



DEER MOUNTAIN FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING MINUTES
6181 COUNTY ROAD 28, COTOPAXI, CO 81223
November 17, 2021 at 6:00 PM

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

DIRECTORS PRESENT: Chairman, Sharon Zuidema - Vice Chairman, Kathy Reese - Treasurer, Cheryl Kelsey

PRAYER: Led by JR Niblett

PLEDGE of ALLEGIANCE: Led by S. Zuidema

2022 Budget: C. Kelsey - *see attachments*

The board has reviewed next year's budget. A new income category, FD Traffic & Accident Control, will be added to the budget at the spring budget amendment hearing. Budget has been posted for review in the Canon City Daily Record on November 3, 2021, on the bulletin board and on the website. There have been no objections or changes.

- Motion by C. Kelsey to pass Resolution 2021117-02 to adopt the 2022 Budget with estimated revenues of \$762,497 and estimated expenditures of \$754,774. The board has received copies of this resolution.
Second by K. Reese - Discussion: None - Vote: Unanimous, motion carried

CHANGE TO THE AGENDA - S. Zuidema

- Under Station Reports - JR Niblett will update the board on the station generator.
- D&O information will be moved from the Vice Chairman's Report to Old Business.
- Under the By-laws update, workshop information will be provided.

MINUTES: S. Zuidema

- Motion by S. Zuidema to approve the October 20, 2021 regular board meeting minutes.
Second by K. Reese - Discussion: None - Vote: Unanimous, motion carried

TREASURER'S REPORT: C. Kelsey - *see attachments*

Motion by C. Kelsey to approve the October 2021 Treasurer's Report as provided.

Second by K. Reese

Discussion: None - Vote: Unanimous - motion carried

Motion by C. Kelsey to accept the November 17, 2021 Bill's Paid Report.

Second by S. Zuidema

Discussion: Bills will be paid November 17, 2021. Checks and invoices are available for review.

Vote: Unanimous - motion carried

Motion by C. Kelsey to pass Resolution 2021117-01 to adopt the 72-hour posting sites for special meeting agendas. Posting locations to be on the bulletin board in the community hall located at 6181 CR 27A and on the website deer.mountainfpd.colorado.gov

Second by K. Reese

Discussion: Further clarification is needed on the meeting type, posting timeframe and number of locations required.

Motion tabled.

Deer Mountain FD has inventory truck items that will be auctioned.

Motion by C. Kelsey to allow for the sale of items and proceeds to go to DMFPD.

Second by K. Reese

Discussion: None - Vote: Unanimous - motion carried

PUBLIC INPUT: None

CHAIRMAN'S REPORT: S. Zuidema

- Website Updates - Routine system site maintenance was performed by the state with no interruption. The successful ham radio information was posted. Mobile vaccine bus information has been provided.
- Reverse 911 information will soon be on the web with a link to Alert Fremont.

(additional information from the Treasurer)

Motion by C. Kelsey to accept the proposed 2021 Budget Amendment as presented to the board on November 13, 2021 via email.

Second by S. Zuidema

Discussion: None - Vote: Unanimous - motion carried

Motion by C. Kelsey to hold the public 2021 Budget Amendment Hearing on December 15, 2021 at 6:00PM at 6181 CR 28 and be authorized to publish the notice in the Canon City Record on December 1, 2021.

Second by S. Zuidema

Discussion: The final amendment information will be provided to S. Zuidema for a website posting on the same date as the newspaper.

Vote: Unanimous - motion carried

Motion by C. Kelsey to purchase office supplies, not to exceed \$175.

Second by S. Zuidema

Discussion: The purchases (ink and paper) are needed to perform job responsibilities. K. Reese and S. Zuidema each ask for a ream of paper from these supplies.

Vote: Unanimous - motion carried

- Station 4-P Path

Motion by S. Zuidema to obtain a free real estate assessment, including comparables, of the land value by December 15, 2021.

Second by C. Kelsey

Discussion: DM investments in the land is approx \$7000; and in the building is approx. \$14000. Cody Park Property Owners Association had offered to contribute \$10000. **Action item** for S. Zuidema to contact agent Dawn White for an assessment and CPPOA about contribution. **Action item** for JR Niblett to provide building contract information and refund possibility. Reports needed in order for the board to make a determination on the future of Station 4.

Vote: Unanimous - motion carried

COMMUNICATIONS REPORT: None

INSURANCE REPORT: None

VICE-CHAIRMAN'S REPORT: K. Reese

- Workman's Comp Agent - *see attachment*

Motion by K. Reese to change the insurance agent to Steven Minich at Colorado Insurance Agency as the local Pinnacle WC representative and to take over the policy when it renews on December 1, 2021.

Second by S. Zuidema

Discussion: Paperwork to change agents will be complete.

Vote: Unanimous - motion carried

- Authorize communication with CPA for S. Hastings during training

Motion by K. Reese to authorize former board treasurer, Sherry Hastings to communicate with CPA during training of new treasurer, C. Kelsey.

Second by S. Zuidema

Discussion: None - Vote: Unanimous - motion carried

- Removing signers from bank account

Motion by K. Reese to remove two previous board members, Elaine Foster and Arcelia Warner as signers on all DMFPD bank accounts at the Bank of the San Juans.

Second by S. Zuidema

Discussion: There has not been any banking activity on DMFPD accounts by previous board members. This removal was an oversight. Noted that JR Niblett should also be removed. All three current board members are signatories.

Motion tabled until a new resolution is prepared. **Action item** for K. Reese to redraft Resolution 20211117-03.

- Re-assign vacant board insurance position to communication & construction.

The time to re-assign responsibilities is appropriate because the board position is currently vacant.

Motion by K. Reese for the reassignment of vacant board position Insurance Representative to Communication and Construction Representative.

Second by S. Zuidema

Discussion: Position within the by-laws will be changed.

Vote: Unanimous - motion carried

Motion by K. Reese to adopt Resolution 20211117-04 for the reassignment of the vacant board position Insurance Representative to Communication and Construction Representative. - *see attachment*
Second by S. Zuidema

Discussion: None - Vote: Unanimous - motion carried

Motion by K. Reese to amend Section 8, Paragraph (n) of by-laws to list the board position as Communication and Construction Representative along with the description - "This representative shall be responsible for grant research and applications, radio communication and dispatcher needs of the district, liaison between dispatch and the other board members and all phases of construction projects including any government requirements with our district. This representative will be responsible for the annual review of the district by-laws and will assist in responding to CORA requests. This representative shall report monthly to the board during Construction Updates. In the event of ongoing construction, the grant and communication responsibilities will be placed on other board members to assist."

Second by S. Zuidema

Discussion: None - Vote: Unanimous - motion carried

- Re-assign vacant board communication position to Assistant Treasurer. Because the board position is currently vacant, the time to re-assign responsibilities is appropriate.

Motion by K. Reese for the reassignment of vacant board position Communication Representative to Assistant Treasurer.

Second by S. Zuidema

Discussion: The position of Treasurer has substantial responsibilities and providing an Assistant Treasurer is appropriate.

Vote: Unanimous - motion carried

Motion by K. Reese to adopt Resolution 20211117-05 to re-assign the board position of Communication Representative to Assistant Treasurer - *see attachment*.

Second by S. Zuidema

Discussion: None - Vote: Unanimous - motion carried

Motion by K. Reese to amend Section 8, Paragraph (o) of by-laws to list the board position as Assistant Treasurer along with the description - "The Assistant Treasurer shall be responsible for assisting the Treasurer in all duties in obtaining and maintaining the insurance needs of the district and/or stations or divisions within the district. They will also have the primary responsibility for responding to CORA requests."

Second by S. Zuidema

Discussion: Treasurer, C. Kelsey is still in training and an Assistant Treasurer job description should not yet be defined. Suggested tabling the motion. Legally all open board positions must be posted. However, the new job description would not be applicable until filled. In the future, a by-laws workshop may amend any job description.

Vote: Unanimous - motion carried

- Motion to post open positions

Motion by K. Reese to post the new positions of Communication and Construction Representative and Assistant Treasurer on the website effective November 17, 2021.

Second by S. Zuidema

Discussion: Clarification is needed on where on the site these positions should be posted.

Vote: Unanimous - motion carried

COMMUNICATIONS REPORT: JR Niblett reported that replacement batteries were purchased for handheld radios. Frecom communications have been difficult for the past nine weeks and this is a critical concern for the fire chief. Frecom is going through a software update. A complaint has recently been filed with the state. No estimate on a time of resolve. **Action item** for JR to follow up with the county by November 23 via email and phone. JR Niblett reported that two radios can no longer be repaired and will need to be addressed within the budget.

INSURANCE REPORT: None

STATION REPORTS: FIRE & EMS: JR Niblett

- Fire/EMS runs and training hours: Responded to a total of 24 calls.
There were 18 total EMS calls, 8 ambulance transports, 4 transports to St Thomas More, 3 transports to Heart of the Rockies, 1 transport to Parkview (via AMR), 5 transports via Reach, 1 transport via Flight, 5

EMS calls patient not transported, 2 MVA (w/no injury w/hazmat), 2 MVA (w/no injury w/no hazmat), 5 Fire calls, 2 smoke investigations, 1 structure fire, 1 outbuilding fire, 45 hours of EMS training and 65 hours of Fire training.

- Recent Fires - A recent outbuilding fire. A greenhouse fire caused by fireplace coals. A devastating structure fire resulted from ashes that threatened BLM land requiring responses provided from Howard, Tallahassee, Wet Mountain and REACH - 37 total support individuals. **Action item** for JR to thank responders. **Action item** for JR Niblett to provide advice on ash/coal disposal. A total loss car fire. S. Zuidema suggested the availability of federal funds specifically for wildland fires in western states.
- Wildland - One truck is ready to go out. - *See attachment*
- One new hire - Brian Jensen has applied as a volunteer firefighter and a background check has passed. Two additional applications are pending.
- Generator installation is pending with professionals at the commercial building Station 1 at a cost not to exceed \$2000. Installation next month with permits, inspections and allocated funds.

OLD OR UNFINISHED BUSINESS:

- Resignation Update - JR Niblett withdrew his resignation.
Motion by S. Zuidema to accept the withdrawn resignation of JR Niblett.
Second by C. Kelsey
Vote: Unanimous - motion carried

Motion by S. Zuidema to approve the updated contract with JR Niblett that includes the salary increase - *see attachment*.
Second by K. Reese
Vote: Unanimous - motion carried
- EMS Mutual Aid CC - S. Zuidema
Currently DMFPD is under a mutual aid EMS agreement with Custer County from 2018. A new fire agreement will be drafted and completed after Jan 1, 2022. Confusion for EMS calls coming from the Reed Road area. This area is shared with Custer County. New map has been provided.
- Station 3 - IS - S. Zuidema (*see attachments*)
A lawsuit mediation was held in the spring of 2021. S. Zuidema signed the tentative and final agreements. S. Zuidema apologized for not signing the final agreement in front of the board.
Motion by S. Zuidema to approve resolution 20211117-06 that on November 17, 2021 the DM Board of Directors agreed to accept and approve the final legal mediation agreement between DMFPD and Indian Springs for Station 3.
Second by K. Reese
Vote: Unanimous - motion carried
- Paypal Donations - S. Zuidema
Additional information still required. Continued **action item** for S. Zuidema.
- By-law Updates - K. Reese
Directors and Officers insurance update. One quote has been secured. JR Niblett and K. Reese have

been seeking additional quotes. The Colorado Insurance Agency quoted \$2106.

Motion by K. Reese to accept the Colorado Insurance Agency quote to obtain a D&O insurance policy from the Great American Insurance Group. Requested to be effective as early as today.

Second by S. Zuidema

Discussion: Following the vote, the agent Steven Minnich would be informed to bind the policy. The documents require signature by the three board members. These would be signed individually. **Action item** for S. Zuidema to add to the December meeting agenda.

Vote: Unanimous - motion carried

- Outstanding Per diem update - K. Reese
The matter is resolved. The outstanding funds owed to DMFPD will be reimbursed.
- By-laws - K. Reese
A workshop will be held in January 2022.
- Hazardous Materials - JR Niblett
The situation is going away on its own. The mountain is no longer in danger.

Spark arrestors are required for fireplaces. Homeowners will be notified and will be liable if a wildland fire results from sparks. **Action item** for JR Niblett to provide information for the website.

If the DM fire department goes to an area outside of the district, then the property owner will be billed.

NEW BUSINESS: None

ANNOUNCEMENTS:

The next board meeting is December 15, 2021 at 6:00 PM.

ADJOURNMENT

Motion by S. Zuidema to adjourn the meeting.

Second by K. Reese - Discussion: None - Vote: Unanimous, motion carried

Meeting adjourned a 6:55 PM

Respectfully submitted,
Anita Gregg, secretary

(Supporting documentation to these minutes available upon request.)