



**RECORD OF PROCEEDINGS
REGULAR BOARD MEETING
July 16, 2024**

Roll Call: President Van Walraven, Board Member Young, Vice President Arthur, Board Member Duroux, Treasurer Striegler, Board Member Heivly, Finance Director Thompson, Chief Thompson, IT Director Johnson, Fire Marshal Mele, Deputy Chief Issel, Executive Administrative Assistant Diamond, Assistant Fire Marshal Pidcock.

Call to Order: July 16, 2024 at 09:00 am.

Approval of Minutes: Treasure Striegler motioned to accept the June 18, 2024 meeting minutes. Board Member Duroux seconded the motion. There was no discussion, and all were in favor; none opposed.

Attorney Report: None

Chief's Report: Chief Thompson told the Board that Eagle County will begin the location and extent process on Thursday. Chief Thompson told the Board that all Board Members are welcome to attend, but if more than two are interested, we must post it as a meeting. Chief Thompson requested that you let him know if you plan to attend this meeting.

-Chief Thompson told the Board that moving forward, we will soon begin the building process for the steel structure on the vehicle maintenance building.

-Chief Thompson said he met with firefighters regarding the two designs and narrowed them down to design B, which will save RFFRA some money in the long run.

-Chief Thompson said our wildland crew has been on wildfire assignment in California for the last two weeks in a national forest. Chief Thompson said an emergency request was signed, so they are staying there another week.

-Chief Thompson advised the Board that RFFRA had advertised for EMS Division Chief and that they would be doing interviews in August.

Habitat for Humanity for the Roaring Fork Valley Presentation: ADA units by Target in Glenwood Meadows

-Mike Mercatoris, a local Broker, and Gail Schwarts with Habitat for Humanity for the Roaring Fork Valley have approached the Authority to participate in a project to bring affordable employee housing units for purchase. Mike explains that the Authority would purchase priority status for our employees, which would give our employees the ability to purchase a studio or 1-bedroom unit at Glenwood Meadows. Mike told the board that Habitat for Humanity offers special incentive financing at a much lower rate than market value. Mike gave the Board detailed information about the housing project. Mike explained that they are on a deadline of August 1, 2024, and they are still looking for \$4.5 million to proceed with this project.

Discussion:

-Board Member Young motioned to approve at least one purchase priority status subject to legal review, staff vetting, and finance review to determine whether we have the funds. Treasurer Striegler seconded the motion; all favored it, and none opposed it. Executive Assistant Diamond will send the information to all members to gauge interest in this opportunity. Board Member Young will contact Mike to inform him of our actions.

Finance Report: Finance Director Thompson said that resolution number four states we will adopt the Colorado State Record Retention Rules.

-Treasurer Striegler motioned to pass resolution four, and Board Member Duroux seconded the motion. There was no discussion; all favored passing resolution number four, none opposed.

-Finance Director Thompson brought up the issue of moving up the deadline for hiring a shared HR and Finance position to the Board. Finance Director Thompson told the Board there is money in the budget this year to fund this position, and it will be a budget item for next year. Finance Director Thompson told the Board they are looking for a specifically qualified person with an HR background and a solid accounting background. Finance Director Thompson said this would likely be a salary position due to the level of confidentiality. Finance Director Thompson told the Board that HR is working on the job description. Finance Director Thompson said they are looking for a hire date at the end of September.

Discussion:

-The Board would like to see the salary range proposed for this position. The Board recommends that the new software program be addressed before a new person is hired so they are not overwhelmed by learning old programs.

Discussion:

-Board Member Young motioned to approve hiring a person for this position; Treasurer Striegler seconded the motion. There was no more discussion, and none opposed it, the motion passed unopposed.

HR: HR Director Thomas is on vacation; Executive Assistant Diamond gave her presentation.

Compensation—Executive Administrative Assistant Diamond told the Board that HR Director Thomas is currently working on collecting input for our compensation analysis for the budget process. Executive Administrative Assistant Diamond said HR Director Thomas anticipates being able to present her compensation report in August.

-On-Boarding – Executive Administrative Assistant Diamond said we have hired three new people who started on July 1, 2024

- Sethany Sass – FF/Medic
- Austin Childers – FF/Medic
- Leslie Arce Palestina – Single Role Paramedic

-Volunteer Board – Executive Administrative Assistant Diamond said we are opening up recruitment for volunteers and looking at bringing them on for an Academy in October. Executive Administrative Assistant Diamond said we are reaching out to people who have already applied to see if they are still interested and will make social media announcements advertising a recruiting class. Executive Administrative Assistant Diamond reminded the Board that there will not be a regular volunteer meeting in August as it falls on National Night Out, but there is a special planning meeting in September to outline new expectations for the volunteers.

Fire Marshal Report: Fire Marshal Mele reminded the Board that on October 2nd and 3rd, Snowmass Village Station 45 will host the Wildland Fire Conference

Symposium. Fire Marshal Mele said Prevention will be a sponsor, so contact them if you're interested in attending.

Deputy Chief Cornelius Report: None

Deputy Chief Issel Report: Deputy Chief Issel told the Board they have a surplus ambulance and posted it in many papers, but they may need to hire a broker to move it.

-Deputy Chief Issel told the Board that he thinks there is more demand for two-bedroom units than studio or one-bedroom units regarding housing.

Mater plan: Chief Thompson said there are no updates.

Public Comments: None

Board Member Comments: Chief Thompson told the Board he would be on vacation until August 5 and would have a connection to Starlink if you needed to send him an email.

-Chief Thompson told the Board that on September 10, the executive staff will meet with the volunteer executive board to review new volunteer requirements. Chief Thompson said that once they develop new requirements, they will bring them to the Board of Directors to establish LOSAP requirements for the volunteers. Chief Thompson intends to set them up for success with good leadership and precise requirements moving forward.

Staff comments: Executive Administrative Assistant Diamond told the Board that National Night Out would be at Basalt River Park on August 6 from 5–8 pm

-Executive Administrative Assistant Diamond told the Board that on August 7 from 5–9 pm, the Roaring Fork Valley Wildfire Collaborative is the featured nonprofit host at the Basalt River Park for the Wednesday concert series. Executive Administrative Assistant Diamond will sell tee shirts for the paramedic fund.

-President Van Walraven reminded the Board that there will be no Volunteer Meeting on August 6 as Nation Night Out will occur from 5 to 8 pm at Basalt River Park.

Adjournment: Vice President Arthur motioned to adjourn the meeting, Board Member Duroux seconded the motion, and the meeting ended with no discussion and none opposed at 10:36

To see the video of the Roaring Fork Fire Rescue Authority Board Meeting use this link: <https://youtu.be/H9C9C4U-VaM>