

# Divide Fire Protection District

Public Meeting of the Board of Directors  
January 14<sup>th</sup>, 2025  
6:00 P.M.

## AGENDA

- 1) Call to Order – Roll Call
- 2) Pledge of Allegiance
- 3) Review and Approve Agenda
- 4) Review, Approve, and Sign Minutes of Prior Meetings
- 5) Public Comments
- 6) Financial & Administrative Matters
  - A) Financial Matters
  - B) Purchase Orders
  - C) Administrative Report
- 7) Chief's Report
  - A) Board Business Meeting Attendees
- 8) Old Business
  - A) Policies/Handbook
    - i. Board Policies
    - ii. Handbook Wording Updates
      1. Sick Leave Wording
      2. PTO/Holiday Policy
      3. Disciplinary Actions (employee vs volunteer)
  - B) 5 Year Plan – Jan 28<sup>th</sup> Meeting
  - C) Chief Phone
  - D) Operational Shifts
  - E) Audit Agreement 2025
  - F) Staff Duties & Responsibilities, Modifications
  - G) CBI Audit
- 9) New Business
  - A) Resolution Designating Meeting Times & Posting
  - B) Service Plan
  - C) Election
- 10) Executive Session Executive Session to discuss personnel matters related to Chief McLeod's evaluation, pursuant to §24-6-402(4)(f), C.R.S.
- 11) Adjournment



# DIVIDE FIRE PROTECTION DISTRICT

## Board of Directors Meeting

Shoemaker Fire Station, 103 Cedar Mountain Road (Mail: PO Box 941), Divide Colorado, 80814  
January 14th, 2025 at 6:00 p.m.

### **MINUTES OF THE REGULAR MEETING**

#### **1. Call to Order / Role Call**

Board President Weatherill called to order the regular meeting of the Board of Directors of the Divide Fire Protection District (DFPD) at 6:00 p.m.

Director Lopez called roll with the following present:

Josh Weatherill – President	Mary Lynne Babiarz – Secretary – present by phone
Allison Mosser – Treasurer	Steed Lopez – Vice President
Dennis Luttrell – Director	

Fire Chief J.T. McLeod and District Administrator Diana Perkins were also present.

#### **2. Pledge of Allegiance**

#### **3. Review and Approve Agenda**

Motion by Director Lopez to approve the agenda. Second by Director Luttrell. The motion passed unanimously.

#### **4. Review, Approve, and Sign Minutes of Prior Meetings**

Motion by Director Mosser to approve the minutes of the previous month's regular meeting. Second by Director Luttrell. The motion passed unanimously.

#### **5. Public Comment – none.**

#### **6. Financial & Administrative Matters**

**A. Financial Reports** – attached.

**B. Purchase Orders** – none.

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

Motion by Director Mosser to approve the financials and bills. Second by Director Babiarz. The motion passed unanimously.

**C. Administrative Report** – attached. The board received Conflict of Interest statements to update for the new year. After discussion, it was agreed that the upcoming volunteer stipends would be processed as regular checks, provided the amount remains under \$600. The board referenced the Volunteer Responder Incentive Protection Act of 2020, which made \$50 per month or \$600 per year as federally tax-exempt permanent.

**7. Chief's Report** – attached. Chief McLeod reported an upcoming change to the district's vehicle call out numbers to comply with the county system, and he expected the costs involving that change to be minimal. Director Lopez asked for a graph year-to-year comparison of call response to be prepared for the next meeting. He reported that the business meeting and trainings were moved to Wednesday nights, and that a meeting had been held with Volunteer Coordinator Kris Babiarz to work out how she would collect the necessary information from new applicants.

**A. Board Meeting Attendees** - Business meeting for February 5<sup>th</sup>, 2025, Director Luttrell will attend with Director Mosser as backup.

## 8. Old Business

### A. Policies / Handbook

**1. Board Policies** – tabled to January 28<sup>th</sup> meeting.

**2. Handbook Wording Updates** – Issues regarding the current sick leave/PTO policy were brought up by Diana Perkins regarding how hours are accrued. This was also tabled to January 28<sup>th</sup>, along with the other handbook wording updates. The board asked Director Mosser to communicate with legal regarding possibly altering existing employment contracts.

**B. 5 Year Plan** – tabled to January 28<sup>th</sup>. The board would like Chief McLeod to submit a proposal at the second January board meeting on January 28<sup>th</sup>, 2025.

**C. Chief Phone** – Chief McLeod did not receive a contract to submit to the board due to a personal emergency with the First Net rep. He is following up with them.

**D. Operational Shifts** – Dustin Forbis was present and engaged in this discussion. The proposal was each full-time fire technician work three 14-hour days, one on Monday-Wednesday and the other on Wednesday to Friday, with the weekends covered by volunteers and whichever part-time employees were available. There was a PowerPoint that was distributed to the board. There was disagreement among the board whether or not this topic was subject to board approval. Board members who did not think the board had a say in this matter held that this was a strictly operational decision that should be left to the Chief. Board members who did think this should be subject to board approval held that this was a change in services since the change in shifts affects the days which are covered by the full-time Fire Techs, going from seven days of coverage to five days.

A rebuttal point was that the two weekend days which would no longer be covered by the full-time techs were still intended to be covered by part-time techs, although admittedly part-time



coverage has been unpredictable due to the part-timers' numerous scheduling conflicts. Director Mosser reported that in discussion with taxpayers, they were concerned about losing the coverage that was already in place. She questioned the risk to the district and asked for discussion about possibly six days of coverage with no overlap, or with minimal overlap just for the training time held on Wednesdays. Director Lopez responded that it should be made clear and communicated to taxpayers that the intention was to fill those weekend days with part-time coverage. Director Babiarz asked since this schedule was also intended to reduce the number of "extra" hours worked outside of shift schedules, would there be additional hours due to full-time techs attending community events on the weekends when they are no longer scheduled. Chief McLeod responded that the intention was they attend events during their regularly scheduled shifts. Director Babiarz also asked that there be a review period to compare the stats. Director Mosser asked for a vote and for a minimum three-month review period, at the end of which the district could review if services were being negatively impacted in any way. This was followed by further dispute about whether this topic should be subject to a vote. Diana Perkins commented that ensuring the mission of the district in providing services was a legitimate topic under board authority, but it was up to the board whether or not this was under that topic or not. The conversation moved on without a vote being held.

It was stated by Director Weatherill that Chief McLeod would be proceeding with the operational shift change. Chief McLeod projects a start date of 1/27 and will work with Diana Perkins regarding the details to avoid any days missed or technical payroll issues.

- E. **Audit Agreement** – Director Weatherill signed the agreement to engage the new company Hancock Froese for the 2024 audit year.
- F. **Staff Duties, Responsibilities, Modifications** – Director Lopez had no further comments on this topic. Tabled.
- G. **CBI Audit** - Director Mosser reported Kris Babiarz had started on this but the board would need to approve some additional language.

## 9. New Business

- A. **Resolution 2025-01 Designating Meeting Times & Posting Places** – Motion by Director Luttrell to adopt Resolution 2025-01 Designating Meeting Times & Posting Places. Second by Director Lopez. The motion passed unanimously.
- B. **Service Plan** - Director Mosser observed that the district's current service plan is as a volunteer department and should be updated to reflect the current combination makeup.
- C. **Election** – Motion by Director Luttrell to adopt **Resolution 2025-02 to Hold an Election and Appoint a Designated Election Official with Authority to Cancel the Election**. Second by Director Lopez. The motion passed unanimously. Diana Perkins was appointed as Designated Election Official.

10. **Executive Session** – At 7:49 p.m. motion by Director Lopez to convene an Executive Session to discuss personnel matters related to Chief McLeod's evaluation, pursuant to §24-6-402(4)(f), C.R.S. Second by Director Luttrell. The motion passed unanimously. The executive session ended at 8:14 p.m. and the regular meeting resumed.

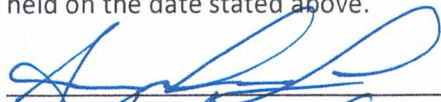


**11. Adjournment**

Motion by Director Luttrell to adjourn the meeting. Second by Director Lopez. The motion passed unanimously. The meeting was adjourned at 8:14 p.m. The next regular meeting will take place on Tuesday, January 28<sup>th</sup>, 2025, at 6 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

V.P.

\_\_\_\_\_  
Date

1 / 28 / 2025

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

\_\_\_\_\_  
Date

01 / 28 / 2025

**Divide Fire Protection District**  
**Budget Performance**  
**December 2024**

		Dec 24	YTD	Annual Budget	Difference
<b>2 - Fund Accounts</b>					
	100 · Unreserved General Fund	0.00	0.00	329,000.00	329,000.00
	105 · Unreserved Volunteer Funds	0.00	0.00	25,000.00	25,000.00
	115 · TABOR Reserves	0.00	0.00	16,000.00	16,000.00
<b>Total 2 - Fund Accounts</b>		<b>0.00</b>	<b>0.00</b>	<b>370,000.00</b>	<b>370,000.00</b>
<b>4000 · Revenues</b>					
	4310 · Net General Property Tax	10,120.00	905,008.38	905,544.00	535.62
	4311 · Legislative Backfill	0.00	62,791.00	60,840.00	(1,951.00)
	4312 · Interest County Treasurer	687.40	1,970.76	350.00	(1,620.76)
	4315 · Specific Ownership Tax	13,875.44	81,815.01	40,000.00	(41,815.01)
	4325 · Teller County EMS/VFA Grants	0.00	500.00	2,500.00	2,000.00
	4330 · State Gaming Grant	15,872.00	15,872.00	15,000.00	(872.00)
	4340 · Special Incident Revenue				0.00
	4341 · Special Incident DFPD Vehicles	0.00	0.00	10,000.00	10,000.00
	4342 · Special Incident - Personnel	0.00	0.00	30,000.00	30,000.00
	<b>Total 4340 · Special Incident Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>40,000.00</b>	<b>40,000.00</b>
	4344 · Cost Recovery	0.00	0.00	2,000.00	2,000.00
	4345 · Interest Income	2,709.81	32,466.26	1,500.00	(30,966.26)
	4360 · Volunteer Revenue	3,051.37	21,766.37	20,000.00	(1,766.37)
	4365 · Sale of Assets	0.00	5,000.00		(5,000.00)
	4370 · Plan Review Revenue	0.00	0.00	2,000.00	2,000.00
	4397 · Other Grant Revenue	0.00	889.67		(889.67)
	4399 · Miscellaneous Revenue	206.24	2,077.10	2,500.00	422.90
<b>Total 4000 · Revenues</b>		<b>46,522.26</b>	<b>1,130,156.55</b>	<b>1,092,234.00</b>	<b>(37,922.55)</b>
		46,522.26	1,130,156.55	1,462,234.00	332,077.45
		46,522.26	1,130,156.55	1,462,234.00	332,077.45
<b>5400 · Admin Exp</b>					
	5401 · Payroll Tax Expenses	805.80	8,121.28	26,991.28	18,870.00
	5402 · Payroll Expenses	40.00	581.25		(581.25)
	5405 · Payroll - District Employees	23,737.61	253,948.20	327,838.00	73,889.80
	5407 · Payroll - Incident Response	0.00	9,592.43	30,000.00	20,407.57
	5408 · Payroll - Volunteer Stipends	0.00	6,925.00	10,000.00	3,075.00
	5409 · Employee Benefits	8,453.08	84,777.60	116,688.00	31,910.40
	5415 · County Treasurer Fee	324.34	27,617.05	11,500.00	(16,117.05)
	5420 · Director's Fees	500.00	6,300.00	6,000.00	(300.00)
	5427 · Employee Recruitment	0.00	0.00	10,000.00	10,000.00
	5430 · Employee/Volunteer Screening	0.00	422.49	1,000.00	577.51
	5435 · Employee/Volunteer Retention	613.96	10,282.38	13,000.00	2,717.62
	5440 · Subscriptions & Data	201.06	15,999.52	17,345.00	1,345.48
	5445 · Office Supplies/Expenses	95.52	3,435.12	10,000.00	6,564.88
	5450 · Annual Audit	0.00	9,115.00	9,000.00	(115.00)
	5460 · Legal Fees	497.00	1,810.50	7,000.00	5,189.50
	5465 · Public Relations	35.51	4,306.93	11,000.00	6,693.07



**Divide Fire Protection District**  
**Budget Performance**  
**December 2024**

	Dec 24	YTD	Annual Budget	Difference
5470 · Plan Review Costs	0.00	0.00	2,000.00	2,000.00
5475 · Notice Publication , etc.	0.00	30.01	400.00	369.99
5480 · Insurance	0.00	42,289.00	42,000.00	(289.00)
5490 · Pension Plan	12,000.00	12,000.00	12,000.00	0.00
5495 · Volunteer Expenses	219.00	28,996.15	20,200.00	(8,796.15)
5499 · Administrative Contingency	0.00	0.00	15,000.00	15,000.00
<b>Total 5400 · Admin Exp</b>	<b>47,522.88</b>	<b>526,549.91</b>	<b>698,962.28</b>	<b>172,412.37</b>
<b>5500 · Operating</b>				
5505 · Training	145.00	27,708.58	38,200.00	10,491.42
5510 · Building/Ground Supplies	1,094.02	16,953.42	21,950.00	4,996.58
5520 · Propane-Natural Gas	348.82	3,363.12	5,000.00	1,636.88
5525 · Electric	329.37	3,623.26	3,600.00	(23.26)
5535 · Medical Supplies & Fees	159.93	8,564.10	12,200.00	3,635.90
5540 · Fire Fighting Supplies	0.00	8,046.96	26,030.00	17,983.04
5541 · Fire Fighting R/M	0.00	6,973.22	7,100.00	126.78
5543 · Rescue Supplies & Expense	0.00	718.75	2,000.00	1,281.25
5545 · Vehicle Supplies & Fuel	828.15	10,380.26	16,500.00	6,119.74
5546 · Vehicle R/M	1,309.58	25,002.17	33,000.00	7,997.83
5560 · Comm. Supplies & Repairs	0.00	11,181.28	10,050.00	(1,131.28)
5570 · Safety-Uniforms & Equipment	0.00	5,635.36	8,000.00	2,364.64
5581 · Incident Expenses - Non-Reimb	0.00	336.70	4,000.00	3,663.30
5582 · Incident Expenses - Reimb	0.00	3,583.66	3,000.00	(583.66)
5599 · Operational Contingency	0.00	0.00	30,000.00	30,000.00
<b>Total 5500 · Operating</b>	<b>4,214.87</b>	<b>132,070.84</b>	<b>220,630.00</b>	<b>88,559.16</b>
<b>5600 · Capital Ex</b>				
5606 · Capital Reserve-Bldg & Veh	0.00	0.00	305,000.00	305,000.00
5610 · Building & Grounds	0.00	16,617.00	27,000.00	10,383.00
5620 · Incident Vehicle Reserve	0.00	0.00	25,000.00	25,000.00
5625 · Capital Equipment	0.00	17,467.11	31,000.00	13,532.89
5655 · Vehicle Lease Payments	0.00	99,166.37	100,535.65	1,369.28
5699 · Capital Contingency	0.00	0.00	30,000.00	30,000.00
<b>Total 5600 · Capital Ex</b>	<b>0.00</b>	<b>133,250.48</b>	<b>518,535.65</b>	<b>385,285.17</b>
	51,737.75	791,871.23	1,438,127.93	646,256.70
	<b>-5,215.49</b>	<b>338,285.32</b>	<b>24,106.07</b>	

Banking Accounts	12/1/2024	Deposits	Withdrawals	12/31/2024
Vectra Main	31,388.92	96,052.61	66,080.99	61,360.54
ColoTrust	678,804.21	26,918.50	92,000.00	613,722.71
ColoVolunteer	37,514.16	149.81	-	37,663.97
<b>Balances after current bill payments</b>				
Vectra Main	41,576.23			
ColoTrust	562,594.91			
ColoVolunteer	37,663.97			



**Divide Fire Protection District**  
**Bank Activity**  
**12/13/24-01/16/25**

01/14/25

Type	Date	Num	Name	Memo	Debit	Credit	Balance
<b>1010 · Vectra Bank Main Account (Primary Checking)</b>							89,487.88
Deposit	12/13/2024			Deposit	1,146.24		90,634.12
Bill Pmt -Check	12/15/2024	eft	Met Life	TS05348811 0...		334.06	90,300.06
Bill Pmt -Check	12/17/2024	eft	Fire & Police Pension...	Acct# 787-5		12,000.00	78,300.06
Liability Check	12/19/2024		QuickBooks Payroll ...	Created by Pa...		6,775.77	71,524.29
Liability Check	12/20/2024	E-pay	US Treasury	84-1527498 Q...		894.24	70,630.05
Bill Pmt -Check	12/27/2024	12684	Purcell Tire	B22 dually work		3,630.84	66,999.21
Liability Check	12/31/2024	EFT	Fire & Police Pension...	Acct# 787-5		2,042.58	64,956.63
Transfer	12/31/2024			Paypal Transf...	2,906.37		67,863.00
Bill Pmt -Check	12/31/2024	eft	Public Sector Health ...			6,502.46	61,360.54
Liability Check	01/02/2025		QuickBooks Payroll ...	Created by Pa...		6,804.79	54,555.75
Liability Check	01/02/2025		QuickBooks Payroll ...	Created by Pa...		1,591.79	52,963.96
Liability Check	01/03/2025	E-pay	US Treasury	84-1527498 Q...		881.02	52,082.94
Liability Check	01/03/2025	E-pay	US Treasury	84-1527498 Q...		511.40	51,571.54
Bill Pmt -Check	01/03/2025	eft	Wex	fuel		828.15	50,743.39
Check	01/03/2025	eft	Vectra Bank	JT CC Payment		789.36	49,954.03
Check	01/03/2025	eft	Vectra Bank	Diana CC Pay...		549.41	49,404.62
Check	01/03/2025	eft	Vectra Bank	Dustin CC Pay...		964.40	48,440.22
Bill Pmt -Check	01/03/2025	eft	Pinnacle Assurance	2025 workers ...		11,654.00	36,786.22
Liability Check	01/03/2025	eft	Fire & Police Pension...	Acct# 787-5		2,042.58	34,743.64
Bill Pmt -Check	01/03/2025	eft	Colorado Special Dis...	2025 property/l...		27,719.00	7,024.64
Bill Pmt -Check	01/14/2025	12690	Atwater, Pete	EMT class		1,335.00	5,689.64
Bill Pmt -Check	01/14/2025	12691	Forbis, Dustin	EMT Cert		25.00	5,664.64
Bill Pmt -Check	01/14/2025	12692	Lownie, Andrew	food		23.60	5,641.04
Bill Pmt -Check	01/14/2025	12693	North, Robin	bus mtg food		82.48	5,558.56
Bill Pmt -Check	01/14/2025	12694	Wolf, Frank	trailer plugs		146.54	5,412.02
Bill Pmt -Check	01/14/2025	12695	Active 911	active 911 sub...		882.50	4,529.52
Bill Pmt -Check	01/14/2025	12696	Black Hills Energy	Acct# 0423 10...		439.58	4,089.94
Bill Pmt -Check	01/14/2025	12697	Bound Tree Medical			236.84	3,853.10
Bill Pmt -Check	01/14/2025	12698	Cintas	23398034		161.96	3,691.14
Bill Pmt -Check	01/14/2025	12699	Colorado Division of ...	11915		35.00	3,656.14
Bill Pmt -Check	01/14/2025	12700	Core Electric Cooper...	electric		329.37	3,326.77
Bill Pmt -Check	01/14/2025	12701	Fitness Machine Tec...	workout equip ...		230.00	3,096.77
Bill Pmt -Check	01/14/2025	12702	Foxworth-Galbraith L...	8000-0000764...		11.49	3,085.28
Bill Pmt -Check	01/14/2025	12703	Ireland Stapleton	Legal Services		497.00	2,588.28
Bill Pmt -Check	01/14/2025	12704	Lexipol	training program		4,977.93	-2,389.65
Bill Pmt -Check	01/14/2025	12705	NAPA Auto Parts	supplies		42.96	-2,432.61
Bill Pmt -Check	01/14/2025	12706	Northeast Teller Cou...	E24		649.89	-3,082.50
Bill Pmt -Check	01/14/2025	12707	Sherwin Williams	painting supplies		23.37	-3,105.87
Bill Pmt -Check	01/14/2025	12708	Streamline	website maint...		2,472.00	-5,577.87
Bill Pmt -Check	01/14/2025	12709	Taylor Auto Wash	car wash		104.83	-5,682.70
Bill Pmt -Check	01/14/2025	12710	UC Health Medical G...	drug test		150.00	-5,832.70
Bill Pmt -Check	01/14/2025	12711	VFIS	VFP 4206-645...		1,615.00	-7,447.70
Bill Pmt -Check	01/14/2025	12712	Woodland Hardware ...	supplies		228.74	-7,676.44
General Journal	01/14/2025	869		Transfer Colo...	58,000.00		50,323.56
Paycheck	01/14/2025	12685	Babiarz, Mary Lynne			92.35	50,231.21
Paycheck	01/14/2025	12686	Lopez, Aristeed			92.35	50,138.86
Paycheck	01/14/2025	12687	Luttrell, Dennis			92.35	50,046.51
Paycheck	01/14/2025	12688	Mosser, Allison M			92.35	49,954.16
Paycheck	01/14/2025	12689	Weatherill, Joshua M			92.35	49,861.81
Liability Check	01/16/2025		QuickBooks Payroll ...	Adjusted for v...		7,290.64	42,571.17
<b>Total 1010 · Vectra Bank Main Account (Primary Checking)</b>					<b>62,052.61</b>	<b>108,969.32</b>	<b>42,571.17</b>
<b>TOTAL</b>					<b>62,052.61</b>	<b>108,969.32</b>	<b>42,571.17</b>

**Administrative Report**  
**Presented by Diana Perkins**

**Grants**

- EMTS Grant due February 8th
- FFSDP Grant open in January 8<sup>th</sup> – Feb 19<sup>th</sup>
- 2024 Gaming Grant – funds expected in the next few days

**FPPA**

- Diana and Allison will work on compiling service credit report, due by Jan 31.

**Other**

- Board Conflict of Interest Statement – Board members should sign and return to Diana.
- Upcoming Stipends – subject to payroll tax?
- Rainbow Valley will start billing us for 1/3 of utilities

**Admin Activities**

- Completed required budget and notification mailings – six different entities plus electronic upload to DOLA
- Updated required postings outside station
- Researched rules and wording about PTO/sick leave carry-over, and created potential wording
- Reviewed compliance calendar from DOLA to look for changes, corresponded with Todd at DOLA regarding “annual report” requirement
- Annual Paypal reconcile and transfer
- Prepared for 2025 payroll, confirmed FPPA rates, calculated employee insurance contributions based on new rates, checked for 2025 Colorado SUI rates
- Created and posted new payroll schedule with pay periods for 2025
- Dealt with workers comp bill issue for Dustin
- Reviewed SDA DEO initial training video
- Downloaded and doctored current forms for election and Jan meeting, prepared with our info – notice of meeting - resolution for posting place – resolution to hold election & appoint DEO, self-nomination forms, notice of election, affidavit for write ins, notice to candidates, call for nominations, others.
- On phone with FAMLI state department issue – multiple hours, no resolution
- Paid credit cards online, matched receipts
- Bank statements balanced and matched documentation
- Updated OATH organizational profile for grants
- Downloaded all year end FPPA reports

(3) Bi-weekly Payrolls – check time sheets, enter QB, make tax payments, email and print paystubs, scan and file, make FPPA deposits online

Weekly – process mail, bills, receipts, check and respond to emails



## Chief's Report

January 14, 2025

**Membership Updates:** Jeff Remley is on Medical Leave of Absence. Applicants will be cleared for response in the next week or two. They will be going through an orientation day and receive all of the PPE and radios will be assigned.

**Incidents:** 551 Total Responses for 2024- Up 20 calls from 2023.  
Single Responder (Volunteer): 13 Calls  
Only Paid responder with 1 or less Volunteer: 19 No Divide Response: 8

### Training:

- No Training in December.
- 2,001 Training Hours completed in 2024.
- 5 personnel attended Wildland Academy.
- 4 Personnel attended the Fire Chiefs Conference.
- 2 Personnel attended the NFA Company Officer Development Training.
- 7 Personnel attended EMSAC.

### Vehicle Status:

- Re-numbering some of our apparatus to match the station, response status, and identifying which apparatus is coming from our stations.

### Chief Activities:

- Schedule for 2025, PT Officers Position.
- Developing a new standard and procedure for training outside the district.
- ESO data corrections and changes to our main page.
- First Net Paperwork submitted, waiting on our account to be created and verified.
- DFPC Grant update: All equipment has been ordered and we have received all of it except for the Structure PPE.

### Community Activities:

- Santa and Sirens and Woodland Park Parade.



**Notable Calls:**

1. Several critical medical calls requiring a long on-scene time.

**Business Meeting Highlights:**

- Discussion on the last year's events and the number of hours and calls responded to.
- Director Lopez was in attendance and thanked everyone for their dedication and hard work over 2024.
- Officers reported we need to take better care of our equipment and be accountable for all of tools and equipment. Some calls are hectic and can last for a long time however, there is a considerable amount of money invested in our equipment.
- A committee is taking form to discuss and find out details for our annual awards dinner. Mick Stabenow is the lead so if you would like to assist, please contact him. We are looking for middle of March for the dinner.
- Chief McLeod would like to see a similar committee formed to make recommendations on retention gifts such as T-shirts, hats, and other SWAG. Also, if there are any projects we would like to see around the station.
- Training for the month is now on Wednesday, EMS will be announced, Fire will cover Fire Behavior, and Tech Rescue will be a tool lab. S130/190 hosted by 4Mile Fire in March. If you are interested, please contact Chief McLeod.
- Disease Prevention and Safety grant is open through DFPC. We will be working on improvements to our traffic safety, i.e. vests, lights, and other reflective materials.
- Upcoming Events:

February 1 is Winter Fest at John Wesley Ranch.

## 7.7 Paid Sick Leave for Employees

Full-time District employees earn 48 hours of paid sick leave per year, prorated to their hire date.  
Part-time District employees earn paid sick leave at a rate of 1 hour of sick leave for every 30 hours

Version 4.4 Effective July 9th, 2024

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worked, up to a maximum of 48 hours of sick leave. Accrual for part-time employees begins upon commencement of employment and may be used as it accrues. Employees may carry over up to 48 hours of sick leave to the following calendar year, but may not use or accrue more than 48 hours of sick time in a year. All accrued but unused sick leave is forfeited upon termination of employment.

Sick leave may be used for any of the following purposes:

- i. A mental or physical illness, injury, or health condition prevents an employee from working;
- ii. A family member an employee needs to care for has a mental or physical illness, injury, or health condition;
- iii. An employee or a family member an employee needs to care for needs to obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition;
- iv. An employee or a family member an employee needs to care for needs to obtain preventative medical care;
- v. An employee or an employee's family member has been the victim of domestic abuse, sexual assault, or harassment and the employee must be absent from work to seek medical attention, obtain services from a victim services organization, obtain mental health or other counseling, seek relocation, or seek legal services; or
- vi. A public official has ordered the closure of an employee's place of business or the school or place of care an employee's child due to a public health emergency.



Divide Fire Protection District  
3:56 PM Dec 17

Add: "but may not use or accrue more than 48 hours of sick time in a year."

### Optional Added Wording:

An employee may not use sick leave to accumulate more hours than the employee is scheduled during a pay period.

### Notes from CRS

**(3)(a)** An employee begins to accrue paid sick leave when employment with the employer begins and may use accrued paid sick leave as it is accrued. **(b)** Up to forty-eight hours of paid sick leave that an employee accrues in a year but does not use carries forward to, and may be used in, a subsequent year; except that an employer is not required to allow the employee to use more than forty-eight hours of paid sick leave in a year.

## PTO / Holiday

Colorado law prohibits taking away any PTO once it is awarded. Note: PTO has different rules from Colorado mandated sick time which is allocated for a specific purpose.

However, the employer can have a policy which ceases to accrue PTO once it reaches a certain amount, until that amount is used. Our policy states:

Full-time employees will be paid for the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas. Paid time off will not count toward any calculation for overtime. Vacation time may vary, and any such leave will be based on a written agreement with the District. Accrued vacation time may not exceed 80 hours, and the employee will cease to accrue any further hours until existing hours are used. Any accrued but unused vacation hours will be paid upon termination of employment in accordance with Colorado law.

Unfortunately, we weren't very clear about HOW the vacation accrues. Here's Chief's for example:

***Paid Time Off.*** Employee will receive two weeks' paid time off per calendar year. Accrued leave must be used in the calendar year in which it is accrued and does not carry over from year to year. Accrued unused PTO will not be paid out on separation from employment.

This isn't legal the way it's written currently by the way, but our Handbook is correct. This is similar to the Fire Tech's job offers. But this comes into play when we are talking about what can be carried over and that it stops "accruing" at 80 hours. The complication is that the PTO is "awarded" and not "accrued" under our current system.

Matt has 35 hours left over from last year. When he starts the new year, he will have 80 hours since he can't "accrue" more than 80 according to the Handbook. But when he uses the 35 hours, he would "accrue" an additional 35 hours he should have been "awarded" at the beginning of the year.

There are a couple of ways we could address this.

We keep it like it is. The way we currently have it worded keeps them from accruing massive amounts that are due on termination, but still allows really large amounts of time taken each year and doesn't restrict when those amounts accrue since they are awarded at the beginning. Someone could leave in February and we would hypothetically owe them 80 hours.

OR - We switch to an accrual method, at 3.077 hours per pay period, at 26 pay periods, equals 80 hours. I recommend this at a minimum with any new contracts for full-time employees. This helps with those not starting at the first of the year, and also keeps anyone from taking vacation and then leaving, or leaving a couple of months into the year and we owe 80 hours.



If we change the existing personnel, that is a change for them because they would have to wait until they accrue more before taking it. One way around this is to have a policy where PTO accrues at that rate but becomes accessible at the beginning of the year. If the person stays a whole year, that's no problem. But if they took more than they had earned, they would be short. Some companies will claw that back from the last check, some don't. But at least it would be very clear what and when the hours were accumulating.

Here is some possible language:

Vacation time may vary, and any such leave will be based on a written agreement with the District. Accrued vacation time may not exceed 80 hours, and the employee will cease to accrue any further hours until existing hours are used. Any agreed vacation time will accrue at a per-period rate consistent with the agreed amount per year.

Vacation may only be used as it is accrued.

OR

The expected accrued vacation time for the remainder of each calendar year will be accessible at the beginning of employment (for new employees) or at the beginning of the calendar year (for existing employees). Vacation will accrue as scheduled, and if there is a shortage at the time of termination, the employee will have the shortage deducted from their final check.

Any accrued but unused vacation hours will be paid upon termination of employment in accordance with Colorado law.

Last Question: Holiday pay is how many hours? 8 hours? The same as a usual shift (12 or 14 hours)? Current policy:

Full-time employees will be paid for the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, and Christmas.

Recommend adding either "for 8 hours each" or "for hours equivalent to their regularly scheduled shift"



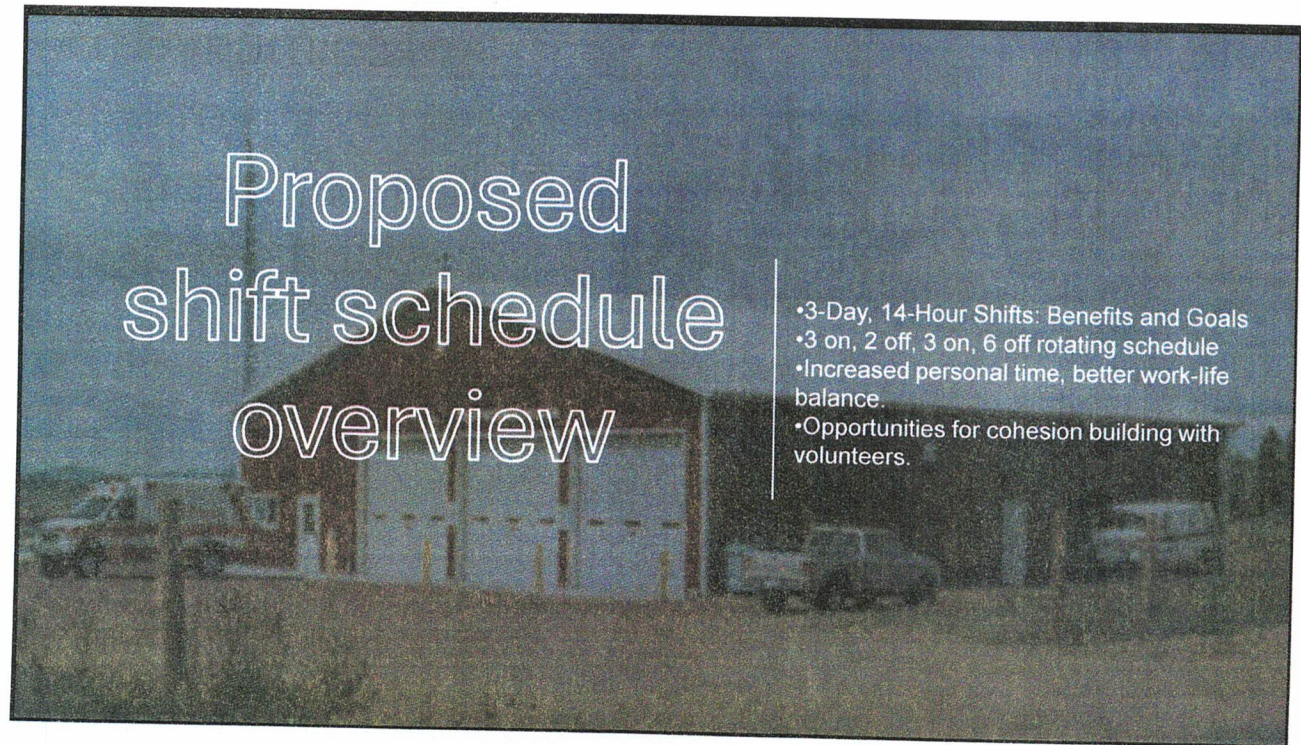
# Shift Transition Dynamics in Fire Department Operations

Exploring the Benefits for the  
Community, Fire  
Technicians, and Financial  
Feasibility



# Proposed shift schedule overview

- 3-Day, 14-Hour Shifts: Benefits and Goals
- 3 on, 2 off, 3 on, 6 off rotating schedule
- Increased personal time, better work-life balance.
- Opportunities for cohesion building with volunteers.





## Enhanced Coverage During Shift



Longer shifts provide more focused, uninterrupted work periods



Reduced transition times between shifts



Technicians on a consistent, predictable schedule leading to fewer errors and more effective operations



Peak performance during the 14-hour shift due to fewer breaks in work rhythm



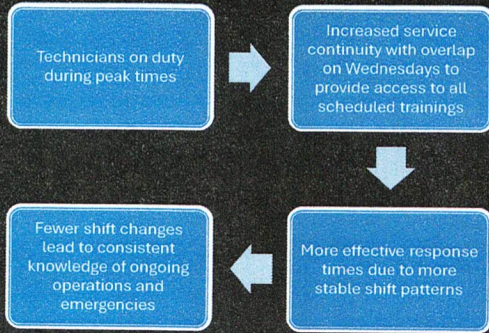
## Community Engagement: Technicians Attending Events

- The importance of technicians participating in community events.
- How the 3-day shift structure allows technicians to engage in local events, fairs, and other community-building activities.
  1. Increased presence in local initiatives.
  2. Opportunity to build trust and awareness of the organization.





## Better Community Support with Extended Shifts



## Technician Rest and Recovery

- **Current Schedule Challenges:**
- Shorter off-days (3 days of rest) limit full recovery, especially after intense shifts
- Increased burnout risk due to lack of adequate recovery time and increased stress
- **Proposed Schedule Advantages**
- Longer off-time improves sleep, physical recovery, and mental health
- Ensures readiness for subsequent shifts, reducing fatigue
- **Impact on Performance**
- Technicians are better prepared for high stress emergency situations.
- Enhanced ability to respond quickly and effectively to community needs.
- Consistent work-rest schedule helps prevent burnout and improves longevity in the service

• <https://youtu.be/25XrWw7VbCM?si=spFAoanWxrAuTDtT>





## Fostering Volunteer and Technician Cohesion

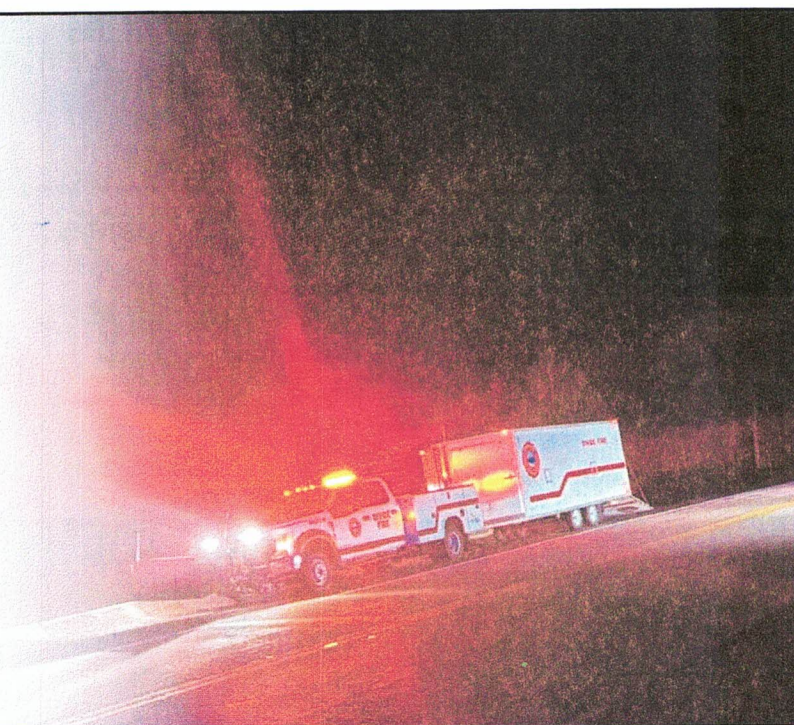
- Technician overlap days allow for better communication, teamwork, and training
- Volunteers have more opportunities to interact with technicians
- Shared experiences during extended shifts promote camaraderie and mutual respect
- Increased cross-training opportunities during technician overlap
- Opportunities for training with outside districts



## Impact on Call Response: Evening Hours (5-9)pm Weekend response

530 calls as of this report

- Average is 2.4 volunteers without any paid personnel response for a weekend response.
- 31.4% of calls have no EMT (between 5-9 pm Monday – Friday)
- That's 166 calls
- 13 weekend calls have been run this year with a response of only 1 paid personnel



## Divide Fire Protection District



**This is the outline of directives based on the employment agreement and job description for the Fire Chief of the Divide Fire Protection District:**

### **Responsibilities and Duties of the Fire Chief**

#### **Primary Responsibilities**

- **Accountability:** Responsible to the Board of Directors and residents for effective delivery of fire protection and emergency services.
- **Public Image:** Maintain and enhance the district's image in the eyes of the public.

#### **Leadership and Management**

- **Leadership:** Act as a leader and team builder, adept at management skills and techniques.
- **Relationships:** Establish, develop, and maintain cooperative working relationships within the organization.
- **Communication:** Communicate effectively with news media, community groups, and individuals to project credibility and integrity.

#### **Administrative Skills**

- **Administration:** Knowledgeable in governmental accounting, annual budget preparation, and modern fire administration methods.
- **Reporting:** Produce high-quality analytical reports, including long-range and strategic fire plans.



## Divide Fire Protection District

### Policy and Coordination

- **Policy Development:** Responsible for general policy development and administrative control.
- **Staff Direction:** Direct district staff, plan, and coordinate Fire Department activities.
- **Fire Prevention:** Manage fire prevention and safety educational services, training, and safety of personnel and facilities.

### Inspections and Compliance

- **Safety Plans:** Manage safety-related plans and inspections for businesses within the district.
- **Building Plans:** Review fire safety plans for new buildings and conduct periodic fire inspections.
- **Code Compliance:** Ensure compliance with the Uniform Fire Code, International Fire Code, and other relevant codes and ordinances.

### Independent Judgment

- **Decision Making:** Exercise independent judgment and apply technical and professional skills.
- **Work Prioritization:** Prioritize changing work assignments to support daily activities.
- **Board Communication:** Keep the Board informed of changing matters and the status of District Staff and Volunteers.

### Supervision

- **Supervision:** Work under the supervision of the Divide Fire Protection District Board as outlined by the District Employee and Volunteer Handbook.

### Essential Functions and Task Statements

- **Safety:** Maintain the safety of firefighters and employees as a top priority.

## Divide Fire Protection District

- **Volunteer Organization:** Develop and preserve the volunteer organization through effective recruitment and retention.
- **Supervision:** Supervise, direct, and coordinate district operations to achieve Board policies and objectives.
- **Operational Guidelines:** Establish, implement, and update Standard Operational Guidelines (SOGs).
- **Inspections and Permits:** Handle requests for District inspections and permit requests.
- **Code Coordination:** Assist with fire code coordination and enforcement.
- **Grant Coordination:** Coordinate grants, including preparation, approval, writing, and submittal.
- **Meeting Attendance:** Attend county meetings, monthly business meetings, and district board meetings.
- **Incident Response:** Respond to incidents such as medical, fire, and technical rescue calls.
- **Reporting:** Prepare incident run, training, status reports, and other documentation for the Board.
- **Newsletter Contribution:** Assist with content for the annual District Newsletter.
- **Mutual Aid:** Coordinate with neighboring fire departments for mutual aid agreements.
- **Emergency Planning:** Participate in local and regional emergency planning processes.
- **Association Participation:** Participate in Fire Chiefs' Associations at various levels.

This outline captures the key directives and responsibilities of the Fire Chief as described in the employment agreement and job description.

## Divide Fire Protection District



**This is the outline of the Board's responsibilities for supervising the Fire Chief based on the employment agreement and job description for the Fire Chief of the Divide Fire Protection District.**

### Board's Responsibilities for Supervising the Fire Chief

#### General Supervision

- **Accountability:** Ensure the Fire Chief is responsible to the Board and residents for effective delivery of fire protection and emergency services.
- **Performance Review:** Review the Fire Chief's work through observation, inspection for accuracy, and results obtained.

#### Leadership and Management Oversight

- **Leadership:** Ensure the Fire Chief acts as a leader and team builder, maintaining cooperative working relationships within the organization.
- **Communication:** Monitor the Fire Chief's ability to communicate effectively with the news media, community groups, and individuals, projecting credibility and integrity.

#### Administrative and Policy Development

- **Administration:** Verify the Fire Chief's knowledge in governmental accounting, budget preparation, and modern fire administration methods.
- **Policy Development:** Oversee the Fire Chief's role in general policy development and administrative control.

#### Operational Oversight

- **District Management:** Ensure the Fire Chief pays attention to the details of District management and public image.
- **Staff Direction:** Supervise the Fire Chief's direction of district staff, planning, and coordination of Fire Department activities.



## Divide Fire Protection District

- **Safety and Training:** Monitor the Fire Chief's management of fire prevention, safety educational services, training, and safety of personnel and facilities.

### Compliance and Inspections

- **Safety Plans:** Oversee the Fire Chief's management of safety-related plans and inspections for businesses within the district.
- **Code Compliance:** Ensure the Fire Chief reviews fire safety plans for new buildings and conducts periodic fire inspections for compliance with relevant codes.

### Reporting and Communication

- **Board Communication:** Require the Fire Chief to keep the Board informed of changing matters and the status of District Staff and Volunteers.
- **Documentation:** Ensure the Fire Chief prepares and submits incident run, training, status reports, statistics, and other documentation for Board meetings.

### Meeting Attendance and Participation

- **Meeting Attendance:** Ensure the Fire Chief attends county meetings, monthly business meetings, district board meetings, and any other special meetings as required.
- **Emergency Response:** Monitor the Fire Chief's availability and response to incidents such as medical, fire, and technical rescue calls.

### Strategic Planning and Coordination

- **Strategic Plans:** Verify the Fire Chief's capability in producing high-quality analytical reports, including long-range and strategic fire plans.
- **Mutual Aid:** Ensure the Fire Chief coordinates with neighboring fire departments for mutual aid agreements.
- **Emergency Planning:** Oversee the Fire Chief's participation in local and regional emergency planning processes.

### Additional Duties

- **Grant Coordination:** Supervise the Fire Chief's coordination of grants, including preparation, approval, writing, and submittal.

## **Divide Fire Protection District**

- **Newsletter Contribution:** Ensure the Fire Chief assists with content for the annual District Newsletter.
- **Association Participation:** Monitor the Fire Chief's participation in Fire Chiefs' Associations at various levels.

This outline captures the key supervisory responsibilities of the Board for the Divide Fire Protection District Fire Chief.

## Divide Fire Protection District



**This outline of directives are based on the Divide Fire Protection District Board Policies for the Board Members.**

### **Eligibility and Familiarization**

1. **Eligibility:**
  - a. Must be an "eligible elector" (registered to vote in Colorado).
  - b. Must have been a resident of the Fire District for at least 30 days or own taxable property within the district.
2. **Document Familiarization:**
  - a. Review and become familiar with:
    - i. Colorado Title 32 Special Districts
    - ii. DFPD Board Resolutions
    - iii. DFPD Volunteer Handbook

### **Attendance Policy**

3. **Attendance:**
  - a. Absences voted on as excused or unexcused by attending board members.
  - b. Mandatory removal after three consecutive unapproved absences or four absences in total.
  - c. Resignation requested after two unexcused absences in 12 months.

### **Meeting Procedures**

4. **Board Meetings:**
  - a. Follow Robert's Rule of Order where practical.
  - b. Board President may make motions and vote on all items.



## Divide Fire Protection District

### Performance Reviews

#### 5. **Annual Performance Review:**

- a. Each Board member prepares a review of the District Administrative Manager.
- b. Reviews combined into a single, consolidated review reflecting the majority position.
- c. Approved by a majority vote of the Board.

#### 6. **Employee Reviews:**

- a. Board reviews and approves the Annual Performance Review prepared by the District Administrative Manager for each employee before it is given to the employee.

### Emergency Meetings

#### 7. **Emergency Board Meeting:**

- a. Called in the event of an emergency requiring immediate Board action.
- b. Actions taken are effective until the next regular or special meeting where the issue is on the agenda.
- c. Emergency actions must be ratified at the subsequent meeting or are deemed rescinded.

### Executive Sessions and Communication

#### 8. **Executive Sessions:**

- a. Electronically recorded, retained for 90 days, then destroyed.

#### 9. **Official Business:**

- a. Not allowed to conduct official business via email.

### Meeting Minutes and Training

#### 10. **Meeting Minutes:**

- a. Review minutes of the prior month's Board meeting for approval.

#### 11. **Mandatory Training:**

- a. Complete initial training within 90 days of taking office, including:

## **Divide Fire Protection District**

- i. Sexual Harassment / General Harassment
  - ii. HIPAA Awareness
  - iii. Workplace Violence / Bullying
- b. Participate in additional annual training if required by the District Board.

This outline captures the key directives and responsibilities for the Board Members as described in the Divide Fire Protection District Board Policies.



# ELECTION RESOLUTION FOR 2025 REGULAR DISTRICT ELECTION

## Divide Fire Protection District RESOLUTION 2025-02 Resolution to Hold an Election and Appoint a Designated Election Official with Authority to Cancel the Election

§32-1-804, §1-13.5, C.R.S.

WHEREAS, the terms of office of Directors MaryLynne Babiarz, Aristeed Lopez, Allison Mosser, and Joshua Weatherill shall expire after their successors are elected at the regular special District election to be held on May 6, 2025, (“Election”) and take office; and

WHEREAS, in accordance with the provisions of the Special District Act (“Act”) and the Colorado Local Government Election Code (“Code”), the Election must be conducted to elect three Directors to serve for a term of four (4) years and one Director to serve for a term of two (2) years; and

NOW, THEREFORE, be it resolved by the Board of Directors of the Divide Fire Protection District in the County of Teller, State of Colorado that:

1. The regular election of the eligible electors of the District shall be held on May 6, 2025, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, and other applicable laws. At the time, three Directors will be elected to serve a four-year term and one Director will be elected to serve a two-year term

2. There shall be one polling place at the following location:

Divide Fire Station #1  
103 Cedar Mountain Rd.  
Divide, CO 80814

situated in the County of Teller, State of Colorado. The polling place located at 103 Cedar Mountain Road shall also be the polling place for disabled electors and for eligible electors not residing within the District. If the Designated Election Official deems it to be more expedient for the convenience of the eligible electors of the District (who are also eligible electors in other special districts with overlapping boundaries which are conducting elections on the Election day), the Election may be held jointly with such special districts in accordance with coordinated election procedures as set forth in an agreement between all participating special districts. In such event, the election precincts and polling places shall be as set forth in such agreement. The Designated Election Official is authorized to execute such agreement on behalf of the District, which agreement shall include provisions for the allocation of responsibilities for the conduct and reasonable sharing of costs of the coordinated Election

3. Applications for absentee ballots may be filed with the Designated Election Official at the email address [dividefire@dividefire.com](mailto:dividefire@dividefire.com), no later than the close of business on the Tuesday immediately preceding the election day (April 29, 2025).

4. The Designated Election Officials of local governments with overlapping boundaries that hold elections the same day by polling place must meet, confer, and thereafter, if practical, hold such elections in a manner that permits an elector in the overlapping area to vote in all of such elections at one polling place. If applicable, Designated Election Official is authorized to enter into an intergovernmental agreement with such local governments on behalf of the District concerning the election procedures and any cost sharing associated with coordinating the use of one polling place.

**Divide Fire Protection District  
RESOLUTION 2025-01  
Resolution Designating Posting Places and Dates of Meetings**

WHEREAS, Special Districts are required by CRS 24-6-402(2)(c) to designate annually at the District Board's first regular meeting of each calendar year, the posting place at which notice will be posted at least 24 hours prior to each meeting, and;

WHEREAS, Special Districts are required by CRS 32-1-903(1)(2) to post the time and place for all Board Meetings.

NOW, THEREFORE, be it resolved by the Board of Directors of the Divide Fire Protection District in the County of Teller, State of Colorado that:

1. Notices of meetings of the District Board shall be posted on the District's website at [www.dividefire.com](http://www.dividefire.com), and on the District's Facebook page.

2. Regular meetings of the Board of the Directors shall be held at Divide Fire Station 1, 103 Cedar Mountain Road, Divide, CO 80814, beginning at 6:00 p.m. on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of every month. Meetings may be held via video or teleconference when conditions require it. In that case public access instructions will be posted with the agenda on the District's website and Facebook page.

ADOPTED AND APPROVED this 14<sup>th</sup> day of January, 2025.

Divide Fire Protection District

By 

Joshua Weatherill, President

ATTEST:

By 

Secretary



5. The Board of Directors hereby designate Diana Perkins as the Designated Election Official of the District, who is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and the Act, Code, or other applicable laws. The Election shall be conducted in accordance with the Act, Code, and other applicable laws. Among other matters, the Designated Election Official shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, and printing of ballots, and direct that all other appropriate actions be accomplished.

6. Self-Nomination and Acceptance forms are available from the Designated Election Official at the above email address. All candidates must file a Self-Nomination and Acceptance form with the Designated Election Official at the above email address no earlier than January 1, 2025, nor later than the close of business 5 p.m. on Friday, February 28, 2025.

7. If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 4, 2025, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than March 3, 2025, the Designated Election Official shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code. The Notice and this resolution, signed by the Board Chair, shall be filed with the Division of Local Government.

8. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the various provisions hereof are severable.

9. Any and all actions previously taken by the Designated Election Official or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.

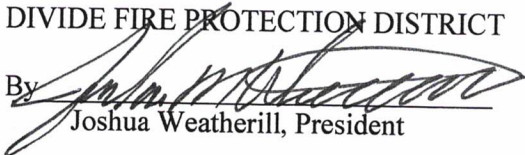
10. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

11. The provisions of this Resolution shall take effect immediately.

ADOPTED AND APPROVED this 14<sup>th</sup> day of January, 2025.

DIVIDE FIRE PROTECTION DISTRICT

By

  
Joshua Weatherill, President

ATTEST:

By

  
Secretary