



# DIVIDE FIRE PROTECTION DISTRICT

## Board of Directors Meeting

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

May 21st, 2019, 6:30 p.m.

## **MINUTES OF THE REGULAR MEETING**

### **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 6:34 p.m.

### **Attendance**

#### **Board members present:**

Tiffany Christensen - President  
Candy Shoemaker – Vice President – arrived at 6:54 p.m.  
Allison Mosser – Treasurer  
Barry Pleshek – Secretary  
Josh Weatherill – Director

### **2. Review and Approve Agenda**

Notice was properly posted of the change in meeting time. Motion by Member Christensen to approve the agenda. Second by Director Mosser. The motion passed unanimously.

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

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

### **4. Public Comment** – none.

### **5. Financial Matters**

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

**B. Purchase Orders** – none.

Diana Perkins reported that the missing checks were found to be underneath the file cabinet, apparently having fallen behind and then under the drawer.

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

**6. Chief's Report** – Attached. Chief Buckley reported that they were checking into the cost of changing the decals on the vehicles to match the new call numbers requested by the county. The board again expressed concern about incurring any excessive cost to accomplish this.

**A. Policy & Procedure for Accident Reporting** – Buckley reported that each vehicle would have instructions to follow for reporting an accident. He will also be putting any incidents into Emergency Reporting. The board reiterated that they should be notified of any accident or incident involving a vehicle, even if it does not result in an insurance claim, due to potential liability.

**7. Administrator Report** – attached. Administrator Tim O'Connell reported on two options for getting email addresses for the department. Motion by Director Mosser that the district contract with Microsoft to get email for all members and employees for a cost of approximately \$300 per month. Second by Director Weatherill. The motion passed unanimously. The cost will be applied to account 5499, Administrative Contingency.

## **8. Old Business**

**A. Financial Policies** – Regarding the district service plan, Director Mosser discovered that since there is no significant material departure from the district's original plan, it is acceptable to just upload the original along with the minutes adopting the plan. The DOLA website will then have a copy of the service plan on file.

**B. Station Security** - The recommendation from the district's legal representative is that the district does not activate the audio portion of the camera system. Directors Mosser and Weatherill will coordinate to create a written policy for the security system, including the fact that it is a passive surveillance system only accessed for agreed reasons and by two people at a time. Chief Buckley expressed that he would like some additional training from Zach regarding the system.

**C. Brush Truck** – Deputy Chief Kennedy emailed the written proposal to the board. He reported that the lift would be covered by the warranty. The cost proposal includes 2 plane tickets and hotel. Total cost of the vehicle including the lift is \$166,936.

It is unknown at this time if the vehicle will be delivered in 2019 or 2020. The 2019 budget year has \$40000 allowed for this vehicle. The terms of the contract require 10% of the chassis value paid in order to place the order (\$5,675) with the remaining value of the chassis paid when the chassis is ready (\$51,075). Depending when this occurs, this may require using funds from another capital line item to cover the cost over the original budget amount of \$40000 (\$16,750). After payment for the chassis, the amount of \$110186 will be acquired via a lease purchase agreement, likely through Zion Bank.

Motion by Director Mosser to approve the contract for the new brush vehicle according to the above terms, to pay the deposit of \$5675 and the chassis balance of \$51075 with existing funds, and to procure financing for the remaining amount of \$110,186. Second by Director Christensen. The motion passed unanimously.

**D. Full Time Firefighter/ Chief Position** – Chief Buckley reported there was not much progress in this area. The board mentioned again they would like to see a committee created for this purpose. Buckley will discuss further with the membership.

**E. Insurance on Drone** – Member Pleshek will be contacting the insurance company regarding this issue.

## **9. New Business**

**A. Audit** – Diana Perkins reported that the auditor visited on Monday, May 20<sup>th</sup> with good progress. The auditor noted no problems at that time, and should have a preliminary audit available soon for the district to review.

**10. Executive Session** – Not needed.

**11. Adjournment**

Director Christensen reported she will not be at the June meeting due to a prior engagement. Motion by Director Christensen to adjourn the meeting. Second by Director Weatherill. The motion passed unanimously. The meeting was adjourned at 8:12 p.m. The next regular meeting will take place on Tuesday, June 11<sup>th</sup>, 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