



**DEER MOUNTAIN FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING MINUTES
6181 COUNTY ROAD 28, COTOPAXI, CO 81223
October 19, 2022 at 6:00 PM**

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

DIRECTORS PRESENT: Kathy Reese, Sherry Hastings and Gretchen Abel

PRAYER: Led by Rick Cleveland

PLEDGE of ALLEGIANCE: Led by K. Reese

CHANGES TO THE AGENDA -

- S. Hastings - Add Purchase Request, Reimbursement Request and Time Clock following the 2022 Budget Hearing agenda item.
- G. Abel - Remove "Statement" under Assistant Treasurer Report Bills Paid Report.

MINUTES APPROVAL

- Motion by K. Reese to approve the meeting minutes of August 17, 2022.
Second by S. Hastings - Discussion: None - Vote: Unanimous, motion carried.
- Motion by K. Reese to approve the meeting minutes of September 21, 2022.
Second by S. Hastings - Discussion: None - Vote: Unanimous, motion carried.

TREASURER'S REPORT: S. Hastings

- Motion by S. Hastings to hold the 2023 Budget Hearing on November 16, 2022 at 6:00 PM at 6181 County Road 28, DM Volunteer Fire Station.
Second by K. Reese - Discussion: Email will be sent out. - Vote: Unanimous, motion carried.
- Motion by S. Hastings to approve advertising for the 2023 Budget Hearing on November 16, 2022 at 6:00 PM at 6181 County Road 28 in the Canon City Record. The ad will appear on November 2, 2022.
Second by K. Reese - Discussion: None - Vote: Unanimous, motion carried.
- Motion by S. Hastings to hold the 2022 Budget Workshop on November 7, 2022 at 11:30 AM at 6181 County Road 28, DM Volunteer Fire Station.
Second by K. Reese - Discussion: None - Vote: Unanimous, motion carried.
- Motion by S. Hastings to hold the 2022 Budget Hearing on December 21, 2022 at 6:00 PM at 6181 County Road 28, DM Volunteer Fire Station.
Second by K. Reese - Discussion: None - Vote: Unanimous, motion carried.
- Motion by S. Hastings to approve advertising for the 2022 Budget Hearing on December 21, 2022 at 6:00 PM at 6181 County Road 28 in the Canon City Record. The ad will appear on December 7, 2022.
Second by K. Reese - Discussion: None - Vote: Unanimous, motion carried.

Purchase Requests

- Motion by S. Hastings to approve the purchase of additional radios not to exceed \$287.50.
Second by K. Reese - Discussion: None - Vote: Unanimous, motion carried.
- Motion by S. Hastings to approve the purchase of office supplies (envelopes, roll of stamps and ink cartridges) not to exceed \$210. Second by K. Reese - Discussion: None - Vote: G. Abel-yes; K. Reese-yes and S. Hastings-abstain, motion carried.

Reimbursement Request

- Motion by S. Hastings to approve the reimbursement of expenses to J. St. John excluding the missing gas receipts for \$99.00, \$77.18 and \$63.76.
Second by K. Reese - Discussion: Hotel receipt (\$144.29) to be provided to the Treasurer, S. Hastings by the end of the meeting. **ACTION ITEM** for J. St. John to locate three missing receipts to provide to the Treasurer for complete reimbursement. - Vote: Unanimous, motion carried.
- **Wildland Update - see attachment**
All income has been received for the truck. **ACTION ITEM** for R. Cleveland to get all receipts from P. Stevens. DM will not get funds back from the state without those missing receipts. The total net income is \$138,348.21. Expenses were \$42,871.58. The income to the department is \$95,476.63. This income is minimal compared to previous years of \$250,000+. This reduction is due to an engine boss going out as a single resource. Wildland income is crucial to the department/EMS and there will not be enough reserve funds to cover the note on the truck, the building lease and payroll. The 2022 Budget Workshop on November 7 is important for the firechief to provide input on expense reduction.
- **Grant** - Received \$35,505.60 in reimbursement; an additional \$20,000 pending; and an additional \$15,000 to be submitted. The grant requires spending first and then waiting for the reimbursement. The additional amounts will likely not be received until 2023.
- **Timeclock** - S. Hastings requests to purchase a timeclock for the fire department at her own expense for staff to

punch in and out. The clock will be fingerprint based and will assist with payroll efficiency.
Motion by S. Hastings to approve the installation by the board treasurer of a staff timeclock as a pilot program.
Second by K. Reese. - Discussion: Information can be easily downloaded and actual work hours added/edited as needed. Working off the clock is unlawful and not an option. - Vote: Unanimous, motion carried.

- **PUBLIC COMMENT:** None
- **CHAIRMAN'S REPORT:** None
- **VICE-CHAIRMAN'S REPORT:** K. Reese
To assist with getting new board members, a mentorship program will be compiled to advise new board members. This information will be available on the website.
- **CGC REPORT:** None
- **ASSISTANT TREASURER'S REPORT:** G. Abel (*see attachments*)

September **Treasurer's report**

Checking account balance as of September 1, 2022	\$ 814,625.58
Month of September deposits	\$ 66,898.31
Income plus beginning balance	\$ 881,523.89
Expenses to date	\$ 87,023.16
Total checking account funds	\$ 794,500.73
Emergency Reserves	\$ 62,429.82
Capital Improvements	\$ 56,839.27
Engine Debit Account	\$ 6,955.56
Total funds available (9/30/2022)	\$ 920,725.38

Motion by G. Abel to approve the September Treasurer's Report.
Second by K. Reese - Discussion: None - Vote: Unanimous, motion carried.

October 2022 **Bill's Paid Report**

Checking account balance as of October 1, 2022	\$ 794,500.73
Income thus far in October	\$ 102,318.69
Total income plus beginning balance	\$ 916,944.27
Total expenses to date	\$ 44,356.08
Current checkbook balance (10/19/2022)	\$ 872,588.19

Motion by G. Abel to approve the October Bills Paid Report.
Second by K. Reese
Discussion: Reminder that documentation on invoices paid is available. Vote: Unanimous, motion carried.

STATION REPORTS: R. Cleveland

- **Fire/EMS:** Responded to a total of 21 calls. There were 18 total EMS calls, 1 MVA and 2 Open Fires.
- State of Colorado Award Update - All supplies/equipment have been ordered totaling \$191,000. No estimated time for arrival.
- New Hires/Volunteer: None

ANNOUNCEMENTS: Next regular board meeting scheduled for November 16, 2022 at 6:00 PM.

ADJOURNMENT:

- Motion by K. Reese to adjourn the meeting at 6:28 PM.
Second by S. Hastings - Discussion: None - Vote: Unanimous, motion carried.

Supporting documents:
- Treasurer's Report
- Bills Paid Report
- P/L Budget Performance
- Wildland Update

Respectfully submitted,
Anita Gregg, secretary