

**RED FEATHER LAKES FIRE PROTECTION DISTRICT**

**BOARD MEETING**

**JANUARY 14, 2020**

**MINUTES**

**CALL TO ORDER**

6:00 pm

**ROLL CALL**

Present: Fred Ballard, President; Robin Whittington, Vice-President; Caryn Hughes, Treasurer; Jim Michalka, Director; Nancy Kay, Secretary

Dan Alarcon, Assistant-Fire Chief

Gerry Wagner, Retired RF Fire Chief now President of the Fire House Supporters

Guest: Dan Defibaugh – RFL Designated Election Official (DEO)

**APPROVAL OF MINUTES OF DECEMBER 10, 2019**

Caryn moved to accept the Minutes, Robin 2<sup>nd</sup>, all approved.

**FINANCIAL REPORTS**

First National Bank checking - \$138,921.17 Colo Trust - \$104,971.92 for a Total of \$243,893.09

Caryn went over the financial reports, pointing out this is 2019's year end financial statements. On the income statement it shows a check from Airlink for \$2,200.00 hasn't cleared yet. Caryn said this is from March and she will check into it.

Caryn transferred \$18,260.00 to the Fire & Police Pension Association (FPPA) as our annual amount.

Caryn pointed out we received \$11,280.25 less than what we had budgeted for an income from Property Tax.

Fred made a motion we accept the financial report, Nancy 2<sup>nd</sup>, All approved.

**CHIEF'S REPORT**

Assistant Fire-Chief Dan Alarcon is reading for Fire-Chief Brendon (Bobby) Hill.

We ran 11 calls for Dec. 2019, 7 medical, 4 fire related calls. Compared to 7 calls in Dec. 2018, 6 medical, 1 fire related call. Bringing us to a total of 126 calls for 2019 compared to 103 calls in 2018.

Leadership changes for 2020: Brendon Hill, Fire Chief; Dan Alarcon, Assistant Fire Chief; Clyde Meeks, Training Officer; Evan Rau, EMS Officer; Mark Rode, EMS and Administration Officer

Tom Forbes has stepped down as EMS Chief due to time restraints and other interests that he is doing. He will remain a part-time firefighter/EMS. To cover the EMS chief duties, we are going to have 2 EMS officers.

The new cabinets for the bays that the Supporters purchased will be delivered January 17<sup>th</sup> and will be installed shortly after.

We still have no delivery date for the two RAM 5500 "Brush truck & Squad one"

Chief Hill will be ordering a skid unit “water tanks and pumps that slide into the back of the brush truck” in the next week or so.

Chief Rode (Crystal Lakes Fire) and Chief Hill have decided at an operational level “running calls and responding to calls” both departments should be operating the same. To accomplish this the departments have combined our training. RF will train on the first Tuesday night of each month and Crystal Lakes (CL) will train on the first Thursday on the same topic then on the first Saturday both departments will be combined and reinforce the training that was done during the week. We did do it for January’s training and have received great feedback from both departments.

Jann Barron is going to join RFLFD as a part-time member to become an EMT. She has started her classes and is doing great. She will be ready to run as an EMT late this spring. RFLFD will reimburse her for the cost of the class around \$4500.

## **OLD BUSINESS**

### **RFLFD SUPPORTERS UPDATE**

Gerry is still working to reinstall the Firehouse Supporters as a 501c3. Gerry said the balance for the Supporters Finances is around \$24,000.00. The Supporters sent out a letter in November asking for support and have received some checks.

Gerry thanked Dan Defibaugh for joining the FireHouse Supporters. The Fire Board thanked both Gerry and Dan for their joining the FireHouse Supporters.

### **FIRE FIGHTING REIMBURSEMENT PAY**

Our firefighters have not yet been reimbursed by Larimer County for their help/time and use of our trucks with a recent illegal fire. Caryn and Dan Alarcon have both investigated getting these reimbursements. For reimbursements from Larimer County, for the CFFR we need to find out the rates that are paid to other comparable fire departments in Larimer County. They request three items of information; 1) a write up of the help we gave. 2) Acknowledgement of our rates. 3) Send a W-9 form to the County. We may be able to set our rates and then send in our information to get reimbursed.

### **FAX LINE**

Caryn had the FAX line removed. She said it was a complicated process of calls and mail. Caryn changed the authorized contact people to Caryn, Nancy & Brendon. Caryn revamped our bundle, so instead of 10 MB internet we now get 40 MB. Just one telephone line and removed a telephone calling card. We will be paying \$103.00 less a month going forward.

### **GRANTS**

Nothing in the works currently. We are still having trouble looking up our SAM number which is needed to apply for government grants.

### **NEW TRUCKS**

This was discussed in the Chief’s Report.

### **HAM RADIO MICROWAVE DISH INSTALLATION**

Mike Pullman, is a HAM radio operator, wanting to put up a repeater at our fire station, but this is going to take a grant to afford. So this will take time.

## **NEW BUSINESS**

### **ELECTIONS**

According to the State's 2020 Calendar of Statutory deadlines: At the first regular board meeting of the new calendar year, designate the "official" posting place for 72-hour (agenda) notice of district meetings.

Nancy made a motion to designate our agendas to be posted at 3 designated public places, The RF Post Office, The RF Library and the RF Fire Department's outside bulletin board, Caryn 2<sup>nd</sup> the motion, all approved.

Our election for the Fire Department's Board of Directors will be May 5<sup>th</sup> 2020. The County is changing the Special Districts elections from even numbered years to odd numbered years. Because there is so much work for the county employees to do two elections in one year. Because of this, Fred, Robin, & Nancy are in for a three year term (2020-2023) and Jim is in for a two year term, Caryn is not up for reelection in 2020 because her term is not over until 2022. So, in 2022 in that election Caryn & Jim's terms will be up for reelection.

Nancy filled out the Transparency Notice and will send it to Kyna and the other government agencies and print it out and post it in the Fire Departments outside bulletin board.

Nancy brought printed out forms for the Oath of Office for Dan Defibaugh, the Designated Election Official (DEO). She also brought forms for Self-Nomination and Acceptance forms for Fred, Robin, Jim & Nancy need to fill out. We also have a Resolution to appoint a DEO, and a "call for nomination".

Dan Defibaugh went to the DEO training January 7.

Nancy made a motion to accept Dan Defibaugh as our RF DEO, Caryn 2<sup>nd</sup>, all approved.

### **AIRLINK**

Caryn said AirLink requested a W-9 form. Because they are sending us 1099 forms for the checks, they are sending us.

### **PINNACLE**

We must fill out an audit report. We had two workman compensations sent in, one was rejected. Mark Rode & Doug Race (Doug's was rejected).

### **SDA**

Caryn renewed our membership for 2020, it's \$387.22 and will need to be paid by July 1<sup>st</sup>, 2020.

**ADJOURNMENT** 7:05 pm

Respectively submitted by,

Nancy Kay