

RECORD OF PROCEEDINGS

COLORADO STATE FIRE CHIEFS ASSOCIATION BOARD OF DIRECTORS JANUARY 14, 2011 REGULAR MEETING MINUTES

A regular meeting of the Board of Directors of the Colorado State Fire Chiefs Association was convened on Friday, the 14th day of January, 2011, at 9:30 A.M., at South Metro Fire Rescue Headquarters, 9195 E. Mineral Avenue, Centennial, Colorado.

ATTENDANCE

Board Members in Attendance Were:

Chris Riley, President
Steve Pischke, President-Elect
Andy Marsh, Treasurer
Mike Morgan, Secretary
Bruce Mygatt, Combination Chiefs Section Chair
Dave Ury, South Central Region Director
David Lowrey, Fire Marshal's Section President

Board Members Attending via Tele-Conference Were:

Dave Parmley, Immediate Past President
Bob Pistor, West Region Director
Aaron Eveatt, Southeast Region Director
Ken Rice, Fire Chaplin's Section President

Also In Attendance Were:

Paul Cooke, CSFCA Executive Director
Ken Watkins, Board of Directors (Secretary) Appointee
Jerry Rhodes, Legislative Committee Chair (Appointee)
Dave Vroman, Board of Directors (NW Region Director) Appointee

ADMINISTRATIVE MATTERS

Call to Order: The meeting was called to order at 9:30 p.m., by outgoing President Riley. Chief Riley requested that each individual present and on the conference call introduce themselves. A quorum was declared

INSTALLATION OF PRESIDENT AND VICE-PRESIDENT

Outgoing President Riley administered the Oath of Office and installed Steve Pischke as President and Mike Morgan as Vice-President. President Pischke took over from this point as meeting Chairman.

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APPOINTMENT OF APPOINTED OFFICERS AND DIRECTORS President Pischke presented his appointments of Secretary, Treasurer and Regional Directors for confirmation by the Board of Directors, as follows:

Ken Watkins, Grand Junction FD; Secretary
Andy Marsh, Federal Heights FD; Treasurer
Michael Pattarozzi, Englewood FD; North Central Region Director
Chris Riley, Pueblo FD; South Region Director
Dave Ury, Black Forest FPD; South Central Region Director
Dave Vroman, Gypsum FPD; North West Region Director
Barry Schaefer, Platte Valley FPD; North East Region Director
Don Chapman, Alamosa FD; San Luis Valley Region Director
Larry Behrens, Los Pinos FPD; South West Region Director
Bob Pistor, Montrose FPD; West Region Director
Aaron Eveatt, La Junta FPD; South East Region Director

Motion by Bruce Mygatt and second by Mike Morgan to confirm the appointments of Secretary, Treasurer and Regional Directors. Motion carried unanimously.

Executive Director Cooke distributed contact information for all Board members, including Section representatives. Cooke also provided clarification of voting, quorum, and executive board. Following discussion it was suggested that it might be a good idea to appoint a Committee to review the Bylaws for any indicated changes.

INSTALLATION OF BOARD OF DIRECTORS President Pischke administered the Oath of Office to Appointed Officers, Directors, and Section Representatives. President Pischke called the meeting back to order at 9:45 a.m.

APPROVAL OF MINUTES The minutes for the Board of Directors meeting of **October 8, 2010** were approved upon Motion by Bruce Mygatt, Second by Dave Vroman, and unanimously carried.

The minutes for the Board of Directors meeting of **November 19, 2010** were approved upon Motion by Bruce Mygatt, Second by Dave Ury, and unanimously carried.

FINANCIAL REPORT **Financial Report For Period Ending December 31, 2011**

Executive Director Cooke presented the Year-to-Date Financial Report for the Period Ending December 31, 2011 and a budget comparison report for the same period. The financial and budget reports are incorporated herein by this reference.

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Cooke reported that 2010 revenue was \$23,189 less than budgeted and expenditures were about \$700 less than budgeted. As a result of the overall decline in revenue, the fund balance was reduced by about \$28,000. Cooke reminded all that the income from FLC 2009 was significantly less than in recent years, but thanks to Chief Parmley and Donna Mullison, conference expenses were down in 2010. Cooke reported that the accounting for the 2010 Fire Leadership Challenge was not closed out yet. He estimates an additional \$2,000 in revenue still to come in, as well as the conference facility bill.

Upon Motion by Mike Morgan, seconded by Andy Marsh and unanimously carried the financial report was approved.

Other Financial Issues

1. Discussion to disburse \$31,957 to the Missouri Valley Fire Chief's Association, which represents their income from the Colorado Springs conference. Motion by Morgan to approve disbursement of \$31,957 to Missouri Valley Fire Chiefs, Second by Mygatt. Motion carried unanimously.
2. Executive Director Cooke asked the Board to approve having the four officers on the signature card for check signing along with Dan Qualman. Motion by Lowrey to approve, Second by Marsh, all yes.
3. Bruce Mygatt asked why the Treasurer didn't give the financial report. Cooke stated he was not able to get the reports to Chief Marsh to review in advance of the meeting so it was more appropriate for him to do it this time.
4. Director Cooke recommended that with the amount of work involved with credit cards that we don't take them until we have some office help. Discussion on how that would affect our member departments and the decision to leave as is.

PRESIDENT'S REPORT

Budget Committee

Steve Pischke, CSFCA President reported that he has appointed a budget committee to come up with a financial system that is sustainable. The members of the committee were identified as:

Larry Donner, Boulder Fire Department
Dan Qualman, South Metro Fire Rescue
Don Lombardi, West Metro Fire Rescue
Ken Watkins, Grand Junction Fire Department *

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Marshall Cook, Lamar Fire & Ambulance
Mike Morgan, Rifle Fire Protection District
Rich Graeber, Upper Pine Fire Protection District
Paul Cooke (staff, ex-officio)

* Note: Ken Watkins was subsequently replaced on the Budget Committee by Chief John Asper of the Greater Eagle Fire Protection District.

The Budget Committee will hold its first meeting on January 28, 2011 following the Metro Chief's meeting at West Metro Fire Headquarters. All other Board members were encouraged to provide ideas to the Committee.

Legislative Committee

President Pischke reported that the Legislative Committee for 2011 has been formed with Chief Jerry Rhodes as chair. This group was successful in 2010 of reviewing, providing feedback, and representing the Association at the legislature. Members served as subject matter experts on specific legislation.

Board Member Expectations

President Pischke will be sending out expectations for the Board, Regional Directors, and Sections. He wants Board members to be intimately involved with their sections and regions.

2011 Meeting Schedule

Executive Director Cooke presented the proposed 2011 meeting schedule and following discussion the schedule of Board and General Membership meetings was adopted, as follows:

Date	Meeting	Location
January 14, 2011	Board of Directors Meeting	South Metro Fire Rescue
February 4, 2011	Board of Directors Meeting	South Metro Fire Rescue
March 4, 2011	General Membership Meeting	Lakewood, CO (West Metro)
April 1, 2011	Board of Directors Meeting	
May 6, 2011	Board of Directors Meeting	
June 3, 2011	General Membership Meeting	Vail, CO
July 8, 2011	Board of Directors Meeting	
August 5, 2011	Board of Directors Meeting	

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Sep. 9, 2011	General Membership Meeting	Montrose, CO
October 7, 2011	Board of Directors Meeting	
Nov. 4, 2011	Board of Directors Meeting	
Nov. 30, 2011	Board of Directors Meeting	Keystone, CO
Dec. 1, 2011	CSFCA Annual Meeting	Keystone, CO

Cooke reported that he would like assistance in identifying topics and speakers for the educational component of general membership meetings and requested ideas be sent to him. Chief Riley indicated that he would help with this and stated he would ask Lt. Governor Garcia to speak at a future meeting.

Legislative Report

Cooke reported that the 2011 Colorado General Assembly convened on Wednesday, January 12th. One of the first actions by Governor Hickenlooper was the signing of an executive order intended to enhance the relationship between the state and local governments. Cooke also reported that Division of Fire Safety is proposing a general cleanup bill and DFS Director Klein will send a draft to Director Cooke and Chief Rhodes for review.

Office Lease

Cooke reported that he has received a renewal agreement for office space from South Metro. The matter will be taken up by the Budget Committee.

CFSI Dinner

Cooke reported that, despite a limited travel budget, there is great benefit in having representation at this event. Seats are usually sponsored but we would have to cover air, hotel and meals. Chief Riley spoke on importance of Chief Marsh attending with his experience in Washington. Chief Riley offered to attend again. Could get a sponsorship to cover second attendee.

Motion by Watkins to approve sending Marsh and consider sending a second representative if a sponsor for travel expenses could be identified. The motion was seconded by Morgan, and carried unanimously.

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OLD
BUSINESS

MSEC Compensation Survey

Chief Marsh discussed the review of the MSEC Compensation Survey. He reported that the Committee surveyed members and made changes based on their input. The 2011 survey is out. Please encourage others to participate in the survey.

Fire Leadership Challenge

Chief Parmley thanked committee for a successful conference. Special thanks to Donna Mullison for her work. Numbers are slightly up. Committee meeting scheduled for January 21 at 10:00 AM at South Metro. Chief Parmley recommended conference moves to a Monday – Friday schedule instead of Tuesday – Saturday. Cooke reported that the FLC generated approximately \$11,000 more in revenue and had about \$9,000 less in expenses than 2009. Chief Marsh suggested moving the general meeting to end of the conference.

Strategic Plan

Cooke reported that the Draft Strategic Plan was distributed to CSFCA members for review. Cooke reviewed the comments and suggested changes received. Motion by Mygatt, second by Marsh to accept changes. The motion was carried unanimously. Cooke will make the changes, draft a cover letter for the President's signature and will post the plan on the website.

Cost Reduction Survey

Cooke reported that he, Chief Marsh and Matt Scheer (LDFR HR Director) met with representatives of MSEC regarding Chief Watkins' suggestion that we survey our members concerning pay and furlough issues. MSEC provided us a copy of the questions they have asked employers concerning cost reduction efforts. Cooke reported that these questions would form the basis of a on-line survey that he hopes to send out to the membership this week.

NEW
BUSINESS

Proposed Changes to NFPA 72

FMAC President Lowrey discussed proposed changes to NFPA 72 – Standard for Signaling Devices. Ten proposals being presented, three on fire alarms. Concern that one eliminates conventional zone systems without reason. Chief Lowrey and the Fire Marshals disagree with the proposals because: (a) They won't change response from the fire department; and (b) Will increase cost for systems and Fire Marshals will have to

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deal with the fall out.

The other seven proposals include delayed (up to 90 seconds) response from fire departments to eliminate nuisance alarms. Lowrey stated that the Fire Marshal's Association will be sending a letter to NFPA opposing these proposals. They would like to see an opposition letter from CSFCA also. Motion by Mygatt, second by Morgan to support and jointly sign a letter from FMAC and CSFCA opposing the proposed changes. The motion carried unanimously.

Website Changes

Chief Pischke stated there will be forthcoming changes to the website – creation of member and non-member access.

SECTION REPORTS

Fire Marshals (Dave Lowrey) – FMAC proposing a dues increase in 2012. Englewood Fire Marshal Green is retiring January 14, 2011.

Training Officers (Mark Schuman) – No Report – CFTOA is meeting today and is not represented at the Board meeting.

Fire Safety Educators (Sherrie Leeka) – No Report – FLSEC is meeting today and is not represented at the Board meeting.

Combination Chiefs (Bruce Mygatt) – A planning meeting is being held on January 28. The next regular meeting will be February 18.

Volunteer Chiefs (David DeTray) – No Report

Metro Chiefs (Don Lombardi) – No Report

Wildland Fire Section (Jeff Berino) – No Report

Fire Chaplains (Ken Rice) – Federation of Fire Chaplains training on January 28-29. This is the first time in Colorado for this training.

Fire Mechanics (Garry Aranda) – No Report

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REGION REPORTS

North Central Region (Don Lombardi) – No Report

Northeast Region – No Report (Northeast Region Director was excused from meeting due to prior commitment)

Northwest Region (Dave Vroman) – Present, No Report

San Luis Valley Region (Don Chapman) – No Report

South Central Region (Dave Ury) – Chief Ury reported the annual Chiefs Forum dinner is January 22 from 1800-2100 at the Marriott in Colorado Springs.

South Region (Chris Riley) – Chief Riley reported that Pueblo will be hosting The Art of Reading Smoke class. City/County is also conducting a tabletop exercise on a tornado incident.

Southwest Region (Larry Behrens) – No Report

West Region (Bob Pistor) – Off-line, No Report

Southeast Region (Aaron Eveatt) – Baca County has received their new pumper acquired through the AFC Grant.

Executive Director Cooke reminded regions to send him dates for regional or county chief meetings as he tries to attend at least one meeting in each region every year.

OTHER REPORTS

Missouri Valley Division (John Bales, John Mullin) Chief Riley gave report that 2011 conference will be held in Wichita. The Missouri Valley Board also extended their thanks to Colorado for handling the 2010 conference registration.

USAR Task Force (Doug McBee) – No Report

Division of Fire Safety Report (Kevin Klein) – Director Klein reported on legislative bill. There are questions on the executive order related to local government. Division is pleased with the appointment of new Public Safety Director Jim Davis.

COMMITTEE REPORTS

Colorado Resource Mobilization Working Group (Steve Pischke, Jerry Rhodes, Dan Qualman, Doug McBee) – The Colorado Resource Mobilization Working Group, Type 3 Incident Management Team Subcommittee, and Colorado All-Hazard Incident

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Management Team Training and Certifications Advisory Committee are all meeting on January 26th at the Division of Fire Safety offices.

School Safety Resource Center (John Mullin, Jerry Rhodes) – Cooke reported that the C-READY Initiative is making significant progress. The next committee meeting is January 27th at South Metro.

State All Hazards Advisory Committee (Joe Bruce, Dan Qualman) Cooke reported that the next meeting is Friday, January 21, 2011 and Chief Bruce will be representing the CSFCA at this meeting.

Emergency Fire Fund (Dave Parmley, Dave Ury) - Chief Parmley asked if another CSFCA member wanted to take this on. Chief Ury stated same. The fine job that Chief's Parmley and Ury are doing was noted and no change in representation was suggested. The next EFF meeting is in October.

Metro State Bachelors Degree Program (Andy Marsh) - Chief Marsh reported the college is trying to cut costs. A staff person has been developing the program and has asked for support for the program to continue.

Next Board of Directors Meeting – The next Board of Directors meeting is scheduled for 9:30 hours on February 4, 2011 at South Metro.

Next General Membership Meeting – The next general membership meeting is on March 4, 2011, at the West Metro Training Center.

A motion was made by Morgan, seconded by Marsh and unanimously carried to recess the CSFCA Board Meeting and move into Executive Session at 11:45 a.m. to discuss salary and benefits for Executive Director Cooke.

The Executive Session was adjourned and the Board reconvened at 12:00 p.m. to discuss salary and benefits for Executive Director Cooke. Motion by Riley, seconded by Morgan to approve salary and benefit changes. The salary for 2011 was fixed at the same rate as 2010 (\$75,000). Health insurance is to be implemented ASAP and any savings over the budgeted amount would be distributed to Cooke as a "bonus". The motion carried unanimously.

OTHER BUSINESS & ANNOUNCEMENTS

EXECUTIVE SESSION

RECONVENE

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ADJOURNMENT

The meeting was adjourned at 12:15 P.M.

Respectfully submitted,

By: _____
Ken Watkins, Secretary