

Carbondale & Rural Fire Protection District
Meeting of the Board of Directors
January 8, 2025
11:00 a.m.

Agenda

- A. Call to order & roll call
- B. Consent Agenda
 - 1. Approve Previous Minutes
 - 2. Current Bills & Balances
 - 3. Posting Places Resolution, 2025-001
- C. Persons Present Not on the Agenda
- D. Employee Length of Service Awards
- E. Staff Reports
 - 1. Chief's Report
 - 2. Attorney's Report
 - 3. Other
- F. Financial Report
 - 1. Other
- G. May 6, 2025 Election
 - 1. Appoint DEO, Resolution 2025-002
 - 2. Election Format
- H. Old Business
 - 1. Other
- I. New Business
 - 1. 2025 Actuarial Study
 - 2. Chief Goodwin Annual Evaluation
 - 3. Schedule Board Retreat
 - 4. Other
- J. Adjourn

CARBONDALE & RURAL FIRE PROTECTION DISTRICT

MINUTES OF THE MEETING

BOARD OF DIRECTORS

CARBONDALE FIRE HEADQUARTERS

DECEMBER 11, 2024

The Board of Directors of the Carbondale & Rural Fire Protection District met for their regular meeting on December 11, 2024 at the Carbondale Fire Headquarters/Training Building.

President Gene Schilling called the meeting to order at 1102 a.m. Directors present were Mike Kennedy, Michael Hassig, and Sydney Schalit. Also present were *Rob Goodwin, Mike Wagner, Karl Oliver, Eric Gross, Garrett Kennedy, Harlan Nimmo, and Meagan Holland*. *Mike Brown Jenny Cutright* attended via teleconference. *Director Gretchen Stock Bell was excused.*

CONSENT AGENDA

The items on the consent agenda were:

- Approve Current Bills and Balances
- Approve the Minutes of the November 13, 2024 regular meeting

MOTION: made to approve the consent agenda as noted. It carried and passed unanimously.

PERSONS PRESENT NOT ON THE AGENDA

There were no individuals present who wished to address the Board of Directors.

2025 BUDGET ADOPTION

The 2025 budget was presented with no new changes. General discussion followed

MOTION: made to approve Resolution 2024-008, A Resolution Summarizing Expenditures and Revenues for Each Fund and Adopting a Budget for the Carbondale & Rural Fire Protection District, Colorado, for the Calendar Year Beginning on the First Day of January, 2025, and Ending on the Last Day of December, 2025. It carried and passed unanimously.

MOTION: made to approve Resolution 2024-009, A Resolution Levying General Property Taxes for the Year 2025, to Help Defray The Costs of Government for the Carbondale & Rural Fire Protection District, Colorado, for the 2025 Budget Year. It carried and passed unanimously.

MOTION: made to approve Resolution 2024-010, A Resolution Appropriating Sums of Money to the Various Funds and Spending Agencies, in the Amount and for the Purpose as Set Forth Below, for the Carbondale & Rural Fire Protection District, Colorado, for the 2025 Budget Year. It carried and passed unanimously.

MOTION: made to approve Resolution 2024-011, A Resolution Designating All Year-End Fund Balances as a "Reserve Increase". It carried and passed unanimously.

MOTION: made to approve Resolution 2024-012, A Resolution Appropriating Additional Sums of Money to Defray Expenses in Excess of Amounts Budgeted (General Fund) for the Carbondale & Rural Fire Protection District, Colorado. It carried and passed unanimously.

MOTION: made to approve Resolution 2024-013, A Resolution Appropriating Additional Sums of Money to Defray Expenses in Excess of Amounts Budgeted (Capital Projects Fund) for the Carbondale & Rural Fire Protection District, Colorado. It carried and passed unanimously.

STAFF REPORTS

Chief's Report Magellan Strategies has been engaged to consult regarding possible ballot measures and public engagement. A proposal for services is expected in early 2025.

Attorney's Report Work on the cell tower has begun at Aspen Glen.

MOTION: made to adjourn the Board of Directors meeting at 11:12 a.m. It carried and passed unanimously.

Respectfully submitted,

Jenny Cutright, Recording Secretary

Gene Schilling, President



EMS Chief Report December 2024

EMS Patients December 2024 –

67 EMS Patient contacts in December 2024

Projects and updates–

- Manage EMS Ordering/inventory for CRFPD
- Maintain supplies/medications in vending machine for CRFPD
- Controlled substance monitoring and inventory
- Fire/EMS Report review, NFIRS /NEMSIS submissions and Q&A
- Finalized BLS Sign off for a new EMT
- Coordinated EMS committee meeting
- Attended NWRETAC Bylaw committee meeting
- Coordinated and ordered several fire related budget items
- Ongoing Special Event planning/scheduling for 2024/2025
- Regular staff/Chief meetings
- Assisted with Operations chief duties while Mike was on vacation
- Covered On Call Chief rotation shifts
- Incident response in district as needed
- Attended CRFPD All Staff meeting
- Finalized on boarding with Dr Drake
- Assisted volunteers/Staff with projects and task books as needed
- Began Grant Reimbursement for Lifepak 15 monitor

Respectfully submitted,
Garrett Kennedy
EMS Chief

December 31, 2024

		Interest Rate	
General Fund			
Alpine Checking	275,596.53	0.00%	
Alpine Money Market Fund	1,071,407.74	4.55%	
TOTAL	\$ 1,347,004.27		
Capital Projects Fund #1			
Alpine Checking	41,431.44	0.00%	
Alpine Money Market Fund	628,147.34	4.55%	
Alpine Impact Fee Fund	102,061.09	4.55%	
TOTAL	\$ 771,639.87		
Capital Replacement Fund			
CSafe CRF Account	\$727,863.02	4.77%	
Bond Fund			
CSafe	\$ 576,141.20	4.77%	
Pension Fund			
FPPA	\$ 2,262,373.01		3rd%

Ambulance Billing Report

November 2024

Cash Collected on Accounts	\$ 43,503.30
New Accounts Billed	\$ 101,690.00
Medicare Assignments/Medicaid & Other Write-Offs	\$ 31,297.19

Aging Report

<u>0-30 Days</u>	<u>31-60 Days</u>	<u>61-90 Days</u>	<u>>90 Days</u>	<u>Total</u>
\$117,103.17	\$68,884.58	\$61,928.18	\$38,490.02	\$286,405.95

Checks Issued Between Board Meetings

General Fund

Capital Projects Fund

Miscellaneous Income

General Fund

Training Reimbursement	\$2,800.00
Donations	\$51,362.00
Wildfire Contracts	\$79,856.36
CPR Training	\$400.00
Holy Cross equity	\$170.77

Capital Projects Fund

none

11:51 AM

Carbondale & Rural Fire Protection District
Electronic Payments
December 2024

01/03/25

Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Amount</u>
1110 · Alpine Bank-Checking GF		
12/01/2024	Xerox Corporation	-555.28
12/01/2024	Amazon Business	-892.51
12/01/2024	Mountain Waste & Recycling	-55.65
12/01/2024	Mountain Waste & Recycling	-795.88
12/01/2024	Mountain Waste & Recycling	-55.65
12/01/2024	TK Elevator Corporation	-630.36
12/01/2024	Intermedia	-863.70
12/01/2024	Intermedia	-6.00
12/01/2024	Moody-Valley Insurance Ag...	-21,714.00
12/02/2024	Xerox Corporation	-58.72
12/02/2024	Town of Carbondale	-207.63
12/02/2024	Town of Carbondale	-216.36
12/02/2024	Town of Carbondale	-49.50
12/02/2024	Town of Carbondale	-97.48
12/02/2024	Valley Waste Solutions, LLC	-145.68
12/02/2024	Black Hills Energy	-341.45
12/02/2024	Black Hills Energy	-395.73
12/02/2024	Black Hills Energy	-399.99
12/02/2024	Xcel Energy	-48.87
12/04/2024	Xcel Energy	-1,962.50
12/06/2024	Bamboo HR	-1,035.84
12/06/2024	Intuit Checks	-704.67
12/06/2024	Holy Cross Energy	-31.93
12/06/2024	Holy Cross Energy	-43.76
12/06/2024	Holy Cross Energy	-50.51
12/06/2024	Holy Cross Energy	-87.05
12/06/2024	Holy Cross Energy	-273.77
12/08/2024	Comcast (epay)	0.00
12/09/2024	Granite Telecommunications	-765.26
12/16/2024	Cenex Fleetcard	-4,044.99
12/17/2024	FPPA	-83,979.00
12/18/2024	Staples Business Credit	-1,113.80
12/19/2024	Comcast (epay)	-126.78
12/19/2024	Comcast (epay)	0.00
12/19/2024	Amazon Business	-639.67
12/20/2024	Lumen/Century Link Business	-48.83
12/20/2024	Holy Cross Energy	-303.36
12/25/2024	Redstone Water & Sanitatio...	-312.00
12/28/2024	Rexel	-7.77
12/28/2024	Rexel	-8.08
12/30/2024	Xerox Corporation	-474.98
12/30/2024	Xerox Corporation	-60.75
12/30/2024	Black Hills Energy	-686.95
12/30/2024	Black Hills Energy	-713.23
12/30/2024	Black Hills Energy	-806.85
12/30/2024	Black Hills Energy	-813.70
12/31/2024	Xerox Corporation	-189.36
12/31/2024	Town of Carbondale	-253.11
12/31/2024	Town of Carbondale	-112.64
12/31/2024	Town of Carbondale	-223.94
12/31/2024	Town of Carbondale	-49.50
12/31/2024	Xcel Energy	-2,000.50
Total 1110 · Alpine Bank-Checking GF		-129,455.52
TOTAL		-129,455.52

11:53 AM

Carbondale & Rural Fire Protection District
Payroll Transactions
December 2024

01/03/25

Accrual Basis

<u>Date</u>	<u>Name</u>	<u>Amount</u>
1110 · Alpine Bank-Checking GF		
12/05/2024	QuickBooks Payroll S...	-98,264.81
12/06/2024	Colorado Department ...	-5,097.00
12/06/2024	United States Treasury	-20,839.34
12/06/2024	United States Treasury	-3,576.00
12/06/2024	FPPA	-45,775.58
12/11/2024	United States Treasury	-933.30
12/19/2024	QuickBooks Payroll S...	-96,063.37
12/19/2024	QuickBooks Payroll S...	-502.10
12/20/2024	Colorado Department ...	-4,998.00
12/20/2024	United States Treasury	-20,854.42
12/20/2024	Colorado Department ...	-18.00
12/20/2024	United States Treasury	-125.80
12/20/2024	FPPA	-43,163.53
Total 1110 · Alpine Bank-Checking GF		-340,211.25
TOTAL		-340,211.25

11:34 AM

01/03/25

Accrual Basis

Carbondale & Rural Fire Protection District
General Fund Check Register
January 8, 2025

<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Amount</u>
1110 · Alpine Bank-Checking GF			
42989	01/08/2025	Acme Fire Alarm Company I...	-292.00
42990	01/08/2025	Alpine Tire Co., Inc.	-1,955.74
42991	01/08/2025	Always Mountain Time, LLC	-600.00
42992	01/08/2025	Bechtel & Santo	-1,496.00
42993	01/08/2025	Builders First Source	-185.65
42994	01/08/2025	Carbondale Car Care	-1,442.91
42995	01/08/2025	Cedar Networks	-915.99
42996	01/08/2025	Colorado Division of Fire Pre...	-250.00
42997	01/08/2025	Colorado Mountain News Me...	-1,171.55
42998	01/08/2025	Colorado State Fire Chiefs	-2,230.00
42999	01/08/2025	Comcast	-38.45
43000	01/08/2025	Impressions of Aspen, Inc.	-60.71
43001	01/08/2025	Kroger - King Soopers Custo...	-656.26
43002	01/08/2025	Life Assist, Inc.	-265.72
43003	01/08/2025	Life Line Billing Systems, LLC	-3,371.51
43004	01/08/2025	LN Curtis and Sons	-54.75
43005	01/08/2025	Micro Plastics, Inc.	-1,972.62
43006	01/08/2025	Mission Critical Partners, LLC	-1,428.00
43007	01/08/2025	Mountain Pest Control, Inc.	-112.00
43008	01/08/2025	Napa Auto Parts	-334.02
43009	01/08/2025	Novus Glass Carbondale	-911.19
43010	01/08/2025	Roaring Fork Valley Co-Op	-290.65
43011	01/08/2025	Rosenbauer Minnesota, LLC	-2,182.00
43012	01/08/2025	SeaWestern Fire Fighting Eq...	-491.61
43013	01/08/2025	Shane Welsh	-56.00
43014	01/08/2025	Sopris Sun	-1,300.00
43015	01/08/2025	Special District Association	-1,237.50
43016	01/08/2025	TargetSolutions Learning LLC	-6,277.00
43017	01/08/2025	The Mad Matter Inc	-720.96
43018	01/08/2025	Western Colorado Hydrant a...	-1,410.00
Total 1110 · Alpine Bank-Checking GF			-33,710.79
TOTAL			-33,710.79

**Capital Projects Fund
Check Register
January 2025**

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
1110 · Alpine Bank			
01/08/20	5380	A4 Architects, LLC	-1,463.00
01/08/20	5381	CTL Thompson. Inc.	-985.00
01/08/20	5382	Phil Vaughn Construction Man...	-4,033.55
01/08/20	5383	PNCI Construction, Inc.	-267,658.18
Total 1110 · Alpine Bank			-274,139.73
TOTAL			-274,139.73

**A RESOLUTION APPROVING THE REGULAR BOARD OF DIRECTORS MEETING
SCHEDULE FOR CALENDAR YEAR 2025; AND DESIGNATING THE 2025 POSTING
LOCATIONS FOR NOTICES OF REGULAR AND SPECIAL MEETINGS
RESOLUTION NO. 2025-001**

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CARBONDALE & RURAL FIRE PROTECTION DISTRICT APPROVING THE 2025 MEETING SCHEDULE AND POSTING LOCATION FOR NOTICE OF REGULAR AND SPECIAL MEETINGS

WHEREAS, the Carbondale & Rural Fire Protection District ("**District**") is a political subdivision of the State of Colorado, organized pursuant to C.R.S. § 32-1-101, *et seq.* ("**Special District Act**");

WHEREAS, pursuant to C.R.S. § 32-1-903, the District is required to meet regularly at a time and in a location to be designated by the Board of Directors ("**Board**"). In addition to its regular meetings, the Board also is authorized pursuant to C.R.S. § 32-1-903 to schedule special meetings as often as the needs of the District require, upon notice to each Director of the date, time, and location of such meeting, and of the purpose for which it is called. Regular and special meetings of the Board may be held in a physical location or may be held telephonically, electronically, or by other means that do not include physical presence;

WHEREAS, pursuant to C.R.S. § 24-6-402(2)(c), the District is required to designate annually at the Board's first regular meeting of each calendar year the public place for posting notices of the District's regular and special Board meetings at least 24 hours prior to each meeting. The District may designate a public website as the place at which notices of the District's regular and special Board meetings will be posted at least 24 hours prior to such meeting;

WHEREAS, pursuant to C.R.S. § 32-1-903, the notice of all meetings of the Board that are held telephonically, electronically, or by other means not including physical presence must include the method or procedure, including the conference number or link, by which members of the public can attend the meeting;

WHEREAS, the Board believes it is in the best interests of the District and the citizens it serves that:

(a) the Board be authorized to conduct its regular and special meetings either (i) at a physical location, (ii) at a physical location with telephonic or electronic attendance availability, or (iii) entirely telephonically or electronically, as the business needs and best interests of the District demand; and

(b) the District post notices of regular and special Board meetings online on the District's website.

NOW, THEREFORE, be it resolved by the Board of Directors of the Carbondale & Rural Fire Protection District that:

1. Regular Board meetings for the calendar year 2025 shall be held on the second Wednesday of each at 11:00 a.m. at a 301 Meadowood Drive, Carbondale, CO. Special meetings of the Board shall be held as often as the needs of the District require, upon notice to each Director. The location of such regular and special meetings may include (i) physical location, (ii) a physical location with telephone or electronic attendance availability, or (iii) an entirely by telephone or electronically, as the business needs and best interests of the District demand.
2. Notices for meetings that will be held telephonically, electronically, or by other means not including physical presence shall include the method or procedure, including the conference number or link, by which members of the public can attend the meeting.
3. All notices of regular or special Board meetings shall be posted on the District's website at least 24 hours prior to each meeting at the following location:

<https://www.carbondalefire.org/board-of-directors>

To the extent practicable, (a) such notices shall be searchable by type of meeting, date of meeting, time of meeting, agenda contents, and any other category deemed appropriate by the Board.

4. In the event a meeting notice cannot be posted online due to internet service disruption, website unavailability, or other reason, the District designates the following location for physically posting a notice:

301 Meadowood Drive, Carbondale, CO 81623

5. This Resolution supersedes and replaces all Resolutions previously adopted by the Board related to the schedule or location of regular or special Board meetings, or the posting of notices thereof, which Resolutions are hereby rescinded and rendered null and void for all purposes.

ADOPTED, this 8th day of January, A.D., 2025

Eugene K. Schilling, President

Attest:

Michael Hassig, Secretary/Treasurer

RESOLUTION 2025-002
APPOINTING A DESIGNATED ELECTION OFFICIAL AND
AUTHORIZING DESIGNATED ELECTION OFFICIAL
TO CANCEL ELECTION

§32-1-804(2), 1-13.5-108, 1-13.5-513, C.R.S.

WHEREAS, pursuant to 32-1-804(2), C.R.S., the Board of Directors of the Carbondale & Rural Fire Protection District, Garfield, Gunnison, and Pitkin Counties, Colorado is authorized to designate a Designated Election Official (the “DEO”) to exercise the authority of the Board in conducting the election, and

WHEREAS, pursuant to 1-13.5-513, C.R.S., the Board can authorize the DEO to cancel the election upon certain conditions;

NOW THEREFORE, be it resolved by the Board of Directors of the Carbondale & Rural Fire Protection District, Garfield, Gunnison, and Pitkin Counties, Colorado that:

1. the Board hereby names Jennifer Cutright as the DEO for the regular special district election scheduled for the 6th day of May, 2025.
2. the Board hereby authorizes and directs the DEO, if the only matter before the electors is the election of persons to office, to cancel said election and declare the candidates elected, if at the close of business on the sixty-third day before the election there are not more candidates than offices to be filled, including candidates filing affidavits of intent to run as write-in candidates.
3. the Board further authorizes and directs the DEO to publish and post a Notice of Cancellation of election at each polling place and in the offices of the DEO, the county clerk and Recorder of each county in which the district is located. The DEO shall also notify the candidates that the election was cancelled and they are elected by acclamation.
4. Pursuant to §1-13.5-513(1)&(4), if the DEO has cancelled the election, the DEO or district shall file the Notice of Cancellation with the Division of Local Government.

Adopted and approved this 8th day of January, 2025, by the Board of Directors of the Carbondale & Rural Fire Protection District, Garfield, Gunnison, and Pitkin Counties, Colorado.

(SEAL)

By: _____
Eugene K. Schilling, President

Attest: _____
Michael Hassig, Secretary/Treasurer