

COLUMBUS RURAL FIRE DISTRICT #3

BOARD OF TRUSTEES

MONTHLY MEETING Minutes

July 13th, 2026

CALL MEETING TO ORDER Meeting was called to order at 5:30 pm.

Present Curt Robbins, Chuck Kronz, Brent Parkin Debbie Parod, John Patterson
Assistant Fire Chief: Nick Jacobs **Battalion Chief:** Travis Hansen **Admin Assistant** Lisa Westervelt
Visitors Ty Heppner

PUBLIC COMMENT None

Presentations or Communications

APPROVE MINUTES Minutes for the meeting on June 9th, 2026 were approved as presented.

TREASURER REPORT The treasurer's report was presented. See attached report. Income of \$171,841.02. Expenses were \$136,773.72, which include payrolls, audit expense, quarterly incentive payouts, and California fire assignment expenses that are reimbursable to the district. **There was a motion made by Chuck to pay the bills in the amount of \$136,773.72. John seconded the motion, voted all in favor, motion carried.**

CHIEF REPORT See attached.

MISCELLANEOUS COMMITTEE REPORTS

- **PCRFD/CRFD Consolidation – Committee Update:** Ty shared that the Park City Rural Fire District board is ready to move forward and would like to schedule a meeting with both boards to vote on the Consolidation. Curt suggested that each district's board should discuss this as an agenda item at their respective board meetings in August. September 9th, at Special K Ranch was suggested as a meeting date and location. We would need to get an updated consolidation timeline from Chief Cowger based on an approval of consolidation plans on September 9th to make sure all the requirements and deadlines are identified.

NEW MEMBER APPROVAL: Brooklyn Zweegman is a new resident, and Tanner Smith is a new volunteer. **Debbie moved to approve Brooklyn and Tanner. Chuck seconded the motion, voted all in favor, motion carried.**

OLD BUSINESS

- New brush truck build- Skid Unit Grant
- **Patriot Mechanical Invoice issues:** Our attorney agreed there is valid reason to request more details on the additional costs on the invoice before any additional payment is made. We can request detailed time records and why a second worker was needed. Curt requested that we have Kate write a letter for us to send to the vendor. **Debbie moved to**

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request a letter from our attorney, Brent seconded the motion, voted all in favor, motion carried.

NEW BUSINESS

- **Architect Firm RFQ Selection:** One proposal was submitted, and that was from Dowling Architects. There was a motion from Chuck to accept the proposal from Dowling Architects for the proposed Fire Station Expansion & Modernization project. Debbie asked for clarification that accepting the proposal wasn't committing the district to any additional expenses until funding is secured. John seconded the motion, voted all in favor, motion carried.
- **Resolution for charging fees to assisted living facility for lift assist:** Debbie moved to approve the resolution. Chuck seconded the motion, voted all in favor, motion carried.
- **Payroll signature process:** With the new payroll direct deposit process, there will be just a single check to First Interstate Bank each payroll, but that check has to be deposited to the account by the end of business on Monday's. This timing can present a challenge for us to get payroll processed and the check signed by 2 board members in time. We need to look at new process for signing payroll checks. New process could include signature stamps used after email approvals or possibly prefunding the account with a minimum "floor" balance, or other options. Debbie asked how often payroll taxes are paid. There was discussion on what amount to use to prefund a payroll account. Debbie made a motion to transfer \$150,000 to the payroll account at First Interstate Bank. Funds would then be replaced with actual payroll costs to maintain the balance. Motion was seconded, voted all yes and motion carried.
- **DEA Form 222 Resolution:** Chuck moved to authorize the medical director to sign DEA Form 222 orders only for Schedule II medications carried for CFR EMS operations and authorize the Board Chair to execute the power of attorney on behalf of the district. Debbie seconded the motion, voted all in favor, motion carried.
- **Dozer acquisition:** There is a potential opportunity to acquire a surplus dozer from Texas. This would involve an inspection fee and freight costs. John suggested Nick talk with Mark. John made a motion to move forward with the dozer acquisition. Chuck seconded the motion, voted all in favor, motion carried.
- **Tires for Super Tanker:** Quotes for new tires for the super tanker were reviewed. John asked to check with Jay at MT Tire. Curt wants to verify the prices and tires quoted from

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Big Horn Tire to make sure the comparisons are the same. Curt and John will email the board with updates.

- **Pay Matrix:** At the request of the compensation committee, a pay matrix was presented with proposals including 3% COLA increase and 3.5% COLA increase, and merit increases ranging from 1.5% to 2.5%. The preliminary budget proposal reflects the maximum COLA increase and maximum merit increases.
- **Preliminary Budget:** A preliminary budget needs to be submitted by the end of the month. Chief Cowger has a preliminary budget for the board to review now and will continue to work on this and email to the board. The board will look at this again when the actual budget is ready, after the taxable valuations come out.

Executive Session: The Board entered into Executive Session at 7:10 PM. Executive Session ended at 8:05 PM. Debbie made a motion to approve a 3% COLA increase for all permanent employees, effective July 1, 2026. No merit increases at this time. The Board will look at insurance package plans in December. Chuck seconded the motion, voted all in favor, motion carried.

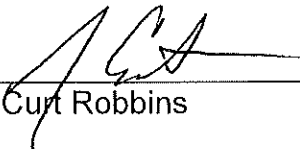
OTHER MEMBERS BUSINESS: None

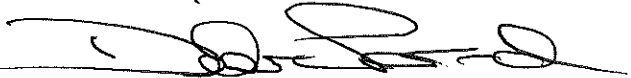
ANNOUNCEMENTS/Public Comment items not on agenda: None

ADJOURN: The meeting was adjourned at 8:10 PM

NEXT MEETING August 10th, 2026 at 5:30 PM Fire Station 944 E. Pike Ave, Columbus

Minutes submitted by Lisa Westervelt


Chairman: Curt Robbins


Secretary: Debbie Parod

