



# DIVIDE FIRE PROTECTION DISTRICT

## Board of Directors Meeting

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

August 13<sup>th</sup>, 2019, 5:30 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 5:32 p.m.

### **Attendance**

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

Tiffany Christensen – President  
Candy Shoemaker – Vice President  
Allison Mosser – Treasurer  
Josh Weatherill – Director

#### **Board members absent:**

Barry Pleshek – Secretary

Motion by Director Shoemaker to excuse the absence of Director Pleshek. Second by Director Mosser. The motion passed unanimously.

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

Motion by Member Mosser to approve the agenda as amended. Second by Director Christensen. 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 Mosserr. The motion passed unanimously.

**4. Public Comment** – A phone presentation was given by a representative of Lexipol, a company providing policies and policy support for fire and law enforcement departments. If the department chooses to pursue this avenue, the cost would be \$2662 the first year with a 2% increase each subsequent year.

### **5. Financial Matters**

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

**B. Purchase Orders** – none.

Director Mosser informed the board of a radio expense of \$4338 that needed to be paid from contingency funds. Motion by Director Mosser to approve the financials. Second by Director Christensen. The motion passed unanimously.

## **6. Chief's Report** – Attached. Presented by Deputy Chief Kennedy.

Directors Mosser and Christensen will attend the next department business meeting on September 9<sup>th</sup>. The board wanted the officers to be reminded of purchasing policies and procedures to make sure they are followed. It was agreed that after new officers are elected, it would be helpful to have a board representative review those procedures with the new officers.

**7. Administrator Report** – attached. The board was also advised that Arabian Acres will be using the station as an election site on Tuesday, September 17<sup>th</sup> from noon – midnight. O'Connell will coordinate so that no conflict occurs with station activities.

## **8. Old Business**

**A. Financial Policies** – Director Mosser reported that the IRS is mailing a letter confirming the tax exempt status of the district. A copy of this letter can be given to people who donate to the department.

**B. Station Security** - No issues. Directors Mosser and Weatherill are working on a written policy about procedures governing the system. Director Weatherill will also pursue getting appropriate signage.

**C. Brush Truck** – Director Mosser will start compiling information needed to obtain a loan.

**D. Full Time Firefighter/ Chief Position** – A committee of department members has been formed on this issue. The board again reiterated the amount of time and money necessary to pursue a mill levy increase, including actual election costs plus plans for campaigning since the board is not able to campaign directly. Director Shoemaker reiterated the necessity of community engagement and education prior to the election.

**E. Lexis Nexis/Policies** – The board will consider the presentation and compile questions to discuss at the September meeting.

## **9. New Business**

**A. 2020 Department Elections** – The board is not part of the election of officers since that is a department function, but the Chief position does require interaction with the Board in numerous areas. The board agreed it would be helpful to communicate to membership the role that the Chief position has as liaison to the board and how that relationship functions.

**B. 2020 Budget** – Per statute, a workable budget must be presented to the board at the October 8<sup>th</sup> board meeting.

**C. Insurance / Medical Benefits** – In the absence of Director Pleshek, Diana Perkins reported to the board that the Special District Pool sent out a query to see if members might be interested in a plan similar to the current accident and sickness policy. The district's current plan is through VFIS. The board agreed if the Pool offered such a plan, it would be convenient to have all the district policies consolidated through the Pool.

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

**11. Adjournment**

Motion by Director Christensen to adjourn the meeting. Second by Director Mosser. The motion passed unanimously. The meeting was adjourned at 7:52 p.m. The next regular meeting will take place on Tuesday, September 10<sup>th</sup>, 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

\_\_\_\_\_  
Name and Title

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Date