

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

January 21, 2020

Authority Board President Ed Van Walraven called the meeting to order at 8:30 a.m. Board members present were Ed Van Walraven, John Young, Leroy Duroux, Bill Boineau, Brian Olson and Irene Greiser. Others present were Chief Scott Thompson, Deputy Chief Pete Bradshaw, Finance Director Jennifer Thompson, Human Resources Director Renee Thomas, Division Chief Richard Cornelius, Attorney Bob Cole via conference call, Firefighters Evan Levine and Duane Vasten, and Susan Herwick.

Minutes of December 10, 2019 Meeting:

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

Public Comments:

None

Attorney's Report:

Chief Thompson stated that the attorneys from the Snowmass Chapel and Anderson Ranch have approved the document as currently written. It has been sent to Bob Cole for his approval. Each entity is responsible for one-third of the cost of parking lot maintenance. The Snowmass Chapel manages the parking lot as it is their property. Bob Cole has approved this agreement as written. He agrees that we should add to our existing policy or have an additional liability insurance policy specific to the parking lot. This agreement should be filed with the Pitkin County Clerk and Recorder when signed. Director Boineau made a motion to approve the Parking Lot Agreement as written, the motion was seconded by Director Olson. All were in favor and the motion carried 6 – 0.

Chief's Report:

Chief Thompson stated that we responded to a structure fire at 800 Sinclair Road in Snowmass Village last night. Everyone did a great job. No one was injured. Some interior fire damage but most of the fire was contained to the chimney chase, roof, and attic. Smoke and water damage to the home. Property Management is on scene and a restoration company is in route. The occupants were taken to the Westin for lodging.

Chief Thompson stated that the apparatus committee would be traveling to Appleton, Wisconsin next week for the final inspection/approval of the two new engines. The engines should be on line by the end of February. The engines will be transported to Station 42 by the manufacturer. The old engine is not going to be refurbished as planned. The cost to refurbish it came in at \$500,000. We will budget for a new engine in a few years. A rear step will be added to the second ladder truck to make the hose loads more accessible.

Deputy Chief Report:

Deputy Chief Pete Bradshaw would like to thank the Board for the annual Awards Dinner.

We budgeted for and have purchased the new fire simulator out of capital funds. It will provide realistic training that can be done in real time. It will not take the place of live fire training. It is totally portable and can be taken into any building in the District.

The rebranding of our ambulances has been done and all are back in service. We will sell the oldest ambulance after X Games.

The executive staff need to work on a Public Information Officer (PIO) and social media policy.

HR Report:

Human Resources Director Renee Thomas stated that preliminary work had begun for the Cost Containment audit. The IRS considers RFFRA to be a large employer.

Finance Report:

Finance Director Jennifer Thompson stated that the budget documents had been sent to the State. W-2s and 1099s will be out by the end of the month. The audit for all three Departments is scheduled for the first week in August.

The regular election will be held on Tuesday May 5, 2020. The deadline for self-nomination forms to be turned in is Friday February 28, 2020 at 4:30 p.m. The notice of election will be published at the end of the month.

The operations budget came in under budget at 97%.

Board Comments:

Director John Young thanked Susan for the good job she is doing on the minutes.

Director Young thinks that the awards dinner is a great idea and that we should do something up in Snowmass Village during the summer. Director Boineau stated that we should do a community open house at the fire station. The Board agreed with this idea. Maybe budget \$3,000 for it.

Staff Comments:

Firefighter Duane Vasten thanked the Board for the annual Awards dinner.

Unfinished Business:

Chief Thompson stated that the only unfinished business was the strategic plan which is scheduled to begin on February 1.

New Business:

Resolution One authorizing compliance with State statute 24-6-402-2-C establishing three designated places for public notices. Director Boineau made a motion to approve Resolution One as read, it was seconded by Director Duroux. All were in favor and the motion carried 6 – 0.

Volunteer Meeting:

The next volunteer meeting will be held on February 4, 2020 at 6:00 p.m. Director Van Walraven stated that he would attend this meeting. Director Young suggested that the three Board members from down valley attend the volunteer meetings in the winter and the three Board members from up valley attend the volunteer meetings in the summer.

Adjournment:

Director Greiser made a motion to adjourn the meeting, it was seconded by Director Duroux. All were in favor and the motion passed 6 – 0. The meeting was adjourned at 9:13 a.m.