

Aspen Fire Protection District

420 E Hopkins Avenue • Aspen, CO 81611 • 970-925-5532 • www.aspenfire.com



Board of Directors Regular Meeting November 8th, 2022

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 John at 5:09pm

Roll Call:

- Board of Directors Present: John Ward, Dave "Wabs" Walbert, Emily Taylor (via Zoom), Steve Wertheimer (via Zoom)
- Board of Directors Absent: Parker Lathrop
- Staff/Volunteers Present: Rick Balentine, Jake Andersen, Nikki Lapin (beginning), Jan Schubert, Jan Legersky, Ken Josselyn
- Public/Others: Richard Peterson, Sebastian Wanatowicz, Mike Lyons, Roger Hollowell, Gabe Muething

Executive Session:

MOTION: Motion by Wabs to go into Executive Session pursuant to C.R.S. § 24-6-402(4)(f) for the purpose of discussing personnel matters relating to the Fire Chief, for which the employee has not requested discussion at an open meeting. Steve second.

Discussion: None

Vote: All approved

Regular Meeting Resumed

Discussion of grievance lodged against the Fire Chief, and Board Member investigation pursuant to District Staff Member Handbook Section 9.10.

- John and Wabs performed an investigation regarding the grievance filed. John read memo with outlining their findings and decision.

Approval of Minutes:

MOTION: Motion by Wabs to approve minutes from: Regular meeting held on October 11th, 2022, and Work Session held October 18th, 2022. Steve second.

Discussion: None

Vote: All approved.

Public Comment: None

AVFD Inc.: None

North 40 Housing Project Update: Sebastian Wanatowicz

- Project Budget: Project is at the end in terms of monies. FCI is billing two pay applications, #21 and #22. Pay application #21 is remaining item that are billable in terms of scope of work that have been completed in the amount of \$11,698. Pay application #22 pays for the retainage held on the project in

the amount of \$712, 618. This amount represents the amount due to the subcontractors based on retainage held for all their scope of work. Both of these are approval pending. Once pay application #21 and #22 are agreed upon and signed off, monies will be paid due on the \$14,252,353 contract.

- Rick and Sebastian are working with FCI to sign off on all punch items. The project is technically complete, we have occupancy and will be meeting November 16th to walk through project and agree or disagree to sign off on project. Once paid, the construction budget will be zeroed out and all monies under the GMP will be paid.
- Currently working through a potential warranty item with all the residential windows as they are expanding because of elevation. They are meant to regulate themselves and depressurize, but they are not doing that. There is concern if Pella is going to stand behind the warranty long term. There is also a drainage issue behind the building that is being worked on. Sebastian discussed further on the warranty and when it starts, along with FCI's warranty.
- Project Contingency: All allowances 1-21 have been reconciled. There is \$1,029 left in allowances. There is contingency of \$476,461.83 plus the \$1,000 in soft cost project remaining that can be put toward either this project or other projects.
- Fire Place Gym: A list of items in the amount of \$34,000 was presented. This would need to come from soft costs, as there are no monies left in hard cost. This gym would be for the purpose of all AFD members, their families and retirees. Goal is to make multipurpose gym space that isn't the CrossFit functional occupational athlete gym that the fire station houses and a safe area for kids to hang out. Chief will look into liability and possible umbrella policy.

MOTION: Motion by Wabs to approve the purchase of gym equipment with excess contingency from the construction project funds. Emily second.

Discussion: None

Vote: All Approved

- Sebastian commended the district for building housing and supporting staff and bringing worker housing into the Upper Valley. It is an amazing project and forward thinking. He will wrap up with Rick behind the scenes on punch list, get closeout documents complete and work with FCI to ensure AFD receives all files electronically, physical jump drive and paper documentation. Sebastian was asked to attend last meeting in December to review punch list.

Wildfire Community Action Fund Project – Ali Hager

- Ali reviewed the report provided in the board packet and touched on a few subjects. Gross funding is \$15, 050 higher than last meeting. Gross income and net income are reflected in the budget numbers January through October of this year.
- Working on putting together an ambassador program in 2023. This will be a way for people in the neighborhoods to have a neighborhood resource who's familiar with fire mitigation and will extend reach through neighborhood networks.
- Roaring Fork Valley Wildfire Collaborative: Rick and Ali will have a leadership position as co-chairs. Each agency will be paying into this and Aspen Fire will be asked to pay in \$10,000 that has been put in the budget.
- Projects: Currently working on cost share proposal for an expanded chipper program for next year, potential planned burn for 2024, working with prevention to streamline tree removal recommendations, and possible fundraiser gala. Ali also finished S130-190 online portion of training course. There was further discussion about tree removal and mitigation.

Financials

- Monthly Financial Review: Monthly financial reports were included in the board packet.
- Fire Place Budget: This will be provided at next month meeting.

- FPPA 3rd Quarter report was provided in the board packet. There was discussion of appropriation of excess funds from 2021 in the amount of \$445,021 and if more should be put in to FPPA. There is \$250,000 budgeted for 2022. They discussed leaving it where it is and see where the actuarial comes out and then decide what is needed.
- 2023 Draft Budget: A copy was presented in the board packet.
 - Pano AI: The City is going to contribute \$40,000, reducing AFD budget item. Rick is discussion with the County and looking at a multi-year contribution from City. It was decided that an adjustment needs to be made from \$40,000 to \$80,000 in the budget and put in \$40,000 income to reflect City's contribution.
 - Staff is exploring some comp time options as it relates to training and overtime budget.
 - The board requested a copy of the budget three or four days earlier than the next board packet for review.
 - Job Descriptions: There was discussion of job descriptions included board packet in regard to adding an Executive Administrative Assistant position, a retitle of Nikki's position to HR Director and retitle of Jan's position to Finance Director. Board was asked for any input on changes. Per the attorney, these should be posted internally with salary information. These positions are build into budget for 2023.
- Payroll Cycle Adjustment and Paid Time Off: This was discussed in previous meetings for need to adjust the payroll cycle by one week to realign the 28-day cycle firefighters work. The other component is PTO does not count as hours worked since they're different than a normal 40-hour employee, because they have 28 day long cycles and overtime is actually part of their normal salary. It was requested from the board to readjust the pay cycle to do one short 21 day pay period ending on December 31 and start a new 28-day cycle January 1 and can PTO be counted as hours worked when it comes to calculating salaries and overtime. DC Andersen gave further details on calculations.

MOTION: Motion by John (as stated by Jake Andersen) since career duty staff have overtime included within their normally scheduled working shifts, and since this overtime is counted withing their salary, PTO is specifically counted as hours worked when calculating overtime. Wabs second.

Discussion: None

Vote: All approved

- FAMLI (Paid Family & Medical Leave Insurance Program): Currently, we are recommending not going with the program. We can opt in later. It is not currently in the proposed budget.
- Volunteer FPPA – Volunteer add back in/Actuarial: DC Andersen gave a brief history of a member that was originally a volunteer member, participating in FPPA, who became a career firefighter and has now gone back to a volunteer status. It was recommended to the board to allow him back into FPPA.

MOTION: Motion by John to allow individual to go back into Volunteer Pension Plan effective March of 2022. Wabs second.

Discussion: None

Vote: All approved.

Board Comments & Action Items: None

- Steve: It's been a good year so far and much accomplished. Look forward to year end.
- Emily: Look forward to hearing more about the gala.
- John: Echoed what Sebastian said earlier in the meeting, to have the vision led by Chief Balentine and board members that are no longer here, the foresight to ask constituents for the housing. It will be tremendous asset to district. We need to continue to be vigilant and keep looking for those opportunities to keep expanding that need, be thoughtful in budgeting so we have funds available for some flexibility on housing. Thank you to public for allowing, believing, and trusting in us to get it done.

Staff Report:

- Fire Marshal and Prevention: Jan gave an overview of the new sprinkler requirements by the City and the requirement of everything being sprinkled. She is working on setting some guidelines for remodels. There was further discussion of the fire department not being included in discussion.

MOTION: Steve made a motion that the board write a letter to the City Manager or above noting our displeasures with this change or this deviation that the City has from our fire code and the fact we AFD was not involved in the discussions regarding that change and that all board members sign the letter. Wabs second.
Discussion: There was some further discussion in regard to motivation to move this way, if it helps or not if there is wildfire and impact of extra workload to department.
Vote: All approved

- Fire Prevention Week: It was a successful week. Ben did a great job of getting the trailer out to the schools and for the many other activities throughout the week.
- Operations Overview:
 - Two fires this month. One was a boiler malfunction that came through as single activation and another that was report of smelled smoke by adjacent neighbor. DC Andersen have an overview of each incident. Both were good saves that could have ended in millions of dollars of damage.
 - Included in report were some pictures of Halloween. Our Fire Department and its dedication to community is second to none. Our people do a good job of showing up and making all these things happened.
 - SCBA's that were approved for purchase next year, have already shown up. Staff is working on training program and roll-out.
 - The Volun"tiers" program was rolled out for feedback from members. This is redefining what it means to be a member at different levels. There will be an expanded auxiliary component to this as well. In general, the volunteers are crushing it. DC Andersen expanded on this.
 - Currently in talks about what to do with old SCBAs. MSA offered \$12,000. There has been a request from CMC to be used for training. If they are not given to CMC, it is proposed donating them to less fortunate department.
- Training Update:
 - October was an amazing month. We were able to do monthly training at Hotel Aspen. Scott talked to details of training that was able to be provided. Also, worked with law enforcement in the Upper Roaring Fork Valley on Active Shooter Harmer Response (ASHER). In a six day period of time, Aspen Fire recorded over 330 personnel hours of training.
 - Recruit class of 2022 have completed all there training, except for two people with some single tests to take.
 - EMR/EMT Bridge class is progressing very well and many firefighters in the process of some state tests.
 - Ali Hager is currently signed up for the Business Public Safety Leadership involvement and is on the waitlist for next year.
 - The Class of 2023 has started coming to station and doing day shifts to work on task books.

CEO/Fire Chief and Good of the District:

- Veteran's Day is Friday, November 11th. Ceremony will be at 11:00am at Veteran's Park. If weather turns they have requested to hold it at Station 61.

- Holiday dinner will be December 10th as discussed last month.
- ISO reps will be here later this month for a few days. The goal is to improve our rating.
- The Community Risk Assessment/Standard of Coverage company that is doing the study will be putting out a community survey. If there is any data points that you are interested in as a board please let DC Andersen know.

Old Business:

- Woody Creek Project Update: This is tabled at the moment. There are still some discussions out there going on.

**MOTION: Motion by Wabs to adjourn at 7:12pm. Emily 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.**