

Aspen Fire Protection District

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Board of Directors Regular Meeting January 11, 2022

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

Meeting called to order by John at 5:05pm

Roll Call:

- Board of Directors Present: John Ward, Denis Murray, Stephen Wertheimer, Michael Buglione, Dave (Wabs) Walbert
- Board of Directors Absent:
- Staff/Volunteers Present: Rick Balentine, Jake Andersen, Jan Legersky, Jan Schubert, Nikki Lapin, Ken Josselyn
- Public/Others: Richard Peterson, Sebastian Wanatowicz

Executive Session

MOTION: Motion by John to go into Executive Session pursuant to §24-6-402(4)(f)(I), C.R.S. to discuss personnel matters not specific to any individual employee who has requested the matter to be in open session, more specifically concerning the Fire Chief 2021 end of year bonus. Wabs second.

Discussion: None

Vote: All approved

Regular meeting resumed at approximately 5:45pm

Roll Call:

- Board of Directors Present: John Ward, Denis Murray, Stephen Wertheimer, Michael Buglione, Dave (Wabs) Walbert

Agenda Amendment:

MOTION: Motion by John to amend the agenda to add Fire Chief bonus. Michael second.

Discussion: None

Vote: 4-1 (Yes: John, Michael, Wabs, Steve No: Denis) Motion passes.

Approval of Minutes:

MOTION: Motion by John to approve minutes from: Regular meeting held on December 14th, 2021. Wabs second.

Discussion: Denis commented that he did not see salary information included in the board packet that he requested with breakdown of salaries, overtime and merit increases. Rick mentioned that staff is working on the pay grade scale since adding the Lieutenant position.

Denis clarified that he is requesting information from 2021 on individuals. Guidance was requested from the attorney. They will take a look at the request.

Vote: All approved.

Public Comment: None

AVFD Inc., Ryan Warren: Not Present

North 40 Housing Project Update: Sebastian Wanatowicz

- Project Budget Update:
 - Normal monthly billing from architects, engineers and moving forward with the PV design. On soft cost billing we had invoice, Payout #11 from FCI, in the amount of \$585,040.40. This was approved by the architect today and sent to Jan Schubert for payment.
 - Currently still on budget. The percentage of construction is in line with what has been billed.
 - Currently still on track for timeline. Construction wasn't slowed due to all the snow.
 - There is an allowance of \$125,000 for snow removal. We are using some of it. If it is not used it will get credited back to the project and end up in the supplementary funds credit, allowance 22. Assumption is that about \$20,000 will be used. There are a few open allowances that will be held onto until scope of work is completed, such as temporary heating. Currently there is \$65,176 in the supplementary funds.
- Project Contingency Reconciliation:
 - Haven't seen any further soft cost budgeting items that are negatively impacting the overall project contingency. There is a total of \$431,680.58 from the original \$500,000 on overall project contingency and the general contractor is still carrying \$208,899 in their budget.
 - Currently framing building 4, started sheetrock building 2, rough in inspections on building 3, framing loft and roofing of building 1.
- Project Schedule:
 - Currently framing building 4, started sheetrock in building 2, rough in inspections in building 3, framing loft and roofing of building 1.
 - There were a few glitches in regards to flooring contractors and were able to get someone else on board. We had to get some new framers with Blue Creek. This is back on track. FCI does not see any timeframe or budget impacts.
- PV Option Package:
 - Sebastian went over the PV Package spreadsheet included in the board packet. This represents the discussions for the past several months around getting to the base requirement to meet code for solar required for Fire Place and alternate options to maximize to go beyond compliance adding solar to North 40 roof and Aspen Village roof. Aspen Solar (AS) and Green Electrical Solutions (GES) bids were received. Sebastian reviewed the bids, designs and options.
 - There was a question posed if extra funds should be spent on more solar or more housing. Rick mentioned that FCI put together a bid for \$200,000 on build out for Aspen Village, as well as the option for Woody Creek that has been brought up in the past. There are some funds out there for a potential unit in Woody Creek.
 - Further discussion was had on ballasted verse raked and how far to go with maximizing solar.

MOTION: Motion by John to authorize the GES ballasted with Alt 1 with the idea to maximize the output while maintaining easy maintenance paths. Steve second.

Discussion: None

Vote: All approved. (Michael had to leave, did not vote)

Wildfire Community Action Fund Project – Ali Hager

- Ali gave a general overview. Fundraising is at \$175,500. COVID did impact the meeting schedule this month, but was still able to raise \$11,000 since the last meeting. The website has been updated to

include information on Wildland Community Action Fund and a donation option. Please provide any feedback to Ali.

- Included in the agenda was a detailed list of partners currently working with. Ali gave an overview of some collaborations.
- Currently working on putting together a citizen advisory board. Draft overview was included in the board packet. It was suggested making it more specific to wildfire in regards to communication between citizens and Aspen Fire.
- Roaring Fork Collaborative has been meeting once a month virtually. There are additional meetings with smaller groups.
- Ali addressed the question of grant writing. Last meeting Ali mentioned a grant to work on with Pano AI. After research there was a pre-application that needed to happen prior to Ali being hired. This is on schedule for the next round. The next sizable grant is in April called FRWRM grant. The board requested a list for the next meeting as to what grants we are eligible for and which ones we are working on with target dates.
- Policies and Procedures for Wildfire Community Action Fund was presented in the board packet.
- Ali proposed some questions around fundraising through social media and messaging. The board was not in favor of blasting through social media.

Financials

- Monthly financial reports were included in the board packet. Jan verified that the preliminary report for income comes in August with a final in November.

Board Comments & Action Items:

- Nikki gave an overview of the resolutions pertaining to posting of meetings and in regards to upcoming elections. There are three seats that will be coming open. The election will be held May 3rd, 2022. These will be three-year term.

MOTION: Motion by John to Adopt Resolution 2022-01-01 Posting of Meetings. Wabs second.
Discussion: None
Vote: All approved. (Michael had to leave, did not vote)

MOTION: Motion by John to Adopt Resolution 2022-01-02 Mail Ballot Election. Steve second.
Discussion: In agenda there was a type showing it was 2022-02-02.
Vote: All approved. (Michael had to leave, did not vote)

MOTION: Motion by John to Adopt Resolution 2022-01-03 Appoint of Designated Election Official and Authorization for Designated Election Official to Cancel Election. Wabs second.
Discussion: In agenda there was a type showing it was 2022-02-03
Vote: All approved. (Michael had to leave, did not vote)

- Rick gave an overview of the Emergency Declaration resolution. This opens up funds if needed. There was discussion of the 80 hours of additional leave given to employees that may be extended. This encourages people to stay home when they are sick. Rick spoke to COVID mutual agreement from last year that is currently being updated. This would mean if another agency needs help, we can provide manpower.

MOTION: Motion from Steve to Adopt Resolution 2022-01-04 Ratifying Local Disaster Emergency Declaration. John second.

Discussion: None
Vote: All approved.

MOTION: Motion by John to approve Policies and Procedures for Wildfire Community Action Fund. Wabs second.
Discussion: None
Vote: All approved.

Staff Report:

- Fire Marshal and Prevention
 - X-Games is coming up January 21-23. There will be stringent protocols for COVID. Fire Prevention will be out there doing inspections for structures.
 - Food and Wine is back on agenda for June.
 - Ben has been working on the First Due program for response.
 - Currently doing inspections remotely for the most part, but when needed they are in person due to COVID.
- Operations Overview:
 - DC Andersen gave an overview of end of year numbers for call incidents. Total call volume in 2021 was 2,320, up from 1899 pre-COVID. This is approximately 22% increase and about 13% increase from 2020. There are some pictures included in the staff report. DC Andersen gave a review as to what happened in those particular incidents.
- Training Report:
 - Just under 7,000 people hours for 2021. The training folks did a great job getting people involved and gave ample opportunities.
 - There will be a 12-month Officer Program coming up with 8 members participating. DC Andersen will be assisting with teaching. There will be an internal officer task book as well. This is building upon the officer development plan in the strategic plan, as well as part of a past milestone for Chief.
 - DC Andersen is participating, in cohort with the City and Pitkin County, through University of Colorado for the Servant Public Manager program.
 - Three members are enrolled in University Denver Daniels College of Business Public Safety Leadership program.
 - DC Andersen reviewed multiple other programs coming up in collaboration with other agencies in the valley.
 - The new RQI, CPR program is being launched.
 - Scott Arthur has developed a training program for line personnel to assist with life safety inspections. Working with Jan Legersky and Ben Smith on list of businesses and schedule. The goal is to start the beginning of February.
- Recruiting:
 - Currently recruiting for a Lieutenant position and a Firefighter/EMT position. This will require hiring three people for each position. Application period ends 1/12/2022. Job posting was included in the board packet.
- Miscellaneous:
 - First Due Program: DC Andersen reviewed some samples of what the mobile app will look like, along with preplans. This replaces Rover, the response app program currently being used.
 - Inter-agency Collaborations: The Roaring Fork Major Incident Response Model was reviewed. This is working with Aspen Ambulance, Roaring Fork Fire, Carbondale Fire and Glenwood Spring Fire. This will make automatic aid pages on major incidents and auto aid areas will be expanded. These will be separate from the Auto Aid Agreement that is

currently being worked out. Also working with agencies within the valley on SOG's to be in alignment with each other, which is gaining much traction.

- Recruitment, Retention and Participation Focus Group: Currently have one career and three volunteer officers leading this program. They will be expanding the committee to review what the organization needs and what the needs are of the volunteers.
- Wildfire:
 - There is a collaboration with the Forest Service on the PODS program. Ali Hager and Jake Spaulding have been involved with this. It is a pre-battle plan for a wildfire and working with the White River National Forest Service to define where those zones are, specifically where we can stop a fire ahead of time. We will go in more detail on our personal PODS maps. Captain Spaulding spoke further of the program. The focus this year is having the first 48-hour plan developed in case of wildfire. This is when we can make the most impact.

CEO/Fire Chief and Good of the District:

- New recruits start the CMC academy on January 18th.
- Great meeting was had with PANO and Pure Insurance. Goal is to work on getting some funding and recognition to homeowners that live in areas covered by cameras.
- Woody Creek Project: There was some discussion in the past with the group, Gathering Place, about possible funds, in collaboration with Aspen Fire, to build a meeting space with employee housing. Rick has since spoken with the group and there is still some interest in partnering on this project. Rick can will come back to board next month with better information and numbers.
- Hiring process: Looking for a board member to be part of the process. Wabs put his hand up to assist.
- North 40 Roofing Update: Contract has been completed.
- North 40 Fire Place: Discussion of hiring property manager/company. Rick will bring some information and ideas to the February 7th special meeting.
- Aspen Fire Place Housing Guidelines and Rental Rates: Rick is meeting with the Housing Focus Group next week.
- Good of District: Aspen Fire was involved with many events throughout the community during the holidays; Jewish Center, Sardy House Tree Lighting and Santa Around Town.

Old Business:

- Covered under Chief report.

New Business:

- Lunch for FCI: Denis suggested treating FCI to lunch at the Hickory House for all their hard work. The board directed Rick to move forward with it.

Board Member Comments:

- Denis Murray: Requested the information that was discussed last month and as mentioned in the approval of minutes.
- Steve Wertheimer: Commented that he is happy with the way the District ended up in 2021 and would like to see it continue through 2022. We have been improving all along.
- Dave "Wabs" Walbert: Wabs asked for clarification as to how many volunteers we have. DC Andersen confirmed there are 14 new volunteers with the class of 2021 and 2022, this includes the 6 new volunteers starting the academy. The following breakdown was given for the rest of the volunteer members: 2-5 years = 16, 6-9 years = 4, 10-20 years = 7 and 21-35 years = 6. There are 30 volunteers less than 5 years. This is total of 47 volunteers.

New Business Continued:

- Chief Bonus: This will need to be added to the next regular meeting agenda as an action item. John commented that there have been some ups and downs within the last few years, but I have seen significant improvement, it has been noted by other board members comments over the last six months. This is not without having good people, Jake Andersen has been a great add to the department. John is supportive of a 6% bonus in the total of \$9,709.92. Further discussion will be had at the next regular meeting.

**MOTION: Motion by Steve to adjourn at 8:14pm. Steve second.
Vote: All approved.**

***** A full recording of this meeting can be requested by contacting the District Administrator at nikki.lapin@aspensfire.com or by calling 970-925-5532.**