



FLORISSANT FIRE PROTECTION DISTRICT

Board of Directors Regular Meeting

2606 W Hwy 24, Florissant, CO 80816
and
Zoom Meeting

Jan 25, 2023

MINUTES OF THE REGULAR MEETING

MEETING OFFICAL RECORDING OF RECORD (closed caption on):
https://zoom.us/rec/share/IDvJLM51px2tmh77FsTKUZ_vt0udeK-d_J5oYuyJS7qc0dvVueHI9CLO4Mk08ZsX.GN-EYA9unr6XwTPH
Passcode:9rFgaiQ@

1. **Call to Order** 1805 hours
2. **Pledge of Allegiance**
3. **Roll Call**

Board Members:

President, Starla Thompson

Vice President, Justin Snare

Secretary, Amanda Sutton

Board members absent : n/a

Others in Attendance:

Chief Erik Holt

4. **BOD President Opening Statement**
5. **Public Comment**

- a. Public comments submitted; one comment submitted by public comment email and several comments submitted in person and by zoom attendance.

MOTION: Secretary Sutton motion to add DEO update to agenda, Vice President Snare-Second, All in favor – unanimous, Vote Passes

6. DEO Update

- a. Any questions regarding the election or candidacy should go directly to the Designated Election Official (DEO); the board will not answer questions or discuss the election and there must be a clear separation between the board and the election. Please contact Sarah (the DEO) at the contact information provided by the DEO on the florissantfire.com website

7. Chief's Report (Appendix A)

- a. Chief opening statement: The Chief is available to contact by phone and email directly with any questions; this can be found on the Florissant Fire website.
- b. 2022 Year-End review presentation on Zoom recording
- c. Chief presented communication needs regarding radios and presented quote for Motorola – APX 4000 radios (four total) for part time Captains and Chief. Quote=\$13,863.92; 2023 Comms budget has \$37,000 budgeted
 - i. Chief provided update he requested radios for firefighters – Teller County is paying for eight additional 800hz radios

MOTION: *President Thompson motion to approve invoice for \$13,863.92 to purchase four new radios, Vice President Snare, All in favor – unanimous, Vote Passes*

8. Treasurer's Report

- a. Approval of Financials
 - i. Previous treasurer turned in a report labeled 'preliminary'
 - ii. Table year-end financials and determination of budget amendment pending data from Tori (accountant)
- b. Chief provided update in lieu of Treasurer vacant position regarding High Park fire update again from Jan 6 meeting regarding invoice to State for reimbursement.

Old Business

9. Approve Minutes Regular Meeting 1/6/2023

MOTION: *Secretary Sutton motion to approve January 6, 2023 Board of Directors special meeting minutes, Vice President Snare-Second, All in favor-unanimous, Vote Passes*

10. BOD Authority, Roles and Responsibilities, Conduct

- a. Recapped Bylaws Committee (Board Secretary and President) and intent of updating District Bylaws and creating Roles and responsibilities documents; Board will provide opportunities for feedback and input for development of policies
 - i. Review and input provided and included in draft from now resigned board members Treasurer Vicky Collings and Second Secretary Shane Pratt

MOTION: *President Thompson motion to adopt Florissant Fire Protection District Board of Directors Procedural Authority, Roles and Responsibilities and Conduct, Secretary Sutton-Second, All in favor-unanimous, Vote Passes*

11. District Bylaws

- a. Recapped review of existing documents and specifically focused on 'District Bylaws' and followed the template draft from the SDA and provided by the legal team
- b. Starting point for policy development suggested prioritize four topics: Financial, Operational, Legal, Transparency

- i. Todd Leopold from DOLA encouraged by our progress and plans to attend our next meeting
- ii. Public interjections during motion to adopt bylaws

MOTION: Board Secretary motion to adopt the Florissant Fire Protection District Bylaws, today on January 25, 2023, Vice President Snare-Second, All in favor-unanimous, Vote Passes

12. Investment Policy/Account

- a. This subject would have been presented by the Treasurer; given Treasurer resignation prior to board meeting, the board discussed what was drafted and provided to the board
- b. Discussion regarding reactivating existing ColoTrust account and
- c.

MOTION: President Thompson motion to complete the paperwork to reactivate the Colotruster Account, Secretary Sutton-Second, All in favor-unanimous, Vote Passes

MOTION: President Thompson motion that we have authorized to include bookkeeper, CPA and two board members, Vice President Snare-Second, All in favor-unanimous, Vote Passes

13. Meeting Minutes Format (Document Action Taken + Recording Link)

- a. Discussion of abbreviated format of the minutes to briefly document agenda topics, include the motions and votes and include the Zoom meeting link recording embedded in the meeting minutes

MOTION: Secretary Sutton motion to adopt an abbreviated minutes format that includes the meeting recordings as viewable links in the meeting minutes, Vice President Snare-Second, All in favor-unanimous, Vote Passes

14. Consider Action on FFPD property held by TSCO (Hire Investigator to finalize assessment of equipment)

- a. Potentially close out investigations: Board president spoke to TCSO who clarified that requested equipment back does not close the investigations – can utilize an independent resource to investigate equipment if we recover

MOTION: President Thompson motion to request our equipment back from Teller County Sheriff's Office, Secretary Sutton-Second, All in favor-unanimous, Vote Passes

New Business

15. BOD Secretary Statement on Zoom Security & Attendance Policy/Options on Account

- a. Secretary provided an overview of the January 6th meeting being compromised and received a Risk Report from Zoom; provided detailed overview of security recommendations from Zoom to secure meetings and have safe meetings
- b. Discussed Zoom webinar which has a significant cost (\$79 per user/per month), versus requiring attendees to authenticate with free zoom accounts
- c. Board secretary proposed having a non-board member run the Zoom meetings

MOTION: Secretary Sutton motion adopt Zoom meeting security settings, meeting pass word/passcode enabled, waiting room enabled, meeting registration enabled, authenticated users can join meetings enabled, Vice President Snare-Second, All in favor-unanimous, Vote Passes

MOTION: Secretary Sutton motion to adopt a non-board member to host Zoom meetings, someone within the FFPD, Vice President Snare-Second, All in favor-unanimous, Vote Passes

16. Initial Options for a Performance Agreement for the Chief position

- a. Input provided directly from Shane and Justin; Justin conducted extensive research and reached out to several districts and shared a 30-60-90 day review as a sample to the board. Research and investigation
- b. In light of Shane's resignation (he had self-nominated to lead this effort), Starla and Justin taking point on scoring criteria

MOTION: President Thompson motion to add board vacancies to agenda, Secretary Sutton-Second, All in favor-unanimous, Vote Passes

17. Board Vacancies

- a. Discussion of what to do with Collings and Pratt resignations
 - i. President Thompson conferred with BOCC and as long as board conducts business they do not intend to interject
 - ii. Board decision to take time to think over options and table to next meeting or call special meeting

18. Motion to Adjourn Meeting

MOTION: Secretary Sutton motion to adjourn meeting, President Thompson-second, All in favor-Unanimous; Vote passes

19. Meeting adjourned at 2100 hours

Appendix A Chief's Report

OLD BUSINESS

1. Submission for approval of fleet management agreement with MayRiver Auto
2. Officers/Driver/Operator Academies
3. County burn restrictions update

NEW BUSINESS

1. 2022 year in review
2. January Response times
3. Rescue truck update- hands on inspections
4. Physical/data security update
5. ESO contract
6. TacOps guidelines
7. CWPP/CRR process for 2023
8. Motorola APX4000 quote
9. Family Fire Muster April 29th
10. Oil Change fleet agreement
11. Department member training updates
12. 2022/2023 Goal review

APPROVAL

On this day, February 22, 2023 we attest that the foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Florissant Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

President, Starla Thompson

Vice President, Justin Snare

Secretary, Amanda Sutton