



# DIVIDE FIRE PROTECTION DISTRICT

## Board of Directors Meeting

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

September 10<sup>th</sup>, 2019 at 6:00 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 5:59 p.m.

### **Attendance**

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

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

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

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

### **4. Public Comment** – none

### **5. Financial Matters**

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

**B. Purchase Orders** – none.

Tyler Knowlton notified Diana Perkins of an account correction that needed to be made for MedTech Resources. Diana Perkins will also provide an account detail to the officers so they can review and request any corrections. She also reported that trying to post the minutes and financial statements to the district's website has not been successful for several months due to technical issues.

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

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

**A. Board Business Meeting Attendees** – Directors Mosser and Christensen attended the September business meeting. Directors Weatherill and Shoemaker will attend the October 7<sup>th</sup> Business Meeting.

**7. Administrator Report** – attached. The VFA grant request was submitted. Tim O'Connell reported October 28<sup>th</sup> as a projected return date for Station Manager Manuel Reyes. O'Connell is taking on many of these duties and working extra hours. The board is deeply appreciative of this extra effort and discussed possible ways to compensate, including the year-end bonus.

## **8. Old Business**

**A. Financial Policies** – In progress.

**B. Station Security** - Signs have been posted. Director Weatherill and Deputy Chief Kennedy together reviewed about 4.5 hours of security footage related to a file cabinet in the workout room containing some employee files being found open. Review revealed no malicious activity, and it was agreed the file cabinet was somewhat flimsy and may have been opened unintentionally. The cabinet was moved to the interior office. Director Weatherill also suggested that on board meeting nights, one director and one department officer check the system to make sure all the cameras are functioning, since the review of the tapes revealed some cameras to be offline. The board agreed.

**C. Brush Truck** – No further updates.

**D. Full Time Firefighter/ Chief Position** – In progress among the membership.

**E. Lexis Nexis/Policies** – The board discussed this briefly, including how much time might be required initially to set up this system. No decision was reached.

**F. 2020 Budget** - The board requested that Deputy Chief Kennedy reiterate to Chief Buckley that the budget needs to be submitted to the board with updated and realistic numbers at the October board meeting. The board also requested Tim O'Connell to pursue quotes for replacing the current ballasts with LED lights, including a quote for disposal of the old lights, with a goal of including this in the 2020 budget.

## **9. New Business**

**A. Insurance 2020** – Director Pleshek received an email discussing possible deductible changes which would reduce the district's premium. He also received a note about a discrepancy between the district's application for insurance versus the budget posted on DOLA. Diana Perkins and Tim O'Connell will follow up on that discrepancy.

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

## **11. Adjournment**

Motion by Director Mosser to adjourn the meeting. Second by Director Christensen. The motion passed unanimously. The meeting was adjourned at 7:43 p.m. The next regular meeting will take place on Tuesday, October 8th, at 6:00 p.m. Director Pleshek will not be in attendance at that meeting.

## 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