



DEER MOUNTAIN FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING MINUTES
6181 COUNTY RD 28, COTOPAXI, CO 81223
June 19, 2024 at 6:00 PM

DIRECTORS PRESENT: CJ Allen, Cathy Mask and Nancy Mickelson

CALL TO ORDER: The meeting was called to order by CJ Allen at 6:04 PM

PRAYER: Led by JR Niblett

PLEDGE of ALLEGIANCE: Led by CJ Allen

CHANGES to the AGENDA: N. Mickelson requests to add to the Assistant Treasurer's Report, the matter of resolving unpaid medical bills through a collection agency.

MINUTES APPROVAL:

Motion by CJ Allen to adopt the May 15, 2024 Regular Meeting Minutes. Second by N. Mickelson. Discussion: None - Vote: Unanimous, motion carried.

TREASURER'S REPORTS: N. Mickelson *(see supporting documents)*

May Treasurer's report

Checking account balance as of May 1, 2024	\$ 484,492.99
Month of May deposits	\$ 166,121.97
Income plus beginning balance	\$ 650,614.96
Expenses to date	\$ 34,713.98
Total checking account funds	\$ 615,900.98
Total funds available (5/31/2024)	\$ 1,010,825.85

Motion by N. Mickelson to accept the Treasurer's Report. Second by CJ Allen. - Discussion: None. - Vote: Unanimous, motion carried.

Bills Paid Reports:

Bills paid in April 2024	\$ 22,509.80
Bills paid from May 7 through May 15, 2024	\$ 25,053.02

Motion by N. Mickelson to approve these Bills Paid Reports. Second by C. Mask. - Discussion: None. - Vote: Unanimous, motion carried.

Bills paid from May 22 through June 19, 2024	\$ 33,567.80
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Motion by N. Mickelson to approve this Bills Paid Report. Second by C. Mask. - Discussion: None. - Vote: Unanimous, motion carried.

CHAIRMAN'S REPORT: CJ Allen

- Announced that the new ADA accessible/compliant website is formatted. Details still to follow with the goal to launch the new website by next month's meeting.
- Stated that the attorney for DMFPD has resigned. After reviewing options, the law firm of Bailey & Peterson PC has the necessary experience in representing special districts here in Colorado.

Motion by CJ Allen to contract with Bailey & Peterson to provide legal services to DMFPD. Second by C. Mask. - Discussion: None. - Vote: Unanimous, motion carried.

Motion by CJ Allen to authorize Board President, CJ Allen and Interim Fire Chief, JR Niblett as the two points of contact with Bailey & Peterson PC in reference to ongoing legal matters. Second by C. Mask. Discussion: None. - Vote: Unanimous, motion carried.

- Inquired with department leadership about a new service roster that includes new EMS hires. This roster is not yet posted, but it is a work in progress.
- Announced that the SDA (Special District Association of Colorado) is providing a workshop in Lone Tree, CO.

Motion by CJ Allen to authorize N. Mickelson to attend on June 20, 2024 and to approve the expenditure of the \$40 registration fee. Second by C. Mask. - Discussion: None. - Vote: Unanimous, motion carried.

VICE-CHAIRMAN'S REPORT: N/A

ASSISTANT TREASURER'S REPORT: N. Mickelson

- Update on the 2023 Audit: Any questions from the auditor are being answered. ACTION ITEM for JR Niblett to provide the number of vehicles and number of employees in 2023.
- Update on the meeting with the Deer Mountain accountant: The meeting was helpful and productive. ACTION ITEM for N. Mickelson to provide a new engagement letter for board review.
- Signatory requirement: Per the By-Laws there is a two signature requirement on checks over \$500. Note that Deer Mountain payroll is provided via debit and pay stubs, not hard copy checks.
- Medical billing: The list of delinquent accounts total is \$4,051.70. Options are to write-off the debt or turn over accounts to a collection agency.

Motion by N. Mickelson to pursue collections of delinquent accounts with an outside agency. Second by CJ Allen. - Discussion: ACTION ITEM for Tamara Jones to work with the agency as the point of contact with St. Thomas More

Hospital. Note that any collection agency will take a percentage of the amount collected. Seeking relief in small claims court may be an option. ACTION ITEM for CJ Allen to review with legal counsel. - Vote: Unanimous, motion carried.

CGC REPORT: C. Mask

- Records Program status: ACTION ITEM for Tamara Jones to evaluate upgraded, add-on modules for the current digital management of records system that will network with the State of Colorado and meet Federal requirements. The goal of this effort is grant eligibility and compliance for Deer Mountain. A devoted data-entry day to be scheduled after July 4 with all data input completed by September 2.

PUBLIC INPUT: (see supporting document)

- A community member commented on needed EMS coverage at night. Recommended new hires should be from within the district. CJ Allen noted that currently the Deer Mountain EMS is not even chartered. ACTION ITEMS for CJ Allen to compile/complete an EMS service plan to charter services, and to review the needed ballot initiative for a mill levy increase to fund the newly chartered EMS.

STATION REPORTS: JR Niblett

- Reports: 5 Fire runs with 92 training hours; and 12 EMS calls with 102 training hours. The helicopter was called in twice.
- New Hires: Three EMTs, Cayden Stahr, Charles Buckley and Kayla Papenfuss were hired.
- National Fire Incident Reporting System: NFIRS reports have been delinquent since 2022. They are being compiled from past phone notifications on calls and dispatch files.
- Wildland update: At this time, one firefighter is out on a wildland fire in New Mexico. Potentially, Adam Anderson to be hired as a wildland engine boss trainee.
- Status of fire truck for sale: Not yet sold. New ad to list at a reduced price of \$22,000. Note that the truck is suitable for hard surfaced roads, is too low to the ground and is 28" too long to be staged within the Cotopaxi station.
- Department needs: Radios, office finish and electrical services are essential.
- Truck: Reviewed possible purchase of an older brush truck for \$3,000. Purchase request withdrawn.
- Upcoming training: Training on June 22, 2024. Due to insurance requirements, a Standard Operating Procedure is being developed for staff on specific numbers of runs and specific hours of training requirements each month.

OLD UNFINISHED BUSINESS:

- Grasshopper Communications provides two-fold services: permitted burn information and an after-hours call transfer system. Grasshopper services may not be needed because of the new process for permitted burn information through dispatch. ACTION ITEM for N. Mickelson to review the Grasshopper contract plan to use the phone call transfer system or to cancel services.
- Comments on attempted theft with fraudulent emails in reference to gift cards and wire transfers. Additional security through the two-party signature process averts any improper activity.
- Streamline emails: Current Deer Mountain gmail addresses will remain the same. Streamline will secure all emails, provide virus protection, set-up a new DM Reports email for the Fire Chief, filter for cookies etc, all as part of the Streamline service agreement. ACTION ITEM for CJ Allen to follow up with Streamline.
- Scanner for the department: Current office equipment is not functioning.
Motion by CJ Allen to authorize the purchase of a new printer/scanner at a cost not-to-exceed \$500. Second by N. Mickelson. - Discussion: Needed prior to the data entry day. - Vote: Unanimous, motion carried.
- CJ Allen will be meeting with Custer County EMS about continued cooperation/collaboration to serve the community.

ANNOUNCEMENTS:

Next regular board meeting is scheduled for July 17, 2024 at 6:00 PM.

Q - Why can't radios be provided since they are a vital communication tool for Deer Mountain? Discussion of radios continues for years. The past grant for the radios was lost.

A - Radios have been purchased and will not be returned. Budget includes several line items for communications, however clarification is needed on the line item covering the radio purchase. A noticed budget meeting to amend the budget is necessary.

Motion by CJ Allen to review the specific purchase of radios and format the line items within the budget appropriately by July 17, 2024. Second by N. Mickelson. - Discussion: Budget amendment meeting is needed and the meeting date to be determined. JR Niblett, CJ Allen and Treasurer need to be in attendance. - Vote: Unanimous, motion carried.

Thank you to Mykel Kroll for providing a temporary cell tower for 911 calls when a fiber-optic cable was recently damaged.

ADJOURNMENT:

Motion by CJ Allen to adjourn the meeting at 6:54 PM. Second by C. Mask. - Discussion: None - Vote: Unanimous, motion carried.

Respectfully submitted,
Anita Gregg, recording secretary

Supporting documentation:
Bills Paid – April and May
Bills Paid – June
Profit & Loss Budget Performance
Public Comment Sign-in