



**DEER MOUNTAIN FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING MINUTES
6181 COUNTY ROAD 28, COTOPAXI, CO 81223
March 16, 2022 at 6:00 PM**

CALL TO ORDER: The meeting was called to order by S. Zuidema at 6:00 PM. **DIRECTORS**

PRESENT: Claudia Rech, Clint Mays, Sharon Zuidema and Cheryl Kelsey **DIRECTOR**

ABSENT: Kathy Reese

PRAYER: Led by JR Niblett

PLEDGE of ALLEGIANCE: Led by S. Zuidema

CHANGES TO THE AGENDA - none

Comment - S. Zuidema recognized and thanked community leaders on other boards in attendance tonight.

MINUTES: S. Zuidema

- Motion by S. Zuidema to approve the February 16, 2022 regular board meeting minutes.

Second by C. Mays - Discussion: None - Vote: Unanimous, motion passed.

TREASURER'S REPORT: C. Kelsey (*see attachments*)

- February Treasurer's report

Checking account balance as of February 1, 2022	\$ 726,018.28
Month of February deposits	\$ 73,161.77
Income plus beginning balance	\$ 799,181.05
Expenses to date	\$ 40,074.20
Total checking account funds	\$ 759,106.85
Emergency Reserves	\$ 50,429.82
Capital Improvements	\$ 21,839.27
Engine Debit Account	\$ 6,354.20
Total funds available (2/28/2022)	\$ 839,730.14

- March 2022 Bill's Paid Report

Checking account balance as of March 1, 2022	\$ 745,999.83
Income thus far in March	\$ 5,272.87
Total income plus beginning balance	\$ 751,272.70
Total expenses to date	\$ 43,023.44
Current checkbook balance (3/16/2022)	\$ 708,249.26

Motion by C. Kelsey to approve the Treasurer's Reports.

Second by S. Zuidema - Discussion: None - Vote: Unanimous, motion carried.

Note that information, invoices and checks for the bills to be paid are available.

- Budget Workshop will be held on Friday, April 8 at 10:00 AM. in the community hall. The goal is to understand income and to develop a tentative schedule of bills to be paid.
- Requests the annual Sexual Harassment Training for the board be tabled. Training information is being gathered and finalized.

PUBLIC INPUT: none

CHAIRMAN'S REPORT: S. Zuidema

- Resignation - K. Reese submitted her resignation from the DMFPD board to the chairman on March 11, 2022. Due to family commitments she will not serve out her term.
- Committees - Three projects have been identified that require committees.
 1. Inclusion - Seeking to include additional properties into DMFPD to expand the tax base.
 2. Grants - Seeking to research and apply for grant funds.
 3. Mill Levy - Seeking to determine a mill levy increase.
- DMFPD History Page - Information and timeline obtained after review of prior board minutes.

1985 - Service Plan filed. Fire service provided by volunteers only. Approx. 100 residents within DMFPD assessed at approx. 3.99 mills.

1995 - Mill levy increase approved. One mill increase to approx 4.99 mills.

2012 - Mill levy increase approved. Approx. 3.4 mil increase for fire equipment and operations.

2013 - Board proposed adding EMS service. No business plan or tax increase requested. A volunteer-only EMS service funded by donations and ambulance income.

2016 - Payment of wages for EMS staff began. EMS expenses were moved to the Fire Dept. operating budget.

2022 - There are now 5000+ DMFPD residents. 3000 community members added in the last five years. The mill levy has not increased for ten years. The current actual DMFPD tax rate is 7.99640 mills. County assessment is based on market value. Properties not valued accurately impact the income to the district. Residents outside the district are getting services and not paying taxes to DM.

C. Mays commented on three ways to continue funding for EMS:

1. Increase the mill levy on existing DMFPD residents.
2. Increase the size of the district through inclusion and tax those new properties/residents.
3. A combination of both one and two.

S. Zuidema commented/recommended:

- Direct mailing to solicit donations should be reinstated.
- Pursuing grants is essential.
- Board members should track projects on a Tasks/Project spreadsheet (*see example attached*), create email policies that include IT standards for security, and document position tasks via a checklist and compile into a binder.
- The financial concerns of DMFPD are complex. EMS staff is difficult to find/hire, costs are ever increasing and unmaintained roads damage DM ambulances requiring unexpected repairs and eventually new vehicles.

Q: If DMFPD EMS services ceased, what are the alternatives? **A:** EMS is not provided by Fremont County. In April 2021, the county commissioners turned down the request to expand EMS services countywide. An outside agency (such as AMR) could be staffed at station one and continue EMS services at a cost of \$200,000/year, with both ambulances turned over and all supplies purchased by DM. Outsourcing has not been considered because it will take up nearly the entire tax income to the district (\$270,000/yr) and leave insufficient funds for fire services. EMS cannot operate on grants, donations or wildland income, because these are not guaranteed revenue streams. Recommendation to review other special districts' mill levy amounts to compare and determine direction.

VICE-CHAIRMAN'S REPORT: Provided by S. Zuidema

- Motion by S. Zuidema to increase the pay for K. Colvin, beginning next pay period, from \$15 to \$21/hr. - see *attachment*

Second by C. Rech

Discussion: ALS (Advanced Life Support) training/license to be completed in May 2022. This would be a stop gap pay increase until a strategic plan and budget are developed.

Vote: Unanimous, motion passed.

- Motion by S. Zuidema to increase the EMS driver pay beginning next pay period from \$13 to \$16/hr.

Second by C. Rech

Discussion: Again, this would be a stop gap pay increase and to help in staff retention.

Vote: Unanimous, motion passed.

- Motion by S. Zuidema to research a year-end performance bonus for engine bosses. Decision to be made in April 2022. **ACTION ITEM** for JR Niblett.

Second by C. Mays

Discussion: Research should also be done for bonus pay for wildland firefighters as well. Vote:

Unanimous, motion passed.

COMMUNICATIONS REPORT: C. Mays

- Fremont County Grant - An American Rescue Plan Act grant application was made last month. Thanks to a group effort of information gathering, the application was completed before the deadline. Unfortunately, DMFPD, as a special taxing district, did not qualify.

STATION REPORTS: FIRE & EMS: JR Niblett - *see attachments*

- Responded to a total of 42 calls. Saved two lives. Responded to three structure fires. There were 31 total EMS calls, 11 total Fire calls and 252 total hours of training.
- Wildland - No truck available because no engine boss is available. Antenna soon to be installed in the wildland truck.
- New hires - none
- The number of EMS calls for patients residing outside the district is increasing - now at 66% of calls. Proposal

and request to increase service charges in the event a patient refuses transport. Suggested a \$500 charge to patients **outside** the district when treatment provided, supplies utilized, time spent and gas used.

Motion by S. Zuidema to add a service charge to the current list published on the website. Billing to come from the fire chief.

Second by C. Mays

Discussion: **Q:** Will this be an itemized invoice or a flat rate? **A:** Both options will be reviewed. Suggested the charge be defined with cost plus pricing method. **ACTION ITEM** for JR Niblett to define and S. Zuidema to post.

Vote: Unanimous, motion carried.

OLD OR UNFINISHED BUSINESS:

- 2022 Board Election Status - Ken Vito
Five self nomination forms were received before the deadline of February 25, 2022. Four are current board members. It was confirmed with the Colorado Secretary of State's office that the one other candidate was not registered to vote. Effort was made to contact that candidate to confirm voter registration. However, there was no response and the application was ruled invalid and candidate notified. On March 1, 2022 the remaining four candidates were notified they were elected by acclamation. With the resignation of C. Reese, only three board members (C. Mays, C. Rech and C. Kelsey) will be elected in May.
The board thanked K. Vito for his diligent actions as the DEO. Election official payment will be made.
- Website Security Admin - S. Zuidema
Admin permissions have been granted to C. Mays. Website training with S. Zuidema soon to follow.
- P-Path Building Construction - S. Zuidema
Matter has been referred to Dan Slater. A letter has been sent to the manufacturer for the return of \$15,000.
- Inclusion - District Boundaries - S. Zuidema
Dan Slater advised the board to use the term "inclusion" not "redistricting."
- By-law Updates - Date of Workshop - S. Zuidema
Workshop postponed.
- NextDoor Business Account Update – C .Mays
Account has been created. Working with Ginger Delker on communications.
- Three year Plan Update - C. Mays - *see attachments*
Workshop held. The plan will need to be revisited. Continued **ACTION ITEM** for C. Mays.
- Email Project Update - C. Mays - *see attachments*
Bill Mohr volunteered to assist. Storage and security will be addressed.
- Fire Department Webpage Redesign - C. Mays - *see attachment*
Rachel Vinson will assist.
- Direct Mail Options Mill Levy - C. Mays
Dawn White has provided guidance. The approx. pieces of mail will need to be determined. Data file to come from the Fremont County Assessor's Office.
- Contract & Approval for ALS training - JR Niblett
Contract with K. Colvin has been signed and will be delivered to C. Kelsey.

NEW BUSINESS: C. Kelsey

- Purchase request from JR Niblett is over budget and needs revision. **ACTION ITEM** for JR Niblett.

ANNOUNCEMENTS:

The next board meeting is April 20, 2022 at 6:00 PM.

ADJOURNMENT:

Motion by S. Zuidema to adjourn the meeting.

Second by C. Kelsey - Discussion: None - Vote: Unanimous, motion carried.

Meeting adjourned a 7:28 PM

Respectfully submitted,
Anita Gregg, secretary

Supporting documents:

- Treasurer's Reports
- Board Tracker
- Wage Increase Proposal
- FD reports
- 3 yr Planning Spreadsheet
- FD Priority Equipment Needs
- Alternative Email System
- Award Analysis
- Website Redevelopment