



DIVIDE FIRE PROTECTION DISTRICT

Board of Directors Meeting

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

March 12th, 2019, 6:00 p.m.

MINUTES OF THE REGULAR MEETING

1. Call to Order

Acting Chairman Candy Shoemaker called to order the regular meeting of the Board of Directors of the Divide Fire Protection District (DFPD) at 6:00 p.m.

Attendance

Board members present:

Allison Mosser – Treasurer
Barry Pleshek – Secretary
Josh Weatherill – Director
Candy Shoemaker – Vice President

Board members absent:

Tiffany Christensen – President

Motion by Director Mosser to excuse Director Christensen's absence for personal reasons. Second by Director Josh Weatherill.

2. Review and Approve Agenda

The Notice has been properly posted with a copy of the Notice of Regular Meeting and a copy of the Agenda. Motion by Director Mosser to approve the agenda. Second by Director Weatherill. 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 – Volunteer Member Jon Elliott was present to discuss his concerns as a citizen about calls that were being missed or where only one person was going. As a citizen he is questioning why the District is not pursuing a full time firefighter/EMT. Medical Lt. Laura Knowlton was present to express concerns about audio recordings from the new camera system in regards to discussion of medical calls. Both of these subjects will be discussed in depth later in the meeting.

5. Financial Matters

A. Financial Reports – see attached.

B. Purchase Orders – none.

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

C. Med Bags - Captain of Medical and Lt. of Medical Tyler and Laura Knowlton approached the board concerning expired and obsolete items in the med bags. The bags have not been kept up to date in apparently several years. They requested an additional \$6000 budget to resolve this issue and get the bags up to date, after which time they will be able to be maintained with the current annual budget. Motion by Director Mosser to allocate \$6000 of line item 5599, Operational Contingency, for this purpose. Second by Director Weatherill. The motion passed unanimously.

6. Chief's Report – Attached. Deputy Chief Ryan Kennedy reported in Chief Buckley's absence. It was reported to the board that Teller County is coordinating a renumbering of responding emergency vehicles with different prefixes by agency. The board expressed concern regarding who was paying for new decals for the vehicles since this is not budgeted and is being requested by an outside agency. The decision was made to just use a note or label inside the vehicle with the new numbers at this time. Whether or not the district needs to change out decals can be discussed during the next budget cycle.

Also discussed was whether a policy was in place that everyone was aware of for how to report accidents or damage to district vehicles. There was a recent incident involving a district vehicle hitting a storage shed while on a controlled burn. The board stressed that any damage to or by district property (along with any potential liability issues) need to be reported to the board as an area under board supervision. It was also discussed to clarify our current policy on drug testing after an accident. The district currently has no quick swab test kits available, but some will be obtained from SWTCEMS. The officers should clarify what the current policies and procedures are, and then make sure everyone is aware of them.

7. Administrator Report – attached.

8. Old Business

A. Financial Policies – tabled until next meeting.

B. Station Security - Director Weatherill reported that the system is installed and functioning. Several members of the department have expressed concern about the system recording audio and the privacy issues involved. Director Weatherill reported that it is optional to have audio on all cameras, not at all, or on some cameras only. Potential issues related to the new security system:

- a. General issues of member privacy affected by recording audio. Legal issues plus perception issues by the membership.
- b. Audio recording and patient privacy, given the routine debriefing of medical calls after returning to station.
- c. Signage that should be put up regarding both the audio and video.
- d. Possible effects on outside agencies that use the training room, if sensitive issues are discussed.
- e. Access to the system – possibly implementing a policy where the system is accessed only by two people at one time. It was noted that the system records who accesses it and when, so there would be a record of it. Currently, Chief Buckley, Deputy Chief Ryan Kennedy, Director Josh Weatherill, and Zach from PC Touchup are the only ones with access.

It was agreed to seek legal advice on this issue before further decisions are made.

C. Brush Truck – Deputy Chief Kennedy forwarded bids to the board. Travel to inspect the vehicle is included in the new quote. One issue under consideration is the lift, approximately \$17,100. The board discussed pros and cons, including ground clearance suitable for the district’s coverage area allowing the vehicle to leave the paved road. The board had a few additional questions about the lift regarding warranty and where it would be serviced. The quote is good for one month and would expire shortly before the next board meeting. Deputy Chief Kennedy will ask for a short extension so the contract can be finalized at the next board meeting.

D. Full Time Firefighter/ Chief Position – More concerns from member were expressed regarding the ability of the district to respond to daytime calls. The board is open to discussion of this issue and recommended that the department form a committee with board participation to gather more information. Questions include estimated costs for two full time people, how that would affect the department’s status for the volunteer pension plan, as well as a plan for the transition of volunteer to a combination of volunteer and paid, in order to maintain the volunteer ranks. The department would still require a strong volunteer response to serve the community efficiently, even with two paid personnel.

While pursuing a mill levy increase seems to be the most long-term solution to fund paid positions, there is a significant amount of time required to bring a mill-levy increase to a vote successfully. Director Shoemaker, who has experience with SWTCEMS, reported that it takes a minimum of two years to approach it successfully, including going to homeowners to educate and ask for input, in order to get a buy-in from the community. There is also cost involved which could reach approximately \$20,000. She estimated that the election of 2022 would be the soonest feasible date to plan for this, and the district would need to start soon to plan for it.

9. New Business

A. **Insurance on Drone** – Director Pleshek will follow up on a link provided by the insurance pool to insure the drone. Insurance will need to cover the drone itself in addition to liability.

10. Executive Session – Not needed.

11. Adjournment

Motion by Director Mosser to adjourn the meeting. Second by Director Weatherill. The motion passed unanimously. The meeting was adjourned at 8:38 p.m. The next regular meeting will take place on Tuesday, April 9th, 2019, 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.

Name and Title

____/____/____
Date

Name and Title

____/____/____
Date