

DIVIDE FIRE PROTECTION DISTRICT

Board of Directors Meeting

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

January 12th, 2021 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 6:02 p.m.

**Attendance**

**Board members present:**

Candy Shoemaker – President

Josh Weatherill – Vice President – present via Zoom

Allison Mosser – Treasurer

Barry Pleshek – Secretary – present via Zoom

Dennis Luttrell – present via Zoom, arrived at 6:20 p.m.

**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 Pleshek to approve the minutes of the previous board meeting. Second by Director Weatherill. The motion passed unanimously.

**4. Public Comment** – None.

**5. Pension Board Meeting** – The pension board meeting was called to order by Director Mosser at 6:07 p.m.

A. New Member at Large – Previous member-at-large Tim O’Connell has resigned from the department. Ryan Kennedy nominated James Wells to fill that position. Second by Director Pleshek. The motion passed unanimously.

B. Chuck Buckley Retirement – Director Mosser advised the board that Chuck Buckley has officially retired for pension purposes. Pursuant to CRS 31-30-1132, Chief Kennedy determined that as the department is in need of volunteer firefighters, he requests Chuck Buckley to remain on the department as an active retiree. The board will adopt the resolution to do so at the next board meeting.

C. Good Standing Requirements – Due to the COVID pandemic affecting operations extensively in the year 2020, Chief Ryan Kennedy waived the call requirements to remain in good standing as a department member. Motion by Director Weatherill to waive the call requirement as a determination of pension eligibility for the year 2020 only, keeping the training requirements (36 hours, of which 18 must be in-house Divide training) in place. Second by member-at-large Kennedy. The motion passed unanimously. Requirements for 2021 will be assessed after year end to determine if any further waivers are justified.

Motion by member-at-large Kennedy to close the pension board meeting at 6:25 p.m. Second by member-at-large Wells. The motion passed unanimously.

**6. Financial Matters**

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

Motion by Director Shoemaker to approve the financials. Second by Director Luttrell. The motion passed unanimously.

**B**. **Purchase Orders** – 2021-01 – Sunset Buildings - $4983 – volunteer funds

Motion by Director Mosser to approve PO 2021-01 and authorized James Wells to enter into contract for that project. Second by Director Pleshek. The motion passed unanimously.

A PO was submitted by Deputy Chief Joe Enna for adding an epoxy coating to the bay floor in the amount of approximately $13,450. Since the amount was not previously budget, the board did not approve the purchase order but tabled it until the next budget cycle.

**7. Chief’s Report –** Attached.

**A. Business Meeting Attendees** – Directors Mosser and Weatherill will attend the next business meeting on Monday, February 1st, 2021.

**8. Administrator Report** – attached.

**9. Old Business**

1. **Policies** 
   1. **Financial Policies –** Motion by Director Luttrell to pass Resolution 2021-02 adopting financial policies into the existing Board Policies. Second by Director Weatherill. The motion passed unanimously.
   2. **Updates to Handbook**
      1. **Security Policy** – Completed at previous meeting.
      2. **Training/Harassment/Discrimination –** Director Mosser will update the language of this policy to reflect more general categories of training rather than specific courses. Diana Perkins will pursue getting the department accounts switched over from VFIS to the CSD Pool.

1. **Station Security** – No issues during the month.
2. **Five Year Plan** – Chief Kennedy submitted the 5 year plan. Motion by Director Weatherill to approve the 5 year plan with the addition of the asphalt project at $145K to the priority list. Second by Director Luttrell. The motion passed unanimously.
3. **Air/Light Trailer Agreement** – Motion by Director Luttrell to send the approved agreement to Teller County. Second by Director Weatherill. The motion passed unanimously.
4. **New Truck** – Director Mosser reported receipt of the contract for the truck in the amount of $374,686. The deposit of $100,000 will leave an amount of $274,686 to be financed. The board agreed to seek a 6-year term. Motion by Director Mosser to adopt Resolution 2021-03 to accept the contract and obtain financing. Second by Director Luttrell. The motion passed unanimously.
5. **Parking Lot Asphalt –** Director Shoemaker will be meeting with Diana Perkins to start investigating grant opportunities.

**9. New Business**

**A. Resolution Designating Meeting Times/Posting Locations –** Motion by Director Pleshek to adopt Resolution 2021-01 Designating Meeting Times & Posting Locations. Second by Director Luttrell. The motion passed unanimously.

**10. Executive Session –** none.

**Adjournment**

Motion by Director Mosser to adjourn the meeting. Second by Director Shoemaker. The motion passed unanimously. The meeting was adjourned at 8:03 p.m. The next regular meeting will take place on Tuesday, February 9th, 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