

DIVIDE FIRE PROTECTION DISTRICT

Board of Directors Meeting

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

December 8th, 2020 at 6:00 p.m.

## MINUTES OF THE REGULAR MEETING

**Special Note**: Public Access was via Zoom. Notice and instructions how to access the meeting through Zoom was posted on the district website and shared through Facebook.

1. **Call to Order**

President Shoemaker called to order the regular meeting of the Board of Directors of the Divide Fire Protection District (DFPD) at 6:04 p.m.

**Attendance**

**Board members present:**

Candy Shoemaker – President

Josh Weatherill – Vice President

Allison Mosser – Treasurer

Barry Pleshek – Secretary – present via Zoom

Dennis Luttrell – present via Zoom, left early at 7 pm

Motion by Director Shoemaker to excuse the absence of Director Luttrell at the previous meeting. Second by Director Mosser. The motion passed unanimously.

**2. Review and Approve Agenda**

Motion by Director Mosser to approve the agenda with that additions. Second by Director Weatherill. 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 with the deletion of Director Luttrell being excused. Second by Director Weatherill. The motion passed unanimously.

**4. Public Comment** – None.

**5. Financial Matters**

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

**B**. **Purchase Orders** – none.

Motion by Director Weatherill to approve the financials. Second by Director Mosser. The motion passed unanimously.

Director Mosser also informed the board of the need to schedule a meeting of the Pension Board in January. Tim O’Connell was a Pension Board at-large member and has now resigned. James Wells will be taking his place along with Ryan Kennedy as Pension Board at-large members. Also, member Chuck Buckley will be retiring as of 1/1/2021, and will need to be requested by Chief Kennedy to remain as an Active Retiree at that time.

**6. Chief’s Report –** Attached.

**A. Business Meeting Attendees** – Directors Pleshek and Luttrell will attend the next business meeting on Monday, January 4th.

**7. Administrator Report** – attached.

**A. Insurance Update –** Perkins reported that auto physical damage policy cost increased $3237 primarily due to claim activity. The Board addressed the membership at the earlier business meeting to be aware of using the equipment safely and following guidelines on calls.

**8. Old Business**

1. **Policies** 
   1. **Financial Policies –** The last draft of Financial Policies will be submitted to the Board for approval after legal review.
   2. **Updates to Handbook**
      1. **Security Policy** – Motion by Director Weatherill to adopt a resolution to add the Security Policy to the Handbook, pending legal review and assuming no substantive changes. Second by Director Pleshek. The motion passed unanimously.
      2. **Training/Harassment/Discrimination –** Motion by Director Weatherill to adopt a resolution to update the Training Policy in the Handbook requiring certain mandatory trainings, pending legal review and assuming no substantive changes. Second by Director Mosser. The motion passed unanimously.

1. **Station Security** – No issues during the month.
2. **Five Year Plan** – In progress.
3. **Air/Light Trailer Agreement** – Motion by Director Luttrell to approve the submission of the MOU to Teller County. Second by Director Weatherill. The motion passed unanimously.
4. **Budget**
   1. **2020-06 – Resolution to Certify Mill Levies** – Motion by Director Weatherill to pass the Resolution to Certify Mill Levies. Second by Director Mosser. The motion passed unanimously.
   2. **2020-07 – Resolution to Adopt a Budget** – Motion by Director Weatherill to pass the Resolution to Adopt a Budget. Second by Director Mosser. The motion passed unanimously.
   3. **2020-08 – Resolution to Appropriate Funds** - Motion by Director Weatherill to pass the Resolution to Appropriate Funds. Second by Director Mosser. The motion passed unanimously.
5. New Truck – Director Mosser reported on possible financing for the new truck. Rates are 2.9% for 5 years, 2.8% for 6 years, and 2.7% for 7 years. Payments will be approximately $64000.

**9. New Business**

**A. Parking Lot Asphalt –** Director Shoemaker reported an initial estimate to rework the parking lot at $135,000. It was agreed that the District should pursue grants for this project.

**10. Executive Session / Employee Reviews -** An Executive Session was held to discuss employee reviews and salary matters for Diana Perkins, Manuel Reyes, and Kris Babiarz, pursuant to §24-6-402(4)(f), C.R.S. Motion to enter executive session at 8:46 p.m. by Director Shoemaker. Second by Director Mosser. The motion passed unanimously. Regular session resumed at 9:19 p.m.

Motion by Director Mosser to approve the bonuses and changes to salary as communicated to Diana Perkins. Second by Director Pleshek. The motion passed unanimously.

**Adjournment**

Motion by Director Weatherill to adjourn the meeting. Second by Director Pleshek. The motion passed unanimously. The meeting was adjourned at 9:22 p.m. The next regular meeting will take place on Tuesday, January 12th, 2021, 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