



**DEER MOUNTAIN FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING MINUTES
6181 COUNTY RD. 28, COTOPAXI, CO 81223
August 21, 2019 at 6:00 PM**

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

DIRECTORS PRESENT: JR Niblett, Elaine Foster, Crystal Warner, Patrick Smith & Sherry Hastings

PRAYER: Led by Patrick Smith

PLEDGE of ALLEGIANCE: Led by JR Niblett

CHANGES TO AGENDA: JR Niblett inquired if there were any changes to the posted agenda. JR Niblett requested an agenda item to be added. This item is the required resolution on the leasing agreement.

MINUTES: Motion by Crystal Warner to approve the July 17, 2019 regular meeting minutes.

Second by Elaine Foster

Discussion: None.

Vote: Unanimous - motion carried.

Andrew Wolf presentation on the draft of the 2018 Annual Financial Audit - See attachment #1. Andrew Wolf presented a draft summary review. The final audit will be reviewed/approved by the board on September 18, 2019. The 2018 Annual Financial Audit must then be filed electronically with the State of Colorado by Sept. 30, 2019.

TREASURER'S REPORT: Sherry Hastings reports

- **Treasurer's report with debit account**

Checking account balance as of July 1, 2019	\$ 244,955.76 (Bank of the San Juans)
Month of July income	\$ 32,382.04
Expenses for July	\$ 43,103.43
Balance at the end of July	\$ 234,234.37
Emergency Reserves	\$ 50,429.82
Capital Improvements	\$ 19,839.27
Engine Debit Account	\$ 189.22
Total funds available (7/31/2019)	\$ 304,701.68 (all four accounts)

Bills Report:

Checking account balance as of August 1, 2019	\$ 234,234.37
Income thus far in August	\$ 9,410.49
Expenses thus far in August	\$ 17,952.15
Current balance	\$ 225,692.71

Sherry Hasting will work with the bookkeeper in reference to the \$10,000 donation from Cody Park Property Owners Association to be earmarked for the building of Station 4. The funds should be shown separately.

Motion by Sherry Hastings to accept the bill's report and pay bills.

Second by Patrick Smith.

Discussion: none

Vote: Unanimous - motion carried.

Additional items presented by Sherry Hastings:

- Information on numerous checks written last month with multiple receipts to document expenditures - see *attachment #2*
- Profit and Loss statement provided by the bookkeeper - see *attachment #3*
- Deer Mountain Profit and Loss Performance Report - see *attachment #4* - Treasurer asks for assistance from fire department staff and board members with proper categorization of expenditures.

Elaine Foster requests bookkeeper and treasurer's reports as soon as available and before the board meetings.

Elaine Foster provided documentation that she was not paid double in July 2018. - see *attachment #5*

PUBLIC COMMENTS:

1. David Nowlan comments: Inquired about progress on the grievance procedure for the department. Elaine Foster suggests the Employee Manual requires updating.
Motion by Elaine Foster to update the Employee Manual to include a fair grievance process and termination procedure.
Second by JR Niblett.
Discussion: Sherry Hastings had already begun conversation with Joe Watts in reference to a grievance outline. Joe Watts suggests this is an operational decision.
Amended motion by Elaine Foster for the board, together with fire department operational leadership, to update the Employee Manual to provide a fair grievance procedure and termination process.
Vote: none
2. JR Niblett comments: He would like to sit down with Joe Watts to update the Employee Manual and seek legal input from Dan Slater. Elaine Foster suggests that legal fees should be minimized with prior information gathering from other fire departments. A firefighter present requested that staff have input as well. JR Niblett rejected this request.
Clarification on the amended motion by Elaine Foster for the board, together with fire department operational leadership, and input from legal services, to update the Employee Manual to provide a fair grievance procedure and termination process. The updated manual would be brought before the board for final approval and turned over to the department for implementation.
Second by JR Niblett.
Vote: Unanimous - Motion carried.
3. Pastor Mike Kevilus comments: He requests fairness from the board to deal with what he believes is illegal behavior within fire department leadership. He asks the board to do what is right and best for the community. He will resume going to the county commissioner meetings about concerns.

CHAIRMAN'S REPORT:

- Approve new applications - Ms. Beavers, Alexander Wheaton, Matthew Brown have approved background checks.
- School Safety Week - Patrick Smith will oversee.
- Lockable filing cabinet for Sherry Hastings. Not to exceed \$600 - Patrick Smith will purchase.
- Inclusion - The inclusion of Golden Acres within this fire district is filed and complete.
Motion by JR Niblett to pass Resolution 20190821-01 of Series 2019. - *see attachment #6*
Second by Patrick Smith.
Discussion: The 2019 Ford Type III Weis fire truck is already in use.
Vote: Unanimous. Motion carried.
- District tax (*see attachment #7*) and Wildland fires - *see attachment #8*.
EMS covers the district 24/7. Residents must call 911, not the fire station number.
- Generator - At this time, installation is about 50% complete. JR Niblett will continue working on installation.
- Thank you to Becky Girdler for providing dinners to the firefighters while they train.
- Records - Crystal Warner is currently reviewing records that can be destroyed. Much of it is historical information surrounding the formation of DMFPD. Elaine Foster requested to review all documents prior to destruction and volunteered to assist in record review. Anything designated for disposal must be double shredded or burned.
- JR Niblett took a phone call that the paper and/or TV station would like to attend meetings. He noted that the proceedings are public and they are welcomed.

STATION REPORTS: FIRE & EMS

Fire training hours & runs - update by Joe Watts

- Fire had 6 calls
- 120 training hours

EMS training hours & runs - update by Joe Watts

- EMS had 29 runs
- 85 training hours

Two items:

1. Joe Watts requested \$25 for NFIRS training class for Wendy Leyshock.
Motion by Elaine Foster to pay \$25 to cover this training so the data can be entered online.
Second by JR Niblett.
Vote: Unanimous. Motion carried.
2. Sharyn Baker can provide an EMR class. There are 10 people interested in attending. The class costs \$267 each. Participants must pass the national test at the conclusion of class. There is a Create Grant available to cover \$243. If the participant does not pass the test, the grant will not reimburse. Joe Watts suggests a pre-qualification test be given to screen participants. Those from outside the department, such as Penrose, Wet Mountain, Coaldale, Howard, or Tallahassee, could be invited to attend. Those would be charged the full price (\$700 to \$1000) for the class. Sharyn Baker will not charge for her instructional services. The class takes three months and the final test to be taken at PCC. Elaine Foster asked for a contract from Sharyn Baker or that the department provide a written request to the board outlining the information on the instructor services, anticipated funds needed, number of participants and the expected amount of funds to be returned from the grant.
Motion by Patrick Smith to approve \$2600, pending a written explanation from Sharyn Baker by Friday, August 23.
Amended motion by Patrick Smith to approved \$1560, pending a written explanation from Sharyn Baker by Monday, August 26.
Second by JR Niblett.
Discussion: Elaine Foster voiced that the training is important. However, requests that require funding from the board should be in writing for clarity. JR Niblett asks that Sharyn Baker set the cost for those outside the department. Income from this training would be put back into the budget line item for medical training.
Vote: JR Niblett-yes, Elaine Foster-no, Crystal Warner-yes, Patrick Smith-yes, Sherry Hastings-yes. Motion passed.

COMMUNICATIONS REPORT:

- Safety Week at Cotopaxi Schools- Motion by Patrick Smith to spend \$400 on this event to be held Oct. 10, 2019.
Second by JR Niblett.
Discussion: The costs are similar to last year's event. There are no materials remaining from the last Safety Week. Elaine Foster commented that this funding request is not an emergency. Public comment is that funding this educational opportunity would build community relationships. Additional suggestion that the \$400 could be donated out of the Firefighter's Fund. They would need to vote on the donation.
Vote: JR Niblett-yes, Elaine Foster-no, Crystal Warner-yes, Patrick Smith-yes, Sherry Hastings-yes. Motion passed.
Request by Patrick Smith to withdraw his motion on funding School Safety Week pending the vote in reference to funding the event out of the Firefighter's Fund.
Amended motion by Patrick Smith. If the firefighters vote not to fund the \$400 donation from the Firefighter's Fund, then the DMFPD will fund \$400 for the event.
Second by JR Niblett.
Vote: JR Niblett-yes, Elaine Foster-no, Crystal Warner-yes, Patrick Smith-yes, Sherry Hastings-yes. Motion passed.
- Knife Show Update - The event is Saturday, August 24. Public is invited to come and go, or stay to see demonstrations and video presentation. Knives will be shown, sold and traded. The door charge is \$2 to go to the Firefighter's Fund. Tables are still available.
- Reminder that smoke alarms are available for installation. See Patrick Smith or Jerry St. John.
- Treasurer and accounting - Motion by Patrick Smith that Sherry Hasting be the primary point of contact to work with Graham and Associates on financial matters and with financial institutions. Secondly, Crystal Warner would be there to back up and JR Niblett in the event of an emergency.
Second by JR Niblett.
Discussion: None.
Vote: Unanimous Motion carried.
- Board office records - Patrick Smith will pick up a locking file cabinet at a cost of \$189. He reports that his search for district contracts in stored boxes was not successful. Elaine Foster will check with Sarah Killough and Karen

McGee about contracts supplied during the Workmen's Compensation audit. There were two contacts in the board office files. One was the contract with Graham and Associates.

- Statement - see *attachment #9*

INSURANCE REPORT:

- Crystal Warner has submitted the policy renewal for fire department vehicles. New insurance cards will soon be available. There was a reduction in premiums. Pinnacle Insurance previous payment was \$721 and reduced to \$522.

VICE-CHAIRMAN'S REPORT:

- Sharyn Baker's grant writing contract will not be provided. The department will provide a detailed report/request in writing.

COMMITTEE REPORTS:

- Station 4 - The building plans are finished, but needed revision on window placement and name on plans. After the plans are amended, then DMFPD can move forward with a building permit. Rob Adams commented that the adjacent lot has a fence located 20 feet into the Station 4 property. The new address for the property owner will be provided to Rob Adams by the property manager who was in attendance.
- Indian Springs update - Lester Limón and Rob Adams were provided different information after speaking with different staff at the Fremont County Building Department. Lester Limón then provided a written report that Rob Adams reviewed and approved. Fremont County officials, Michael Cox and Wyatt Sanders both agreed that an updated drainage plan is required designed by a civil engineer. The original engineer agreed in writing that he could provide this free of charge since he provided the last drainage plan. However, an updated topographical survey is required prior to drainage plan update. The first survey bid was about \$500 too high. Two additional bids have been requested. These will come before the board for review and selection. This will all need to be completed before application for a building permit. Excavation cannot begin until the survey, plan and permit are in place. \$12,000 is allocated by DMFPD. Rob Adams will continue to follow up with Fremont County in reference to excavation timing. Bids for excavation will be required. Fuel tank needs to be moved. Brush piles need to be removed. Gayland Murray to provide a bid on brush removal.

A written proposal/agreement was received on or about August 18 from Indian Springs Landowner's Association. Elaine Foster advised the board not sign this agreement. Areas of concern are:

- This agreement states that DMFPD must first get permission from Indian Springs Landowners prior to any decisions. DMFPD is the owner of the property.
- A landowner's association does not pay taxes. DMFPD is responsible only to the Individuals taxpayer.
- The only points of contact are Lester Limón, the adjoining property owner to Station 3 and Rob Adams. Rob is not a DMFPD board member. The DMFPD Building Committee, headed by board member Patrick Smith, must be the point of contact.

Indian Springs Landowners website page will provide accurate and current information.

OLD OR UNFINISHED BUSINESS:

Sexual Harassment and Discrimination classes. A training DVD is available at a cost of \$85. The chief must sign off that staff completed the training. Other training DVDs are available on driving, traffic etc. Motion by Elaine Foster to purchase the sexual harassment and discrimination DVD at a cost of \$85 plus tax and shipping.

Second by JR Niblett.

Vote: Unanimous. Motion carried.

NEW BUSINESS: none

ANNOUNCEMENTS by JR Niblett

- The next regular board meeting will be held on September 18, 2019 at 6:00 PM.

ADJOURNMENT

Motion to adjourn by JR Niblett.

Second by Elaine Foster.

Vote: Unanimous - Meeting adjourned at 8:54 PM.

Respectfully submitted,
Anita Gregg, secretary

(Supporting documentation to these minutes available upon request.)