



# **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: July 30<sup>th</sup>, 2025

Time: 6:30 p.m.

Place: Shoemaker Station, 103 Cedar Mountain Road

### AGENDA

- 1) Call to Order
- 2) Review and Approve Agenda
- 3) Resignation of Chief McLeod
- 4) Public Comment
- 5) Upcoming Membership Business Meeting / New Applicants
- 6) Adjournment



# DIVIDE FIRE PROTECTION DISTRICT

## Board of Directors Special Meeting

Shoemaker Fire Station, 103 Cedar Mountain Road (Mail: PO Box 941), Divide Colorado, 80814  
July 30th<sup>d</sup>, 2025 at 6:30 p.m.

## MINUTES OF THE REGULAR MEETING

### **1. Call to Order**

Board President Lopez called to order the regular meeting of the Board of Directors of the Divide Fire Protection District (DFPD) at 6:30 p.m. The following were present:

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

Fire Chief J.T. McLeod and District Administrator Diana Perkins were also present. The pledge of allegiance followed.

### **2. Review and Approve Agenda**

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

**3. Resignation of Chief McLeod** - The board announced that Chief McLeod had submitted his letter of resignation effective August 1, 2025 and that the board accepted it. All board members thanked McLeod for his service and efforts the past two years.

### **4. Public Comment –**

Volunteer member Mike Babiarz asked about the transition process. The board responded that they would be appointing an interim chief sooner rather than later and had an action plan in process. Director Lopez acknowledged there were some unfilled paid positions as well as officer positions, and those would be addressed as quickly as possible. However, the District remains in a position to respond effectively to incidents. Director Atwater confirmed that we still had all the important areas covered, while Director Franke agreed and that we would continue to reach out to make sure other areas were covered as needed between existing staff, volunteers, as well as mutual aid. Babiarz asked if the existing volunteer officer structure would be maintained, and Director Lopez responded that was the intention.

Volunteer Tom O'Connor and others thanked the Chief for his service as well.

**5. Upcoming Membership Meeting / New Applicants** – It was noted that according to the current Handbook the department does not meet the requirements to hold the upcoming business meeting. Motion by Director Franke to amend the Handbook:

**Section 4.2.4** to be suspended temporarily to allow the transaction of business at an operational business meeting without a quorum present.

**Section 4.1.2** to omit any reference to applicants being voted on by the membership. Here forward, prospective applicants meeting all established requirements and appearing at the next operational business meeting designated for such purpose, shall be officially accepted as an applicant at that meeting. The officer in charge of the meeting should verify all requirements have been met.

Second by Director Luttrell. The motion passed unanimously.

**6. Adjournment**

Motion by Director Luttrell to adjourn the meeting. Second by Director Reynolds. The motion passed unanimously. The meeting was adjourned at 7:04. The next regular meeting will take place on Tuesday, August 12<sup>th</sup>, 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.

Polgarke Secretary  
Name and Title  
[Signature]  
Name and Title

08 / 12 / 2025  
Date  
8 / 12 / 2025  
Date



# **Divide Fire Protection District**

**PO Box 941  
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**Phone: 719-687-8773**

***Chief@DivideFire.com***

Memorandum for Record

July 25, 2025

To: Divide Fire Protection District Board of Directors

It has been an honor to serve this District for the past 2 years as the Fire Chief. I am very proud of the accomplishments and achievements of this district and the people who I have had the pleasure of serving with.

Having said that, I have been offered a position with the Colorado Division of Fire Prevention and Control. It was not an easy decision; however, I have accepted this position as it aligns with my career goals and objectives.

This memo serves as my request of resignation from the position of Fire Chief of the Divide Fire Protection District, effective August 1, 2025.

Thank you for your time and consideration.

John T. McLeod