



**DEER MOUNTAIN FIRE PROTECTION DISTRICT  
REGULAR BOARD MEETING MINUTES  
6181 COUNTY RD. 28, COTOPAXI, CO 81223  
September 18, 2019 at 6:00 PM**

**CALL TO ORDER:** The meeting was called to order by JR Niblett at 6:00 PM.

**DIRECTORS PRESENT:** JR Niblett, Elaine Foster, Crystal Warner, Patrick Smith & Sherry Hastings

**PRAYER:** Led by Jerry St. John.

**PLEDGE of ALLEGIANCE:** Led by JR Niblett.

**CHANGES TO AGENDA:** JR Niblett inquired if there were any changes to the posted agenda. A grant has been received and will be reviewed under New Business.

**MINUTES:** Motion by Crystal Warner to approve the August 21, 2019 regular meeting minutes.

Second by JR Niblett.

Discussion: none

Vote: Unanimous - motion carried.

**TREASURER'S REPORT:** Sherry Hastings reports - See attachment #1

- Treasurer's report with debit account

Checking account balance as of August 1, 2019	\$ 234,234.37 (Bank of the San Juans)
Month of August deposits	\$ 42,911.17 (includes \$26,209.66 in grants)
Expenses for August	\$ 22,520.87
Balance at the end of August	\$ 254,624.67
Emergency Reserves	\$ 50,429.82
Capital Improvements	\$ 19,839.27

Engine Debit Account \$ 189.22

Total funds available (8/31/2019) \$ 325,091.98 (all four accounts) Bills Report:

Checking account balance as of September 1, 2019	\$ 254,624.67
Income thus far in August	\$ 10,059.49
Expenses thus far in August	\$ 20,931.17
Current balance	\$ 243,752.99

The \$10,000 donation from Cody Park Property Owners Association is earmarked for the building of Station 4. The bookkeeper recommends the funds should be included in Capital Improvements.

Motion by Sherry Hastings to accept the bill's report and pay bills.

Second by Elaine Foster.

Discussion: Engine debit account will have \$1500 transferred and will be reflected next month.

Additionally, next month the Capital Improvements line item will be \$29,839.27.

Vote: Unanimous - motion carried.

Profit Loss Performance Report - See attachment #2.

Audit is due September 30, 2019. Minor change to draft in reference to the TABOR figure per the auditor. Bookkeeper made some re-categorization changes in reference to fire training expenses.

Motion to approve the 2018 audit pending requested changes by auditor and bookkeeper. Second by Patrick Smith.

Vote: Unanimous. Motion carried.

Treasurer noted that staff is now providing additional details for expense information/categories.

**PUBLIC COMMENTS:** "Public input for matters not otherwise on the agenda / 3 minute time limit / no disrupting pursuant to CRS 18-9-108" (DMFPD Bylaws, Sec. d(iii))

Rob Adams commented: As chairman of DMCO, he questioned the written discrepancies following the use of the community hall and the \$25 additional and additional cleaning fee charge. Patrick Smith

reviewed the video. Additionally, Patrick Smith developed a DMFPD Community Checklist. See attachment #3. Rob Adams has resigned from any further involvement with the DMFPD. Elaine Foster commented that she willing to be contacted at anytime to assure the checklist is complete. Crystal Warner commented that a rental agreement is needed. Note that \$25 is charged for the use of the propane stove.

Becky Girdler commented: Road/trash cleanup was completed last Saturday by six participants. She will not be able to do this cleanup in the future.

Mike Kevilus commented: In the past week, he received two threatening emails. He has contacted county commissioner, Tim Payne; under sheriff, Derek Irvine; CBI director, John Camper; and State FireFighters Associations to open investigations. Additionally, Mike Kevilus spoke with Stan Hinkley about CORA requests problems; and the District Attorney about state ethic violations, public corruption, and embezzlement of public property. He indicated the Federal government could investigate the mixing of federal and state funding.

CHAIRMAN'S REPORT: JR Niblett

**Approve new application(s)** There are two new applicants, Phil Stevens and Nicole Harrell. Background checks have been completed.

**Generator update** - The new generator is now 99% complete. The old generator was an extreme fire hazard to building C and is now corrected.

**Tommy Coopland** - There would have been a conflict if JR Niblett used his license to wire the generator. Therefore, master electrician, Tommy Coopland assisted with this work. Patrick Smith helped as well.

**Wildland fires** - Fire department staff went out two weeks ago. An extension was signed on September 18 for the truck to remain.

**Bathroom** - Jerry St. John spoke about the installation of a bathroom. He indicated that a previous DMFPD board voted to improve Building C with sleeping quarters and bathroom. Chief Watts recommended a bathroom installation in Building A for the following reasons: the distance for staff to walk is more than 400ft to the nearest restrooms; Building A had rough plumbing already in place; staff could clean up after trainings rather than tracking dirt in the community room that may be occupied; the septic system requirements would be the same. Jerry St. John agreed that any work should have started with a permit. Rob Adams has drawn up bathroom plans, but will not be moving forward. At this time, there is no building permit.

**Support truck, cost, used** - The department support truck was a used truck found in Texas. It is a valuable asset to the department. Recently, the support truck was used by JR Niblett to inspect a local clinic for fire safety and violations were found. Salida Hospital/Heart of the Rockies will soon take over this clinic/medical office. Using the support truck, he will go back to reinspect.

**Fire Chief** - Chief Watts reports to 84% of the calls with the support truck.

**Brush 41 truck/ Truck 21 at Station 2** - Brush 41 truck is currently at Indian Springs. While it is small and old, it has been utilized effectively for years. Truck 21 is at Station 2. It has been used recently is ready when needed. Truck 21 comes out of Station 2 only if repairs are needed or is required for training purposes. Robert Themel is willing to answer any questions in reference to trucks in service and equipment coverage at any station. What is needed is additional, new firefighters in all areas of the district to run the trucks/calls. Patrick Smith commented that facts should be gathered rather than rumors started. The state could come in and take over the fire department if the problems (conflict, rumors, bickering and fighting) are not resolved.

**Plumber** - JR Niblett has a plumber available to pull the permit for the bathroom. He has received emails offering to pay for this bathroom construction and permit. Upfront funding is preferred prior to construction.

**Contractor** - Rob Adams will no longer be working for/with DMFPD. Another contractor for Station 3 will be needed.

**Mill levy update/ call 911** - Letters and/or postcards will be sent to the district's registered voters. Stamps for this mailing will be donated. A mill levy question and answer session will be scheduled in the near future. Three board members or the whole board can be available to meet with the public.

Additionally, the letter or postcard should include information to call 911 in an emergency.

**Inspection Forms** - Q: Does Deer Mountain have building inspection forms? A: Yes. This will be used as a checklist for safety.

STATION REPORTS: FIRE & EMS - Robert Themel Station updates:

**Fire training hours & runs** - 12 runs and 75 training hours

**EMS training hours & runs** - 18 runs and 90 training hours

Staff has been scheduled for weed whacking at Station 2. Also, Station 1 parking lot trash has been picked up and weeds have been removed.

#### **COMMUNICATIONS REPORT: Patrick Smith**

**Active 911 renewal**- Motion by Patrick Smith to pay the annual renewal contract for Active 911. The bracket is for between 10 and 49 staff. The cost is \$13 per person. Currently, there are 28 renewals for a total cost of \$364. Motion to pay this amount and up to \$637, should additional firefighters come on board.

Second by Crystal Warner.

Discussion: Clarification that up to 49 firefighters will be covered. Active 911 is information, including maps, that comes (via phone or tablet) to firefighters about an emergency situation. Active 911 is available only to firefighters and family. The funding will come from the Communication budget.

Vote: Unanimous. Motion carried.

**Direct TV** - The cost has been lowered to \$74 per month. Comments from Jerry St. John and Robert Themel that Direct TV benefits the firefighters and thanked the board.

**Board Director payment** - Patrick Smith will no longer take payments for board meeting participation.

**State sponsored Website** - The state run website is free and DMFPD has been approved. It would be very similar to the current DMFPD site. Motion to investigate the state website further. Second by JR Niblett.

Discussion: Q: Who will maintain the site? A: The board will need to decide the in-house maintenance of the website. Patrick Smith will provide a link to other departments that utilize the state sponsored site.

Revised motion to move to the free website sponsored by the state, pending board review of the Tallahassee Fire Department's state sponsored site and after any board questions about the site are answered by the state. Vote: JR Niblett-yes, Elaine Foster-abstain, Crystal Warner-yes, Patrick Smith-yes, Sherry Hastings-yes. Motion carried.

**Fire Prevention Week** - By unanimous vote, the DM Firefighter's Association has paid for the instructional materials at a cost of \$364.95. The materials are ordered and have arrived for the Cotopaxi Schools. There are enough materials to reach out to other students (ie Amish and/or homeschooled) to educate about fire prevention.

**Facts vs Rumors** - Already discussed that the solution is working together.

INSURANCE REPORT: Crystal Warner

**Insurance update** - The DVDs have been ordered and shipped. There will be no cost because this is the initial order.

VICE-CHAIRMAN'S REPORT: Elaine Foster

**Email addresses for board members** - Alias email address used in the past for board members were based on the old website domain name. Once this domain is transferred, the DMFPD board email addresses will no longer be valid. Patrick Smith will check into new alias email addresses from the new state sponsored website and communicate to the board and public. Robert Themel assured that under normal circumstances all fire department files, including health records and medical evaluation forms are kept locked. Insurance forms have a printed disclaimer on privacy.

**Contract for Sharyn Baker Elaine** - See attachment #4.

Jerry St. John commented on the EMR class opportunity. On August 21, 2019, the board approved \$1,560 for the class pending Sharyn Baker's written explanation.

**Developing Fair Grievance and Disciplinary Policies** - JR Niblett has gathered information from

other departments. Motion by Elaine Foster that the chief, board and board officers work together to develop and approve grievance and disciplinary policies and implementing procedures.  
Second by JR Niblett.  
Vote: Unanimous. Motion carried.

**3 Minute Rule** - A complaint was brought forward about the rule. Q: Can the board answer questions during that time? A: Yes. There must be no disrupting pursuant to state statute.

**CORA problem** - Elaine Foster stated that she has never had possession of the five-page contract with Jeremy Warner to develop a website.

#### COMMITTEE REPORTS:

**Station 3 Indian Springs update by Elaine Foster** - Elaine Foster is having difficulty finding a surveyor to bid on the survey of the Indian Springs property. The civil engineer has specific survey requirements. JR Niblett will assist in finding a surveyor.

**Station 4 P Path update by Patrick Smith** - Plans have been resubmitted and corrected. The board can proceed with getting a building permit. Jerry St John commented on the need for the station because of the location to firefighters and EMS staff. This will decrease response time and help the district. Patrick Smith commented that the Cody Park Property Owners Association president has called to request an update on station progress. It was noted that 75% of calls come from the southern area of the district. Elaine Foster inquired about the project budget for the station. Rob Adams has project information.

#### OLD OR UNFINISHED BUSINESS: JR Niblett

**Sexual harassment and Discrimination DVDs** - Already discussed. A face-to-face trainer is not available.

**School Fire Safety week money \$400.00 Patrick** - Already discussed.

**History records update** - Crystal Warner has not had the opportunity to review records. No papers have been destroyed, but some records have been reviewed and boxed. Elaine Foster offered to assist and scan.

#### NEW BUSINESS: JR Niblett

**Grant** - A 50/50 reimbursement grant for \$39,000 has been approved for one Lifepak for the second ambulance and two toughbook computers for the EMTs. This grant was written and submitted by Elaine Foster. The board has until June 2020 to purchase. This purchase would need to be budgeted for next year. If the board cannot match funds, there is no penalty. There is a possibility to purchase refurbished items at half the price. Elaine Foster will review.

**EMT Raise and EMTS** - JR Niblett asks the board to consider a pay raise to help attract and retain staff.

**ANNOUNCEMENTS:** Next regular board meeting is October 16, 2019 at 6:00 PM.

#### VOTE TO ADJOURN

Motion to adjourn by JR Niblett. Second by Elaine Foster.

Vote: Unanimous - Meeting adjourned at 8:25 PM.

Respectfully submitted, Anita Gregg, secretary

*(Supporting documentation to these minutes available upon request.)*