

**Minutes**  
**Lake Dillon Fire Protection District**  
**Tuesday July 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 8:01 AM.

**Roll Call:**

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

Guests included: Jason Louthan, New Director of the High Country Training Center, Firefighter Aaron Kaltenbach and family, Firefighters Frank Towers, Jeremiah Smith, Brian Schenking, Andrew Segura, Greg Isaacson, Doug Beeler, August Guettlein, Dennis Jackson, and Paul Lawrence.

**Changes to Agenda:**

Chief Berino would like to add to new business under 5A the promotion of Lieutenant for Aaron Kaltenbach.

M/S/P Sollenberger and Greene to approve Consent Agenda with this addition.

Vote: All in favor, none opposed.

**Public Comments:**

None.

**Consent Agenda:**

The following items were presented:

Minutes of the June 16, 2015 Regular Meeting

Minutes of the June 16, 2015 Board Retreat

Warrants: June 12, 2015 – July 17, 2015

Financial Report for All Funds – June 2015

After discussion and questions,

M/S/P Sollenberger and Miller to approve minutes, warrants and financials as presented.

Vote: All in favor, none opposed.

**New Business:**

**Badge Pinning – Promotion of Battalion Chief Shaun Sawyer and Promotion of Lieutenant Aaron Kaltenbach.**

Chief Berino introduced the new Battalion Chief Shaun Sawyer. He took the oath and received his new badge by Assistant Chief Hegenderfer.

Chief Berino introduced the new Lieutenant Aaron Kaltenbach and his family. His wife put on his new badge and he took the oath.

Congratulations on these two staff promotions and to Shift B for attending this part of the meeting.

**Introduction of New Training Director Jason Louthan :**

Chief Berino introduced the new Training Director, Jason Louthan to the Board. Jason shared with the Board his background including graduating from the Executive Fire Officer program from the National Fire Academy and receiving a Master's degree in Fire Emergency Management from Oklahoma State University. Three years ago he came to Summit County on a family trip and applied for the training position once it was posted. He is looking forward to working with the departments in his new role. The Board welcomed Jason. Jason will be answering directly to three chiefs, Keating, Curmode and Berino. An Advisory Board was also formed with the three Operations Chiefs from LDFPD, RWB and CMCMD.

**Board authorization to allow Jim Cox to approve final sale price of Jakes Roost if timing does not allow for a special Board meeting:**

Our broker agent, Jack Wolfe, is encouraging the Board to authorize the president to approve a final sales price if there is not enough time to post a meeting. In his experience, sometimes there is only a few days to finalize an offer.

M/S/P Greene and Miller to authorize President Jim Cox to approve the final sale price of Jakes Roost if timing does not allow for a special Board meeting as presented. In his absence, Vice President, Rob Sollenberger will be authorized.

Vote: All in favor, none opposed.

**Selection and plan for new accounting software:**

Mary Hartley presented the plan to purchase Caselle Accounting Software. She reviewed the proposal with the Board. This new software package has improved reporting capabilities and is able to handle the District's budgeting with a strong excel add-in package. The purchase price includes the payroll module. This additional module increases our cost above the approved capital budget amount of \$25,750.00. The total proposed price of \$31,760.00 is \$6,010.00 over budget. Per Chief Berino, the generators budgeted for 2015 will be held off until 2016 thus allowing the District to absorb the additional cost. Caselle has maintenance costs of approximately \$850.00 per month. This amount is still be negotiated.

The implementation plan is to update the chart of accounts in August, backup the historical PeachTree data, train in Utah in October-November and go live with the Caselle G/L and Payroll packages on January 1, 2016. The goal is to run the Caselle payroll module parallel with Amcheck for November and December. Amcheck will provide the 2015 W2's to finish out the year cleanly.

**Update on Statewide DTR Communication issues:**

Assistant Chief Farrell updated the Board on the assessment of the Digital Trunked Radio System (DTRS) from the Division of Homeland Security and Emergency Management (DHSEM). The study's purpose is to determine both current and future public safety communications needs in Colorado as well as bring to the legislature so there is only one funding source instead of the current three. The system needs a sustainable funding source. The final goal is to have an interoperable system that runs statewide for all emergency agencies.

## **Unfinished Business:**

### **Update on Ambulance - Fire Service Collaboration:**

Chief Berino shared with the Board the EMS updates regarding timeline and outstanding items. He stated that he will be talking with Chief Curmode to come to a consensus requesting reimbursement from the County. Red, White and Blue Fire District currently receive 50% of collected revenue with a cap for the year of \$150,000 because they use their own ambulance staffed with two people. LDFPD would like to see reimbursement of approximately 15-20% of collectibles with a minimum guarantee of around \$25,000 and a cap of \$45,000. This reimbursement will help us hire additional firefighters to staff our shifts. Chief Berino will continue to keep the Board apprised of these discussions and the proposed IGA.

Five module trainings will begin in September and repeat in November to cover all of our staff. There are ongoing discussions regarding uniforms, how to carry turnout gear, RWB transports, and reviewing the EMS liaison position at HCTC. Chief Berino would like to hire two additional firefighters to cover both A and C shifts. The reimbursement from the County and reduction in overtime will help fund this staffing.

### **Staff Reports:**

**Summit Fire Authority:** In addition to the written report, Director Miller reported that the SFA transition should be positive with the addition of Jason Louthan. He interviewed very well and his education and training background are an ideal fit for this position. His title of Training Director should limit his movement and keep him at HCTC for a while. The year-to-date expenses are at only 30% for the first half of the year. This is due to the last Director leaving his position. The quarterly assessments have not changed even though there hasn't been a director. This savings should come back to the Districts or go into reserves for SFA. This still needs to be discussed. The next meeting is Thursday, September 10, 2015.

**Wildfire Council:** In addition to the written report, Director Cox reported that the minutes from the June meeting are attached. We just had our July meeting last week. The highlight from the July meeting includes the successful chipping program is well under way this year. Changes to the chipping program included not having to pay for the chips to be hauled off. The power plant is coming and taking them away free of charge. Each neighborhood will be hit twice and we have made the neighborhoods smaller in size for better efficiency. This program proves to be incredibly successful across the county.

**Finance:** In addition to the written report, Mary Hartley shared that it is time once again to register for the SDA Annual Conference taking place September 23 – 25, 2015. Any interested Board members should let Mary know and she will take care of registrations. In the process of completing the RFPs for banking and auditing services going forward. By the end of next week the draft RFP's will be sent to the Audit Committee including Director's Sollenberger and Gilliland to review, make any necessary adjustments, and assign dates for completion. This same committee will review the responses and make recommendations to the Board. The questions arose whether we should be tackling both RFP's at this time or rather send one out this year and the other next year.

Human Resources: In addition to the written report, Matt Scheer shared with the Board that with the promotion of an engineer to Lieutenant, the next two steps will happen simultaneously. First, an internal posting for an engineer and second, scheduling the ride-alongs for the top five firefighter candidates with evaluation results from those crews. Matt summarized that the firefighter application pool was around 140 candidates when we combined efforts with Red, White and Blue Fire Protection District. We had 90 candidates apply for our sole pool.

Fire Prevention Division: In addition to the written report, Assistant Chief Skulski shared that the division is very busy. Revenues are up 500% for what we averaged for the first 5 months of the year. In June, the natural grocers and wellness building and all three of the farmers markets paid for their summer inspections up front which go through the first week in September. The Starbucks in the factory outlet store has finally begun renovations after a year and a half.

PIO Lipsher is planning for our September safety-fest this year. The location is still being discussed. Ideas include having an ice cream social and tour at each of our three stations. Lipsher also shared another public outreach project that took place this past weekend with the Red Cross who initiated a smoke detector program. The Swan Meadow Village trailer home neighborhood was targeted. Two engine crews, one fire corp volunteer, Assistant Chief Skulski and eight Red Cross volunteers fanned out through this neighborhood and evaluated 35 residences. Smoke detectors were replaced in 31 of those homes as well as dead batteries. Red Cross provided the smoke detectors and batteries.

Support Services: In addition to the written report, Assistant Chief Farrell shared that the NEMSIS 3.0 reporting is coming our way in 2017. NEMSIS is the National EMS Information System. The question is whether High Plains will be ready for the change. It would be painful and expensive to move to another software package.

Verizon finally signed the lease six weeks after we signed. We hope to receive a check in short order that would reimburse legal expenses of \$5,000.00 as well as contain the June and July lease payments. The version they signed had an execution date of June. Verizon has shared that they hope to start mobilizing work on the cell tower the week of July 27, 2015.

Assistant Chief Farrell stated that the District's broker, Jack Wolfe is working with the County to modify the Employee Housing deed restriction. Specifically to omit Article I- C2 which states that at least one member of the household is an active employee or volunteer of LDFPD and be consistent with calling us LDFPD and not LDFPA throughout the deed.

Hope to add to the new HCTC Director's duties our Fire Corp training. This will allow the group to be introduced to new ideas and a new perspective.

Internal changes include moving Guy Pacot to Station 2 to help with IT issues and be the front desk person for permitting. Donna Trainer will stop her rotation and remain at Station 10 full time and still have a role in the billing for false alarms. Along with this move, Guy will be working on getting all the information input correctly into the lifesaving module.

Operations: In addition to the written report, Assistant Chief Hegenderfer shared that July is a busy month. Items of extreme interest included the Flight for Life helicopter crash, the proceeding ceremonies, the honor guards and the crew that set up the flags and the start location and then racing to another location to set up the flags again. The crews did an excellent job in representing LDFPD. Hope to have a crew member bring in a SCBA into the Board at the August meeting to show the updated features.

Chief: In addition to the written report, Chief Berino added that the next board meeting is August 18, 2015 which is also the same day the pro cycling challenge will be going through Silverthorne. We also have a Volunteer Pension board meeting that day as well. We will make sure you get out of here before the roads close down. Summit County has four of the six stages of this popular bike race. Monday night, August 17, 2015 will be the large public concert at A-Basin. We have the District covered with the help of Red, White and Blue and Copper.

The Chief met with Montezuma citizens regarding Montezuma Road. Squatters are their main concern. The Forest Service is actively monitoring the area. The residents would like a dry hydrant placed on this road and Montezuma currently has one lying on the ground in front of Town Hall. The best location for this dry hydrant is on the bridge which is located on Denver Water Board land. They require a \$2,000 licensing fee and a plan review. Berino encouraged the residents to apply to Wildfire council for matching funds. Director Cox stated that the residents should apply for the funds now.

Chief Berino explained that a dry hydrant is literally a straw. A PVC pipe that is permanently affixed to the side of a road that goes into a lake or river where there is adequate water with a strainer. LDFPD operations crew maintains dry hydrants annually to make sure they work.

Next month begins the 2016 budget process. The County Assessor will be giving us numbers by August 26, 2015. This is after the August Board meeting, so we will be making the 7-9% assumption in revenue. Staff has been asked to supply capital requests for discussion. Chief will present a budget timetable for the Board at the August meeting. During the Volunteer Pension meeting in August, it would be good to discuss what percentage we wish to contribute from the mill levy for 2016.

#### Board Comments:

Director Greene announced that September will be his last board meeting. The Board will have to advertise for an opening and then the Board will make an appointment. Chief Berino stated that he would like to develop a Board Member manual to train the newly appointed Board member to their duties and obligations and information regarding the District. The Board would like to interview interested candidates in August and appoint at the September Board meeting.

Director Sollenberger stated that the Flight for Life has set up a fund to collect donations to help the crew and their families in the latest disaster. The Summit County Search and Rescue Board has authorized a \$10,000.00 donation to this fund. Director Sollenberger personally thanked the department for all they did as part of the memorial service and color guard work. A blood bank has been set up at University Hospital on behalf of the flight medic that is struggling for his life.

**Adjournment:**

M/S/P Sollenberger and Miller to adjourn the meeting at 10:26 AM.

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