

**RED, WHITE & BLUE FIRE PROTECTION DISTRICT**  
**Regular Meeting of the**  
**Board of Directors Minutes**  
**January 26, 2017**

**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 Board President Arch Gothard at 3:00 p.m.

**2.0 Roll Call**

Members Present:     X Teresa Perkins   X Arch Gothard   X Rich Rafferty  
                              X Jim Brook           X Ken Wiegand

Other Attendees: Fire Chief Jim Keating, Deputy Chiefs Jay Nelson and Paul Kuhn, Battalion Chief Ryan Roberts, Human Resources Officer Amanda Seidler, and Finance Officer Laura Johnson. Carol Scherling served as Recording Secretary. Deb Keating was also present.

**3.0 Changes to the Agenda.**

No changes were made to the Agenda.

**4.0 Citizens Comments**

No citizen's comments were made.

**5.0 Approval of Meeting Minutes**

The minutes of the December 8, 2016 Regular Meeting of the Board of Directors were presented for approval.

M/S Directors Rafferty/Wiegand to approve the minutes of the December 8, 2016 Regular Meeting of the Board of Directors. Voice vote, unanimous. Motion carried.

**6.0 Review and Approval of Financial and Budgetary Reports**

6.1     Claims Detail. The BOD discussed the November and December 2016 Claims Detail reports. M/S Directors Perkins/Rafferty to approve the Claims Detail reports as presented for November and December 2016. Voice vote, unanimous. Motion carried.

6.2     Variance Report. The BOD reviewed the variance report for December 2016. The BOD expressed its appreciation to FO Johnson as to the clarity and the explanations provided in the monthly Variance Report.

6.3     Income Statement and Balance Sheet. The BOD reviewed the November and December 2016 Income Statement and Balance Sheet. The investment committee provided information about the investment laddering and investments made in December.

**7.0 Staff Reports**

7.1     Financial Updates. FO Johnson updated the BOD on various items and activities which occurred during the month of December.

7.1.1   A brief discussion was held on investments.

7.1.2   Johnson stated accounts have been reconciled for year-end 2016.

7.1.3   The annual audit will begin at RWBFPD on February 13<sup>th</sup> through 16<sup>th</sup>. The auditors will present findings to the BOD in April. Discussion of reporting the budget surplus was held. Nelson stated discussion will be held first with the auditors prior to making

suggestions for the utilization of some excess funds to boost the Cap-X line. The BOD asked Johnson to work with the auditors to recognize in their final report the BOD's policy is to maintain a minimum amount of 20% of the next year's operational reserves in the budget. In addition, the BOD asked Chief Keating to note RWBFPD pays cash for capital purchases instead of incurring debt when he prepares the annual report.

- 7.1.4** Discussion was held regarding the Annual Report including in particular the mention of RWBFPD's Insurance Services Office rating of a 2.0. This rating results in significant insurance premium cost savings for both business and residential property owners.
- 7.2** Human Resources Updates. HR Amanda Seidler updated the BOD on various items and activities which occurred during the month of December.
  - 7.2.1** Perkins applauded Seidler for attending the FSLA conference, recommending she and other individuals attend future conferences as well.
  - 7.2.2** Seidler mentioned the [www.rwbfire.org](http://www.rwbfire.org) website now contains a link for registration to the 2017 Missouri Valley Division Conference. RWBFPD will be the host for this year's conference scheduled for June 28-30. Many activities are planned in addition to the conference including fly fishing, golf, hikes, dining and shopping along with much more entertainment for the entire family.
  - 7.2.3** Discussion of the time required to manage the Dental and Vision plans which are not part of the overall health benefits plan.
- 7.3** Fire Chief Report and Updates. Chief Keating updated the BOD on various items and activities which occurred during the month of December.
  - 7.3.1** EMS revenues and calls for 2016 were provided for review and discussion. The RWBFPD cap for revenue share 2016 and 2017 is set at \$400,000.
  - 7.3.2** Chief mentioned that several RWBFPD firefighters recently traveled to Honduras as part of a non-profit group, Summit in Honduras, to establish a first responder system. This included teaching EMS skills and procedures to groups in rural areas. The Summit in Honduras organization covers all expenses for travel, food and lodging. Each staff member utilized personal vacation or off-shift time to participate in the event. The Local Union #4325 and private donators pledged monies to cover some basic medical supplies to be sent to Honduras following the trip. BC Hoehn will make a presentation of the trip at the next BOD meeting.
  - 7.3.3** Summit County's chipping program will again be held in 2017 utilizing the same detail as last year's program.
  - 7.3.4** Work continues to make Station 5 on Peak 8 move-in ready. The BOD asked if they could have a tour. A date will be set for the tour.
  - 7.3.5** Due to term limitations, Director Perkins will be retiring in May 2017. Chief stated the District will begin advertising for an individual interested in serving on the RWBFPD board. It was suggested by Director Brook that preference be given for an individual with a background in communications, marketing, public safety and service experience. Chief asked the BOD to email suggestions to him to help guide him in selecting the appropriate person to establish a strong and diverse team.
  - 7.3.6** Perkins asked that a BOD representative be chosen to serve as the RWBFPD's Summit Fire Authority (SFA) board representative. The next SFA meeting will be held in March and she asked the appointee attend the meeting with her to gain some insight about the board. Discussion of the appointee's responsibilities was held.

- 7.3.7** Brook asked for discussion of board member succession and long-term succession for leadership in the department. Chief will make the long-term succession for the department a February agenda item for further discussion and further discussion will likely be held in a special work session. It was requested this discussion be held while Perkins is still serving on the BOD.
- 7.4** *Operational Division Updates.* DC Kuhn updated the BOD on various items and activities which occurred during the month of December 2016 relating to calls and projects.
- 7.4.1** Kuhn highlighted the major calls this month including the building collapse at the Village. Kuhn stated our department received generous support from other local Summit County agencies on this call. He also noted many out-of-county agencies also called with offers to provide support if needed. This incident occurred on B-Shift under the leadership of BC Roberts who was praised for his command leadership by the BOD. Discussion of the situation and after-action debriefing was held. The building originally housed a movie theater and was currently being used as additional conference meeting space. It had a flat roof and the years' of snow build-up had led to the collapse of the roof.
- 7.4.2** A brief discussion was held regarding the Town of Breckenridge's (TOB) responsibility to educate the community in regard to roof snow loads. Nelson stated the TOB sent out a Public Service Announcement (PSA). However, as far as continuing inspections on buildings, the TOB is not responsible for issues that may arise after a building is originally erected and a Certificate of Occupancy is issued. In addition, the fire service has no responsibility in oversight regarding the maintenance of snow removal on buildings.
- 7.4.3** Kuhn and Keating attended a meeting of the Annual Wildland Operating Plan Group. Due to President Trump's hiring freeze, wildland firefighter crews for the summer fire season will be delayed.
- 7.4.4** The EMS ambulances and crews made 13 patient transport trips to the Front Range so far this ski season.
- 7.5** *Administrative Division Updates.* DC Nelson updated the BOD on various activities occurring during the month of December 2016.
- 7.5.1** Austin Breuninger will be attending the ICC conference in March as well as the Fire Marshal's Prep Test class. He anticipates testing for Fire Inspector I certification immediately following the class. In addition, he is developing a building self-inspection program for low-risk occupancies. Businesses that are identified in our Standards of Cover with a low hazard rating will be eligible to participate in this self-inspection program.
- 7.5.2** Breuninger's main focus for 2017 will be inspecting building with high hazard risk and high occupancy structures, restaurants, bars, and the like.
- 7.5.3** Nelson stated the CAD system group has approved moving forward with Motorola for the CAD system. Nelson explained how the group is overseeing and managing Motorola's performance utilizing an accountability rating system.
- 7.5.4** Further discussion was held regarding the Peak 8 First Aid station. Currently, the station's garage design does not allow adequate clearance space for the ambulance to enter the garage or adequate depth/length for loading patients into the ambulance when the vehicle is parked inside the garage. The structural engineer is working to resolve the issue.
- 7.6** *HCTC Updates.* Division Chief Koogle provided a written update on activities at HCTC during December 2016. No discussion was held.

**7.7** *Accreditation Updates.* BC Roberts provided an update to the BOD on various items and activities which occurred during the month of December 2016. The team will visit Anaheim in March for the reaccreditation presentation.

**8.0 Board Action – Resolution 2017-01 to Adopt the Colorado Special District Records Retention Schedule.**

M/S Wiegand/Brook to adopt **Resolution 2017-01 to Adopt the Colorado Special District Records Retention Schedule.** Voice vote, unanimous. Motion carried.

**9.0 Citizen’s Comments** - No citizen comments were made.  
A short 10 minute break was taken at 5:03 p.m.

**10.0 Executive Session pursuant to (§24-6-402(4)(e), C.R.S.), developing strategy for negotiations, instructing negotiators, and determining positions relative to matters that may be subject to negotiations.**

M/S Perkins/Director Rafferty to enter an Executive Session at 5:13 p.m. pursuant to §24-6-402(4)(e) C.R.S. for developing strategy for negotiations, instructing negotiators, and determining positions relative to matters that may be subject to negotiations. Individuals present in the Executive Session meeting included Directors Gothard, Perkins, Rafferty, Brook and Wiegand and Fire Chief Keating.  
M/S Directors Brook/Perkins to exit the Executive Session at 6:24 p.m. and resume the public meeting.  
Voice Vote, unanimous. Motion carried.

**11.0 Other Business** – No other business came before the BOD.

**12.0 Adjournment** M/S Directors Wiegand/Rafferty to adjourn the meeting at 6:26 p.m. Voice vote, unanimous. Motion carried.

The next scheduled meeting of the Red, White & Blue Fire Protection District Board of Directors is February 21, 2017 beginning at 3:00 p.m.