

Gateway-UnawEEP Fire Department Board Meeting
Scheduled time: 6:30pm
May 19, 2015
Gateway Community Center

The meeting was called to order at 6:32 PM by Chairman Fred Bolton

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

Absent: None

Guests: Katlyn Bremmer & Ray Gooch

April minutes were accepted as written. The Policies 1005 & 1006 approved in April were Dress Code & Scheduling

Kristina submitted her resignation – said that she learned a lot about Fire Departments as Treasurer. She turned all over to Jeanne Lewis. Jeanne took Oath of Office – Fred & Jeanne signed – Dorothy will scan to Larry Beckner. Jeanne is now Board Member & Treasurer.

Fire Chief Report:

Colorado Fire Chief's Association membership has been very beneficial.

Edward Morgan. Mesa County maintenance has visited station several times & made some improvements.

For equipment updates, best to refer to whiteboard in office.

Bear's short term goals are to develop a training program for volunteers & staff & to refine the SOP guidelines

Long term goals are to get more staff, seek funding sources for equipment and improve District ISO rating. Rosenbauer salesman visited with engine that could replace larger wildland truck & older open cab engine. It would meet both urban & wildland needs. It is ground truck, not aerial. (Aerial very expensive – better to require sprinklers in new construction) One tender & one brush truck would be good for station needs. DOLA grant would be one way to get funding. (Cost \$350K+) Would probably require a professional grant writer. There is a grant writer on Rosenbauer website.

Long term goal is also to get new station & substation to improve ISA rating.

Ride alongs are ongoing. Bear attended Wildland Urban interface training – very worthwhile – will help with home visits & creating literature.

No new volunteers – new contract people are Chesney, Mike Widdow & Mark Harman – firemen from Grand Junction. Also interviewed Deanna Young – Intermediate Paramedic.

1200 training in Snowmass is May 27-28. S131 is on the 29th. Paul, Rincon & Bear are going.

Bear would like to review what he can spend at meetings. Compressor still needs repairs.

Chairman's Report:

Fred has been working on Financials – needs help with Facebook page – John said he is administrator so can do anything.

Community letter went out (copy attached) – response has been good – in the future Bear needs to send a letter – questioned whether it could be sent by email to save on cost? Could also add links to letter on website & Facebook page. Bear has been using Constant Contact to stay in touch with Board, volunteers & contract people.

Grant Match Status - \$10,000 requires \$5,000 match – it's been approved for specific items. Bear intends to get three quotes before purchasing anything – he can shift some items to where needed. Receipts must be turned in by June 30th. Need to be very conscious of getting receipts in - Jeanne, Bear & Fred will work that out. (Dynamite Shoot will cover match)

There is a \$50,000EMTS grant for communication & emergency Medical equipment – requires only 10% match.

Treasurer Report:

District - \$15,116.77

Department - \$9,957.18

Payroll - \$8,977.20

Old Business:

Performance Evaluations – Fred has revised based on Madonna's input – need to approve or modify since Bear's review is due in June – It's goal oriented & works as goal setting tool. Rating are weighted – questioned scaled ratings & decided that gives better indication of performance. Page 12 has place for all board members to sign – chairman will have no direct impact or scoring but will sign off on evaluation. Lisa asked if there would be any peer input. Could be set up that way. Fred recommended an executive board session for first evaluation. Review will refer back to goals & job description. Action plan is at end. Lisa made a motion to adopt evaluation – Jeanne seconded and all were in favor. Evaluation form is adopted.

Fred will be gone for June meeting – could reschedule or hold without him – after discussion decision was to cancel June meeting & hold two July meetings – July 7th will be executive session specifically for performance review. July 21st will be regular meeting. There was a motion by Madonna to cancel June & hold two July meetings – 2nd by Lisa & all were in favor. July 7th meeting will start at 5:30. July 21st meeting will be at regular 6:30P.

New Business:

Staffing Proposal – David & Bear approached Fred with idea of going from contract employees to 2 staff people – Fire Chief & BLS Full time person. Felt it would give better continuity for department. Fred agreed to put numbers together and see if it was a possibility. Due to Workman's Comp and mileage savings – 2 employees would actually cost only \$1,400 more than using contract people – see attached analysis. Fred also compared actual YTD expenses to budget & calculated anticipated expenses at year end – if very careful with expenses, the extra \$1400 is there. There was discussion on benefits & expense of two full time staff. John, Lisa & Jeanne felt it was good idea – Madonna did not participate in discussion since David is possible candidate for position. There was a motion by Lisa to move forward on two full time staff. Contract ALS & BLS people would be used to cover days off – paid staff would overlap with contract & each other. The motion was 2nd by John – all were in favor.

Bear will need to write job description – will be close to, but not the same, as Fire Chief position. Board will approve job description & then post position. Has to be posted for 10 days – interviews will be after applicants screened. Bear will be in on interviews.

Public Input:

Katlyn asked if staff people would be on Mesa County protocol. Not necessary at first but will need to get on it. Bear will determine staffing – it will affect the BLS people on contract.

Ray – had several questions & comments

- he talked with Fire Truck salesman – they don't take trade ins but work with a company that does. They have grant writing team.

- Questioned air compressor repairs – it's a \$60,000 compressor that needs \$7,000 in repairs – it's the one that fills the oxygen tanks.

- Asked about website – there is a link on Facebook to website – webmaster is TCS, Inc. Website works well – Fred has received compliments on it.

- How much did Dynamite shoot make? Deposit was \$7,945 – 201 shooters


- How much from equipment sale? Got \$4,000 for ambulance and \$900 scrap value for engine.

- What tools does Board have to evaluate Fire Chief? Bear has communicated with Board through Drop Box – constant updates – board confirmed that communication is very good & they are aware of what's going on.

Ray said he is volunteering to get equipment up & running – first goal is safety & second is to have everything fully operational – is just seeing tip of iceberg.

There was a motion by Jeanne to adjourn – 2nd by John – meeting was adjourned at 8:22PM.

Respectfully submitted,



Dorothy Espe
Secretary

GATEWAY - UNAWEEP FIRE PROTECTION DISTRICT



"Volunteers Serving Our Neighbors"

42700 Hwy 141

PO Box 126

Gateway, CO 81522

www.gufd.org

Dear community members,

The purpose of this letter is to bring everyone in the community that is served by the Gateway-UnawEEP Fire Protection District up to speed on changes that have been taking place at the firehouse over the last few months. Last year the Board was approached about streamlining the management of the fire district's resources with the focus being on developing better communications, setting and achieving better goals, and meeting the communities' Fire and EMS response needs in a timelier manner.

To give a clear picture of why these changes were necessary we have to go back 14 years and understand how the structure was put in place that was just changed. At that time, in order to meet County and State EMS regulations the fire district needed to have someone on staff that was on-protocol with Mesa County, preferably a paramedic, and to be able to respond to emergency requests that required more than Basic Life Support (BLS). Paramedics are able to provide advanced therapy such as pharmaceutical interventions; cardiac monitoring, pacing, defibrillation; advanced respiratory therapy and airway management, etc. and EMTs have a more limited scope that can administer select medications, operate an AED for cardiac arrest, provide basic airway and respiratory management, etc. I know that some will recall a day when this was not necessary, but as we all know things change and so did the Mesa County medical standards regulating EMS service.

At that time the fire district had just passed a mill levy, but the dollars generated from that source were not sufficient to pay for a position that would meet the County and State requirements. To assist with this the organization that allocates and disseminates money for Mr. John Hendricks offered to hire a full time Paramedic in a partnership arrangement with the fire district. The Hendricks organization paid for the services of Mr. David Anderson, who in turn volunteered as the fire chief, and the fire district provided the necessary equipment in the form of ambulances and fire fighting apparatus. This is the organizational structure that the fire district has been operating under until February 1, 2015.

Now back to current day and the purpose of this letter. As stated above the partnership realized that the organizational structure that had been put in place 14 years ago, although beneficial in the short run, had become cumbersome and was no longer efficient in meeting the fire districts goals. To put this in perspective, under the old organizational structure, the fire chief had three bosses. He reported to the persons allocating the money that paid for his services, he reported to whoever was the resort manager, and he reported to the fire district board. Under the best of conditions this triangulated structure was not conducive to clear and accurate communications. And in this business, clear and accurate communication is paramount.

The decision was made to take the money that was being allocated by the Hendricks organization that was paying for the fire chief, and reallocate those monies to the fire district through a contracted services agreement. In effect what this did was streamline the organizational structure whereby there is now only one entity in charge of supervising staff, setting goals, and meeting the EMS and Fire response needs of the community. To do this we had to conduct a full analysis of what the true cost of providing services

Fred Bolton, Board Chairman 931-2257 / James "Bear" Barnett, Fire Chief 303-653-2936

Madonna Dormaier 931-2869 / Lisa Eakle 931-2234

Kristina Harms / John Fuller 433-1732

would entail. Those costs actually came in a little higher than anticipated, but the Hendricks organization was very supportive in understanding the need for financial accuracy and increased the allocation based on the new data figures.

During the transition to this new organizational structure Chief Watkins from the Grand Junction Fire Department, and the Mesa County EMS team, were very helpful in designing the new parameters that would guide the hiring and retention of staff under this new system. However, during this transitional period Mr. Anderson elected to seek employment with a different fire department which led to us extending our job search for a new fire chief.

The current structure now in place is as follows;

The payroll account set up with our bank is budgeted to pay for one(1) full time fire chief who is a Paramedic. In addition, these funds also pay for the part time 1099 contracted services support staff who are either Paramedic certified or BLS/EMT certified. What this means is that we now have 24/7-365 EMS coverage with State and County approved staff.

So, as an example, the new fire chief will be on staff for a 20 day cycle on a 24 hour call notice. 8 hours direct contact at the fire house, 16 hours on call. In addition, there will also be one(1) 1099 contracted EMT on staff with the fire chief under the same work-hour structure. When the fire chief is off there will be a 1099 contracted Paramedic in that position as well as the 1099 contracted EMT support staff. Housing for the staff was made available by a more than reasonable rental agreement through Noble House, the Gateway Canyon's Resort management company.

Please do not think that because of this new structure that we are moving away from utilizing volunteers. We are not. We need volunteers more than ever and are still actively seeking and training volunteers as they become available. What this new structure does is insure solid EMS ambulance coverage for the residents of the fire district. Volunteers are still needed in all capacities, whether for non-field maintenance, wild-land firefighting, or other functions.

What this new structure has provided already is easily noticeable if you visit the fire house. All of our equipment is now checked and readied for service on a regularly scheduled basis. There were several serious equipment issues that had been plaguing us for the last two years that have now been rectified and are no longer present. Staff training of volunteers is occurring on a daily basis and the new fire chief has offered to customize training times to meet individual needs of volunteers. The fire house now has an office that accommodates the necessary equipment to function properly in respect to record keeping and administrative tasks. In addition new computer code locks were installed on both fire house doors and there is now 24 hour video surveillance inside the firehouse.

The person the Board hired as fire chief is Mr. James, "Bear", Barnett. He goes by his middle name Bear. Chief Barnett is in his 30's and is a very well rounded Fire and EMS certified professional. One of our 1099 contract EMT staff is a local resident who was able to take advantage of this new structure which is a plus as far as being able to keep our business local. We would like to see more of this in the future if other local residents desire to pursue the necessary training.

Chief Barnett has put in place new technology that allows the board full transparency in scheduling as well as up to the minute communications on all fire department needs or plans via an Internet cloud system. Our staffing schedule is configured for the entire year. Each time something occurs at the fire house Board members are updated either through their computers, or in my case through my iPhone so

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the information is almost instantaneous. This has been very beneficial in making sure our new structure operates as efficiently as designed. Board members are able to respond to issues more effectively which in turn has improved the overall performance of the district and department.

In closing, I would like to reiterate that we are not moving away from needing and utilizing volunteers. As I stated earlier, we need volunteers more than ever. What this new structure did was improve EMS service as well as performance and accountability. Chief Barnett and the Board will be sending out more communications concerning the need for volunteers. Most of this will be centered on our annual need for fire fighting with the summer fire season coming up soon. There are also other needs as well. If you would like to help out with equipment inventory, equipment performance checks, assist with writing grants or other similar activities that are not related to direct EMS or fire fighting involvement, please contact us and let us know. We will provide training to anyone who desires to participate.

To Contact Chief Barnett please email fireChief@gufd.org, call the station at 970.931.2228 or his cell phone at 303-653-2936. However, in an emergency, please use 911 and try to avoid calling members telephones directly.

To Contact me for any further information, or to share your thoughts and perspective please call me at home at 970-931-2257 or email me at frederick@gufd.org

I am more than happy to spend whatever time is necessary to answer any questions or listen to ideas.

Respectfully,



Frederick O. Bolton, Board Chairman
Gateway-Unaweeep Fire Protection District.

Projected GUFDA Annual Staffing Costs

Position	Annual Salary	Contact Days	H/Ins Reimb/Cost	Work/Comp Costs	UE/Ins	FICA	Annual Cost
ALS/Paramedic Department Chief	\$65,000.00	240 216	\$6,000.00	\$4,991.30	\$343.20	\$5,431.50	\$81,766.00

	Amount	Shifts/Hrs					
BLS Contract Services	\$200.00	365	\$0.00	\$3,796.00			\$76,796.00
Overtime Costs	\$8.34	100		\$43.37			\$877.37
ALS Contract Services	\$300.00	125	\$0.00	\$1,950.00			\$39,450.00
Overtime Costs	\$12.50	100		\$65.00			\$1,315.00
				\$10,845.67		Sub-T CS	\$118,438.37

Health Ins Offset is \$500.00/Family, \$250.00/Individual

Total Annual Costs	\$200,204.37
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Available Funds

GUFDA Budget	\$20,000.00
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HIH Allocation	\$168,000.00
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Total Budget	\$188,000.00
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Fund Balance	-\$12,204.37
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777,673

030

Projected GUFDA Annual Staffing Costs

Position	Annual Salary	Contact Days	H/Ins Reimb/Cost	Work/Comp Costs	UE/Ins	FICA	Annual Cost
ALS/Paramedic							
Department Chief	\$65,000.00	240	\$3,000.00	\$4,780.40	\$343.20	\$5,202.00	\$78,325.60
BLS Full Time	\$42,000.00	240	\$6,000.00	\$3,374.40	\$343.20	\$3,672.00	\$55,389.60
	Amount	Shifts/Hrs					
BLS Contract Services	\$200.00	125	\$0.00	\$1,300.00			\$26,300.00
Overtime Costs	\$8.34	100		\$43.37			\$877.37
ALS Contract Services	\$300.00	125	\$0.00	\$1,950.00			\$39,450.00
Overtime Costs	\$12.50	100		\$65.00			\$1,315.00
				\$11,513.17		Sub-T CS	\$67,942.37

82,569.57

Health Ins Offset is \$500.00/Family, \$250.00/Individual

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Total Annual Costs	\$201,657.57
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Mileage 182 shifts	\$12,558.00	BLS @365 Shifts
Mileage 63 Shifts	\$4,347.00	BLS @125 Shifts
Savings	\$8,211.00	

Available Funds	
GUFDA Budget	\$20,000.00
HIH Allocation	\$168,000.00
Total Budget	\$188,000.00

WC Estimate	\$11,513.17
WC Actual	\$12,792.00
Difference	\$1,278.83
Reduction/CS Coverage	\$1,700.00
Total Potential Savings	\$9,911.00

Fund Balance	-\$13,657.57
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