

MINUTES
NORTH ROUTT FIRE PROTECTION DISTRICT
Board of Directors Meeting
61915 County Road 129, Clark, Colorado

June 20, 2023

The regular meeting of the Board of Directors of the North Routt Fire Protection District was called to order by President Warnke at 7:04p.m.

ROLL CALL

Directors Present:

Paul Slivon, Director (via Zoom)
Jim Standish, Secretary/Treasurer
Todd Zvorak, Director
Steve Warnke, President

Directors Excused:

Larry Williams, Vice President

Also Present:

Matt Mathisen, Fire Chief
Lisa Lancaster, District Administrator

ADDITIONS TO AGENDA

None

PUBLIC COMMENT

None.

EXTERNAL CORRESPONDENCE

Received a donation from a family foundation via Schwab for \$1,000.

APPROVAL OF PREVIOUS MEETING MINUTES

Director Zvorak moved to approve the minutes from May 16, 2023, Director Standish seconded, motion carried.

DIRECTOR REPORTS

Statutory/Regulatory/General Business

- Backflow preventer relocation matter – still looking for a licensed plumber that is willing to do the work for both the State Park and the Fire District. It's a small job, maybe 8 hours total, and thus hard to find a plumber that is willing to do the job. Director Zvorak said to try calling Ken Finch since he lives in Willow Creek Pass.
- Second floor, Station 2 – the lease agreement states that someone can't spend more than one night at the station. Chief Mathisen explained the shift structure to Julie Arington at Steamboat Lake State Park, and she said she would be willing to amend the lease agreement to allow for the employees staying at Station 2 for their 48-hour shifts.
- CPW Sewer and Water Fees – Apparently the district is supposed to be paying \$100/quarter to Colorado Parks and Wildlife for water and sewer. We received an invoice for the first two quarters of 2023.
- Dry hydrant – Per Chief Mathisen last month, the State Park is not interested in placing a dry hydrant at the marina due to the liability associated with a fire truck coming into the area and the possibility of someone getting hurt. They will, however allow drafting, and best location for that in terms of backing down a ramp and safety is Sage Flats.
- Dry hydrant at Clark Store – it is not functional at this point.

- Termination of Declaration of Local Disaster Emergency – the district is terminating the declaration of local disaster emergency. It has been signed and will be filed with the County Clerk, DOLA and the Office of Emergency Management.
- Condominium Agreement with Routt County – President Warnke asked Chief Mathisen to try and find the file containing the information related to the condominium agreement.

Financial

- The transaction list was reviewed. District Administrator Lancaster informed the board that the credit card payments for both Chief Swinsick's old card and Chief Mathisen's new card were applied only to one card, so there is a late fee and finance charge on one of the accounts. She will go to Vectra Bank and correct the accounts. Director Zvorak moved to approve the transaction list, Sec/Treas Standish seconded, motion carried.
- Grants – Kent Foster was speaking with a member of the community at a social event and mentioned that he was looking for grants for radios, and the person asked if they could write a check to cover the cost the district would need to cover for said grant.
- Audit engagement – President Warnke and Chris Catterson spoke over the phone, and the audit is complete. The final audit should be received shortly.
- Treasury bonds – President Warnke has moved money from both the debt service account and the operating checking account and purchased 3-month T Bills. District Administrator Lancaster will let President Warnke know if any cash needs to be pulled to cover expenses.

Community and Intergovernmental

- NRFPD Outreach – Community potluck/picnic on July 1st after the Ice Cream Social in Hahn's Peak Village, before fireworks at Steamboat Lake. Since there are no other fireworks in the area, Chief Mathisen has asked a team from Steamboat to come up and patrol and help cover crowd control.
- Narcan Program – Chief Mathisen clarified that the district keeps Narcan on the ambulance, but the Chief does not want to distribute to the general public.

FIRE CHIEF REPORT – USE MATT'S REPORT

Call volume –

46 calls for 2023 (vs 44 for 2022) – one structure fire, 22 EMS, 5 MVA, 4 illegal burns, 1 service call, 4 rescues and 9 false alarms.

Equipment status-

1. Still looking for certified plumber to install/raise backflow valve to State Park regulations along with installing new booster water pump in mechanical room at Station 2.
2. Annual aerial testing, inspections, and certifications for Ladder 3-2 is scheduled for July 2023. Work will be performed by FailSafe Testing at a cost of \$1,125.
3. One hundred percent of new equipment from HB-22-1194 Grant Funding in house.
4. Putting 2014 Polaris 6x6 Ranger UTV up for sale – CanAm Defender 1000 was its replacement. Asking \$8,500. Department paid \$10,500 in 2017 – no longer used and is parked at Station 1. Could use the money to purchase other rescue equipment needed for other two department's UTVs.

General News Matter:

1. Dry hydrant State Park – 6/5/23 meeting with Julie Arington – no hydrant as of now – will step up better drafting operations near old boat ramp at Sage Flats, possible to install gate in the parking lot so at low water level NRFPD apparatus can get closer to the edge of the lake. This will entail State Park removing some permanent 8" timbers in Sage Flat parking lot to install access gate.
2. Saturday, July 1st – Fireworks will be set off from island at dusk at 9pm. Fire crews from Steamboat Springs Fire Rescue & CDFPC Mad Creek Squad will come up to help do fire patrol. NRFPD will have both (A&B shifts working July 1) – one crew on EMS and other crew doing fire.

3. 20KW propane powered generator will be delivered to Station 2 at the end of June, courtesy of Routt County Communications Dept. Installation for electrical and propane – taken care of by NRFPD after being delivered. Electrical – Central Electric LLC, Propane – Ferrellgas of Steamboat Springs.
4. Ken Foster – Giving update to District Fire Board on his progress via email – unable to attend meeting. Ken spoke with Paul Slivon, who will give update to Board members.

Personnel:

1. Scott Andre – Fully retired from NRFPD after 22 years on June 15, 2023. Thank you letter sent to Scott from Chief Matt Mathisen.
2. Mr. Mike Munn – Volunteer – attending 4-day Wildland Field Camp S130/S190 in Salida, CO – tuition and lodging was paid for by Mr. Munn. Informed Mike that upon completion and passing of this class the fire district would reimburse the cost of the class.
3. Two new volunteers – Jill Johnson and JD Anderson. Both have attended two trainings – brings total to 4 new probationary NRFPD members.
4. New employees – Written EMT and Physical Ability tests – May 24th (3 possible hires). Hired three gentlemen. Their start date for 48/96 shifts began 6/11/23. Still looking to fill 4th position – two possible candidates – one is a CMC EMT instructor and the other is an EMT-B Firefighter from Oak Creek Fire. Mr. Gavin Telles – A Shift; Mr. Adam Albert – B Shift; Mr. Kevin Fischer – C Shift.
5. Mr. Vladan Chase and Mr. Paul Rose completed and passed the live fire training, hands-on practical tests & passed their State of Colorado Firefighter 1 Test. New wage increase will be put into place as stated in their job posting April 2021. EMT-B/Wildland \$46,800. Upgraded NEW wage of NRFPD Firefighter1/Wildland/EMT-B wage will be \$52,000 - \$17.51 per hour on 48/96 scheduled shifts. This will begin with the pay cycle ending 6/24, pay date 6/30. Congratulations on a job well done.

OLD BUSINESS

None

NEW BUSINESS

Next meeting will be on July 11, 2023.

OTHER ITEMS TO COME BEFORE THE BOARD

None

ADJOURNMENT OF REGULAR BOARD MEETING

President Warnke moved to adjourn the meeting at 8:47pm. Sec/Treas Standish seconded, motion carried.

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of the North Routt Fire Protection District, are a true and accurate record of the meeting held on the date first stated above.

Steve Warnke

Steve Warnke, President

July 11, 2023

Date

Jim Standish

Jim Standish, Secretary/Treasurer

July 11, 2023

Date