



# LARKSPUR FIRE PROTECTION DISTRICT

9414 South Spruce Mountain Road Larkspur, Colorado 80118

Business Phone (303) 681-3284 Fax: (303) 531-7373

*REGULAR BOARD OF DIRECTORS MEETING*

September 14, 2023

Station 161

## MEETING MINUTES

### Present:

Rodger Greer, President

David Vance, Secretary

Ed Chambers, Treasurer

Cynthia Applegate, Board Member

Wayne Moore, Board Member

Charles Walden, Interim Fire Chief

Frances Esty, LFPD Accountant

Patti Nygaard, Administration

### I. MEETING CALL TO ORDER

The meeting was called to order at 18:00 hours.

### II. PUBLIC COMMENT/RECOGNITION

None

### III. CONSENT AGENDA

August 10, 2023, Meeting Minutes

Financial Report

- A. Mr. Vance motioned to approve the August 10, 2023, Regular Meeting minutes, as presented; Mr. Moore seconded. All were in favor and the motion carried.
- B. Financial Report by Mr. Chambers – At 95% of budget year to date, expenses are at 62% of budget year to date. Mr. Moore motioned to approve the treasurer's report; Mrs. Applegate seconded. All were in favor and the motion carried.

### IV. BOARD DISCUSSION/ACTION ITEMS

- A. Resolution No. 2023-003, appropriating additional sums of money to defray expenditures in excess of amounts budgeted for the Larkspur Fire Protection District for the fiscal year end 2022. Mr. Chambers motioned to approve Resolution 20023-003; Mr. Vance seconded. All were in favor and the motion carried.
- B. Fire Apparatus Safety – Mr. Ed Blanchard, a Larkspur citizen expressed his concerns about implementing some type of driver training and an anonymous reporting system in regard to not only speed but driving conditions for apparatus. Training officer will be notified.
- C. Resolution 2023-004 – Certified copy of banking resolutions and certificate of incumbency for deposit accounts and related services to add Charles Walden as signer on checking account. Mr. Moore motioned to approve Resolution 2023-004; Mr. Chambers seconded. All were in favor and the motion carried.
- D. 2024 Health Insurance – Chief Walden let it be known that the cost of health insurance will increase by 3.3%, dental and vision costs stay the same. Chief Walden is looking at reducing the cost share for the employees for the 2024 budget proposal.
- E. Overtime Policy – Chief Walden gave board members a two-page handout discussing the possible revision of the overtime policy. Chief Walden will work with the district council to discuss all aspects of the overtime policy to see if this is feasible or not. Mr. Moore motioned to move forward in authorizing Chief Walden to create an appropriate policy to address the overtime policy and bring it back to the board of directors. Mr. Chambers seconded. All were in favor and the motion carried.

- F. Mr. Chambers discussed the Chief hiring process in regard to the upcoming presentations that finalists will be giving on Tuesday, Sept. 19.
- G. Mr. Vance motioned to allow Chief Walden to put LFPD on a list to purchase two new medic units within 2 years; Mr. Chambers seconded. All were in favor and the motion carried. The future purchase of a wildland apparatus was also discussed.
- H. The Board will meet for the annual budget workshop on October 10, 2023, from 1-4pm.

2022 DRAFT AUDIT – Dawn Schilling, Schilling & Company, Inc. arrived at 18:35 hours and spoke to the draft audit. There were 8 journal entries, no concerns in adjustments made. One past adjustment to record grant receivable of \$31,700 for 2018 Safer Grant costs for 2021/22. One pending adjustment for wildland deployment receivable for six deployments. Dawn spoke to the management letter. Financial statements discussion of each paragraph in the draft audit. Ms. Schilling recommended legal counsel regarding Proposition HH. Ms. Schilling stated that the last item would be to approve the audit and authorize the board president to sign the representation letter subject to the final deployment receivable adjustment. Mr. Chambers motioned to accept the 2022 Audit report. Mr. Vance seconded. All in favor and the motion carried. Ms. Schilling departed at 19:19 hours.

## V.

### CHIEF'S REPORT

Union Report – Julius Doelle (Vice President)

- October Appreciation Banquet working on donation items.
- Haunted Trail in connection with Larkspur Elementary PTO.
- LFPD working two days, contributed an MDA donation amount of \$8,008.00.
- The Union has adopted an EDI statement.
- Two pending additional memberships, currently 9 members' total.

Fire Chief Report – Chief Walden

- Call Volume Report – acknowledged handed out given to all Board Members.
- Delivery of new mattresses this week – Capt. Lamb, Project Officer
- Black out blinds for crew quarters – pricing getting completed.
- Training simulators getting rehabilitated – FF Smedra, Project Officer
- Dodge pickup getting rehabilitated (striping & light packages).
- New jackets – Paramedic Doelle, Project Officer
- Station 162 does not have a sprinkler system hooked up – waiting for Perry Park Water and Sanitation District assessment needed for Fiscal Yr. 2024 Budget – Fire Marshal Diershow, Project Officer
- Cistern on Greenland Road has not been fixed and is nonfunctional, looking for contractor that is available – Fire Marshal Diershow, Project Officer
- Letter of Support for Perry Park Metro District for a grant under Firewise program.
- Change of policy for employees coming in for training or teaching while off duty to get paid for their time.
- **Fiscal Yr. 2024 Budget Highlights**
- Exterior Lights not working/fixable – over the doorways.
- Front of building – no lighting for LFPD signage.
- Recruitment and retention incentive for volunteers – 1 volunteer per year to be sent to a paid academy (West Metro or South Metro Academy).
- Salary/pay structure – working with Mrs. Esty, projected 8-18% wage increase for line operational staff, create an engineer position which is salaried between a firefighter and paramedic salary, 1 Engineer per shift and required to be an instructor. Tiers of salary (low, medium, high) will also be available for firefighters to progress in their careers.
- Wildland vehicle acquisition and command vehicle acquisition (command vehicle is Tahoe, current cost is \$50,000).
- Employee awards – incentivize high performing individuals and acknowledge special acts

of achievement.

- Replacement estimates for concrete pads.
- Funds in capital account for projects with explanation for line items.
- Cell tower – Chief Walden and Capt. Campagnola meeting with county about signal strength in the park.
- Topic of sirens to alert people – Fire Marshal Bill Diershow, Project Officer
- Perry Park Metro District meeting was very productive.
- Draft overview of staffing given to Board members in advance of budget workshop via e-mail.

#### QUESTIONS/STATEMENTS FROM THE BOARD

- Ms. Applegate – pictures of firefighters with names for Board members/community can get to know who works in the fire department and possibly firefighter highlights on LFPD website.
- LVFA has purchased hoodies for the firefighters.

#### **VI.** PUBLIC COMMENT (3 min limit pp)

None

Motion to adjourn the regular session by Mr. Greer at 21:56 hours and go to an Executive session. All were in favor and the motion carried.

#### **VII.** EXECUTIVE SESSION

The Board entered an Executive session, under §24-6-402 (g), at 21:57 hours. Chief hiring discussion items.

Motion to adjourn Executive session by Mr. Vance at 22:06 hours. All were in favor and the motion carried.

#### **VIII.** ADJOURNMENT

The Board entered regular session at 22:06 hours.

Motion to adjourn the regular session by Mr. Vance at 22:07 hours. All were in favor and the motion carried.