



# ***Divide Fire Protection District***

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

***Phone: 719-687-8773  
E-Mail: [dividefire@dividefire.com](mailto:dividefire@dividefire.com)***

## **Notice of Special Meeting**

pursuant to CRS § 32-1-903(2):

The Divide Fire Protection District will hold a special meeting of the Board:

Date: November 21<sup>st</sup>, 2024

Time: 6 p.m.

Place: Shoemaker Station, 103 Cedar Mountain Rd.

### **AGENDA**

- 1) Call to Order
- 2) Review and Approve Agenda
- 3) Executive Session pursuant to C.R.S. 24-6-402(4)(f) to discuss personnel matters involving all employees
- 4) 2025 Budget Discussion
- 5) Adjournment



# DIVIDE FIRE PROTECTION DISTRICT

## Board of Directors Special Meeting

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

November 21<sup>st</sup>, 2024, 6:00 p.m.

## MINUTES OF THE SPECIAL MEETING

### 1. Call to Order

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

#### **Board members present:**

Josh Weatherill – President

Allison Mosser – Treasurer

Mary Lynne Babiarz – Secretary

Steed Lopez – Vice President

Dennis Luttrell – Director

**2. Review & Approve Agenda** – Motion by Director Mosser to approve the agenda, with the addition of Board Payment Checks and Cost Containment. Second by Director Lopez.

### 3. Pledge of Allegiance

**4. Board Payment Checks** – Motion by Director Mosser to approve board payment checks for this additional meeting. Second by Director Lopez. The motion passed unanimously. Two meetings per month for 2025 is already being included in the budget.

**5. Executive Session** – At 6:08 p.m. Director Weatherill made a motion to convene an Executive Session to discuss personnel matters related to all employees, pursuant to §24-6-402(4)(f), C.R.S. The executive session ended at 9:46 p.m. and the regular meeting resumed.

**6. Cost Containment** – Motion by Director Mosser to approve entering into a cost containment plan with Colorado SDA Pool for property and liability insurance. Second by Director Babiarz. The motion passed unanimously. This will result in a 4% discount for the upcoming year, but will require some adjustments. Diana Perkins will work on the policy/handbook adjustments and Chief McLeod will work on the operational aspects. *Approved a position for Safety Training position in order to receive the discount*

**7. 2025 Budget Discussion** – The budget was reviewed and changes made, including approved salary increases for budgeted positions and current bonuses. The board clarified that the bonus pool in the current budget is for administrative positions and not operational positions. A bonus pool was added for operational part-time positions.

Chief McLeod presented the board with a proposed shift change for full-time fire technicians (FTs). Currently the full-time FTs work 40 hours per week in four 10-hour days, 7 a.m. – 5 p.m. The proposed shift change would have them work 42 hours per week in three 14-hour days, not including Saturday or Sunday. Chief McLeod proposed having part-time FTs to cover the weekend. The board asked for more detail including how the part-time coverage would be planned since the part-timers have limited availability. There were concerns raised by some board members about the logistics of this schedule meeting the needs of the district as well as trying to make these changes so quickly without sufficient time to investigate and discuss. Volunteer Patty Franke, who was also present,

expressed similar concerns and also added that the volunteers had not been included in this discussion. Other board members felt that the schedule change was a reasonable request. Chief McLeod will be providing the information requested by the board.

As part of the budget discussion, due to the expected larger carryover of funds from this year, the board approved to have some vehicle repair work completed now in the current budget year, although this might result in being over-budget on certain line items. Motion by Director Mosser to approve \$4500 to convert B29 back to its originally intended state of a dually, and approve up to \$7000 to complete some necessary communication upgrades to E24. Second by Director Lopez. The motion passed unanimously.

**8. Adjournment** - Motion by Director Mosser to adjourn the meeting. Second by Director Lopez. The meeting was adjourned at 10:41 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.

M. J. Bay Secretary

Name and Title

12 / 10 / 24  
Date

[Signature] President

Name and Title

12 / 10 / 24  
Date

**DIVIDE FIRE PROTECTION DISTRICT**  
2025 Budget Draft

Budget Year	2023 Actual	2024 as of 9/27/24	2024 Budget	2025 Budget
<b>Beginning Fund Balances</b>				
Unreserved General Funds	309,000.00	329,000.00	329,000.00	609,000.00
Unreserved Volunteer Funds	25,000.00	25,000.00	25,000.00	25,000.00
Petty Cash Funds	0.00	0.00	0.00	0.00
Tabor Reserve	16,000.00	16,000.00	16,000.00	16,000.00
<b>Total Beginning Fund Balances</b>	<b>350,000.00</b>	<b>370,000.00</b>	<b>370,000.00</b>	<b>650,000.00</b>
<b>Revenues</b>				
4310 · Net General Property Tax	374,805.86	888,993.76	905,544.00	911,366.00
4311 · Legislative Backfill	0.00	62,791.00	60,840.00	
4315 · Specific Ownership Tax	40,350.63	61,000.09	40,000.00	40,000.00
4312 · Interest County Treasurer	682.77	994.44	350.00	350.00
4325 · Teller County EMS/VFA Grants	0.00	500.00	2,500.00	2,500.00
4330 · State Gaming and DOLA Grants	20,089.46	0.00	15,000.00	15,000.00
4331 - EMTS Grant	0.00	0.00	0.00	0.00
4340 - Special Incident Revenue				
4341- DFPD Vehicles	0.00	0.00	10,000.00	10,000.00
4342-Personnel and Travel	13,462.05	0.00	30,000.00	30,000.00
4344 - Cost Recovery	348.00	0.00	2,000.00	2,000.00
4345 · Interest Income	19,936.66	20,120.42	1,500.00	1,500.00
4360 · Donations	27,445.58	16,882.00	20,000.00	20,000.00
4365 - Sales of Assets	0.00	5,000.00	0.00	0.00
4370 · Plan Review Revenue	0.00	0.00	2,000.00	100.00
4397 - Other Grant Income	14,655.12	889.67	0.00	0.00
4399 · Miscellaneous Revenue	911.00	1,780.86	2,500.00	2,500.00
<b>Total Revenues</b>	<b>512,687.13</b>	<b>1,058,952.24</b>	<b>1,092,234.00</b>	<b>1,035,316.00</b>
<b>Total Funds &amp; Revenues</b>	<b>862,687.13</b>	<b>1,428,952.24</b>	<b>1,462,234.00</b>	<b>1,685,316.00</b>
<b>Expenditures</b>				
<b>Administrative Expenses</b>				
5401 · Payroll Tax Expenses	9,163.97	6,572.67	26,991.28	12,690.28
5405 · Payroll - District Employees	141,455.27	188,864.98	327,838.00	302,758.00
5407 · Payroll - Incident Response	9,225.36	9,592.43	30,000.00	30,000.00
5408 - Payroll - Volunteer Stipends	7,725.00	6,925.00	10,000.00	10,000.00
5409 - Employee Benefits	24,250.00	62,491.24	116,688.00	111,782.00
5415 · County Treasurer Fee	10,843.52	27,107.20	11,500.00	11,500.00
5420 · Director's Fees	5,700.00	4,400.00	6,000.00	6,000.00
5427 - Employee & Volunteer Recruitment	0.00	0.00	10,000.00	0.00
5430 - Employee & Volunteer Screening	829.99	372.49	1,000.00	1,000.00
5435 · Employee & Volunteer Retention	4,038.90	9,127.94	13,000.00	19,200.00
5440 · Subscriptions & Data	8,823.96	15,227.46	17,345.00	28,132.00
5445 · Office Supplies/Expenses	3,799.11	2,412.60	10,000.00	5,000.00
5450 · Annual Audit	8,053.88	9,115.00	9,000.00	9,000.00
5460 · Legal Fees	3,382.00	958.50	7,000.00	7,000.00
5462 - Election Costs	0.00	0.00	0.00	5,000.00
5465 · Public Relations	2,779.54	4,192.36	11,000.00	5,000.00
5475 · Notice Publication , etc.	547.12	0.00	400.00	400.00
5480 · Insurance	29,900.00	41,738.00	42,000.00	43,326.00

**DIVIDE FIRE PROTECTION DISTRICT**  
2025 Budget Draft

Budget Year	2023 Actual	2024	2024 Budget	2025 Budget
5490 · Pension Plan	12,000.00	0.00	12,000.00	12,000.00
5494 · Pancake Breakfast	0.00	0.00	0.00	5,000.00
5495 · Volunteer Expenses	21,397.79	26,183.87	20,200.00	10,500.00
5499 · Administrative Contingency	0.00	0.00	15,000.00	15,000.00
<b>Total Administrative Expenses</b>	<b>303,915.41</b>	<b>415,281.74</b>	<b>698,962.28</b>	<b>650,288.29</b>
<b>Operating Expenses</b>				
5505 · Training	23,152.03	20,088.03	38,200.00	35,000.00
5510 · Building/Ground Supplies	6,751.75	14,066.55	21,950.00	14,100.00
5520 · Propane-Natural Gas	3,463.88	2,700.35	5,000.00	5,000.00
5525 · Electric	3,198.77	2,345.04	3,600.00	3,600.00
5535 · Medical Supplies & Fees	2,516.98	7,256.37	12,200.00	9,000.00
5540 · Fire Fighting Supplies	28,522.11	3,246.96	26,030.00	22,330.00
5541 · Fire Fighting R/M	8,432.37	6,973.22	7,100.00	9,100.00
5543 · Rescue Supplies & Expense	0.00	458.59	2,000.00	2,000.00
5545 · Vehicle Supplies & Fuel	8,966.95	6,821.18	16,500.00	16,500.00
5546 · Vehicle R/M	25,912.28	19,623.16	33,000.00	25,500.00
5560 · Comm. Supplies & Repairs	1,692.60	11,075.20	10,050.00	13,000.00
5570 · Safety-Uniforms & Equipment	196.01	4,971.83	8,000.00	8,000.00
5581 - Incident Expenses - Non-Reimb	0.00	0.00	4,000.00	4,000.00
5582 - Incident Expenses - Reimbursable	1,420.79	3,583.66	3,000.00	3,000.00
5599 · Operational Contingency	1,490.00	0.00	30,000.00	30,000.00
<b>Total Operating Expenses</b>	<b>115,716.52</b>	<b>103,210.14</b>	<b>220,630.00</b>	<b>200,130.00</b>
<b>Capital Expenses</b>				
5606 · Capital Reserve-Bldg & Veh	0.00	0.00	305,000.00	660,000.00
5610 · Building & Grounds	3,385.00	16,617.00	27,000.00	12,200.00
5620 - Incident Vehicle Reserve	0.00	0.00	25,000.00	25,000.00
5625 - Capital Equipment	3,556.00	12,080.01	31,000.00	34,000.00
5657 · Vehicle/Apparatus Purchase	0.00	0.00	0.00	0.00
5655 · Vehicle Lease Payments	76,320.75	99,166.37	100,535.65	55,535.65
5699 · Capital Contingency	0.00	0.00	30,000.00	30,000.00
<b>Total Capital Expenses</b>	<b>83,261.75</b>	<b>127,863.38</b>	<b>518,535.65</b>	<b>816,735.65</b>
<b>Total Expenses</b>	<b>502,893.68</b>	<b>646,355.26</b>	<b>1,438,127.93</b>	<b>1,667,153.94</b>
<b>Net Revenue - Inclusive of Fund Balances</b>	<b>359,793.45</b>	<b>782,596.98</b>	<b>24,106.07</b>	<b>18,162.06</b>

Total Active Revenue	1,035,316.00
Total Administrative & Operating not including contingencies	(805,418.29)
Operating Expenses vs Revenue	229,897.71

I, Joshua Weatherill, certify that the attached is a true and accurate copy of the adopted 2024 budget of the Divide Fire Protection District.

\_\_\_\_\_  
Joshua Weatherill  
President  
Divide Fire Protection District



2024 NOTES

AMOUNTS

5427 - Employee & Volunteer Recruitment			
5430 - Volunteer & Employee Screening	\$1,000.00		
5435 - Volunteer/Employee Retention	\$19,200.00		
5440 - Subscriptions and Data	\$28,132.00	Station/Incident/Training Food	\$ 5,600.00
		Volunteer Health Screens	\$ 5,600.00
		Employee Health Screens	\$ 4,000.00
		Banquet	\$4,000.00 \$ 19,200.00
		Quickbook Payroll	\$1,100.00
		Quickbooks Desktop	\$1,575.00
		TCFCA Dues	\$250.00
		Fire Training Officers Assoc	\$450.00
		CO State Chiefs Dues	\$410.00
		KNOX Connect Subscription	\$2,000.00
		Tablet Subscriptions	\$5,000.00
		CO Fire Marshal Assoc	\$50.00
		Carbonite	\$160.00
		Emergency Reporting	\$10,000.00
		EMSAC	\$285.00
		Streamline	\$2,472.00
		SDA	\$1,000.00
		Email Services	\$2,880.00
		Misc	\$500.00
			\$28,132.00
5445 - Office Supplies/Expenses	\$5,000.00		
5450 - Annual Audit	\$9,000.00		
5455 - Telephone & Internet	\$0.00		
5460 - Legal Fees	\$7,000.00		
5462 - Election Costs	\$5,000.00		
5465 - Public Relations	\$5,000.00		
5470 - Plan Review Costs (pre Service	\$2,000.00	Newsletter	\$1,500.00
5475 - Notice Publication , etc.	\$400.00	Community/Education/75th Anniv.	\$3,500.00
5480 - Insurance	\$43,326.00	budget and other notices	\$5,000.00
		VFIS & Pinnacle	
		Works Comp Insurance	\$13,576.00
		Accident and Sickness	\$2,000.00
		Commercial/Auto/Umbrella	\$27,750.00

5490 · Pension Plan	\$12,000.00		\$43,326.00
5495 · Volunteer Expenses	\$10,500.00	Hats/T-Shirts Jackets Pancake T Shirts Banquet Awards	\$3,500.00 \$2,000.00 \$1,000.00 \$2,000.00
5499 · Administrative Contingency	\$15,000.00	Misc	\$2,000.00
5505 · Training	\$35,000.00	Wildand Academy Firefighter Certification/Recert SDA Workshop EMT Training EMS Conference Fire Conferences Fire Officer Workshops Fire Officer 4 CRR Prevention Training Drone Training Fire Rescue 1 Training books (all)	\$1,000.00 \$1,500.00 \$500.00 \$4,000.00 \$6,000.00 \$6,000.00 \$3,000.00 \$3,000.00 \$2,000.00 \$1,500.00 \$5,000.00 \$1,500.00
5510 · Building/Ground Supplies	\$14,100.00	Pest Control Extinguisher service Interior Paint Sign Replacement Carpet Cleaning Bay Door Maintenance/Parts General Supplies/Cleaning	\$1,100.00 \$1,000.00 \$500.00 \$5,000.00 \$2,000.00 \$0.00 \$0.00 \$4,500.00
5520 · Propane-Natural Gas	\$5,000.00	Station 1 Station 2	\$3,000.00 \$2,000.00
5525 · Electric	\$3,600.00		\$5,000.00
			\$14,100.00

Station 1		\$3,000.00	
Station 2		\$600.00	\$ 3,600.00
<b>5535 · Medical Supplies &amp; Fees</b>			
	\$9,000.00 consumables	\$5,000.00	
	monitor cables	\$1,500.00	
	HazWaste Disposal	\$600.00	
	AED Maintenance	\$300.00	
	T&M Package Monitors	\$1,600.00	add \$1200 lifeepak service
			\$9,000.00
<b>5540 · Fire Fighting Supplies</b>	\$22,330.00		
	Bunker Gear (2 sets)	\$8,000.00	DFPC Direct Distribution for 6 Sets
	Structure boots (2)	\$1,000.00	
	Black Helmets (2)	\$1,000.00	
	Wildland Boots (0)		
	Flashlights (10)	\$630.00	
	Helmet Lights (10)	\$500.00	
	Hose (8-50 foot lengths)	\$2,000.00	
	T-25 intake valve	\$2,000.00	
	Leather fronts for helmets (10)	\$1,000.00	
	Wildland Pants (3)	\$1,000.00	
	Wildland Shirts (3)	\$500.00	
	Wildland yellow Helmets (4)	\$200.00	DFPC Direct for 6 sets
	Wildland packs (0)		
	Wildland Fire Shelters (0)		
	KNOX Box	\$2,500.00	
	Fittings/Adaptors/Nozzles	\$2,000.00	
			\$22,330.00
<b>5541 · Fire Fighting R/M</b>	\$9,100.00		
	SCBA Testing	\$1,400.00	2316 Some taken from repair
	Ladder test /odd years 2023	\$2,000.00	
	Hydrostatic Testing / 5 yrs 2026	\$0.00	
	Pump Testing	\$1,700.00	
	Cascade System Setup/Testing	\$1,000.00	
	Misc	\$3,000.00	\$9,100.00
<b>5543 · Rescue Supplies &amp; Expense</b>	\$2,000.00		
	Misc Supplies	\$500.00	

5570 · Safety-Uniforms & Equipment	\$5,000.00	hardware	\$500.00	\$2,000.00
5545 · Vehicle Supplies & Fuel	\$16,500.00	540 and prusik helmets/lights	\$500.00 \$500.00	
5546 · Vehicle R/M	\$25,500.00	Fuel Misc Tires	\$15,000.00 \$1,500.00 \$10,500.00	\$16,500.00
5560 · Comm. Supplies & Repairs	\$13,000.00	Misc Repairs	\$15,000.00	\$25,500.00
5581 - Incident Expenses - Non-Reimt	\$4,000.00	Batteries and repairs	\$2,000.00	
5582 - Incident Expenses - Reimbursa	\$3,000.00	Active911 subscriptions	\$1,000.00	845
5599 · Operational Contingency	\$30,000.00	800 Mhz Mobile radios (2)	\$10,000.00	9750
5606 · Capital Reserve-Bldg & Veh	\$305,000.00			\$13,000.00
5610 · Building & Grounds	\$12,200.00	Repair costs	\$4,000.00	
5620 - Incident Vehicle Reserve	\$25,000.00	Hotel, Meals	\$3,000.00	
5625 - Capital Equipment	\$34,000.00	Operational Contingency	\$30,000.00	
		Carpet	\$8,000.00	
		Security/Cameras	\$3,200.00	
		Misc	\$1,000.00	
		Extrication Combi-Tool	\$12,000.00	
		Upgraded Comms/Lighting C20	\$10,000.00	9350
		Upgraded Siren and Comms E-24	\$10,000.00	9350

5657 · Vehicle/Apparatus Purchase	Lawn Mower	\$2,000.00	\$34,000.00
		\$0.00	
5655 · Vehicle Lease Payments	E24 Lease	\$ 55,535.65	Pay off
			\$55,535.65
5699 · Capital Contingency		\$30,000.00	