

Divide Fire Protection District

Public Meeting of the Board of Directors
January 27th, 2026 6:00 P.M.

AGENDA

- 1) Call to Order – Roll Call
- 2) Pledge of Allegiance
- 3) Review and Approve Agenda
- 4) Review, Approve, and Sign Minutes of Prior Meetings
- 5) Chief Report
- 6) Financial & Administrative Matters
 - A) Purchase Orders
 - B) Check Payments
- 7) Old Business
 - A) 5-Year Strategic Plan
 - B) Chief Job Search
- 8) New Business
 - A) Inventory
 - B) Legal Counsel
 - C) New Personnel Coordinator
- 9) Executive Session
- 10) Public Comment **
- 11) Adjournment

**** Public comment is limited to no more than 5 minutes per person, 20 minutes maximum. Please indicate on the sign-in sheet that you wish to comment.**



DIVIDE FIRE PROTECTION DISTRICT

Board of Directors Meeting

Shoemaker Fire Station, 103 Cedar Mountain Road (Mail: PO Box 941), Divide Colorado, 80814
January 27th, 2026 at 6:00 p.m.

MINUTES OF THE REGULAR MEETING

1. Call to Order / Role Call

Board President Lopez called to order the regular meeting of the Board of Directors of the Divide Fire Protection District (DFPD) at 6:00 p.m.

Secretary Franke called roll with the following present:

Steed Lopez – President
Robert Reynolds – Vice-President
Patricia Franke – Secretary
Peter Atwater – Treasurer
Dennis Luttrell – Director

Interim Chief Hinkle and District Administrator Diana Perkins were also present.

2. Pledge of Allegiance

3. Review & Approve Agenda - Motion by Director Franke to approve the agenda with the addition of item 7.c. Zoom Meeting Access and Item 8.d. New Hire Personnel. Second by Director Luttrell. The motion passed unanimously.

4. Review, Approve, and Sign Minutes of Prior Meetings – Motion by Director Franke to approve the minutes from the previous meeting. Second by Director Reynolds. The motion passed with four in favor and Director Luttrell abstaining. Director Franke at this time advised the public that there was a procedural error at the prior meeting, and that the executive session related to Chief Hinkle was extended in scope to include Patricia Franke and Lisa Pitts. No action was taken during the Executive Session, but the scope of the session should have been extended in notice. Motion by Director Franke to ratify this action from the previous board meeting. Second by Director Reynolds. The motion passed with four in favor and Director Luttrell abstaining.

5. Chief's Report – Attached. Chief reported the Handbook Committee was about ½ way through. Director Franke asked if the changes would be discussed with the members before adoption, and Chief responded he would do that. He also reported signing the Community Wildfire protection plan. He noted that there were no actions planned in this document, but he did make corrections where necessary. Director Luttrell also expressed this was not really a plan, had no county responsibilities outlined, and left the southeast part of the county uncovered. Director Franke noted that we should consider the county's lack of action in our 5-year plan.

Chief reported being ready to dispose of the old extrication equipment including the old K12, and the 6x6 ATV. He proposed offering to the membership for sealed bids at the next meeting. Director Lopez asked for a plan how values were determined, that included market value, depreciation, and useful life before the items were offered for disposal.

6. Financial & Administrative Matters

A. Purchase Orders – 012726-01 R21 Project - \$19645.67

012726-02 Rathburn Welding - \$3942.95 E22 and B20 welding

Director Franke noted that the purchase order for the R21 Project (converting the vehicle to a Chief's vehicle) was denied at the December 4th meeting, on the basis that there was no 5-year plan in place for capital replacements or refurbishments, that Chief Hinkle is an interim chief, and that the district already purchased a new Chief's vehicle in the preceding year. She asked how did the work proceed given that the purchase order was denied. Chief responded that there was an issue with R20 and he planned to replace it with C20 (the previous Chief's vehicle) and that he needed another vehicle as a Chief's vehicle. Director Franke made a motion to approve both purchase orders on the basis that the work had already been done on R21 and the district must honor its obligations. Second by Director Reynolds. The motion passed with four in favor and Director Luttrell abstaining.

B. Check Payments – The board signed check payments based on approved purchase orders.

7. Old Business

A. 5-Year Strategic Plan – Director Lopez requested a start and finish date. Chief said March to start, with a goal to have the plan to the board by first of May for discussion, and for adoption at the first board meeting in June. Director Atwater expressed his opinion that the Chief should have the final say on the 5-year plan after including input from stakeholders. Directors Franke and Luttrell expressed they were agreeable to the timeline as long as no further large purchases from reserve were made until a plan was in place. Director Franke asked if third part support was needed such as possibly consulting, but Chief expressed it was not needed and could be handled internally.

B. Chief Job Search – Chief Hinkle presented the proposed job description. There were minor changes. Director Lopez stated that the vacancy would be posted in the building as required by EEOC, on our website and on the Facebook page only at this time, engagement would be monitored and updated at the next board meeting to assess next steps. Motion by Director Lopez to accept the proposed description with the minor changes discussed. Second by Director Reynolds. The motion passed with all in favor.

C. Zoom Meeting Accessibility – Director Franke reported issues with our Zoom subscription that would not allow us to universally mute attendees. After discussion it was agreed to look into Teams with possibly up to three licenses. Diana Perkins reported there was money available in that budget item. Director Franke will inquire with Upworx.

8. New Business

A. Inventory - Chief reported having a copy of the current inventory and intending to initiate it with the paid staff. Director Lopez would like to see guidelines and a process for inventory. Chief said

possibly we would start monitoring targeted, easy-to-walk-away items on a monthly basis and keep other items on an annual basis. He did not propose a completion date.

B. Legal Counsel – Director Lopez reported that the possibility of having legal counsel visit in person was cost prohibitive. He proposed arranging training sessions with paralegals might suit our needs better at a lower cost. Everyone was in agreement. Legal counsel will be in touch with Director Franke and Diana Perkins.

C. New Personnel Coordinator – Diana Perkins reported Dawn Holden-Hale had started work as the New Personnel Coordinator

D. New Hire Personnel – Director Lopez requested that a written onboarding plan be made spanning 90 days for the Personnel Coordinator and also PT Firefighters. He wanted to be sure hours, etc, were being tracked and would like to see the District have a better understanding of actual time and costs involved, such as gear for new firefighters. Diana Perkins said she will be adding hourly time to her administrative reports.

9. Executive Session – none necessary.

10. Public Comment

Tom O'Connor, volunteer member – O'Connor commented on the 5-year plan, noting that the board has final responsibility and ownership of it, rather than the Chief. He also expressed concern over the purchase order for the R21 project, that three days after the purchase order being denied the work was being done. He expressed that if procedure was not followed it is better to just acknowledge that. He also advised that the K12 should be separated from the extrication equipment for disposition since it might appeal to a different demographic.


Robin North, resident/taxpayer – North expressed she was disturbed by the lack of respect that the board showed toward one another at the last board meeting and felt it did not look good. She also expressed concern about draining funds that are provided by the taxpayers. She noted how high the homeowner insurance and taxes are. She also reiterated her opinion that the board should try to hire a chief that lives locally. North also expressed that the locked doors and ice outside were very unwelcoming to the public.


11. Adjournment

Motion by Director Atwater to adjourn the meeting. Second by Director Reynolds. The motion passed unanimously. The meeting was adjourned at 7:50 p.m. The next regular meeting will take place on Tuesday, February 10th, 2026, at 6 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.



Name and Title


Name and Title

2, 10, 2026
Date
02, 10, 2026
Date

Divide Fire Protection District

Chiefs Report January 27, 2026

- **Year to date calls: 54 Structure fire**
- **Trainings**
 - **Completed Airbag training. 22 participants**
 - **Will start Extrication or Rescue 42's based on weather**
 - **Pile Burns completed @ highland Lakes.**
 - **Firefighter I Academy**
- **2 Part – time firefighters hired.**
- **Fire Chiefs Description.**
- **Hand book committee update.**
- **Department survey 16 responses**
- **Good job Letter**
- **Fire District Inventory process**
- **Teller County Chiefs Mtg**
 - **CWPP Agreement.**
- **E22 progress**
- **PO Requests**
- **Equipment**
 - **Old Extrication**
 - **ATV 6x6**



DIVIDE FIRE PROTECTION DISTRICT

P.O. Box 941
Divide, CO 80814
(719) 687-8773

DFPD Sales Tax Exemption # 98-136947-0000

Purchase Order #2026- 01022026

To: *See Attached*

Requested by: *Chief Hinkle*
Account:

Repurpose of Rescue 21

FROM: Divide Fire Protection District
(719) 687-8773

Please accept this order for the following items per Quote 21-07-276

<u>Item# / Description</u>	<u>QTY</u>	<u>Price Each</u>	<u>Total Price</u>
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See Attached

TOTAL \$

Bill to:

Divide Fire Protection District
P.O. Box 941
Divide, CO 80814

Ship to:

Divide Fire Protection District
103 Cedar Mountain Road
Divide, CO 80814

Rescue 21 Repurpose

PO# - 01012026

Auto Film Solutions \$4,536.67

Designer Signs \$1,998.01

DigiCom \$8434.20

Autoplex \$4,676.99

Total \$19,645.67



DIVIDE FIRE PROTECTION DISTRICT

P.O. Box 941
Divide, CO 80814
(719) 687-8773

DFPD Sales Tax Exemption # 98-136947-0000

Purchase Order #2026-*02032026*

To: *Rathborn Welding*

Requested by: *Chief Hinkle*
Account:

FROM: Divide Fire Protection District
(719) 687-8773

Est + B21

Please accept this order for the following items per Quote 21-07-276

<u>Item# / Description</u>	<u>QTY</u>	<u>Price Each</u>	<u>Total Price</u>
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See Attached

TOTAL \$ *3,942.95*

Bill to:

Divide Fire Protection District
P.O. Box 941
Divide, CO 80814

Ship to:

Divide Fire Protection District
103 Cedar Mountain Road
Divide, CO 80814

Public Comments

Tom - 5yr Plan

Chief directs but board is responsible - updates on progress - has input + resident - concern about PO R21 - 20,000 - it was denied 3 days after denial in favor of repurposing & didn't follow procedure. Chief fired over Less - policies were circumvented appreciate disposition of equipment separate to 12 construction

UTV - 58,000 no discussion over vision - Lexie gone ATV some trails not be able to be covered - fast no vision not part of 5yr Plan - hold off major expenses against 3rd FF - until 5yr Plan 75 yr anniv - Chief said gift appr Chief + Paula Kudos to membership. Fix challenges.

Robin North

13th Jan - Lack of respect toward one another. Felt did not look good - better tonight don't drain funds. We are taxpayers. High HO + taxes. Wants to hire chief in district. respond fast. Fire got to help. Lock doors unwelcoming. Leave open for meeting. No salt. Ice outside.

DL - meeting 2/17, at WP Library panel re insurance.



Divide Fire Protection District

**PO Box 941
103 Cedar Mountain Rd.
Divide, CO 80814**

Phone: 719-687-8773

Chief@DivideFire.com

DIVIDE FIRE PROTECTION DISTRICT
Job Announcement: Fire Chief

Location: Teller County, Colorado

Status: Full-Time, Salaried, Exempt, Employment-At-Will

Salary Range: \$110,000 – \$135,000 DOE

Benefits: Health Insurance, Life Insurance, Disability, Workers' Compensation, Colorado FPPA, PTO

Website: www.dividefire.com

INTRODUCTION

Divide Fire Protection District (the District) is seeking an experienced, forward-thinking leader to serve as our next Fire Chief. Following voter approval of a mill levy increase (6A) in November 2022, the District is transitioning from a volunteer department to a combination department with paid responders while continuing to honor our strong volunteer foundation.

The district averages nearly 40 volunteers and responds to approximately 600 incidents annually. Beginning in 2025, the mill levy increase is projected to support approximately \$970,000 in annual revenue.

We are seeking an exceptional leader to guide this next chapter in our evolution.

POSITION SUMMARY

The Fire Chief serves as the executive officer of the District and is responsible to the Board of Directors for the effective and efficient delivery of all fire protection, emergency response, and related services. This position requires a strategic, ethical, and community-minded leader capable

Office of the Fire Chief

of managing daily operations, strengthening volunteer engagement, communicating effectively, and planning for long-term sustainability.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintain safety of all firefighters, staff, and volunteers.
- Supervise, direct, and coordinate all District operations, personnel, and administrative functions.
- Develop and maintain Standard Operating Guidelines (SOGs).
- Oversee preparation of incident reports, training records, and operational statistics.
- Lead volunteer recruitment and retention efforts.
- Coordinate inspections, code enforcement, and fire safety plan reviews.
- Participate in local, regional, and national emergency planning.
- Manage grants and represent the District at meetings and associations.

QUALIFICATIONS

- Associate degree required, bachelor's preferred.
- Minimum 10 years of fire service experience, including 3 years in leadership.
- NFPA 1001 Firefighter I & II; NFPA 1021 Fire Officer I (II/III preferred).
- NIMS qualifications (ICS 100, 200, 300, 400, 700).
- Wildland certifications S-130, S-190 (required), S-131, S-230, S-231 (preferred).
- Valid driver's license; ability to pass background and medical screening.
- Must reside within 30–45 minutes of Station 1.

APPLICATION INSTRUCTIONS

Submit a letter of introduction, resume/CV, and application to:

Christopher Hinkle – Interim Fire Chief

Divide Fire Protection District

P.O. Box 941

Divide, CO 80814

Email: chief@dividefire.com

Application Deadline: May 1, 2026

EQUAL OPPORTUNITY STATEMENT

Divide Fire Protection District is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

