm. Director White advised that the watershed projects may have funding through the US Forest Service for vegetation management on forest lands. He made another point that the Basin Roundtable has created a permanent subcommittee called the Watershed Health Collaborative and will have a funded position to assist all areas within the Arkansas Valley Basin on watershed health projects. Director White will keep the District informed of progress. Director White asked Paul to create a 15 slide, 10 minute, Power Point presentation describing the WMS program showing where it came from and where it is going. This could be advantageous in acquiring some of the Collaborative funds.

EMS Report

1. 15 EMS calls with 7 patients transported and no transfers.
2. Training with Jeff Torr covering triage and preparatory procedures.
3. Regular monthly duties.
4. Attended Trauma and ER Committee meeting at Span. Peaks Reg. Health Center and discussed combined trainings.
5. Presented year end statistics showing a total of 181 calls for service.
6. Vic Janowski, Parkview Trauma Manager presented a class on basic EKG and is willing to do more trainings.
7. Presented information on participating in a RETAC Block Grant with the San Luis Valley RETAC to purchase a Stryker Powerload system for Rescue 1 in the upcoming CO Dept. of Public Health and Environment EMS grant cycle. Total cost would be \$40,250.00 and there is a 50 % match.

After extensive discussion it was decided that the Powerload system would be nice to have but is not an absolute necessity at this time and the District will not participate in the Block grant. The Board also asked that the two power cots in Rescue 1 (2009 Dodge) and Rescue 2 (1999 Ford) be rotated so that there is uniform usage on both cots. February 15th is the deadline for this grant period and Director Schmidt does not have any other items to apply for.

8. The EMS Goals and Objectives were presented.

The Board directed that Director Schmidt ask the EMS team members for their input on EMS Dept. needs and goals and expand the plan to cover 5 years. Director Littlefield also asked that creative thoughts be given to getting better EMT coverage in the Cuchara area, especially in the summer months. Director Littlefield and Chief DeTray expressed willingness to work with EMS Director Schmidt in developing that plan. Chief DeTray suggested considering future grants for more A.E.D.s to be placed strategically in the District. Director Nielsen also would like to see job descriptions added and offered to help with that process.

Director Brunner asked about the accountability of the 800 radio inventory. Director Brunner asked why 4 radios were not sent in to be re-programmed to match all other radios and EMS Director Schmidt advised that Don Mercier at County Dispatch stated he would only cover the cost of re-programming 31 radios and those 4 would be over that quota. Director Brunner asked for an updated accounting of the radios.

Fire Chief Report

- 1) 8 calls: 3 MVAs, 1 EMS assist, 1 alarm activation at La Veta Schools, 1 structure fire on W. First St., 1 doghouse fire with extension to deck, 1 call for wood stove ashes burning in yard and 1 unpermitted slash pile burning inside Town limits.
- 2) HazMat training with 21 in attendance and Driver training with 6 in attendance.
- 3) ISO timeline presented and Officer training and certificates were discussed at length.
- 4) Goals and Objectives for 2015 were presented.

Director Nielsen asked that topic # 11 be added noting participation in Federal fires.

- 5) Met with Greg Woods on January 2, 2015 on finalization of post trip checks, vehicle maintenance records and asked him to also assist with personnel equipment inventory. Jim Burg will work on I.S.O. items.
- 6) Cuchara Water & Sanitation District has completed 25% of their hydrant testing.
- 7) Job descriptions for assistant chief, captain, lieutenant and lead firefighters were presented. The Board asked that actual examples of specific task assignments be added for each position.

8) Regarding the new action items list Chief DeTray asked that he continue to receive the same list as the Directors. Director White advised that the process would continue for a few months but after that Dept. Managers would be expected to do their own action lists.

9) The Colorado Firefighter Heart and Circulatory Benefits Trust was discussed and Chief DeTray will monitor the State's progress as they develop the program. Director Nielsen has talked to Todd Oberhue at SPRHC about participating in setting up pre-employment screenings at the local hospital.

11) Chief DeTray recommended that Matt Krause be promoted to Lieutenant.

MSA: The Board approved the promotion of Matt Krause to the position of Lieutenant.

12) Meeting with Michele Appel to complete the CO Div. of Fire Prevention and Control FF Safety and Disease grant for 12 sets of bunker gear and 18 SCBAs.

Old Business:

Cheryle Johnston advised that she has done initial research on the Colorado Firefighter Pension Fund and has found that it is complicated but that she will continue to review the process.

MSA: The Board approved formal adoption by Board President's signature on the Standard Operating Procedures adopted at the January 8, 2015 Board meeting.

Director Pezze was directed to send the newly adopted SOPs to all members and ask for signed receipts that each member has read and understands all SOP provisions.

The sale of the 2001 Dodge Durango netted one sealed bid from William G. Shroul in the amount of \$1,351.00.

MSA: The Board approved selling the 2001 Dodge Durango to William G. Shroul for \$1,351.00. All Directors voted "Aye" with the exception of Director Shroul who abstained from voting.

MSA: The Board approved granting Chief DeTray the second half (\$166.00 additional) of his proposed raise.

New Business

Change of location for the regular meetings was discussed. It was decided to pursue holding meetings in the La Veta Community Center on the second Thursday of each month, at 7:00 PM and District Sec. Pezze will handle getting permission from the Town and other details. The June, July and August meetings will be held at the Cuchara Station.

Director Nielsen noted that Reg Rudolph of San Isabel Electric Assoc. (who will be the intermediary on the USDA loan) desires to come to La Veta to discuss assignment of responsibility for completion of the paperwork for the USDA REDLG loan.

MSA: The meeting was adjourned at 11:07 P.M.



Shannon R. Shroul, Sec.

LVFPD Wildfire Mitigation Service-Monthly Report for 1/8/15

RR ERP- With holidays and latest rail car work completed, I anticipate a Hi-Rail ride shortly (to test radios and plot GPS points). Printing plan and creating two RR ERP folders (one for IC, one for Station 1).

Pre-Incident Planning- Completed files delivered to Director Shrout Dec 15. Chief Detrayand I also visited the L. V. Schools to request accurate floor plan maps, discuss access issues and extend help with State Fire Marshall inspections. We were advised that the Fire Marshall visits each March and that they are in compliance with her recommendations. This additional visit is the logical (and expected) extension of the initial PIPs work and served to enhance our face-to-face collaborations with that organization while hopefully improving our response capability to these structures.

Wildfire Mitigation Service- I request a liaison to the LVFPD BOD to ensure that communications and requests can flow more effectively. For 2015, I will be completing another 3 year plan for the WMS that highlights desired objectives from 2015-2018. An update of my former 3 yr plan (2010-2014) is being completed (Dir Shrout has a draft of that). I am also writing a rough outline that describes the complete operational sphere of the WMS, in particular a description of, and the difference between, CWPP Coordinator and Saw Crew supervisor functions. Hopefully, this will increase awareness of and participation in this program by non-WMS district personnel. This will be finished in the next week.

Specific WMS tasks prioritized for January 2015 are:

- Modifying our employee manual to include new hiring, drug/alc., position descriptions, NWCG cert advancement expectations, and forest treatment SOGs;
- LVFPD CWPP revision to include completed Watershed Assessment recommendations and USFS projected local projects, as well as, enhanced long term wildfire prevention strategies. Upgraded maps are also being created along with related justification and implementation plans for each
- Continued Firewise Community development, particularly in Middle Creek WUI. Raspberry Mountain community is also interested in beginning the process.
- Completion of baseline Evacuation Trigger map with multiple layers of data and one resulting master map. I will then push for another Evacuation Team meeting with all stakeholders.
- Continued participation with HC and Gaye Davis on FEMA (and DNR) grant process and promotion of improved inclusion by stakeholders into the county strategy. More consultation and administrative planning is needed for this (these) grants to be successfully implemented.
- As weather permits, the WMS crew will be either burning slash piles or working on Red Hill project.

Junior Firefighter program- Consistent JF trainings have occurred about once per week. Some regular FF's have attended as well. JF Program policy/SOPs/SOGs is the present priority with a draft due by Feb 2nd. JF trainings for January are planned for Monday's at 1700 at Station 1.