

CRAIG RURAL FIRE PROTECTION DISTRICT BOARD MEETING MINUTES

March 17, 2022

Call the Meeting to Order

John Forgay called the meeting to order at 7:00 pm. (Webber absent – excused)

Pledge of Allegiance & Moment of Silence

Approval of Agenda

Rod Kowach made a motion to approve the Agenda. Chris Nichols seconded. Motion passed. (4:0)

Approval of Minutes

Tony Maneotis moved to approve the February 17, 2022 minutes as presented. Kowach seconded. Motion passed. (4:0).

Approval of Bills

Maneotis moved to approve the bills for March 17, 2022 as presented (Fire Department bills in the amount of \$17,991.06, Haz-Mat bills in the amount of \$473.94 and Pension bills of \$0.00) for a total of \$18,465.00. Nichols seconded. Motion passed. (4:0)

Purchase Orders

None

Budget Review

Nichols – First big payment has been received, and split between capital and operating. Revenue 30.7%, Administrative expenses are at 14.3%, Operations 13.2%, Capital at 9.5%, for a total expenditure at 13.4% a quarter of the way through the year.

New Business

Chief Mercer – ADM-25 is the compensation policy. There has not been an increase in wages since 2011. Probationary pay, work night, department meetings etc were set at \$10/hr, however have risen with minimum wage. Propose moving it to \$15/hr which is where minimum wage is set to be capped. Would like to move FF1 pay from \$18 - \$20/hr, FF2/FF1&EMT from \$20 - \$22/hr and FF2&EMT from \$21 - \$23/hr. Would like to reallocate 2nd Battalion Chief stipend, raising Chief to \$450/month, Assistant Chief to \$325/month, Captains to \$225/month, and Lieutenants to \$200/month. For comparison, a recent pay study within similar sized fire departments in Colorado showed that firefighters with 0-3 years of service being paid \$24 to \$32.50 an hour, and firefighters with 4 or more years of service being paid \$26 to \$35 an hour. Nichols asked how this would affect the budget. Chief Mercer broke down the numbers based on the past 4 years. Discussion followed. Nichols said based on the numbers, he would recommend FF2 / FF1/EMT rate be adjusted to \$23/hour and FF2/EMT rate be adjusted to \$24/hour. Nichols made a motion to accept ADM-25 for 1st reading with the new rates. Maneotis seconded. Motion passed. (4:0).

ADM-38 is the Lieutenant Job Description, Duties and Responsibilities. This is replacing the 2011 version. The OC program was developed years ago for ease of transition. Adding in that you must hold an OC position to apply for Lieutenant position. Nichols asked if this had been discussed at Officer's meeting, and if there was unified support. Chief Mercer said yes, officers and officer candidates in audience nodded in agreement.

Nichols made a motion to accept ADM-38 for 1st reading. Kowach seconded. Motion passed. (4:0).

ADM-40 is a new policy created outlining the Assistant Chief Job Description, Duties and Responsibilities. ADM-24 is the policy for Battalion Chief, leave in place in the event that officer structure changes in the future. ADM-40 has many of the same tasks/requirements of the Chief's job description. Nichols suggests adding

“other duties as assigned” to this and each of the job descriptions. Nichols made a motion to accept ADM-40 for 1st reading. Kowach seconded. Motion passed. (4:0).

ADM-41 is a new policy created outlining the Officer Candidate Job Description, Duties and Responsibilities. It is based on the Lieutenant. It is a guideline on the responsibilities of the position. It is focused on the preparation for duties of a line officer, and that they may be asked to fill in as an officer, as well as take on an active roll in the training department. Nichols made a motion to accept ADM-41 for 1st reading. Maneotis seconded. Motion passed. (4:0).

Correspondence

None

Reports from the Chief –

Chief Mercer – We had 28 calls in February. 18 EMS, 10 Fire and 0 HazMat. Have promoted Lieutenant Scheller, we now have a full complement of officers. The rookies have started HazMat. Saturday, April 23rd will be the HazMat Practical and annual refresher. The HM tech in Steamboat may also be in attendance. Reviewing policies, looking at a 3rd party for policies, this will be an ongoing thing. Fleet report: E1 is waiting on parts arrival. R1 parts are ordered, and will be replaced when received, this is a recall and will be no charge. L1 parts are still at Max Fire, there is no formal quote from Rosenbauer to replace all bolts. Combo locks for the doors are in. They will be installed over work night; a new combo will be sent out. These are digital, and not mechanical, so will have to plan battery changes. Radios: currently working with Routt County Dispatch and radio guys to add extra channels, got the ok through Routt. Trying to make as seamless as possible. Foam purchase: last year, foam was in budget but did not get ordered, now we are out of foam. There is \$3,100 in budget, but the price has gone up. Class A is \$152/ 5-gal pail. A pallet is 50 pails and comes to \$5,125, it is over budget, but does come freight free. Ordering 30 pails would be \$3,280, but would also be \$800 in freight. Our Class B foam is old and coagulated. Recommend splitting a pallet and getting 40 Class A pails and 10 Class B pails. Comes out to a total of \$6,000. Nichols – if we’re out of foam, this would be an emergency purchase. Forgay – sounds like splitting may be our best option. Nichols made a motion to spend last years and this year’s budget for emergency purchase of foam. Kowach seconded. Motion passed. (4:0)

Board Member Reports

Rod Kowach – Thank you for what you do. Promotional Ceremonies were good. Busy month, be careful out there.

Chris Nichols – Attended meeting with County Commissioners, City and BLM and there is talk of moving the seat base to Hayden. There is a water supply in Hayden, but wonder if that is the biggest reason? We should talk with Routt County at the HM refresher about a mutual aid agreement. Thank you, Tonya for two promotional ceremonies.

Tony Maneotis — Not too much, congratulations to new positions, great job. Be careful on calls.

Alan Webber — Got nothing.

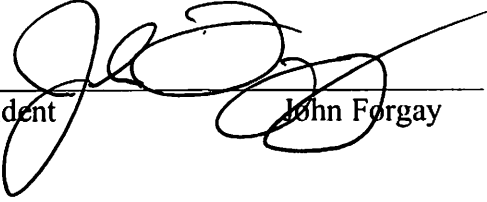
John Forgay — Good presentations today, thank you. Tonya your hard work is appreciated, we couldn’t do it without you. Dan Bingham will be at the next meeting with a presentation on the EMS Taskforce. We will also need to do some required stuff for Tony’s departure. People are crazy, be safe.

Audience Comments


None.

Adjournment

Forgay entertained a motion to adjourn. Nichols moved. Webber seconded. Motion passed. (5:0) Meeting adjourned at 8:20 p.m.



President John Forgay



Secretary/Treasurer Chris Nichols