



FLORISSANT FIRE PROTECTION DISTRICT

Board of Directors Regular Meeting

2606 US-24, Florissant, CO 80816

Oct 26, 2022 Special Meeting

MINUTES OF THE REGULAR MEETING

1. Call to Order at 5:04pm
2. Pledge of Allegiance
3. Roll Call

Board Members:

President, Starla Thompson
Vice President, Justin Snare
Treasurer, Vicky Collings
Secretary, Amanda Sutton
Second Secretary, Shane Pratt

Board members absent : n/a

Others in Attendance:

Chief Erik Holt

4. Opening Statement

Each new board members gave an introduction

5. Public Comment

Janet Franke: [Submitted by email and read aloud by Shane] Two paid positions - not opposed; want to know if hourly or salary; if salary this would be nonexempt; overtime. Has money been dedicated in budget for OT? I would like to see this addressed.

Don Moore: [Submitted by email and read aloud by Shane] Budget/Salary -> Chief Holt; budget and salary on the agenda

- Advised the board to adhere to Title 32 -> consulted before taking votes
- Board consider conflict of interest: Title 24 Ethical principles re: backpay

Mary Capps: 30 newly certified wildland FF Type 2 volunteers

-Had been advised that our training was a complete waste of money by Chief Holt

-Via a grant from COSWAP - Purpose on the ground work fuel reduction

-Went for training CO Fire Camp (one of the best) Life, Preserve community and train student supp of wildlife and risk

-Purpose train to assist FFPD in whatever manner we can (run the Chipper)

-Erik->Jan we don't have enough volunteers

-Not funded by a POA; says Polis wants to use this model across the state

-Use these as volunteers

Rich Graham: Why suspend the bylaws; maybe change; why change the bylaws. Suspending is not a good idea. Kind of gives everybody some free; settled this place down and the community too.

Suspend the bylaws?

Budget: Why the big jump in payroll? Up to \$211K

Judy Dunn: Public decorum - thank for having this in person. Question if adopted agenda. Suggestion to have paper agendas available for attendees.

Paul Deltoro: Meetings in person and via Zoom

Mark Coleman: Zoom and in person meeting; Board mistakes: if the bylaws and the state statutes -> how to adjust the corrections and course correct

Kathleen Moriarti: 1) Trunk or Treat caused division since last March; Grange has does trunk or treat and motivation to set up another trunk or treat -> appears as competition. Maybe work in conjunction may be more positive image. 2) Welcome Chief Holt Chili - support fundraising dinners for FFPD and Lake George, never seen setup to name someone. If setup as a fundraiser, do not support. Do not welcome Chief Holt. Not support in him being the Chief.

Steve Prell: Question 2023 Budget proposal 33% pay raise immediately after being hired. Absurd tax dollars - was this \$87.5K advertised no at \$65K -> not fiduciary responsibility. Waste of tax payer funds does not appreciate wasting funds.

LeAnne: Safety topic- Radios. 1) One has a strap and one without a strap, New 800 for community, many places the screen says no service (cannot communicate) 800 preferred for vehicle. No one is listening and responding to other radio. Recently on call stand by law enforcement could not hear and had no service. Mutual aid=800 radio 2) Paid positions, setting up dangerous precedent; wants a paid raise and wants paid positions so he can work PT. Volunteers responding and paid people on standby - > bad message.

6. Approve Minutes

- September 28, 2022 Regular Meeting – NOT approved to be posted; Tabled for more detail to be added by President Starla Thompson
- October 9, 2022 Special Meeting – Approved to be posted
- October 11, 2022 Special Meeting – Approved to be posted
- October 14, 2022 Special Meeting – Approved to be posted

MOTION: Vicky motion to approve meeting minutes for 10/9, 10/11, 10/14 Justin Second, Vote: All in favor – Unanimous - Vote Passes

MOTION: Starla motion to table September 28 Meeting Minutes pending review, Justin second, Vote: All In favor – Unanimous – Vote Passes

7. Financial Report from Treasurer

- Treasurer, Vicky Collings – Jan – Sept Profit and Loss
 - Statements are on an accrual basis; expense in a month is booked in the month
 - Tori (CPA who works with the District) and Vicky engaged in dialogue to clarify documents used for Treasurer Report
 - Total 641K in checking and savings at the end of Sept – to date through Oct 629K
 - Oct – Dec estimates cash will be 530K at end of year – pretty healthy number
 - Penalties and Interests for state unemployment from ~3-4 years ago payroll taxes had not been paid; Tori sent letter request of waiving fees and \$6697.58 (updated) has been waived for State; 30K Federal still pending waiver

MOTION: Starla motion to approve financials month ending Sept 2022, Amanda Second, Vote: All in favor -Unanimous, Vote Passes

MOTION: Justin motion to approve to post budget estimate on website, Vicky second Vote: All in favor – Unanimous, Vote Passes

8. Address Statutes for 2023 Budget

- Governmental budgets require a reserve amount; Treasurer updated the budget to see the 2023 where reserve would end up – This will be posted on the website
 - President clarified the Board is under the gun and behind to get budget together and posted; Explained some grace with Treasurer being in seat for only a week to get budget aligned with state statute and requirements for posting

9. Chief's Report

- Attached [Addendum A]
Report and Discussion:
- Cell phones – Account has been setup with Verizon, testing an antennae (cell-booster) for the command vehicle ~\$499 will be submitted at future date; this is to address safety issue in dead zones
 - Question outstanding to look at cell plans for Volunteers
 - Some discussion about 4Mile has a first responder program that has priority calling plan setup (governmental plan); may try to leverage or consider a similar/same plan
- EMTS Grant {Life Paks} – In progress and will stay on as an old business item
 - Treasurer requested a copy of the grant; Chief Holt agreed to meet with Treasurer to go over the grant
 - Next step in the grant is Statement of Work (SOW)
- Reclassified District Admin to Administrative Assistant
 - Treasurer clarified with Chief Holt this position is being paid hourly and is not a salaried position; \$19/hr up to 25 hours per week
 - Reclassifying the title and responsibilities; this position was previously a 'catch all' position for the board and executive admin; changing this to Executive Administrative Assistant
- Home Oxygen Power outage program
 - Survey is still open on the website
 - Moving forward with purchasing spare O2 bottles

- Open Invoices
 - Approval Request over \$5000: *New EMS Bags 18 Trauma & 18 Oxygen - \$12,869.82*
 - Multiple quotes received, several sent to dept for testing
 - Captain Quick – EMS Captain coordinated and decided this best option that works with our equipment
 - Standardizing bags in the department
 - Second Secretary asked Chief Holt what to do with old bags – community partners that can use them; not able to sell these. Community member reached out to have a bag in their neighborhood and still needs approval from the Medical Director – Jeremy is current med director
 - MOTION:** Shane Motion to approve total of 36 bags (18-Red, 18-Blue) at the price \$12,869.82 Amanda Second, Vote: All in favor - Unanimous Vote Passes
 - Invoice under \$5000K: Purchase six drills
- IT update on supply chain delay
- Incident Review
 - 36 Incidents (since last board meeting), 3 CPR in last 30 days (relatively slow month)
 - Response times are still within the 11-minute range in CME and 16-minute in the Indian Creek area
 - 5 Response Zones and in Emergency system is based on the 3 Stations
 - Chief Holt rebuilding the system to match the Zones
 - This will give better insight into response times; Data is currently skewed for larger station coverage areas
 - Captain Dave Quicks birthday shout out!
- Trunk or Treat on Saturday – Hosting for the community; Chief Holt is big on fellowship and community and coordinated with Renee Caldwell with the Grange, and Steve also helped the Grange build their maze for their Halloween even. This is not a fundraiser and is nice to see community member faces and helps to provide better services to get to know community members.
- Two new volunteer members pending background
- Public thank you to the people who donated to the Mural; there has been an outpouring of support and ex
- Vision for the department delayed until after the budget hearing; tying into bigger picture to the five-year strategic plan.
- Big-O 10% discount by mentioning Florissant Fire
 - Break service, fluid, tires, etc.
 - Posted on the Florissant Fire Facebook and Website
- Training – CW FIMA [January 2023]
 - Budgeted this in 2023 for \$25K
 - Posted schedule for membership to attend and have several interested to build a roster and schedule to ensure district coverage
 - Teller County focus to work across the county to schedule and save money
- 1-2 Florissant Additional FFR Community Events Planned for 2022 [Not Fundraisers]
 - Fall 2022: Setting up hay bales and photos with Chief Holt’s dalmatians
 - Tree Lighting to be planned
 - Future - Online store with FFR branded merchandise – some designs in the works

- a. Planning to coordinate with something like Susan G Komen donations in addition to FFR fundraising (ie as an example 25% fundraising and 75% donations)
- Second Secretary posed question to Chief Holt Total # of Active Volunteers: 14 (inclusive of all membership)
 - Adding 1 new this week
- Fire Corps Coordinator Position posted and taking applicants

Old Business

- Credit Card Policy
 - Chief can spend up to \$5000 for items within the budget; policy is intended to increase accountability and transparency and to avoid things like split spending
 - Tabled for future discussion with Treasurer input by next Regular Meeting
- Vehicle maintenance contract – May River Auto still in progress (IGA with NETCO)
 - Pending legal terminology of the contract
- Revisit additional 2 P/T positions
 - 3 Positions voted, 1 approved immediately, 2 to be revisited pending budget considerations at 8/24/2022 Meeting
 - Open action item to be rediscussed for approval of 2 part-time positions IF the positions fit into the 2022 budget
 - Treasurer shared the two positions were moved to the 2023 budget
 - Previous treasurer supposed to meet with Chief Holt to encumber the funds into 2022 to hire the 2 part time positions
 - President Starla requested Treasurer and Chief Holt to resolve the 2 outstanding positions
 - Treasurer asked questions regarding Dave Quicks hourly rate; this is currently being paid as a stipend at 35 hours and currently working with Tori (CPA) to update this correctly to an hourly rate
 - Contract for Captain Dave Quick is currently in legal review and back to signature
 - Treasurer shared in her research there is different rules for Fire Fighters in rule; for example there are special overtime exemptions (FSLA)
- Connectivity Starlink
 - Starlink not currently a viable option
 - President suggestion to Chief Holt to put together a Safety Committee inclusive of membership regarding equipment or other resources needed by the department and to make this a priority
 - Starla eliminate Starlink from the agenda – Secretary responded that we may not need to vote on removing this form old business
 - Have not been removed or eliminated agenda items will remain
 - All board members in agreement to remove Starlink from old business
- IT Supply Chain Delays – Pending and latest update is early 2023

New Business

- Employment Agreements (Executive Session §24-6-402(4)(e), C.R.S) – Moved to end of meeting agenda to allow the public to leave if they choose; All in favor to move to end of agenda
- Employee Paid State Family Leave Act (FAMLI) District can “opt out”

- President shared we need to opt out by the end of the calendar year; if we opt out volunteers can still participate
- Second Secretary spoke with Ann at the SDA, if we do not opt, auto-enrolled for three years, otherwise 180 day to modify
- Need to distribute the information to all board members
- Tabled until next regular meeting pending Starla to send information
- Fire & Police Pension Association of Colorado
 - FPPA – An account already setup
 - Volunteer FPPA pension board is required
 - Chief Holt has been in contact with the FPPA representative who will schedule a learning session with FFPD board and membership
 - Significant amount of information and learning regarding this topic and may take FPPA learning session TBD; to be confirmed by Chief Holt coordinating with FPPA Rep
- Service Plan
 - Treasurer had submitted a DOLA CORA request (prior to board position) to obtain Service Plan; filed in 1988 updated in 2004 to change from Divide/Florissant Fire Protection District to Florissant Fire Protection District
 - Learned can change service plan if a material modification
 - Discussion about service plan being out-of-date and needing to be updated based on current services
 - Chief Holt recommending updating Service Plan every five years to align with strategic plan; an accurate service plan should be used to inform budget considerations
 - Suggestion to approach the service plan through a Teller County lens to look at mutual aid partners and partnering resources
 - Chief Holt to provide suggestions to update the Service Plan and bring back to the Board
- Suspend Bylaws
 - Multiple documents in circulation as bylaws: 1) District Bylaws (FFPD) 2) Florissant Fire Rescue District governing Volunteers 3) Articles Florissant Fire and Volunteers
 - President stated legal recommendation to suspend all copies and defer solely to the SDA and stated the Special District is required to legally follow the Colorado Constitution; specifically, Title 32 and Title 24
 - President recommendation is to align with legal recommendation and suspend all bylaws
 - Chief Holt has stated that outdated bylaws has cost the District over 10K in legal fees
 - Treasurer posed the question as to how this cost the district money
 - President and Chief responded that if a law was challenged, Chief was in a position that he needed to confirm with legal which incurred legal fees
 - Secretary added a point of clarification there are only two documents that are currently active
 - The third document that is not signed nor was never adopted per historical information provided by Joe Kraudelt
 - Discussion regarding the documents currently in circulation
 - Second Secretary referenced the SDA definition of bylaws, their governance benefit and use for defining operations of the board, board positions; courts may reference bylaws; boards may also create operating procedures

- After speaking with a representative with SDA suggests having bylaws and Second Secretary in favor of having bylaws and updating what we have
- Secretary shared an opinion does not believe we need to suspend the bylaws in order to amend or make modifications to the bylaws; the current bylaws state the Board may amend or modify the bylaws per board voting rules
- Suggestion by President and Second Secretary to form a bylaws committee
- Board agreement there are inconsistencies and confusion in having multiple documents which are indeterminate which are active and signed by previous board members
- Agreement of separating fire operations from the District bylaws into standard operating procedures (SOPs) and standard operating guidelines (SOGs)
- Much of the bylaws are duplicative and restates the state law almost word-for-word
 - Observation the board has not yet gone through the activity of red-lining matching to what is in the SDA and what is unique or different
 - Between now and the next regular meeting Secretary to review the District Bylaws against the SDA to identify what is
- Discussion between Board and Fire Chief regarding the Bylaws for governing FFR, Volunteers and Fire Corps
 - Fire Chief stating that current bylaws governing FFR and Fire Corps are hamstringing the operations and are outdated
 - Secretary, Second Secretary, and Treasurer posed varying concerns to Fire Chief regarding suspending bylaws governing FFR and Fire Corps *prior* to having new or updated bylaws
 - Suggestion and discussion regarding minimally keeping some operational procedures (governing the Florissant Fire Rescue and Volunteer Fire Corps)
 - President proposed options to table until the next meeting or form a committee
 - Treasurer made a motion to suspend the articles [ones that are not signed dated 2019] Second Secretary second the motion [side conversations clarifying the document]; Secretary posed a clarification to Chief Holt he is currently using this document as the FFR Operations and includes the duties of the Fire Chief
 - a. Ended without a formal vote based on confusion the document being used by the Fire Chief for operating governance, yet does not have a formal ??
 - b. Secretary - Counter motion to have a work session at a definite date before next regular meeting – Motion Died
 - c. **MOTION:** Starla counter – Table this subject, not make a decision and form a committee - table all three documents, pending a committee that can analyze what should be suspended, Justin Second; All in favor – Unanimous, Vote Passes
- BOD Duties SOP
 - Opinion this topic will be included in the to-be-formed Bylaws Committee
- Teller County Toy & Coat Drive
 - Many kids were missed in the past Toy Drive and Florissant Fire has joined the larger Teller County initiative to Toy & Coat Drive
 - Box to collect toys is now available
- Welcome Chief Holt Chili Dinner

- Many community members, board members and fire members bringing chili for a quasi-chili tasting
- Trunk or Treat at FFPD

10. Any other item that comes before the Board

- Public decorum is in the SOP and thanked Judy Dunn for proposing suggestion as a starting point for public decorum policy
- President responded to Safety – had a non-specific threat and the board responded in accordance with what felt safe and relevant in having meetings in Zoom. Successful having this meeting in person and look forward to developing policies and procedures to support in-person meetings and considerations for hybrid, as the public reported conflicting desires in wanting both Zoom and in-person options
- Office build – Chief Holt requesting a decision from board to proceed with building
 - Construction bid received for \$27,000
 - Chief stated he found a cost-saving way to come under \$27,000
 - Treasurer requesting a more realistic number of what it may be with cost savings
 - Second Secretary posed a question if this will ruin the space in Fire Station 1; Chief summary of response no, the space is currently underutilized/not being used
 - Chief shared the existing offices are in a separate building, not heated and it is critical to the community to have the Fire Chief in the building along with the administrative assistant in dedicated offices available to the public
 - Community members have stepped up to volunteer
 - Discussion about what portions of the bid may be cost savings; is there a way to provide this in a document or quote
 - Treasurer shared she wants the bookkeeper in the building and will have the records within the building to be able to access
 - Tori (CPA) and Treasurer had previously discussed there will be a budget amendment at the end of the year
 - President posed question to Treasurer with limited time with budget, is there funds within the current budget; response to this directed to Chief asking if this is a high priority; summarized response there are many priorities and this is one to have a 40-hr Fire Chief in the building along with Captains and Administrative Assistant
 - Secretary proposed an option to approve the \$27,000 in increments based on goals being met
 - Treasurer stated this agenda item was not distinctly called out on the agenda and President stated this was an oversight in not listing in Old Business
 - Second Secretary stated is not opposed to remodeling, but currently opposed to this
 - Treasurer in favor of creating a space for employees and volunteers and stated [we] have the extra money and consider approve and hold Chief accountable to come in under bid
 - President shared in her experience as a board member Chief Holt has been extremely frugal; has not spent money even though authorized to do so over the past 6+ months and has served the district with integrity and feels he will not violate this commitment
 - Treasurer expressed leaning on CPA tenet of trust-but-verify and willing to approve with a level accountability

- **MOTION:** Amanda motion to approve office buildings with commitment to come in at or under the \$27K bid, Justin second, Vote: Amanda-Y, Starla-Y, Vicky-Y, Justin-Y, Shane-N Vote Passes
- Consideration to look into donating gym equipment
- Clarification to public that the part-time positions will be hourly
- Clarification to question regarding COSWAP Grant – Wildland FF; Chief Holt clarified the FFR could have done this in house for free as an educational training; FFR will conduct background checks; Chief shared the FFR will ask anyone willing to volunteer with the department and commit to a background check and arduous pack test; The group suggesting is not a mutual aid partner that can utilize the county chipper and has liability and insurance considerations
- Response to question posed regarding potential conflict of interest in interim Fire Chief backpay – Secretary recited §24-18-105 (3). Ethical principles for public officers, local government officials, and employees. Based on research and interpretation of statute, there does not appear to be a conflict of interest. Additionally, Chief Holt stated he had only voted on one item during short board tenure which was voting on Upworx IT Upgrades

MOTION: Secretary motion to go into executive session pertaining to Employment Agreement 24-6-402(4)(e) at 8:43pm and will return to regular session, Starla Second, All in favor-Unanimous, Vote Passes

11. Employment Agreements (Executive Session §24-6-402(4)(e), C.R.S)

12. Return to Regular Meeting

- Board not yet come to an agreement and tabled negotiations of employment agreement to a future date

13. Adjournment

The meeting was adjourned.

APPROVAL

On this day, November 30, 2022, 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

Treasurer, Vicky Collings

Secretary, Amanda Sutton

Second Secretary, Shane Pratt

ADDENDUM A

Chief's Report **October 2022**

OLD BUSINESS

1. Submission for approval of fleet management agreement with MayRiver Auto
2. Submission of gear service life needs and ordering new PPE for approval
3. Cell Phone for Chief and possibly department account- account established
4. Command Vehicle Upgrades/Needs- antenna system quote received
5. EMTS Grant- statement of work and approval of funds
6. Re-classify District Admin to Administrative Assistant. Salaried position of \$24,000 annually.
7. Florissant Fire Rescue Home Oxygen Emergency Power Outage Program

NEW BUSINESS

1. Incident Review
2. Invoices for approval
3. Happy Birthday Captain Quick!
4. Trunk or Treat
5. One new volunteer one pending
6. Mural – thank you to the private donors
7. Vision for department in strategic plan- update
8. Partnership for winter safety with Big O Tires
9. CWFIMA Winter Academy
10. Fire Corps – Online Store
11. Fall Family Photos and Hot Cocoa