

LARKSPUR FIRE PROTECTION DISTRICT

REGULAR BOARD OF DIRECTORS MEETING

June 12, 2008

Station 161

9414 S. Spruce Mountain Rd.

Larkspur, CO 80118

Meeting Minutes

Present: Darol L. Yarman, President
James Burke, Treasurer
Scott Simms, Secretary
Larry Sutton, Director
Mike Andersen, Director
Lou Kirkland, Bookkeeper
Jamey Bumgarner, Fire Chief

I. MEETING CALL TO ORDER

President Yarman called the meeting to order at 1904 hrs.

II. PUBLIC COMMENT

No public Comment.

V. CONSENT AGENDA

A. **May 8, 2008 Regular Meeting Minutes** – Approved.

B. **Financials**

1. **Accounts Payable** – Mrs. Kirkland reviewed accounts payable and stated that she and Chief Bumgarner will check for correct coding of bills in P&L accounts and correct as necessary.
Mrs. Kirkland stated that draw requests going forward will now be processed by Chief Bumgarner and the item will appear on the Profit and Loss statement each month per Mr. Burke's request.
2. **Treasurer's Report** - President Yarman commented that he didn't feel it was necessary for the treasurer to read aloud a summary of the accounts in the future. Since we all have access to this information prior to the meeting. President Yarman asked that we all pay attention and view this summary prior to our meeting so that we are prepared to ask questions or make comments on the Consent Agenda.

A motion was made by Mr. Simms and seconded by Mr. Andersen to approve the consent agenda. All were in favor and the motion carried. See attached reports.

III. ESCI MASTER PLAN PRESENTATION

Bruce Caldwell and Martin Goughnour presented the Fire Services Master Plan for ESCI.

Redundant coverage in District is good but not to excess. Call pattern and workload is as predicted with many variations throughout hourly, daily and monthly volumes.

Mr. Sutton asked about shift overlap 8AM? Should we look at moving it based on these findings? Chief Bumgarner said we could look into this. Mr. Sutton stated it was certainly the Chief's decision.

Mr. Burke asked Chief Bumgarner about mutual aide calls included in the statistics. Chief Bumgarner stated that about 100 calls in total.

Mr. Goughnour said that LFPD is looked upon as a leader in our geographical area with the Castle Rock FD and Parker FD considering us a vital part of any activity and changes that they will undertake.

Mr. Burke was interested in seeing how the move of station 164 to the proposed Greenland site would affect response times. Mr. Sutton pointed out that station 164 has never responded to a rescue call. President Yarman also commented that the workload at station 161 will lighten and station 162 will increase as we staff station 162 after the addition of living quarters.

IV. ESCI ALTERNATE FUNDING STUDY

Recommendations for combining groups etc. were not specifically made and only a reference to Jackson 105 needing assistance that can be met by a combination of Castle Rock Fire and LFPD.

Overall ESCI study will be presented on July 22nd in Castle Rock.

V. CHIEF'S REPORT

A. Hans Kahn update;

1. Bid package will be ready by mid-July to late August with construction to begin in early September.

2. Station 161 plans have been Ok'd thus far with Douglas County. 162 had a problem with existing roof materials and caulking. But, projects are moving along with new plans now reflecting changes at the Board's request.

3. Perry Park Water will be looking at "right of way" and cost for sewer line to station 162.

4. A general contractor/construction manager will be chosen for the entire process. Hans Kahn will review 3 bids for each phase of the project and Chief Bumgarner will insist on reviewing bids to verify.

5. Mr. Sutton inquired about tying the Fallen Firemen Memorial to a hallway display to include something relating to LFPD history etc. President Yarman suggested a display case in the entry hall. Mr. Sutton suggested recognizing prior volunteers etc. President Yarman commented that the board shouldn't decide now but, should ask Hans Kahn for recommendations now so they can be incorporated in the plans.

B. Chief Bumgarner distributed the Annual Report for review and stated that he took his lead from several agencies like Golden, East Grand County

etc. Chief then asked the board to review the document and make suggestions.

- C. Competitive Review Committee-
President Yarman felt it was like a Salary and Benefits committee and should be chosen by Chief Bumgarner with the goal to present salary study and benefit recommendations to the Board at future meeting. Mr. Sutton suggested we need other options like vacation, retirement, disability; sick leave etc. should be part of the discussion. Chief Bumgarner will publish a policy regarding vacation and sick leave. The Chief suggested unlimiting accrual of sick leave to help carry over in catastrophic illness or injury. Mr. Sutton made a recommendation that the committee be given a guideline or cap so that unrealistic expectations of what the district can fund will not disappoint the committee. Mr. Sutton also suggested that the committee should look towards other districts etc. to see if there are programs and opportunities where the district can look for things like extended time in service. President Yarman offered to author a letter asking for our input before next week.
- D. Performance Review Committee-
Mr. Sutton suggested some membership of the board made up to discuss Chief Bumgarner's performance prior to actual board approval. Mr. Simms suggested pairing up and sharing the conversation each quarter with the Chief. Mr. Simms and Mr. Anderson volunteered for the first discussion to be held in September for 3rd quarter. Specific date to be determined later.
- E. November Election-
President Yarman asked about June 19th special meeting to discuss with district legal council and representatives of Wells Fargo. Mr. Simms asked to be excused due to vacation. President Yarman will meet with Chief Bumgarner to establish time and attendees.
- F. Forest Service Deployment Pay plan-
Chief Bumgarner pointed out that often we underpay our wild land fire deployment teams because the Forest Service will actually pay to a higher scale than we pay. Chief Bumgarner asked the Board to adopt the pay plan as submitted to make sure we pay at least equal to the Forest Service determined rate or higher. Mr. Sutton made the motion to adopt and Mr. Andersen seconded. Motion carried.
- G. Annual LFPD Open House-
Chief Bumgarner said the event was finalized with the city and will be held at the park in Larkspur.

VII. ACTION ITEMS

VIII. EXECUTIVE SESSION

No session necessary.

IX. ADDITIONAL INFORMATION

- A. Mr. Burke asked about the amount paid annually into the pension and changes the Board had discussed previously noting that the maximum match can be met with a lower contribution and we hadn't finalized yet. President Yarman said we will table that until Pension Board meeting in July.
- B. Mr. Sutton asked about a disclosure letter from each board member to CCC. Chief Bumgarner stated that CCC wanted us to have these on file regardless of association at the LFPD.
- C. Mr. Sutton asked if CCC has given monthly update since initial request. President Yarman shared April letter as last update from CCC. Chief Bumgarner will clarify with Linda at CCC about monthly provision to send report to Board.
- D. Mr. Sutton discussed SDA & Ethics as a district standard operating procedure and do we need to do more? Chief Bumgarner said we have a code of conduct. He suggested we review and discuss changes.
- E. President Yarman discussed that items not on the agenda won't have any action taken until the next meeting in the future. This gives the public a chance to comment as necessary.
- F. Mr. Andersen asked if anyone notified CCC of new officers. President Yarman stated he would follow-up.

X. ADJOURNMENT

A motion was made to adjourn the regular meeting by Mr. Simms at 2152 hrs. All were in favor and the motion carried.

W. Scott Simms
Secretary, LFPD