

Minutes
Lake Dillon Fire Protection District
Tuesday April 21, 2015 – Station 10

Call to Order:

The Regular meeting of the Lake Dillon Fire Protection District Board of Directors was called to order at 8:00 AM.

Roll Call:

Board Members present were Jim Cox, Rob Sollenberger, Kelly Greene, and Lori Miller by conference call. Larry Gilliland was excused. Staff members in attendance were Chief Dave Parmley, Deputy Chief Jeff Berino, Assistant Chiefs Steve Skulski and Bruce Farrell, Battalion Chief Joe Hegenderfer, Board Secretary/Asst. Treasurer Mary Hartley, and HR Manager Matt Scheer.

Adam Perlman attended the Verizon Lease part of the meeting.

Changes to Agenda:

M/S/P Sollenberger and Greene approved adding Chief Parmley's requested discussion and direction on the Employee Housing property regarding listing options and follow through under Unfinished Business item 5-D.

Vote: All in favor, none opposed.

Public Comments:

None.

Consent Agenda:

The following items were presented:

Minutes of the March 17 Regular Meeting

Warrants: March 12, 2015 – April 14, 2015

Financial Report for All Funds – March 2015

After discussion and questions,

M/S/P Sollenberger and Greene to approve Consent Agenda as presented.

Vote: All in favor, none opposed.

Unfinished Business:

Update on Ambulance - Fire Service Collaboration: Deputy Chief Berino reported on the implementation of the new EMS deployment matrix. The implementation goal is Thanksgiving, 2015. Discussed that the ambulances will carry bunker gear so staff can be available as fire fighters if needed. SCAS would fund the bunker gear. All 3 fire departments and SCAS agreed to this proposed EMS deployment and will meet with the Ad Hoc EMS Authority Committee on May 14, 2015. Outstanding items include reimbursement for Copper and LDFPD for basic labor and benefits. Berino thanked BC Hegenderfer for his dedication, hard work and patience working on this matrix and the entire process.

Conceptual Organizational Chart: Deputy Chief Berino shared his proposed organizational chart with the Board. He stated that funds are available in the current

budget for an Operational Chief starting July 1, 2015. The job will post in-house this month and he feels strongly that it will not only generate interest from the BC's but also from others within the department. This creates movement within the OPS division. This organizational chart has one less chief than in the past. In Berino's absence, an acting chief would be designated from among the three assistant chiefs.

M/S/P Sollenberger and Greene to approve moving forward with the conceptual organizational chart.

Vote all in favor, none opposed.

Approval of Chief Parmley's retirement package: HR Manager, Matt Scheer shared that a compliance attorney reviewed the agreement as well as employment specialists and agreement is sound.

M/S/P Sollenberger and Miller to approve Chief Parmley's retirement package.

Vote: all in favor, none opposed.

Employee Housing: Chief Parmley discussed the options of listing the property with Charles Koran from Summit County Real Estate or open up the listing to other agencies. Currently the renters are on a month to month lease. Sollenberger offered to be part of a committee to look at listing agencies on May 18, 2015.

M/S/P Miller and Sollenberger to approve opening the listing of our Employee Housing building to a number of realtors based on the committee's recommendation, and reach the largest market.

Vote: all in favor, none opposed.

New Business:

Establish Agenda Priorities for June 16 Board/Staff Planning Retreat: Deputy Chief Berino opened discussion regarding potential topics to discuss at the annual planning retreat in June. Topics discussed included Accreditation, Strategic Plan, Cottonwood Site and plan on location of a new Fire Station, update on the new organization chart and timeline of staffing changes, 2016 Budget including cost of living, salaries and health insurance costs and updated Apparatus Plan. The Board agreed to hold the meeting in Station 10 directly following June's Board meeting on June 16, 2015.

2015 Wildland Fire Season Briefing: Deputy Chief Berino shared the 2015 LDFR wildfire update report and stated that we are meeting the timeline for this year. The Smokey signs will be posted in mid-June and Lipsher will work with the Summit Daily News to report notifications. This year we will have a lead wildland fire coordinator on each shift.

Adoption of Emergency Response Funding Resolution 2015-06:

M/S/P Sollenberger and Greene to approve adoption of Emergency Response Funding Resolution 2015-06

Vote: All in favor, none opposed.

Resolution Designating a Liaison Officer for Emergency Mgmt. Purposes 2015-07: The resolution designates a board member liaison for when we have to seek FEMA

reimbursement. In the event of a natural disaster a liaison is necessary. This allows protection and eligibility for FEMA funds.

M/S/P Miller and Sollenberger to approve adoption of Resolution 2015-07 designating the Board President as the liaison officer for emergency management purposes.

Vote: All in favor, none opposed.

Review of Verizon Lease Agreement – Station 12 Cell Tower Project:

Assistant Chief Farrell introduced Adam Perlman, representative from Verizon and discussed the proposed Verizon cell tower lease at Station 12. The proposed structure will only house the Verizon equipment. Any other entity such as ATT or Sprint can request a separate deal with us. LDFPD is responsible to insure the structure and Verizon will insure their equipment. We will receive rental income of \$1,300.00 per month with a 3% CPI annual increase on this 5 year term lease. Verizon will also reimburse LDFPD \$4,000 of incurred legal fees. The Town of Dillon Planning Commission approved this venture. At the end of the lease, Verizon will have to continue to pay the monthly lease rate until their equipment is removed. Verizon maintains their own access to their equipment.

Verizon hopes to obtain their building permit in May. The structure will take 90 days to build and 30 days to get up and running. The lease will commence when the permits are pulled.

M/S/P Sollenberger and Greene to approve the Verizon Lease agreement with the caveat that the agreement will be reviewed by LDFPD legal counsel, Attorney Mark Richmond. Board President Cox will have authority to sign the final reviewed copy.

Vote: All in favor, none opposed.

Staff Reports:

Summit Fire Authority: Chief Parmley presented the SFA report. He distributed a SFA observation report from Chief Curmode. The goal includes an updated recruitment plan roll out by early May. The Chiefs agreed to hire someone full time with a permanent presence on site. Chief Curmode has done a great job in the interim. There will be a primary chief in charge and the oversight will rotate each year.

Wildfire Council: Minutes attached for the last meeting. They are continuing the successful chipping program again this year.

Finance: Nothing in addition to written report.

Human Resources: Nothing in addition to written report.

Fire Prevention Division: In addition to the written report, Assistant Chief Skulski stated that he scheduled a meeting with all of the water districts on April 22, 2015. ISO representative, Tim Young, will be there to do a presentation on the updated ISO standards applicable to water utilities in order to gain a better understanding of what is necessary to maximize the points you can receive when the system is evaluated.

Support Services: In addition to the written report, Assistant Chief Farrell presented that we will need printers to go along with our Panasonic Toughbooks for reports needed on the job. The law requires signatures on the documentation and a printed copy to be given at the scene.

Operations: In addition to the written report, Deputy Chief Berino stated that we are still in the running for the EMS grant that BC Hegenderfer authored to help purchase extrication supplies and med vac bags. We are still waiting to hear about the FEMA grant for air packs as well. Berino shared the blue prints for the New Pierce Engine. The engine is coming in under budget and on schedule for delivery in September.

Chief: In addition to the written report, Chief Parmley communicated that he is anxiously awaiting to hear about our new ISO rating. LDFPD may have split ratings due to those areas in our district that do not have fire hydrants within 1,000 feet of their home or business.

Gearing up for Awards Ceremony next Saturday, April 25, 2015 at the Dillon Community Church from 11-2 pm.

Class A uniforms have arrived. We had some issues with our vendor, Neeves, due to inconsistency in measuring.

LDFPD will have Chief Berino or Parmley present at the Maryland Creek Ranch Open House tomorrow from 4-6 pm to hear their update.

Board Comments:

Director Miller congratulated all those receiving Awards this coming Saturday.

Adjournment:

M/S/P Sollenberger and Greene to adjourn the meeting at 11:03 AM.

Vote: All in favor, none opposed.

Mary Hartley, Board Secretary

Approved this ____ day of _____ 2015

Jim Cox, President