

Divide Fire Protection District

Public Meeting of the Board of Directors
March 14th, 2023
6:00 P.M.

AGENDA

- 1) Call to Order
- 2) Review and Approve Agenda
- 3) Review, Approve, and Sign Minutes of Prior Meetings
- 4) Public Comments
- 5) Financial Matters
 - A) Financial Reports
 - B) Purchase Orders
- 6) Chief's Report
 - A) Board Business Meeting Attendees
- 7) Administrator Report
- 8) Old Business
 - A) Policies/Handbook
 - B) Chief Hiring Process
- 9) New Business
 - A)
- 10) Executive Session
- 11) Adjournment



DIVIDE FIRE PROTECTION DISTRICT

Board of Directors Meeting

Shoemaker Fire Station, 103 Cedar Mountain Road (Mail: PO Box 941), Divide Colorado, 80814
March 14th, 2023 at 6:00 p.m.

MINUTES OF THE REGULAR MEETING

1. Call to Order

Acting President Barry Pleshek called to order the regular meeting of the Board of Directors of the Divide Fire Protection District (DFPD) at 18:00.

Board members present:

Barry Pleshek – Acting President

Allison Mosser – Treasurer Dennis Luttrell – Director

Board members absent:

Josh Weatherill – President Steed Lopez – Secretary

Motion by Director Mosser to excuse the absence of Josh Weatherill and Steed Lopez. Second by Director Luttrell. The motion passed unanimously.

2. Review and Approve Agenda

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

3. Review, Approve, and Sign Minutes of Prior Meetings

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

4. Public Comment – No public comment.

5. Financial Matters

A. Financial Reports – Attached.

B. Purchase Orders – none.

Motion by Director Luttrell to approve a credit card for Dustin Forbis in his position as Station Manager with a credit limit of \$1000. Second by Director Pleshek. The motion passed unanimously.

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

6. Chief's Report – Deputy Chief Ryan Kennedy was not present.

A. Business Meeting Attendees – Business meeting for April 3rd. Director Luttrell will attend with Director Lopez as backup.

7. Administrator Report – Attached.

Motion by Director Mosser to name District Administrator Diana Perkins as the Quickbooks Primary Administrator for both desktop and payroll accounts. Second by Director Luttrell. The motion passed unanimously.

8. Old Business

A. Policies / Handbook – Motion by Director Luttrell to table further changes to the Handbook regarding hiring of the Chief, pending review of the changes submitted by legal counsel and further input once the Chief is hired. Second by Director Mosser. The motion passed unanimously.

B. Chief Hiring Process – J.T. McLeod will be available for the special meeting of the board on March 21st, 2023. The board will conduct a hiring interview with him at that time.

9. New Business

A. No new business.

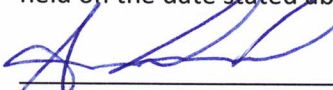
10. Executive Session – none.

11. Adjournment

Motion by Director Luttrell to adjourn the meeting. Second by Director Mosser. The motion passed unanimously. The meeting was adjourned at 18:43. There will be a Special Meeting of the Board on Tuesday, March 21st, at 6 p.m. The next regular meeting will take place on Tuesday, April 11th, 2023 at 6:00 p.m.

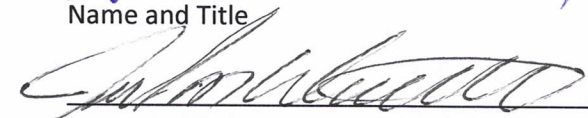
APPROVAL

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

4 / 11 / 23
Date



Name and Title

04 / 11 / 23
Date

District Administrative Manager's Report

Board of Directors

March 14, 2023

1. Vehicles

- a. Work Order Status – Attached.

2. Personnel

- a. Payroll for Dustin – need minutes reflecting Quickbooks primary administrator access for Diana Perkins

AM-DL

- b. Member Compliance Report:

- i. Expired Insurance – Martin Pedroza 11/20/2022
- ii. HR Training due 3/31/2023 – Majority still not completed

3. Facilities & Assets

- a. Started annual inventory process
- b. Rise – termination extension requested. 90 days = 2/14, asking end of March.
- c. Cascade System – wiring done, final certification needed. Should be complete in the next two weeks

4. Grants

Firefighter Safety & Disease

2023 application completed for 3 bunker sets. No notification of panel as yet.

VFA

- Estimated March/April – not open yet

Gaming Grant

Not open yet

Divide Fire Protection District
Budget Performance
February 2023

		Feb 23	YTD	Annual Budget	Difference
Income					
2 - Fund Accounts					
	100 - Unreserved General Funds	0.00	0.00	309,000.00	309,000.00
	105 - Unreserved Volunteer Fund	0.00	0.00	25,000.00	25,000.00
	115 - TABOR Reserves	0.00	0.00	16,000.00	16,000.00
Total 2 - Fund Accounts		0.00	0.00	350,000.00	350,000.00
4000 - Revenues					0.00
	4310 - Net General Property Tax	20,518.06	20,518.06	374,201.00	353,682.94
	4315 - Specific Ownership Tax	3,458.80	5,900.43	40,000.00	34,099.57
	4312 - Interest County Treasurer	0.00	0.00	350.00	350.00
	4325 - Teller County EMS/VFA Grants	0.00	0.00	2,500.00	2,500.00
	4330 - State Gaming Grant	0.00	0.00	15,000.00	15,000.00
	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
	Total 4340 - Special Incident Revenue	0.00	0.00	40,000.00	40,000.00
	4344 - Cost Recovery	348.00	348.00	2,000.00	1,652.00
	4345 - Interest Income	1,031.74	2,117.67	1,500.00	(617.67)
	4360 - Volunteer Revenue	10.00	301.00	20,000.00	19,699.00
	4370 - Plan Review Revenue	0.00	0.00	2,000.00	2,000.00
	4399 - Miscellaneous Revenue	0.00	0.00	2,500.00	2,500.00
Total 4000 - Revenues		25,366.60	29,185.16	500,051.00	470,865.84
Total Income		25,366.60	29,185.16	850,051.00	820,865.84
		25,366.60	29,185.16	850,051.00	820,865.84
Expense					
5400 - Admin Exp					
	5401 - Payroll Tax Expenses	1,249.28	1,802.56	21,488.19	19,685.63
	5402 - Payroll Expenses	0.00	0.00		0.00
	5405 - Payroll - District Employees	6,728.69	12,908.57	143,810.00	130,901.43
	5407 - Payroll - Incident Response	0.00	0.00	30,000.00	30,000.00
	5408 - Payroll - Volunteer Stipends	7,750.00	7,750.00	10,000.00	2,250.00
	5415 - County Treasurer Fee	615.55	615.55	11,500.00	10,884.45
	5420 - Director's Fees	500.00	1,000.00	6,000.00	5,000.00
	5427 - Employee Recruitment	0.00	0.00	10,000.00	10,000.00
	5430 - Volunteer & Employee Screening	45.00	93.50	1,000.00	906.50
	5435 - Volunteer Development	205.79	205.79	4,000.00	3,794.21
	5440 - Periodicals & Memberships	204.00	5,739.38	8,895.00	3,155.62
	5445 - Office Supplies/Expenses	46.56	864.57	7,000.00	6,135.43
	5450 - Annual Audit	0.00	0.00	9,000.00	9,000.00
	5460 - Legal Fees	0.00	409.50	10,000.00	9,590.50
	5462 - Election Costs	0.00	0.00	5,000.00	5,000.00
	5465 - Public Relations	0.00	0.00	3,200.00	3,200.00
	5470 - Plan Review Costs	0.00	0.00	2,000.00	2,000.00
	5475 - Notice Publication , etc.	476.11	476.11	400.00	(76.11)
	5480 - Insurance	0.00	29,849.00	35,000.00	5,151.00

Divide Fire Protection District
Budget Performance
February 2023

	Feb 23	YTD	Annual Budget	Difference
5490 · Pension Plan	0.00	0.00	12,000.00	12,000.00
5495 · Volunteer Expenses	1,180.84	1,703.68	25,500.00	23,796.32
5499 · Administrative Contingency	0.00	0.00	15,000.00	15,000.00
Total 5400 · Admin Exp	19,001.82	63,418.21	370,793.19	307,374.98
5500 · Operating				
5505 · Training	1,624.75	3,473.33	21,300.00	17,826.67
5510 · Building/Ground Supplies	1,727.42	2,136.12	7,450.00	5,313.88
5520 · Propane-Natural Gas	0.00	0.00	5,000.00	5,000.00
5525 · Electric	905.10	1,794.78	3,600.00	1,805.22
5535 · Medical Supplies & Fees	0.00	0.00	6,400.00	6,400.00
5540 · Fire Fighting Supplies	41.50	41.50	25,780.00	25,738.50
5541 · Fire Fighting R/M	2,651.64	3,318.48	8,250.00	4,931.52
5543 · Rescue Supplies & Expense	0.00	0.00	2,000.00	2,000.00
5545 · Vehicle Supplies & Fuel	386.82	913.78	18,300.00	17,386.22
5546 · Vehicle R/M	0.00	135.99	21,000.00	20,864.01
5560 · Comm. Supplies & Repairs	0.00	845.00	14,100.00	13,255.00
5570 · Safety-Uniforms & Equipment	0.00	0.00	3,000.00	3,000.00
5581 · Incident Expenses - Non-Reimb	0.00	0.00	4,000.00	4,000.00
5582 · Incident Expenses - Reimb	0.00	0.00	3,000.00	3,000.00
5599 · Operational Contingency	0.00	0.00	30,000.00	30,000.00
Total 5500 · Operating	7,337.23	12,658.98	173,180.00	160,521.02
5600 · Capital Ex				
5606 · Capital Reserve-Bldg & Veh	0.00	0.00	167,000.00	167,000.00
5610 · Building & Grounds	0.00	0.00	4,000.00	4,000.00
5620 · Incident Vehicle Reserve	0.00	0.00	20,000.00	20,000.00
5625 · Capital Equipment	3,556.00	3,556.00		(3,556.00)
5655 · Vehicle Lease Payments	0.00	72,766.78	79,068.84	6,302.06
5699 · Capital Contingency	0.00	0.00	20,000.00	20,000.00
Total 5600 · Capital Ex	3,556.00	76,322.78	290,068.84	213,746.06
Total Expense	29,895.05	152,399.97	834,042.03	681,642.06
	-4,528.45	-123,214.81	16,008.97	

Banking Accounts	2/1/2023	Deposits	Withdrawals	2/28/2023
Vectra Main	29,481.64	36,790.50	30,888.72	35,383.42
ColoTrust	235,829.74	24,289.94	-	260,119.68
ColoVolunteer	28,317.74	103.11	-	28,420.85
Balances after current bill payments				
Vectra Main	7,539.89			
ColoTrust	200,119.68			
ColoVolunteer	28,420.85			

Divide Fire Protection District Revenue & Expenses by Account

February 2023

Date	Num	Name	Memo	Amount
4310 · Net General Property Tax				
02/06/2023	671	General Reserves Deposit	Deposit / General Property Taxes	20,518.06
Total 4310 · Net General Property Tax				20,518.06
4315 · Specific Ownership Tax				
02/06/2023	671	General Reserves Deposit	Deposit / Specific Ownership Taxes	3,458.80
Total 4315 · Specific Ownership Tax				3,458.80
4312 · Interest County Treasurer				
02/06/2023	671	General Reserves Deposit	Deposit / Property Tax Interest	0.00
Total 4312 · Interest County Treasurer				0.00
4344 · Cost Recovery				
02/27/2023		Cost Recovery	Fire Recovery Deposit	348.00
Total 4344 · Cost Recovery				348.00
4345 · Interest Income				
02/28/2023			Interest	103.11
02/28/2023			Interest	928.63
Total 4345 · Interest Income				1,031.74
4360 · Volunteer Revenue				
02/01/2023		Donation	Scott Trumpeter	10.00
Total 4360 · Volunteer Revenue				10.00
				25,366.60
5401 · Payroll Tax Expenses				
Total 5401 · Payroll Tax Expenses				-1,249.28
5402 · Payroll Expenses				
02/14/2023	12049	Rodriguez, Gabriel G		0.00
Total 5402 · Payroll Expenses				0.00
5405 · Payroll - District Employees				
Total 5405 · Payroll - District Employees				-6,728.69
5408 · Payroll - Volunteer Stipends				
Total 5408 · Payroll - Volunteer Stipends				-7,750.00
5415 · County Treasurer Fee				
02/06/2023	671	General Reserves Deposit	County Treasurer Fee	-615.55
Total 5415 · County Treasurer Fee				-615.55
5420 · Director's Fees				
02/14/2023	12064	Lopez, Aristeed		-100.00
02/14/2023	12065	Luttrell, Dennis		-100.00
02/14/2023	12066	Mosser, Allison M		-100.00
02/14/2023	12067	Pleshek, Barry N		-100.00
02/14/2023	12068	Weatherill, Joshua M		-100.00
Total 5420 · Director's Fees				-500.00
5430 · Volunteer & Employee Screening				
02/01/2023	69835	UC Health Medical Group	Atwater	-45.00
Total 5430 · Volunteer & Employee Screening				-45.00
5435 · Volunteer Development				

**Divide Fire Protection District
Revenue & Expenses by Account**

February 2023

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
02/13/2023	021323	Engraving Awards	banquet awards	-205.79
Total 5435 · Volunteer Development				-205.79
5440 · Periodicals & Memberships				
02/12/2023	021223	Microsoft	email service	-204.00
Total 5440 · Periodicals & Memberships				-204.00
5445 · Office Supplies/Expenses				
02/09/2023	020923	Vectra Bank	charge under dispute	-6.21
02/14/2023	food	Weatherill, Josh {vendor}	Board food	-21.23
02/28/2023	022823	Shipping Plus	copying, laminating	-19.12
Total 5445 · Office Supplies/Expenses				-46.56
5475 · Notice Publication , etc.				
02/28/2023	10506	Gazette	election notice, station ad	-476.11
Total 5475 · Notice Publication , etc.				-476.11
5495 · Volunteer Expenses				
02/06/2023	food	Ross, Laura	bus mtg food	-62.34
02/07/2023	7195411	American Express	cabinet for tshirts	-279.99
02/08/2023	020823	Walmart	station food	-86.20
02/13/2023	food	Guthardt, Martin	training food	-55.32
02/16/2023	021623	Paradox Brewing	30 year award T.O'Connor	-300.00
02/17/2023	food	Walmart	station food	-87.20
02/27/2023	food	DiLisio, Nathaniel	tr training food	-63.44
02/27/2023	food	Costco	station food	-246.35
Total 5495 · Volunteer Expenses				-1,180.84
				-19,001.82
5505 · Training				
02/10/2023	17	TNL Aviation	drone training	-350.00
02/14/2023	021423	Baumert, Michael	hazmat training	-1,174.75
02/28/2023	22-59828	Colorado Division of Fire Prevention	M.Baumert	-100.00
Total 5505 · Training				-1,624.75
5510 · Building/Ground Supplies				
02/02/2023	814530	NAPA Auto Parts	ice melt	-65.68
02/07/2023	0F47569756	Cintas	annual service	-1,484.02
02/17/2023	6115474	Amazon	window blinds	-107.97
02/27/2023	2723259	Woodland Hardware & Rental	supplies	-69.75
Total 5510 · Building/Ground Supplies				-1,727.42
5525 · Electric				
02/21/2023	022123	Core Electric Cooperative	electric	-287.10
02/28/2023	022823	Black Hills Energy	electric	-618.00
Total 5525 · Electric				-905.10
5540 · Fire Fighting Supplies				
02/02/2023	IN1825821	MES	shirts	-41.50
Total 5540 · Fire Fighting Supplies				-41.50
5541 · Fire Fighting R/M				
02/03/2023	2023-1004	Ace Electric	cascade wiring	-2,651.64

Divide Fire Protection District Revenue & Expenses by Account

February 2023

Date	Num	Name	Memo	Amount
Total 5541 · Fire Fighting R/M				-2,651.64
5545 · Vehicle Supplies & Fuel				
02/28/2023	022823	Wex	fuel	-386.82
Total 5545 · Vehicle Supplies & Fuel				-386.82
				-7,337.23
5625 · Capital Equipment				
02/07/2023	IN1827688	MES	hose tester	-3,556.00
Total 5625 · Capital Equipment				-3,556.00
				-3,556.00
				<u><u>-4,528.45</u></u>

