



DEER MOUNTAIN FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING MINUTES
6181 COUNTY ROAD 28, COTOPAXI, CO 81223
June 16, 2021 at 6:00 PM

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

DIRECTORS PRESENT: Chairman, Sharon Zuidema - Vice Chairman, Kathy Reese - Treasurer, Sherry Hastings

DIRECTOR ABSENT: Insurance Director, Carl Jones

PRAYER: Led by JR Niblett

PLEDGE of ALLEGIANCE: Led by Sharon Zuidema

BUDGET HEARING: Sherry Hastings

There has been no response or objection by the board to the 2021 Revised Proposed Budget. The board was emailed the revised budget on May 24, 2021. It was posted on the community bulletin board, published on the DMFPD website and published in the Canon City Record.

- Motion by Sherry Hastings to pass Resolution 20210616-01 to adopt the 2021 Revised Spring Budget Amendment. - *see attachments*
Second by Sharon Zuidema
Discussion: Clarification that funds included in the budget categories must still have board approval to be expended.
Vote: Unanimous - motion carried

CHANGES TO THE AGENDA - Two changes: 1) Sharon Zuidema requested to add an item in the chairman's report, following item Audio Recording, in reference to the Fremont County property tax increase. 2) Sherry Hastings would like to add items under New Business in reference to new batteries, fuel removal and air compressor.

MINUTES: Sharon Zuidema

- Motion by Sharon Zuidema to approve the May 19, 2021 regular board meeting minutes.
Second by Sherry Hastings
Discussion: None
Vote: Unanimous - motion carried

TREASURER'S REPORT: Sherry Hastings - *see attachments*

- Treasurer's report

Checking account balance as of May 1, 2021	\$ 595,422.15
Month of May deposits	\$ 57,137.48
Income plus beginning balance	\$ 622,559.63
Expenses to date	\$ 41,166.73
Total checking account funds	\$ 581,392.90
Emergency Reserves	\$ 50,429.82
Capital Improvements	\$ 19,839.27
Engine Debit Account	\$ 2,909.18
Total funds available (5/31/2021)	\$ 654,571.17
- June 2021 Bill's Paid Report

Checking account balance as of June 1, 2021	\$ 569,541.00
Income thus far in June	\$ 23,010.42
Total income plus beginning balance	\$ 592,551.42
Total expenses to date	\$ 24,315.48
Current checkbook balance (6/17/2021)	\$ 568,235.94

Motion by Sherry Hastings to approve the May 2021 Treasurer's Report.
Second by Sharon Zuidema
Discussion: Note that there were more expenses than monthly income.
Vote: Unanimous - motion carried

Motion by Sherry Hastings to accept the June 16, 2021 Bill's Paid Report

Second by Kathy Reese

Discussion: Requests to spend funds **must** include from what budget line item the expenditure should be charged. **Action item for all fire department staff to provide accurate budget information on expenditures prior to submission for payment.**

Vote: Unanimous - motion carried

- Payroll sheets -
 1. Are legally binding documents
 2. Must be completed by the staff member to be paid
 3. Must not use white-out. Corrections should be crossed out, change noted and initialed by supervisor**Action item for fire chief to maintain orderly payroll sheets.**

PUBLIC INPUT: (see attachment)

1. Ginger Delker -
 - a. Bingo on Friday nights.
 - b. Yard sale coming up on Saturday, June 26. Booth space is free. Due to storage issues, no donations can be accepted.
 - c. Open House scheduled for July 3 is postponed and there will be no July 4 BBQ. **Action item for Ginger Delker to send Sharon Zuidema information for the website when Open House is rescheduled.**

CHAIRMAN'S REPORT: Sharon Zuidema

- Motion by Sharon Zuidema to approve the preliminary Indian Spring Agreement for Station Three - see *attachment*.
Second by Sherry Hastings
Discussion: None
Vote: Unanimous - motion carried
- Motion by Sharon Zuidema to continue posting the board meeting audio recordings to the website.
Second by Kathy Reese
Discussion: None
Vote: Unanimous - motion carried
- Fremont County property reassessment is completed every two years. 2021 was a reassessment year. Market value is used to increase taxes. Community members can file an appeal on any tax increase with the Fremont County Assessor's Office.

Note that DMFPD income from tax is \$257,770. Wildland fire income goes into a separate account.

Action item for DMFPD board of directors at the July 2021 board meeting to determine if there will be a DM mill levy question. The board has until July 22, 2021 to decide on an increase in the mill levy.

- Possible legislative initiative on the November 2021 ballot titled the Property Tax Assessment Rate Reduction. Possible residential assessment rate reduction from 7.15% to 6.05% and non-residential property assessment rate reduction from 29% to 26.4%.
- Website has been updated to include information on Kathy Reese, Rachel Vinson and Anita Gregg.
- A blank contract for EMS staff is available on the website.
Motion by Sharon Zuidema to add a new website page for EMS.
Second by Sherry Hastings
Discussion: **Action item for Kevin Colvin to provide EMS information to Sharon Zuidema.**
Vote: Unanimous - motion carried

VICE-CHAIRMAN'S REPORT: Kathy Reese

- By-law changes - see *attachments*
 - Contracts
Motion by Kathy Reese to amend Section 4 with the addition of (f) as presented with the correction/addition of "DMFPD" in the last paragraph.
Second by Sharon Zuidema

Discussion: For clarification, the last paragraph should read "On contractual amounts above ten thousand dollars, the contract shall be reviewed by the DMFPD attorney 30 days prior to the official board meeting. Upon final review and approval by the board, 3 board member signatures shall be required on contracts."

Vote: Unanimous - motion carried

- **Section 8 (g)**

Motion by Kathy Reese to update Section 8 (g) as follows: *Resignations and Removal. Directors may be removed from office by recall as prescribed by statute or by the vote of a majority of the Board Members. The majority of the Board Members, after counsel of the Board Member that is charged for removal, may vote to remove that Board Member that is causing trouble.*"

Second by Sherry Hastings

Discussion: Because the number of board members fluctuates, the recommendation is for a majority rather than a specific number of board members. Suggested that the specific number of board members required to remove a fellow member was placed within the section deliberately for fair and effective board conduct.

Vote: Unanimous - motion carried

COMMUNICATIONS REPORT: none

INSURANCE REPORT:

- Reach Document: Sharon Zuidema - **Action item for Kevin Colvin to provide information on Reach for the website.**
- Construction Update: JR Niblett - The DMFPD attorney, Dan Slater now has the survey map for the proposed Station 4. Clarification that the fence is on Deer Mountain property. **Action item for Dan Slater to contact the property owner requesting fence removal. Action item for JR Niblett to contact former board president, Patrick Smith about the remaining building payment and building delivery.**

INSURANCE REPORT: Carl Jones - None

STATION REPORTS: FIRE & EMS: JR Niblett

- Responded to a total of 25 calls - 1 smoke investigation; 3 medical calls without transport; 14 medical calls with transport (includes 4 helicopter transports); 6 fire calls; 1 motor vehicle accident.
- Total of 134.5 hours of training.
- Preparing gear for wildland fires.
A wildland crew has already gone out once. The truck and crew have returned. All needed meal charges are placed on the district's engine debit card. DMFPD is getting static on other district's reimbursement for charges on this card. Deer Mountain staff per diem food allotment is repaid to the district.

Motion by Sherry Hastings to approve the National Fire/Incident Payment Agreement 2021. The contract must be signed annually. - *see attachment*

Second by Sharon Zuidema

Discussion: None

Vote: Unanimous - motion carried

Action item for Sharon Zuidema to post the contract to the website under legal documents.

- Wildland crew is ready to deploy - Phil Stevens, Nathaniel Smith and Jessica Britt. A secondary crew is also available by July 1 (Ben, Ryan, Howard and Kelly with JR, Kristi and Kevin in the event of an emergency.) Tinder truck 431, E14 and E11 are available. **Action item for JR Niblett to inform Sherry Hastings and copy Karen McGee, on the list of personnel and vehicles out on any wildland fire.** Phil DeGarmo is also available as an engine boss.
- EMS has been very busy. Medical billing is improving and bringing funds into the department. Proper documentation is essential. Reach is providing information to the department. The department is also getting the Colorado State Patrol case numbers for motor vehicle accidents. The accident report case number contains information to assist with billing. Area hospitals are pleased with department actions.
- Another staff contract may be required this fall. New EMS hires are Pete Sanchez and Hailey Stock. Both have passed background checks. All hiring paperwork soon to be completed.

- Rental contract for the use of the community hall. **Action item for Sharon Zuidema for inclusion on the July 2021 board meeting agenda.**

OLD OR UNFINISHED BUSINESS: None

NEW BUSINESS:

- Emergency light regulations must be followed.
- Treasurer's responsibilities - Treasurer will **not** categorize expenditures.
- Two new truck batteries have been requested at \$219.99 each.
Motion by Sherry Hastings to approve the battery purchase totalling \$439.98.
Second by Sharon Zuidema
Discussion: Battery purchase is for Tinder 11.
Vote: Unanimous - motion carried
- Air compressor needs to be replaced at a cost of \$3500. **Action item for JR Niblett to complete a purchase request.**
Motion by Sherry Hastings to approve the purchase of an air compressor.
Second by Sharon Zuidema
Discussion: None
Vote: Unanimous - motion carried
- The fire department has been notified by a private citizen of three tanks containing hazardous material located along CR 27A. This notification is to be considered an emergency requiring immediate hazmat cleanup. The board has received a proposal for cleanup cost in the amount of \$5657 - *see attachment*. It was noted that - the actual tank sizes are undetermined and therefore the amount of hazardous fuel is undetermined; the material is explosive; the fire department cannot fail to act and has the responsibility for clean up; the district, not Fremont County is responsible; the district must hire a licensed and bonded hazmat disposal service as soon as possible; the district can seek restitution from the property owner; the district can file a lien on the property for non-payment and can force a property sale within 90 days.
Action item for JR Niblett to contact the disposal service to obtain an itemized estimate of disposal cost per gallon, pick up and drop off costs, and paperwork processing. Action item for JR Niblett to contact Dan Slater for lien placement.

Motion by Sherry Hastings to accept the proposal for cleanup pending new cost estimate and pending lien placement on the property.

Second by Kathy Reese and Sharon Zuidema

Discussion: None

Vote: Unanimous - motion carried

ANNOUNCEMENTS:

The next meeting is July 21, 2021 at 6:00 PM.

ADJOURNMENT

Motion to adjourn by Sharon Zuidema

Second by Sherry Hastings

Vote: Unanimous - motion carried

Meeting adjourned a 7:13 PM

Respectfully submitted,
Anita Gregg, secretary

(Supporting documentation to these minutes available upon request.)