

**RECORD OF PROCEEDINGS
ROARING FORK FIRE RESCUE AUTHORITY
BOARD MEETING**

June 22, 2021

Authority Board President Ed Van Walraven called the meeting to order at 9:06 a.m. Board members present were Ed Van Walraven, John Young, Leroy Duroux and Dave Heivly. Other's present were Chief Scott Thompson, Finance Director Jennifer Thompson, Human Resources Director Renee Thomas, Attorney Bob Cole (virtually).

Guest: Irene Greiser, Brian Olson, Hillary Fletcher, and Elizabeth Striegler.

Presentations: Chief Thompson presented past Directors Irene Greiser and Brian Olson each with a plaque thanking both of them for their years of distinguished service.

Hillary Fletcher presented the strategic plan in a power point format.

Minutes of May 18, 2021 Meeting:

Director John Young made a motion to accept the minutes, the motion was seconded by Director Dave Heivly. All were in favor and the motion carried 4 – 0.

Public Comments:

None

Attorney's Report:

Attorney Cole reported that he had been working on an occupancy covenant agreement with Chief Thompson for the West Sopris Creek Station and Pitkin County. Kathryn in his office has been working with Renee to make sure our leave policy is in compliance with current laws. A recent Supreme Court case states that if you have accrued leave the employer cannot force you to forfeit the accrued leave. We are also trying to set the Chief up with a consultant to perform a Master Plan review for the District.

Chief's Report:

Chief Thompson reported to the Board that the other Chiefs were currently engaged in conference calls concerning fire restrictions as well as operations of the Sylvan Fire. As of the time of the meeting, the fire was being closely watched as it has just burned into our fire district boundaries above Thomasville.

Chief Thompson introduced Hillary Fletcher to the Board and noted she will be presenting the results of the Strategic Plan. Please reference Exhibit A (power point presentation). The Board expressed their gratitude for such a comprehensive view of the current feelings and direction of the participants. Chief Thompson noted that enhancing communication was a priority initiative in the overview of the plan. Chief Thompson requested that the Authority retain Tracy Truelove of Truelove

Communications, to meet with the executive staff to start the process of revamping the communication platforms and create a more fluid communication system within the Authority. Chief Thompson further sought the Boards approval for the expenditure of \$10,000 from the current budget to support the follow through on changes brought about by the Strategic Plan. The Board unanimously agreed that this was appropriate use of funds. Finance Director Thompson noted that there was a surplus in unspent monies in the 2021 budget due to several capital purchases that were being pushed back to 2022 so an amendment to the budget was not necessary at this time.

Chief Thompson noted he is working to find a consultant for a Master Plan to address the authority growth and service to stay ahead of future issues. One of the areas currently being affected is staffing, training new employees and the impact on the overtime budget line item. Chief Thompson stated that the consultant would be doing an analysis on the growth of our district and forecast directions the authority may want to take in order to address the impact from the growth.

Chief Thompson stated the bids were starting to come in on Station 46 and that the numbers were a bit higher than originally expected due to the surge in construction and shortages caused by the Covid shutdown.

Deputy Chief of Administration Report:

Deputy Issel was not in attendance.

Deputy Fire Marshal Report:

No report.

Division Chief of EMS:

Division Chief Cornelius was not in attendance.

Division Chief of Training:

Division Chief Cox was not in attendance.

HR Report:

HR Director Thomas noted that the Deputy Chief position has been posted internally.

HR Director Thomas further noted that two FF/Paramedic positions have been closed and the interviews will take place on June 30, 2021.

HR Director Thomas also noted she would be starting the process of updating the policy manual and was also getting ready to start the compensation survey.

Finance Report:

Finance Director Jennifer Thompson stated that we are within budget for the year. May's property tax has been received. Finance Director Thompson addressed the operations overtime issue. Currently the authority has budgeted for OT and part-time employees with OT over utilized and Part-time underutilized. Finance Director

Thompson concluded that under current conditions these line items will cancel out amount wise which will have no effect overall on the bottom line. Finance Director Thompson noted she would keep an eye on the issue and keep the Board informed.

Board Comments:

Director Young stressed the importance of fire safety and public awareness in this time of extreme fire danger.

Director Young further stated that we need to continue our wildfire community outreach program. Chief Thompson stated that live fuels and soil moisture are at a record low.

Staff Comments:

Finance Director Thompson noted that the Board needed to appoint someone to fill Director Greiser vacant seat. Director Heivly made a motion to appoint Elizabeth Striegler as the new Director for SWFPD, Director Boineau seconded the motion. All were in favor and the motion carried 4 - 0.

Old Business:

None

New Business:

None

Volunteer Meeting:

Director Heivly stated that he plans on attending the volunteer meeting at 6:00 p.m. on Tuesday 7/6/2021. Chief Thompson stated that the meeting would be held in person, no restrictions, and dinner would be served.

Non-Agenda Items:

None

Adjournment:

Director Heivly made a motion to adjourn the meeting, it was seconded by Director Duroux. All were in favor and the motion passed 4 – 0. The meeting was adjourned at 10:50 a.m.