

LA VETA FIRE PROTECTION DISTRICT
La Veta Fire Station
100 Birch
La Veta, Colorado

MINUTES

February 14, 2019
6:00 P.M.

Present: Directors Littlefield, Nielsen, Heikes, and Walker were in attendance.
Staff: Acting Fire Chief Steffan, EMS Director Schmidt, and District Secretary Pezze.
Guests: Dave Mower, Jim Berg, Mark Brunner, Jim Alt, Sue Alt, Mark Brunner, Peg Littlefield, Mike Fleener, Tulie Fleener, Eddie Ray, Mickey Schmidt, Richard Pezze, Janine Rose, Cheryle Johnston, Stirling Lathrop, Marc Biggins, and Paul McDonald,

Call to Order – Pledge - Roll Call

The meeting was called to order, the Pledge of Allegiance was given, roll call was taken and Director Littlefield welcomed all those in attendance.

Approval of Agenda

MSA:* The February 14, 2019 Agenda was approved as presented.

Minutes

MSA: Minutes of the January 10, 2019 regular meeting were approved as presented.

Resolutions

Resolution No. 2019-02-01 - A Resolution Establishing a Policy for Requests for Public Records and Assessing Charges for the Production of Public Records was presented. District Secretary Pezze read the Resolution upon Director Littlefield's request.

MSA: The Board approved and signed Resolution No. 2019-02-01 – A Resolution Establishing a Policy for Requests for Public Records and Assessing Charges for the Production of Public Records.

A brief discussion was held regarding releasing meeting minutes prior to Board approval. The Board concurred that minutes will not be released until after they have been approved by a motion of the Board of Directors at the next regular meeting.

Public Comments

Sue Alt from the LVFPD Auxiliary presented Mark Brunner with the Auxiliary's "Volunteer of the Month" award. Sue Alt thanked Mark for his 16 years of service to the LVFPD and commended Mark for his professional presence on fire calls and his knowledgeable training sessions. Mark expressed his appreciation to the Auxiliary and Sue Alt for her kind words of appreciation.

Jim Berg addressed the Board and expressed his frustration with the Board's handling of the Survey Monkey process. He then stated that over the last year he has stepped up to help the District with the general fire department operations, facilities management, policies, budget, Insurance Services Offices inspections, etc. He feels that the Board is very uninformed and lacks knowledge of these items and would just like to sit down and visit with Directors to apprise them of the need to get up to speed on the workings of the District at the operational level. He desires to continue working with Acting Fire Chief Steffan to help the District. Directors Littlefield and Nielsen both expressed their appreciation to Jim Berg for all his work and look forward to moving onward and upward in resolving the issues of strife within the District.

Guests, Correspondence, and Presenters

District Secretary Pezze advised that three letters on interest have been received for filling the vacant Board Director position.

MSA: The Board approved considering the letters of interest for the vacant Director position and make a decision at the next regular meeting.

Stirling Lathrop advised that, due to the LVFPD Board's decision to not acquire a brush truck, the Lathrop Family is returning a \$1,000 donation that was received from the Trinchera Ranch Foundation that was specified for that purchase. To the extent that they can identify other donors they will return those funds also.

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

Director Heikes conveyed that LaRissa Morris was planning to attend the meeting and present her ideas regarding a future fundraiser involving firefighter contests. She was not able to attend but will try to be at the April 14, 2019 meeting.

An email from Cucharas Sanitation and Water District (CS&WD) was presented stating that the water and sewer monthly rate for the Cuchara Fire Station will increase from \$80.00 per month to a new rate of \$250.00 monthly. CS&WD personnel advised that the LVFPD could request a reduction of the rate back to \$80.00 per month and Director Walker signed a letter to CS&WD making that request.

A letter of advice from Huerfano County Land Use department advised that County Road 520.1 has been renamed to Big Horn Drive. Not Board action is required.

Director Nielsen stated that Lola Spradley has sent an email regarding acquisition of high speed internet in La Veta. She is working with Jade Communications and they need roof-top access to five or six buildings for non-intrusive towers. They feel that the LVFPD Fire Station could serve as one of those buildings and would like the LVFPD to consider allowing Jade Communications to place a tower on the Station's roof. Director Littlefield asked Director Heikes and Mark Brunner to be the liaisons for this proposal and keep the Board informed as necessary.

Treasurer's Report

The Treasurer's Report and payments for the February 14, 2019 meeting were presented.

MSA: The Board approved the Treasurer's Report as presented.

Secretary Pezze advised that the \$66,500, 75/25% match basis, grant with USDA Rural Development has been closed out and funds of \$49,800 have been direct deposited into the LVFPD checking account. This grant funded the purchase of fire department and EMS department gear and equipment.

EMS Director Report

- 1) 12 EMS runs with 8 patients transported in January 2019.
- 2) The Colorado Dept. of Public Health and Environment (CDPHE) grant application for the new ambulance for Cuchara has been completed by Mark and Cyndi Worgan and was submitted on February 8, 2019. The CDPHE agency profile updates have also been completed. A copy of the application was presented to the Board.
- 3) Darrick Garcia, with Spanish Peaks Amb., did not attend the RETAC meeting on Jan. 15, 2019. The grant request must be turned in at the March meeting to get funded. Director Schmidt received a copy of the application by email and the LVFPD request for \$3,000 to cover the Medical Director expense was not included. She emailed him and asked him to send an amendment but has not received a reply to date.
- 4) Received radios, pagers and parkas from Kim and Dave DeTray. Received radio and pager from Marc Biggins but he can't find his parka.
- 5) Held 3 EMS training sessions with Eddie Ray as the instructor.
- 6) Mark Worgan presented a CPR class to EMT, Firefighters, and public on January 23, 2019.
- 7) Zofran medication is missing, sometime in the time frame between January 11 and January 14, 2019. Additional supplies are also missing.
- 8) Presented a proposal from Tony Perone with STS Security Solutions, LLC for installing surveillance cameras in the La Veta Station. Quoted cost is \$2,875 and would provide 5 cameras with the capability of adding more and expanding the system at a later date.
- 9) John Hudson attended SPRHC ER meeting.
- 10) Eddie Ray will present a Stop the Bleed class at the La Veta Library in the near future.
- 11) Dennis Ceremuga will attend the San Luis Valley EMS Symposium later in February. Dennis Ceremuga and Mark Worgan plan to attend the one day Wilz Trauma EMS class in Pueblo on March 16, 2019.

EMS Director Schmidt presented her letter of retirement as EMS Director after 25 years of service as EMS Director. She has been a LVFPD EMS volunteer for 33 years. She also provided a list of recommendations for the Board to consider and recommended that the Board consider Eddie Ray for her replacement as EMS Director. Additionally, a brief list of the duties of the EMS Director was presented for the Board's review. EMS Director Schmidt stated that she would initially take a 6 week leave from responding but is currently planning to then return as an active EMT volunteer. On behalf of the Board and the community, Director Littlefield thanked EMS Director Schmidt for all her work, leadership and all the progress that the EMS Department has made under her tenure. He expressed appreciation for her continuing to work with whoever will be placed in the EMS Director position.

Fire Chief Report

- 1) 6 fire calls in January 2019: 3 MVA – Motor Vehicle Accidents, 1 smoke report, 1 unpermitted trash burn reported as a structure fire, and 1 mutual aid call to Huerfano County Fire Protection District for a structure fire west of Walsenburg, CO.
- 2) Fire Trainings in January: Jan. 2 on SCBA with Max Martinez from Trinidad Fire Dept. with 11 FFs in attendance. Jan. 5 Work day at Cuchara Station with 6 FFs helping. Jan. 12 Organizational meeting with Board Directors with 18 FFs and EMTs in attendance and 8 other FFs attended via teleconference. Jan. 19 on SCBA with Max Martinez and Travis Knezel from Trinidad Fire Dept. with 19 LVFPD FFs in attendance and 6 FFs from Huerfano Cnty. Fire Prot. District.
- 3) Acting Fire Chief David Steffan presented his Fire Chief's Report and a copy of that report is attached to these minutes.
- 4) Acting Chief Steffan advised that he has logged approx. 170 hours in the last month working at the La Veta Station to get up to speed and catch up on Fire Chief duties, clean the Fire Chief's office and bays, do truck and equipment maintenance and all the other activates noted in his Fire Chief Report

Director Littlefield thanked Acting Fire Chief Steffan for all his efforts and hard work during the month.

MSA: The Board approved paying Acting Fire Chief Steffan an additional month's Fire Chief salary for his efforts and time spent at the La Veta Station.

Old Business

Regarding the Intergovernmental Agreement (I.G.A.) for the use of the La Veta Fire Station as an Emergency Operations Center by Huerfano County agencies Director Walker advised that he and Director Littlefield met with County Adm. John Galusha. The County is very interested in helping finish the community room and, in turn, would like to have a space available for a County office in that room. An I.G.A. could be developed after details of this idea are researched further. The County is also willing to help find a backup generator for the LVFPD. There may be one available in California and details are being researched.

Director Walker stated that there is no progress with the status of the State retirement pension plan. Director Nielsen suggested that Director Walker talk to Stonewall Fire Protection District Fire Chief Loyd Holliman to see how that District is administering their pension funding.

The Memorandum of Understanding with the LVFPD Auxiliary is still pending. The Auxiliary "goes dark" for the winter months and will not hold another meeting for 2 or 3 months.

Director Littlefield addressed the February 14th, 2019 4:00 PM Workshop session that reviewed the Survey Monkey results. The Workshop was held prior to the regular Board meeting and conducted by Nancy Nielsen. She will recap the session with LVFPD members during the February 16, 2019 fire training lunch time. Director Littlefield asked EMS Director to invite the LVFPD EMTs to attend the lunch portion also to hear Nancy's presentation. The review will discuss the survey results of weaknesses, strengths, and the goals and the description of the ongoing process to address those issues.

Regarding the District Fire Chief's position Director Nielsen advised that he has met with the Rye and Stonewall Fire Protection Districts' personnel to discuss their procedures. He will meet with Beulah Fire Protection District personnel in the near future and will then present his findings to the LVFPD Board for their consideration.

Director Heikes has been researching the cost of used jersey barriers for flood preparedness at the La Veta Fire Station. Acting Fire Chief Steffan is actively planning and preparing and Sec. Pezze advised that critical LVFPD records will be moved upstairs into the storage space above the locker rooms. She reminded the Board that flood insurance is included in the District's insurance package but is subject to a 2% (of building value) deductible.

Secretary Pezze advised that, in regard to the drone purchase, the actual drone operator needs to obtain a remote pilot license from the FAA. Director Littlefield will visit with the FFs at the upcoming fire training to ascertain if anyone is interested in pursuing the remote pilot license to operate a drone for the LVFPD.

Acting Fire Chief Steffan advised he is continuing to work on the Volunteer Fire Assistance (VFA) Grant purchase requests. He is especially excited to offer the basic wildfire classes to LVFPD firefighters and adjoining Fire Districts if the grant is funded.

Director Heikes advised that the La Veta Fire Station has had some heating system problems but that Mark Brunner, and Acting Fire Chief Steffan, and he have diagnosed and repaired the heating problem. There are still some issues to be resolved but the system is up and running. The garage door in front of Rescue 2 will be repaired early next week. The motor has a clutch problem and Prutch Garage Door technicians will come from Pueblo to make the repairs.

The surveillance system quote from STS Security Solutions was revisited and briefly discussed. Director Walker has researched the cost of a do-it-yourself system and it would be approximately \$800 to \$1,500 depending on choice of options.

MSA: The Board approved the installation of the surveillance system as quoted by STS Security Solutions at \$2,875.

The Board reviewed Acting Fire Chief Steffan's request to fill two Lieutenant positions.

MSA: The Board approved promoting Stephen Ames and Justin Jameson to the rank of LVFPD Lieutenants.

New Business

Director Littlefield advised that the station, apparatus, and equipment maintenance issues needs to be addressed. He stated that Coleman Glover has offered to help with those items for a cost of \$18.00 per hour. That would be paid on an independent contractor basis with no LVFPD wage withholding.

MSA: The Board approved asking Coleman Glover to help with maintenance and repair items and pay him \$18.00 per hour.

Pastor Janine Rose, from the United Methodist Church introduced herself and stated that in regard to the Survey Monkey comments, they are always completely anonymous. The Board thanked Pastor Rose for her input.

MSA: The meeting adjourned at 7:37 PM.



Robert L. Walker, Secretary

DS David Steffan <d7dsteffan@gmail.com>
Wed 2/13/2019 5:43 PM
You



On Tue, Feb 12, 2019, 3:37 PM David Steffan <d7dsteffan@gmail.com> wrote:

- By far the most significant item of business was the completion of the USDA grant. I spent a lot of time locating, calling about, photographing, and recording items bought through this grant. The grant was successfully closed out.
- HMAT met and discussed agency commo plans and issues that may occur with mass response to a large flooding incident.
- Met with Mayor Brgoch about flood planning and response.
- Began work on the VFA grant, made some gear orders, met with C.K. Morey about doing a countywide S-130/S-190 class to be hosted by LVFPD under the grant.
- Sent tender 6711 to the DFPC to get transmission repairs and brought 7721 down from station 2 to fill in as our first line tender.
- We had a great training by instructors from Trinidad Fire on use wear and use of SCBAs.
- Purchased a new chainsaw for 6311 and a new generator for 6111 to replace the one being borrowed from Jim Berg.
- Purchased needed items for traffic accident response for Rescue 4.
- Attended Traffic Incident Management course with both of my shift leaders and three additional fire fighters.
- Contacted CSP hazmat about doing this Saturday's training, also invited Dispatch, Huerfano and Upper Huerfano to send students.
- Worked on maintenance issues with the boiler, house compressor, and ambulance bay door.
- Currently pursuing one possible fire fighter applicant.
- Continuing to work with Ron Jameson on training schedule.
- Identified emergency supplies for the flood evacuated site supply cache.
- Attended county flood round table meeting and planning session.
- Met with my shift leaders to get suggestions about training, flood response, and gear needs.
- Have logged over 164 hours this month. Have full list of activities available.

Recommendations:

1. That a second wildland boot stipend be given to fire fighters after 4 years of service.
2. That Stephen Ames and Justin Jameson be promoted to lieutenant in recognition of the ongoing hard work and dedication they have given to our district.

Respectfully submitted,
David M. Steffan,
Acting Fire Chief, LVFPD