

**RED, WHITE & BLUE FIRE PROTECTION
DISTRICT Regular Meeting of the
Board of
Directors
Minutes
October 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 BOD President Arch Gothard at 2:05 p.m.

2.0 Roll Call

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

Director Brook arrived at 2:10 p.m. Other Attendees: Fire Chief Jim Keating, Deputy Chiefs Jay Nelson and Paul Kuhn, Finance Officer Laura Johnson, Human Resource Officer Amanda Seidler, Administrative Assistant Jessica Johnson, Robert Cole, RWBFPD attorney with Collins, Cockrel & Cole. Teresa Perkins served as Recording Secretary. Deb Keating was also present.

3.0 Changes to the Agenda

A second executive session following the first will be called *pursuant to §24-6-402(4)(f) CRS for the completion of the 2018 employment contract for the position of Fire Chief.*

M/S Directors Rafferty/Wiegand – to approve the changes to the agenda. Voice vote, unanimous. Motion carried.

4.0 Citizens Comments

No citizen's comments were made.

5.0 Approval of Meeting Minutes

The minutes of the September 28, 2017 Regular Meeting of the Board of Directors were presented for approval.

M/S Directors Rafferty/Wiegand - to approve the minutes of the September 28, 2017 meeting. Voice vote, unanimous. Motion carried.

6.0 Review and Approval of Financial and Budgetary Reports

Claims Detail. The BOD discussed the September 2017 Claims Detail reports. Some questions were asked regarding various purchases. Gothard requested a summary of expenditures and billings for wildland fire deployment, including depreciation on the rolling stock that we deployed. Nelson was asked about the status of the CAD system at

SC Comm. Center. The CAD system is installed in test mode; the templates for run cards are being built. They expect that the test system will go live and run in tandem with the existing CAD system on January 1 and be completely transferred over at the end of ski season. Brook asked for a recap of expenses for the generator project once complete and accepted by the project engineer.

M/S Directors Rafferty/Wiegand to approve the Claims Detail reports as presented for September 2017. Voice vote, unanimous. Motion carried.

Discussion of the Variance report, income statement and balance sheet reports will continue following the Executive Session and re-entry to the Public Meeting.

- 7.0** M/S Directors Gothard/Brook to enter into executive session at 2:17 p.m. to be composed of two sessions. **Session 1: pursuant to §24-6-402(4) (b). C.R.S., Conferences with an attorney for the public entity for the purposes of receiving legal advice on specific legal questions and discussions regarding Mutual Aid Agreements, Contracts, and Inter-Agency Agreements in reference to medical transport, and Session 2 pursuant to §24-6-402(4)(f) CRS for the completion of the 2018 employment contract for the position of Fire Chief.**

Individuals present in the Executive Session to include Directors Gothard, Lippert, Rafferty, Brook and Wiegand, Fire Chief Keating, and Robert Cole for executive Session 1 relative to section (4)(b) and Directors only for Session 2 relative to section (4)(f). Voice vote, unanimous. Motion carried.

M/S Directors Brook/Rafferty to exit the Executive Session at 5:05 p.m. and resume the public meeting. Voice Vote, unanimous. Motion carried. Bob Cole left the executive session following the discussion relative to (4) (b) at 3:50 p.m. Board Chair Gothard announced that an employment contract for 2018 has been presented to Chief, Jim Keating for his review and acceptance.

8.0 Review and Approval of Financial and Budgetary Reports (continued)

8.1 Variance Report. The BOD reviewed the variance report for September 2017.

8.2 Income Statement and Balance Sheet. The BOD reviewed the September 2017 Income Statement and Balance Sheet.

Brook asked if the Missouri Valley Fire Chief's conference had been financially closed out. Keating replied that all bills related to the conference had been paid and the remaining monies sent to the Missouri Valley secretary per the host contract.

Wildland deployment will result in additional income beyond budget. Salaries, wages and OT which we billed for will exceed budget. We will likely do a budget amendment to account for this. We are budgeting higher for both expenses and revenues for wildland next year.

Wiegand asked about Community Risk Management, Training, Health and Safety and IT where there is a gap between current YTD this year and YTD last year at this time. We made some 4th quarter payments in 3rd quarter, other expenses on some line items are paid earlier in the year but we anticipate to be on budget.

Rafferty asked about what additional legal expenses we might expect. Keating answered that will be some but not expected to be a significant amount.

Gothard asked about the income statement for the Old Hire Pension. Conversation about the expenses and that the Old Hire funds are combined with the Volunteer funds. FPPA sends quarterly statements for this. Looking at the statement can be misleading in that it is a combination.

9.0 2018 Proposed Budget

L. Johnson provided several comments regarding the new setup of funds. Before we had two funds: General-Operations and Pension. Now we have three: General Operations, Pension and Capital Expenditures. General Fund budget shows proposed revenues of \$8.85M and expenditures of \$8.5M. So will make transfer first to Pension Fund per the Actuarial Study and transfer to the Cap Ex Fund \$145,713. When the Board has discussed creating a Cap Ex fund it was anticipated that we would keep a reserve there, partially to reduce the size of the general fund reserve. Johnson posed the question for the Board: of the 5+M we have in investment accounts, how much of that do they want to transfer to the capital reserve fund. All of this is just an equity asset transfer. Ultimately, we want to transfer the portion of our ladder investment to the cap ex that matches our expected expenses going forward, rolling stock, buildings, etc. Keating projects 300K+ to the good at the end of the year. Nelson asked the Board about the \$145,713 proposed to be transferred to the Cap Ex reserve. Decision to leave it in the General fund reserve pending the establishment of the cap ex reserve.

Discussion of the appropriate amount for the General Fund reserve. Discussion has earlier been to keep 6 months of operating expenses in the reserve and balance of funds to a cap ex fund reserve. A cap ex reserve is specific and operating reserve is less solid. Board and Chief agreed to reach a decision by end of the year. To replace our rolling stock would take \$550K each year looking at the long-term debt table. For next meeting put some different configurations together and make a decision then. Agreed to leave it for now until we have more numbers.

Brook addressed compensation. The Comp committee conducted a salary study with five comparable agencies. With intent to stay competitive, without topping the range, the committee proposed a baseline increase of 4% for the core (ops) but a 7% increase for some that are further behind and up to 10% for others. Gothard noted the emphasis is on grade 4 on the ops side. Last year the emphasis was on grade 5. Majority of movement out of RWB occurs in the grade 4 range. For information on the admin side, Mountain States Employers Council study gave averages. Regarding administration, Keating stated that there are changes to the rationale for salary increases. Salary increases now to be based more on what people are doing to better the organization and extra duties that are assigned. It will change how the organization looks.

10.0 Staff Reports

10.1 *Financial Updates.*

FO Johnson provided a written update to the BOD on various items and activities which occurred during the month of September.

- 10.2 Human Resources Updates. HR Amanda Seidler provided a written update to the BOD on various items and activities which occurred during the month of September.
- 10.3 Fire Chief Report and Updates.

Congratulations to DC Nelson who has received his Certification of Fire Prevention Specialist. He is #4,693 to have passed the test in the world. In addition, congratulations to Finance Office Laura Johnson for receiving the prestigious CAFER award in her first year here. She is making real changes in how things are being done. HR Officer Amanda Seidler put together a benefits fair for the staff to enable to learn and ask questions about the various opportunities and options that their benefits provide and to maximize those benefits. It took quite an effort and doesn't happen in many places. She has brought in new ideas including a Work Comp Roundtable which brought together physicians, insurance adjusters and other providers and pool representatives. Deb Keating reported that now items seen on our Facebook page can be accessed through our RWB webpage. What we post on Facebook is streamed to our webpage. Ken Wiegand asked that Mike Dudick's quote given to the Summit Daily during the ribbon cutting for Station 5 be highlighted on our web site. Focusing on "did you know?" and "how can we help?" This is from the quotes on banners that were designed by BC Hoehn and are being utilized at many public events. Many exciting connections can be made through simple "did you know" questions. Some other highlights are a coloring contest with prizes including interaction with firefighters, listing of some things and work that RWB does that people may not know about. Conversation ensued with suggestions about how to get to our voting public. Amanda and Deb are watching the news and events calendars to target more meetings and activities. Our fire fighters are attending these and providing information and assistance to the attendees.

Division Updates. Written reports updating the Board on activities during September were submitted by DC Kuhn for Operations, DC Nelson for Administration, BC Roberts for Accreditation and Chief Koogler for the High Country Training Center and were included in the Board packets.

11.0 Citizens Comments

There were none beyond the information shared by Deb Keating earlier.

12.0 Other Business

No other business was brought before the BOD.

13.0 Adjournment.

M/S Directors Wiegand/Rafferty to adjourn the meeting at 6:25 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 December 7, 2017 starting at 3:00 p.m.