

# Aspen Fire Protection District

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## Board of Directors Regular Meeting December 12th, 2023

The Board of Directors of the Aspen Fire Protection District met for their regular meeting. The meeting was open to the public in person and virtually via Zoom.

### Meeting called to order by John Ward at 5:05pm

#### Roll Call:

- Board of Directors Present: John Ward, Dave “Wabs” Walbert, Emily Taylor
- Board of Directors Absent: Parker Lathrop, Charles Cunniffe
- Staff/Volunteers Present: Jake Andersen, Jan Schubert, Ali Hammond, Nikki Lapin, Amanda Perusse, Ken Josselyn, Jacob Arywitz, Fabi Brovelli, Craig Melville, Scott Arthur.
- Online: Michael Holmes, Jan Legersky (joined at 5:34pm)
- Public/Others: Richard Peterson

**MOTION:** Motion by Wabs to approve minutes from Regular Meeting on November 28th, 2023.

**Second:** Emily Taylor

**Discussion:** None

**Vote:** All approved.

**Public Comment:** None

**AVFD Inc.:** None

#### Financials

- Monthly Financial Review included in the packet.
  - Discussion on Wildland Firefighting income and expense account. The extra funds that are received as income are on the equipment we provide to the fires. The money we receive stays in the General Fund and is not required to move into the Capital Fund.
  - Discussion on higher amount for maintenance and repairs at the North 40. This was due to several smaller issues and projects (boilers, installments for contract, lightning protection for solar panels, replacing main boiler circulation pump, snowmelt issues)
  - Discussion on attorney’s fees
  - Discussion on Volunteer Benefits as well as the Fitness and Wellness allowance balance. We budget for all members who might be eligible for insurance and the fitness/wellness bonus, but not all of our members sign up for these options. The extra funds usually stay in the General Fund. Sometimes the Board elects to allocate some of these funds to the FPPA.

### Parker Lathrop arrived online at 5:10pm

- FPPA
  - Request by Wabs for clarification on the following: Does the full FPPA Pension Board need to meet to accept the updated motion of last meeting to increase the FPPA Volunteer Pension Plan funding, for 20 pensionable years of service, from \$750/month to \$850/month, effective January 1, 2024 with a goal of a future annual increases of 3% thereafter. Jake Andersen will look into this and let Wabs know the outcome.

- 2024 Draft Budget Review
  - John Ward asked Jake Andersen to review any changes made in the budget since the last BOD meeting.
    - We did reallocate the \$450,000 as requested by the Board. Some to Capital Improvement, potentially some to FPPA and places where it can do good for the taxpayers or where we'll have access to the General Fund. Total of \$8,973 additional tax revenue from abatements that the assessor allows, which has been added to a few areas at \$2,000 or less that were slightly under budgeted.
  - Jan Schubert reviewed the highlighted areas.
  - Aspen Fire will forgo the \$1.1 mill (reduction of 0.363 from last year's mill). We are not going to collect on this for 2024.
  - Reviewed important definitions/dates from Pitkin County Assessor
    - January 3<sup>rd</sup>, 2024– Final Certification due
    - January 10<sup>th</sup>, 2024 – Local Government and School Board mill levy certification due.
    - Once we receive the backfill and know what that number is from the assessor, we can then do a budget amendment and submit the 2024 budget. For now, we will need to appropriate money for the first week of January to cover the gap.
  - Property Management for Fire Place Housing did not submit a P&L for the last month as of yet.
    - Discussed that the District did previously agree to offset some of the costs associated with Fire Place such as snow removal, landscaping, trash and some miscellaneous items.
    - Recommended that the Housing Committee review the property management company to make sure they are providing the requested expectations.

**Board member comments/action items:**

Wabs – surprised to see at the holiday party that several people who were going to be receiving awards did not show up. Explanation from Nikki Lapin is that we have been holding on to a few of these awards for a few years, and that people have to come to the party to receive them, so if they are unable to show up, we hold the award for the next year and so on. It is hard to find a weekend that works for everyone, and the Aspen Education Foundation's big event was the same night, but usually is the following weekend.

Emily – Thank you for lovely event, it was great to be a part of it. Thanks to the team that set up the karaoke.

John - I am excited for 2024 year. We have built a great Fire District and we should continue to build upon our professionalism and our technical expertise and our people and continue to grow our people, it is very exciting to see.

Parker -none

- Board President, John Ward, opened up the Resolution to Adopt Budget 2023 #12-01 for public comment – no comments

**MOTION:**      **Motion made by John Ward to approve the Resolution of the Adopted Budget, Series of 2023 #12-01, A RESOLUTION SUMMARIZING THE EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE ASPEN FIRE PROTECTOIN DISTRICT, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY, 2024, AND ENDING ON THE LAST DAY OF DECEMBER, 2024**

**Second:**        **Wabs**  
**Discussion:**   **None**  
**Vote:**            **All approved.**

- Board President, John Ward, opened up the Resolution to Set Mill Levies 2023 #12-02 to public comment – no comments

**MOTION:**      **Motion made by John Ward to approve Resolution to Set Mill Levies, Series of 2023 #12-02, A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR 2023, TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE ASPEN FIRE PROTECTION DISTRICT, FOR THE 2024 BUDGET YEAR.**

**Second:**        **Wabs**

**Discussion:**    **None**

**Vote:**            **All approved.**

- Board President, John Ward, opened up the Resolution to Appropriate Funds 2023 312-03 to public comment – no comments

**MOTION:**      **Motion made by John Ward to approve Resolution to Appropriate Funds, Series of 2023 #12-03, A RESOLUTION OF THE ASPEN FIRE PROTECTION DISTRICT SETTING FORTH THE ANNUAL APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JANUARY 1, 2024 AND ENDING DECEMBER 31, 2024.**

**Second:**        **Wabs**

**Discussion:**    **None**

**Vote:**            **All approved**

**Staff Report:**

- Fire Marshal – report provided in board packet – presented by Jake Andersen. Jan Legersky joined the meeting online at 5:34pm.
  - Special mention of the new fire extinguisher training equipment, which includes actual live fire coming from a gas-controlled source. This is a much safer design, and the public enjoys this safer setting to practice their PASS technique.
  - Deputy Fire Marshal, Ben Smith, has been participating in Forestry meeting for Wildfire Risk Assessments with the City of Aspen, to align our wildfire risk assessments with them and the urban canopy coverage goal and make sure we are all on the same page.
  - Discussion on City requirements for fire systems for different sized houses.
    - Any addition or remodel will require a site visit to determine if they can be sprinklered or not.
      - If the addition is greater than 25% of the existing SF, we look at it.
      - If a remodel is 50% or more of the walls and ceiling coming down, we look to see if it can be sprinklered.
- Operations Report – Deputy Chief Andersen reviewed the report in the board packet.
  - Review of photos:
    - Room and contents fire in an apartment over by the hospital. Sprinklers held it at bay, but it was trying to move. Our team shut it down, cleaned it up and spent over an hour to help with salvage. A very customer service type call.
    - Thanksgiving dinner at Station 61 – around 30 or so folks. On duty staff, Wabs dropped off an apple pie, on-duty police, Aspen Ambulance District. Nice that we can give first responders on duty a home for Thanksgiving. We even deep fried a turkey.
  - Collaborations: We are going to continue the quarterly brunch meeting of all BC's in the valley to work on SOG's and how we can all be on the same verbiage moving forward. We started with Structure fires. Next we will work on General Command and Control, Radio Communications and Swiftwater rescue. This is important so that on bigger incidents we can work together better. This is a huge step in our valley.

- Spotlights: BC space at 62. This remodel has temporarily displaced the Division Chief of Training, Scott Arthur, and he was moved into a much smaller office space. A-shift worked hard to make it homier with a Hawaiian themed mural, which they installed over the weekend, for him to have a Zen space.
- Fire blankets for Electric Vehicles: photos of our members training with it. There is one on each engine for now.
- Training Report and Recruitment– information in board packet, reviewed by Scott Arthur
  - Mike Tracey is now certified as a Type III Incident Management Team Safety Officer and can now go with a team and be the official safety officer.
  - Majority of the 2023 class was recently badged at the December Operational meeting, including lateral transfers.
  - Class of 2024 has 7 Firefighters, they have started their pre-academy task books. LT Will Shoemith is working closely with the class by formalizing class time here and reinvigorating the mentor program. Academy will start in January.

Parker Lathrop arrived in person to the meeting at 5:47pm

**Wildfire Community Action Fund:** Information in packet, Ali Hammond reviewed.

- Updated Project Manager job description.
  - Will be similar to how Ali’s position was created 2 years ago
  - a one-year contract – maybe change this verbiage to one-year term
  - salary was reduced and benefits were added, this is a non – exempt position.
- Discussion by Board to make sure all incidental expenses for this position will be covered in the WCAF budget. Ali confirmed there are extra funds in the administrative expenses for this .
  - Recommendation by the Board to amend the 2024 budget in January to reflect the funds for this position as a revenue item in the General Fund Budget and as an expense from the WCAF.

**MOTION: Motion made by John Ward to approve the Wildfire Mitigation Project Manager job description and position for the 2024 calendar year.**

**Second: Emily**  
**Discussion: None**  
**Vote: All approved**

**CEO/Fire Chief and Good of the District: Chief out of town, Jake Andersen gave updates**

Holiday party was a great success. Thanks to Craig Melville and the Mountain Chalet for hosting.

**Old Business:** none

**New Business:** none

**MOTION: Motion by Wabs to adjourn at 6:00pm**

**Second: Emily Taylor**  
**Discussion: None**  
**Vote: All approved.**

**\*\*\* A full recording of this meeting can be requested by contacting the District Administrator at [nikki.lapin@aspenfire.com](mailto:nikki.lapin@aspenfire.com) or by calling 970-925-5532.**