

**Minutes**  
**Lake Dillon Fire Protection District – Annual Board Retreat**  
**Tuesday June 16, 2015 – Station 10**

The Board was reconvened at 10:10 AM for the Annual Retreat

**Roll Call:**

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

**Retreat Format and Expectations**

Deputy Chief Jeff Berino opened the retreat by encouraging everyone to participate openly. This is a conversational meeting to get direction from the Board moving forward for the 2016 Budget and future capital projects.

Berino requested adding one additional item to the Board agenda, the Board's involvement in the hiring process after the EMS Cross Staffing Discussion on item 6.

**CPI Trends/Forecast – Firefighter Salary Market Analysis**

Matt Scheer reviewed the CPI trends and forecasts with the Board. The report shows CPI is running at 2.7%, and the projected pay increases run from 2.1% to 3.2%. The average increase equates to 3%. Scheer then reviewed two salary surveys including the Battalion Chief and Paramedic positions. He stressed the importance of internal equity when looking at the progression of moving positions within the District. Positions may need to be adjusted to balance out movement along the ranks. Scheer shared that we are currently competitive by position as well as keeping equity within our District.

The Salary Compensation committee has representation from all three shifts, the Chiefs, fleet services and support services. The shift people are selected by the Battalion Chiefs. The goal is to meet once per quarter. Discussion revolves around health and benefits as well as salary. The Board communicated interest in attending the meetings going forward. Matt will include the Board on future committee communications and welcomes a Board member to attend the meetings.

Scheer recommended a 3% salary increase across the board for the Preliminary 2016 budget and the Board mutually agreed.

**Accreditation Planning – 2016 Financial and Staffing Implications**

Deputy Chief Berino shared with the Board that we have discussed accreditation for many years. They are three major components of the accreditation process including a strategic plan, a standard of cover (SOC), and a self-assessment. As of 2014, we are a registered agency with The Center for Public Safety Excellence (CPSE). CPSE serves as the governing body for the organizations that offer accreditation, education, and credentialing services to first responder and fire service industry professionals. The initial cost to belong was \$500.00 and this is an ongoing expense each year. The next step is to become an applicant agency which costs \$6,000.00 and begins an eighteen month timer. The District wants to embark on this next step and go for full

accreditation. Once the District becomes an applicant agency, we have access to important data as well as an assigned mentor to help with the process. Once ready for the evaluation, the District will pay for a team to perform the evaluation costing approximately \$20,000.00. Colorado has the 3rd highest number of accredited departments in the country. Copper Mountain has begun the process in 2015. This seems to be a trend and will become a standard for fire districts in the future. Once the process begins, we will front load the requirements so the requisite time-line will not be an issue.

Berino proposed a start date of June, 2016 with the team visiting the end of 2017 to early 2018. The District will incur training costs for the accredited staff. The District needs to appoint an accreditation manager. Lt. Brian Schenking is interested in heading up this process. Approximately 4-6 staff members need to go through training. Training is being offered in Cripple Creek, CO in September.

Berino shared with the Board that accreditation validates everything the District does and how the business is run. This is a great tool, a blueprint for what we should be doing and helps with succession planning. All of the District's processes will be reviewed. The evaluation process reoccurs every 5 years. It is an ongoing improvement process of growth that the District will embark on because the benefits outweigh the costs.

#### **Discussion on Strategic Plan Updates/Accomplishments**

Facilities Improvement Plan: Assistant Chief Farrell updated the Board on the facilities improvement plans for 2016-2017 by station and by project. Major items of consideration are backup generators for Stations 2 and 8, Kitchen remodels at Stations 8 and 11, and parking lot resealing at Stations 8 and 11.

The Board reviewed a spreadsheet summarizing seven years of incident response reporting for the District by zone and year. The incidents reported included both emergent and non-emergent responses. The District will determine if there is a need for three or four stations, and where these stations should be located based on a standards of cover study.

Apparatus and Fleet Replacement: Assistant Chief Hegenderfer updated the Board on the schedule for apparatus and fleet replacement. The current plan includes engine replacement at 10-15 years, the aerials at 15-20 years, and tenders at 15-20 years. Staff vehicles are reviewed at seven years or 70,000 miles (based on the resale value and maintenance records). We are currently behind in our schedule. The District needs to decide whether to continue with the current plan and step it up to meet the plan or come up with a new plan. The Board discussed using the plan as a tool to evaluate the current inventory and requested that Chief Hegenderfer present an updated plan and budget at a future fall Board meeting thus eliminating surprises.

Strategic Plan: Chief Berino reviewed the strategic plan including the ten categories that match the Fire and Emergency Services Self-Assessment Manual (FESSAM) of the accreditation process, and gave progress updates. Each item was discussed, target completion dates were evaluated and adjustments were made as needed. Chief Berino will update the plan with the discussion items and new completion dates for Board review at the budget presentation meeting in September.

**2016 Budget Priorities and Philosophy**

Chief Berino reported talking to the County Assessor, Beverly Breakstone regarding the next two years assessed valuation. She reported that we will see a 9% to 11% increase and that her office has not received many appeals this year. Mary Hartley stated that we will conservatively budget a 9% increase in tax revenue for 2016 which equates to approximately \$584,000. Berino asked the Board for guidance regarding current reserve levels. The discussion led to an agreement of a 25-30% reserve going forward. The Board reiterated the importance to be transparent to the public about our reserve budget.

**EMS Cross Staffing Discussion**

Director Greene requested clarification regarding whether or not the EMS plan is a true countywide plan and whether or not RWBFPD is on board with the transition. Chief Parmley responded that RWB is on board except for out of county transports. EMS is a countywide issue and the County is in a position to force the alliance. They want everything on equal basis between all players. Time will work this goal to fruition.

**Board Involvement on Personnel Selection:**

Director Sollenberger would like to see Board involvement in personnel selection. There are five talented Board members that have a level of expertise that is available to the District. It is important to have full communication and involvement. The Board discussed the expectations for transparency and micromanaging. If Board members are involved there is influence; even when there is no interaction. Overall, the Board needs to trust that the Chief is doing his job running the District. The Chief reports to the Board and the staff report to the Chief. The Board agreed that they will not be involved in the personnel selection going forward except for the Chief position.

**Closing Comments & Board of Directors Priorities Through 2016:**

Director Greene shared that if the Board gets involved in additional needs of the District, they should be paid the allowed amount. Board members can be paid \$100.00 per meeting up to a maximum of \$1,600.00 per year. The Board requested that this issue be reexamined during the 2016 budget presentation in September.

**Adjournment:**

M/S/P Miller and Sollenberger to adjourn the meeting at 3:10 PM.

Vote: All in favor, none opposed.

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Mary Hartley, Board Secretary

Approved this \_\_\_\_ day of \_\_\_\_\_ 2015

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Jim Cox, President