

DIVIDE FIRE PROTECTION DISTRICT

Board of Directors Meeting

Shoemaker Fire Station, 103 Cedar Mountain Road (Mail: PO Box 941), Divide Colorado, 80814

April 14thth, 2020 at 6:00 p.m.

## MINUTES OF THE REGULAR MEETING

**Special Note**: The meeting was conducted via Zoom teleconference due to Coronavirus restrictions in place at the state and local level. Notice of this change and instructions how to access the meeting through Zoom was posted on the district website and shared through Facebook.

1. **Call to Order**

President Christensen called to order the regular meeting of the Board of Directors of the Divide Fire Protection District (DFPD) at 6:07 p.m.

**Attendance**

**Board members present:**

Tiffany Christensen – President

Candy Shoemaker – Vice President

Allison Mosser – Treasurer

Barry Pleshek – Secretary

Josh Weatherill – Director

**2. Review and Approve Agenda**

Motion by Director Mosser to approve the agenda. Second by Director Pleshek. The motion passed unanimously.

**3. Review, Approve, and Sign Minutes of Prior Meeting**

Motion by Director Mosser to approve the minutes of the previous board meeting. Second by Director Shoemaker. The motion passed unanimously.

**4. Public Comment** – none.

**5. Air/Light Trailer** – Diana Perkins updated the board on the air and light trailer dispute with OEM Manager Don Angell. (See attached statement from Perkins). The air and light trailer is owned by the county but was damaged during parking after servicing by Divide Fire employee Manuel Reyes. Mr. Angell wants Divide Fire to be responsible for the repairs, although several issues complicate this, including insurance coverage and liability while keeping the vehicle on Divide property. In addition, Mr. Angell was being very aggressive in his communication and has drawn other departments into the discussion unnecessarily. The board agreed that Director Shoemaker would speak directly to Fred Clifford, Director of Public Works for the county.

**6. Financial Matters**

**A.** **Financial Reports** – attached.

**B**. **Purchase Orders** – none.

Motion by Director Mosser to approve the financials. Second by Director Weatherill. The motion passed unanimously. Director Mosser also mentioned the board would need to sign new bank signature cards after the swearing in of Dennis Luttrell, the new board member.

**7. Chief’s Report –** Attached. Chief Kennedy reported that the department has two chainsaws that have now been replaced by new ones, and asked the board’s input on disposition. The board agreed to keep one as a backup at the station that can also be checked out for use by members as needed. The other would could be offered to another department who might be in financial need. Director Pleshek expressed concern regarding any liability when a member uses department equipment.

1. **Coronavirus** – Chief Kennedy reported on plans for training during the restrictions, including training by Zoom and outdoor training with limited number of participants.
2. **Board Business Meeting Attendees** – Directors Mosser and Weatherill will attend the next business meeting on May 4th.

**8. Administrator Report** – attached. Diana Perkins and Tim O’Connell reported that the transition of responsibility was going well and items were being handled appropriately.

**9. Old Business**

1. **Policies** – The updated training room policy will be adopted by the board at the next meeting. Directors Mosser and Weatherill still need to compile a security system policy. Chief Kennedy and Director Mosser will coordinate to make sure the handbook has been properly updated with any recent changes.

1. **Station Security -**  No issues during the month.
2. **Brush Truck –** Paperwork for the loan has been completed, but the truck cannot be picked up due to coronavirus travel restrictions.
3. **Full Time Firefighter/ Chief Position –** No updates.
4. **5 Year Plan** – On hold until stay at home restriction are eased.

**9. New Business**

**A. Emergency Plan –** Director Shoemaker noted the District’s absence of an Emergency Plan and recommend the District start the process of compiling one. Diana Perkins will investigate if SDA has any resources and Chief Kennedy will ask the Chief’s Association.

**10. Executive Session: Personnel Issues**

Motion by Director Mosser at 7:36 p.m.: I move that we enter Executive Session to discuss a personnel matters related to all employees pursuant to §24-6-402(4)(f), C.R.S. Second by Director Weatherill. The motion passed unanimously. Executive Session ended and regular meeting resumed at 8:26 p.m.

The board reported that Chief Kennedy had been informed of the board’s investigation and would handle the issue in accordance with the board’s recommendation.

**11. Adjournment**

Motion by Director Shoemaker to adjourn the meeting. Second by Director Mosser. The motion passed unanimously. The meeting was adjourned at 8:29 p.m. The next regular meeting will take place on Tuesday, May 12th, at 6:00 p.m.

#### APPROVAL

We attest that the foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Divide Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

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Name and Title Date

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Name and Title Date