



DIVIDE FIRE PROTECTION DISTRICT

Board of Directors Meeting

Shoemaker Fire Station, 103 Cedar Mountain Road (Mail: PO Box 941), Divide Colorado, 80814
February 10th, 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 Luttrell to approve the agenda. Second by Director Reynolds. The motion passed unanimously.

4. Review, Approve, and Sign Minutes of Prior Meetings – Motion by Director Luttrell to approve the minutes from the previous meeting. Second by Director Franke.

5. Pension Board Meeting – President of the Pension Board Pete Atwater called the meeting to order at 6:02 p.m. Second by Director Luttrell. The motion passed with four in favor and Director Franke abstaining. Present were all members of the Divide Fire Board listed above and Ryan Kennedy, pension board member-at-large. Motion by Director Atwater to retroactively approve the volunteer pension credits for 2025 submitted to FPPA in January. Second by Director Luttrell. The motion passed with four in favor and Director Franke abstaining. Director Atwater then adjourned the Pension Board Meeting and the regular meeting resumed at 6:03 p.m.

6. Chief's Report – Attached.

Chief Hinkle introduced Jonas Johnsen from NETCO who works on large apparatus for the county. Jonas presented a Fleet Assessment reviewing compliance, age, and current status of our vehicles (attached). He noted that Divide Fire is currently a leader in the county for fleet replacement, keeping our average age of vehicles low, but that even a short-term deferral of replacement cycles could be a set-back since many of the vehicles are in the 15-25 year age range. He also noted that there could be significant fines for using equipment that has been adjusted to subvert EPA standards, and to be aware of that when buying used equipment. The board thanked Johnsen for his service keeping our fleet running.

Chief reported the Handbook Committee was working on the last two chapters. Inventory is roughly 70% complete and should be ready to show the board at the March meeting. Chief presented a purchase order to bring B21 up to standard (see below).

Chief reported that there were no inquiries for the Fire Chief job posting. The board agreed there was no downside to utilizing free services to advertise the position. Director Lopez will follow up with Chief to initiate that.

Chief Hinkle proposed some pricing on the sale of the 6x6 UTV and the old extrication equipment, which he intended to use for the low end. He proposed offering the UTV and the extrication equipment to neighboring agencies via sealed bid, and the other equipment to the membership first for sealed bids. Director Atwater recommended leaving the process and the price to the Chief's discretion. Diana Perkins will check into any grant limitations for the items in question.

Director Lopez also requested more information in the Chief's report regarding response participation along with call stats.

7. Financial & Administrative Matters

A. Financials – Motion by Director Luttrell to approve the financials. Second by Director Reynolds. The motion passed with all in favor. Regarding the invoice for the FF1 Academy, Chief reported there were two new applicants in the academy who would be reimbursing Divide Fire for the cost of their class after membership for one year. Director Franke asked that be documented in their files as it has been in the past. She also asked if we could add a percentage column to the Budget Performance, which Perkins will do.

B. Purchase Orders - 021326-01 Hanover Fire - \$12,976.57 – Order for B21
Director Franke asked if all the items were for B21 and Chief responded 95% were for B21. Motion by Director Atwater to approve the purchase order. Second by Director Reynolds. The motion passed with four in favor and Director Franke abstaining. Director Franke stated there was not enough time to review the information.

C. Administrative Report – Attached. Diana Perkins reported onboarding and training the new Personnel Coordinator as well as new applicants and part-time hires while the Personnel Coordinator was not available.

8. Old Business

A. 5-Year Strategic Plan – Still on track for work starting in March, completion in May, adoption in June.

B. Chief Job Search – Covered under Chief's Report.

C. Inventory – Covered under Chief's Report.

D. First Due – Director Atwater reported the scheduling aspect is functional and has been communicated to members. He has also uploaded all volunteer certifications that are in the folders, and noted many missing. He is looking forward to utilizing the pre-planning module as well as apparatus history.

E. Security Updates – Director Reynolds reported cameras ordered to increase coverage and the existing ones will be repositioned to cover more useful areas.

F. Policies/Handbook – Covered, presentation in March.

G. Remote Meeting Accessibility – Director Franke reported that purchasing a few Teams licenses would be very affordable (\$4 per month each). It was agreed to cancel Zoom and purchase three Teams licenses, initially for Chief, the District Administrator, and the Board Secretary. This will allow remote viewing for the public. Director Franke will implement with Upworx.

9. New Business

A. Audit – Diana Perkins presented the engagement letter and bank authorizations for the upcoming audit. Motion by Director Franke to approve the engagement letter. Second by Director Luttrell. The motion passed with all in favor. Director Atwater asked to be included in ongoing process of the audit. Diana Perkins will loop him in. Board President Lopez signed the forms provided.

B. County Burn Policy - Director Luttrell reported that the burn permit application requires notice and coordination with the local fire department which has not been occurring, and that preventing burning for the entire county during certain conditions does not take into account the varying conditions throughout the county. He expressed his preference that final approval of a burn permit be left up to the local fire chiefs rather than the fire marshal, and that he was going to express that individually to the Board of Commissioners. He suggested we could charge for those services of inspection and approval. The board questioned if we have some kind of agreement with Teller County since we are currently incorporated in the burn permit process. No one is aware of any such agreement. Directors also note the problem with one burn permit being used for multiple burns throughout the year when the fire department would need to do an inspection for each burn conducted under differing conditions. The application refers to a "site inspection" and has a line for Fire Inspector Signature. Often we are called out to assess the burn site, but no one on the department is a fire inspector, and Director Lopez particularly was concerned about liability and advised we should not sign that. Also is anyone confirming an inspection is performed prior to the Sheriff's Office authorizing a burn? Chief Hinkle reported that this was a topic under discussion by the Teller County Fire Chief's Association but he was not hopeful progress would be made due to Sheriff Mikesell's lack of availability at this time.

C. CORA Policy – Director Lopez received two reports of inaccurate CORA information being on the District's website regarding the fee for CORA requests after the initial free first hour. No one during the meeting could locate the inaccurate information and the correct information appeared to be showing. Diana Perkins will investigate further to see if an older page is causing an issue. She will also move the CORA link to the front page to be more easily found. Director Lopez should be receiving an updated CORA template from the attorney for the district's use. He also noted that surveillance footage is subject to CORA request and wants to make sure that is updated in the Handbook.

Personnel Coordinator Position - Director Reynolds made a motion that supervision of the new Personnel Coordinator be moved from the District Administrator to the Chief. Director Franke expressed maybe it was better to wait until the employee was trained and settled. It was confirmed that Perkins would still continue training. Second by Director Luttrell. The motion passed with all in favor.

Second Meeting in February – Both Diana Perkins and Chief Hinkle will not be available. Due to absences and no important deliverables being due, Director Atwater motioned that the second meeting in February be cancelled. Director Franke noted the board might need a special meeting to deal with a

personnel issue, but could call one if necessary. Second by Director Luttrell. The motion passed with all in favor.

10. Executive Session – none.

11. Public Comment

Tom O'Connor, volunteer member – O'Connor also thanked Jonas Johnsen for his contributions to the fire community. He commented on the burn permit policy and voiced strong opposition to any additional fees imposed on the taxpayers or anything that would make it harder to conduct a burn. He questioned that if the approval went through the fire district rather than the Sheriff's Office, what would happen if no one was available since there is not full-time coverage. He expressed his opinion that permitted burns are not typically what cause fires, although the board responded that there was one back in 2006.

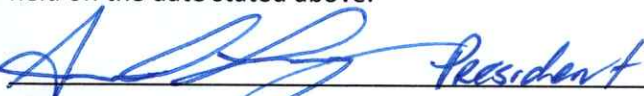
Robin North, resident/taxpayer – North was grateful that the ice out front was cleared and it was easier to enter the building. She asked about chipping this spring and asked to please let the public know ahead of time because it was important and the community needs it. She reported a neighbor the previous year waited for chipping but ended up spending \$270 to rent a chipper. She also mentioned being grateful for and utilizing the dumpster provided last fall for pine needle disposal.

12. Adjournment

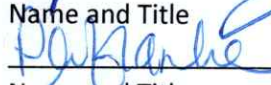
Motion by Director Lopez to adjourn the meeting. Second by Director Luttrell. The motion passed unanimously. The meeting was adjourned at 7:58 p.m. As the 2nd board meeting for February has been cancelled, the next regular meeting will take place on Tuesday, March 10th, 2026, at 6 p.m.

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

3 / 10 / 2026
Date

3 / 10 / 2026
Date

FPPA 2025

	2025	Total yrs as of 2025
Name		
Anderson, Samuel	no	0
Atwater, Peter	x	3
Baumert, Michael	x	2-9mon
Buckley, Kevin	no	0
Erich, Bethany D	x	1
Erich, Nathan P	x	1
Franke, Patricia A	x	1-11mon
Gooding, Sarah	no	0
Guthardt, Martin	no	8
Kennedy, Ryan	no	15-11mon
Marler, Alexa	no	0
McCausland Sr., Dzibilcha	no	0
Oostra, Mark	x	6
Owings, Dixianna	no	0
Porter, Kelley	no	3-9 mon
Ramirez, Susan	no	4-9 mon
Raynsford, Bryce	no	0
Rice, Nathan	no	0
Spencer, David	no	3-6mon
Stabenow, Michael	x	4
Stanley, Jeremy	x	8
Toal, Nicholas	no	0
Walker, Zachary C	x	2-9mon
Wells, James	x	8
Wolf, Erin K	x	1
Wolf, Franz	x	4-9 mon
Retirees		
Buckley, Charles		
David, Greg		
Babiarz, Michael		
Collins, Nancy Adair		
Lee, James		
Mayfield, William		
Mosser, Allison		
O'Connor, Thomas		
Shoemaker, Candy		
McMurtry, Roy		
Remley, Jeff		
Enna, Joseph		
FPPA Vested - 5 years or more		
Menz, Steve		
Christensen, Cary		
O'Connell, William		
DiLisio, Nathaniel A		
Kennedy, Samantha		
Pedroza, Martin		
Barker, Ronald		4-8mon
Terminated 2025		
Oostra, Judith Renee		2
Clouatre, John D		0
Rollins, Daniel A		0
Chrisbens, Sam	ne	2-11mon

2024

[illegible]

240	Michael Ortiz												J 12/3
241													
242													
270	Zach Babiarz												
271	Lisa Pitts												R 12/16
272	Mike Babiarz												
273	Dylan Schaller		R 2/10										
275													
281	Kevin Fisher		R 2/10										
282	Samantha Kennedy												
283	Elijah Weatherill												
284	Chelsea Forbis												

Employee

PTE - Part Time Employee

J=Join R=Resign/Term RS=Reserve A=Associate LOA=Leave of Absence RLOA=Return from LOA NE=Not Eligible
RLOA=Returned from LOA

FTE - Full Time Employee

February 10, 2026 Board Meeting

Chiefs Notes

- Year to date calls – 76
- Roster 38 members
- Jonas Johnsen – Cover status of apparatus
- Upcoming Trainings
 - S-130/190 class Feb 15 – 28
 - Extrication 18 and 21
 - Firefighter I academy update
- Handbook Committee
- Vol Sign up / Night coverage
- Inventory Process
- E22 Progress
- Chiefs Search
- PO Requests
- Old Equipment
 - 2003 ATV 6x6 \$2,500.00
 - Rotary saw \$100.00
 - TNT Extrication \$5,000.00
 - Water tank 40 gal \$50
 - Misc Lights \$25-50

Divide Fire Fleet Assessment February 2026

Summary

This report provides an overview of the current compliance status, maintenance practices, and lifecycle considerations for the Divide Fire Protection District's fire apparatus fleet. It evaluates adherence to federal, state, and local regulations, including OSHA, DOT, ISO, EPA, and NFPA standards, with particular emphasis on standards set forth in NFPA 1900 and NFPA 1910. The assessment also reviews current maintenance processes, apparatus age, fleet reliability, and the long-term impacts of deferred replacement. The information presented is intended to support informed decision-making, ensure operational readiness, and prioritize firefighter and community safety.

OSHA

Federal OSHA does not hold jurisdiction over state and local government agencies.

Department of Transportation (DOT)

Fire apparatus are widely exempt from many DOT rules and regulations. As best practice DVFPD continues to perform annual DOT inspections on all applicable apparatus.

Insurance Services Office (ISO)

DVFPD currently only has one unit, Tender 22, not in compliance with this requirement. This may reduce the scoring criteria towards ISO rating.

ISO requires all fire pumps over 500 GPM to be pump tested to NFPA 1900. There is no maximum age limit for pumps under ISO guidelines, provided they remain serviceable and compliant with NFPA pump testing requirements.

Environmental Protection Agency (EPA)

The district is currently compliant with EPA Regulations.

Fire apparatus are **NOT** exempt from federal EPA emission regulations. Tampering with emission related components can result in both criminal and civil penalties. Although Teller County does not require emissions testing, the district is still subject to federal emission laws.

Diesel emission systems continue to improve annually; however, fire apparatus routinely operate outside the intended duty cycle. Excessive idle time contributes to premature, non-warranty failures, resulting in significant repair costs and downtime.

Multiple attempts in Congress over the past decade to exempt fire apparatus from certain emission standards have not gained support and have failed to pass. Meanwhile, the EPA continues to strengthen emission reduction requirements, further complicating maintenance, and reliability challenges.

Divide Fire Fleet Assessment February 2026

Although warranty periods have increased to 10 years for emission systems, operating outside manufacturer parameters will continue to result in warranty denial, costly repairs, and downtime.

National Fire Protection Association (NFPA)

NFPA standards serve as the national benchmark for safe, efficient, and effective emergency response. Adoption of these standards is at the discretion of the Authority Having Jurisdiction. Two key standards are applicable to fire apparatus.

- NFPA 1900: Standard for Aircraft Rescue and Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances.
 - NFPA 1910: Standard for the Inspection, Maintenance, Refurbishment, Testing, and Retirement of In Service Emergency Vehicles and Marine Firefighting Vessels.
-

Maintenance and Inspection

DVFPD apparatus are maintained and inspected annually under an interagency agreement with NETCO Fire. This includes basic maintenance and inspection guided by NFPA 1910. Full adherence to the NFPA 1910 standard would be cost prohibitive.

- All apparatus equipped with pumps over 500 GPM undergo annual NFPA 1910-compliant pump testing.
 - Annual DOT inspections are performed on all applicable apparatus.
 - Apparatus annual maintenance performed
-

Age of Apparatus

Divide Fire is currently a leader in fleet replacement compared with other county districts. However, even a short-term deferral of replacement cycles could increase the District's average fleet age to 20 years. Older fleets have are taking longer for maintenance and repair within the NETCO shop. Scouring for used and obsolete parts or updating obsolete firefighting components. Older apparatus significantly increase:

- Breakdowns
- Repair costs
- Downtime during critical periods
- Lack of repair part availability

NFPA 1900 – Annex F Guidance

Divide Fire Fleet Assessment February 2026

NFPA notes that fire apparatus more than 15 years old may lack many modern safety features and operational improvements. Although well-maintained apparatus can remain in reserve status, they should be:

- Upgraded per NFPA 1910 where feasible
- Equipped with as many modern safety features as practical
- Evaluated for risk-benefit to firefighter safety

NFPA recommends apparatus more than 25 years old should be retired from service.

This guidance reinforces the value of maintaining a proactive replacement schedule to ensure firefighter safety, reliability, and operational readiness.

Specification of Future Apparatus

Future fire apparatus should be specified and constructed in accordance with NFPA 1900. Several existing DVFPD units were manufactured prior to or outside this standard. Adding the verbiage to a future specification for all fire apparatus should include "Apparatus will be built tested to NFPA 1900"

Recommendation: When applicable, future apparatus purchases should consider gasoline powered options to reduce emission related complications.

A Note on Electric Vehicles and apparatus.

State and federal rebates and grants exist to make electric vehicles attractive for some fire departments. The failure to update the station electrical has left these advanced fire apparatus out of service after purchasing with the infrastructure costs too high to be feasible.

Prepared by

Jonas Johnsen

Master EVT Northeast Teller County Fire

Divide Fire Fleet Assessment February 2026

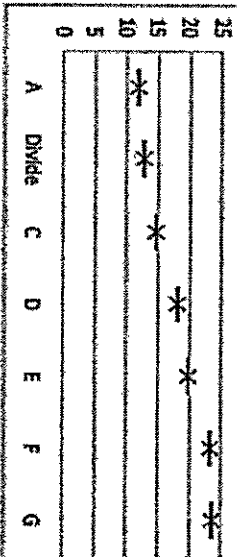
Divide FPD Apparatus Status

UNIT ID	YEAR	Make	Model	Fire Apparatus Manufacture	Age	Mileage	Hours	Hour Mile Equivalent	Built to NFPA Standard	Pass NFPA 1910 Pump Test	DOT Compliant
Brush 20	2002	Ford	F-550	CFE	24	13,907	N/A	N/A	NO	N/A	YES
Brush 21	2020	Ram	5500	Midwest	6	12,770	1003	30,090	YES	N/A	YES
Brush 22	2002	Ford	F-550	CFE	24	15,161	N/A	N/A	NO	N/A	YES
Rescue 20	2011	Ford	F-150	N/A	15	89,352		N/A	NO	N/A	YES
Engine 21	2022	Int.	HV	Pierce	4	7,932	673	20,190	YES	YES	YES
Engine 22	2011	Int.	Work Star	Rosenbauer	15	16,708	2316	69,480	YES	YES	YES
Rescue 21	2008	Ford	F-350	N/A	18				NO	N/A	N/A
Rescue 22	2018	Ram	5500	Danko	8	19,889	1074	32,220	YES	N/A	YES
Tender 21	2014	Int.	Work Star	Rosenbauer	12	10,027	889	26,670	YES	YES	YES
Tender 22	2005	Int.	7000	Southland	21	8,880	1463	43,890	NO	NO	YES
Utility 21	2021	Ford	F-350	N/A	5	16,417	820	24,600	N/A	N/A	N/A
Chief 20	2024	Chevy	Colorado	N/A	2	12,460		N/A	UNK	N/A	N/A
								0			

Average Age

12.83

Apparatus Age Comparison Districts



Divide Fire Protection District
Budget Performance
 January 2026

70

		Jan 26	YTD	Annual Budget	Difference
Income					
2 - Fund Accounts					
	100 · Unreserved General Fund	0.00	0.00	670,200.00	670,200.00
	115 · TABOR Reserves	0.00	0.00	23,800.00	23,800.00
Total 2 - Fund Accounts		0.00	0.00	694,000.00	694,000.00
4000 · Revenues					0.00
	4310 · Net General Property Tax	0.00	0.00	971,000.00	971,000.00
	4312 · Interest County Treasurer	0.00	0.00	350.00	350.00
	4315 · Specific Ownership Tax	7,067.92	7,067.92	65,000.00	57,932.08
	4325 · Teller County EMS/VFA Grants	0.00	0.00	2,500.00	2,500.00
	4330 · State Gaming Grant	0.00	0.00	18,000.00	18,000.00
	4340 · Special Incident Revenue				0.00
	4341 · Special Incident DFPD Vehicles	0.00	0.00	10,000.00	10,000.00
	4342 · Special Incident - Personnel	0.00	0.00	30,000.00	30,000.00
	Total 4340 · Special Incident Revenue	0.00	0.00	40,000.00	40,000.00
	4345 · Interest Income	2,535.24	2,535.24	22,000.00	19,464.76
	4360 · Donations	75.00	75.00	20,000.00	19,925.00
	4399 · Miscellaneous Revenue	5.05	5.05	2,500.00	2,494.95
Total 4000 · Revenues		9,683.21	9,683.21	1,141,350.00	1,131,666.79
Total Income		9,683.21	9,683.21	1,835,350.00	1,825,666.79
		9,683.21	9,683.21	1,835,350.00	1,825,666.79
Expense					
5400 · Admin Exp					
	5401 · Payroll Tax Expenses	3,277.08	3,277.08	16,573.76	13,296.68
	5405 · Payroll - District Employees	27,594.78	27,594.78	393,019.44	365,424.66
	5407 · Payroll - Incident Response	0.00	0.00	30,000.00	30,000.00
	5408 · Payroll - Volunteer Stipends	0.00	0.00	10,000.00	10,000.00
	5409 · Employee Benefits	3,943.78	3,943.78	133,556.42	129,612.64
	5415 · County Treasurer Fee	0.00	0.00	27,500.00	27,500.00
	5420 · Director's Fees	1,000.00	1,000.00	8,000.00	7,000.00
	5427 · Volunteer Recruitment Retention	0.00	0.00	4,000.00	4,000.00
	5430 · Employee/Volunteer Screening	356.00	356.00	1,000.00	644.00
	5435 · Employee Recruitment Retention	476.37	476.37	12,000.00	11,523.63
	5440 · Subscriptions, Data, Membership	4,563.85	4,563.85	27,130.00	22,566.15
	5445 · Office Supplies/Expenses	267.95	267.95	5,000.00	4,732.05
	5450 · Annual Audit	0.00	0.00	10,000.00	10,000.00
	5460 · Legal Fees	750.00	750.00	10,000.00	9,250.00
	5465 · Public Relations	0.00	0.00	8,500.00	8,500.00
	5475 · Notice Publication , etc.	0.00	0.00	400.00	400.00
	5480 · Insurance	45,623.00	45,623.00	48,584.56	2,961.56
	5490 · Pension Plan	0.00	0.00	12,000.00	12,000.00
	5495 · Volunteer Expenses	452.08	452.08	20,000.00	19,547.92

Divide Fire Protection District
Budget Performance
January 2026

		Jan 26	YTD	Annual Budget	Difference
	5499 · Administrative Contingency	0.00	0.00	20,000.00	20,000.00
	Total 5400 · Admin Exp	88,304.89	88,304.89	797,264.18	708,959.29
	5500 · Operating				
	5505 · Training	1,862.00	1,862.00	35,000.00	33,138.00
	5510 · Building/Ground Supplies	4,054.36	4,054.36	20,000.00	15,945.64
	5520 · Propane-Natural Gas	468.05	468.05	5,000.00	4,531.95
	5525 · Electric	464.06	464.06	4,300.00	3,835.94
	5535 · Medical Supplies & Fees	476.99	476.99	12,000.00	11,523.01
	5540 · Fire Fighting Supplies	2,751.63	2,751.63	20,000.00	17,248.37
	5541 · Fire Fighting R/M	0.00	0.00	8,000.00	8,000.00
	5543 · Rescue Supplies & Expense	0.00	0.00	3,000.00	3,000.00
	5545 · Vehicle Supplies & Fuel	698.44	698.44	16,000.00	15,301.56
	5546 · Vehicle R/M	5,586.25	5,586.25	50,000.00	44,413.75
	5560 · Comm. Supplies & Repairs	280.40	280.40	23,000.00	22,719.60
	5570 · Safety-Uniforms & Equipment	585.93	585.93	8,000.00	7,414.07
	5581 · Incident Expenses - Non-Reimb	0.00	0.00	4,000.00	4,000.00
	5582 · Incident Expenses - Reimb	0.00	0.00	3,000.00	3,000.00
	5599 · Operational Contingency	0.00	0.00	20,000.00	20,000.00
	Total 5500 · Operating	17,228.11	17,228.11	231,300.00	214,071.89
	5600 · Capital Ex				
	5606 · Capital Reserve-Bldg & Veh	0.00	0.00	670,000.00	670,000.00
	5610 · Building & Grounds	0.00	0.00	35,000.00	35,000.00
	5655 · Vehicle Lease Payments	0.00	0.00	55,535.00	55,535.00
	5657 · Vehicle/Apparatus Purchase	56,586.03	56,586.03		(56,586.03)
	5699 · Capital Contingency	0.00	0.00	10,000.00	10,000.00
	Total 5600 · Capital Ex	56,586.03	56,586.03	770,535.00	713,948.97
	Total Expense	162,119.03	162,119.03	1,799,099.18	1,636,980.15
		-152,435.82	-152,435.82	36,250.82	

Banking Accounts	1/1/2026	Deposits	Withdrawals	1/31/2026
Vectra Main	71,182.76	258,658.05	306,216.53	23,624.28
ColoTrust	827,501.02	9,603.16	258,000.00	579,104.18
Balances after current bill payments				
Vectra Main	50,947.30			
ColoTrust	554,104.18			

02/10/26

Divide Fire Protection District

Bank Activity

01/15/26-02/11/26

Date	Num	Name	Memo	Amount	Balance
1010 - Vectra Bank Main Account (Primary Checking)					48,697.30
01/16/2026	13108	Atwater, Pete	EMSAC	-895.20	47,802.10
01/16/2026	925	Paychex	Payroll Funds...	-10,621.76	37,180.34
01/16/2026	925	Paychex	Payroll Taxes ...	-3,290.89	33,889.45
01/16/2026	925	Paychex	Payroll Fees	-365.76	33,523.69
01/19/2026	eft	Public Sector Health...	insurance	-2,461.52	31,062.17
01/20/2026	eft	Black Hills Energy	Acct# 0423 1...	-392.94	30,669.23
01/20/2026			Deposit	0.05	30,669.28
01/20/2026	eft	FPPA Contributions	FPPA Contrib...	-1,334.04	29,335.24
01/20/2026	929		FAMLI Contr...	-55.93	29,279.31
01/20/2026	929		FAMLI Contr...	-5.06	29,274.25
01/20/2026	929		FAMLI Contr...	-43.87	29,230.38
01/20/2026	929		FAMLI Contr...	-32.40	29,197.98
01/26/2026	eft	Cintas	23398034	-85.42	29,112.56
01/26/2026	eft	Vectra Bank	Chris CC	-5,512.24	23,600.32
01/26/2026	eft	Vectra Bank	Diana CC pay...	-1,643.47	21,956.85
01/28/2026	13109	CoPro EFT	2 sets extricat...	-101,341.50	-79,384.65
01/28/2026	13110	L.N. Curtis & Sons	12579	-14,407.75	-93,792.40
01/28/2026	13111	MTech Inc	pump slide in ...	-8,895.00	-102,687.40
01/28/2026	13112	Pikes Peak Polaris	2025 UTV	-47,691.03	-150,378.43
01/28/2026	927		Transfer Colo...	190,000.00	39,621.57
01/28/2026			Deposit	70.00	39,691.57
01/30/2026	928	Paychex	Payroll Funds...	-11,318.25	28,373.32
01/30/2026	928	Paychex	Payroll Taxes ...	-3,217.73	25,155.59
01/30/2026	928	Paychex	Payroll Fees	-47.45	25,108.14
01/31/2026	eft	FPPA Contributions	FPPA Contrib...	-1,334.04	23,774.10
01/31/2026	13113	Holden-Hale, Dawn	paycheck	-110.82	23,663.28
01/31/2026			Service Charge	-39.00	23,624.28
02/04/2026	eft	Wex	fuel	-698.44	22,925.84
02/04/2026			Deposit	18,849.00	41,774.84
02/10/2026	13114	Lopez, Aristed	director fees	-184.70	41,590.14
02/10/2026	13122	AC DC Electric	st 2 lights	-630.00	40,960.14
02/10/2026	13123	AT&T Mobility (First ...	287352514682	-125.78	40,834.36
02/10/2026	13124	Bound Tree Medical	medical suppli...	-399.01	40,435.35
02/10/2026	13125	Colorado Special Di...	UTV addition	-216.00	40,219.35
02/10/2026	13126	Cripple Creek Fire D...	FF1	-1,800.00	38,419.35
02/10/2026	13115	Enna, Joe	mileage	-174.00	38,245.35
02/10/2026	13127	First Due	cad add-on	-830.00	37,415.35
02/10/2026	13116	Franke, Patricia		-164.07	37,251.28
02/10/2026	13128	Galls	3618505	-405.93	36,845.35
02/10/2026	13117	Gooding, Sarah	food	-100.15	36,745.20
02/10/2026	13129	Ireland Stapleton		-937.50	35,807.70
02/10/2026	13118	Lownie, Andrew	CPR renewal	-31.00	35,776.70
02/10/2026	13119	Marler, Alexa	trng food	-62.32	35,714.38
02/10/2026	13130	MES	Acct# C43137	-1,302.48	34,411.90
02/10/2026	13131	NAPA Auto Parts		-221.92	34,189.98
02/10/2026	13120	North, Robin	bus mtg food	-83.33	34,106.65
02/10/2026	13132	Northeast Teller Cou...		-1,951.50	32,155.15
02/10/2026	13133	Rainbow Valley Wat...	station 2 elec ...	-244.48	31,910.67
02/10/2026	13134	UC Health Medical ...		-490.00	31,420.67
02/10/2026	13135	Upworx LLC		-1,667.50	29,753.17
02/10/2026	13136	Western Skies Design	shirts	-180.00	29,573.17
02/10/2026	13137	Witmer		-2,990.20	26,582.97
02/10/2026	13121	Wolf, Frank	cpr renewal	-31.00	26,551.97
02/10/2026	13138	Woodland Hardware...		-162.61	26,389.36
02/11/2026	eft	Core Electric Coope...	electric	-442.06	25,947.30
02/11/2026			Funds Transfer	25,000.00	50,947.30
Total 1010 - Vectra Bank Main Account (Primary Checking)				2,250.00	50,947.30
TOTAL				2,250.00	50,947.30

Administrative Report
by Diana Perkins
February 10, 2026

Grants

- Gaming Grant –Amount \$21,560.06 Awarded \$18,849.00 - Payment received
- Working on new FFSDP grant due by 2/13

Admin Activities

- Onboarding new personnel coordinator
- Onboarding 3 applicants and 2 part time employees
- Completed workers comp audit info for payroll

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

2026 Hours

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

Per CO - 20 hrs per pay period

Brandon & Joe are in FF Academy (extra hours)

Date	Chief	Dustin	Brandon	Zach	Joe	Colin	Dawn	Total includes Holiday or PTO
1/2/2026	83.5	92	93	0				14 each Dustin and Brandon
1/13/2026	106.5	85.25	82.25	0	65.5			
1/30/2026	121	113.75	104.5	10.25	76.5	34.75	6	
2/10/2026	108.5	103.25	111	45.75	81.25	60.75	7.75	

**Administrative Report
by Diana Perkins
February 10, 2026**

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DIVIDE FIRE PROTECTION DISTRICT

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

DFPD Sales Tax Exemption # 98-136947-0000

Purchase Order #2026- _____

To: *Hanover Fire Protection District* Requested by: *Cheryl Hinkhe*
Account: *Line Item 5540*

*USA order for
Brush 21 1 1*

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 \$ *12,976.57*

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

NFES #	Name	QTY	Price
171	Shovel	2	
1180	combi	2	
296	McLeod	2	
659	Rake	2	
1238	1" hose	10 hoses	
1239	1 1/2" hose	14 hoses	
1016	3/4 hose	20 hoses	
743	gasket	1 pkg	
254	gasket	1 pkg	
2326	gasket	1 pkg	
6	adapter	2	
7	adapter	2	
710	doub fem	2	
857	doub fem	2	
916	doub mal	2	
856	doub mal	2	
2210	cap	6	
733	reducer	6	
10	reducer	8	
417	reducer	4	
2230	reducer	2	
2235	increaser	4	
416	increaser	4	
1081	nozzle	6	
1082	nozzle	8	
24	nozzle	2	
737	nozzle tip	2	
638	nozzle tip	2	
1201	ball valve	4	
1207	ball valve	8	
231	y valve	10	
234	spanner	10	
235	spanner	10	
46	clamp	6	
151	pump	2	
909	backpack	1	
141	pale	5	
45	chaps	2	
78	chaps	2	
150	chaps	2	
3012	glo stick	1	
241	torch	1	
566	flagging	1	
2396	flagging	1	
2398	flagging	1	

1808
212

succión
Foot valve

1
2

12 hose packs



TELLER COUNTY SHERIFF'S OFFICE OPEN BURNING PERMIT REGULATIONS

In accordance with Teller County Ordinance 17, the Teller County Sheriff shall implement an "Open Burning Permit System". The Open Burning Permit allows for safe burning of slash, slash piles, forest management slash and debris. Open Burning Permits are issued by Teller County Sheriff's Department, 11400 Highway 24, Divide, Colorado. Phone number (719) 687-9652. The fee is \$10.00 and permits expire 1 year after issue date.

WHEN IS A PERMIT NOT REQUIRED FOR OPEN BURNING?

- Burning of materials contained in an outdoor fireplace, barbecue grill, or pit and with a total fuel area of 3 feet (914mm) or less in diameter and 2 feet (610mm) or less in height used for pleasure, religious, ceremonial, cooking or similar purposes.
- Small campfires within permanent fire pits or fire grates located on developed picnic grounds, camp grounds, public and private lands within the county.
- Firing of model rockets, welding or operating acetylene or other torches with an open flame.

WHEN IS A PERMIT REQUIRED FOR OPEN BURNING?

All persons must have a Teller County Sheriff's Office Open Burning Permit for the burning of materials not contained in an outdoor fireplace, barbecue grill, or pit and with a total fuel area of MORE THAN 3 feet (915mm) in diameter and/or MORE THAN 2 feet (611mm) in height.

FIREWORKS ARE ILLEGAL AT ALL TIMES IN TELLER COUNTY PERMITS UNAVAILABLE

**EXCEPTION: Professional commercial fireworks display
PERMIT REQUIRED**

In addition to the required Teller County Sheriff's Office "Open Burning Permit", you should contact your local fire department or fire district to learn of additional open burning requirements or restrictions.

WITHIN THE CITY OF WOODLAND PARK, open burning is NOT permitted. Within Northeast Teller County Fire District, a site inspection must be done PRIOR to obtaining a burn permit. Please contact them at (719) 687-1866.



OPEN BURNING REGULATIONS

1. No open burning of rubbish is allowed in Teller County. Rubbish includes paper, trash, garbage, useless waste, rejected or unused matter, organic or inorganic refuse rejected or waste foods, offal, and tires. Only untreated, natural wood, leaves, dry prairie grass, slash and weeds may be burned.
2. If an open burn is to be conducted or assisted by someone other than the legal owner of the property, including any third-party organization or group, written permission from the legal owner must be submitted with the Open Burn Permit Application.
3. The Permittee and any third-party organization or group conducting or assisting with the Open Burn must provide proof of insurance with the Open Burn Permit Application.
4. Burning in barrels or incinerators is not allowed.
5. The permittee shall only burn in piles that do not exceed 8'x8'x8'. Limbs may not exceed 6" in diameter.
6. Only one pile may be burned per day unless additional piles are approved to be burned by the local Fire Chief and the Sheriff in writing in advance.
7. No more than 50 piles can be burned during the life of the permit.
8. Materials must not be ignited later than 2:00 p.m. All fires must be completely extinguished no later than sunset. Open burning is not permitted to continue overnight. "Ignition of material" includes both starting a fire and adding more material to an existing fire.
9. Open burning (campfires; see below) must be at least 50 feet (15,240mm) away from any structure or other combustible materials and all combustible debris must be cleared within a 50-foot radius. Be observant of tree limbs and electrical wires overhead.
10. A garden hose connected to a water supply or other approved fire-extinguisher equipment **MUST** be readily available for use at open burning sites.
11. Burning material must be constantly attended by a person knowledgeable in the use of the required fire-extinguishing equipment, familiar with the Open Burning Regulations and must be attended until all burning materials have been extinguished.
12. Barbecues and pits must be at least 10 feet (3048mm) away from combustible walls or roofs or other combustible materials.
13. Campfires must be contained within a designated fire pit that is at least 25 feet away from all structures or other combustible materials and all combustible materials must be cleared in a 25-foot radius. Fire pits must be less than 3 feet in diameter or less than 3 feet in length and width, and at least 18 inches in depth. A garden hose connected to a water supply or other approved fire-extinguishing equipment

MUST be readily available. All campfires must be attended by a person knowledgeable in the use of fire extinguishing equipment until the fire is completely out.

14. This permit shall be retained by the burn supervisor and shall be shown upon request of appropriate officials without delay. All open burning operations shall be subject to inspection.
15. During publicly announced periods of AIR POLLUTION EMERGENCY or ALERT, all permits are suspended in alert areas. In such cases, burning may be conducted only with direct written permission from the granting authority.
16. The permittee is responsible for checking the daily air quality forecast before igniting the burn to ensure that no Air Pollution Alert or Ozone Action Day alert has been issued for the location of the burn. For more information: www.colorado.gov/airquality.
17. The permittee, permittee's employees, agents and assignees and any third-party organization or group involved with the open burning shall abide by the conditions and restrictions contained herein. Any violations of these conditions and restrictions shall render this permit null and void and subject the violator to liability and penalties as allowed by law.

WHEN IN DOUBT – CALL YOUR LOCAL FIRE DEPARTMENT

CRIPPLE CREEK FIRE	(719) 689-0240
DIVIDE FIRE	(719) 687-8773
FLORISSANT FIRE	(719) 748-3909
FOUR MILE FIRE	(719) 689-3417
GREEN MTN FALLS FIRE	(719) 684-2293
MOUNTAIN COMMUNITIES FIRE	(719) 687-9652
	(719) 687-1858
NORTHEAST TELLER FIRE	(719) 687-1866
VICTOR FIRE	(719) 689-0866

**REMEMBER: YOU MUST NOTIFY THE TELLER COUNTY SHERIFF'S OFFICE
BEFORE PERFORMING ANY OPEN BURNING AND AFTER THE FIRE IS COMPLETELY OUT**

I acknowledge that I have read and understand the Teller County Sheriff's Office Open Burning Permit regulations as set forth above and agree to comply with these regulations and with Teller County Ordinance #17, Open Fire Ban and Burn Permit Ordinance.

Applicant Signature _____

Date _____



TELLER COUNTY SHERIFF'S OFFICE
OPEN BURNING PERMIT APPLICATION

You **MUST** notify the Sheriff's Office prior to the start of any open burning and when the fire is completely out. Call (719) 687-9652, option 6, 24 Hours per day.

LEGAL DESCRIPTION:

*****OFFICE USE ONLY*****

TOWNSHIP _____ RANGE _____ SECTION _____ LAT. _____ LONG _____
FIRE DISTRICT _____ SITE INSPECTION COMPLETED ____ YES ____ NO

FIRE INSPECTOR SIGNATURE _____

TCSO PERMIT NUMBER _____

*****OFFICE USE ONLY*****

DATE ISSUED _____ EXPIRATION DATE _____

TCSO SUPERVISOR SIGNATURE _____

NAME: _____ PHONE # _____

MAILING ADDRESS: _____
(City) (State) (Zip Code)

BURN ADDRESS: _____
(City) (Subdivision)

IS BURN SITE INSIDE CITY LIMITS* ____ YES ____ NO

(* If you live inside city limits you must contact city fire officials to obtain permission to burn. TCSO does **NOT** issue permits to residents inside city limits of Woodland Park, Cripple Creek or Victor)

WHAT FIRE DISTRICT IS THE PROPERTY IN: _____

PERSON RESPONSIBLE FOR BURN SITE: _____

PROOF OF INSURANCE: Responsible Person must provide the Sheriff's Office with proof of current insurance.

IS ANY THIRD-PARTY ORGANIZATION OR GROUP, INCLUDING ANY VOLUNTEER ORGANIZATION OR GROUP, ASSISTING WITH THE BURN SITE? ____ YES ____ NO

IF YES, PROVIDE THE NAMES OF ALL THIRD-PARTY ORGANIZATIONS, GROUPS AND/OR ENTITIES: _____

PROOF OF 3RD PARTY INSURANCE: Any third-party organization or group involved in the burn must provide the Sheriff's Office with proof of current insurance.

DESCRIPTION OF BURN SITE (fence row, ditch, burn barrel, open area, size, etc.): _____

TYPE OF MATERIAL BEING BURNED (wood, slash, etc.): _____

LIST ALL FIRE CONTROL EQUIPMENT BEING USED (water supply, shovels, fire extinguisher, etc.): _____

Each of the undersigned certifies that the above statements are true and that each has read and understands the conditions of this Open Burning Permit and that each will comply with Teller County Ordinance #17 "Open Fire Ban and Burn Permit Ordinance" and the Teller County Sheriff's Office Open Burniong Permit Regulations.

Applicant Name: _____

Applicant Signature _____

Date _____

3rd Party Organization or Group Name(s): _____

3rd Party Organization or Group Signature: _____

Date: _____



TELLER COUNTY SHERIFF'S OFFICE
OPEN BURNING PERMIT APPLICATION

THIS PERMIT IS SUBJECT TO ALL CONDITIONS LISTED BELOW

1. Permission from the Teller County Sheriff's Office **MUST** be obtained on each day of open burning and prior to starting a fire. TCSO (719) 687-9652, Option 6, 24 hours per day.
2. Fires must be completely out by sunset. When the fire is completely out, you **MUST** notify the Teller County Sheriff's Office (719) 687-9652, option 6, 24 hours per day.
3. All open burning is prohibited in Teller County during a Red Flag Warning, Teller County Fire Ban, or Fire Restrictions as issued by the Teller County Sheriff's Office.
4. You should contact your local fire department or fire district for additional open burning requirements or restrictions.
5. An adequate water supply and/or fire extinguisher and other fire fighting tools must be readily available in case of emergency.
6. Emergency vehicles **MUST** have access and be able to reach the burn location at all times.
7. At **NO** time shall the burning be left unattended. Burning shall be supervised by one or more responsible adults (depending on the type of burning). The Open Burning Permit must be on site. Precautions shall be taken to localize the burning, and in no way shall the burning constitute a fire hazard to persons or property within or adjacent to the area of burning.
8. No person may kindle or maintain a fire that consists of hazardous materials.
9. No Open Burning of Rubbish is allowed in Teller County. Rubbish includes paper, garbage, trash, useless waste, rejected or unused matter, organic or inorganic refuse, rejected or waste foods, offal, and tires.
10. Burning is not authorized for the hours between dusk to dawn.
11. **Burning shall be restricted to the items and location contained in the TCSO Open Burning Permit. All opening burning shall be subject to inspection by the Teller County Sheriff's Office and the local fire authority. (Permit **MUST** be shown upon request.)**
12. All building contractors **MUST** have a permit for each burn location.
13. The undersigned agrees to meet the requirements set forth in this permit. This permit can be revoked if applicant fails to comply with the guidelines stated above. Fines and/or costs to extinguish and repair damage caused will be assessed to applicant for failure to comply with these guidelines.

THIS PERMIT EXPIRES ONE YEAR AFTER DATE OF ISSUE. I acknowledge that I have read and understand the Teller County Sheriff's Office Open Burning Permit regulations as set forth.

Applicant Signature _____

Date _____