

# **RED, WHITE & BLUE FIRE PROTECTION DISTRICT**

## Regular Meeting of the Board of Directors Minutes

January 25, 2018

### **1.0 Call to Order**

The regular meeting of the Board of Directors (BOD) of the Red, White and Blue Fire Protection District (RWBFPD) was called to order by BOD President Arch Gothard at 2:00 p.m.

### **2.0 Roll Call**

Members Present:      Dean Lippert                      Rich Rafferty  
                              Jim Brook                          Ken Wiegand  
                              Arch Gothard

Other Attendees: Fire Chief Jim Keating, Deputy Chiefs Jay Nelson and Paul Kuhn, Battalion Chiefs Ryan Roberts and Drew Hoehn, Captain Tim Caldwell, Finance Officer Laura Johnson, Human Resource Officer Amanda Seidler, Administrative Assistant and Recording Secretary Jessica Johnson. Teresa Perkins and Deb Keating were also present.

### **3.0 Changes to the Agenda**

The new item #10 will be Resolution 2018-02, Adoption of the 2018 Strategic Plan  
The new item #11 will be Resolution 2018-03, Adoption of the Standards of Cover  
M/S Directors Rafferty/Brook – to approve changes to the agenda. Voice vote, unanimous.  
Motion carried.

### **4.0 Citizens Comments**

No citizen's comments were made.

### **5.0 Work Session "Election Etiquette"**

At 2:04p.m. M/S Directors Brook/Rafferty Voice vote, unanimous to enter a work session to be conducted by Attorney Robert Cole on "Election Etiquette". Mr. Cole described Special Districts election law and gave Board Members and Staff the opportunity to ask questions related to elections and campaigning. At 3:00p.m. M/S Directors Lippert/Wiegand Voice vote, unanimous to leave the work session and return to the regular meeting agenda.

### **6.0 Approval of Meeting Minutes**

The minutes of the December 7, 2017 Regular Meeting of the Board of Directors were presented for approval.

Director Wiegand suggested several minor adjustments be made to the formatting of the minutes. Director Brook requested that the last two sentences of section 5.0 be deleted, as they were not relevant to the subject being discussed.

Chief Nelson will make the suggested changes before the minutes are posted.

M/S Directors Brook/Wiegand – to approve the minutes of the December 7, 2017 meeting.  
Voice vote, unanimous. Motion carried.

## **7.0 Review and Approval of Financial and Budgetary Reports**

### **7.1 Claims Detail for November & December 2017**

The BOD discussed the November and December 2017 Claims Detail reports. Additional information was requested and provided on invoices for the emergency generator installation at Station 6, window replacement on the 3<sup>rd</sup> floor at Station 6, and misc. replacement and repair to Operations Division equipment, all of which were budgeted to be completed in FY 2017.

M/S President & Director Gothard/Rafferty - to approve the claims detail reports. Voice vote, unanimous. Motion carried.

### **7.2 Variance Report for December 2017**

Director Brook commented on EMS revenue, which led to a discussion about outstanding 2017 EMS revenue. The BOD requested additional information on the Fleets Repair & Maintenance budget line. A discussion ensued on the apparatus requiring above normal repair work, the medic units, as well as the Tower Truck, were identified. The increased use of the Medic Units, along with their age, caused those budget lines to exceed their anticipated amounts.

### **7.3 Income Statement**

No comments were made on the income statement.

## **8.0 Staff Reports**

### **8.1 Financial Updates.**

FO Johnson provided a written update to the BOD on various items and activities which occurred during the month of December. The District's audit will begin on Monday 2/19/18 and will be conducted by the firm of Anton, Collins & Mitchell LLP.

### **8.2 Human Resources Updates.**

HR Amanda Seidler provided a written update to the BOD on various items and activities which occurred during the month of December. A second jobs forum will be held on Tuesday February 12<sup>th</sup>, more details are available on our website. The focus on this year's job applicants will be on Firefighters only.

### **8.3 Fire Chief Report & Updates**

Chief Keating highlighted several areas of his written report, the first of which provided an overview of several grant submissions that are currently in progress. A report was provided about a recent meeting with personnel from the US Forest Service, which referenced plans and procedures for the upcoming wildland fire season. A new Fire Management Officer for the region was introduced, Ally Richards, who replaces Ross Willmore. Mr. Willmore was assigned to our region for many years and provided outstanding support to the District throughout those years. Due to the below average snowfall this winter, there remains a concern of an early wildfire season. Some management changes that are in progress at the High Country Training Center were also discussed.

#### 8.4 Operational Division Updates

Chief Kuhn reviewed the calls for service during 2017 and highlighted the continuing annual increase of medical calls.

#### 8.5 Administrative Division Updates

The new generator installation is complete and the generator is on-line. Recap of incidents during the month of December were reviewed.

#### 8.6 HCTC Update

Training Center Chief Koogle provided a written update to the BOD on various items and activities which occurred during the months of November and December. Additionally Keating noted the recent resignation of Chief Koogle and that it is not expected he will be replaced in the future. Other options for the management of the Center are being discussed. , Chief

#### 8.7 Accreditation Updates

Discussion regarding the revised Strategic Plan; including the new goal of achieving Accreditation thru the Commission on Accreditation of Ambulance Services "CAAS". A presentation and discussion of the changes in the Standards of Cover was completed.

#### 8.8 Local 4325 Updates

A written report updating the Board on activities during the month of December was submitted by Captain Caldwell and was included in the board packet.

Written reports updating the Board on activities during December were submitted by DC Kuhn for Operations, DC Nelson for Administration, BC Roberts for Accreditation.

#### **9.0 Approval of Resolution 2018-01 A Resolution Calling for the 2018 Regular District Election and Appointing a Designated Election Official**

Discussion of election process and designated election officer selection M/S Directors Wiegand/Rafferty to approve resolution 2018-01. Roll Call vote, unanimous. Motion carried.

#### **10.0 Approval of Resolution 2018-02 Re-Adoption of the 2017-2021 Strategic Plan**

M/S Directors Brook/Rafferty - to approve the resolution 2018-02. Voice vote, unanimous. Motion carried.

#### **11.0 Approval of Resolution 2018-03 Adoption of the 2018-03 Community Risk Assessment: Standards of Cover**

M/S Directors Lippert/Rafferty – to approve the resolution 2018-03 Community Risk Assessment: Standards of Cover. Roll Call vote, unanimous. Motion carried.

#### **12.0 Citizens Comments**

There were no citizen's comments.

#### **13.0 Other Business**

The February Board Meeting has been cancelled, as the District's annual audit will be conducted during the week the Board Meeting was scheduled.

**14.0 Adjournment**

M/S President Gothard/Director Brook to adjourn the meeting at 5:44 p.m. Voice vote, unanimous. Motion carried.

The next regular scheduled meeting of the Red, White & Blue Fire Protection District Board of Directors is scheduled for March 22, 2018 beginning at 3:00 p.m.