

# Aspen Fire Protection District

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## Board of Directors Regular Meeting May 9th, 2023

The Board of Directors of the Aspen Fire Protection District met for their regular meeting. The meeting was open to the public in person and virtually via Zoom.

**Meeting called to order by Parker Lathrop at 5:04pm**

### **Roll Call:**

- Board of Directors Present: Parker Lathrop, Dave “Wabs” Walbert, Emily Taylor, Steve Wertheimer (via zoom)
- Board of Directors Absent: John Ward
- Staff/Volunteers Present: Rick Balentine, Nikki Lapin, Jan Schubert, Jan Legersky, Ali Hammond, Scott Arthur, Patrick Dial. Those joining via Zoom: Jake Andersen, Charlie Curtis, Ken Josselyn
- Public/Others: Lawrence Bomb (lawyer, works with Richard at Carp New Hamlet), Charles Cunniffe (new board member, not sworn in yet)

### **Approval of Minutes:**

**MOTION:** Motion by Emily Taylor to approve minutes from regular meeting held on April 11th, 2023. Wabs second.  
**Discussion:** None  
**Vote:** All approved.

**Public Comment:** None

**AVFD Inc.:** None

### **Financials**

- Monthly Financial Review: Included in the board packet.
  - Discussion on state requirements for doing cash base accounting, Jan will clarify with Paul Backes.
- FPPA Review: Included in board packet. No further discussion.

### **Board Comments & Action Items:**

- Board Comments: Staff member handbook
  - Reviewed final draft of staff member handbook. The following suggestions were made to add or change language in regard to:
    - Organizational chart: remove names, keep titles to avoid confusion.
    - Uniforms: apply same language from Political Activities as is applies to district uniforms and put under Conflict of Interest as well
    - Law Enforcement: change verbiage to reflect requirements for reporting involvement.
    - Volunteer Peer Review Board: change verbiage to reflect that those on this VPRB are not the ones who recommended the person being reviewed.

- Concealed and/or unconcealed weapon for all AFD properties: change verbiage to be operational or interior public areas in the Aspen Fire Protection District.
  - Administrative leave: change verbiage to same as referenced in 3.43(g) to reflect (for disciplinary administrative leave), all fire property shall be surrendered to the district office during the length of their leave or every phase of it.
- Nikki (HR) reviewed major changes throughout the handbook from the previous 2016 version.
  - Once we have the board's approval, we will send out the updated Staff Member handbook to all members for signatures that they have received the updated document.

**MOTION: Motion by Emily to adopt Resolution 2023-04-02 updating the Staff Member Handbook as amended by the board. Parker second.**

**Discussion: None**

**Vote: Emily, Parker and Steve all approved. Wabs opposed – does not feel as if he can vote on it yet, as he has not read the entire document. Vote passes.**

- Board has requested to have handbook added to agenda to next month for review of requested changes.
- Introduction of new board member, Charles Cunniffe.
- Steve thanked the board and congratulated Charles.

**Staff Report:**

- Fire Marshal and Prevention: Fire Marshal – Jan Legersky
  - Report in packet if you have any questions – no further discussion.
  - Update from Deputy Fire Marshal Ben Smith on pre-planning and First Due
    - Ben Smith and crews were commended on the work they have completed on pre-plans so far. Thank you to Ben for getting is up and running.
- Operations Overview: Deputy Chief Andersen
  - Notable Incidents – Photos were included in Board Packet.
  - Recent Structure fire – explanation
    - Great job by our folks for getting there so fast, working the good rapid and efficient fire attack. Those kinds of fires are really hard working. They do require a lot of work on behalf of our firefighters.
  - Construction incident
    - Uptick in construction incidents with severe high acuity and highly complicated incidents. What we see around here is not typical in the rest of the world. Our crews have done a really great job of taking care of patients, working really well with Aspen Ambulance and making sure that we are managing these highly complex incidents in a way that results well for the patient and for everybody on scene.
- Wildland
  - Continuing to work on our potential operational delineations' maps.
  - For local - Google Earth is working pretty well for us
    - Looking into Geographic Information System (GIS) and exploring different options for most portable format to share with other response agencies.
  - Ladris and City of Aspen. A software that allows us to do projections ourselves so that we can plug in more scenarios.
  - BC Jake Spaulding – working on certifications for our Wildland certifications for chainsaws.

- Working on MCI Plan for County with the Emergency Manager and also the Community Wildfire preparedness plan.
  - We passed the resolution last month to adopt the Hazard Mitigation plan for the county for 2023, along with several other agencies in the county.
  - Props to Nikki, Amanda, and the election team for making everything run smoothly.
- Training Update: Scott Arthur
    - Scott reviewed all training that was provided in the staff report.

### **Wildfire Community Action Fund:**

Ali highlighted items that were submitted in the board packet.

- Recently received \$110,000 grant to be used between now and 2027 to support the Director of Wildfire Resiliency position and the longevity of a Wildfire program.
- Broke ground on Willoughby Way project
- RFV Wildfire Collaborative: Collaborative Coordinator selected (Angie Davlyn) and should be on boarded by May 22nd!
- Outreach & Education:
  - June 20 @ 7:30pm screening of “Elemental: Reimagining Wildfire” in the works at the Wheeler Opera House: <https://vimeo.com/801372889>
  - Friday, May 5 Wildfire Preparedness Month Event: Went really well. We had over 100 people this year (past 30 from last year)
  - April 20 - presentation to Glenwood City Council on the importance of mitigation and dedicated mitigation professionals. Similar presentation will be given later this month to Garfield County.
  - Evacuation Route planning (public plan) with City of Aspen
    - Our evacuations page has been updated: [aspensfire.com/wildfire](http://aspensfire.com/wildfire). Challenge is communicating to people that it is their responsibility, we cannot do that for you, and that they understand our limitations in this capacity.
- Projects:
  - 750-acre prescribed fire in Collins Creek area 4/30/23 with USFS/ BLM: Had 1300 and will try to go in sometime in the next few years to burn more as it was too wet and snowy.
  - Attended Fire Adapted Colorado (FACO) conference and received award recognition for outstanding leadership of a new collaboration.
  - Update on Chipper program.

### **CEO/Fire Chief and Good of the District:**

- North 40 Fire Place:
  - Doing a walk through out there with the contractor in the next couple of weeks
  - Review with Property manager in looking at last year of finance.
- Wildfire camera – Elephant Site. They go active June 1<sup>st</sup> for monitoring.
- Food and Wine
  - Teremana – they would like to bring their taco truck again this year. For just 1 day, the evening before F&W officially begins.
    - Discussion on allowing their tequila tasting; policy, liquor license/permits, insurance, and location. Must be outside of the station on the pad.

### **Old Business:**

- Election Update:
  - UOCAVA final day to receive ballots is May 10th
  - Canvas board to approve by the end of this week on the election and sign off

- Oaths will be completed by next meeting for John Ward and Charles Cunniffe.

**New Business:** none

**MOTION:** Motion by Wabs to adjourn at 6:30pm. Emily second.

**Discussion:** None

**Vote:** All approved.

**\*\*\* A full recording of this meeting can be requested by contacting the District Administrator at [nikki.lapin@aspenfire.com](mailto:nikki.lapin@aspenfire.com) or by calling 970-925-5532.**