



FLORISSANT FIRE PROTECTION DISTRICT

Board of Directors Regular Meeting

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

March 22, 2023

MINUTES OF THE REGULAR MEETING

MEETING OFFICAL RECORDING OF RECORD (closed caption on):
https://zoom.us/rec/share/6TAVIjKJZyIzOfSVL5ID9D9JOMYE_Rlr8iV99PneghgH_9e6HqFivnE4UMA19grd.282TLGyA8_Wrygqn?pwd=Nn3SobkdDGkMpC1BOIZIVE90Mj5Rwk7t

1. **Call to Order 1812 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
Victoria Wertgen (CPA)
Todd Leopold

4. **Approve Meeting Minutes**
 - a. Regular Meeting Minutes 5-6-2022
 - b. Regular Meeting Minutes 2-22-2023
 - c. Special Meeting Minutes 3-9-2023
 - d. Special Meeting Minutes 3-13-2023
 - e. Special Meeting/Public Hearing Minutes 2022 Budget Amendment 3-16-2023

MOTION: President Thompson motion to adopt 5-6-2022 meeting minutes drafted from the Legal department; Second-Vice President Snare, All in favor unanimous, Vote Passed

MOTION: President Thompson motion to approve Meeting Minutes 2-22-2023; Second-Secretary Sutton, All in favor unanimous, Vote Passed

MOTION: President Thompson motion to approve Meeting Minutes 3-9-2023; Second-Vice President Snare, All in favor unanimous, Vote Passed

MOTION: President Thompson motion to approve Meeting Minutes 3-13-2023 Minutes; Second-Vice President Snare, All in favor unanimous, Vote Passed

MOTION: President Thompson motion to adopt Meeting Minutes 3-16-2023; Second-Vice President Snare, All in favor unanimous, Vote Passed

5. Public Comment

- a. Public comments submitted; no comments submitted by public comment email; 7 comments submitted in person and no comments submitted by zoom attendance.

6. Todd Leopold – DOLA Follow-up and Update

- a. PowerPoint Presentation by Todd Leopold, Department of Local Affairs (DOLA), Division of Local Government, Central Regional Manager



Florissant

- b. Fire_FINAL_03222023_

- i. Contact: Todd Leopold todd.leopold@state.co.us
- ii. Overview of DOLA, Todd's role with DOLA, services/offering to FFPD
- iii. Board identified following areas of focus to partner/work with Todd (DOLA)
 1. Strategic Planning
 2. Grant Navigator & Services
 3. Community Engagement (Focus Groups)
 4. General Governance Training
 5. Change Management & Adaptive Leadership
 6. Performance Evaluation (Chief) – Todd to send board samples

7. Chief's Report (Appendix A)

- a. Chief Holt shared a presentation to provide documents, emails as evidence to answer public misinformation.
- b. Family Fire Muster updates
- c. June 10th - Mark VonAppen– FFPD hosting Firefighter Service Leadership conference – sold \$1000 in tickets to date
- d. S130/S190 – April 2023 at FFPD Station 1
- e. Radio Updates
- f. Training Updates
 - i. UC Health-EMT Classes in progress January – May
 - ii. UC Health agreed to host another EMT Class in Fall

- iii. FF1 (Currently one FFPD Volunteer in Fire Academy); success of FF1 they will be offering another [5 month commitment]
- iv. FFPD Host location August/September for RXB3 Class (Chief Wasilewski); POAs and partners who offer fire mitigation will have an open slot

8. Treasurer's Report

- a. Policy development: Accounting Policies – Victoria working with Chief and Bookkeeper
- b. Reviewed all financial statements
- c. Follow up on budget amendment hearing question-line items budget as \$0 and no corresponding % over/under budget (if no budgeted amount, the budget is based on 'group')
- d. Clarification of cash basis & accrual basis accounting (much preferred in accounting industry); FFPD is on modified accrual basis
- e. Audit clarification-encouraged to strengthen internal controls
- f. Multiple financials to approve at next regular meeting; need time to review new detailed reports provided by Victoria before next meeting as there were public interjections during Treasurer's report

Unfinished Business

- g. **District Personnel Manual – Draft**
 - i. Discussions and considerations to align the personnel manual to the size of our district
 - ii. Scale-back draft for public input; considered a Special or Working session as needed
- h. **District Performance Review Chief – Draft**
- i. **Update Facilities Projects**

MOTION: Secretary Sutton motion to add agenda item to post meeting recordings, Second-Vice President Snare, All in favor-unanimous, Vote Passes

- 9. **Posting meeting recordings:** Discussion with legal board can adopt the meeting recordings as official record. Secretary posed idea to 1) Post the meeting recording to the website directly following the meeting
2) Adopt written meeting minutes at next regular meeting

MOTION: Vice President Snare motion to post the meeting recordings to the website within a week's time following a meeting, Second-Secretary Sutton, All in favor-unanimous, Vote Passes

New Business

- 10. **Update on Election** – May 2023 Election tab on florissantfire.com website; additional details will be added about the election and the DEO/Deputy DEO, electioneering clarification; no campaigning or campaign communications during board business/public meetings/formal communications with the board at official florissantfire.com email addresses

11. Motion to Adjourn

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

12. Meeting adjourned at 2055 hours

Appendix A

Chief's Report

March 2023

OLD BUSINESS

1. Officers/Driver/Operator Academies- Chiefs council meeting cancelled in February will address again in March. Have received interest from other county Chiefs
2. County burn restrictions update- Not approved yet. County level still reworking
3. Motorola APX 4000 order- ordered submitted. Don't pay until delivery.

NEW BUSINESS

1. Opening address- This months lies and misinformation:
2. Light rescue truck update- In service and insured. New extrication equipment in service.
3. ESO transition- Myself and Capt Quick did admin briefing. Tentative in-service date of mid-June to complete training and data migration.
4. Family Fire Muster April 29th / Autism Awareness shirts
5. Fully Involved with Mark VonAppen
6. S130/190 April for all department members
7. 8 new Tait radios received.
8. UC Health EMT course tentative for August
9. Fire 1 Academy Spring 2024
10. RXB3 requested through DFPC offered FFR as host location
11. DFPC Grant for extrication equipment

APPROVAL

On this day, April 26, 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