

LAKE CITY AREA FIRE PROTECTION DISTRICT

A G E N D A

February 26, 2019

Regular Meeting

5:00 p.m. – Lake City Fire Station, 131 N. Henson Street

CALL TO ORDER

ROLL CALL

MINUTES **

BILLS PAYABLE

TREASURER'S REPORT **

MANAGER/FIRE MARSHAL REPORT

1. PERSONNEL – Performance Evaluation Process, Draft Policy & Evaluation Forms **
2. GRANTS UPDATE – Manager Hagendorf

RECORD OF PROCEEDINGS

Regular Meeting

January 22, 2019

Chairman Roberts called the regular meeting of the Board of Directors of the Lake City Area Fire Protection District to order at 5:05 p.m. in the fire station. Those Directors present were: Dennis Cavit and Jim Rowe.

Directors Hall and Wonnacott were absent.

Also present were Bill Hagendorf, Manager/Fire Marshal (via phone); and Michelle Pierce, Secretary.

MINUTES OF PREVIOUS MEETING

Director Rowe moved, Director Cavit seconded to approve the minutes of the December 18, 2018 regular meeting as circulated. The motion passed with all voting yes in a general vote.

BILLS PAYABLE

Director Rowe moved, Director Cavit seconded to approve payment of the bills as circulated. The motion passed with all voting yes in a general vote.

TREASURER'S REPORT

Director Rowe moved, Director Cavit seconded to approve the Treasurer's Report for the month ending December 31, 2018 as circulated. The motion passed with all voting yes in a general vote.

QUARTERLY BUDGET REPORT

The Directors read the quarterly budget report for December 2018.

MANAGER/FIRE MARSHAL REPORT

The Directors read the report submitted by Manager/Fire Marshal Hagendorf (see attached).

FIREMEN'S PENSION FUND – Report from Board of Trustees on the Financial Status of Fund

The Board read the 3rd quarter allocation report from the Fire & Police Pension Association.

EQUIPMENT – Burn Trailer Repairs

Manager Hagendorf stated that he submitted two dozen photographs of the recently purchased burn trailer to the manager in charge of trailers in his region before it was purchased. He stated that the manager came down to inspect the trailer and to make an estimate of repairs needed to bring the trailer into compliance, which was \$20,000, worst case scenario, as included in the 2019 budget. Manager Hagendorf stated that the written bid he received for materials and labor came in at \$47,000, with the additional cost being attributed to an increase in the cost of materials. He stated that he didn't think it would do any good to complain to the manager's boss, but that he would like to reach out to both DOLA and USDA for grants to pay for the full amount of the necessary repairs.

After some discussion, the Directors agreed with Manager Hagendorf's plan to pay for the additional cost of the repairs and further agreed that, even with the additional cost, the purchase of the burn trailer was a sound decision. Director Rowe stated that he would adjust his cost benefit analysis to reflect the increased costs and would forward it to the Directors and staff.

Manager Hagendorf stated that he was working on a Firefighter Safety and Disease Prevention grant from the Colorado Division of Fire Prevention & Control for up to \$10K to purchase other needed equipment.

2018 YEAR END REPORT – Manager Hagendorf

The Directors read the 2018 end of year report submitted by Manager Hagendorf.

FINANCE – Agreement for Collection Services, The Advantage Group

Director Rowe moved, Director Cavit seconded to approve the agreement for collection services with The Advantage Group in Grand Junction to assist in collecting past due amounts owed by Stephen Barber and Patrick Raymond Hickey. The motion passed with all voting yes in a general vote.

RECORD OF PROCEEDINGS

Regular Meeting (2)

January 22, 2019

PERSONNEL – Process for Staff Performance Reviews

Directors Rowe and Cavit agreed to serve on a committee to review current job descriptions for staff and to recommend a process for conducting annual performance reviews. The committee will present their proposed evaluation form at the February meeting.

BOARD OF DIRECTORS – Designate Official Posting Place

Director Rowe moved, Director Cavit seconded to designate the window on the front door of the meeting room as the official posting place for District notices. The motion passed with all voting yes in a general vote.

BILLS PAYABLE TO AND FOR:

	<u>AMOUNT</u>	<u>FUND</u>
Bill Hagendorf – Contract Labor, Manager/Fire Marshal/Chief	2,800.00	Gen.
Blue Spruce Building Materials – Snow Shovel, Backsaver, Ice Melt	95.96	Gen.
CenturyLink – Phone/DSL	127.91	Gen.
City of Gunnison – 2019 Communication Services User Fees	4,737.00	Gen.
Gunnison County Electric Association – Electricity	137.50	Gen.
Michelle Pierce – Contract Administration	700.00	Gen.
Mountain West Insurance & Financial Services – 2019 Insurance Premiums	7,252.00	Gen.
Silver World Publishing Co. – Budget Amendment Notice, Happy New Yr.	37.00	Gen.
Town of Lake City – Water & Sewer (2 months)	160.00	Gen.

ADJOURNMENT

There being no further business to come before the Board, Director Rowe moved, Director Cavit seconded to adjourn the regular meeting at 5:48 p.m., but to meet again at the next regular meeting on February 26, 2019. The motion passed with all voting yes in a general vote.

Chairman

ATTEST:

Secretary

LAKE CITY AREA FIRE PROTECTION DISTRICT

Treasurer's Report

January 31, 2019

	<u>BEGINNING BALANCE 1/1/2019</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>ENDING BALANCE 1/31/2019</u>
GENERAL FUND	\$103,131.89	\$2,453.38	\$16,073.63	\$89,511.64
CAPITAL RESERVE FUND	\$391,492.44	\$331.61	\$7.16	\$391,816.89
CONTINGENCY RESERVE FUND	\$59,931.57	\$31.58	\$0.68	\$59,962.47
FIREWORKS FUND	\$3,102.72	\$0.00	\$0.00	\$3,102.72
TOTALS	\$557,658.62	\$2,816.57	\$16,081.47	\$544,393.72

Petty Cash	\$25.00
Checking Acct - CBANKS	\$100.00
MM Acct - CBANKS	\$441,579.71
MM Acct - ColoTrust	\$82,689.01
Certificates of Deposit	\$20,000.00

TOTAL	\$544,393.72
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Respectfully submitted,

Treasurer

LAKE CITY AREA
FIRE PROTECTION DISTRICT

TITLE: PERFORMANCE EVALUATION PROCESS

Approvals	SIGNATURE	DATE
Author:	_____	_____
Board Chairman:	_____	_____
Board Director:	_____	_____
Board Director:	_____	_____
Board Director:	_____	_____
Board Director:	_____	_____

PURPOSE

The purpose of this policy is to provide criteria for the Fire Chief, Fire Marshal and District Secretary's annual performance evaluation.

SCOPE

This policy shall provide clear direction for annual performance evaluation and record keeping for the position titles of Fire Chief, Fire Marshal and District Secretary.

ATTACHMENTS

- a) Fire Chief Performance Appraisal form
- b) Fire Marshal Performance Appraisal form
- c) District Secretary Performance Appraisal form

POLICY

The Lake City Area Fire Protection District Board of Directors shall complete a Performance Evaluation for the Fire Chief, Fire Marshal and District Secretary on an annual basis. The review shall be completed with the performance dimensions described on the Performance Metrics document and shall be established for each dimension annually

PROCEDURES

1.1 The Chairperson of the Lake City Area Fire Protection District Board of Directors, in consultation with the other current Board Members shall develop draft performance metrics for the upcoming year and present to the Lake City Area Fire Protection District Board for information.

- a) The Fire Chief, Fire Marshal and District Secretary shall meet separately with the District Board during the development of the draft performance metrics for their position title.

1.2 At the discretion of the Lake City Area Fire Protection District Board of Directors an annual performance review for each position title shall be conducted at a mutually agreed upon time and place mid-year.

1.3 During the year the Chairperson of the Lake City Area Fire Protection District Board of Directors shall solicit specific feedback for each position titles Performance Dimensions from the other current Board Members and summarize. The completed Evaluation Forms and summary of the Board Members feedback shall be submitted on the Performance Evaluation Form and be presented and discussed individually with the Fire Chief, Fire Marshal and District Secretary by the Chairperson of the Lake City Area Fire District Protection District Board of Directors.

1.4 The Fire Chief, Fire Marshal & District Secretary shall sign their individual Evaluation Form to also include signatures from the current members of the Lake City Area Fire Protection District Board of Director's. The completed Evaluation Forms shall be filed by the District Secretary.

This document supersedes any previous performance evaluation process policies for Lake City Area Fire Protection District.

Position		Fire Marshal – Bill Hagendorf	Date of Review		
			Exceeds Expectations	Meets Expectations	Needs Improvement
	Rating		1	2	3
A.	Compliance a. Develop and execute a structured plan to review City and County ordinances and codes with recommendations as appropriate. Follow-up with documentation to insure recommendations are implemented. b. Develop and execute a periodic plan to inspect existing structures, construction and remodel sites, as well as fixed fire protection systems within the district for compliance with Fire Code. Maintain a file by location of historical inspections. c. Conduct all plan reviews relating to new subdivisions or developments, new building construction or modification to existing buildings. Follow up to insure recommendations are implemented.				
	Investigation a. Conduct and document fire investigations, including photographs of scenes, collection of evidence as necessary. Testify in court as required. b. Investigate, respond and document complaints regarding fire code violations and fire hazards. Provide documentation and follow-up on each complaint with resolution.				
C.	Administration a. Create and maintain data and records regarding fire inspections, investigations, fire prevention, and public education activities. b. Issue special use and hazardous materials permits as required by the applicable Fire Code				
D.	Public Relations/Community Service c. Meet with the public, contractors, and prospective builders regarding fire code issues. Keep documentation of meetings, attendees and issues discussed/resolved. d. Prepare public safety announcements and news releases relating to fire/life safety e. Develop and implement public fire education programs to respond to specific issues of concern within the district				

Position		Fire Chief – Bill Hagendorf	Date of Review			
				Exceeds Expectations	Meets Expectations	Needs Improvement
	Rating			1	2	3
A.	<p>Professional Conduct / Leadership</p> <p>a. Develop and maintain positive and effective working relationships with District volunteers, Board members, other Emergency Services agencies, other governmental agencies and the community always maintaining the safety of the firefighters and public as a top priority.</p> <p>b. Identify and obtain grants to support the ongoing financial stability of the Fire District. (NOTE - no job duty regarding grants)</p> <p>c. Coordinate with intergovernmental with other agencies and departments as necessary and maintain or improve the District Insurance Services Office (ISO) Public Protection Classification (PPC) Rating.</p>					
B.	<p>Management</p> <p>a. Respond to significant events as necessary; and all activations of the Emergency Operation Center. When unavailable, ensure Assistant Chief responds. Keep records of each significant event, outcomes and whether Fire Chief or designate took the lead.</p> <p>b. Continue personal development through the identification and attendance at critical meetings, conferences and training deemed necessary.</p> <p>c. Maintain positive working relationship with BOD, attend monthly board meetings and provide written monthly update as to key issues facing the district.</p>					
C.	<p>Administration</p> <p>a. All maintenance of vehicles and equipment performed and accurately documented in a timely manner.</p> <p>b. All incident reports are up to date, accurate and recorded in the National Fire Incident Reporting System.</p> <p>c. All state, federal and other applicable mandates applying to the fire service are complied with and all required records are properly maintained</p> <p>d. Present annual budget to board for approval. Operate the department annually within the final budget approved by the Board of Directors.</p>					
D.	<p>Personnel/Human Resources</p> <p>a. Maintain a volunteer organization with a staffing level sufficient to meet the demands of the district through development and implementation of both recruitment and retention plans.</p> <p>b. Manage, participate in, and maintain an effective training program that ensures firefighter proficiency in all required skill leading to the development of officer and leadership skills.</p> <p>c. Develops and implements departmental safety programs. Document completion scores.</p> <p>d. Supervise volunteer staff by accessing competency in a structured manner and taking action as necessary to initiate specific training or improvement plans through the administration of discipline and termination as necessary.</p> <p>e. Develop a documented succession plan for Fire Chief, Fire Marshal, Asst. Chief and Captain along with development plans for each candidate.</p>					

Position	Board Secretary – Michelle Pierce	Date of Review			
			Exceeds Expectations	Meets Expectations	Needs Improvement
Rating			1	2	3
A.	<p>Board Management</p> <ul style="list-style-type: none"> a. Prepares and distributes all materials required by the board for monthly meetings timely and accurately. b. Schedules, attends and records minutes for board meetings clearly and accurately. c. Accurately prepares monthly treasurer’s reports and monthly payable lists as well as an overall financial status of the district. d. Performs research to timely advise board regarding any statutory provisions relating to Special Districts in CO. 				
B.	<p>Finance and Governance</p> <ul style="list-style-type: none"> a. Serves as the Budget Officer for the District. Prepares and submits a preliminary annual District budget. Prepares and submits required documentation for adopted budget to the Colorado Department of Local Affairs. b. Prepares and manages bank accounts, journals, ledgers, bank deposits, checks, payables and receivables timely. c. Serves as the Designated Election Official for the District. Conducts biennial elections in accordance with Colorado Revised Statutes. Prepares and submits required documentation to Colorado Department of Local Affairs. d. Acts as liaison with the District's attorney and implements legal processes as necessary to add new territory to District's boundaries 				
C.	<p>Administration</p> <ul style="list-style-type: none"> a. Performs all duties necessary for preparing for annual audit timely. b. Provides administrative and operational support to the Fire Chief/Fire Marshal. 				
D.	<p>Office Management</p> <ul style="list-style-type: none"> a. Maintains all official District records and contracts in organized and well-documented process of files in appropriate media. Insures all computer records and files are secure and are backed up in a secure off site location - either in the cloud or in physical media maintained in secure location. b. Maintains office supplies and manages correspondence timely. c. Responds to public inquiries in a courteous and professional manner - including citizens, media and other agencies. d. Prepares bids and posts required legal notices in timely manner in compliance with requirements 				

General Comments

Topics Discussed:

Milestones met or established:

Comments:

Performance Score:

Board Secretary's signature does not denote agreement with the performance evaluation. The signature acknowledges that this performance evaluation has been discussed with the Board Secretary and a copy has been received.

Board Secretary			
	Print Name	Signature	Date
Board of Director			
	Print Name	Signature	Date
Board of Director			
	Print Name	Signature	Date
Board of Director			
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Board of Director			
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