

LA VETA FIRE PROTECTION DISTRICT
La Veta Community Center

MINUTES
April 14, 2016
6:00 P.M.

Present: Directors Brunner, White, Nielsen, Littlefield and Shroud were in attendance.
Staff: EMS Director Schmidt, District Secretary Pezze and WMS Manager Jake Thomsen.
Guests: Asst. Chf. Mower and Mickey Schmidt. Ernie Garcia from H.W. Houston Construction Co. and Brian Risley of CRP Architects (via teleconference) were in attendance through the initial portion of the meeting.

Call to Order

The Pledge of Allegiance was given and Director Brunner welcomed the public.

Minutes

MSA: * Minutes of the March 10, 2016 regular meeting, March 18, 2016 and April 11, 2016 special meetings were approved as presented.

Correspondence

None.

Treasurer's Report

MSA: The Treasurer's Report and payments for the April 14, 2016 meeting were presented and approved.

Public Comments

None.

New Station Owner's Representative Report

Ernie Garcia advised that he did not have an updated schedule. The plumbing contractor is behind schedule and Houston Construction may call in a plumbing company from Pueblo to help Sierra Blanca Plumbing get caught up. The concrete floors have been sealed. Trim work is being done on the cabinets. A low voltage control contractor is presently working on tying the mechanical systems together. Chad Lessar is working on final grading and dirt work around the exterior of the building. The door and window unit in the community room will need to be replaced with a door that swings outward. Tile is completed in the restroom. The punch list will be addressed when the electric power is connected and systems can be tested. It is anticipated that the electrical service route issues between San Isabel Electric and the Town of La Veta should be resolved at the Town Board meeting on April 19, 2016. Brian Risley reviewed the contingency and master log updates. Additional purchases will be needed to cover the electrical shore lines, apparatus air lines, the drinking fountain required by plumbing code etc. Discussion was held that the \$8,000.00 signage allowance will be deducted from the Houston contract and signs will be purchased directly by LVFPD.

MSA: The Board authorized an expenditure totaling \$8,250.00 from the new station contingency fund to cover the cost of electrical shore lines, apparatus air compressor lines, hose reels and drinking fountain (required per State plumbing inspection).

The Town easement for the San Isabel electrical connection issue was discussed and a plan was developed to inform and convince the Town Trustees to authorize signing an easement at the April 19th Town Board meeting so the new fire station construction is not delayed. The route choices are overhead lines on the north side of Moore Street or underground lines on the south side of Moore Street. The Town needs to approve one or the other routes. San Isabel's Darryl Stewart is planning to attend the Town meeting also.

Director Brunner recapped the tour held with DOLA Executive Director Irv Halter, DOLA Director Chatal Unfug, Regional Manager Lee Merkel, and other DOLA agents on April 7, 2016. The DOLA group was touring their Southeastern Region and included a visit to La Veta to view the new station project and Town of La Veta projects. There is hope that funding may be available in the future to help cover the completion of the community room which is the second phase of the construction. Estimated cost of completing the community room is approximately 400,000.00.

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

CRP Architect Brian Risley will be contacted regarding developing a viable cost to complete the community room.

Director Littlefield presented, and the Board reviewed, a cash flow analysis spreadsheet that outlines the District's projected revenues and expenses for 2016 and beyond. Director Littlefield also advised that the LVFPD has received confirmation that the interest free, USDA Rural Economic Development Loan Grant (REDLG) has been awarded to San Isabel and LVFPD for a loan up to \$300,000.00. This loan can be applied to the Fowler State Bank (FSB) line of credit loan for the station construction. He presented a recap of various payment options for reducing the FSB loan.

MSA: The Board approved having CPA Tim Dixon review the cash flow analysis.

MSA: The Board approved allowing Director Littlefield to open discussions with Jonathan Fox at the Fowler State Bank and let him use his discretion as to research amending and modifying the District's current, non-revolving line of credit loan with FSB.

In a progress report on the REDLG, Director Nielsen informed the Board that he has sent pictures of the new station to USDA's P.J. Howell who is working on the loan closing documents for the REDLG.

Wildfire Mitigation Service (WMS) Report

Jake Thomsen presented the Wildfire Mitigation Service report and a copy of that report is attached to these minutes. He updated his report by saying that 44 homeowners have requested information as a result of the grant advertisements. 32 signed contracts have been received and 25 of those properties have been marked for mitigation. Jake has concerns for reaching the grant's goal of 300 signed mitigation contracts (or 150 contracts per season). Jake will continue to work with Paul and the County on the revision to the FEMA Hazard Mitigation Grant Project (HMGP) I.G.A. to accommodate the Forced Account Labor (FAL) that the LVFPD mitigation will work under.

Working on a Colorado State Forest Service, \$22,000.00, shaded fuel break grant in the Acres of Diamonds development. Also working on straight mitigation contracts that are not attached to grant funds.

Jake and Chief DeTray are working on completing the mitigation crew. Lisa Lockamy and David Steffan will be hired from the LVFPD fire membership and Robert Ryland, from Berthoud and Fort Garland, CO has been interviewed and will be recommended for employment also.

MSA: The Board approved accepting Robert Ryland as a District firefighter and mitigation crew member upon clear background checks, and the District Secretary's receiving Robert's full, completed application. The District's six-month residency requirement will be waived.

The Board confirmed that new applicants will complete drug testing also.

EMS Director Report

- 1) 14 EMS runs with 8 patients transported in March, 2016.
- 2) EMS Training with Dr. Weber and new protocols were reviewed and discussed.
- 3) The extension on the Huerfano County Federal Mineral Lease District's \$5,000.00 grant award has been approved.
- 4) EMS Director Schmidt and Dave Mower attended the RETAC grant hearing in Pueblo and Dave gave a great presentation on the pending CDPHE grant application. The State hearing for the grant will be May 12 or 13, via teleconference.
- 5) National Registry re-certifications have been approved for paramedics Biggins and Mower and EMTs Schmidt, Ray, Thomsen, Saint Peter and Pezze.
- 6) 4 EMTs plan to attend an EMS conference on April 23 in Canon City. Registration is free, lunch is provided and 6.5 Continuing Education credits (C.E.s) will be acquired.
- 7) Presented a list of cabinets and racks needed for the new station with a total estimated cost of \$1,788.00. EMS Director Schmidt also requested that Mark Brunner return the large, old safe that was removed from the current station several years ago to provide more room in the old office. She can use the safe in the new station.
- 8) Provided mutual aid to Huerfano Ambulance Service for 2 calls in their District and was called for "stand-by" on another call.

MSA: The Board approved EMS Director Schmidt's expenditure of \$1,788.00 for EMS cabinets and racks to be used in the new station.

The Board of Directors expressed their appreciation to Director Schmidt and presented her with a plaque for her 30 years of EMS service to the District.

Fire Chief

The Fire Chief Report was presented by Asst. Chief Mower in Chief DeTray's absence.

- 1) 4 Fire Calls in March, 2016. 2 mutual aid calls for structures fire, 1 with a grass fire also, in Walsenburg, one semi-truck on fire on Hwy. 160 and 1 jack-knifed semi on Hwy. 160 in a snow storm.
- 2) 2 Fire Trainings in March, 2016.
- 3) Attended Huerfano County Emerg. Management Executives Summit meeting with local, state and federal partners in attendance. Would like to see such a meeting continue on a local basis until Emerg. Mng. System and pre-disaster mitigation plans are completed.
- 4) Continue to work on the WMS General Manager job description, mitigation crew pay scale, and the FAL and I.G.A. associated with the HMGP grant.
- 5) Participation in the FAL under the HMGP will not generate additional revenue for the District but will decrease the fuel load in the District, increase capabilities of the WMS crew, allow recruiting and retention of trained firefighters, increase public relations and increase the number of District EMTs and the District's qualified firefighting force.
- 6) The updated radio and pager inventory list was presented with information that Asst. Chief Mower has received to date. Revisions still need to be made on some returned communication equipment.
- 7) Regarding HB1046, Asst. Chief Mower advised that the bill does not affect the District's responsibilities as the Town of La Veta's Designated Emergency Response Authority (DERA). However, the Town will be required to advise Colorado State Patrol's Haz-Mat unit, annually, who they have assigned as their DERA. Director White and Asst. Chief Mower will confer further on the bill's requirements.
- 8) Pending HB16-1088 could have the ability to provide funds from potential, new developments within the LVFPD.

Old Business

The Illegal Drug and Alcohol Policy was briefly discussed. Attorney Dino Ross has sent the final memo and policy wording. The statement and action on the Illegal Drug and Alcohol Policy memo and policy was tabled until the May meeting.

New Business

Director White reiterated that HB16-1088 could benefit the LVFPD by providing impact funds from new developments that will increase the need for capital facilities. If the bill passes, the LVFPD will need to implement an I.G.A. with the County in order to receive funds. Director White will keep the Board informed on the status of the bill.

Director Brunner presented, for the Board's review, a proposed Standard Operations Procedure (S.O.P.) revision for adding a Facilities Manager Position. The position is proposed to be a volunteer position to address finishing the new station, support and maintain the systems' functions and develop the next phase of the project. The Board will review the proposed revision and tabled any action until the next meeting.

MSA: The meeting adjourned at 9:44 PM.



Shannon R. ShROUT, Secretary

**La Veta Fire Protection District
LVFPD HMGP Project Supervisor Report**

April 7, 2016

Report covers period: March 1, 2016 to March 29, 2016

-Paul and I broke down the 12 roles and responsibilities of the HMGP Project Supervisor position and identified individual tasks that were to be accomplished by both Paul and/or myself to fulfill those roles and responsibilities. We broke down the IGA and identified the roles, responsibilities and tasks of both Paul's and my positions pertaining to the HMGP grant. We identified documents that need to be drafted and processes that had to be established. General timelines for tasks and document drafts were also addressed.

-There was much discussion and brainstorming between Paul and myself about the "blocking" concept. A bit of my time was spent researching documents similar to what we needed for this HMGP process. I researched other aspects and issues that directly relate to the implementation and nature of this particular grant.

-Once certain documents were finalized, they were put onto the districts website to be accessible to interested parties. An announcement letter was sent delivered through ground mail to the homeowners living within the WUI's identified in this grant and few contracts were signed and returned to me. A second notice was delivered via email and more contracts were signed and returned. Among signed contracts, many parties contacted me via email as instructed in the announcement letter requesting HMGP grant information. I would send them copies of the documents on the website and referred them to the fire district website as well as Firewise Communities/USA website for more information on the defensible space standards.

-As of writing this (4-7-2016) we have received 22 signed contracts. 8 of those properties have been marked with the rest hoping to be marked within the next few days. I have sent out information to 34 individuals, of which 6 have returned signed contracts so far.

-The two big topics at the end of the month and into the beginning of this month have been gathering enough contracts for this project and adding LVFPD Fuels Crew as Force Account Labor for the HMGP grant. Paul and I have had discussions as to what we think this might mean for both the District and County. Further discussions will need to be conducted by all parties involved before a final decision is made.

-The IGA has been followed as close as possible. Some published time frames were impossible to meet given the timing of Paul and myself fulfilling our current positions. However, much work has been done to get caught back up. The vast majority of the roles and responsibilities of the District and County as identified in the IGA have not changed. The only big change would be, if the Force Account Labor deal is agreed upon, LVFPD WMS will not have to bid on "blocks" and the line between my position as LVFPD WMS Supervisor/GM and HMGP Project Supervisor

may adjust. This is something that still needs to be determined. Until that line is redefined, I am proceeding as usual with my times separated.

-Looking into the future, I am planning on getting caught up with marking all of the properties that have returned signed contracts as well as accumulate many more signed contracts. I am looking forward to finding out more about what Force Account Labor means and if it will help streamline the process for LVFPD saw crew and thus possibly simplifying the "blocking" concept for other contractors. We are still planning on putting qualified contractors through a training session to get them up to speed with wildfire mitigation and Firewise standards. We are hoping to have work beginning sometime in early to mid-May, if not sooner depending on how the Force Account Labor works out.