



**DEER MOUNTAIN FIRE PROTECTION DISTRICT  
REGULAR BOARD MEETING MINUTES  
6181 COUNTY ROAD 28, COTOPAXI, CO 81223  
February 16, 2022 at 6:00 PM**

**CALL TO ORDER:** The meeting was called to order by S. Zuidema at 6:01 PM.

**DIRECTORS PRESENT:** Sharon Zuidema, Kathy Reese, Cheryl Kelsey and Clint Mays

**PRAYER:** Led by JR Niblett

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

The Board introduced and appointed Claudia Rech to the open director position of Assistant Treasurer. Oath of Office was administered. - *see attachments*

**CHANGES TO THE AGENDA**

1. Under Communications Report add report
2. Under Communications Report add budget committee
3. Under Old Business add Wildland Billing

**MINUTES:** S. Zuidema

- Motion by S. Zuidema to approve the January 19, 2021 regular board meeting minutes.  
Second by K. Reese - Discussion: None - Vote: Unanimous, motion passed.

**TREASURER'S REPORT:** C. Kelsey (*see attachments*)

- Treasurer's report

Checking account balance as of January 1, 2022	\$ 712,468.04
Month of January deposits	\$ 35,512.54
Income plus beginning balance	\$ 747,980.58
Expenses to date	\$ 33,345.25
Total checking account funds	\$ 726,019.28
Emergency Reserves	\$ 50,429.82
Capital Improvements	\$ 19,839.27
Engine Debit Account	\$ 6,354.20
Total funds available (1/31/2022)	\$ 802,642.57
- February 2022 Bill's Paid Report

Checking account balance as of February 1, 2022	\$ 726,019.28
Income thus far in February	\$ 31,738.61
Total income plus beginning balance	\$ 757,757.89
Total expenses to date	\$ 21,173.90
Current checkbook balance (2/14/2022)	\$ 741,391.71

Motion by C. Kelsey to pass the Treasurer's and Bills Paid Reports.

Second by K. Reese

Discussion: Clarification that Wildland Funds are included in this report. Noted that monthly expenses are substantial - i.e. Fremont County fees for tax collection, insurance costs, workman's compensation and rising expenses for gas and propane.

Vote: Unanimous, motion carried.

**PUBLIC INPUT:** none

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

- 3-year Planning & Budget Workshop will be held on Saturday, February 19, 2022 - *see attachment*  
**Action item** for S. Zuidema to research the original registered Fire Service Plan from 1994 and any subsequent changes to that plan.
- Board Election May 2022 - Call for nominations was published. District did not meet the January 23 deadline.  
**Action item** for C. Kelsey to provide the certification from the newspaper to S. Zuidema so that it can be posted on the website. Designated Election Official Linda Gallegos has stepped down.
- DEO Change - *see attachment*  
Motion by S. Zuidema to accept Kenneth Vito as new DEO.  
Second by C Kelsey  
Discussion: DEO fee of \$500 to be paid to K. Vito. **Action item** for S. Zuidema to update the online transparency to K. Vito and send to C. Kelsey.  
Vote: Unanimous, motion passed.

- Website Security Admin - *see attachment*  
Motion by S. Zuidema to designate C. Mays to have administrative rights to the DMFPD website hosted by the State of Colorado. Training will be provided.  
Second by K. Reese  
Discussion: None - Vote: Unanimous, motion passed.
- Motion by S. Zuidema to recommend/request all board members to take HIPAA training.  
Second by K. Reese  
Discussion: Chairman only recommends and does not require this training. Board is not operations and does not have access to any health information, ergo training not needed.  
Vote: C. Mays, K. Reese, S. Zuidema - YES  
C. Rech and C. Kelsey – NO Motion passed.
- Motion by S. Zuidema to open a NextDoor business account for DMFPD.  
Second by K. Reese  
Discussion: Communication opportunities will be expanding under C. Mays. Posting DMFPD Public Notices in social media under a business account is preferred rather than posting from a personal account.  
Vote: Unanimous - motion passed.
- DMFPD Boundaries/Redistricting - Since the beginning of 2022, 30% of calls were to locations outside of DMFPD. These properties do not pay taxes to DMFPD. Fees charged for service to these properties are difficult to recover. Redistricting is recommended. **Action item** for S. Zuidema, C. Mays and JR Niblett to identify properties for possible expansion of fire district coverage. Data must be compiled with a goal to cover additional properties and to increase taxes paid to DMFPD. This compilation has many steps and will take time. S. Zuidema will assure that the project is completed as a volunteer consultant.

**VICE-CHAIRMAN'S REPORT:** K. Reese

- Motion by K. Reese for S. Hastings to train C. Rech as the new Assistant Treasurer.  
Second by C. Kelsey  
Discussion: Good idea - Vote: Unanimous, motion passed.
- Motion by K. Reese to authorize C. Rech to communicate with CPA, Lenny Merriam.  
Second by C. Kelsey  
Discussion: None - Vote: Unanimous, motion passed.
- Motion by K. Reese to purchase an external harddrive for C. Rech at a cost of \$59.99.  
Second by C. Kelsey  
Discussion: Security of information contained on a harddrive is essential. Encryption of data on the harddrive is critical. S. Zuidema has received an email in reference to cyber attacks. Assistance provided by Homeland Security. **Action item** for K. Reese to order and provide reimbursement request form.  
Vote: Unanimous, motion passed.
- Motion by K. Reese to authorize C. Rech as a signer on and for access to all DMFPD accounts at the Bank of the San Juans.  
Second by C. Kelsey  
Discussion: None - Vote: Unanimous, motion passed.
- Motion by K. Reese to adopt Resolution 20220216-01. - *see attachment*  
Second by C. Mays  
Discussion: None - Vote: Unanimous, motion passed.

**COMMUNICATIONS REPORT:** C. Mays - *see attachment*

- Motion by C. Mays to research alternative email systems to include domain, email, security, cloud based storage, software for cost analysis and comparison.  
Second by S. Zuidema  
Discussion: Bill Mohr offered assistance. S. Zuidema cautioned that the state controls the adding and deletion of users. She has concerns about the current email that does not force regular password changes. **Action item** for S. Zuidema to inquire with the state Help Desk.  
Vote: Unanimous, motion passed.
- Motion by C. Mays for website redesign of DM Fire Department page.  
Second by K. Reese  
Discussion: Research other FD sites with the goal to deliver an easy to read, user-friendly and informative site. R. Vinson offered assistance.  
Vote: Unanimous, motion passed.
- Motion by C. Mays to research the use of Direct Mail as a regular communication tool.  
Second by C. Kelsey  
Discussion: This community would benefit from another communication method i.e. sending hard copies of an

annual report or quarterly newsletter. **Action item** for C. Mays to investigate a bulk mail permit. Vote: Unanimous, motion passed.

**INSURANCE REPORT:** None

**STATION REPORTS: FIRE & EMS:** JR Niblett - *see attachments*

- Fire/EMS runs and training hours: Responded to a total of 39 calls. There were 27 total EMS calls, 12 Fire calls, 71 hours of EMS training and 41 hours of Fire training.
- Fires & Insurance information - Ambulance had difficulty getting past an MVA at 8-mile. A structure fire required mutual aid and resulted in two fatalities.
- EMS
  - At this time, there is one full-time EMT on staff. There are four open EMS positions.
  - License renewal is coming up. The mechanical inspections of the ambulances are on February 17. The medical inspection for BLS (Basic Life Support) will be scheduled in three weeks.
- New hire - One new firefighter, Skeet Tomlin and no fire department staff departures.

**OLD OR UNFINISHED BUSINESS:**

- C. Kelsey - The Spring Budget Workshop will be held on Friday, April 8 at 10:00 AM. It is essential that JR Niblett attends. The Budget Hearing will be held April 20, 2022. **Action item** for C. Kelsey to get workshop and hearing information to the local newspaper and for the website.
- S. Zuidema - **Continued Action Item:** Contract & Approval for ALS training - Awaiting input from Dan Slater.
- S. Zuidema - **Continued Action Item:** P-Path Building Deposit Refund - Awaiting input from Dan Slater.
- K. Reese - Three sections of the By-laws require updates. A By-laws Workshop will be held on Friday, March 18 at 10:00 AM.
- K. Reese - Wildland billing will be outsourced. Three bids sought: one from a company in Colorado Springs, one bid coming from a company in Salida and Karen McKee. **Action item** for JR Niblett to select for the position.

**NEW BUSINESS:** None

- Community Liaison - Rachel Vinson

Community members have concerns about the P-Path property being sold without taxpayer consent or knowledge.

**Q:** Why was the land sold? **A:** After three years: the building was never started, the staff was no longer available, and the boundary dispute was never resolved. The department would have had to take on additional staffing, equipment and maintenance costs.

**Timeline:**

- Decision not to move forward with the P-Path substation was discussed on **October 20** with S. Hastings.
- On **November 17**, the board moved to obtain a free real estate assessment of the land value.
- On **December 15**, the board moved to hire a real estate agent. The hiring of an agent implied the board members agreement to sell. The sale price was not discussed. P Path property sold within 24 hrs of listing for full asking price and closed before **December 31, 2021**.
- On **January 19, 2022**, the board announced the completed sale of the property. Noted that paperwork was signed by three board members at a title company closing and is available via a CORA request. Audio recordings of meetings are also available by CORA request.

**Q:** With no substation (south) at P-Path and no DMPFD owned building (north) in Indian Springs, does DMFPD have effective coverage? **A:** Yes. One truck is still staged in the north at Indian Springs, district boundaries are covered, mutual aid is available from surrounding districts. Services have not changed.

**ANNOUNCEMENTS:**

The next board meeting is March 16, 2022 at 6:00 PM.

**ADJOURNMENT:**

Motion by S. Zuidema to adjourn the meeting. Second by K. Reese -

Discussion: None Vote: Unanimous, motion carried.

Meeting adjourned a 8:02 PM

*Supporting documents:*

- *Oath of Office and Notice of Appointment*
- *Treasurer's Report and Bills Paid Report*
- *Planning and Budget Workshop Agenda*
- *DEO form*
- *Website security admin form*
- *Resolution 20220216-01*
- *Communications Report*
- *FD reports*

Respectfully submitted, Anita Gregg, secretary