

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
June 8, 2016**

CALL TO ORDER and PLEDGE OF ALLEGIANCE

President Orly Lucero called the meeting to order at 6 p.m. in the meeting room at Station #1. Roll call followed after the Pledge of Allegiance and the board members present were Rodney Branson, Kent Lindsay, Buck Woodman and Orly Lucero. Sherri Wright was absent. Administrative Assistant Wendy Mimiaga, Asst. Chief Shawn Bittle and Chief Jeff Vandevoorde were present for the meeting.

Rodney Branson made a motion to excuse Sherri Wright from the meeting, Kent Lindsay seconded. The motion was passed on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
yes	yes	yes	absent	yes

APPROVAL OF THE AGENDA

Kent Lindsay made a motion to approve the agenda for the June 8, 2016 Board of Directors meeting, Rodney Branson seconded. The agenda was approved on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
yes	yes	yes	excused	yes

APPROVAL OF MINUTES

The minutes from the regular Board meeting, held on May 11, 2016, were brought before the board for approval.

Buck Woodman made a motion to approve the minutes for the regular Board of Directors meeting held on May 11, 2016, Kent Lindsay seconded. The minutes for the meeting were approved on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
yes	yes	yes	excused	yes

BILLS AND ACCOUNTS

The board reviewed the list of bills, accounts and the financials included in the Board packet. President Lucero asked about the dispatch fees for this year versus last year. Chief Vandevoorde explained that they only went up about \$1,500 this year, and they are based on the number of calls.

Mr. Lindsay inquired about the reflective address signs we sell, and if we make any money on them. Chief Vandevoorde explained that we only charge \$15 per sign which is the break-even point after paying for the metal blanks and the numbers.

Kent Lindsay made a motion to accept the bills and financials including the supplemental list of bills, Buck Woodman seconded. The motion passed on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
yes	yes	yes	excused	yes

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

Included in the packet was a thank you note from the Back Country Horsemen for the CPR class, and a thank you note from the Krebs Family.

Mr. Branson inquired about the CPR classes we offer, and to whom they are offered. It was explained that the District has a CPR class scheduled for the third Sunday every month and it is open to everyone who is interested. We have also scheduled separate classes for individual organizations. The cost of the class is \$5 per person, the cost to us for the CPR card. The goal is to train as many people as possible in CPR.

Mr. Woodman asked if there was an age requirement. The Chief said there was not. The Chief further explained that we used to charge \$30 for the class to help cover the cost of instructors, a couple thousand a year, however the \$30 fee was cost prohibitive to most individuals. It is the Chiefs belief that it is better to have as many individuals as possible trained in CPR.

President Lucero added that the Recognition Plaque the Board had asked to have made for Ms. Lori Johnson for her four (4) years of service came in and he and Chief Vandevoorde delivered it to her.

REPORT FROM THE ADMINISTRATIVE ASSISTANT

A report of the current financial accounts was included in the packet. The county treasurer's office distributed a total of \$162,184.70 to the district for the month of May, 2016. \$96,406.68 for the general mill levy, and \$65,778.02 for the additional mill levy.

The balance in the State Farm account, as of May 31, 2016, was \$649,767.05 with interest earned in May, 2016 of \$248.28, year to date earnings are \$1,161.03. The interest rate remained at 0.45%.

The business money market account at 1st Southwest Bank had a balance of \$130,129.20 as of May 31, 2016, Interest earned in May, 2016 was \$27.63, year to date earnings are \$135.40. The annual percentage yield remained at 0.25%.

The 3 year jumbo CD of \$257,092.42 at 0.60% earned \$128.47 on May 13, 2016. Total interest paid on the CD to date is \$3,484.57 for an updated balance of \$260,576.99.

The \$250,000.00 CD deposited at the First National Bank of Cortez on February 14, 2014 for five (5) years with an interest rate of 0.98% earned \$628.19 for the 1st quarter, February 12, 2016, for a current balance of \$254,942.22.

The \$300,000.00 CD deposited at the Community Banks of Colorado for five (5) year CD at 1.15% is updated quarterly. The 1st quarter interest payment was made on 3/23/16 for \$1,049.18, for a current balance of \$303,260.96.

It was reported that the total earned on the reserve funds for May was \$404.38 and the total in the reserve accounts was \$1,598,676.42.

The unemployment rate dropped to 4.7% in May, with the economy adding only 38,000 jobs. The number of jobs reported in March and April, 2016 were also revised down by 59,000 jobs. With job creation sluggish, the probability of the Federal Reserve increasing rates at the September meeting is low.

It was reported that the SDA Board Member and District Manager Workshop is slated for Tuesday, June 14, 2016 in Durango. President Lucero, Mr. Branson, Ms. Wright, Asst. Chief Bittle and Ms. Mimiaga will be attending.

President Lucero inquired about the signature cards on the Districts accounts, and if they were all updated since the last election. Chief Vandevoorde explained we were working on it, and needed to get Mr. Branson listed on the accounts. President Lucero commented that when he was in the State Farm office, they said that Keenan Ertel was still on the account. Chief Vandevoorde will look into this. It seems to be a problem with several banks, getting them to change the names on the accounts when we resubmit the new signature cards.

Mr. Branson commented that we need to update our web-site and at least get Asst. Chief Bittle's photo on there, and update the personnel page. Many of our new firefighters are not listed. The staff will contact The Geeks and work on this.

REPORT FROM THE ASST. CHIEF

Asst. Chief Shawn Bittle included a copy of his report and a list of meetings, events and trainings he attended. Asst. Chief Bittle reported The Training Academy started Monday, June 6, 2016. There are eleven (11) students including two (2) from the Ute Mountain Ute, and one (1) from Dolores. The class graduation will be October 8, 2016.

Asst. Chief Bittle has come up with the daily training schedule for the duty crews, and will start working on how this will be executed. He also reported that he is about half way through interviewing and sitting down with each firefighter individually to better know them.

The new chassis has arrived for Rescue 2. We are still waiting for all the additional parts to arrive. Lt. Morford is working on getting the 'box' switched over so Rescue 2 can be put back in service. This could take as little as two (2) weeks as soon as everything is here. Asst. Chief Bittle is also working with the firefighters, two (2) of our firefighters with extensive background in wildland firefighting, on the specs for the new brush truck. They have done a lot of good research and have come up with many good ideas. This all needs to be turned into a proposal we can submit for bids.

One of our junior members, Faith Krebs, was supposed to be included in the current Fire Academy, but dropped out before the first class due to problems at home. Faith's father took his own life on May 20, 2016. Asst. Chief Bittle included a letter he sent out to the members, and asked that they meet him and attend Mr. Krebs funeral, to support Faith. "In the brotherhood of the fire service, we leave on one behind." The Krebs family were all very appreciative of all the

members that attended the service and all the support for Faith from the Fire Department. Faith is aware that she is welcome whenever she is ready to come back.

REPORT FROM THE FIRE CHIEF

Chief Vandevoorde went over his report and list of meetings and trainings that were included in the packet. The Chief reported that two (2) new fulltime firefighters have been hired. Scott Heidergott and Dillon Daves both started on May 16, 2016.

The Chief also reported that the new chassis for Rescue 2 has arrived and work has begun on switching the 'box' from the old chassis to the new. We are still waiting for the radios and lights to arrive, but once everything is in the 'new' rescue should be ready in about three (3) to four (4) weeks. The Chief again stated that Keesee gave us a very good price for the new chassis, and it will cost the District considerably less than purchasing a new Rescue truck.

There were 173 calls during the month of May, 139 EMS calls, 28 fire calls and 6 vehicle accidents. The total number of calls to date, for 2016, is 769.

The specs are being finalized for the new brush truck. Once this is completed, they will be sent out for bid. It was originally planned that the new brush truck would come out of this years, 2016, budget, however it will now need to come out of the 2017 budget. Once we accept a bid, it is a long process to build the truck and will take about eight (8) to nine (9) months till we receive it.

Also included was the list of fire inspection for the month of May from Sean Canada.

NEW BUSINESS

Full Time Employee Contract – The Chief presented the contract as drawn up by himself and Kelly McCabe, the District's attorney. The contract states that an employee will remain with the District for a period of three (3) years following a paid outside training. If the employee leaves prior to the three (3) years, he/she will be responsible for the reimbursement of the cost for any outside training paid for by the District.

Mr. Woodman stated that this is a very good idea, that it can cost the District a lot of money for these trainings, but he had several questions regarding the contract. If an employee has already been with the District for a number of years, do they still have to remain with the District for an additional three (3) years after an outside paid training. The Chief replied yes. Mr. Woodman continued the scenario asking if the employee only continued with the District on one (1) year, did they still have to pay back the full amount of the training, or would it be pro-rated. This is how it is done with the Cortez Police Department.

The Chief explained that he and Mr. McCabe looked over the contract the Cortez Police Department has, but determined that this would not serve the needs of the Fire District. The Police Department hires, then sends the cadets to the Police Academy. The Fire District does not send firefighters to an outside academy. They must already be certified firefighters to be hired full time, therefore we do not have that cost. The classes we are looking at are for EMT, Paramedic, or any other outside training that costs the District money, i.e. ice rescue, rope rescue, etc.

Mr. Woodman stated that he did not agree with the employee being responsible for the full cost of the class if they continued employment for up to three (3) years, that it should be prorated based on the number of years employed after the training. The Chief explained that it is something that can be looked into on a case by case occurrence, based on the reason for

leaving. The Chief also pointed out that the contract covers for ...the employee is terminated for or without cause, or voluntarily resigns.

Mr. Branson pointed out that according to item seven (7) of the contract it states that "... if the employee is terminated without cause or required by circumstances beyond their control to resign that 50% of the obligation may be waived." (*paraphrased*) Maybe there should be something in the contract stating if they stay for the majority of the time frame, it could be prorated. Mr. Woodman agreed.

Chief Vandevoorde further explained that this is not for all trainings. It does not include internal trainings, or trainings firefighters must attend to remain certified. It only refers to outside the District training that cost the District money for certification. He referred to item one (1) of the contract that states "...specialty training class..." It was determined that "specialty training" should be explained in the contract.

Mr. Woodman was also concerned about requiring a firefighter to take a class to remain employed with the District, then if the employee leaves within the three (3) year time frame, being charged for a required class.

The Chief explained that the requirements for full time employment with the District are written in the job description for the firefighters. They are required to be certified Firefighter I and emergency responder and must earn their EMT certification within the first year of employment. Sometimes the one year is flexible based on the availability of an EMT class.

Mr. Lindsay inquired about the cost of litigation if the firefighter leaves prior to the three (3) years.

Mr. McCabe explained to the Chief that the options are going to small claims court or we can withhold their final vacation payout and/or their final paycheck. But we must have the signed contract on file. This is explained under item six (6) of the contract.

The Chief gave the Board an example of a situation that just occurred. He had spoken with a fulltime firefighter several times to make sure he was planning to continue working with the District. He had heard the firefighter was interested in leaving to work full time for the hospital. The firefighter assured the Chief he was planning on staying. However, upon completion of the EMT-I class, a cost of about \$2,500 the District paid for, he left to work fulltime for the hospital. This is the reason this contract is needed. The Chief explained that he needs a commitment from the employee if the District is going to make a commitment to them, and he does not think three (3) years is a big commitment.

Mr. Lindsay asked if the Board could have another thirty (30) days to review the contract.

President Lucero suggested, after much conversation, the Board go through each item of the contract. Beginning with number one the Board asked that the term "specialty training class" be clarified. Mr. Branson suggested the addition of "...specialty training class, that cost the District money for a certification,..." It is not offered by the District or paid by a grant, but is done outside the District and cost money. Mr. Lindsay asked that if you are required to have a certain certification for the job, wouldn't the employer be required to pay for it. Mr. Branson pointed out that after you pay for the training and the employee is "certified" they then become a more marketable employee to be hired elsewhere, and this contract will help protect the District. Asst. Chief Bittle pointed out that most fire departments require you to have Firefighter I and EMT prior to being hired, and that we are actually helping the firefighters out by allowing them to obtain their EMT within the first year of employment. Otherwise they would not be eligible for the job. And we do pay for the EMT course that is required, however, it is not fair to the District to do so, then upon completion leave for another fire department. Asst. Chief Bittle also added that if a part time firefighter wanted to take the EMT class, they too should have to sign the contract. The Board was in agreement, and the addition of the explanation of "specialty training class" will be added.

The Board went on to review item numbers two (2) through eleven (11) of the contract and were all in agreement on how they were written.

Mr. Lindsay asked what would happen if the firefighter went through the course and did not pass. The Chief stated that they can re-test. Mr. Woodman pointed out that they could then be terminated with cause if it was a requirement for employment, and they would have to pay the

District back for the class. Board discussion continued about the three (3) year commitment. The Chief stated that he did not think three (3) years was a lot of time. Mr. Woodman again stated his belief that the amount to pay back to the District should be prorated over the three (3) years.

Kent Lindsay made a motion to adopt the Cortez Fire Protection District Employee Training and Education Reimbursement Agreement with the changes made to item one (1), Rodney Branson seconded. The motion passed on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
yes	yes	yes	excused	yes

OLD BUSINESS

There was no old business.

EXECUTIVE SESSION

There was no executive session

ADJOURNMENT

Having no further business to come before the board, Kent Lindsay made a motion to adjourn the meeting, Buck Woodman seconded. The motion passed as follows:

Branson	Lindsay	Woodman	Wright	Lucero
yes	yes	yes	excused	yes

The meeting adjourned at 6:56 p.m.

Orly Lucero – President

Attest:

Kent Lindsay – Secretary/Treasurer