

Divide Fire Protection District

Public Meeting of the Board of Directors
September 8th, 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) Financials
 - B) Purchase Orders
 - C) Administrative Report
- 7) Old Business
 - A) Handbook / Policy
 - i. Document Control Policy
 - B) Board Compliance Officer
 - C) Board Policy & Procedure / Gaps
 - D) CORA Procedures, Timeframes
- 8) New Business
 - A) Budget – draft budget due to board at October meeting
- 9) Public Comment **
- 10) Executive Session – none scheduled.
- 11) Adjournment

**** Please indicate on the sign-in sheet that you wish to comment.** Public comment is limited to no more than 5 minutes per person, 20 minutes maximum. **Reminder:** Public comment is to be addressed to the board and not to other members of the audience or community.

Link for Teams Meeting:

<https://teams.microsoft.com/meet/292577640149558?p=DbkXrRdzSxaNbFu5Rq>



DIVIDE FIRE PROTECTION DISTRICT

Board of Directors Meeting

Shoemaker Fire Station, 103 Cedar Mountain Road (Mail: PO Box 941), Divide Colorado, 80814
September 8th, 2026 at 6:00 p.m.

MINUTES OF THE REGULAR MEETING

1. Call to Order / Roll 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.

Director Luttrell called roll with the following present:

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

Director Lopez noted that a quorum of board members was present in person.
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 as presented.

SECOND: Director Reynolds **VOTE:** Unanimous in favor

4. Review, Approve, and Sign Minutes of Prior Meetings –

MOTION: By Director Franke to approve the minutes of the August 11th, 2026 meeting.

SECOND: Director Luttrell **VOTE:** Unanimous in favor

It was noted that some times were missing from these minutes and will be added later if they are found.

MOTION: By Director Franke to approve the minutes of the August 25th, 2026 meeting.

SECOND: Director Luttrell **VOTE:** Director Atwater abstained as absent from that meeting, the motion passed with four in favor

MOTION: By Director Luttrell to approve the minutes of the September 2nd, 2026 special meeting.

SECOND: Director Reynolds **VOTE:** Unanimous in favor

5. Chief's Report – attached.

A purchase order was submitted, see below Section 6.b.

Chief Hinkle reported the \$5,000 El Pomar grant was fulfilled, funding helmets, shelters, a supply cache, GPS units, weather kits, face shields, and gloves, with a \$135.73 overage attributed to shipping and handling.

Pancake Breakfast: Chief Hinkle reported a successful event with approximately 674 attendees and approximately \$22,800 raised, an increase over the prior year. He recognized Kendra for event setup and thanked participating agencies and volunteers. He proposed a donation to Teller County SAR in recognition of their support, but it was noted there were unfortunately legal issues involved in re-donating charitable contributions. Director Lopez suggested that time and labor donations to assist SAR fundraising might be an alternative. A full pancake breakfast reconciliation is pending upon receiving all outstanding receipts.

General Order – Training Standards: (attached) The document will be presented as a General Order, carrying interim policy weight until formal handbook amendments are adopted by the Board. The document references NFPA and NWCG certification standards and reflects the recent Handbook changes which require for volunteers EMR and Wildland certification as minimum requirement, with FF1 certification remaining optional for volunteers. The Board discussed and agreed to extend the training completion timeline from 1 year to approximately 2 years, recognizing volunteer scheduling constraints, with the timeline to serve as a target rather than a hard deadline.

Five-Year Plan: Chief Hinkle reported the planning group held its first session, with a follow-up meeting scheduled to plan chapters.

Facilities – Station Boiler: Chief Hinkle reported the station's primary boiler (approximately 35 years old) has failed with an estimated replacement cost of \$14,000–\$16,000. A separate, smaller heating system serving the training room requires a valve repair and recharge estimated at \$550–\$600. Director Reynolds asked about a possible temporary repair, but this may not be worthwhile. Director Franke recommended additional quotes in addition to the existing quote from Altitude Plumbing.

DFPC Audit – Division of Fire Prevention & Control will be conducting an audit of Divide Fire's training and recordkeeping as it relates to state certifications and renewals. An upcoming letter will advise of those dates.

Additional Items: Director Franke noted that the department received praise and appreciation from Florissant Fire pursuant to a recent smoke investigation.

7. Financial & Administrative Matters

A. Financials – attached.

MOTION: By Director Franke to approve the financials.

SECOND: Director Luttrell **VOTE:** Unanimous in favor

B. Purchase Orders

0908-1 Goodyear Tires – 5526.17 – Tender 21 Tires – approved during Chief's Report.

MOTION: By Director Atwater to approve the purchase order.

SECOND: Director Franke **VOTE:** Unanimous in favor

C. Administrative Report – Attached.

8. Old Business

A. Handbook / Policy – Director Reynolds reported no member comments were received on the previously circulated handbook revisions incorporating legal counsel's requested changes.

MOTION: By Director Reynolds to adopt the recommended legal updates to the Handbook.

SECOND: Director Franke **VOTE:** Unanimous in favor

i. Document Control Policy – The policy will be sent to legal for input.

B. Board Compliance Officer

MOTION: By Director Franke to table until after budget season, first of the year.

SECOND: Director Luttrell **VOTE:** Unanimous in favor

C. Board Policy Gaps

The Board discussed plans to address board policy and procedure gaps with legal counsel at a meeting scheduled for the following day. Director Franke requested, and the Board agreed by consensus, that she be permitted to begin drafting an investigation procedure, incorporating legal counsel feedback, for review at the October 2026 meeting.

D. CORA Procedures/Timeframes – The Board discussed a CORA-related complaint concerning redaction of email addresses in a prior records response. District Administrator Perkins explained that applicable Colorado statute permits, but does not require, redaction of email addresses. She stated she had consulted the Colorado Freedom of Information Coalition and a board member prior to responding to the request as evidence of due diligence and good faith effort to comply with regulations. The Board agreed that the statute does not appear to require redaction of email addresses, and agreed that the usb drive provided to the original requester should be reviewed by a board member in a safe environment with a summary report to be prepared for Board review at the next meeting. Perkins reported that she did not provide a written denial for part of the request as an oversight. The board discussed perhaps having a standardized form response that would include that information.

8. New Business

A. Budget – due to board at October meeting

Chief Hinkle and Director Atwater discussed year-end projections and initial considerations for the 2027 draft budget, including anticipated increases in fuel, supplies, and vehicle maintenance costs; a projected capital reserve target of \$400,000–\$450,000; upcoming apparatus replacement needs (Type 6

and Type 3 engines); potential impacts of county assessed valuation changes and the countywide 911 dispatch system consolidation; and risk of exceeding the current year operating expense budget due to firefighting supply costs and the boiler failure. It was noted that upcoming major capital projects need to be considered for grant requests as those will be difficult to fund otherwise without depleting reserves. No formal action was taken; a draft 2027 budget is to be presented at the October 2026 meeting.

Chief Contract: Director Lopez shared the most recent draft of the Chief employment agreement with the board, noting the primary change from the original draft was a provision for automatic renewal in successive one-year terms rather than a multi-year term. The Board elected to review the final document with legal counsel at the following day's meeting prior to formal dating and filing, rather than finalizing signature that evening. The document is to remain confidential in the Board's possession until finalized.

9. Public Comment - none.

10. Executive Session – none.

11. Adjournment

MOTION: By Director Franke to adjourn the meeting.

SECOND: Director Luttrell **VOTE:** Unanimous in favor.

The meeting was adjourned at 7:50 p.m. The next meeting will take place on Tuesday, September 22nd, 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.

<u>Abram Lopez President</u>	<u>10/6/26</u>	<u> </u>	<u> </u>	<u> </u>
Name and Title	Date			
<u>[Signature] Vice President</u>	<u>10/6/26</u>	<u> </u>	<u> </u>	<u> </u>
Name and Title	Date			



Divide Fire Protection District

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

Phone: 719-687-8773

Chief@DivideFire.com

September 8, 2026

RE: September Board Meeting / Chiefs Report

Year to Date Calls - 490

Significant Incidents -

- Extraction FS Rd 717 TCSandR, FFL UPRAID

Responses - See attached

Purchase Orders - Goodyear Tire T21

El Pomar Grant - See Attached

Pancake Breakfast - 674 attendees, \$22,800 raised

Memorandums -

Tender 22 Update -

5 YR Plan -

Station Boiler -

Christopher Hinkle
Fire Chief
Office: 719-687-8773
Cell: 719-424-5558

Office of the Fire Chief

2026 Response Data

Day: 06:00-20:00
Night: 20:01-

January February March April May June July August

Paid/Volunteer	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night
0/0	0	0	0	1	0	2	1	0	1	1	2	0	0	0	0	0
0/1	1	0	0	3	3	2	0	3	3	0	3	0	4	4	4	4
0/2	3	4	2	1	2	5	3	1	2	3	2	12	9	9	3	9
0/3	1	4	0	1	1	3	2	0	2	2	0	1	3	0	0	2
0/4	0	1	1	1	0	0	0	1	0	1	3	0	0	0	0	0
0/5	1	1	2	1	0	0	0	0	0	1	0	0	0	0	0	0
0/6	0	1	0	0	0	0	0	0	0	0	0	0	0	2	0	0
1/0	9	0	0	5	0	0	0	0	0	1	0	1	3	0	1	0
1/1	0	0	1	0	4	2	3	2	4	0	2	1	8	1	3	0
1/2	1	1	1	0	5	1	0	0	3	0	2	3	2	1	4	1
1/3	3	0	0	0	3	1	3	3	2	4	2	0	1	1	2	0
1/4	2	1	0	0	0	0	1	0	0	1	0	2	0	0	0	0
1/5	2	0	1	0	0	0	0	0	0	0	0	0	1	0	0	1
1/6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3
1/7	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2/0	4	0	1	0	7	0	3	0	5	0	2	0	4	0	1	0
2/1	1	0	7	0	3	0	3	0	2	1	3	0	5	0	2	0
2/2	6	1	3	0	5	0	4	1	2	0	1	0	4	0	1	0
2/3	1	1	1	1	1	0	0	0	4	0	0	0	2	0	0	0
2/4	0	0	3	0	1	0	0	0	0	0	0	0	0	0	0	0
2/5	0	0	1	0	1	0	0	0	0	0	0	0	1	0	0	0
2/6	0	0	1	0	2	0	0	0	0	0	0	0	0	0	0	0
2/8	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
2/9	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2/10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
2/11	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
2/20	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3/0	1	0	2	0	3	0	3	0	1	0	5	0	5	0	7	0
3/1	2	0	1	0	3	0	2	0	1	0	4	0	0	0	1	0
3/2	4	0	1	0	2	0	2	0	0	0	4	0	3	0	0	0
3/3	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
3/4	1	0	2	0	2	0	2	0	0	0	0	0	1	0	1	0
3/5	0	0	0	0	1	0	0	0	1	0	0	0	1	0	0	0
3/7	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
3/10	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
3/12	0	0	0	0	0	2	1	0	0	0	0	0	0	0	1	0
4/0	2	0	1	0	2	0	0	0	0	0	1	0	0	0	3	0
4/1	2	0	1	0	0	0	1	0	0	0	1	0	1	0	1	0
4/2	0	0	1	0	0	0	1	0	0	0	1	0	1	0	0	0
4/3	1	0	0	0	1	0	0	0	0	0	0	0	1	0	0	0
4/4	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
4/15	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0
4/6	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0
5/1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6/17	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0

Total Calls	49	17	34	9	58	18	37	12	33	13	42	20	61	19	37	20
% of volunteer calls	67%	100%	88%	89%	71%	89%	81%	100%	79%	92%	74%	95%	80%	100%	68%	100%
0/0 Details	February: incident 109, dispatch error call was CCFD jurisdiction. March: incident 153 residential fire alarm, cancelled by alarm company; incident 154, medical. April: incident 187 campfire in VFD jurisdiction. May: incident 265 dispatch error call was Netco jurisdiction, incident 272 MC jurisdiction no DFPD response requested. June: incident 338, cancelled by dispatch; incident 340, cancelled by TCSO															
90th percentile turnout time - all	17:07	14:47	17:39	20:00	23:00	15:00	17:00	18:00								
90th percentile turnout time - day	21:00	11:00	13:06	17:00	23:08	15:00	13:29	18:44								
90th percentile turnout time - night	16:27	15:44	18:00	22:07	23:00	16:00	19:35	17:15								

El Pomar Wildland Grant Purchase

GSA Purchase

5 – Red Wildland Helmets	\$56.93	\$284.65
15 – Yellow Wildland Helmets	\$56.20	\$843.00
2 – Fire Shelters	\$422.96	\$845.92
Sub Total S + H		\$1973.57

Supply Cache Purchase

Garmin GPS	\$299.99	\$299.99
Belt Weather Kit	\$254.95	\$254.95
6 Pack fuel bottle bag	\$63.95	\$63.95
3 – Kestrel Weather kits	\$299.00	\$897.00
10 – Full face shrouds	\$39.95	\$399.50
20 – small pairs gloves	\$9.95	\$199.00
30 – medium pairs gloves	\$9.95	\$298.50
40 – large pairs gloves	\$9.95	\$398.00
30 – X-large pairs gloves	\$9.95	\$298.50
Sub Total S + H		3162.16

Final Total	\$5135.73
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Grant	- \$5000.00
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Divide Fire Protection District will cover this overage	\$135.73
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Divide Fire Protection District

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

Phone: 719-687-8773

Chief@DivideFire.com

Memorandum – Office of the Chief

September 4, 2026

RE: Certifications of Department Personnel

To: Members, Board of Directors

The Divide Fire Protection District will be utilizing the following agencies for certifications for department personnel.

Emergency Medical Certifications will be utilized from the Colorado Department of Public Health and Environment (CDPHE). Certifications that will be available to department personnel will be Emergency Medical Responder (EMR), Emergency Medical Technician (EMT), and Emergency Medical Technician Paramedic (EMT-P). Some certifications may require the National Registry Certification to be included.

Structural Firefighting Certifications will be utilized from the Division of Fire Prevention and Control (DFPC). Certifications that will be available to department personnel will be Firefighter I, Firefighter II, Fire Instructor I, Fire Instructor II, Fire Officer I, Fire Officer II, Driver Operator, Hazmat Awareness, Hazmat Operations, and any other certifications will be at the discretion of the Chief. The initial training and certification standards will follow with National Fire Protection Association (NFPA) 1001 Standard for Fire Fighter Professional Qualifications, 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, 1021 Standard for Fire Officer Professional Qualifications, 1026 Standard for Incident Management Personnel Professional Qualifications, 1041 Standard for Fire Instructor Professional Qualifications, 1051 Standard for Wildland Fire Fighter Personnel Professional Qualifications.

Wildland Fire Certifications will be utilized from the National Wildfire Coordinating Group (NWCG). Certifications that will be available to department personnel will be Firefighter II, Firefighter I Squad Boss, Single Resource Boss (Crew, Engine, Firing, Felling, Strike Team/Task Force Leader, Division Supervisor, Incident Commander 5 through 1, and Facilitative Instructor. Other certifications will be at the discretion of the Chief.

Office of the Fire Chief

Christopher Hinkle
Fire Chief
Office: 719-687-8773
Cell: 719-424-5558

Name	YRS	BLS	EMR	EMT	EMT-P	CO FF1	CO FF2	WLFF	Calls
Alvey	< 1	yes			yes				
Anderson	< 1			yes		yes			
Atwater	3 yrs	yes						yes	
Babiarz	25 yrs	Exp				Exp	Exp	Exp	
Baumert	5 yrs	yes							
Buckley	< 1	exp							
Chiffolo	< 1	yes						yes	
Forbis	7 yrs	yes		yes		yes	yes	yes	
Gooding	< 1	yes						yes	
Guthardt	10 yrs								
Hinkle	1 yr	yes			yes		yes	yes	
Kennedy	19 yrs								
Lownie	4 yrs	yes							
McCausland	2 yrs								
North	< 1	yes		yes		yes			
Oconnor	34 yrs	exp		exp		exp	exp	exp	
Oostra	6 yrs								
Owings B	9 yrs	yes		yes		yes		yes	
Owings D	1 yrs								
Pickett	< 1	yes		yes		yes			
Porter	7 yrs	yes							
Quinn	< 1	yes		yes		yes		yes	
Rameriez	7 yrs								
Ray	< 1								
Raynsford	< 1							yes	
Remley	18 yrs	yes	exp				exp	yes	
Rush	< 1	yes		yes		yes			
Spencer	6 uys								
Stanley	9 yrs	yes						yes	
Toal	< 1	yes		yes				yes	
Walker	3 yrs								

Watkins		< 1									
Wells		9 yrs	yes		yes				yes		
Wolf E		2 yrs									
Wolf F		5 yrs	yes				exp				



DIVIDE FIRE PROTECTION DISTRICT

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

DFPD Sales Tax Exemption # 98-136947-0000

Purch. Order #26-090801

To: Goodyear Tire

Requested by: Chief Hinkle
Account: 5546 R/M

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>
See Attached			

TOTAL \$ 5526.17

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

quote

From Alex Vazquez <alex_vazquez@goodyear.com>

Date Tue 9/1/2026 3:39 PM

To DFPD Chief <Chief@dividefire.com>

Alex Vazquez
service Manager

TRSOT044

Invoice Billing (INV)

** Open *

Invoice: 173 1053698

PU/Del D ST CO

Post Date 09 01 20

Cus: 153786 Site: 0001 Typ: LG

Doc Srep HSE

Terms Beg 10 01 20

DIVIDE FIRE PROTECTION DIST

Assg Plt 173 Srep HSE

Terms Begin 30 Da

P 0 BOX 941

Cmmt: _

Payments 1

App# G0009120

DIVIDE

CO

Owner _

OpenTkts

0

Assoc Inv

80814

719 687 - 8773

Call ID:

Notes N

Page 1 /

Cod WingPrd SvR MN *-----Prod Description-----*

Qty

Price

FET

SAL 1492026 GY 315/80R22.5 ENDURANCE TSD 20

6

736.92

52.83

SAL 5046244 AV LA YARD SERVICE-REG HOURS-1 HOUR

3

168.75

SAL 5041213 PT FLOW THRU GATOR CAP

6

2.88

SAL 5041271 PT METAL VALVE STEM

6

13.13

SAL 5046278 LA DISPOSAL-TIRE COMMERCIAL

6

15.00

SAL 9260000 CO COLO. WASTE TIRE FEE

6

2.00

SAL 9800000 NA SHOP SUPPLY FEE

1

48.25

SAL 5180001 MS FUEL SURCHARGE

1

35.11

Tot Price+FET: 5526.17

Command ==>

09-01 16

PF: 1=Help 3=Exit 7=Up 8=Down 9=Tog 10=PcTg

19=Prv 20=Nxt Prt: 173 A

Divide Fire Protection District
Budget Performance
August 2026

		Aug 26	YTD	Annual Budget	Difference	% of Budget
2 - Fund Accounts						
	100 · Unreserved General Fund	0.00	0.00	670,200.00	670,200.00	0.0%
	115 · TABOR Reserves	0.00	0.00	23,800.00	23,800.00	0.0%
	Total 2 - Fund Accounts	0.00	0.00	694,000.00	694,000.00	0.0%
4000 · Revenues						
	4310 · Net General Property Tax	17,867.54	931,588.02	971,000.00	39,411.98	95.94%
	4312 · Interest County Treasurer	256.05	452.98	350.00	-102.98	129.42%
	4315 · Specific Ownership Tax	7,391.56	54,538.20	65,000.00	10,461.80	83.91%
	4325 · Teller County EMS/VFA Grants	0.00	0.00	2,500.00	2,500.00	0.0%
	4330 · State Gaming Grant	0.00	0.00	18,000.00	18,000.00	0.0%
	4340 · Special Incident Revenue				0.00	
	4341 · Special Incident DFPD Vehicles	0.00	0.00	10,000.00	10,000.00	0.0%
	4342 · Special Incident - Personnel	0.00	0.00	30,000.00	30,000.00	0.0%
	Total 4340 · Special Incident Revenue	0.00	0.00	40,000.00	40,000.00	0.0%
	4345 · Interest Income	3,513.95	21,427.91	22,000.00	572.09	97.4%
	4360 · Donations	1,254.00	54,414.00	20,000.00	-34,414.00	272.07%
	4397 · Other Grant Revenue	5,000.00	5,000.00		-5,000.00	
	4399 · Miscellaneous Revenue	74.63	6,779.75	2,500.00	-4,279.75	271.19%
	Total 4000 · Revenues	35,357.73	1,074,200.86	1,141,350.00	67,149.14	94.12%
		35,357.73	1,074,200.86	1,835,350.00	761,149.14	58.53%
		35,357.73	1,074,200.86	1,835,350.00	761,149.14	58.53%
5400 · Admin Exp						
	5401 · Payroll Tax Expenses	1,583.74	13,818.94	16,573.76	2,754.82	83.38%
	5405 · Payroll - District Employees	28,516.72	251,442.11	393,019.44	141,577.33	63.98%
	5407 · Payroll - Incident Response	0.00	0.00	30,000.00	30,000.00	0.0%
	5408 · Volunteer Stipends	0.00	3,500.00	10,000.00	6,500.00	35.0%
	5409 · Employee Benefits	5,801.57	43,446.85	133,556.42	90,109.57	32.53%
	5415 · County Treasurer Fee	543.70	27,938.10	27,500.00	-438.10	101.59%
	5420 · Director's Fees	500.00	6,400.00	8,000.00	1,600.00	80.0%
	5427 · Volunteer Recruitment Retention	0.00	48.65	4,000.00	3,951.35	1.22%
	5430 · Employee/Volunteer Screening	769.25	2,087.75	1,000.00	-1,087.75	208.78%
	5435 · Employee Recruitment Retention	24.04	3,456.23	12,000.00	8,543.77	28.8%
	5440 · Subscriptions, Data, Membership	1,156.88	13,540.34	27,130.00	13,589.66	49.91%
	5445 · Office Supplies/Expenses	1,178.57	4,054.71	5,000.00	945.29	81.09%
	5450 · Annual Audit	0.00	9,500.00	10,000.00	500.00	95.0%
	5457 · Trash Removal	17.46	35.57		-35.57	
	5460 · Legal Fees	1,684.50	6,865.50	10,000.00	3,134.50	68.66%
	5465 · Public Relations	0.00	288.84	8,500.00	8,211.16	3.4%
	5475 · Notice Publication , etc.	0.00	21.32	400.00	378.68	5.33%
	5480 · Insurance	0.00	45,623.00	48,584.56	2,961.56	93.9%

Divide Fire Protection District
Budget Performance
August 2026

		Aug 26	YTD	Annual Budget	Difference	% of Budget
	5490 · Pension Plan	0.00	0.00	12,000.00	12,000.00	0.0%
	5495 · Volunteer Expenses	2,281.12	7,432.14	20,000.00	12,567.86	37.16%
	5499 · Administrative Contingency	1,386.50	7,000.00	20,000.00	13,000.00	35.0%
	Total 5400 · Admin Exp	45,444.05	446,500.05	797,264.18	350,764.13	56.0%
	5500 · Operating					
	5505 · Training	225.00	10,091.79	35,000.00	24,908.21	28.83%
	5510 · Building/Ground Supplies	3,741.19	17,310.56	20,000.00	2,689.44	86.55%
	5520 · Propane-Natural Gas	204.78	2,612.41	5,000.00	2,387.59	52.25%
	5525 · Electric	395.51	3,431.54	4,300.00	868.46	79.8%
	5535 · Medical Supplies & Fees	694.60	5,626.58	12,000.00	6,373.42	46.89%
	5540 · Fire Fighting Supplies	7,852.20	61,697.07	20,000.00	-41,697.07	308.49%
	5541 · Fire Fighting R/M	575.78	3,724.56	8,000.00	4,275.44	46.56%
	5543 · Rescue Supplies & Expense	0.00	0.00	3,000.00	3,000.00	0.0%
	5545 · Vehicle Supplies & Fuel	2,089.39	13,657.32	16,000.00	2,342.68	85.36%
	5546 · Vehicle R/M	627.02	15,237.02	50,000.00	34,762.98	30.47%
	5560 · Comm. Supplies & Repairs	0.00	11,498.12	23,000.00	11,501.88	49.99%
	5570 · Safety-Uniforms & Equipment	507.70	5,374.50	8,000.00	2,625.50	67.18%
	5581 · Incident Expenses - Non-Reimb	0.00	0.00	4,000.00	4,000.00	0.0%
	5582 · Incident Expenses - Reimb	0.00	4,137.41	3,000.00	-1,137.41	137.91%
	5599 · Operational Contingency	0.00	0.00	20,000.00	20,000.00	0.0%
	Total 5500 · Operating	16,913.17	154,398.88	231,300.00	76,901.12	66.75%
	5600 · Capital Ex					
	5606 · Capital Reserve-Bldg & Veh	0.00	4,676.99	670,000.00	665,323.01	0.7%
	5610 · Building & Grounds	0.00	0.00	35,000.00	35,000.00	0.0%
	5655 · Vehicle Lease Payments	1,482.60	52,825.42	55,535.00	2,709.58	95.12%
	5657 · Vehicle/Apparatus Purchase	0.00	56,586.03		-56,586.03	
	5699 · Capital Contingency	0.00	0.00	10,000.00	10,000.00	0.0%
	Total 5600 · Capital Ex	1,482.60	114,088.44	770,535.00	656,446.56	14.81%
		63,839.82	714,987.37	1,799,099.18	1,084,111.81	39.74%
		-28,482.09	359,213.49	36,250.82		

Banking Accounts	8/1/2026	Deposits	Withdrawals	8/31/2026
Vectra Main*	92,133.09	6,301.63	60,176.62	38,258.10
ColoTrust	1,062,084.63	28,485.40	-	1,090,570.03
Balances after current bill payments				
Vectra Main	66,915.56			
ColoTrust	1,045,570.03			

Please note this is a management report and not a closed financial report.

Changes may still be made annually by the district's auditor or as needed to make corrections or adjustments.

Changes will be disclosed as timely as possible to the best of the district's ability.

09/07/26

Divide Fire Protection District

Bank Activity

As of September 8, 2026

Date	Num	Name	Memo	Amount	Balance
1010 - Vectra Bank Main Account (Primary Checking)					69,627.02
08/12/2026			Deposit	5,500.00	75,127.02
08/12/2026			23398034	-87.99	75,039.03
08/12/2026	eft	Cintas	tech service	-160.00	74,879.03
08/14/2026	679	Paychex	Payroll Funds...	-10,839.28	64,039.75
08/14/2026	679	Paychex	Payroll Taxes ...	-3,047.27	60,992.48
08/14/2026	679	Paychex	Payroll Fees	-55.92	60,936.56
08/17/2026	13269	Lopez, Aristeed	director fees	-92.35	60,844.21
08/18/2026	eft	FPPA Contributions	FPPA Contrib...	-1,334.04	59,510.17
08/18/2026	eft	Apex	trash removal	-17.46	59,492.71
08/20/2026	eft	Public Sector Health...	insurance	-4,319.31	55,173.40
08/21/2026	eft	Special District Asso...	conf registration	-175.00	54,998.40
08/24/2026	eft	Black Hills Energy	Acct# 0423 1...	-99.13	54,899.27
08/24/2026			Deposit	544.00	55,443.27
08/25/2026	eft	CivicPlus		-50.00	55,393.27
08/25/2026	13268	Baumert, Michael	wildland boots	-200.00	55,193.27
08/25/2026	13269	Western Skies Design	pancake hats	-1,750.00	53,443.27
08/28/2026	680	Paychex	Payroll Funds...	-11,896.62	41,546.65
08/28/2026	680	Paychex	Payroll Taxes ...	-3,361.29	38,185.36
08/28/2026	680	Paychex	Payroll Fees	-96.90	38,088.46
08/31/2026			Deposit	257.63	38,346.09
08/31/2026	eft	Cintas	23398034	-87.99	38,258.10
09/01/2026	eft	High Country Pest C...	pest control	-98.28	38,159.82
09/01/2026	eft	High Country Pest C...	pest control	-133.92	38,025.90
09/01/2026	eft	Time Clock Wizard	timeclock pro...	-84.95	37,940.95
09/01/2026	eft	FPPA Contributions	FPPA Contrib...	-1,334.04	36,606.91
09/01/2026	eft	Upworx LLC	monthly service	-160.00	36,446.91
09/02/2026	eft	Vectra Bank	Diana CC pay...	-1,098.20	35,348.71
09/02/2026	eft	Vectra Bank	Dustin CC Pa...	-1,687.99	33,660.72
09/02/2026	eft	Vectra Bank	Chris CC	-395.56	33,265.16
09/03/2026	eft	BoardBreeze	minutes app	-29.99	33,235.17
09/08/2026	eft	Wex	fuel	-1,997.02	31,238.15
09/08/2026	13270	4 Mile Septic	septic pumping	-600.00	30,638.15
09/08/2026	13271	AT&T Mobility (First ...	287352514682	-132.10	30,506.05
09/08/2026	13272	Bound Tree Medical		-694.60	29,811.45
09/08/2026	13273	Colorado Special Di...	samba safety	-326.25	29,485.20
09/08/2026	13274	Galls	3618505	-381.70	29,103.50
09/08/2026	13275	Gazette	pancake	-215.00	28,888.50
09/08/2026	13276	Hancock, Kendra	pancake	-36.05	28,852.45
09/08/2026	13277	Harland Birch	car wash	-80.75	28,771.70
09/08/2026	13278	Healthcare Medical ...	waste removal	-140.27	28,631.43
09/08/2026	13279	Ireland Stapleton	Legal Services	-1,684.50	26,946.93
09/08/2026	13280	Overhead Door	Cust# 23586	-2,733.40	24,213.53
09/08/2026	13281	Shipping Plus	volunteer flyers	-204.67	24,008.86
09/08/2026	13282	Spencer, David	EMSAC rene...	-50.00	23,958.86
09/08/2026	13283	Total Property Maint...	mowing	-250.00	23,708.86
09/08/2026	13284	Western Skies Design	shirts	-126.00	23,582.86
09/08/2026	13285	Zion First National B...	11300011300...	-1,482.60	22,100.26
09/08/2026	13286	Lopez, Aristeed	director fees	-184.70	21,915.56
09/08/2026	682		Transfer Colo...	45,000.00	66,915.56
Total 1010 - Vectra Bank Main Account (Primary Checking)				-2,711.46	66,915.56
TOTAL				-2,711.46	66,915.56

2026 Payroll & Firefighter Hours

Total Payroll Through 8/31/26		Budget	
Chief	79605.00	45560.00	174.73%
FT Firefighter	100213.71	201149.44	49.82%
PT Firefighter	49245.00	41600.00	118.38%
Office	22378.40	35960.00	62.23%

PTs

Date	Chief	Dustin	Brandon	Zach	Joe	Danniel	Colin	Mitch	
1/2/2026	83.50	92	93	0					
1/13/2026	106.50	85.25	82.25	0	65.5				65.5
1/30/2026	121.00	113.75	104.5	10.25	76.5		34.75		121.5
2/10/2026	108.50	103.25	111	45.75	81.25		60.75		187.75
2/27/2026	91.50	96.5	100.75	24	74.5	11	69.5		179
3/13/2026	83.00	96	84	48.5	72	67.25	62		249.75
3/27/2026	95.00	84.25	94.75	49.75	43	54	53.25		200
4/7/2026	116.50	98.5	85.25	34.75	76.5	24.25	54.75		190.25
4/24/2026	105.00	93	93.25	65.75	51.5	52.25	56.25		225.75
5/8/2026	92.50	88.00	84.25	13.75	65.75	32.50	53.75		165.75
5/22/2026	114.50	126.25	102.25	0.00	54.00	50.25	46.75		151
6/5/2026	82.50	150.75	92.75	0	66	41.25	48		155.25
6/18/2026	94.00	141	104.75	19	51.25	55	50.75		176
7/3/2026	122.50	84.25	105	31	18	23.25	49		121.25
7/17/2026	148.00	101.5	99	6	44.25	30.25	67	59	206.5
7/31/2026	40.50	84	86.25	0	0	20.5	73.75	17.25	111.5
					Emily				
8/14/2026	61.00	100.25	81.25				81	46.75	127.75
8/28/2026	139.00	89.25	84	18	15		88.5	26.5	148

FT Schedule 42 hrs per week / 84 per pay period

Budget

3 FT Firefighters 88 hrs per pay period
PT - 80 hrs per pay period

Date	Number	Vendor	Description	Line Item	Amount	Completed Amount	Date Completed	Overage
12/4/2025	1205-1	CO Pro EFT	2 sets extrication	5625	110,000.00	101,341.50	12/31/2025	
12/4/2025	1205-2	Paratech	airbags	5625	25,000.00	14,186.40	12/15/2025	
12/4/2025	1205-3	Total Prop Maint	doors		8,000.00	7,000.00	1/27/2026	
12/4/2025	1205-4	Sunny Comm	15 radios		30,104.00	25,104.00	12/12/2025	
12/4/2025	1205-5	Digicom	batteries		1,119.00	1,141.38	12/29/2025	
12/4/2025	1205-6	Rathburn Welding	E22		802.25	902.95	12/5/2025	
12/4/2025	1205-7	Harbor Freight	winch		1,110.00	1,196.67	12/31/2025	
1/13/2026	0113-1	Pikes Peak Polaris	New UTV + Pump	5606	60,000.00	56,586.03	1/28/2026	
1/13/2026	0113-2	Upworx	security cameras	5510	1,537.50	1,537.50	1/28/2026	
1/27/2026	0127-1	R21 Project**	revamp to Chief	5606	19,645.67	21,093.46	3/11/2026	1447.79
1/27/2026	0127-2	Rathburn Welding	E22 & B20 welding	5545	3,942.95	4,477.88	3/17/2026	534.93
2/10/2026	0210-1	Hanover Fire Protection	B21 & other	5540	12,976.57	12,976.57	2/20/2026	
3/10/2026	0310-1	Divide Collision	E21	5545	1,071.00			increase to 6640.02
4/14/2026	0414-1	MES	E22 hose	5540	20,470.00	All three Pos		
4/14/2026	0414-2	GSA	wildland hose pack	5540	3741.60+	224.28 outstanding		
4/14/2026	0414-3	GSA Cascade	wildland hose pack	5540	4,989.30			
7/14/2026	0714-1	Seek Thermal Imager	camera	5540	5,200.00	5,356.00	8/11/2026	
7/14/2026	0714-2	Bunker Gear	2 sets bunker gear	5540	10,000.00	7861.3 so far		
7/14/2026	0714-3	Arrow Wear	pancake supporter shirts	5499	7,000.00	7,486.50	6/29/1920	5613.50, 1873
8/11/2026	0811-1	CFHCB Trust	ff heart/cancer trust	5409	1,797.00	1,797.00	8/11/2026	
8/11/2026	0811-2	Amazon	printer	5445	699.00	699.00	8/11/2026	
8/11/2026	0811-3	GSA El Pomar	FF supplies	5540	1,973.57			
		Supply Cache	FF Supplies	5540	3,162.16			



**Administrative Report
by Diana Perkins
September 8th, 2026**

Grants

- District Pool Safety Grant – \$1942.88 available
- Gaming Grant – submitted \$28,960.32 – won't hear until October
- Heart and Cancer Trust – Submission in process

Additional Admin Activities

- Timeclock Wizard – checked to get a lower rate, decreased from \$202 to \$84
- Paychex – rate went up after intro period, called about a decrease, 60% decrease

CORA

Requ #	Date of Request	Date Rcvd Acknowledged	Requested By:	Board/Chief Notified	3 days	Completed	Notes	Requested
								Records
35	8/25/2026	8/26/2026	Patricia Franke	B	9/4/2026	8/31/2026		surveillance access logs
36	8/26/2026	8/26/2026	dividefiregate	B	9/4/2026	8/28/2026	no records available	contract drafts
37	8/26/2026	8/26/2026	membersofdfpd	C	9/4/2026	9/1/2026	9/3 requested waiver	8/22 call records
38	8/25/2026	8/28/2026	concerneddivecitizen	B	9/4/2026	8/28/2026		8/25 meeting records
39	8/26/2026	8/28/2026	dividefiregate	B.C	9/4/2026	9/4/2026		8/25 meeting and emails
40	8/26/2026	8/28/2026	dividefiregate	C	9/4/2026	8/28/2026		8/23 call records
41	8/26/2026	8/28/2026	dividefiregate	B.C	9/4/2026	9/4/2026		dfpc communications
42	8/27/2026	8/28/2026	Patricia Franke	B.C	9/4/2026	9/1/2026		log of emails
43	8/31/2026	9/1/2026	dividefiregate	B.C	9/8/2026	9/4/2026		surveillance access logs
44	9/4/2026	9/4/2026	Smartprocure	-	9/11/2026	9/4/2026		procurement records
45	9/1/2026	9/4/2026	dividefiregate	B.C	9/11/2026			CH & TL comms
46	9/3/2026	9/4/2026	dividefiregate	C	9/11/2026			followup to requ 33
47	9/3/2026	9/4/2026	membersofdfpd	C	9/11/2026			followup to requ 37

Weekly – process mail, bills, receipts, check and respond to emails

Monthly – balance bank statements, checked all receipts

Monthly - Paid CC bills and compiled, checked receipts

Board Meetings – prepare agenda, post on website and Facebook, prepare financial and admin reports, prepare copies of necessary materials, scan and upload approved minutes from previous meeting, prepare minutes

Bi-weekly Payrolls – check time sheets, enter in Paychex, print reports, enter journal in QB, scan and file, make FPPA deposits online

	Document & Records Management Policy	POL-0001
		Version 1.0
		Effective: 10/01/2026
		Page 1 of 9
Authorized By: Board of Directors		Authorized Date: 09/08/2026 Review Due: 10/31/2028

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1. Purpose and Scope

1.1 Purpose

This Document and Records Management Policy establishes a comprehensive framework for the creation, organization, control, and retention of all official documents and records within the Divide Fire Protection District. The policy ensures consistency, accountability, and compliance with applicable laws and regulations while supporting effective governance and operational excellence.

1.2 Scope

This policy applies to all documents and records created, received, or maintained by the Divide Fire Protection District, including but not limited to:

- Board Documents (policies, plans, and directives)
- Operational Documents (procedures, guidelines, and memos)
- Board Records (meeting minutes and related materials)
- Operational Records (reports, forms, and administrative documents)
- Electronic and physical documents in all formats

2. Document Architecture

The Divide Fire Protection District document architecture is organized into four primary categories, each with distinct ownership, approval authority, and management requirements:

2.1 Board Documents

Board Documents are strategic and governance-level documents owned by the Board of Directors. These documents establish the fundamental framework for district operations and require board approval.

Document Type	Description and Examples
Policies	Formal statements of principles and rules that guide decision-making and ensure consistent operations. Examples: Personnel Policy, Financial Management Policy, Emergency Response Policy.
Plans	Strategic and operational planning documents that establish long-term direction and resource allocation. Examples: Strategic Plan, Capital Improvement Plan, Emergency Operations Plan.
Board Directives	Formal instructions or mandates issued by the Board of Directors to guide specific actions or initiatives. Examples: Budget Directives, Operational Mandates, Special Project Authorizations.

2.2 Operational Documents

Operational Documents are tactical and procedural documents owned by the Fire Chief and Officers. These documents provide detailed guidance for day-to-day operations and service delivery. These include but may not be limited to:

Document Type	Description and Examples
Standard Operating Guidelines (SOGs)	Flexible operational guidance that provides recommended approaches while allowing for situational adaptation. Examples: Emergency Response Guidelines, Equipment Maintenance Guidelines, Training Guidelines.
Standard Operating Procedures (SOPs)	Mandatory step-by-step procedures that must be followed for critical operations and safety protocols. Examples: Apparatus Checkout Procedures, Hazardous Materials Response Procedures, Personnel Safety Procedures.
Memos	Internal communications that provide updates, clarifications, or temporary instructions. Examples: Operational Updates, Training Announcements, Administrative Notices.
Job Descriptions	Informational documents used to outline the roles and responsibilities associated with different jobs within the operation.

2.3 Board Records

Board Records document the official proceedings and decisions of the Board of Directors, serving as the permanent record of governance activities.

- Meeting Minutes (regular, special, and emergency meetings, may include resolutions)
- Meeting Agendas and Supporting Materials
- Contracts

2.4 Operational Records

Operational Records document the day-to-day activities, performance, and administrative functions of the district.

- Formal Reports (annual reports, investigation or incident reports, formal reports)*
- Completed Forms and Applications (personnel forms, permit applications, inspection forms)

- Training Records and Certifications
- Equipment and Maintenance Records
- Financial and Administrative Records
- Reports provided from consultants on behalf of district
*not intended to include informal monthly reports provided to the Board which are included in Board Minute packets.

3. Document Numbering System

All official documents shall be assigned sequential identification numbers according to the following standardized format to ensure proper tracking, organization, and retrieval.

3.1 Numbering Format

Living documents which are intended for ongoing use and expected for up-versinoing over the course of their use shall follow the format: **[TYPE]-[SEQUENCE]**

- **TYPE:** Document type abbreviation (2-3 Letters) See table in 3.2 for guidance
- **SEQUENCE:** Sequential three-digit number (001, 002, 003, etc.)

Documents which are point in time issuance, and records will include a date reference, as outlined below.

Exhibits may not be embedded into a document due to needing more frequent changes (to be authorized only by owner). These items are sequentially lettered and are named for their parent document with an -Exh"X" after. Example is the records retention schedule

Documents which cannot be clearly categorized by existing categories will be identified as MISC-###. Review of such documents will be part of the ongoing review of this policy to consider expansion or addition of categories, if appropriate.

3.2 Document Type Abbreviations

Category	Type	Example Number
Board Documents	POL (Policies)	POL-###
	PLN (Strategic Plans)	PLN-###
	DIR (Directives)	DIR-YYYY-###
	CEP (Compliance Enhancement Plan)	CEP-###
	BOP (Board Operating Procedure)	BOP-###
Operational Documents	SOG (Guidelines)	SOG-###
	SOP (Procedures)	SOP-###
	TRN (Training Material)	TRN-###
	MEM (Memos)	MEM-YYYY-###
	OPP (Operational Plan)	PLN-###
	FRM Form Templates	FRM-###
	CPP (Capital Project Plan)	CPP-YYYY-###
Board Records	MIN (Minutes)	MIN-YYYYMMDD
	AGD (Agendas)	AGD-YYYYMMDD
	CON (Contracts)	CON-YYYY-MM-DD

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Category	Type	Example Number
Operational Records	RPT (Reports)	RPT-YYYY-###
	FRM (Executed Forms)	FRM###-YYYY-###
	JD (Job Description)	JD-<Title>-YYYY-###
Undefined	Undefined/Other	MISC-###
Exhibits	Exh	POL-###-ExhA

4. Document Header Requirements

All official documents must include a standardized header containing essential identification and control information. This header ensures proper document tracking, version control, and legal compliance.

4.1 Mandatory Header Elements

Every official document header on the first page must include the following minimum elements:

1. **Document Title:** Short Title Representing Document Content
2. **Document ID Number:** Complete document identifier following the established numbering format
3. **Version Number:** Current version using decimal notation (1.0, 1.1, 2.0, etc.)
4. **Effective Date:** Date the document becomes or became effective (MM/DD/YYYY format)
5. **Pagination:** Page numbering in "X of Y" format (e.g., "Page 1 of 5")

Optional Header Information

Depending on document type and requirements, headers may also include:

- Current DFPD Seal or Logo
- Approval Authority (Board of Directors, Fire Chief, etc.)
- Review Date (for policies and procedures requiring periodic review)
- Expiration date (for documents which have a set applicable period)
- Distribution List (for memos and directives)

4.1.2 Additional Page Headers

Subsequent paged need not include the full header, but must at minimum include a header that displays

- Title, Document ID and Version, Pagination

4.3 Header Format Example

	Document & Records Management Policy	POL-0001
		Version 1.0
		Effective: mm/dd/yyyy
		Page x of y
Authorized By: Board of Directors		Authorized Date: mm/dd/yyyy
		Review Due: mm/dd/yyyy

Additional Page Header

Document & Records Management Policy	POL-0001 v 1.0
	Page x of y

Document & Records Management Policy	POL-0001 v 1.0
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4.4 Footer elements

- Footer should indicate the effective (documents) approved (records) date
- Where it is a strictly confidential document the word **Confidential** shall appear in the footer in red

Example: Effective 10/01/2026 | Divide Fire Protection District

5. Ownership and Approval Authority

Clear ownership and approval authority ensures accountability and proper governance of all district documents and records.

5.1 Board Documents

Owner: Board of Directors

Approval Authority: Board of Directors (majority vote required)

Responsibilities:

- Establish and approve all policies, plans, and directives
- Ensure compliance with applicable laws and regulations
- Authorize periodic review and updates
- Delegate implementation authority to Fire Chief

5.2 Operational Documents

Owner: Fire Chief and Officers

Approval Authority: Fire Chief (or designated Officer for specific operational areas at chief's discretion)

Responsibilities:

- Develop and maintain operational procedures and guidelines
- Ensure alignment with board-approved policies
- Implement and enforce operational standards
- Conduct regular reviews and updates based on operational needs

Document Numbers may be issued by owners in collaboration by accessing the document and record inventory log.

5.3 Records Management

Board Records: Maintained by the Records Custodian with accountability to Board Secretary

Operational Records: Maintained by responsible department or officer with accountability to Chief

Overall Coordination: Administrative Officer or designated records manager

Public Access to Inspect: See CORA Policy

6. Document Control and Version Management

Effective document control ensures that all personnel have access to current, accurate information while maintaining historical records for reference and compliance purposes.

6.1 Version Control System

All documents shall use a decimal version numbering system:

- **Major Revisions:** Whole number increments (1.0, 2.0, 3.0) for significant changes requiring re-approval. Major version updates should consider
 - Communication and Change Implementation/Management
 - Impact to associated training materials
- **Minor Revisions:** Decimal increments (1.1, 1.2, 1.3) for corrections, clarifications, or minor updates
- **Draft Versions:** Use "DRAFT" designation with version number (e.g., "DRAFT 1.0")
- **Version History Table:** Version 1.0 of a document is assumed to be the starting version of the document and therefore no history table is necessary. As a document is up-versioned, a summary should be added to the end of the document with a high-level description of changes. Example of Version History Table

Version	Date	Overview of Change
1.1	01/01/2026	Correct spelling error and update job titles
2.0	02/01/2026	Full re-write to account for updated personnel requirements and updated equipment.

6.2 Document Lifecycle Management

1. **Draft:** Documents are created following established templates and standards
2. **Review:** Documents undergo appropriate review by subject matter experts and stakeholders
3. **Approved:** Documents are formally approved by designated authority. At this time implementation of the requirements begin with training and communication as appropriate to impacted personnel, preferably prior to the effective date
4. **Effective:** Documents become effective on specified date.
5. **Periodic Review:** Documents are regularly reviewed and updated as needed
6. **Retired:** Obsolete documents are properly archived or disposed of according to retention schedules

6.3 Ongoing Document Review

To maintain accuracy, relevance, and compliance documents will be reviewed on a periodic basis. Individual plans may specify a review period which is more frequent than

- **Relevance /Applicability:** This is a high-level review intended for memos and directives. Every one (1) year these documents are reviewed for applicability and immediate relevance in the existing operational and strategic landscape. Memos/Directives which include an expiration date of less than a year need not undergo a periodic annual review process. Unreviewed memos and directives will be considered expired 3 months after the annual review is due. The review should set a disposition of extended or retired. Memos and directives which are extended multiple times should be considered for potential inclusion into policies or procedures, as appropriate.
- **Comprehensive Review:** This review is intended for living documents to ensure they remain accurate, relevant and compliant to all rules and regulations which govern the district. This review is also intended to act as a secondary control to ensure alignment is maintained between internal policies, plans, procedures and district practices. This review shall occur at a minimum of every three (3) years. Note- Memos and Directives, which are set to expire need not undergo comprehensive reviews.

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- **Interim Reviews:** As needed based on operational experience, legal changes, or technology updates

6.4 Change Control Process

All document changes must follow established change control procedures:

- Change requests must be submitted in writing with justification
- Impact assessment must be conducted for significant changes
- Appropriate stakeholder review and approval must be obtained
- Change history must be documented and maintained
- Superseded versions must be clearly marked and archived
- Training for all documents should be recorded in the DFPD electronic Learning Management System

Emergency Updates: Immediate updates for critical compliance or operational

- Shall be documented in a directive or memo which is immediately added to the PDF version of the document and communicated to all stakeholders
- The change control process should begin within 1 month of this directive or memo being dated to update the official document to reflect directives or memos

7. Records Retention

The district shall maintain records in accordance with applicable state laws, regulations, and best practices for fire protection districts. Exhibit A contains a schedule establishes minimum retention periods for various document types and may be updated without revision to the overall policy.

8. Access and Distribution

Appropriate access controls and distribution procedures ensure that information is available to those who need it while protecting sensitive or confidential materials.

8.1 Public Access

The following documents are considered public records and shall be made available for public inspection in accordance with state open records laws:

- Board policies and approved plans
- Board meeting minutes and agendas
- Annual reports and financial statements
- Budget documents
- General operational procedures (non-sensitive)

8.2 Confidential Materials

Certain documents require restricted access and special handling and should be stamped as **CONFIDENTIAL** in the footer:

- Personnel records and medical information
- Legal documents and attorney-client privileged materials
- Security procedures and emergency response plans
- Investigative reports and sensitive operational information

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9. Implementation and Compliance

Successful implementation of this policy requires clear responsibilities, adequate training, and ongoing monitoring to ensure compliance with established standards.

This policy becomes effective on 10/01/2026, and supersedes all previous document and records management policies and procedures. All existing documents shall be brought into compliance with this policy according to the implementation timeline specified in Section 9.1.

9.1 Implementation Timeline

This policy shall be implemented in phases to ensure smooth transition and minimal operational disruption: The Board Secretary, District Administrator and Fire Chief will work collaboratively to successfully complete implementation.

1. **Phase 1 (Target Months 1-4):** Establish document numbering system and begin numbering new documents and records
2. **Phase 2 (Target Months 2-4):** Create header templates for various document types and complete training with necessary personnel
3. **Phase 3 (Target Months 4-8):** Complete inventory and numbering of existing documents, with staggered review schedule for existing documents.
4. **Phase 4 (Target Months 12-36):** Legacy Records will be dispositioned and archived
5. **Phase 5 (Target Month 36)** Full implementation with initiation of first periodic reviews.

9.2 Training Requirements

All personnel involved in document creation, management, or records keeping shall receive appropriate training on this policy.

9.3 Compliance Monitoring

Regular monitoring and auditing shall be conducted by the Secretary of the Board to ensure policy compliance:

- Annual reviews of new documents for proper numbering and formatting
- Annual audit of records retention compliance
- Periodic assessment of document control effectiveness
- Corrective actions for non-compliance issues

Approval and Authorization

This Document and Records Management Policy has been reviewed and approved by the Board of Directors of the Divide Fire Protection District in public session via majority vote.

Board Authority - Board Chair

Date: _____

Functional Authority- Board Secretary

Date: _____

Version History

Version	Date	Overview of Change
1.0	10/01/2026	New Policy