



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

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

**DIRECTORS PRESENT:** Sharon Zuidema and Clint Mays

**PRAYER:** Led by JR Niblett

**PLEDGE of ALLEGIANCE:** Led by S. Zuidema

**CHANGES TO THE AGENDA -** S. Zuidema would like to add Approval of Minutes.

**MINUTES:** S. Zuidema

- Motion by S. Zuidema to approve the April 20, 2022 regular board meeting minutes.  
Second by C. Mays - Discussion: None - Vote: Unanimous, motion passed.

**NEW BOARD MEMBERS:** Michael McKay, Michael Hammons and Gretchen Abel were appointed to the board. They each provided information on their background and experience. - *see attachments*

**CHAIRMAN'S REPORT:** S.Zuidema

1. Motion by S. Zuidema to accept and approve Resolution 2022-0428-01 that changes the signatory authority for the Bank of San Juan. - *see attachment*  
Second by G. Abel  
Discussion: As of May 20, S. Zuidema will be removed. Additionally, all former board members who had signature authority will be removed on April 28. M. Hammons and G. Abel will be added as of April 29.  
Vote: Unanimous - Motion carried.
2. Motion by S. Zuidema to approve Resolution 2022-0428-02 to contract with the district's CPA, Lenny Merriam, to make changes to the chart of accounts, budget and reporting documents to increase transparency and provide additional information to the community. Current board members will work with Lenny to define the changes needed to accomplish an increased level of detailed monthly and annual reports regarding the Deer Mountain Fire Protection District's financial status and allow for a higher level of transparency each month with the Treasurer's report. - *see attachment*  
Second by C. Mays  
Discussion: Separate accounting for income and expenses for Fire and EMS to accomplish an increased level of understanding. A special project to also include the review of past years' financial data to analyze budget impact. .  
Vote: Unanimous - Motion carried.
3. Motion by S. Zuidema to approve Resolution 2022-0428-03 to purchase and use email software that adheres to Cybersecurity and Infrastructure Security Agency (CISA) and Colorado government Information Technology security protocols. The new email system will replace the current system and assign new accounts for all district board members, CORA requests and Fire Department staff who need official business email accounts. - *see attachment*  
Second by M. Hammons  
Discussion: Microsoft 365 for government costs approx \$6 to \$10 per month per account.  
Vote: Unanimous - Motion carried.
4. Motion by S. Zuidema to purchase laptop computers and printer for the Fire Department. - *see attachment*  
Second by M. Hammons  
Discussion: Printer will be color. JR Niblett to decide on computers. Purchases must be within budget.  
Vote: Unanimous - Motion carried.
5. Move Bingo items from the Board Office to a secured/locked kitchen room. Issue deferred for the new board to consider at a later date.

**STATION REPORTS:** JR Niblett resigned as fire chief. - *see attachment*

Motion by S. Zuidema to appoint Rick Cleveland as the interim fire chief at DM effective May 1, 2022.

Second by M. Hammons

Discussion: R. Cleveland can apply to the position when advertised. JR Niblett was thanked for his years of service.

Vote: Unanimous - Motion carried.

**NEW BUSINESS:** C. Mays resigned from the board. - *see attachment*

**ANNOUNCEMENTS:** Next regular board meeting is May 18 at 6:00 PM.

**ADJOURNMENT:**

Motion by S. Zuidema to adjourn the meeting at 6:45 PM.

Second by C. Mays

Vote: Unanimous - Motion carried.

Respectfully submitted,  
Anita Gregg, secretary

Supporting documents:

- Oaths of Office (3)
- Notice of Appointment (3)
- Resolution 20220428-01
- Resolution 20220428-02
- Resolution 20220428-03
- Laptop Comparison Matrix
- C. Mays resignation
- JR Niblett resignation