

DIVIDE FIRE PROTECTION DISTRICT

Board of Directors Meeting

Shoemaker Fire Station, 103 Cedar Mountain Road (Mail: PO Box 941), Divide Colorado, 80814

January 10th, 2023 at 6:00 p.m.

## MINUTES OF THE REGULAR MEETING

**1. Call to Order**

President Josh Weatherill called to order the regular meeting of the Board of Directors of the Divide Fire Protection District (DFPD) at 18:00.

**Board members present:**

Josh Weatherill – President Steed Lopez – Secretary

Barry Pleshek – Vice President Dennis Luttrell – Director

Allison Mosser – Treasurer

**2. Review and Approve Agenda**

Motion by Director Luttrell to approve the agenda. Second by Director Lopez. The motion passed unanimously.

**3. Review, Approve, and Sign Minutes of Prior Meetings**

Motion by Director Luttrell to approve the minutes of the previous regular meeting. Second by Director Lopez. The motion passed unanimously.

**4. Public Comment** – No public comment.

**5. Financial Matters**

 **A.** **Financial Reports** – Attached.

 **B**. **Purchase Orders** – none.

Motion by Director Mosser to approve the financials and paying of the bills. Second by Director Lopez. The motion passed unanimously.

Director Mosser pointed out that the budget did not include a continuation of the Chief’s administrative stipend and this was overlooked. Motion by Director Pleshek to continue payment of the Chief’s administrative stipend, to be covered by contingency funds, until the new Chief assumes the job. Second by Director Luttrell. The motion passed unanimously.

 **C. Donations** – The board confirmed with Diana Perkins the procedure for individual donations to the department. All individual donations will go into volunteer funds, to be reconciled at the end of the year. Any accumulations in the volunteer fund over $25,000 will need to be spent by agreement of the volunteer members so the account does not accumulate indefinitely.

**6. Chief’s Report –** Attached.

 **A. Business Meeting Attendees** – Business meeting for February 6. Director Luttrell will attend with Director Weatherill as backup.

**7. Administrator Report** – Attached.

 Diana Perkins reported that Rise Broadband wanted to extend their time on the Divide tower until the end of March. Director Mosser pointed out this was within the terms of the original contract.

**8. Old Business**

1. **Policies / Handbook –** Director Mosser suggested that the board approve spending funds for legal counsel to do any handbook updates related to the hiring of a paid Chief. Motion by Director Luttrell to approve. Second by Director Pleshek. The motion passed unanimously.

1. **Station Security** – Director Weatherill reported (under section 7) that there was an incident with damage to R27. Director Weatherill reviewed the footage with Deputy Chief Kennedy. Chief Kennedy handled the incident with the involved party.
2. **Chief Hiring Process –** The job was posted on the IAFC website, the Colorado Association of Fire Chiefs website, and the Colorado Division of Fire Prevention website. Several applications have been received. The application deadline is 1/31/23. The search committee, including two board members, will meet on 2/7 to finalize candidates and will present their choices to the full board at the 2/14. Interviews will be scheduled (either via zoom or in-person) between 2/15 and 2/28. The board would like to meet in person with the final candidate or candidates, which might be able to take place between 3/1 and 3/8. A special meeting will be scheduled if necessary. Director Weatherill will be unavailable 3/9-3/16, which will include the 3/14 regular board meeting. The board designated the following responsibilities:
	1. Directors Pleshek and Luttrell will be part of the search committee.
	2. Director Weatherill will handle background investigation and verification of qualifications.
	3. Director Mosser will coordinate with legal counsel for questions regarding the procedures and legalities.

**9. New Business**

1. Motion by Director Luttrell to approve **Resolution 2023-01 Designating Meeting Times and Posting Place.** Second by Director Lopez. The motion passed unanimously
2. Motion by Director Luttrell to approve **Resolution 2023-02 To Hold an Election/Appoint a DEO. Second by Director Lopez.** The motion passed unanimously.

**10. Executive Session** – none.

**11. Adjournment**

Motion by Director Luttrell to adjourn the meeting. Second by Director Lopez. The motion passed unanimously. The meeting was adjourned at 19:52. The next regular meeting will take place on Tuesday, February 14th, 2023 at 6:00 p.m.

#### APPROVAL

We attest that the foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Divide Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

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Name and Title Date

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Name and Title Date