

# LAKE CITY AREA FIRE PROTECTION DISTRICT

## AGENDA

August 31, 2022

Regular Meeting

6:00 p.m. – Lake City Fire Station, 131 N. Henson Street

Zoom Meeting Link for Guests:

<https://us02web.zoom.us/j/87072615030?pwd=SIi6ajdVSnMzb0VNT28rN1RuVStwZz09>

CALL TO ORDER

ROLL CALL

MINUTES \*\*

BILLS PAYABLE

BILLS FOR SERVICE – Status Report \*\*

TREASURER'S REPORT \*\*

MANAGER REPORT (emailed separately)

FIRE CHIEF/FIRE MARSHAL REPORT (emailed separately)

1. EXECUTIVE SESSION - Per CRS 24-6-402(4)(e)(I) for the purpose of determining positions relative to matters that may be subject to negotiations; developing strategy for negotiations; and instructing negotiators regarding the position of fire chief.
2. PERSONNEL – Re-structuring of Positions: Manager and Fire Chief
3. LAKE CITY FIRE-RESCUE – Proposed Policy for Incident Response Stipend \*\*
4. OUT OF DISTRICT RESPONSE – Summary of Meeting with County on 8/23/2022 \*\*
5. FINANCE – Grants Update, Manager Hagendorf
6. BOARD OF DIRECTORS – Annual Policy Review (current policies emailed separately)
7. PERSONNEL – Bi-Annual Performance Evaluations
8. FINANCE – 2023 Budget

ADJOURNMENT

\*\* included in packet

## RECORD OF PROCEEDINGS

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### Regular Meeting

July 26, 2022

Chairman Hall (via video conference) called the regular meeting of the Board of Directors of the Lake City Area Fire Protection District to order at 6:04 p.m. in the fire station. Those Directors present were: Crystal Brown, Dennis Cavit and Jim Rowe.

Director Boyce was absent.

Also present were Bill Hagendorf, Manager (via video conference); Joe Wonnacott, Fire Chief/Fire Marshal; and Michelle Pierce, Secretary.

#### MINUTES OF PREVIOUS MEETING

Director Rowe moved, Director Cavit seconded to approve the minutes of the June 28, 2022 regular meeting as circulated. The motion passed with all voting yes in a general vote.

#### BILLS PAYABLE

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

#### BILLS FOR SERVICE – Status Report

The Directors read the report submitted by Secretary Pierce.

#### TREASURER'S REPORT

Director Rowe moved, Director Brown seconded to approve the Treasurer's Report for the month ending June 30, 2022 as circulated. The motion passed with all voting yes in a general vote.

#### QUARTERLY BUDGET REPORT

The Directors read the quarterly budget report submitted by Secretary Pierce.

#### MANAGER REPORT

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

#### FIRE CHIEF/FIRE MARSHAL REPORTS

The Directors read the reports submitted by Fire Chief/Fire Marshal Wonnacott (see attached).

#### PERSONNEL – Update on Fire Chief Position

Manager Hagendorf reported that he and Chief Wonnacott had discussed the Board's desire to have a fire chief who is available to respond to all incidents and serve as incident commander. Chief Wonnacott agreed and stated that he would like to retain his position as Fire Marshal and as a volunteer. Chief Wonnacott stated that he will support a new chief.

Manager Hagendorf suggested that Chief Wonnacott could mentor a new, volunteer, chief and also serve as deputy chief. The Directors agreed.

There was some discussion regarding whether fire-rescue Deputy Chief, Evan Milski, would be interested in serving as the volunteer chief. Manager Hagendorf stated that he thought that Deputy Chief Milski would consider it, but that he does not want to serve above his level of expertise. Manager Hagendorf stated that Deputy Chief Milski would want guidance and that both he and Chief Wonnacott have agreed to help.

Deputy Chief Milski joined via video conference at 6:34 p.m. He stated that he was willing to consider serving as the volunteer chief, but that he needed to give it more thought.

After further discussion, the Directors agreed to keep the current structure in place until the next meeting. Manager Hagendorf stated that he and Chief Wonnacott will talk more with Deputy Chief Milski in the meantime.

**RECORD OF PROCEEDINGS**

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**Regular Meeting (2)**

**July 26, 2022**

LAKE CITY FIRE-RESCUE – Volunteer Response Pay

The Directors read a proposal from Manager Hagendorf outlining options for providing incident response stipends to volunteer firefighters and the costs associated with doing so. In his proposal, Manager Hagendorf recommended a flat rate per incident that would be paid out either annually or semi-annually.

(Director Boyce joined the meeting in person at 6:54 p.m.)

After some discussion, the Directors agreed to consider a policy that would provide for a stipend of \$25.00 per volunteer per incident and a stipend of \$50.00 per incident for the highest-ranking responding officer. Manager Hagendorf stated that he would draft a policy for consideration at the next meeting.

OUT OF DISTRICT RESPONSE – MOU with Hinsdale County Sheriff

Manager Hagendorf reported that he has a meeting scheduled next month with the Sheriff and EMS director to discuss a possible memorandum of understanding (MOU) between the District and the Sheriff that authorizes the department to respond to incidents outside the District boundaries, including out of control open burn piles. He stated that he would also like to discuss the possibility of the Sheriff compensating someone in the fire department to inspect the piles and monitor the burns, along with the need to share contact and insurance information for parties to be billed by the District for the response.

After some discussion, Directors Boyce and Cavit agreed to attend the meeting with Manager Hagendorf.

FIREMEN'S PENSION FUND – Report on Status of Funds

The Directors read the 1<sup>st</sup> quarter 2022 allocation report from the Fire & Police Pension Association.

FIRE STATION – Propane Pre-Buy Agreement

The Directors read a proposal from JC Propane to provide propane at a prepaid rate of \$2.90 per gallon. Secretary Pierce stated that Amerigas's prepaid price is \$3.40 per gallon and that Ferrell Gas's prepaid price is \$2.50 per gallon.

Director Cavit moved, Director Rowe seconded to enter into a propane pre-buy agreement with Ferrell Gas for 1,250 gallons at \$2.50 per gallon. 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, District Manager	1,800.00	Gen.
Bill Hagendorf – Reimburse for Mileage, E3 & Pump repairs, test dry hyd.	117.00	Gen.
Blue Spruce Building Materials Co. – Brass Fittings	17.97	Gen.
CenturyLink – Phone	79.41	Gen.
Gunnison County Electric Assn. – Electricity	86.48	Gen.
Hinsdale County – Diesel Fuel	174.05	Gen.
Joe Wonnacott – Contract labor, Fire Chief & Fire Marshal	1,000.00	Gen.
Michelle Pierce – Contract Labor, Secretary	700.00	Gen.
Simply Broadband Solutions – 2-year contract payment	80.00	Gen.
Town of Lake City – Water & Sewer, 2 Months	170.00	Gen.
VISA – Foot Brake Valve, Quick Release Air Valves, DFPC Certification	289.82	Gen.

ADJOURNMENT

There being no further business to come before the Board, Director Cavit moved, Director Rowe seconded to adjourn the regular meeting at 7:24 p.m., but to meet again at the regular meeting on August 30, 2022. The motion passed with all voting yes in a general vote.

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Chairman

ATTEST:

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Secretary

# LAKE CITY AREA FIRE PROTECTION DISTRICT

DATE: August 28, 2022  
TO: Board of Directors  
FROM: Michelle Pierce, Secretary  
SUBJECT: Status of Bills for Service

The following is the status of the District's bills for service as of today:

Jason Lucius, \$487.50. Invoice #22022 in the amount of \$487.50 was mailed to Mr. Lucius on July 14, 2022 for our response to a motorcycle accident on June 16, 2022 at MM 66.5 on Highway 149. Mr. Lucius's wife contacted me via email on August 15<sup>th</sup> to ask if the District would file a claim with their insurance company. When I told her that we could not, she said she would get a check in the mail right away. I followed up her via email on August 26<sup>th</sup> since we hadn't received her check. She was very concerned and told me that she mailed it a few weeks ago. She agreed to mail another one and I expect to get it in the mail soon.

Dalton McGee, \$588.75. Invoice #42022 in the amount of \$588.75 was mailed to Mr. McGee on July 14, 2022 for our response to an OHV accident on June 26, 2022 on HCR 20. Mr. McGee paid his invoice in full by check received on July 23, 2022.

Brad Griffith, \$2,375.00. Invoice #32022 in the amount of \$2,375.00 was mailed to Mr. Griffith on July 11, 2022 for our response to an out-of-control 'controlled' burn on July 9, 2022 at 7933 HCR 30. Mr. Griffith paid his invoice in full by check received on July 23, 2022.

Pamela Strecker, \$937.50. Invoice #52022 in the amount of \$937.50 was mailed to Ms. Strecker on August 12, 2022 for our response to an OHV accident on July 25, 2022 on HCR 36. Ms. Strecker contacted me via email on August 23, 2022 and is in the process of filing the claim with her insurance company. She has agreed to enter into a payment plan if her insurance company does not pay. I will follow up with her in a few weeks to check on the status of her claim.

# LAKE CITY AREA FIRE PROTECTION DISTRICT

## Treasurer's Report

July 30, 2022

	<u>BEGINNING BALANCE 7/1/2022</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>ENDING BALANCE 7/31/2022</u>
GENERAL FUND	\$126,022.36	\$14,877.70	\$5,051.12	\$135,848.94
CAPITAL RESERVE FUND	\$471,903.91	\$6,374.51	\$297.99	\$477,980.43
CONTINGENCY RESERVE FUND	\$69,427.08	\$364.26	\$17.03	\$69,774.31
FACILITIES FUND	\$7,700.00	\$0.00	\$0.00	\$7,700.00
TOTALS	\$675,053.35	\$21,616.47	\$5,366.14	\$691,303.68

Petty Cash	\$25.00
Checking Acct - CBANKS	\$100.00
MM Acct - CBANKS	\$585,744.15
MM Acct - ColoTrust	\$85,434.53
Certificates of Deposit	\$20,000.00
TOTAL	\$691,303.68

Respectfully submitted,

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Treasurer

LAKE CITY AREA  
FIRE PROTECTION DISTRICT

**TITLE: FIREFIGHTER INCIDENT RESPONSE AND INCIDENT STANDBY  
NOMINAL FEE**

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

**PURPOSE**

The purpose of this policy is to allow for a nominal fee payment to the Lake City Fire/Rescue volunteer firefighters on a “per call” incident response and incident standby basis. This is **NOT** an hourly wage rate of pay. This nominal fee is **NOT** a substitute for compensation and is **NOT** tied to productivity, but rather to the sacrifice of the volunteer firefighter. This nominal fee shall **NOT** exceed twenty percent (20%) of what the Lake City Area Fire Protection District would otherwise pay to hire a full-time person to perform the same services.

**SCOPE**

This policy will provide clear guidelines for the incident response and incident standby nominal fee, eligibility, payment schedule, and recordkeeping.

**PROCEDURES**

All personnel shall adhere to this policy.

**INCIDENT RESPONSE**

Defined as any incident where firefighters respond in Fire District apparatus and where an incident report is generated through the NFIRS (National Fire Incident Reporting System). Calendar year 2021 Lake City Fire/Rescue reported twenty seven total incidents through the NFIRS.

**INCIDENT STANDBY**

Defined as any incident where firefighters do not respond in Fire District apparatus but arrive at the fire station and are on standby and where a report is generated through the NFIRS (National Fire Incident Reporting System). Individual firefighter credit for

incident standby will be at the discretion of the Incident Commander and documented on the incident field notes form.

## **ELIGIBILITY**

To be eligible for the Incident Response or Incident Standby nominal fee the firefighter must be an active member of Lake City Fire/Rescue when the incident occurs.

1. Probationary Firefighters shall be eligible after attending three consecutive meetings and have been “voted on” the Lake City Fire/Rescue membership by a majority of voting members as per the LCFR By-Laws.
2. Junior Firefighters shall not be eligible until their eighteenth birthday.

## **NOMINAL FEE**

Nominal fee amount shall be as follows.

1. Incident Response A nominal fee of \$25 will be given to each eligible firefighter who responds to a definition appropriate incident. A nominal fee of \$50 will be given to the highest ranking officer (Incident Commander) responding to a definition appropriate incident.
2. Incident Standby A nominal fee of \$25 will be given to each eligible firefighter who is on standby during a definition appropriate incident.

## **PAYMENT SCHEDULE**

Nominal fees for Incident Response and Incident Standby shall be paid on a biannual basis.

1. Nominal fee payments for January 1<sup>st</sup> through June 30<sup>th</sup> shall be submitted by check and distributed by mail to eligible firefighters following approval of the bills payable at the Fire District Board meeting scheduled for July of each year.
2. Nominal fee payments for July 1<sup>st</sup> through December 31<sup>st</sup> shall be submitted by check and distributed by mail to eligible firefighters following approval of the bills payable at the Fire District Board meeting scheduled for January of each year.
3. If a firefighter terminates membership with Lake City Fire/Rescue, he/she will receive a check for incident response and incident standby activity after approval of bills payable at the next scheduled Fire District Board meeting.
  - a) Termination date shall be seven days or more prior to the next scheduled board meeting. If not, it will be added to bills payable at the following monthly board meeting.

## **RECORD KEEPING**

The District Manager shall be responsible for all record keeping, NFIRS, and check request forms for incident response and incident standby nominal fees.

1. The District Manager shall submit completed check request forms to the District Secretary seventy two hours prior to the scheduled January and July Fire District Board meetings. The check request forms shall be included with the bills payable for the Board of Directors meeting for consideration of payment.
2. The District Secretary shall prepare and submit an IRS 1099-NEC form showing any nominal fees exceeding \$600 per firefighter annually.

*This document supersedes any previous Firefighter Incident Response and Incident Standby policies for Lake City Area Fire Protection District.*

# *Lake City Area Fire Protection District*

## **LCAFPD Policy #207 Incident Response & Incident Standby Nominal Fee Acknowledgement**

I, \_\_\_\_\_, have read and understand the LCAFPD Policy #207 (Incident Response & Incident Standby Nominal Fee). I understand this nominal fee payment to the Lake City Fire/Rescue volunteer firefighters is on a “per call” incident response and incident standby basis. This is **NOT** an hourly wage rate of pay. This nominal fee is **NOT** a substitute for compensation and is **NOT** tied to productivity, but rather to the sacrifice of the volunteer firefighter. This nominal fee shall **NOT** exceed twenty percent (20%) of what the Lake City Area Fire Protection District would otherwise pay to hire a full-time person to perform the same services. I understand that this is a working document and policies, and procedures are subject to change.

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Member Signature

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Date

*To be eligible for the Incident Response & Incident Standby Nominal Fee as described in policy #207 this form must be completed and returned to the Fire District Manager.*

## *Summary Of Meeting with County August 23, 2022*

### **Attendees:**

Emergency Manager Phil Graham, County Commissioner Kristie Borchers, Sheriff Chris Kambish (late), Directors Brent Boyce and Dennis Cavit, Bill Hagendorf.

### **Topics Discussed:**

1. Out of District Responses – 49% of our incident responses for 2021 were out of district & 2022 is on pace to exceed the 49%.
2. Call Volume – More call volume annually due to increased tourism.
3. Volunteers - More volunteers are need in the FD and other emergency service agencies
4. Resource – Numerous firefighters have been recruited by Search & Rescue leaving the FD with depleted volunteer resources for long periods of time.
5. Short Staffing – It is becoming increasingly difficult to respond to out of district incidents and maintain adequate district coverage
6. Open Burn Permits– FD is responding to several out of district permitted burns annually. Reasons are for out of control, unattended, too large of piles, etc. Needs more oversight.
7. Tanker Out of District – The FD tanker is critical for protection of properties at Lake Fork Estates, San Juan Ranches, San Juan Springs, San Juan Meadows, Riverside Estates, Lake City Heights, Monte Queen, Vickers Ranch, Weems Malter, Lake San Cristobal Subdivision, North Shore Village, and other properties over 1000' of Town Lake City fire hydrant system.
8. Recruitment & Retention- How do we attract more volunteers? How do we incentivize our Volunteers?
9. Volunteer Burnout- With the call volume increasing for all emergency agencies how do we prevent burnout?
10. MOU with SO or County– FD needs an MOU giving us permission to respond out of district. We invoice for out of district responses, and this will help avoid any billing issues.
11. HC Wildland Team– Who is on the team? FD members are not part of the team. Who has completed the 130/190 coursework and field exercises of forty plus hours? Who has only attended a four hour refresher course?