

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
CASCADE FIRE PROTECTION DISTRICT  
HELD JUNE 14, 2021**

A regular meeting of the Board of Directors of the Cascade Fire Protection District was held on Monday, June 14, 2021, at 7:00 p.m. The meeting was open to the public.

**Directors in Attendance:**

Mike Whittemore  
Quentin Deramus (arrived late)  
Steve Lewis  
Farris Issacson  
Lavearl Moore

**Also in Attendance:**

Kevin Walker, Walker Schooler District Managers  
Chief Karen Bodine  
Assistant Chief Michael Wupper (via teleconference)  
Station Captain Ben Wupper  
Firefighter Erik Eide  
Acting Medical Lieutenant Rich Kenyon

1. **Call to Order:** The meeting was called to order at 7:00 p.m. by President Whittemore.
2. **Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures:** President Whittemore confirmed a quorum was present.
3. **Approval of Board Meeting Minutes** from the meeting on May 10, 2021: President Whittemore noted a few corrections to the Minutes: Mr. Walker was referenced as Director, and the correct spelling of Wilderneth. Director Lewis moved to approve the May 10, 2021 Minutes as amended; seconded by Director Issacson. Motion passed unanimously.
4. **Financial Matters**
  - a. Acceptance of Unaudited Financial Statements as of May 31, 2021 – Balance Sheet and Profit and Loss/Budget Report: Mr. Walker presented the Unaudited Financial Statements as of May 31, 2021. Mr. Walker explained to the Board what the Special District Association invoice is and what it includes. Director Moore noted differences in the Profit and Loss/Budget Report. Mr. Walker will check with his accounting staff on the differences. Mr. Walker noted he will need to check into the tax abatement and President Whittemore confirmed it did pass by vote in the past.
  - b. Ratification and Approval of Payables for the period ending June 14, 2021: After

review, Director Moore moved to approve the Payables for the period ending June 14, 2021; seconded by Director Lewis. Motion passed unanimously.

5. **Cascade Volunteer Fire Department Chief's Report:** Chief Karen Bodine presented the Cascade Volunteer Fire Department Chief's Report. There have been 171 calls as of today in 2021. For May 2021, 15 were from Green Mountain Falls in their District. There are currently 14 members including 1 retired active, and 2 potential new members attending business and training meetings. She noted they do not have an accurate call response percentage tonight due to missing reports that need to be reviewed. #1840 had a fuel line issue that has been repaired and is back in service.
6. **Old Business:**
  - a. Combining Department and District into one entity: The Board deferred this item to Agenda item 7. New Business.
  - b. Remaining work to be done to Station and upper barn: Chief Bodine discussed the two quotes received for the trim work from Repaint and Royal Premium Paint. The Board requested an estimate broken down for the library from Repaint and a quote in writing for the doors and trim from Royal Premium Paint so they can compare.
  - c. EMS Grant status for 800 mgh radios: Chief Bodine reported they will not have a status update until June 30, 2021.
  - d. Status of Truck 1880: Chief Bodine noted that the issue is with the tailgate. President Whittemore confirmed there is no utilization for it moving forward. Chief Bodine will work on getting it sold.
  - e. Inventory of District owned property: President Whittemore explained if there is any donation, liquidation, or sale of District property then it needs to be itemized and inventoried and disposition approved by the Board.
7. **New Business:** Chief Bodine discussed that in September 2020 the department had submitted a staffing proposal to the District due to the high response and requirements and incidents coming in for Cascade Fire. In September 2020 they were at 29% of no response and in 2019 they were at 30% to 40% no response. Proposal No. 1 included part-time positioning with an 8 am to 5 pm staffing requirement and would involve already pre-certified firefighters with a firefighter 1 level and also a 2 basic. Higher certifications are recommended but not required for the part-time staffing. Part-time staff would be required to sign up for 2 shifts per month, and duties include performing daily station duties under the guidelines of the Chief, and employees must respond to all emergencies and incidents while on shift as a duty to act. During volunteer hours, there would be no compensation, only during their shift hours as a part-time employee. Training and continued education hours would be allowed during the shifts or on additional training nights offered. The requested pay is \$14 per hour with time and a half for holidays, but Chief Bodine noted that may need to be adjusted since this was done in 2020. Chief Bodine discussed the benefits of the proposal with 2 part-time personnel. The community would have a guarantee of a response during weekday business hours and weekends when the volunteers are unavailable. President Whittemore asked about not offering FPPA and if that would be allowed since they may be legally entitled to it. Chief

Bodine said she would check on that with FPPA. The Board discussed the District's budget. The District's projected annual income is \$142,000 and 2 part-time staff salaries would cost \$95,000 including worker's comp insurance. That would leave \$47,000 to run the District which would not be sufficient unless there was another source of income. The Board discussed raising the mill levy but noted even if they had the votes to double it that would only leave roughly \$100,000 to operate the District which is less than they have now. Assistant Chief Wupper commented that something needs to be done to plan for the future and the growth since they are currently only making 70% of the calls. He suggested the Board have discussions with Green Mountain Falls Board to come up with a 5-year plan. President Whittemore agreed that discussions to partner with Green Mountain Falls may be the best option at this point other than looking into the possibility of a mill levy increase.

Chief Bodine presented Proposal No. 2. Proposal No. 2 includes a stipend staff and payment based on per call response. Call response would be \$20 per incident and specifics of incident qualifications will still need to be made. The District would incur additional insurance coverage costs for additional volunteers for response. There would be no benefits. Volunteers would be required to have a minimum firefighter 1 and EMR. Responses would fall under the duty to act while the members were available and responding. There would be a requirement for shift sign-ups to maintain the minimum response. With this proposal they would likely be able to guarantee a 100% volunteer response. The department would need to maintain and establish a good schedule for coverage and sign-ups for the volunteers and would incur higher numbers of membership which would need to be managed. Additional costs to the District would include additional equipment which would average \$200 per member every 2 years, and \$5,000 to start per additional member for bunkers, and PPE every 10 years. The cost analysis for incidents with an average of 405 calls per year with 2 responders per incident would total \$16,200 to \$17,000. Mr. Walker explained other options such as combining districts to create an authority or having a contract with another district or entity such as AMR.

Chief Bodine presented Proposal No. 3 that is a combination of part-time staffing and stipend volunteers. It would include one part-time staff member per day and stipend the volunteer response.

Chief Bodine presented Proposal No. 4 that would include one full-time staff member, either a firefighter or an officer.

The Board discussed the budget and grant possibilities. Assistant Chief Wupper discussed the SAFER Grant and noted it could be a good option, but the funds have to be sustainable. It would give time to find out how to find the funds. Mr. Walker explained that Walker Schooler District Managers hired a company to do grant requests for all of the districts they manage. He provided them with Cascade Fire Protection District's information, and they are working on a list of potential grants.

The Board discussed combining District and the Department into one entity. Mr. Walker will find out more information on this for next meeting. President Whittemore will reach

out to Murphy.

Assistant Chief Wupper discussed the importance of educating the public on the needs of the department and that they are not a paid fire department and there is not a guaranteed response. He noted a grant that helps fund public education called Colorado Strive.

**8. Public Comment:** There was no public comment.

**9. Other Business:**

- a. Discuss Next Meeting Scheduled for July 12, 2021, at 7:00 p.m.
- b. The Board discussed billing changes including the billing address change for the Cascade Fire Protection District.
- c. President Whittemore thanked Director Moore for her service on the Board. Mr. Walker explained the Board can appoint an eligible person to the vacant position at the next board meeting.

**10. Adjournment:** The Board adjourned the meeting at 8:57 p.m.

Respectfully submitted,

By: \_\_\_\_\_

Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL JUNE 14, 2021 MINUTES OF THE CASCADE FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

\_\_\_\_\_  
Mike Whittemore

\_\_\_\_\_  
Quentin Deramus

\_\_\_\_\_  
Steve Lewis

\_\_\_\_\_  
Farris Issacson

\_\_\_\_\_  
Lavearl Moore