



DEER MOUNTAIN FIRE PROTECTION DISTRICT
SPECIAL BOARD MEETING MINUTES
6181 COUNTY ROAD 28 - COTOPAXI, CO 81223
October 5, 2024 at 1:30 PM

DIRECTORS PRESENT: CJ Allen, Cathy Mask, Laurie McKay and Nancy Mickelson

CALL TO ORDER: The meeting was called to order by CJ Allen at 1:33 PM.

PRAYER: Led by JR Niblett

PLEDGE of ALLEGIANCE: Led by CJ Allen

TREASURER'S REPORTS: N. Mickelson

- **Budget Amendment Status:** An Amended Budget Hearing will be held on November 4, 2024 at 11:00 AM. Notice will be posted to the website. ACTION ITEM for N. Mickelson to publish a newspaper notice after the hearing when the proposed budget is published.
- **Insurance Renewal Status:** Awaiting information on liability coverage. Cyber application for this renewal will not be completed awaiting IT services. Risk Assessment to be set up. Moving forward, the SDA also offers insurance. ACTION ITEM for CJ Allen to work with the SDA about future insurance needs.

CHAIRMAN'S REPORT: CJ Allen

- **Administer Oath of Office to new Board member:** CJ Allen administered the Oath of Office to Laurie McKay. L. McKay will take on the role of Assistant Treasurer of DMFPD. (*see supporting documentation*)
- **Compensation for Fire Chief Position and Ad Posting:** Determined, after consulting with a recruiter, that the cost was excessive. **Motion** by CJ Allen to place an advertisement for a new Fire Chief with one, professional, job-posting service at a cost of \$250/month. Second by N. Mickelson. Discussion: CJ Allen will forward Fire Chief Job Duties/Responsibilities to L. McKay. ACTION ITEM for CJ Allen to post the ad with professionals as well as in the Canon City Record. Vote: Unanimous, motion carried.
- **Schedule Interview/Review Fire Chief Application Submittal:** Matt Kelly interview scheduled with the fire department on October 9, 2024 at 10:00 AM. This will be followed by a second interview with the board.
- **Review Payroll Budget for Request for Cost-of-Living Wage Increase:** Dave Nowlan requests a wage increase for EMS and Drivers. He needs/requests budget information in order to make a determination.

Noted that during budget review: \$100,000 was reallocated for the purchase of radios. A one-time, state-threshold purchase amount cannot exceed \$60,000. Seven radios have been approved to purchase not-to-exceed \$45,000, with additional radios to be purchased next year following full integration of the initial seven. Reallocated funds are needed to cover payroll.

D. Nowlan informed the board that twelve radios plus two mobile radios at a cost of \$59,738.20 were purchased.

Motion by CJ Allen to adopt the purchase of 12 radios at a cost of \$59,738.20. Second by C. Mask. Vote: CJ Allen-yes, C. Mask-yes, N. Mickelson-no, L. McKay-no vote. Motion withdrawn.

Continued discussion: Extensive dialogue on board approved amount for radios (\$40,000 or \$45,000); reallocations within the budget; budget revisions; funds needed to cover payroll (from \$172,000 to \$205,916); purchase limits; and unapproved purchases. Lengthy conversation with Zach Austin (with Chaffee County FD and radio company representative) in reference to radio capabilities, programming and training; wildland income; fire mitigation efforts; Colorado Division of Fire Prevention and Control (DFPC) services; Colorado Mutual Aid System (CMAS) implementation; use of and quote to purchase and install two mobile radio units; critical equipment insurance coverage; and grants.

Motion by N. Mickelson to approve the spending on twelve radios and two mobile radios at a cost of \$59,738.20, with the funding of two mobile radios at approx. \$7,000 to be covered from the amended Wildland Reserve Budget. Second by CJ Allen. Discussion: A mobile radio cost quote to follow. Payment schedule to be reviewed with the vendor. ACTION ITEM for CJ Allen to provide confirmation email. Radio delivery before the end of the year. Vote. Unanimous, motion carried.

- **Status of Approved IT services:** HellFire IT services has been approved. Hardware needs review. ACTION ITEM for CJ Allen to research the preferred vendor list provided by the SDA for better service with less costs. ACTION ITEM for N. Mickelson to provide updated email addresses for board emails.
- **Employee Benefits Review Package:** ACTION ITEM for CJ Allen to review current benefits and workman's compensation. Additionally, will review benefits such as Human Resource Services and mentor resources offered as an insured, pool member with the SDA.

All pay (interim chief, fire chief and all other paid staff) will be addressed during the budget meeting. Current staff wage increases do not require a board vote. D. Nowlan requests an adjusted rate of pay for the lowest paid staff to \$18/hr. effective on next week's payroll run. ACTION ITEM for D. Nowlan to confirm via an email to the Treasurer.

VICE-CHAIRMAN'S REPORT: N/A

ASSISTANT TREASURER'S REPORT: N/A

CGC REPORT: C. Mask

- Participated in a National Special District Coalition webinar that provided information on grants. ACTION ITEM for C. Mask to email the coalition to set up a consultation.
- FOIA (Freedom of Information Act) submission has been made for Deer Mountain hazmat information. D. Nowlan responded in a timely manner.
- Expiration of SAM.GOV. - ACTION ITEM for N. Mickelson with assistance from C. Mask to complete needed work in reference to the expiration.

ADJOURNMENT: CJ Allen

The meeting was adjourned by CJ Allen at 3:19 PM.

Respectfully submitted,
Anita Gregg, recording secretary

Supporting documentation:
Oath of Office - L. McKay
Notice of Appointment - L. McKay