

CLVFD Business Meeting Minutes March 28, 2024

Call to Order at 1804 by Chief Evan Rau.

Attendees: Evan Rau, Mike Clark, Brad Chiodo, Jim Kubichek, Jody Sandquist, Jon Gessert, Sue Gessert, Susan Rau, Karen Smith, Jay Smith, Craig Mawle, Marian Kelly, Steve Dirmeyer, and Doug Race (arriving at 1822). Guests: Anne Dirmeyer, Melanie Nelson, Robin Lauric, Keenan Boswell.

Approval of the Agenda – Marian Kelly moved to approve the agenda as distributed, Jim Kubichek seconded. Motion passed unanimously.

Approval of Minutes from Previous Meeting – Jay Smith moved to approve the February 22, 2024, Business Meeting minutes as written, Brad Chiodo seconded. Motion passed unanimously.

DISCUSSION TOPICS

Personnel

- New Member Candidate, Keenan Boswell — Keenan's a musician who lives in Filing 11 and works down the mountain several days a week. He was here during the Cameron Peak Fire and has been through several hurricanes, which gave him a desire to help out during these kinds of incidents. He's also interested in the EMS side of things. He volunteers at the Food Bank and will be working at CL Water & Sewer. He's interested in volunteering as a firefighter.
- Mike Clark has completed all his coursework and certifications and is officially an EMT. Congratulations, Mike!
- It's with regret that we say farewell to Anne and Steve Dirmeyer and Melanie Nelson. Steve and Anne have been on the department eight years and Mel for a year. Our thanks to Steve for his work on getting the septic system installed, the boat shed erected, and taking on many other necessary maintenance and improvement projects. Anne has kept our hydraulic systems (like the extrication equipment and snowplow) up and running and been responsible for maintaining our records with NFIRS. Her work on the board as the Treasurer has been invaluable. They're moving to Arizona and will be sorely missed after all their work on the department.

Operations

- SDR Response Protocol Changes
 - The original one-month evaluation period has been extended for further data collection.
 - Protocol Reminders – SDRs are automatically dispatched to provide traffic control for MVAs and confirmed fires. For medicals and other calls, SDRs will report to and stage at the station, and the Incident Commander will direct them to undertake any assistance required by having Dispatch page them.
 - Please provide feedback by speaking to an officer or using the form provided in the meeting agenda.

- Mutual Aid – Evan talked about recent mutual aid requests from neighboring departments, which should include what specific apparatus they want. If we're unable to provide what the other department is requesting because we're short-handed or for any other reason (for example, Glacier View VFD requesting Engine and Tender when they're chained up, making response down 74E slow and potentially damaging), the officers at the station will discuss our options and determine what we can provide, then contact the IC to let them know what we're able to provide and what our ETA would be so they can determine what would work for them. Note: In future, if we're requested in a situation like the one in the above example, we can drop the chains on the front tires of Engine 1 fairly quickly and get it ready to go down the mountain, since the rear chains are automatic and can be switched off.
- Incident Reporting: Deadlines, Completion, Response (or lack thereof) to Reporting updates and reminders – Marian detailed why these reports are important and need to be done in a timely manner – the federal government requires reporting through NFIRS, we aren't eligible for federal grants unless we make our NFIRS reporting, and if ever have to testify in a court of law, our Incident Reports would be the basis of our testimony. Legally speaking, if we don't note an action we took in this report, it's not considered to have been done. Responders need to get their reports in asap so the incident commanders can write the Incident Reports while the incident is still fresh in their minds. We discussed what's making it difficult for people to get reports completed quickly and what we can do to ensure they're done in a timely manner. The following steps will be taken moving forward:
 - Those staging at the station (whether firefighters or SDRs) are asked to write down the radio communications they hear for the Station Report, which provides helpful information for completing reports. Filling out the Station Report Form (which is bookmarked on the station computer) is not a requirement if you're not comfortable doing so. If you're not comfortable filling out the form, at the end of the call, take a picture of the notes you made and text it to Marian, who will fill out the report. Note: if the person taking notes for the station report is needed on the call, they will immediately leave to assist with the incident.
 - Marian will send out the Station Report to all department members as soon as she's received it, in order to ensure everyone has times for the call asap.
 - If we don't have anyone available to make notes for a Station Report, the Incident Commander will call Dispatch at the Sheriff's Non-Emergency number (970-416-1985) as soon as practicable to request times for the call (page-out, first on scene, arrival and departure times of apparatus, stand down).
 - All responders staging at the station must check in with the person making notes for the Station Report. You can't be included in the Station Report if the person writing it up doesn't know you're there.
 - All responders are encouraged to write up their Run Report before leaving the station after the incident. The Run Report Form is bookmarked on the station computer. If you don't return to the station after the incident, you're encouraged to write up your Run Report as soon as you get home.
 - Reminder: your Run Report should state what you (or your apparatus/crew) did. It should not be a copy of the dispatch log or station report of what everyone did.

Department

- Rules and Regulations Revision – The committee has completed and submitted these to the

Officers for review, which was started last night and is currently in progress.

- Strategic Plan – Committee members: Doug, Mike, and Evan – The latest version is available on the staff portal of the website under Updates/Strategic Plan 2024. Please provide feedback for the committee using the form provided. The Plan has been presented to the CLFPD Board, which made a few suggestions for revision, and the committee members will reconvene to discuss their suggestions.
- Goals for 2024
 - Rules & Regulations revision (from 2023) – Marian – See first bullet point in this section.
 - SOGs revision (from 2023) – Mike is now in charge of the committee, with Karen and Mark as committee members.
 - Strategic Plan update (from 2023) – Evan – See second bullet point in this section.
 - Establish a system for better managing incident reporting, inventory, maintenance records, and training records – Evan and Mike – Currently exploring RMS (Reporting Management Software) options with the goal of being able to drill down better, with more detailed data-capture. Evan has had a few discussions with companies handling this kind of reporting to see if they'll suit. We'll also have access to some modules of the First Due program through the county, but the summit to go over the details had to be postponed and hasn't yet been rescheduled. Jay volunteered to help out with the research process, and anyone else interested is encouraged to talk to Evan or Mike.
 - Establish a peer support program – Karen and Evan are interested in taking the peer support training and working on arranging that. Keenan may be interested and Evan will send him information on it.
 - Incident Reporting – Get 90% of run reports submitted within five days of the call – Marian – See last bullet point under Operations.

Safety

- Jim shared some vehicle safety reminders:
 - Slower is safer – drive the speed limit or slower, as appropriate for conditions.
 - Wear your seatbelts – drivers, don't pull out until everyone's buckled up and no one unbuckles until the vehicle is fully stopped.
 - Drivers, always use a spotter when backing, and backers, never turn your back on your vehicle – stop the vehicle if necessary to reposition yourself safely. Drivers, if you can't see your backer, stop.

Training

- Fire on the Plains is almost a month away (April 26-28 in LaJunta), and while several people have expressed interest, no one's registered yet. Contact Brad asap to get registered. Evan will send Keenan some information, though we may not be able to send him this year. There's a grant for half-price scholarships, so everyone signing up should check the box for that.
- Everyone needs to submit all non-CLVFD training certificates/documents to Brad. The easiest way to do that is to put them in the document holder on the wall in the downstairs office at the station – there's a slot there for the Training Officer. All outside training must be approved by the Training Officer in order to get training credit. Brad will be adding training hours to the record on the website (in the Staff Portal area) on a quarterly basis.

- April's training subject will be Wildland. Prepare yourself and your wildland pack for the season and make sure you know what you've got and everything is up-to-date. Also, if you're doing maintenance on a brush truck, make sure to put new water and snacks in it.

CL FIRES

- Jody talked about the events schedule for the rest of the year:
 - Flag raising – May 25th
 - Duck race – Friday, July 5th (wash and decorate trucks afterwards)
 - 4th of July Parade – Sunday, July 7th – The theme will be Volunteers, the Heart of our Community – CL FIRES will be encouraging community committees to enter floats in the parade. They're challenging the department to figure out how to design and fit a duck bill on Squad 2 for the parade (representing the duck race).
 - Safety Day, a joint event with Wildlife Aware – Will be sometime in the last half of June.
 - Rummage Sale – Collections on Saturdays in August, sale Labor Day weekend.
 - Chili and Bread Cookoff – September 28th
 - Santa's Helper needed for cookie exchange in December.
- Susan Rau reported that she's working on rebuilding the CL FIRES website and has gotten the home page recreated, although the links on it currently don't work. She hopes to have the main ones working soon.

INFORMATION ITEMS

- Members are reminded to review the Information Items included in the Agenda.

AS THE MEMBERSHIP DESIRES

- Direct Distribution of PPE Grant – New structure/wildland boots have been received. Members slated to receive new boots are asked to stay after the meeting adjourns to try them on.
- The CWPP committee will be holding WUI Day again on Memorial Weekend – Craig notified members of this and asked members to plan on attending. In addition, he asked who was scheduling mitigation assessments and volunteered to take over monitoring the email where those requests are sent. He'll also see if Raina's available to come up and do a refresher on using the assessment software.
- Robin reported that the board has made a decision about the mil levy effort and Doug will be leading the committee to work out the details. The board has also contracted with Pinnacle Consulting Group for financial services – they encourage department members receiving reimbursements to sign up for direct deposit, which will save the district some money. She reminded everyone that department members are always welcome to come to the board meetings.
- Doug suggested that everyone listen to the link Jim sent out to the radio communications from the Baltimore bridge collapse. In his opinion, it demonstrated the way communications should be handled.

- Time-off Tracker changes – The tracker has a new option available on it for people who are on the mountain but have Limited Availability (for example, someone who's at work and unable to respond or will have a delayed response). Each page of the tracker has a key in the upper left corner showing the colors for each option (off the mountain and limited availability). The color choice to pick for Limited Availability is the one directly to the right of the color for Off the Mountain.

Vote on New Member – Department members voted on accepting Keenan Boswell as a probationary department member. The vote was unanimous to accept him.

Jim Kubichek moved to adjourn, Steve Dirmeyer seconded. Motion passed unanimously.

Meeting adjourned at 2019.

Respectfully submitted,
Marian Kelly, PIO