

Divide Fire Protection District

Public Meeting of the Board of Directors
March 10th, 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) Guest Speaker – Kathleen Johnson, Medical Helo Ins Policies
- 6) Chief Report
- 7) Financial & Administrative Matters
 - A) Financials
 - B) Purchase Orders
 - C) Administrative Report
- 8) Old Business
 - A) Handbook Draft Review & Discussion
 - B) 5-Year Strategic Plan – presentation in May with adoption in June
 - C) Chief Job Search
 - D) Inventory
 - E) First Due Changeover
 - F) Security Updates
 - G) Remote Meeting Accessibility
 - H) Audit
- 9) New Business
 - A) Official Document Resolution
 - B) Upworx Contract
- 10) Executive Session
- 11) Public Comment **
- 12) Adjournment

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



DIVIDE FIRE PROTECTION DISTRICT

Board of Directors Meeting

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

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

5. Guest Speaker – Kathleen Johnson, Air Medicare Network – Presented an insurance plan to cover cost of emergency air transport regardless of insurance status. This can be offered as an employee benefit, or by sponsoring employees (minimum of three) at a rate of \$75.00 per person. If enrolled as a department, the plan is attached to the roster and stays with the department when members join or leave.

6. Chief's Report – Attached. Chief reported an accident involving E21. Director Lopez also requested more information in the Chief's report regarding response participation along with call stats. He reported that the 5-year plan committee has begun meeting. Inventory is almost complete. The chief position posting received one resume that has been forwarded to the board. The posting has not been made yet on DFPC due to some technical issues, but hopefully will be resolved soon.

Director Reynolds asked about the hours being spent by the part-time firefighters versus what was budgeted. Chief reported that he recently told the part-timers they would now be kept to 10 hours per week. He noted that since they had not hired the additional full-time person they could pull some hours from there if necessary.

7. Financial & Administrative Matters

A. Financials – Motion by Director Luttrell to approve the financials. Second by Director Franke. The motion passed with all in favor. Perkins noted that account 5540 was mostly used already by the previous month's purchase order for B21 supplies and that she discussed this with Chief and advised him to keep an eye on that account as the year progresses.

B. Purchase Orders – 031026-01 Divide Collision - \$1071.00 - repairs on E21
Motion by Director Franke to approve the purchase order. Second by Director Reynolds. The motion passed with all in favor. Director Luttrell noted that he requested POs be included in the board packet, but Director Lopez commented that Chief was unsure if he would need a PO.

C. Administrative Report – Attached. Diana Perkins distributed Conflict of Interest forms to be updated by the Directors. She noted that the wording received by legal also included employees, and recommended she, Chief, and Captain Forbis also fill out the forms. She also advised the board that the SDA conference would be September 15-17, 2026.

8. Old Business

A. Handbook Draft Review & Discussion – Director Lopez made a motion to table this discussion. The most recent business meeting was cancelled unexpectedly and the membership has not had an opportunity to ask questions about the submitted version. Director Lopez noted that it did not seem a final version ready to submit to the board since there was still much discussion taking place. Director Atwater asked if it was necessary that the board approve the Handbook and was it possible that the board would have adjustments to make. Director Lopez confirmed that yes that was a responsibility of the board. Second by Director Franke, who also noted she would like to see a presentation by the committee to the membership so that questions can be answered about the reasoning behind certain changes. The Handbook can be presented and discussed by the membership at the April 1 business meeting, and then be in a more final version by the April 14th board meeting. The motion passed unanimously. Chief also submitted some numbers he obtained for comparison of vacation/sick time for other departments.

B. 5-Year Strategic Plan – Covered under Chief's Report.

C. Chief Job Search – The board agreed to utilize free locations such as LinkedIn, and also the State Fire Chief's Association for a \$600 charge.

D. Inventory – Covered under Chief's Report.

E. First Due – Director Atwater reported this item was ready to be closed. Diana Perkins noted a termination date of 3/13 for Emergency Reporting and expressed concern about getting all the necessary data downloaded for compliance purposes. Director Atwater said if access was lost and we needed additional time, that could be arranged.

F. Security Updates – Director Reynolds reported cameras were installed and working and Chief now has access/

G. Remote Meeting Accessibility – Tonight’s meeting was shared on Teams as a first test.

H. Audit – Diana Perkins reported that the box of records would be dropped off to the auditor in the Springs on March 17th.

9. New Business

A. Official Document Resolution – Director Lopez reported legal and other feedback that the District should develop an official document policy for labeling and updating documents so it could be tracked to the meetings where the changes were approved. Director Franke will work with Diana Perkins on this topic and will have an update in April. Director Atwater noted we can utilize Sharepoint to assist this process.

B. Upworx Contract – Director Lopez presented a contract from Upworx for IT support that updated number of work stations serviced. No costs were changed. Motion by Director Luttrell to approve the contract. Second by Director Reynolds. The motion passed with all in favor and Director Lopez signed the contract.

10. Executive Session – none.

11. Public Comment

Tom O’Connor, volunteer member – O’Connor noted he was glad review of the Handbook was tabled since there was still much discussion taking place, and expressed concern that the proposed changes might impact retaining volunteers. He also noted that some of the changes regarding additional vacation and sick time accrual should be discussed in context of budget impacts.

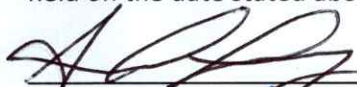

Director Lopez read a letter from Lisa Pitts that she asked to be made public. The letter is attached.

12. Adjournment

Motion by Director Luttrell to adjourn the meeting. Second by Director Franke. The motion passed unanimously. The meeting was adjourned at _____ p.m. The next regular meeting will take place on Tuesday, March 24th, 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.

 President
Name and Title
 Vice President
Name and Title

4, 14, 2026
Date
04, 14, 2026
Date

PROTECT YOUR FAMILY AND YOUR FINANCES



CENSUS BUSINESS PLAN FACT SHEET

OUR BUSINESS PARTNERS

Running a business is a challenge today and hiring and keeping good employees is only a part of it. We know that employers are balancing budgets and employee benefits and want to help.

Recruitment and retention are two of the most common problems facing a business today. The cost of recruitment as well as the loss of productivity while an employee is getting up to speed make it very costly to lose an employee. Sometimes, the benefits offered by an employer can make the difference in recruitment and retention of good talent.

AirMedCare Network partners with select businesses to offer their employees financial peace of mind as a thank-you for all their hard work and support of the business.

With an Employer Paid Census Plan, you can control budgets, and you retain control over the membership benefit, and you'll cut down on the paperwork required to get your employees covered—saving you precious time!

ABOUT THE AIRMEDCARE NETWORK

In a medical emergency every second counts, especially when transporting patients who are far away from appropriate medical treatment. No one knows that better than AirMedCare Network (AMCN).

AMCN providers respond to scene calls and provide hospital-to-hospital transports—carrying seriously ill or injured patients to the nearest appropriate medical facility.

AirMedCare Network is America's largest air ambulance membership network. AMCN provides coverage across 320 locations in 38 states with over 3 million network members.

Expenses for emergency air medical transport can put stress on your finances. With an AMCN membership, you will have no out-of-pocket expenses only if flown by an AMCN provider. Membership fees cover not just yourself, but anyone who resides within the household.

Contact your local Membership Sales Manager for questions or to enroll:

Kathleen Johnson
719.701.8976|amcnrep.com/Kathleen-Johnson
kathleen.johnson2@gmr.net | track code: 15439

Membership terms and conditions apply. Dispatch decisions are made by emergency personnel; membership does not guarantee transport by an AMCN provider.



Life Events: Employee View

1. Employee will login to Clarity.Bswift.com

Welcome,
Test Test

Change eligible benefits

My Profile

- Edit my profile
- Edit dependent profiles
- Change my address

Life Events

- Birth
- Marriage
- Dependent Loss or Gain of Coverage
- All other Life Events

My Forms

- Enrollment Confirmation Form

My Benefits

Effective Date: 7/15/2025

BASIC EMPLOYEE LIFE

Ochs Basic Life & AD&D

800 392 7295 Ochs

Quick Links

- Find A Dentist
- Find A Medic
- Find an Eye D

2. Under Life Events, Employees will pick the life event pertaining to their current situation. This will also be the date of the change.

3. Select the date in which the event took place.

4. Add the dependent (if applicable), then click Continue. A new window will open for them to make changes to all of their benefits.

5. If required, they will be prompted to provide supporting documents for the life event.

Life Event

If you had a recent life event such as a birth of a child, or a marriage, you may be eligible to change your benefit elections. Please fill out all information requested to complete your change in coverage.

[View History](#)

STEP 2 Enter your life event information

Marriage

[Change life event](#)

When did your life event take place?

Enter a date: 07/15/2025

Enter your new dependent's information:

Name	Relationship	Date of Birth	Age	Gender
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Add at least one dependent to continue

[Add Dependent](#)

[Continue](#)

[Cancel](#)

Life Event Enrollment

Medical

NO PLAN SELECTED

*Selection Required

[I don't want this benefit \(waive\)](#)

[View Plan Options](#)

Dental

NO PLAN SELECTED

*Selection Required

[I don't want this benefit \(waive\)](#)

[View Plan Options](#)

Vision

NO PLAN SELECTED

*Selection Required

[I don't want this benefit \(waive\)](#)

[View Plan Options](#)

Basic Employee Life

PLAN: Ochs Basic Life & AD&D Ochs

COVERAGE AMOUNT: \$20,000

Life Events: Employer Approval Process

1. When an employee completes a Life Event in Bswift it will prompt you to approve it under the “Pending Changes - No EOI” alert.
2. Once you click on “Pending Changes”, it will open up a different tab with the benefits needing approval.

⚠ If you don't see this additional tab, check to see if your computer is blocking popups.

Alerts

New results will be available in 30 minutes.

- Address Changes (Exclude New Address Records) >
- Any Enrollment Complete >
- Enrollment Changes (EE Only) >
- Enrollment Not Yet Complete - New Hire >
- Overage Dependents >
- Pending Changes - No EOI** >
- Pending Enrollments Awaiting Approval - EOI >
- Terminated Employees >

[Show Untriggered Alerts](#)

[Continue](#)

[Accept All](#) | [Reject All](#) | [Clear All](#)

Accept	Reject	Notes	Client Name	Employee ID	Employee SSN	Relationship (No Codes)	Last Name	First Name	Social Security Number	Benefit Plan Type	Benefit Plan Name	Coverage	Effective Date	HSA Approval Date	Prior Amount
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Sector Health Care Group Authority	522142200	524-11-5522	Employee	Test	HR	524-11-5522	Dental	Metlife Dental Insurance	Cover	08/13/2025		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Sector Health Care Group Authority	522142200	524-11-5522	Employee	Test	HR	524-11-5522	Medical	United Healthcare Choice Plus PPO Plan C	Cover	08/13/2025		

3. This is where you will go to approve the benefit elections. Please be sure to approve all benefits, not just the new or updated benefits.

Chief's Report
March 10th Board Meeting

Year to date calls – 119

Month of February Calls – 43

New Member progress

Completed extrication training

2 significant calls in recent weeks

Apparatus Accident

Inventory revision

5 Yr Plan

Lieutenant Description

Personnel Coordinator Description

Engine 22 Progress

Station bay lights

Chief search

2026 Employee Sick and Vacation Time Changes

Vacation

NETCO

0-5 yrs – 80 6-10 yrs – 120 11-15 yrs – 160

CCFD

0-5 yrs – 112 6-10 yrs – 168 11-15 yrs – 224

TOCR

0-5 yrs – 135 6-10 yrs – 168 11-15 yrs – 191

DFPD

0-5 yrs – 88 6-10 yrs – 132 11-15 yrs – 176

Employees should be able to keep 2 times the amount.

Sick Time

NETCO – six 24 hour days, unk max.

CCFD – six 24 hour days, max 730

TOCR – six 24 hour days, max 675

DFPD – 1.3 hrs per 40 hrs, max 72 recommendation 144 hrs

Add additional paid holiday – Presidents Day.

Divide Fire Protection District
Budget Performance
March 2026

		Mar 26	Jan - Mar 26	YTD Budget	Difference	% of Budget
Income						
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	694,000.00	694,000.00	0.00	100.0%
4000 · Revenues						
	4310 · Net General Property Tax	338,779.36	341,650.27	971,000.00	629,349.73	35.19%
	4312 · Interest County Treasurer	0.00	0.00	350.00	350.00	0.0%
	4315 · Specific Ownership Tax	6,128.91	19,523.21	65,000.00	45,476.79	30.04%
	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	2,333.49	6,507.45	22,000.00	15,492.55	29.58%
	4360 · Donations	1,270.00	1,355.00	20,000.00	18,645.00	6.78%
	4399 · Miscellaneous Revenue	0.00	5.05	2,500.00	2,494.95	0.2%
	Total 4000 · Revenues	348,511.76	369,040.98	1,141,350.00	772,309.02	32.33%
	Total Income	348,511.76	1,063,040.98	1,835,350.00	772,309.02	57.92%
		348,511.76	1,063,040.98	1,835,350.00	772,309.02	57.92%
Expense						
5400 · Admin Exp						
	5401 · Payroll Tax Expenses	1,662.35	4,956.82	16,573.76	11,616.94	29.91%
	5405 · Payroll - District Employees	29,065.16	86,800.19	393,019.44	306,219.25	22.09%
	5407 · Payroll - Incident Response	0.00	0.00	30,000.00	30,000.00	0.0%
	5408 · Payroll - Volunteer Stipends	0.00	0.00	10,000.00	10,000.00	0.0%
	5409 · Employee Benefits	3,943.78	11,831.34	133,556.42	121,725.08	8.86%
	5415 · County Treasurer Fee	10,163.38	10,249.52	27,500.00	17,250.48	37.27%
	5420 · Director's Fees	500.00	2,500.00	8,000.00	5,500.00	31.25%
	5427 · Volunteer Recruitment Retention	0.00	0.00	4,000.00	4,000.00	0.0%
	5430 · Employee/Volunteer Screening	150.00	949.00	1,000.00	51.00	94.9%
	5435 · Employee Recruitment Retention	1,089.90	1,516.67	12,000.00	10,483.33	12.64%
	5440 · Subscriptions, Data, Membership	1,399.09	8,767.69	27,130.00	18,362.31	32.32%
	5445 · Office Supplies/Expenses	347.18	1,419.14	5,000.00	3,580.86	28.38%
	5450 · Annual Audit	0.00	0.00	10,000.00	10,000.00	0.0%
	5460 · Legal Fees	0.00	2,038.50	10,000.00	7,961.50	20.39%
	5465 · Public Relations	0.00	288.84	8,500.00	8,211.16	3.4%
	5475 · Notice Publication , etc.	0.00	0.00	400.00	400.00	0.0%
	5480 · Insurance	0.00	45,623.00	48,584.56	2,961.56	93.9%
	5490 · Pension Plan	0.00	0.00	12,000.00	12,000.00	0.0%
	5495 · Volunteer Expenses	3,785.23	4,328.41	20,000.00	15,671.59	21.64%
	5499 · Administrative Contingency	0.00	0.00	20,000.00	20,000.00	0.0%

Divide Fire Protection District
Budget Performance
March 2026

	Mar 26	Jan - Mar 26	YTD Budget	Difference	% of Budget
Total 5400 · Admn Exp	52,106.07	181,269.12	797,264.18	615,995.06	22.74%
5500 · Operating					
5505 · Training	5,684.82	8,258.71	35,000.00	26,741.29	23.6%
5510 · Building/Ground Supplies	1,041.11	7,623.48	20,000.00	12,376.52	38.12%
5520 · Propane-Natural Gas	494.35	1,558.42	5,000.00	3,441.58	31.17%
5525 · Electric	410.52	1,352.50	4,300.00	2,947.50	31.45%
5535 · Medical Supplies & Fees	1,010.41	2,857.70	12,000.00	9,142.30	23.81%
5540 · Fire Fighting Supplies	0.00	17,297.41	20,000.00	2,702.59	86.49%
5541 · Fire Fighting R/M	0.00	3,148.78	8,000.00	4,851.22	39.36%
5543 · Rescue Supplies & Expense	0.00	0.00	3,000.00	3,000.00	0.0%
5545 · Vehicle Supplies & Fuel	85.30	2,433.77	16,000.00	13,566.23	15.21%
5546 · Vehicle R/M	5,778.40	12,211.09	50,000.00	37,788.91	24.42%
5560 · Comm. Supplies & Repairs	9,881.89	10,947.88	23,000.00	12,052.12	47.6%
5570 · Safety-Uniforms & Equipment	261.77	2,778.70	8,000.00	5,221.30	34.73%
5581 · Incident Expenses - Non-Reimb	0.00	0.00	4,000.00	4,000.00	0.0%
5582 · Incident Expenses - Reimb	0.00	0.00	3,000.00	3,000.00	0.0%
5599 · Operational Contingency	0.00	0.00	20,000.00	20,000.00	0.0%
Total 5500 · Operating	24,648.57	70,468.44	231,300.00	160,831.56	30.47%
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	51,342.82	51,342.82	55,535.00	4,192.18	92.45%
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	51,342.82	112,605.84	770,535.00	657,929.16	14.61%
Total Expense	128,097.46	364,343.40	1,799,099.18	1,434,755.78	20.25%
	220,414.30	698,697.58	36,250.82		

Banking Accounts	3/1/2026	Deposits	Withdrawals	3/31/2026
Vectra Main	16,549.47	111,260.00	105,547.96	22,261.51
ColoTrust	539,854.05	337,078.38	110,000.00	766,932.43
Balances after current bill payments				
Vectra Main	50,726.71			
ColoTrust	682,932.43			

04/14/26

Divide Fire Protection District
Bank Activity
As of April 14, 2026

Date	Num	Name	Memo	Amount	Balance
1010 · Vectra Bank Main Account (Primary Checking)					59,278.00
03/12/2026	eft	Core Electric Coope...	electric	-456.93	58,821.07
03/13/2026	935	Paychex	Payroll Funds...	-9,754.43	49,066.64
03/13/2026	935	Paychex	Payroll Taxes ...	-3,051.01	46,015.63
03/13/2026	935	Paychex	Payroll Fees	-54.42	45,961.21
03/13/2026	936	Paychex	Payroll Funds...	-2,971.43	42,989.78
03/13/2026	936	Paychex	Payroll Taxes ...	-704.96	42,284.82
03/13/2026	935	Paychex	Payroll Fees	-37.06	42,247.76
03/16/2026	eft	Cintas	23398034	-85.42	42,162.34
03/17/2026	eft	FPPA Contributions	FPPA Contrib...	-1,334.04	40,828.30
03/19/2026	eft	Black Hills Energy	Acct# 0423 1...	-372.53	40,455.77
03/20/2026	eft	Public Sector Health...	insurance	-2,461.52	37,994.25
03/20/2026	eft	Vectra Bank	Dustin CC Pa...	-742.09	37,252.16
03/20/2026	eft	Vectra Bank	Chris CC	-1,578.46	35,673.70
03/20/2026	eft	Vectra Bank	Diana CC pay...	-677.26	34,996.44
03/25/2026			Deposit	1,260.00	36,256.44
03/26/2026	653		Transfer Colo...	52,000.00	88,256.44
03/27/2026	652	Paychex	Payroll Funds...	-10,564.00	77,692.44
03/27/2026	652	Paychex	Payroll Taxes ...	-2,707.54	74,984.90
03/27/2026	652	Paychex	Payroll Fees	-46.53	74,938.37
03/27/2026	13161	Zion First National B...	E21	-51,342.82	23,595.55
03/31/2026	eft	FPPA Contributions	FPPA Contrib...	-1,334.04	22,261.51
04/08/2026	eft	Core Electric Coope...	electric	-389.80	21,871.71
04/10/2026	654	Paychex	Payroll Funds...	-13,333.27	8,538.44
04/10/2026	654	Paychex	Payroll Taxes ...	-4,162.36	4,376.08
04/10/2026	654	Paychex	Payroll Fees	-59.28	4,316.80
04/10/2026	eft	FPPA Contributions	FPPA Contrib...	-1,334.04	2,982.76
04/13/2026	eft	Cintas	23398034	-85.42	2,897.34
04/13/2026	656		Transfer Colo...	84,000.00	86,897.34
04/14/2026	13162	Lopez, Aristede	director fees	-92.35	86,804.99
04/14/2026	13163	Enna, Joe	mileage	-374.10	86,430.89
04/14/2026	13164	Gooding, Sarah	trng food	-117.74	86,313.15
04/14/2026	13165	Wolf, Frank	trng food	-85.22	86,227.93
04/14/2026	13166	AC DC Electric	bulbs	-215.00	86,012.93
04/14/2026	13167	AT&T Mobility (First ...	287352514682	-125.78	85,887.15
04/14/2026	13168	Bound Tree Medical		-1,497.38	84,389.77
04/14/2026	13169	Broken Arrow Wear	shirts	-3,582.27	80,807.50
04/14/2026	13170	Cintas Extinguishers	Cust# 1253	-1,846.30	78,961.20
04/14/2026	13171	Colorado Building S...	E21	-15.98	78,945.22
04/14/2026	13172	Colorado Division of ...	11915	-140.00	78,805.22
04/14/2026	13173	Digitcom Electronics	1040000770	-9,881.89	68,923.33
04/14/2026	13174	Galls	3618505	-68.64	68,854.69
04/14/2026	13175	Healthcare Medical ...	waste removal	-140.27	68,714.42
04/14/2026	13176	L.N. Curtis & Sons	12579	-212.81	68,501.61
04/14/2026	13177	Leo's Sewer & Drain...		-635.00	67,866.61
04/14/2026	13178	Lexipol	training progr...	-5,226.90	62,639.71
04/14/2026	13179	Northeast Teller Cou...		-447.44	62,192.27
04/14/2026	13180	Rainbow Valley Wat...	station 2 elec ...	-171.98	62,020.29
04/14/2026	13181	Rathburn Welding		-4,477.88	57,542.41
04/14/2026	13182	Sherwin Williams	painting suppl...	-36.94	57,505.47
04/14/2026	13183	Upworx LLC	monthly service	-160.00	57,345.47
04/14/2026	13184	Woodland Hardware...		-140.67	57,204.80
Total 1010 · Vectra Bank Main Account (Primary Checking)				-2,073.20	57,204.80
TOTAL				-2,073.20	57,204.80

Date	Number	Vendor	Description	Line Item	Amount	Completed Amount	Date Completed
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
1/27/2026	0127-2	Rathburn Welding	E22 & B20 welding	5545	3,942.95	4,477.88	3/17/2026
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		

1447.79

534.93

Administrative Report
by Diana Perkins
February 10, 2026

Grants

- FFSDP grant submitted – 2 scba packs - \$19920
- VFA grant opened

Admin Activities

- Prepared Conflict of Interest Forms in format to file with state – need to sign tonight
- Reviewed Handbook and provided feedback
- Worked with Pete and Dawn to get reports from First Due that show needed info for applicants

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



Billing Customer:	Divide Fire
Term:	12 Month
Current Activation Date:	1/1/2026
Next Auto Renewal Date:	1/1/2027
SLA Change Reason:	Update SLA to include new features for current year SLA

Service Level Agreement (SLA)

This Service Level Agreement ("Agreement") is made on March 2, 2026 ("Agreement Date") by and between, UPWORX, LLC. ("Upworx", or "PC Touchup") located at 750 East US Highway 24, Woodland Park, CO 80863 and Divide Fire ("Customer") with offices located at 103 County Road 51, Divide, CO 80814..

Both parties desire to enter into this Agreement in order to set forth the general terms under which Upworx is to provide the Customer with Managed Services ("Service" or "Services") to Customer site(s), the scope and description to be specified per site below, which shall be incorporated in this Agreement upon execution. This Agreement will be effective after presentation by Upworx and agreement and signature of Customer.

SERVICE ORDER

CUSTOMER INFORMATION:

Account Name: Divide Fire
 Invoicing Address: 103 County Road 51, Divide, CO, 80814
 Payment Terms: NET 15
 SLA Device Scope:
 Number of managed workstations: 5
 Number of managed mobile devices: 0
 Number of managed servers: 0
 Number of managed cloud backups: 0
 Number of managed network devices: 1

Customer Contact Information. To facilitate communication, the following information is provided as a convenience and may be updated at any time without affecting the enforceability of the terms and conditions herein:

	Billing Contact	Site Contact	Technical Contact
Name	Name	Name	Name
Phone	Phone	Phone	Phone
Email Address	Email	Email	Email



Managed Services Features Provided:

Managed Services	Features	Description
All Workstations	Remote IT	Remote Desktop Connection for On-Demand Support
Standard Workstations	Hardware Monitors	Monitors Hard Drive, RAM, and System Sensors for Faults.
Standard Workstations	App Maintenance	Application Maintenance and Updates
Standard Workstations	Event Reports	Weekly Event Viewing for Applications, Security, System Events
All Workstations	Ransomware	Computer ransomware protections and backup protections
All Workstations	Antivirus	Antivirus protection on local system
Microsoft 365	Azure	M365 Management of AD, MDM, Licenses and Users
Network	IPS / IDS Monitoring	Network Intrusion Protection / Expanded Threat Protection
Network	Treat Protection	Country Blocking, DPI Monitoring, HoneyPot and Network Scans
Network	Filtering	DNS and Enhanced Web/Content Filtering
Network	Paid Updates	Real Time Signature Updates with Active Monitoring/Reporting
Network	VLAN/Smart Packets	VoIP Prioritization, VLAN Filtering, VLAN Traffic Analysis / Policy Control

Monthly Service Fees:

Managed Services:	Quantity	Unit Price/Month	Price/Month
Workstations Standard	5	\$30	\$150
Server Standard	0	\$0	\$0
Workstation Cloud Backup	0	\$0	\$0
Server Cloud Backup	0	\$0	\$0
Mobile Devices / Tablets	0	\$0	\$0
Network Monitoring	1	\$10	\$10
Service Hours**	-	-	-
Total Monthly			\$160
Term Total	12	\$160	\$1,920

* Network Monitor Discount – If Client has a full Unifi Network system installed or revamped by Upworx.

** Service Hours are included monthly hours. These hours do not roll over to another month. All hours over this amount are charged as "Overage Hours".

One Time Setup and Installation Fee:

Your one time setup and installation fee was *waived as labor is included.*



ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS.

By utilizing the services provided by Upworx, you expressly acknowledge that you have carefully read, comprehended, and willingly agree to abide by these terms. The terms herein may be supplemented or amended by Upworx at its discretion and without prior notice. Notification of any such modifications, whether in digital or physical form, will be promptly provided by Upworx. It is imperative to note that any additions or alterations to the terms in the future will unequivocally bind you to the original agreement. Upworx is obligated to notify users of these changes, and in the absence of express disagreement with the newly modified terms within 30 days of notification, such modifications shall be automatically deemed accepted. These Terms collectively constitute a legally binding agreement between the Customer and Upworx.

NETWORK MONITORING.

All core or main networks are required to have security and update monitoring. Additionally, all managed networks must operate under enforced Access Control Lists (ACLs). Every managed device must be explicitly authorized within the network policy. Devices that are not approved, registered, or compliant with policy will be denied network access. Networks that do not permit ACL enforcement cannot be supported, as unmanaged or unauthorized devices create security, compliance, and operational risks. This excludes any guest devices on the guest network. The guest network will be isolated from the main network, and device isolation and security policies will apply to the guest network and any devices connected to it. The guest network will not have access to, or be allowed to access, the client's internal network assets (e.g., printers, mapped drives, servers) and will also be blocked from accessing any of the core services used by the customer under the main network. Upworx provides no warranty, support, or liability for any guest devices connecting to the guest network. Upworx will enforce all feasible security policies on the guest network but cannot be held liable for any devices or intrusions occurring on the guest network. ACLs will be enforced on all main/core LANs/VLANs to limit access by any unapproved or unauthorized devices.

CYBERSECURITY THREAT PROTECTION

Upworx includes a cybersecurity protection platform that does real-time threat monitoring and filtering as part of the Services. This solution monitors network traffic in real time and cross-checks activity against a threat intelligence database of 70,000+ known and emerging threats to help prevent access to malicious or compromised sites. Due to automated filtering and the evolving threat landscape, legitimate websites or services may occasionally be blocked. Client agrees to promptly notify Upworx of any suspected false positives so they can be reviewed and, if appropriate, resolved in a timely manner.

OPTIONAL WORKSTATION CLOUD BACKUP

Upworx offers encrypted, automated workstation cloud backup as an optional add-on service. This solution provides secure offsite backup for designated workstation data to support disaster recovery and data protection. Workstation cloud backup is not included in the base Services and is available at an additional cost. Backup scope, retention policies, and recovery objectives will be defined and tailored based on the Client's specific business needs and requirements.



SERVICE PERIOD.

The Term shall commence on the Activation Date and continue for an initial period of twelve (12) months ("Initial Term"). Thereafter, the Agreement shall automatically renew for successive twelve (12)-month periods (each, a "Renewal Term"), unless the Customer provides written notice of termination no earlier than thirty (30) days prior to the expiration of the Initial Term or any Renewal Term, with such termination to be effective only at the end of the applicable term. Termination notices delivered outside this 30-day period shall not be valid and the Agreement shall continue into the next Renewal Term. Upon expiration of the Initial Term, this Agreement may be reviewed for changes. Upworx reserves the right to terminate this Agreement and the services provided at any time.

SCOPE OF WORK

Upworx agrees to undertake a comprehensive scope of encompassing the management and optimization of the client's IT infrastructure and services. This commitment includes continuous monitoring, maintenance, and support for networks, servers, security protocols, and end-user devices. Upworx will proactively identify and address potential issues, ensuring system reliability, implementing robust cybersecurity measures, and managing software updates. The scope extends to cloud services, data backup and recovery, as well as strategic IT consulting. The specific scope adheres to the number/type of devices listed in the month service fees above and accompanies the agreed upon services listed in the managed service features listed on page 2.

RATES AND SERVICES PROVIDED.

Increases in managed services features or additional assets being added to the environment may result in a rate increase. Changes to the device count will be reflected monthly in the invoice. This will not warrant a new service level agreement being signed for each change but will reflect officially on the contract. Updated service level agreements will be sent at the beginning of the renewal period. Devices added or removed will reflect in a complete billing cycle and not by the days in which the device was in use/service. The customer is provided with a discounted rate as part of this contract for related services. The provided rate of \$85/hour for any in-scope overage hours can only be used for the customer's scope of work agreed upon in this contract. The scope of work is related to managed services features listed on page 2. Project work is considered anything outside of the normal scope of work. Items for project work may include cabling, adding additional non-related devices, or other services. Project work is billed at \$135/hour and categorized at Upworx discretion. Services are provided within Upworx's normal business hours unless previously scheduled with a customer. Upworx does not provide after-hours or holiday support unless notified and agreed upon in advance. After hours or holiday support may be considered Project Work unless agreed upon prior to the scheduled service date. Upworx operates on a first-come, first-served basis when attending to customer requests. Upworx does not commit to specific repair or resolution timelines. While every effort is exerted to promptly address issues, it is expressly stated that no definitive timeframe can be guaranteed for related services.



EARLY TERMINATION CHARGES.

If the Customer terminates this Agreement or disconnects Services before the end of the committed Term, Customer shall pay Upworx, LLC an early termination charge equal to 50% of the remaining balance on the agreement. There will also be a removal fee of the managed services software equal to the same amount of the One Time Charges / Setup and Install Fees.

SOFTWARE USAGE.

Upworx will install, maintain, service, operate, and upgrade the software provided. All software is owned by Upworx, and the customer agrees not to tamper with or change the settings or configurations. If any configurations to the software are tampered with, the standard service hours will not cover repairs or could result in termination of the contract at Upworx discretion and induce any early termination charges.

PAYMENT.

Payment is required in full, in accordance with the specified terms outlined on page 1. In the event that payment is not received within the stipulated term, an automatic late fee of \$35 per day will be applied. These charges will persist until the payment is received by Upworx. Should a payment not align with the current invoice as of the date received, the variance will be carried forward onto the subsequent month's invoice. Failure to remit payment within 45 days of the designated term grants Upworx the prerogative to terminate services and/or the contract, thereby invoking early termination charges.

END OF LIFE DEVICES.

Upworx expressly does not provide support for computer systems and/or operating systems that are no longer under active support by the manufacturers or vendors. Upworx cannot guarantee network and environment security due to these outdated systems for both the specific device and the entire environment. We will not be responsible for any end-of-life products in an environment and will need the client to update these systems to be in compliance with our terms.

ADDITIONAL HARDWARE.

Repairs to hardware are included in standard service hours. Although if any hardware needs to be added or replaced, it will not be covered under this agreement. All additional hardware needed will be billed on the monthly invoice in addition to the managed services plan.

WARRANTIES.

UPWORX MAKES NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, REGARDING THE EQUIPMENT BEING MANAGED. ALL MANAGED SERVICES APPLICATIONS OWNED BY PC TOUCHUP OR UPWORX WILL BE WARRANTIED IF PROVEN TO BE FAULTY, BY AND ONLY BY REINSTALLATION OR FIXING OF THE APPLICATION. Operator shall not be liable for any indirect, special, punitive or consequential damages, including, but not limited to, damages based on loss of service, revenues, profits, or business opportunities. The Services may become unavailable due to any number of factors, including, without limitation, scheduled or unscheduled maintenance, technical failure of the software, hardware or network infrastructure, or the unavailability or interruption of access to the Internet.



CONFIDENTIALITY.

The parties will hold the terms and conditions of this Agreement in confidence and will not reveal the same to any person or entity except with the written consent of the other party. To the extent necessary to comply with the valid order of a court of competent jurisdiction (in which case the party making the disclosure shall notify the other party and shall seek confidential treatment of such information); as part of either party's standard reporting or review procedures to members, parent or affiliate corporations, auditors, financial and lending institutions, attorneys; or in order to enforce its rights pursuant to this Agreement.

SEVERABILITY.

If any one or more of the provisions of this Agreement is found to be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions of this Agreement will not be affected or impaired in any way.

The parties execute this Agreement as of the Agreement Date.

UPWORX, LLC.

Divide Fire

Signature: _____

Signature:  _____

Name: Zachary Babiarz

Name: Steed Lopez

Title: Account Executive

Title: PRESIDENT

Date: _____

Date: 3/10/2026

Due to technical issues, the printing of this letter is in a non-traditional color.

March 10, 2026

An open letter from Lisa Pitts to the Divide Fire Protection District Board to be read in its entirety in open session of the board meeting on March 10, 2026.

If the letter herein is not read in full in the open session of the board meeting, I request written notification by 1700 hours on March 13, 2026 identifying the portions not read and the individual(s) responsible for the decision. As this communication constitutes a public record, it may be requested by any member of the public.

I request this letter be entered into the official record of the meeting and retained with meeting materials as part of the district's public record.

I respectfully request this statement be included in full in the meeting minutes or attached to the minutes as written public comment. If any portion is summarized rather than included verbatim, I request that the full written version remain attached to the official meeting record.

I appreciate the board's attention to maintaining transparency and an accurate public record.

I am unable to attend the meeting in person due to the care needs of my children.

The continued absence of accommodation for residents and property owners within the Divide Fire Protection District to view board meetings online represents a barrier to public access and transparency. The lack of access negatively impacts the taxpayers of this district. The broader community within Woodland Park School District RE-2, in which Divide Fire Protection District is located, is already working to rebuild trust following actions by prior elected officials and a former superintendent.

For clarity of the record, the following concerns are organized by topic.

Conduct and Ethics Concerns

The following section concerns leadership conduct and ethical concerns related to the administration of the Divide Fire Protection District.

Two terms frequently used by Interim Chief Chris Hinkle, hereafter referred to as Hinkle, are disobedient and undisciplined. These terms appear to be used selectively and in ways that deflect attention from concerns regarding leadership and decision-making within the department.

It is important to note that Hinkle is not the final authority within the Divide Fire Protection District. The chain of command places authority above the chief with the board, which consists of five members and is accountable to all residents and taxpayers within the district.

An example of disregard for board authority occurred in December 2025, when Hinkle did not follow board directives given during an open meeting and subsequently pursued actions involving district finances in order to accomplish an objective that had been denied during open session.

Inaccurate Information Provided to the Community

The following section concerns leadership conduct and ethical concerns related to the administration of the Divide Fire Protection District.

The community has been provided inaccurate information regarding the availability of car seat checks. When Lisa Pitts was terminated October 8, 2025, an

automated response directed individuals to contact Pikes Peak Regional for car seat checks. Pikes Peak Regional does not provide this service.

This information was presented in paper documentation on December 1, 2025, to Board President Lopez, Board Secretary Franke, and Hinkle. Despite this documentation, the automated message containing the incorrect information remained active. A family contacting the Divide Seats email in early January 2026 continued to receive this inaccurate response.

Hiring Transparency

The following matter concerns transparency in the process for hiring the permanent chief.

The posting of the permanent chief position raised concerns regarding the transparency in the hiring process. Applications were directed to Hinkle's chief email rather than the district administrator, creating the appearance that the process lacked appropriate oversight.

Bullying and Gatekeeping Behavior

The following section concerns patterns of bullying and gatekeeping behavior within the department.

Evidence suggests that bullying behavior has been directed toward individuals whom Hinkle has referred to publicly as 'problem children' whom he intends to remove from the department.

These 'problem children' are:

- Very invested in serving the community which they reside within or close to
- Are responsive to the community both on and off calls

- Respectful and responsible with the resources funded by property taxes and other funding sources for the Divide Fire Protection District
- Know the area
- Are within one or more protected classes of individuals under the scope of the Equal Employment Opportunity Act
- Include both volunteer and paid personnel

Other examples of Gatekeeper Bullying include, but are not limited to:

- A male is allowed to operate in a position of leadership with no job description whereas a female with a strong track record has all operations in relation to community education and outreach suspended indefinitely as there is not a job description. It shall be noted a workaround for continuity of operations the community has come to expect in this realm of Life and Health Safety, which fall under community preparedness, until a formal description could be written was presented. Examples were submitted by Lisa Pitts to be used for collaboration with Hinkle, Board President Steed, Board Secretary Franke and Lisa Pitts to write a formal description. This workaround and examples provided by Lisa Pitts were ignored.
- Individuals interested in serving in the positions of Lieutenant requested a job description of what the position would entail so they would know the expectations. When these same individuals asked questions in the email threads around the apparatus formerly known as Rescue 21, the position was subsequently put on hold and not to be filled until some unknown time.

Departmental Policy and Equipment Disposal

The following section concerns the application of departmental policies and the disposal of district property.

Departmental policies have been applied inconsistently.

In the disposal of the box from the apparatus formerly known as Rescue 21, district property was transferred to a now former member in a manner inconsistent with the established procedures governing the disposal of district assets.

There have also been attempts to change the classification of members without following the procedures established within departmental policy and state statute.

Communication and Leadership

The following section concerns communication practices and leadership conduct.

Effective leadership requires communication with all members of an organization, not only a select few. Communication must also function in both directions rather than only from the top down.

Open Meeting Law Violation

The following matter concerns a violation of Colorado Open Meeting Law.

During the public session of the Divide Fire Protection District board meeting on January 27, 2026, it was announced that a violation of the Colorado Open Meeting Law occurred during an executive session held January 13, 2026 regarding discussion of myself and Patty Franke without prior notice

I contacted the Special District Association and was informed that the appropriate remedy for this matter is filing in district court rather than administrative action.

This letter therefore serves as notice that I intend to pursue legal remedy through Teller County District Court.

Administrative Request

The following request concerns administrative continuity for ongoing work with partner agencies.

I respectfully request that my department email remain active until November 1, 2026. This will allow partner agencies adequate time to update my contact information.

My Farewell to Divide Fire

I will be relocating outside the boundaries of the Divide Fire Protection District at the end of March 2026 after eight years of service.

My last day productively contributing as a member of the Divide Fire Protection District was October 8, 2025.

I have been honored to serve alongside many dedicated volunteers and professionals within this department and community.

For those I have had the honor to serve with mutual respect and professionalism, this is not goodbye. I look forward to continuing to work together through mutual aid and community, regional, and state partnerships in the future.



Lisa Pitts

Inclusions in the box:

- Department tax card for Walmart with my signature
- Remaining card with car seat grant funds for Walmart
- Spreadsheet with grant funds tracking
- Radio and charger
- Quarter zip sweatshirt that was a sample so I would have something with the department logo that was not completely worn out for public events
- Copy of collaboration and networking that was originally emailed
- Expired department ID