



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

CALL TO ORDER: The meeting was called to order by Mike Kevilus at 6:02 PM.

DIRECTORS PRESENT: Mike Kevilus, Elaine Foster, Kala Fritsche and Sherry Hastings

PRAYER: Led by Jerry St John

PLEDGE of ALLEGIANCE: Led by Mike Kevilus

ANNOUNCEMENT FROM THE TREASURER - Sherry Hastings withdrew her resignation submitted last month.

- Motion by Kala Fritsche to accept Sherry Hastings' resignation withdrawal and to remain as board treasurer.
Second by Elaine Foster
Discussion: None
Vote: Unanimous - motion carried.

BUDGET HEARING: A special board meeting is needed to approve the 2020 budget.

Resolution No. 20191120-01 - *see attachment #1*

- Motion by Elaine Foster to pass resolution No. 20191120-01 to hold a special board meeting on December 27 at 1:00 PM to approve the budget.
Second by Kala Fritsche
Discussion: None
Vote: Unanimous - motion carried.

CHANGES TO THE AGENDA

- Motion by Elaine Foster to move agenda item: Station Reports: Fire & EMS to the next agenda item.
Second by Mike Kevilus
Discussion: None
Vote: Unanimous - motion carried.

STATION REPORTS: FIRE & EMS - Interim Fire Chief's report

- Fire training hours & runs - There 10 fire runs and 64 hours of training.
- Station #3 - Robert Themel has reviewed roof repairs needed at station #3.
- Rescue 11 needs work. Parts are already available. He recommends the approximately 8 hours of work be completed in-house, rather than out-sourcing. The cost would be \$25/hr.
 - Motion by Kala Fritsche to approve Robert Themel's recommendation to have 8 hours of needed repairs completed by staff.
Second by Elaine Foster
Discussion: None
Vote: Unanimous - motion carried.
- Cascade system: There is a January slot costing \$1500. This will be an agenda item for December 27.
- Engine Boss card(s): Two new engine bosses coming on board. Debit cards will be needed. Sherry Hastings will obtain cards and have them sign a contract.
- Grievance policies are still a work in progress. More time is required. Additionally, the policies will need a legal review. SOPs and SOGs need to be in place. This will be an agenda item for December 27.
- Recognition of Matt Brown who has gone above and beyond participating in 16 out of 20 calls.
- State website: Robert Themel recommends that the creation of yet another Deer Mountain website may be problematic at this time because there are other Deer Mountain sites. Sherry Hastings recommends redirecting all other sites to the official free state site.
- Engine 14 - Work not yet completed and no time determined for pick up. Elaine Foster will check into progress.

Jenn Judd - Update

- Wildland update: The academy registration is booked. Six or seven fire fighters will be in attendance.
- EMS training hours & runs: There are 10 runs and 77 hours of training.
- Wildland reporting paperwork will be streamlined in the future.

TREASURER'S REPORT: *see attachment #2*

- Checking account balance as of November 1, 2019	\$ 231,981.55 (Bank of the San Juans)
Month of November deposits	\$ 197,200.58
Expenses for November	\$ 99,496.56
Balance at the end of November	\$ 311,685.57
Emergency Reserves	\$ 50,429.82
Capital Improvements	\$ 19,839.27
Engine Debit Account	\$ 1,204.24
Total funds available (11/30/2019)	\$ 393,158.90

Bills Report:

Checking account balance as of December 1, 2019	\$ 311,685.57
Income thus far in December	\$ 9,193.24 (includes wildland fire funds received)
Expenses thus far in December	\$ 21,314.69
Current balance	\$ 299,564.12

MINUTES: Opinion statements Elaine Foster

- Motion by Elaine Foster to remove all opinion statements from board meeting minutes.
Second by Kala Fritshe
Discussion: Minutes should reflect what the board has done, not what was said. Clarification that opinion statements will be removed from minutes - January 2019 to the present.
Vote: Unanimous - motion carried.
- Motion by Elaine Foster to approve the November 20, 2019 regular meeting minutes.
Second by Kala Fritshe
Discussion: None
Vote: Unanimous - motion carried.
- Motion by Elaine Foster to approve the December 5, 2019 special meeting minutes.
Second by Kala Fritshe
Discussion: None
Vote: Unanimous - motion carried.

PUBLIC COMMENT: The board heard comments from Tom Adams.

Announcement from the Chairman - Prior to any meeting, the public can sign up for public comment on a clipboard noting contact information and the topic to be brought forward to the board.

CHAIRMAN'S REPORT:

- Playground equipment - Our insurance company will insure equipment while being used at a Deer Mountain event when supervision is provided. The playground will be constructed with a plan and permit. Construction funds needed to build the playground are yet to be defined.
- Researching procurement option - Item tabled.
- Approval of new applications - There are no new applicants.
- Explanation of board votes - Legal consult advises that past votes are legal. Board to review handout. Item tabled.

VICE-CHAIRMAN'S REPORT:

- Resolution 20191218-03 – The 2020 Meeting Dates - *see attachment #3*
 - Motion by Elaine Foster to approve resolution 20191218-03
Second by Kala Fritsche
Discussion: None
Vote: Unanimous - motion carried.
- Resolution: 20191218-04 – Places we post meeting notices - *see attachment #4*
 - Motion by Elaine Foster to approve resolution 20191218-04
Second by Kala Fritsche
Discussion: None
Vote: Unanimous - motion carried.

- Renew SDA membership
 - Motion by Elaine Foster to approve the Special District Association membership with the annual fee of \$554.78.
Second by Kala Fritsche
Discussion: The association is a good resource of information for board members. The fee is to be paid in January and before March 1, 2020. The membership timeframe is from January to December 2020.
Vote: Unanimous - motion carried.

COMMUNICATIONS REPORT:

- Communications update – Radios are not needed at this time.

INSURANCE AND CORA REPORTS:

- Insurance updates, Type-3 truck repairs - Robert Themel will pick up truck. Gas, food and lodging will be covered.
- Playground equipment liability is covered only when used at a Deer Mountain event. DMFPD is not covered when the playground is used by children outside of a Deer Mountain event. In order to manage risk, Elaine Foster recommended a sign to be posted that adult supervision is required and that DMFPD is not responsible for accidents. Mike Kevilus will investigate the cost of a sign.
- Liability waiver - A waiver will need to be signed by community members or staff participating in trainings that are not mandated by the board. - *see attachment #5*
- DMFPD should not be a site for personal property storage. A waiver of liability would need to on file. Question by Howard Dixon: Are parked vehicles covered when staff are called out to a fire? Answer: Kala Fritsche will investigate.
- 2020 Workman’s Compensation clarification. This is billed monthly.
- CORA Resolution 20191218-02 – Changing to a new CORA representative - *see attachment #6*
 - Motion by Elaine Foster to pass Resolution 20191218-02 to name Kala Fritsche as CORA representative.
Second by Mike Kevilus
Discussion: Kala Fritsche will be the custodian of records.
Vote: Unanimous - motion carried.
- CORA fee
 - Motion by Kala Fritsche to charge \$30/hr for the second hour researching CORA requests
Second by Elaine Foster
Discussion: Deer Mountain cannot charge above what the State Legislature defines. Time can be billed in 15 minute increments.
Vote: Unanimous - motion carried.

COMMITTEE REPORTS:

- Station 3 Indian Springs update - The topographical survey will be finished at the end of the month at a cost of \$1700. The drainage plan will be completed at no charge. A county permit is needed before excavation can begin in the spring. The permit and excavation cost is estimated at \$15,000 to \$20,000. All Station 3 information is available on the Indian Springs website.
 - Motion by Elaine Foster for the board to write a letter to the board/residents of Indian Springs to assure them that Deer Mountain will respond to emergencies in the Indian Springs subdivision. The board will write the letter and the fire department administration will review prior to mailing.
Second by Kala Fritsche
Discussion: None
Vote: Unanimous - motion carried.
- State sponsored website
 - Motion by Elaine Foster to require Sharyn Baker to add one firefighter and two board members to the administrative management of the state sponsored website.
Second by Kala Fritsche
Discussion: This free site will be managed under the mutual cooperation between the board and the department. Note that per SDA, the board members names and contact information must be included on the website.
Vote: Unanimous - motion carried.

OLD OR UNFINISHED BUSINESS:

- Designated Election Official (DEO) – appoint and form election committee
 - Motion by Elaine Foster to pass Resolution 20191218-05 that names Sarah Killough as the designated election official. The resolution includes a calendar of required election events as defined by DOLA - *attachment #7*.
Second by Kala Fritsche
Discussion: The mill levy increase will need additional review and ballot wording.
Vote: Unanimous - motion carried.

- Motion by Mike Kevilus to form an Election Committee.
Second by Elaine Foster
Discussion: It was noted that anyone can join the election committee project.
Vote: Unanimous - motion carried.
- Mill levy update
 - Motion by Elaine Foster to hold a public meeting on Saturday, February 1, 2020 at 12 noon for a mill levy update.
Second by Kala Fritsche
Discussion: None
Vote: Unanimous - motion carried.
- Grant updates and policy
 - Motion by Kala Fritsche to open up DMFPD grant writing to anyone on the board and department. Documentation and written approval must be provided by the board in advance. Payment for grant writing will vary.
Second by Elaine Foster
Discussion: The board will go back to require written approval/documentation. Both EMS and firefighting staff will have input. Grant writing training is available. Prior grant approval may require a special meeting in order to meet grant timelines.
Vote: Unanimous - motion carried.
 - Motion by Mike Kevilus to end the grant for the tough books and LifePak
Second by Kala Fritsche
Discussion: None
Vote: Mike Kevilus-yes; Elaine Foster-abstain; Kala Fritsche-yes; Sherry Hastings-yes. Motion carried.
- Discrimination DVDs – All employees (EMS and firefighting staff) and board will complete the anti-discrimination training in a classroom setting. Documentation and test will need to be completed.
- Grievance and disciplinary policies – A work in progress.

NEW BUSINESS: None

ANNOUNCEMENTS:

- Special board meeting on December 27, 2019 at 1:00 PM
- Next regular board meeting on January 15, 2020 at 6:00 PM

ADJOURNMENT

Motion to adjourn by Mike Kevilus
Second by Elaine Foster
Vote: Unanimous - motion carried.
Meeting adjourned at 7:41 PM

Respectfully submitted,
Anita Gregg, secretary