



**RECORD OF PROCEEDINGS  
REGULAR BOARD MEETING  
February 21, 2023**

---

Authority Board Vice-President Scott Arthur called the meeting to order at 9:02 a.m. Other Board members present were Leroy Duroux, Elizabeth Striegler (via Lifesize), Dave Heivly (via Lifesize), John Young. Others present were Chief Scott Thompson, Deputy Chiefs Richard Cornelius (via Lifesize) and Kevin Issel, Fire Marshal John Mele, Deputy Fire Marshal Brooke Stott, Finance Director Jennifer Thompson, Human Resources Director Renee Thomas, IT Director Erik Johnson (via Lifesize), Attorney Bob Cole (via Lifesize), Battalion Chiefs Andy Fisher, Division Chief Daniel Palmer, Lieutenants Mo McPhee and Jason Smith, and Executive Assistant Jennifer Diamond.

**Minutes of January 17, 2023, Meeting:**

Director Young made a motion to accept the minutes as presented, the motion was seconded by Director Duroux. All were in favor and the motion carried 6 – 0.

**Attorney's Report:**

Attorney Cole stated that last month he looked at the restrictive covenants for the purchase of the River Park Apartments and requested some amendments to be considered by the Town of Basalt. He received the purchase contracts to the units this week and hasn't had a chance to read through them yet. They are in standard format and he doesn't expect any significant changes.

**Chief's Report:**

Chief Thompson stated he received the contract for purchase last night and forwarded it to Director Young because he has an immense knowledge of these things. He would like approval to sign the contract today, if possible. The contract has some contingencies.

1. If the Town of Basalt votes to not accept our deed restriction, it cancels the contract. Our people would have first right on those units. If we can't fill them, they would be open to outside agencies that met the deed restrictions class 2. The second set of deed restrictions doesn't fit us because our people make too much.

He asks that the Board vote to approve moving forward with this so that when we go before council, we've already signed a contract in good faith. Discussion. Chief Thompson stated that due to the PUD, we have to purchase one-half of an office space. We can't get around this unless we ask for an entirely new PUD. Tom Newland recommends against this. He suggests that we enter into a contract with Colorado Mountain College and sell them our half of the office space. We have a handshake agreement with the CEO of CMC already. Our attorneys will come up with a contract for the sale. We need to come up with \$250,000 in order to fund this. The total that we have put forward is \$1,600,000. We would get \$250,000 back in the end. We have the money in capital for this purchase. Discussion regarding the office space. Director Young made a motion to accept the contract for purchase for two of the River Park Apartments subject to Attorney Cole's review and recommended changes. The motion was seconded by Director Duroux. All were in favor and the motion carried 6 – 0.

Chief Thompson wanted to address Director Balko's posting requests to our website that Director Striegler brought up at the January meeting. We could put the profit and loss on our website but it is very confusing. Chief Thompson suggests that we put the excel spreadsheet (see page 9 of the Board packet) that Finance Director Jennifer Thompson does every month on our website. The spreadsheet was explained. Discussion regarding what to post on our website ensued. Director Striegler suggests a summary of the spreadsheet. The total income, total expenses, and the percent of budget spent in order to avoid confusion. Director Heivly suggested the bottom line of each section of the budget and not each line item. Finance Director Jennifer Thompson will do a compact summary of about ten lines for discussion at the March meeting.

#### **Finance Director's Report:**

Finance Director Jennifer Thompson stated that she included the year end financials for 2022 and the January financials for 2023 in the packet. For 2022 we ended up at 96.29% spent for the year. We received 110% of our expected revenue. This doesn't include the 4<sup>th</sup> quarter property tax received and deposited in January. This will be backed into the 2022 budget. She doesn't think we will need a supplemental budget. The audit is scheduled for the week of March 27, 2023. For the 2023 budget, we are running at about 8 – 9% which is where we should be.

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

Deputy Fire Marshal Brooke Stott stated at the end of January, Pitkin County adopted the 2021 Fire, Building, and Residential codes. The other jurisdictions within our District have not. This will only pertain to permits within Pitkin County. Discussion.

#### **Deputy Chief Cornelius' Report:**

##### **January Volunteer Hours**

A total of 362 volunteer hours were completed. 254.5 of those were in-station hours, 62 were responding from Home/Work (all were OCO hours) and 45.5 were All-Call Only.

## **Incidents**

### **January 2023**

A total of 267 Incidents were responded to. 128 were MS related.

### **January 2022**

A total of 256 Incidents were responded to. 25 were EMS related.

This is an increase of 11 incidents or 4.3%.

## **Paramedic Education Program updates**

Catharine Pieck obtained her State of Colorado Paramedic certification and started as a full-time Firefighter/Paramedic on A Shift on January 22<sup>nd</sup>. Rachel Thomas also obtained her State of Colorado Paramedic certification and started as a full-time Firefighter/Paramedic today. Jesse Tanner started the Colorado Mountain College Intermediate to Paramedic Bridge Program January 18<sup>th</sup>. He will be taking an NREMT psychomotor exam on April 29<sup>th</sup> and final exam on May 4<sup>th</sup>. Over the next several months Jesse will be completing clinicals at St. Mary's Hospital in Grand Junction and a 250-hour field internship. Nick Braun and Marcus Gerbaz are working on pre-requisites with a goal to attend a paramedic education program on Fall 2024. They are currently enrolled in BIO1111 at Colorado Mountain College.

Director Arthur asked whether the funds for the prerequisites were coming out of the scholarship fund or education fund and what the health of the scholarship fund is in general. Finance Director Jennifer Thompson stated that the scholarship fund has over \$200,000 in it right now. If the student is enrolled in a paramedic program, the funds come out of the scholarship fund. Deputy Chief Cornelius stated that a Senate bill was passed for a program called Care Forward Colorado and will run through 2023 and potentially into 2024. CMC is using funds from this bill to cover the costs of tuition for folks enrolled in healthcare classes with them.

## **New Ambulance**

The mid-construction inspection was completed on January 19<sup>th</sup>. A final inspection is scheduled for February 23<sup>rd</sup> with delivery taking place March 6<sup>th</sup>. We are also working to schedule the pre-build meeting for the 2<sup>nd</sup> ambulance and are targeting March or early April. An order was placed for a Stryker PowerLoad that will be installed on 2202/Ambulance 345 (currently the only ambulance in the fleet not equipped with a PowerLoad). The cost was \$25,164.07. Chief Thompson elaborated on the plan for this reserve ambulance. Director Young would like us to do a press release on the new ambulance.

## **Optimum Staffing**

The optimum staffing administrative guideline was updated and reviewed during the January Battalion Chief and Officer meetings. It moved minimum staffing from 6 to 8 and identifies qualifications for those members who count towards daily minimum staffing. In order to better manage overtime expenditures starting on March 1<sup>st</sup> full-time responder personnel can be utilized to meet minimum staffing of 8.

### **Pitkin County Mass Casualty Incident (MCI) Plan**

I am currently working to survey agencies in Eagle, Garfield and Pitkin County for the Pitkin County MCI Plan. Once the survey is completed a small workgroup will review the results. A meeting with stakeholders will also be scheduled to solicit input. A tight timeline still exists to complete this project and there is the possibility the MCI Plan will be presented to the BOCC.

### **Transition to NEMSIS 3.5**

In January we transitioned to NEMSIS 3.5 and have been submitting complaint data. On Monday we received notification we have been successfully transmitting to the Colorado EMS data repository. Thanks to Erik for his assistance with this important transition.

### **CO EMS Supplemental Payment**

This week we will undergo a desk review for the FY 2022 CO EMS Supplemental Cost Report submitted on November 28, 2022. I have prepared initial responses to the desk review to address variances over 10%. Once the desk review is completed there is potential for a comprehensive audit review (CAR), If randomly selected for a CAR that will take place in March 2023.

### **Ambulance Base Rate Charges and Bundled Billing**

We are continuing to monitor ambulance base rate charges and bundled billing.

### **Financial Hardship Policy**

A financial hardship administrative policy is still being developed and will be presented to the Authority BOD in March.

### **Deputy Chief Issel's Report:**

Deputy Chief Issel stated that the generator project for Station 41 is moving along. Air conditioning for the apartments at Station 41 is in the works. Two staff vehicles for Fire Prevention have been ordered.

### **Human Resource Director's Report:**

HR Director Thomas stated that COVID vaccination policy is a couple of years old. Do we want to continue to make this a requirement/condition of employment or do we want to drop this requirement. Discussion. Director Young made a motion to rescind the COVID directive for new employees. However, we strongly recommend that they are vaccinated. Director Heivly seconded the motion. All were in favor and the motion carried 6 – 0.

HR Director Thomas stated that there are a lot of proposals in state legislature that will affect employer/employee relationships. Some of these proposals will be added to the Colorado Family Medical Leave Act. They are also looking to expand the equal pay for equal work. These proposals were explained.

HR Director Thomas stated that Deputy Chief Cornelius and herself had been invited to participate in the Youth Entity Career Expo. They have a spring Expo in March and a fall expo in October. It is a great partnership with the community and school district.

**Master Plan:**

Chief Scott Thompson stated that nothing has changed with regards to the short and long-term goals listed in the document. We have a lot to do on the compensation plan and the career progression plan. We need numbers by May to present to the Board. Chief Thompson hired Dave Detweiler as an owner's representative to help us come up with some hard figures for what the remodel of Station 42 would cost (administration, maintenance bays, training facility, better functioning fire station). We are meeting with him weekly.

**Strategic Plan:**

HR Director Renee Thomas stated that the teams have been working hard. The cultural handbook committee has published the document and has provided training on it for all members. The career progression and succession planning team are on-going. This will create work for the compensation team who is meeting tomorrow. We need to come up with hard budget figures to present to the Board in May. We hope to implement the changes in January 2024. The employee recognition team lost their leader. They have come together and appointed a replacement. The communication team has completed their objectives. The empowerment and project mapping are getting reworked to figure out where to go from here. Each team will present their results to the Board for final approval.

Director Young wants the recognition team to come up with some type of recognition program for the volunteers and all that they do.

**Public Comments:**

None

**Board Comments:**

Director Duroux stated that Colonel Dick Merritt is in hospice now. He was the inspiration behind getting the incident command system put in place in the valley. If you know him, drop him an email at [merritt110@comcast.net](mailto:merritt110@comcast.net). Chief Thompson will text Colonel Merritt to thank him for his service and to let him know how much he means to all of us.

Director Striegler stated that we need to speak with Attorney Cole to find out whether the financial report that we want to post on our website needs to be approved before doing so or not. She also suggests that we post our financial position quarterly.

Director Young thanked Vice-Chair Scott Arthur for directing the meeting today.

**Staff Comments:**

Chief Thompson stated that 2/28 – 3/12 he and Jennifer will be on vacation.

**Old Business:**

None

**New Business:**

Chief Thompson wants to commend the duty crew. This morning they responded to a CO alarm in Snowmass Village. With their persistence, knowledge, and abilities, they were able to uncover burning occurring in the floor. Lt. Perusse needs to be recognized at the Board level for his persistence and a very good outcome on this incident.

Director Arthur stated that this same Lieutenant was dispatched to a medical call a couple of weeks ago and had the foresight to have an engine company respond to check levels of carbon monoxide in the home. Had he not done so, we would have had a very significant change in the outcome of this call.

Director Heivly asked how we are going to recognize Lt. Perusse. Chief Thompson stated that at the All-Hands meeting we will recognize him as staff person of the month.

Deputy Chief Kevin Issel stated that we had our first call for Station 46. One firefighter responded to a fire alarm at a home in Sopris Mountain Ranch in the command vehicle. The occupants had left the home and a fire place damper had shut filling the home with smoke. When supporting crews arrived, the home was ventilated. The responding firefighter from Station 46 was on scene 15 minutes before the on-duty crew.

**Volunteer Meeting:**

The next volunteer meeting will be held in person on Tuesday, March 7, 2023, at 6:00 p.m. at Station 42. Director Young stated that he would attend this meeting.

**Non-Agenda Items:**

None

**Adjournment:**

Director Duroux made a motion to adjourn the meeting, it was seconded by Director Young. All were in favor and the motion passed 6 – 0. The meeting was adjourned at 10:18 a.m.

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

<https://youtu.be/IHH7GaWXQUU>