

**RECORD OF  
PROCEEDINGS REGULAR  
BOARD MEETING  
August 15, 2023**

**Call to Order:**

The Roaring Fork Fire Rescue Board of Directors met on Tuesday, August 15, 2023, at 9:05 a.m. Noting that a quorum was present, President Van Walraven called the meeting to order.

**Roll Call**

President Van Walraven, Treasurer Striegler, Board Member Heivly (Lifesize), Vice President Arthur, Chief Thompson, Financial Director Thompson, HR Director Thomas, Deputy Chief Issel, Deputy Chief Cornelius, Executive Assistant Diamond, Attorney Cole (Lifesize), IT Director Johnson, Assistant Fire Marshal Pidcock, Deputy Fire Marshal Stott, Deputy Chief Fire Marshal Mele, Leroy Duroux, John Young, Lieutenant / Paramedic Peruse (Lifesize), Firefighter EMT Smith Firefighter EMT Rottman, Firefighter / Paramedic Levine, Battalion Chief / EMT Hutter, Firefighter EMT Printy, Hilary Fletcher (Life Size), Courtney Sievers (Lifesize), Battalion Chief Paramedic Fisher.

**Minutes of July 18, 2023. Meeting:**

Treasurer Striegler motioned to accept the minutes from July 18, 2023; Director Duroux seconded the motion, unopposed motion passed 6-0.

**Ballot Measure Survey Presentation** - Courtney Sievers & Hilary Fletcher

Sievers reviewed with the Board the results from the ballot measure survey from July 26 – August 8. Sievers said the results were positive; they received 575 completed surveys from the registered voters of Basalt and Rural Fire Protection District. Sievers said the survey response has a margin of error of +/- 3.94% at the 95% confidence interval. The survey data was weighted to be representative of voter turnout demographics within the Basalt and Rural Fire Protection District for an odd-year November general election. Sievers asked the voters if an election was being held today, would you vote yes and approve the bond measure to construct and remodel the current Roaring Fork Fire Rescue Station #42, El Jebel, or would you vote no and reject it?

Sievers said the numbers show that 68% of uninformed voters would approve the bond measure for the remodel, and 69% of informed voters would approve. Sievers asked the Board if they had any questions. President Van Walraven asked her what her comfort level was moving forward with the voters? Sievers answers even with a 3.94% error margin; your numbers look good. Hilary Fletcher speaks up to add the numbers are consistent, and she is very comfortable with the numbers and going to the voters. The Board thanks the ladies for the time and energy put into the survey. Chief commended staff with a 91% satisfaction rating for the District.

### **Attorney's Report:**

Attorney Cole told the Board most of his time was spent reviewing the ballot questions and bond council. Attorney Cole told the Board he would work on the following tabor notice. He will look at the 2018 stabilization to adjust the mill levy to offset any revenue reductions that might be required because of reductions in residential assessed values. Attorney Cole explains that the ballot questions from 2018 in both districts meet the exceptions in SB 23-303, not to worry about the revenue limitation or the special notice and hearing requirements. Attorney Cole explains the other aspect of 23303 is that it reduces assessment rates. Attorney Cole says if reductions are due to non-residential property assessment rates, those won't be offset, which was the same as what we dealt with last year. Attorney Cole goes on to say the big hit comes with reductions in residential rates; you'll continue to be able to offset that in both districts. Attorney Cole goes on to say that is good news and speaks to the value of those 2018 ballot questions that were approved. President Van Walraven asked if there was any ballpark figure to know how much the percentage of people's taxes would increase if the bill passes? Chief Thompson said they will know the percentages once the election is complete in November. Discussion ensued-

### **Chief's Report:**

Chief Thompson said if we win the ballot measure, the first thing that needs to be done is to purchase the property and lock down the land purchase with a contract. Chief Thompson said he found the agreed-upon number in the notes for purchasing five acres for three million dollars. Director Young suggests the attorney create a contract with the Crawford Properties for the land purchase contingent on the remodel of Station 42; Attorney Cole said he could work on that. Director Young motioned to enter a contract with the Crawford Properties for the land purchase of three million dollars. Treasurer Striegler seconded the motion, and the motion passed unopposed 6-0.

Chief Thompson advised the Board on an issue at Station 46. One of the two water tanks took lateral pressure and collapsed. Chief Thompson reported that the purchased tanks were used tanks; he says that one tank had a slow leak, and the tank slowly drained, causing the hillside and berm to fail. Chief Thompson said he is waiting on Sopris Engineering for a full report. Chief Thompson estimates the tank repair /replacement will cost about \$250,000 Chief Thompson said we do have a bond to cover issues like this.

Chief Thompson said there are no fire sprinklers at Station 46 because of the tank failure. Director Young motioned to fix the problem ASAP; President Striegler seconded the motion. All were in favor, and the motion carried 6-0 unopposed. Attorney Cole said his analysis of the bond for the tank purchase needs to be completed, and he could look at insurance claims. Cole thinks he could review the claim if the design is faulty for insurance purposes.

Chief Thompson said the owner representative, Detwiler, would need to find an architect to move forward in the process, and the Chief would like to use capital funds to do this. Chief Thompson is looking for a motion to move forward. Director Yong motioned to get the owner representative on Board to find an architect to take on this project. Treasurer Striegler seconded the motion, and the motion passed unopposed 6-0.

**Financial Report:**

Finance Director Thompson noted that working on the 2024 Budget, the expenditures are almost finalized, realizing a \$400,00 deficit in operating and \$600,000 in Capital revenue.

Finance Director Thompson further noted that property tax revenue collected to date has been transferred to Roaring Fork.

**Human Resource Director’s Report:**

LT Maureen McPhee – Presentation Career Progression– Human Resource Director Thomas informed the Board that LT McPhee was called away on a wildfire assignment and will present at the next September RFFR Meeting.

**Strategic Plan:** Human Resource Director Thomas told the Board that LT McPhee will present at the September board meeting.

**Process Mapping Team:** Human Resource Director Thomas reports again looks at the on and off-boarding process. Human Resource Director Thomas said, for example, the uniform systems getting them for new people and getting them back when they leave.

**Updated Compensation Plan Recommendation Presentation-** Human Resource Director Thomas told the Board she had attached the 2023 summary of the compensation survey data to determine starting pay ranges for the new step compensation plan. As a reminder, Human Resource Director Thomas told the board in determining the data I looked at the following organizations: 1)Roaring Fork Fire Rescue Authority 2) Aspen Fire District, 3) City of Glenwood Springs, 4)

Carbondale and Rural Fire Protection District, 5) Colorado River Fire Rescue District, 6) Red, White and Blue Fire District, 7) Town of Steamboat Springs/Fire, 8) Summit Fire and EMS, 9) Crested Butte Fire Protection District, 10) Grand Valley Fire Protection District, 11) Durango Fire Protection District, 12) Town of Vail/Fire, 15) Eagle County Paramedics, 16) Town of Basalt, 17) Town of Carbondale, 18) Town of Snowmass Village and 19) Employer's Council. Human Resource Director Thomas asked Aspen Ambulance District for their data, and they did not respond to our survey request. Human Resource Director Thomas told the Board the Employer's Council has moved to a new survey data system, and she cannot retrieve the data at this point, so she used 2022's data and added a 5% increase to the information. Human Resource Director Thomas asked for data for the following positions: Deputy Chief, Division Chief, HR Director, Finance Director, Administrative assistant, Fire Marshal, Lieutenant, Asst. Fire Marshal, Fire Inspector, Fire inspector in Training, Fleet Mechanic, Fleet Supervisor Manager, IT Director, Fire Chief, Training Lieutenant, Executive Administrative Assistant, Firefighter/ EMT, Firefighter/ Paramedic, Battalion Chief, and Deputy Fire Marshal. Human Resource Director Thomas said the specific organizations were chosen as the geographic locations and recruitment areas are similar to the Roaring Fork Fire Rescue Authority. Human Resource Director Thomas combined all the market data supplied; it showed that the Authority's compensation models are a market match to the collective group surveyed. As a reminder, Human Resource Director Thomas said we are moving away from our current compensation salary structure to a structure that uses step increases based on performance (meets expectations of above) and length of services. Human Resource Director Thomas said the purpose of this plan is to meet some core ideas of what the staff wanted, which was a plan that was 1) easy to understand and 2) would help them to better plan in their personal lives by knowing future compensation opportunities they had. Human Resource Director Thomas advised this is a standard pay practice in the fire service, and we recommend this compensation plan for all staff members. Human Resource Director Thomas said the team also recommends a two percent employee bonus called longevity pay. Human Resource Director Thomas said this bonus would pay out to staff members based on the following schedule: 7, 9, 11, 13, all the way to 35 years. Human Resource Director Thomas said we were also approved to move from 7% above the market minimum to 10% above the market minimum data. Human Resource Director Thomas said the compensation team is also making finalizations on premium pay for a few positions.

Human Resource Director Thomas said as we are embarking on a new compensation plan, we moved our previous compensation objectives of starting the minimum job grades at 107% of the market (market lead) to 110% of the market to try and remain as a market lead in the valley as well as create additional compensation opportunities based on the extreme cost of living in the valley. Human Resource Director Thomas said again the Roaring Fork Fire Rescue Authority Board has approved this movement.

Human Resource Director Thomas advised as every paid member in the Authority will be moving to the new compensation plan, there was no analysis to see if any member fell below the new market minimums as it is irrelevant.

**Retention Strategies:** Human Resource Director Thomas said for this report, she did this calculation for the year 2022 and current 2023 (even though an entire year has yet to pass). Human Resource Director Thomas said the total membership as of 01/11/2022 was 92 members; on 11/30/2023, there were 91 members. Human

Resource Director Thomas advised each calendar year is broken down by 1) all members, 2) FT responders, 3) PT Responders, 4) Volunteers, and 5) Administrative staff. Human Resource Director Thomas said all the data is in the calculations below. Human Resource Director Thomas says the annual turnover rate for 2022 = 8 members who left = 8.84% overall turnover rate. Human Resource Director Thomas says for 2023, the total membership as of 01/11/2023 was 90 members; on 07/20/2023, there were 80 members. Human Resource Director Thomas explains each calendar year is broken down by 1) all members, 2) FT responders, 3) PT Responders, 4) Volunteers, and 5) Administrative staff. All the data I used is in the calculations below. Annual Turnover Rate for 2023 to date = 13 members who left = 15.29% overall turnover in 2023.

Human Resource Director Thomas tells the board what we are doing to keep staff members with the Authority. Human Resource Director Thomas refers to the Strategic Plan, pointing out that the principal objective is to work on the Authority's internal operations; it is member-focused and allows empowerment and engagement with staff within the membership. Human Resource Director Thomas said the cultural Handbook recognizes values and quarterly nominations for members displaying the values outlined in the cultural Handbook. Human Resource Director Thomas advised the employee appreciation committee is a work in progress. Human Resource Director Thomas said the career progression is a program map for employees to understand education pathways for them to be taking for upward mobility in the organization, and the compensation committee is working on what we can do for equality in pay with recognition for work and the area that we live in. Human Resource Director Thomas said the Fire Chief and Human Resources meet with the local member group to discuss approved topics and look for ways to improve based on member feedback. Human Resource Director Thomas said Deputy Chief Cornelius has quarterly meetings with all shifts to communicate information or items that are coming up and may affect them, as well as get feedback from members. Human Resource Director Thomas said Deputy Chief Cornelius will have personal one-on-one meetings with staff members who may be considering leaving to determine how/what we can do to keep them. Human Resource Director Thomas said she does exit interviews with staff members who leave (volunteers, part-time, and full-time). Human Resource Director Thomas said we are looking for local talent; we utilize Volunteer Academy to recruit local community members.

### **Fire Marshal's Report**

- Resolution #5 – IFC Adoption

Deputy Fire Marshal Stott reviewed the 2021 International Fire Code (IFC) adoption updates from the 2015 IFC. Some additional chapters to the 2021 IFC provide more requirements and regulations for Energy Systems (Chapter 12) and Storage of Distilled Spirits and Wines (Chapter 40), which have become more prevalent in our fire district.

Deputy Fire Marshal Stott said the adoption layout is almost identical, but we added some minor changes. For example, Deputy Fire Marshal Stott noted that it now says Section

307.1.1 *Prohibited open burning*, not just Section 307.1.1.

Deputy Fire Marshal Stott said that next, we amended Section (f) Schedule of Permit Fees to include a Re-Inspection Fee with After-Hour Inspection, and the fee will be determined at the inspector's discretion on a case-by-case basis.

Deputy Fire Marshal Stott advised the change from the 2015 IFC amendments Section (i)

308.3.2 Open Flames to state, "Indoor Pyrotechnics is Prohibited." We also took out (y) Section 5608.2.3 Indoor Displays because it references indoor pyrotechnics displays with conditions. It was appropriate not to allow indoor pyrotechnics and open flame displays under any condition(s).

Deputy Fire Marshal Stott said we are pleased to update the 2021 IFC and align with other jurisdictions.

President Van Walraven made a motion to adopt the 2021 International Fire Codes. Vice President Arthur seconded the motion. All were in favor, and the motion passed 6-0 unopposed.

### **Deputy Chief Richard Cornelius Report:**

#### **July Volunteer Hours**

270.5 total volunteer hours

184.5 In-station hours

82 Responding from Home/Work (72 of which were OCO)

hours 4 Special Event hours

#### **Incidents**

##### **nts**

##### **July**

##### **2023**

260 Total Incidents

104 EMS-related incidents

##### **July 2022**

256 Total Incidents

109 EMS-related

incidents Increase of 4

incidents 1.6%

increase

##### **2023 YTD**

1562 Total Incidents

720 EMS-related incidents

**2022 YTD**

1449 Total Incidents

714 EMS-related

incidents Increase of

113 incidents 7.8%

**2023 ONC Staging Federal Assignment**

Yesterday, we received a resource order for a Type VI brush truck. The crew (Mo, Ryan, and Austin) departed for California around noon and was ordered due to current conditions and expected weather. Nationally, resources are depleted, and we are at Preparedness Level 3. Once the crew reaches the Northern California Geographic Area Coordination Center (GACC) boundary (California border or Sacramento), they will contact the North OPS Federal Equipment Desk for reassignment. As of 0800 this morning, the crew was 5 hours from Reno. We wish the crew safe travels and a safe assignment.

**Request for Proposal (RFP)**

We have RFPs drafted for Type VI and Type III brush trucks and hope to get those posted this month. This will allow us to select a vendor to purchase three Type VI or Type III brush trucks moving forward. Thanks to the Wildland Committee for their work in helping identify the specifications of the RFPs.

**OPS check-in**

OPS check-in meetings took place on August 18, 19 & 21. The meetings were scheduled explicitly so the crews could receive timely information that was covered at the August Authority BOD meetings. Updates on the Career Progression and Compensation Strategic Planning Initiatives were provided. Crews were excited to know these initiatives are moving forward. A specific issue discussed related to the continuing demands placed on the crews to train new members. Knowing there are twelve new part-time Firefighter/EMT and Firefighter/Paramedic members, six of which are existing volunteer or wildland severity members, that will be complete orientation throughout October, we have started planning for an efficient process that will reduce demands on crews to train new members. Another issue discussed related to PTO not counting toward hours worked. As you know, a trial period took place in 2022, where PTO utilization counted toward hours worked. Departure from this policy in 2023 was unpopular, and the Authority BOD was provided feedback and candid comments after the October 2022 OPS check-in meetings.

**Buil-In OT**

Discussion with an option moving in to 2024 that the best solution would be to pay guaranteed overtime. This would also benefit that we could advertise at a higher yearly pay.

**Deputy Chief Issel's Report:**

Deputy Chief of Administration Issel told the Board Engin 42 needs a new pump. Cody, the fleet supervisor, is bringing in a mechanic to help him with this project and a crane to help with the heavy lifting.

Deputy Chief of Administration Issel said the generator at Station 41 is almost complete, and they will be testing it.

Deputy Chief of Administration Issel said he took care of the infrastructure drainage at Station

44. Deputy Chief of Administration Issel said Station 44 is in a flood zone and recently took on four inches of water on the apparatus floor.

Due to this area's flooding issues, no additional housing could be considered at this Station.

Deputy Chief of Administration Issel said the Thomasville Station 43 will need repairs next year.

**Master Plan:**

Chief Thompson stated that everything has stayed the same with regard to the short and long- term goals listed in the document.

**Strategic Plan:**

**Public Comments:**

None

**Board Comments:**

**Staff Comments:**

Chief Thompson told the Board the SDA conference is in Keystone on September 12-15, 2023. Chief Thompson advised the Board they could attend in person or virtually, and he would like one or two Board Members to attend. Secretary Diamond will email information on the SDA conference to the Board Members and contact her if you are interested in attending. The conference is available live and virtually.

**Old Business:**

Chief Thompson said National Night Out was not a great turnout because of the rainy weather. Chief Thompson said he was getting citizens' positive feedback about the polling report.

**New Business:**

Finance Director Thompson informed the Board that citizens are inquiring about how to get a hold of Board members. Currently, questions are coming through the info@roaringforkfire.org email, which Secretary Diamond can forward as necessary. The Authority Board said that this would work for them.



**Volunteer Meeting:** September 5, 2023 @ Station 42 @ 6 p.m. Ed Van Walraven is attending

**Non-Agenda Items:**  
None

**Adjournment:**

11:30 Director Duroux made a motion to adjourn the meeting. Treasurer Striegler seconded the motion, carrying 6-0 unopposed.

To watch this meeting in its entirety, please go to the following link:

<https://youtu.be/IHH7GaWXQUU>