



Grand Lake Fire Protection District Board Meeting Minutes from December 7, 2017

Call meeting to order: Meeting called to order at 1830 hours.

Members present: David Craig, Fred Schroeder, Chris Ruske (via phone), Mindy Nelson, Dick Romshek

Others present: Chief Mike Long (via phone), Cheryl Dale, Blake Mertz, Anthony Knochenmus, Collin Ross, Mark Piller, Eric Goldberger

Members Absent: None

Board Chairman's Opening Remarks:

- David Craig expressed sympathy and support to Chief Long and his family for Chief's sister's passing.
- Thanks to input from the community and GLFPD, EMS and the Board of County Commissioners are in the process of reviewing options for Grand Lake based ambulance coverage.
- David updated the Board members on several items of the 2018 Budget that had changed since the November meeting including a formatting error that resulted in an \$90,000 deficit. David directed Chief Long to prepare a 2nd version of the 2018 Budget with modifications to address the deficit.

Changes to the Agenda:

- 2018 election discussion to New Business

Public Input:

- None

Approve minutes from previous month's meeting:

- Fred Schroeder made the motion to approve the minutes from November's meeting; Dick Romshek seconded the motion. Approved by all.

Review/approve bills and financial statements:

- Fred Schroeder commented that with the tight budget this coming year the Department needs to be vigilant in watching the Pension Fund contributions with the 2018 budget year. Fred also noted the Scholarship fund available monies and would like to see the Department help more students. Mindy Nelson suggested contacting the Grand Lake Rotary and the Rocky Mountain Reparatory Theatre to make them aware of scholarship funds. Cheryl will follow-up on this.
- Mindy Nelson made the motion to approve the bills and statements as presented; Fred Schroeder seconded the motion. Approved by all.

Chief's report:

- See attached for details
- The replacement carpet in Apt 1 will be installed by the first week of January. The check for the invoice will be processed in December so that it will be reflected on 2017's budget since that is when the Board approved the replacement.

Old business:

- The 2018 Budget was discussed. Due to a calculation error on the spreadsheet, the 2018 Budget did not include the \$90,000 Administrative fees in the final figures. At the request of David Craig, Chief Long created a 2nd revised budget for the Board to consider. After review and discussion of the changes on the 2nd revised budget, the second 10% pay increase for the staff that the Board had agreed to in November was removed to balance the budget. The Board reiterated that their intention with the raise was retention and support of the staff. After further discussion, Chief Long will use the original approved 10% staff compensation to pay the non-exempt staff the half hour of overtime per 48/96 shift for the pass along time and then the remaining funds will be used for performance raises. The Board approved the revised budget with the changes.

- Approved 2018 Budget:

Resolution to Adopt the Budget

- Fred Schroeder made the motion to accept the Resolution to adopt the 2018 budget, Mindy Nelson seconded. Approved by all.

Resolution to Appropriate Sums of Money

- Fred Schroeder made the motion to accept the Resolution to Appropriate Sums of Money for fiscal year 2018, Mindy Nelson seconded. Approved by all.

- Chief's evaluation process was discussed. Specific action items and timeline were determined. Cheryl will email the evaluation form to each Board member; completed forms are to be sent to David Craig by January 1, 2018. A copy of the evaluation form will be placed on Chief's desk for his self-evaluation, which is to be sent to David Craig by January 1, 2018.

Board was in agreement to request 360-review from all department staff and members. After review of several samples, the Board agreed to a 360-review form to be used for input on Chief Long from department staff and members. Cheryl will create a Grand Lake Fire version of the sample form. David Craig to review the new 360 form and approve prior to distribution. Once approved, Cheryl will distribute the form to the department staff and members. All 360-review forms are to be returned to a sealed box in Cheryl's office by January 1, 2018. David Craig will compile the responses and the Board will meet in Executive Session at the January 10, 2018 meeting to discuss the results. Chief's review is scheduled for the February Board meeting.

New Business:

- 2018 election was briefly discussed. Cheryl reported that DOLA has not yet published an election calendar. Fred Schroeder requested an update at the January meeting on the Board seats up for election and important deadlines.
- The Board discussed a letter to the Sky Hi News editor, which was published in the December 6, 2017 paper re: Ambulance stationing in Grand Lake? The points the writer made in the letter were concerning to the Board and the Board felt it could cause confusion regarding the issue of the Ambulance staging at the

Main Station. Therefore, the Board agreed that a response to the writer is warranted and felt a written response to the editor as well as a Board member contacting the writer to discuss his concerns. After discussion, the Board agreed that David Craig will draft a letter responding to the concerns the Board has with the citizen's letter to the editor including that the ambulance is not funded by Grand Lake Fire and that removing the ambulance from staging in Grand Lake was not for financial reasons. Also, Dick Romshek has agreed to meet with the citizen regarding his concerns.

Adjournment:

- Mindy Nelson made the motion to adjourn the Board Meeting and Dick Romshek seconded. Approved by all. General meeting adjourned at 1947.

The next Board of Directors meeting will be held on Wednesday, January 10, 2018

Additional Board meeting date changes:

February meeting: Thursday, February 15, 2018