

Gateway-Unawweep Fire Department Board Meeting
Scheduled time: 6:30pm
March 17, 2015
Gateway Community Center

The meeting was called to order at 6:33 PM by Chairman Fred Bolton

Present: Fred Bolton, Lisa Eakle, John Fuller, Kristina Harms & Madonna Dormaier, Board Members; Dorothy Espe, Secretary; Bear Barnett, Fire Chief

Absent: None

Guests: None

February minutes were accepted as written.

Fire Chief Report:

Last month was period of identifying problems – this month has been period of applying solutions. Training at Resort went well – good way to strengthen relationships. Staff training is ongoing- Radio and Personal Protection Equipment (PPE) training started. Live burn was good experience. Bear is trying to create structure & establish culture at station. New EMTs need confidence & expertise. He would like to require a communication ‘sit-long’ - Work with dispatch people. EMT training is usually very involved. One year doing transfers, internships – no actual patient care. Bear is uncomfortable having new EMTs provide care – Dr. Hall eased his concerns some – rural reality is different than ideal situation. New EMTs need to do ride-alongs. Clifton is preferred District.

Bear attended training in Gunnison – completed his ICS 300 exam & NR Exam – intends to continue but difficult with trying to get department up to standard – would like more personal recuperation time. Ok with board to attend training as salaried day – Department will provide coverage.

Issues with vehicles – see attached report for details –several vehicles have been removed from insurance – updated values for existing ones. Some vehicles out of service until equipment repaired/replaced. Have to meet NFPA (National Fire Protection Association) standards. See attached.

Equipment also needs maintaining – Life packs need annual service, (Bear found a mail in program that will cost \$2272 for both units) hoses need annual testing, Oxygen tanks now have current expiration dates, (need to be mounted in ambulance) SCBA requires weekly exercise – needs \$7K in maintenance (Grant unlikely since it wasn't maintained)

Bear would like a window in office (No ventilation & spending a lot of time there. Might make cell phone work better) Signage for front & doors, added long distance phone service to send faxes, need hose drying racks, doorbell, computer upgrade.

Grant for Washer/Dryer & wild land equipment submitted but no word. Bear had interview for grants and it went well – got down to 10% match. Have applied for grant for Autovent, stretcher receiver, Satellite phone. Applied for SAFER grant – for staffing. See attached report from Bear for list of grants.

Bear raised the EMS billing rate to County maximum. He has heard in community that people don't call 911 due to confidentiality issues – he also thought there might be financial issues. There should be 100% confidence in confidentiality. Billing community brought up later in meeting.

Requested membership be paid for state & county fire chief associations – gives him access to on-line forums, professional support & experience – also free training. Board approved both memberships.

Most volunteers have been removed from field response (all but David Dormaier) They don't have adequate training. Bar should be raised to federal standard of 40 hours of training.

He feels uniforms are essential to being professional department. Pants & shirt with patches based on position.

Treasurer Report:

District - \$5,655.24

Department - \$6,102.56

Payroll - \$43,684.29

Kristina brought breakdown on expenses – Trucks - \$1,521; Ambulance - \$1,051

Chairman's Report:

Fred is working on budget structure with Bear. Bear needs to know where he can spend money.

Unfinished Business - Budget:

Letter to community should be sent out this week. John sent feedback. Lisa questioned whether it was necessary to give out dollar amounts. Numbers are public & available but don't need to publish. Fred will send re-draft out – hopes to get in mail soon.

Spring Dynamite Shoot

Ad has been placed in Nickle - \$32 for five weeks. Fred sent direct mailing to Sportsman Warehouses in Utah, Colorado & Arizona. Mailed out 20-22 flyers & posters. Flyers are going up. He's heard from some new volunteers – Bear may have new group to volunteer.

New Business:

There was discussion regarding raising mileage reimbursement to federal rate of \$.57 ½ / mile. This would be for all paid staff. Motion by John to raise rate. 2nd by Lisa – all in favor – would start immediately for Bear & April 1 for all others.

Some of the contract personnel needs to be changed out – there is no procedure to evaluate contract people. Fred requested authority from board to work with Bear to develop procedures. All were OK with that. Bear’s contract calls for evaluations. Fred got one from Town of Palisade. It fits Gateway pretty well – paid chief & volunteers. Fred will share with Bear to be sure it works as goal setting tool.

Bear has requested credit card to simplify purchasing. Fred proposed looking at budget to see if there were funds available. Then give Bear limit, probably an annual amount, that he has to spend. He would also have board approval limit. After discussion, Lisa moved to look at budget and then get Bear a card with \$500 Board Approval limit. Motion was 2nd by Madonna – all were in favor.

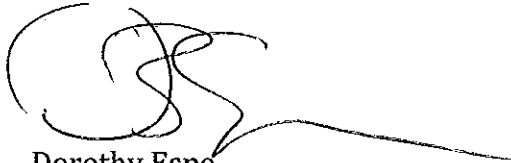
Bear asked whether people unable to pay should be charged the amount over insurance payment. This has been discussed before and decision was to charge them but not pursue if they didn’t pay. Need to let EMS Billing know not to send to collections. Board decided to stay with previous decision.

Bear brought up 4 hour sit-along with dispatch. Board can’t afford to pay contract people to do this. Can it be required? Contract people should take initiative to get training. It is opportunity to advance career. It will be presented as a benefit to all sides & then transition to being required. Contract people also need Firefighter I & EMT training. Bear is putting together expectations for the 1099 position. Once written up it can be implemented. Department would still reimburse a percent of cost of training once certified. Bear would like to send the 1099 people to training on April 11,12,18,19 & 25th.

Bear has applications from Ray Gooch and Dennis Brock. He has positions for Dennis that would not require lifting. Ray has no limitations and already has background check completed. Both ok with Bear as volunteers. Fred will write up understanding regarding back limitations.

Board entered executive session at 8:45PM – re-entered regular session and adjourned.

Respectfully submitted,

A handwritten signature in black ink, appearing to be 'Dorothy Espe', written over a horizontal line.

Dorothy Espe
Secretary

GUFPD Monthly Chief's Report

- I. Overview- Solutions: February was the month to identify problems; March is application of solutions.
- II. New Business
 - A. raise mileage rate to federal rate (\$0.57 ½)
 - B. staffing
 1. clarify procedures for exchange of contract personnel
 2. train staff versus acquire trained staff
 - C. purchases
 1. desire access to purchase simple items without using invoice (direct credit card is preferred)
 - D. chief
 1. using out-of-area training as day in salary - please confirm - otherwise, cannot attend many desired trainings
 2. invoice for Mesa County Fire Chief's Association
 3. would like membership to State Fire Chief's Association
 - E. EMS Billing
 1. have received concerns from public about confidentiality; I assume concerns over finance exist also; would like to institute program to write-off costs beyond insurance coverage and billing costs (MUST CONTACT US!)
- III. Old Business
 - A. finance
 1. balance sheet and revise categories monthly
 - a) upcoming expenditures
 - (1) hydrostat testing for SCBA cylinders (immediate need!!!)
 - (2) misc. fittings, etc for apparatus (immediate)
 - (3) compressor repair (immediate)
 - (4) annual compressor service (included in repairs; budge for in future)
 - (5) annual auto vent service (completed - add to budget)
 - (6) lifepak maintenance plan (annual) (urgent need)
 - (7) annual pump testing of apparatus (budget for June)
 - (8) ladder testing (will try to lump ladders into other departments)
 - (9) annual maintenance for vehicles (ongoing - one per month is goal; even OOS units)
- IV. Report
 - A. Goals
 1. short-term
 - a) have doorbell installed - wireless
 - b) order sign for door - Bud's signs (gateway logo + ring doorbell for business or emergency + In emergency dial 911 from emergency telephone behind you at convenience store)
 - c) design logo for patches, vehicles, side door and front
 - d) get B122 into service
 - e) email to law enforcement to come by and use desk
 - f) implement revision of staffing
 - g) I would like to place the staff that are working full time hours into full time status. Grants are available to initiate the funding for this program.
 - h) complete document integration
 - i) develop training plan
 - j) acquire air purifier for office and/or install window

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- k) increase mileage compensation (cost of operating my vehicle is \$0.72 per mile)
- l) have separate balance sheet and budget for purposes of grants - required for many
- 2. long-term
 - a) decrease ISO
 - b) initiate community programs
 - c) Junior firefighter program, if school remains
 - d) maintain roster of high-functioning staff
 - (1) initiate resident program
 - e) acquire new station to support training and resident program
 - f) acquire sub-station to decrease ISO for other areas in district
- B. Station Duties
- C. District
 - 1. continue to strengthen relationships with area departments through meetings, training, etc — currently my greatest asset
- D. Events
 - 1. Dynamite Shoot - will not be present for this one; do have access to Team Rubicon
 - 2. will not be present for next board meeting
- E. Staff/Training -
 - 1. Overall
 - a) continuing to establish minimum level of training
 - b) accomplished
 - (1) radio training
 - (2) operator training with several personnel
 - (3) PPE training with several personnel
 - (4) scenarios
 - (5) live burn of casitas
 - (6) need more time for training, currently quite busy with hardware improvements
 - 2. Paid Personnel
 - a) tested self-drive, initiative, confidence - progressed conveyed high standard for staff
 - b) implemented new daily checklist for BLS crew to elicit more accomplished in lesser amount of time
 - c) requiring a communication shift - need approval to pay
 - d) sending to Clifton for rides once decision is made about retention
 - 3. Chief
 - a) ICS300 Completion
 - b) NR Exam Completion
 - c) busy trying to get dept to standard; little time for studying, personal well-being, etc - no time for rides - will initiate very soon
 - d) once I acquire cleared BLS need to have a duration where I have extended response time (for personal well-being)
- F. Equipment
 - 1. Apparatus Report - removed several old vehicles that were no longer in fleet from insurance; updated values of other vehicles; we have a tremendous number of apparatus; this fleet should be stream-lined; maintenance plan has improved; need misc. fittings - challenging to apply for grant - prefer to order as need is discovered; need to order chocks for every vehicle
 - a) Tender 121 (federal/state owned) (will change to Brush 123)

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- (1) added
 - (a) hose lays to accomplish structural assist
- (2) removed
 - (a) hazmat
- (3) need
 - (a) maintenance scheduled for April with state
 - (b) lightbar repair
 - (c) electrical repair
 - (d) hose decider pending approval
 - (e) 800 and VHF radio installed
- b) Tender 122 (new maroon truck) - (will change to label of Tender 121)
 - (1) added
 - (a) filled and did drive res
 - (2) removed
 - (3) need
 - (a) need install of new throttle adjuster
 - (b) pressure gauges;
 - (c) vacuum fitting
 - (d) method to dump
 - (e) lighter wired
 - (f) scene lights repaired
 - (g) will then stock and test
 - (h) replace front wheels (not yet researched, but per Alex unsafe)
 - (i) need tank refill circuit installed
 - (j) replace 150 psi lines to higher PSI
 - (k) hard top
- c) Tender 123 (Volvo) -
 - (1) added
 - (a) misc. fittings, tools, etc
 - (2) removed
 - (3) need
 - (a) valve repairs
 - (b) rust removed from tank
 - (c) tank sprayed
- d) Brush 121 (Maroon International) - currently listed as OOS
 - (1) inspections reveal very poor pump performance, pump control panel has broken components; pump primer disconnected and handle broken; replaced old batteries; needs alignment; This is slated for a March visit to Fast and Easy Services for repairs and maintenance so that it becomes usable.
- e) Brush 122 -
 - (1) added
 - (a) new carb
 - (b) new battery box
 - (2) need
 - (a) replace lightbar
 - (b) turn signal repair
 - (c) boxes for equipment
 - (d) gauge mount for turbo
 - (e) reel switches

- f) Engine 121-
 - (1) added -
 - (a) Fast and Easy was success
 - (2) need
 - (a) pop-off not functioning
 - (b) throttle adjuster repair
 - (c) generator mount
- g) Engine 122 -
 - (1) removing salvageable items; excising from fleet; not usable; removing salvageable items, scrapping engine and using funds to fund maintenance and repairs of other usable vehicles; vehicle maintenance is expensive - reduce fleet
- h) Ambulance 121
 - (1) need
 - (a) repair fluid leak
 - (b) continue to replace disposables
 - (c) LP service contract
 - (d) o2 mount
- i) Ambulance 122 - a
 - (1) need
 - (a) continue to replace disposables
 - (b) LP service contract
 - (c) o2 mount
- j) Ambulance 123 -
 - (1) changes
 - (2) plan to use as special rescue/backcountry access unit and side-by-side transport (when acquired)
 - (3) no minimum staffing to operate from substation
- k) Beige 6x6 -
 - (1) need
 - (a) repair soft top
- l) Station - status of sub-station land
 - (1) added
 - (a) long-distance to plan
 - (2) Need
 - (a) door sign
 - (b) front sign
 - (c) window in office
 - (d) computers
 - i) using my two personal computers - please budget for replacement iMac asap
 - (e) repair pressure washer
 - (f) hose drying rack (will install hoos on stairs)
 - (g) hose rack (will establish dimensions upon completion of hose testing)
- m) Personnel
 - (1) Uniform
 - (a) patch to issue upon completion of minimum standard
 - (b) rocker to issue upon medical certification

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- (c) rocker to issue upon fire certification boots to issue upon completion of wildland program for volunteers; ongoing boots and wildland pants
- n) Other Equipment Report
 - (1) received Autovent back from annual maintenance - previously not functioning
 - (2) Life pack 12 and 15 annuals needed; UNKNOWN when performed (assuming never) - would like to begin contract April 1; cost was 3375; negotiated to 2272 - annual is critical as patient treatment occurs based on these diagnostics
 - (3) SCBA Compressor annual - wasn't filling cylinders above 100 bars; had no required annual inspection and maintenance since 01/2013; MUST occur annually, as this is life safety compressor
 - (4) hose testing - no evidence that hose testing has been performed; will test hose asap to ensure it is safe to use (annual requirement)
- o) cell is primary means of doing business - only intermittent functioning in office. would like to acquire cell booster for station, or install window, which would benefit signal + aesthetics

G. Finance

1. Grants :

- a) Colorado Firefighter Safety and Disease Prevention Grant applied for wildland personal protective equipment, SCBA cylinders, wildland firefighter training, and washer and dryer.
 - (1) March update - no further; grant process delayed
- b) Also completed CO EMS grant for satellite phone, autovent for ambulance 121, two new Toughbooks for ambulances and completion of PowerLOAD stretcher system for Ambulance 121; submitted waiver for 50% match, reducing to 10% match; will attend hearing in March for the latter grant.
 - (1) March update - application and interview for waiver went well; approved
 - (a) interview with NW RETAC went well; great learning; good connections
- c) bypassed completion of SAFER grant
- d) next grants
 - (1) 04/17/2015 Fire Prevention and Safety Grants
 - (2) 04/2015 Rural Access to Emergency Devices
 - (3) 05/2015 Port Security Grant
 - (4) 05/2015 Urban Areas Security Initiative
 - (5) 08/2015 Home Depot Community Impact Grants
 - (6) 09/2015 Josh Cellars and the Gary Sinise Foundation
 - (7) 10/2015 State Farm Safety
 - (8) 10/2015 HOPE Worldwide
 - (9) 10/2015 Support for Health Initiatives in Colorado Grant
 - (10) 10/2015 Volunteer Fire Assistance Grant
 - (11) 12/2015 AFG Assistance to Firefighters
 - (12) Open Grants
 - (a) USDA Rural Public Safety Agency Grant and Loan Program
 - (b) Community Development Block Grant Program
 - (c) Chesapeake Energy Corporate Giving Program
 - (d) El Pomar Foundation
 - (e) National Emergency Medicine Association (NEMA)
 - (f) Lowe's Charitable and Education Foundation Grants
 - (g) FEMA Public Assistance

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- (h) Federal Excess Personal Property Program
 - (i) State Highway Safety Grant Programs
 - (j) EMTS for education
 - (k) local emergency grants
 - (l) local funding through EMS council
 - (13) Dropbox - This allows me ongoing access to materials as needed, for grant writing, etc. - Let's finish this please, and maintain this. All documents and mail comes to me. I will distribute via hardcopy or email.
2. Please add training line to budget
 3. May I get budget status each month?
 4. EMS Billing - established online connection with them; raising prices slightly
- H. Personnel
1. chief
 - a) colorado state chief's association - \$282 annual
 - b) mesa county chief's association - \$_____ annual
 - c) ICS 300 - lodging + subsistence reimbursement
 - d) completed NR exam
 2. EMT Staff
 - a) options
 - (1) eliminate and acquire certified staff
 - (2) pour money into training existing staff
 - (a) if so, much will be required; how to fund (district vs assoc.); pay for hourly while on training?; pay for missed shifts while acquiring training?
 - (3) suggest employment part time at other agencies
 - b) removed majority of volunteers from field response until a minimum set of training can be performed, as there was no historical minimum training standard, which is unsafe for the public and providers - building and working on getting people minimum set of training required
 3. current volunteers have zero to very little time - must work with resort to creatively problem solve in this arena
 - a) internship for Adventure Center employees - met with Adventure Center; have Mandy's blessing to train her interns and staff on the basics of EMS and backcountry rescue - this will allow them to volunteer in this role for fire department, and allow for increased marketability of their internship program - need to ensure support from resort for this program
 - b) clarified response policy with Beverly; she is sending out policy to staff for clarification
 4. working hard to increase patient confidentiality, as this is a problem area in the district, and many other areas