

FLORISSANT FIRE PROTECTION DISTRICT



2606 W. HIGHWAY 24 / P.O. BOX 502

FLORISSANT, CO 80816-0502

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BOARD OF DIRECTORS

MINUTES

Held At 2606 W. Hwy 24

Florissant, CO 80816

July 18, 2022 5:00 p.m.

CALL TO ORDER: The meeting was called to order and conducted by President, Joe Kraudelt at 1709. Then by newly appointed President (on appointment in meeting), Starla Thompson took control of the meeting.

Roll Call:

President, Joe Kraudelt

Board Member, Amanda Sutton

Board Member, Jim McGovern

Board Member, Justin Snare

Board Member, Starla Thompson

Interim Fire Chief, Erik Holt

Opening Remarks: Regular Board meeting moved up due to scheduling conflict with new board member.

PUBLIC COMMENTS:

Motion by Jim McGovern – Move public comment from the end of the agenda to the beginning of the agenda;

Second – Starla Thompson. Vote pass unanimous

Conduct set for meeting; public comment three minutes max and should be issues dealing with current business handled in the immediate future with board members.

Eleven people including community members and volunteers provided public comment.

Election of Board Positions: Joe will not accept nominations and will not be voting. Remain on advisory capacity.

Nominate Jim McGovern Treasurer – Accepted Nomination

Nominate Starla Thompson President – Accepted Nomination

Nominate Amanda Sutton Vice Secretary – Accepted Nomination Secretary

Nominate Justin Snare Vice President – Accepted Nomination

Motion by Jim McGovern – Motion to accept all nominations; Second – Amanda Sutton. Vote pass unanimous.

## REPORTS

Chief's Report: Appendix A

Old Business:

- High Park Fire Response and payments by the state; State will be reviewing
- May River Auto: Fleet Maintenance. Chief met with them to discuss and the main mechanic willing to become certified in Emergency Vehicles. Example of service, radiator issue fixed within one day and they have after hours drop off. Chief did not want to enter a discussion without a board. Want the right people that can work on fire department equipment. Joe provided a historical note of approving an agreement with someone local and give priority and have people that can work on fire department equipment.

Motion by Jim McGovern: Motion to allow discussion with and future development of contract of Fleet Management Agreement; Second - Justin; Vote pass unanimous.

- IT Upgrades: 1st check signed and supply chain issues. Once received IT and Physical Security, door locks, cameras. Previously approved items were on backorder and should be delivered soon.
- Two F350s: Cancelled and not in the queue for build.

New Business:

- Promotion in consideration: Interim Chief asks the board to promote Dave Quick to Captain, does additional duties, was pending and good move for the department. Requires approval from board. Dave does all the state reporting and emergency reporting, all medical supplies, runs reliably on just about everything. Good asset to rely on. Comment – [Dave Quick] has support of volunteers.

Motion by Amanda - Approve Promotion; Second – Jim; Vote pass unanimous.

- Upgrading Connectivity: This area is difficult with connectivity. Difficult to setup Red Cross. Sheriff

responsible as Fire Marshall. Constant contact needs to be maintained. Have considered Starlink for internet connectivity (RV) and a cell booster for vehicles.

Motion by Starla Thompson: Engage in conversation on contract; Second – Amanda Sutton. Vote pass unanimous

- Cell Phone Program: Look into discounted programs for volunteers, AT&T or Verizon. Should be official line of communication. Noted that Interim Fire Chief using personal cell phone and should be an official communication. Wants to look into department plan in place for AT&T or Verizon. Step one to investigate options and coverage. Firstnet – Fire department plan. First responder network and has priority. The board is interested in the Interim Fire Chief exploring and gathering information and would hold off on decision until the budget is reviewed.

Motion by Justin Snare: Gather information about the vendors; Jim McGovern Second – Vote pass unanimous.

- Need vendor who is certified to work on pumps: Looking into agreement and that comes with a fiscal note. Suggestion to enter into IGA (intergovernmental agency agreement) to maintain service pumps. Next step would be to get a copy of the IGA and need and agreement in place. This would

be from another fire department and not another company. Note that this also services most of the county. Falls under vehicle maintenance. Interim Chief to send board the IGA to review and look at cost.

- Federal Intellectual Property Right complaint submitted by FFPD to US Justice department for website and Facebook page. Legal discussion needed to understand more and board to bring to attorney for input.

- Vector Solutions: Emergency reports, renewal cost coming up next month \$3300.

- Board Email accounts setup on the <https://florissantfire.com/> website and hyperlink to email each position, up by end of week.

- Suggestion of [board] Bios: Will be working on adding that to a section on the website.

- Peer Support Meeting: Dave and Deon FireCorps. Members get trained in Peer Support and is the first line of mental, physical and emotional health to instill a personal connection. Topics of importance noted and to be brought back from the Peer Support Meeting:

- o Keep an eye out for Covid and variants continue to spread

- o Morale is low everywhere

- o Chief officers pay attention to attitudes and behaviors

- o Refer to peer support if needed

- Title 32 – Fire prevention and inspections: Establish system and protocol of all business and venues and commercial buildings. Important function and community safety. Abiding by safety codes, emergency exits not blocked, fire extinguishers are serviceable. Something to consider in future.

- Official Department Communication: Official communication, do not use personal emails. [Board Position] emails will be posted on the FPPD website. Interim Chief will come up with a solution for people without email. Simple solution to put board member emails up at a physical location; suggestion for the Library. IT Services provided by Upworx.

- Chief's Council Meeting: Major items

- o Prior to covid mutual aid picnic – post covid restrictions to start back up

- o Divide Chief Buckley to head it – motion to approve picnic and use Chief Council Funds;

Esprit de Corps

- o Honor Guard: Approved by the Chief Council, training, uniforms. Not cost or need from the department

- o Burn restrictions lifted. Fuel moistures good enough. Stage one to no fire ban. FFPD dispatching have been notified of a large increase in open burning of slash. Permit is required.

- Operational Concerns: Fuel tanks went empty on two days. Not on FFPD. On stay full and auto pay; not a large consumer of fuel and they admitted had not checked tanks end of May. Filled within 48 hours of notice of empty. They admitted error and ensured fill. Did not stop in June.

- Maintenance:

- Maintenance across the street getting addressed.

- One apparatus does not have a working engine

- o Plan to use IGA for repair

- o Future consideration to possibly use May River for future repairs

- Brush truck out of service. Pony motor blew head gasket and could not find a replacement for awhile. Replacement found and will be delivered any day to get back in service.

- Good News: 28wk old born (premature) in parking lot. There were many resource requirements, helicopter, NICU unit from Children's to get baby to stabilized airlift to Children's. Mom and baby are healthy.

- Wildland Council Meeting – July 20th at Sheriff's office. HOAs, Fire Departments attend and Sheriff hosts. Report will come from Fire Chief following the Council Meeting.

Financials:

- Not a lot of money spent. \$1579 – receipts provided.

- Transactions greater than \$2000 for June

- o Lawfirm is the largest, legal fees are the largest. Every time an accusation was made and had to get legal input and there was a fee involved.

- o Point of clarification: There are only a few law firms that specializes with Special Districts.
- Discussion about how and where invoices and records are maintained by the CPA (Victoria).
- o Records currently kept by Patti Angell; past decision to have a bookkeeper review all financials in addition to the CPA.
- o Request debriefing from the CPA.
- o Request for a documented list of personnel, staff, vendors
- o Treasurer would like to have monthly financials posted with comparison to the budget Questions and comments from the community warranted a point of clarification: Public comment and decorum to have the public remain quiet for the board to conduct business.
- Budget vs Actual: Mill levy paid monthly. This month \$83K.
- Current month YTD: Profits and Losses – Financials presented are YTD income and expenses and budget line is an annual budget. Revenues appear to be over budget. The budget for the year is on the FFPD website.
- Suggested to have a meeting with the CPA, discuss and change formatting as desired and post financials on the website and at the library.
- Question posed to Interim Fire Chief, are there any looming deadlines in preparation for budget. No looming deadlines. 22 Budget approved last December. Recommend begin 23 budget process soon.
- Question posed to Interim Fire Chief, is there a 3- or 5-year budget planning. Traditionally budget is annual. Do not yet have a strategic budget plan for 3- or 5-year budget planning.
- Board suggestion that information regarding budget and financials should go through the Treasurer instead of several board members reaching out to individuals (ex. CPA, Admin) with question. Jim McGovern, Treasurer agreed with this approach. Treasurer reported his plan to meet with administrator and CPA and will then debrief the board and decide on how to present the information to the Board.

#### District Administrator Report: Appendix B

- Disbursement from tax collection this month \$86765.12
- Fuel tank issue – vendor admitted had not checked since May
- 18 applications for the Chief's position
- Removed old board member's accounts – to save the district money
- Special Meeting Notification request form on the FFPD Website – to be notified of Special Meetings that are not regularly scheduled or regular meetings that are changed
- o Form is on the <https://florissantfire.com/> website and sent to district administrator
- All bills are current

Approval of Minutes: Proposal and agreement to approve prior meeting minutes; no formal motion or vote.

Interim Chief requested executive sessions to flip in their order

Motion by Starla - To change executive session order on the agenda; Second – Amanda.

Vote pass unanimous.

(1:58 min in)

Executive Sessions: Call Executive Session to Order 1905

Regular Meeting Continued:

- Offering opportunity to Erik Holt as Interim Chief until such time that we offer a permanent position to someone; unknown at this point of time and anticipate this to be 30 days. Effort to take action on identifying permanent chief.

Motion by Starla- Offer Erik to continue as Interim Chief for potentially 30 days or until such time a permanent position is offered to another candidate, as a paid position equivalent to the request that was made [in executive session] for the position; Second – Amanda. Vote Pass:

Jim McGovern-N, Justin Snare-N, Amanda Sutton-Y, Joe Kraudelt-Abstain, Starla Thompson-Y

Erik Holt responded will commit to 30 days and request to discuss if it will go beyond 30 days Motion by Starla to accept 30 day commitment; Second – Amanda Sutton. Vote Pass: Jim

McGovern-N, Justin Snare-Y, Amanda Sutton-Y, Starla Thompson-Y, Joe Kraudelt-Abstain

- Decision on Backpay tabled for discussion with legal

Discussion Motion for Hiring Committee for Vacant Fire Chief and Permanent Position

- Consideration as options to a hiring committee or full board process

- o Suggestion to have a committee, board members plus members of the volunteer force and perhaps community members

- Suggestion meeting with volunteers, need to hear from volunteers as individuals. Interview panel as a suggestion. Wanted to include a fire chief or high level skill; include member representation.

- Collective agreement include a volunteer member in some way.

- Suggested to elect a volunteer to be on the committee, one representative member to include on the committee

- Suggested to reach out to other districts for a professional to be on the hiring committee

- Suggested to reach out to candidates confirm continued intent to apply

- Need to first vet qualifications to come down to finalist list; 14 day period must be publicly posted

- Point of clarification on process: Finalize a list to interview, Identify finalists, Finalists must be posted

for 14 days before making a final decision

- Establish committee, review applications to screen the applicants to identify interviewees

o Initial Screening to minimum qualifications

o Interview Questions

- Suggested to have a two-member volunteer committee
- Suggestion to appoint a volunteer representative. Board asked the volunteers physically present at the meeting to bring the suggestion back to the full membership and identify an appointee within 48 hours. Volunteer member agreed to bring this back to the volunteer membership.

Motion by Jim – Request from volunteers to select a representative appointee for a volunteer member on the committee and set time as board reps to meet with the membership to hear individuals during blocks of scheduled time; Second – Amanda – Vote pass unanimous.

- Starla appointed Jim and Amanda for Committee by the President
- Additional discussion of community member on the committee – discussion of options to include the community members. Suggestion to allow the volunteers to nominate a community member.
- Plan to aim for a board meeting first week of August, and target August 2nd to make recommendations on who will be identified to interview Motion by Jim - Form interview committee, Jim, Amanda, Two persons to be selected by the volunteer corps [could be a member or a community member]; No second. Motion dies.

Counter Motion by Amand - committee comprised of two board members (Jim and Amanda), Experienced Fire Chief, One appointee for the volunteers, Consider another option for public input; Second – Starla Thompson, Vote pass unanimous.

Any other items to come before the board: None

Motion by Joe Kraudelt - to adjourn; Second – Justin Snare, Vote pass unanimous

Adjourn 1126pm