

## **CLVFD Business Meeting Minutes January 25, 2024**

**Meeting called to order by Chief Evan Rau at 1802.**

**Attendees:** Evan Rau, Doug Race, Jim Kubichek, Brad Chiodo, Mike Clark, Jody Sandquist, Marian Kelly, Jon Gessert, Sue Gessert, Susan Rau, Jay Smith, Karen Smith, Milo David, and Marilyn David. Via Zoom: Mark Weeks and Craig Mawle. Guests: Board Members Susan Vance and Robin Lauric.

**Approval of / Additions to the Agenda** – Jim Kubichek moved to approve the agenda as presented. Jody Sandquist seconded. Motion passed unanimously.

**Approval of Minutes from Previous Meeting** – Jay Smith moved to approve the minutes of the November 28, 2023 meeting as presented. Milo David seconded. Motion passed unanimously.

### **DISCUSSION TOPICS**

#### **Personnel**

- First Responder Trauma Counselors – Representatives from the FRTC weren't able to come up to present information about the peer support program they offer at the business meeting as planned. Evan has emailed information on [911Overwatch.org](https://911Overwatch.org) (the FRTC program) to all members and recommends everyone check out their website and what they offer.

We want to make an honest effort towards starting a peer support network up here to assist all our responders to deal with the emotional fallout of working difficult calls. Doug stated he's needed this kind of assistance previously and has turned to other department members, and he strongly supports everyone making use of it. Brad said he was always available to talk, no matter how big or small the concern. Jody mentioned that there's also an advantage to being able to discuss tough calls as a group because it shows people that they're not alone in their concerns/reactions. Susan Vance shared her personal experience as a long-time law enforcement officer with the benefits of this kind of program.

FRTC was unable to get a large enough grant to provide this kind of program to the whole area but did receive enough to supplement our department's ability to get a few members trained in peer support and to host a 911 A.W.A.R.E training to learn how to recognize potential stress/trauma needs in our fellow members. If anyone is interested in being an integral part of this kind of program, please let Evan know.
- Official announcement of Officer Appointments – Evan formally announced the appointment of the following officers:
  - Safety Officer – Jim Kubichek
  - Training Officer – Brad Chiodo
  - Traffic Control Officers – Jody Sandquist & Jon Gessert
  - Public Information Officer – Marian Kelly
  - Secretary – We have no secretary at this time.
- Radio number changes: Mike will be Crystal 3, Marian will be Crystal 7.

## Operations

- Follow up on January training in incident response, scene size-up, and incident command
  - Medical calls – Doug brought up the fact that there's been ongoing confusion about who stands the department down and when. Once the patient is loaded, that part of the call moves into RFLVFD's hands and we're no longer the primary on that part of things; they handle it from there on out (standing themselves down when they're done). For our part, we need to make sure that all of our work on the call is finished and the SDRs have completed their efforts before standing down. When the patient transfer to UC Health is happening in our district, we want to provide traffic control for that. For an LZ taking place in Red Feather, our responders should stand by at the station and only plan on going to Red Feather if requested.
  - Auto-response – There appear to be some disconnects between our response plans and RFLVFD's expectations. Evan clarified that our auto-response model and theirs aren't identical and he will speak with Chief Hill to make sure the departments are on the same page about what to expect from each other. Evan will email our current response matrix out to all members again now and will send out a revised one if any changes come out of his meeting with Chief Hill.
  - EMT response to calls – When we have more EMTs being tasked with going direct to scene for medical calls, we'll need to adjust our response to ensure we also have enough members going to station to cover LZ needs.

## Department

- Goals for 2023: updates
  - Website rebuild – Evan and Mike – Transfer to new platform completed with more work still to be done to refine and continue updating. The board is updating their own pages on the site.
  - Open house – Mark – Completed. For next year, Jim suggested that we consider sending out personal invitations to full-time residents.
  - Rules and Regulations revision – Marian – The committee expects to have the revision ready to send to department members within the next couple of weeks.
  - SOG revision – Jim – This task will be moved to 2024 and more committee members added. Department members were asked to think about joining this committee.
  - 5-Year Plan revision, aka Strategic Plan – Doug – This effort has evolved and been renamed the Strategic Plan and Evan and Mike have been added. The board has requested this be completed soon in order to make upcoming trajectory decisions regarding budget management. The committee has asked that members share any ideas they may have with any member of the group.
  - Recruitment – We need a new lead for this task force following Anne's resignation from the department. Karen volunteered to take over leading the task force, with Mark and Doug joining as members. The officers had decided to table the exploration of adding auxiliary positions until February because there are legal and operational considerations that will need to be explored.
- Goals for 2024: brainstorm
  - Carry-over goals from 2023
    - Rules & Regulations revision
    - SOGs revision
    - Strategic Plan update
  - Establish a system for better managing incident reporting, inventory, maintenance records, and training records.
  - Establish a peer support program.

- Incident Reporting – Get 90% of run reports submitted within five days of the call.
- In the absence of an official Secretary, Marian will be taking minutes at Business meetings. Susan Rau volunteered to act as backup for when Marian's unavailable.
- Fire Danger Signs – We need volunteers to change the sign placards when fire conditions change per the National Wildfire Assessment System – Doug, Jim, Karen, Jay, and Brad offered to change signs when notified of the need by Marian.

## **Safety**

- Before the meeting, Jim emailed out links to several news reports about fire engines spinning out and crashing due to icy conditions. He reminded everyone to respond at a safe speed for conditions – what matters is getting there safely; we can't help anyone if we don't. This also points up the importance of wearing seatbelts to stay safe if the worst happens. He also sent out links to reports on fighting fires in freezing conditions and reminded everyone that during a fire at this time of year, we'll need to be careful about ice underfoot, hazards hidden under snow, staying warm during the call, etc. We need to think about calling in extra resources quicker so we've got the ability to rotate crews and allow firefighters to get out of the cold and rehab. Jody reminded SDRs to have one person stay warm in the vehicle and switch out every ten to fifteen minutes in freezing conditions. Evan said if there aren't enough SDRs to man all the usual response positions in pairs for safety, they need to make the operational decision to reduce positions until they can be managed safely (notifying Command of the decision). On a scene, the Safety Officer has the authority to remove any responder from the scene, including the IC, if they're no longer acting in a safe manner for any reason (sending them for rehab due to conditions, etc).

## **INFORMATION ITEMS**

### **Personnel**

- Anne Dirmeyer and Melanie Nelson have resigned from the department. For now, Anne wants to focus her attention on Board and Treasurer matters, while also preparing to pursue EMT school. Melanie has identified that firefighting is not for her but would still like to be actively supportive of the department. While there's no role for her on the department as a non-responder, we hope she'll find her way to being a part of the supportive community that stays involved in our events and fundraising. We thank both of them for their service to the department and hope we'll continue to see them around.
- Jay has agreed to become our Station Master, taking on apparatus and facility repairs and generally “owning” those areas of expertise. We will continue to use the whiteboards in the station for notifying him and others of apparatus or supply needs. Jay will be the department's primary point of contact for all needs related to the apparatus or the station itself. Please talk to him first, and he will escalate the topic to the Officers if appropriate. THANK YOU, JAY!

### **Equipment**

- Boat shed – We'll be getting a shelving unit with a closet rod for storing equipment in the shed, some of which should be hung up (especially after it's been used/gotten wet). Equipment that can be safely stored in the shed as-is without the shelving unit has been transferred there to declutter

the office.

- Backup camera – A backup camera has been installed on Engine 1. Reminder: This is a secondary safety device – all drivers must use backer and pay attention to their directions.
- Squad 2 – Squad 2 is parked in one of the bays for the winter so the plow is ready to go when needed. Brush 2 has been drained and moved outside to make room for it.
- Extrication equipment – The engine has been repaired but fails to pump under load. It will be going back down for further repair. The hydraulic fluid gaskets have been replaced.
- Lithium-ion jump pack – This will now be in Squad 1. We have the chargers that plug into the wall and can jump-start apparatus with those as needed at the station.
- Apparatus maintenance
  - Tender 1 – Repaired, back in service, chained up.
  - Squad 2 – Running and driving well. Plow pump replaced and plow is now operating at full capacity.
  - Brush 2 – Rear tires replaced, steering repaired.
  - We're going to start taking apparatus to Beck's Automotive on Boy Scout Rd. for annual inspections and maintenance.
- Siren batteries have been failing with more frequency lately. Marian has been in touch with Avtech, and they gave us directions for testing the solar chargers on each siren to ensure they're working properly. If you're interested and able to help with that, it's a simple process with a multimeter and a couple hand tools to open the siren cabinets on the poles. Reach out to Jay if you're able to help.

## **Operations**

- We're going to be very light on SDRs for a period of time this winter. Firefighters should be prepared to be assigned to traffic control/lead-in if not otherwise assigned. Know where to find the appropriate gear and grab it before heading out on this assignment.
- Incident reporting – Remember incident reporting spreadsheets are available on the Member Portal of our website. Send run reports within five days of the incident so you and the incident commander can complete all reports before they become distant memories.

## **Training**

- Fire training – February subject: apparatus rodeo
  - CLVFD – Thursday 02/01 at 1800
  - RFLVFD – Tuesday 02/06 at 1800
  - Rodeo: Saturday 02/10 at 0900. Location: CL station (not a joint training this month)
- Stillwater rescue training – no update. Brad and Evan are working on arranging this.
- Ice rescue train-the-trainer with Larimer County: March 6-8 at Horsetooth Reservoir
- 2024 training plans
  - CPR certification/recertification – The next recert cycle for department members will be this

- summer.
- First aid certification – This may be coupled with CPR this summer, with training/trainer help from Larimer County. More to come on that.

### **Grants**

- Direct Distribution of PPE Grant – We've been awarded a grant of equipment worth \$20,204. Update on ordering/receipt of grant items:
  - Wildland pants, shirts, and helmets have arrived.
  - No other items have arrived yet.

### **Miscellaneous**

- Folding mezzanine stairway ordered. This will replace the ladder currently in place and provide safe access to that area. It will occupy little additional space when folded and crank out when needed.

### **As the Membership Desires**

- Mil levy – The Board is reviewing what options to take to the community once the station remodel loan is paid off. They need department input on what needs we anticipate going forward (for replacement of apparatus, additional apparatus, facility needs, services improvement, etc) so they can determine how to proceed with budgeting strategies. The Strategic Plan Committee will post information in the Member Portal to allow members to see what they're working on so they can stay informed and make suggestions.
- CL F.I.R.E.S. will be having their Quarterly Meeting on February 18th in the station at 1:00 pm. Additional meetings this year will be May 5th (Quarterly) and August 11th (Annual). They will have two board positions open.
- SDRs – Their next meeting will be February 13th at 4:15. They'll be down to two responding members the week of February 19th and then half-staffed through March.

**Marian Kelly moved to adjourn. Milo David seconded. Motion passed unanimously.**

**Meeting adjourned at 2020.**

Respectfully submitted,  
Marian Kelly, PIO