



## FLORISSANT FIRE PROTECTION DISTRICT

Board of Directors Special Meeting

Zoom Meeting

Jan 6, 2023

### MINUTES OF THE SPECIAL MEETING

**MEETING RECORDING:** Part 1 - <https://zoom.us/rec/share/pzN6ErIG9I8fI83wSuJLiAbImI9NtLaey-IONShYTiSj86pQLvcYqtmExw663RIV.aTQ0sFT0aYcl1N7W?startTime=1673050020000>  
Passcode: f.y%619s

Part 2 - <https://zoom.us/rec/share/pzN6ErIG9I8fI83wSuJLiAbImI9NtLaey-IONShYTiSj86pQLvcYqtmExw663RIV.aTQ0sFT0aYcl1N7W?startTime=1673057121000>  
Passcode: f.y%619s

1. **Call to Order** 1807 hours
2. **Pledge of Allegiance**
3. **Roll Call**

*Board Members:*

President, Starla Thompson  
Vice President, Justin Snare  
Treasurer, Vicky Collings  
Secretary, Amanda Sutton  
Second Secretary, Shane Pratt  
*Board members absent : n/a*

*Others in Attendance:*

Chief Erik Holt  
Legal Team – Sarah Luetjen, Linda Glesne

4. **Opening Statement**

President Thompson gave an opening statement going into 2023 and reiterated an official statement posted on the Florissant Fire Protection website regarding harassment and the Teller County Sheriff's

Office. There are three open investigations with the Teller County Sheriff's Office and there can be no comment about these investigations, and this information is privileged information and must remain so until charges are filed and/or case(s) are closed. Reminder to the community that any official business will be published on our official website <https://www.florissantfire.com> or the Florissant Fire Protection official Facebook page.

Building updates - Fire Station 1 is now under construction and preparing for demolition to build out the offices that were approved by the board. The upper building received significant damage from a water pipe break; this took out the furnace and other contents (including radios) and damage to brush truck #51.

**5. Motion to go into Executive Session §24-6-402(4)(b), C.R.S.**

- a. Updates and consultation on the three open investigations

**MOTION:** President Thompson motion to go into executive session, Board Secretary Second; All in favor-Unanimous. Vote Passes.

**Go into executive session at 1815 hours**

**6. Any actions from Executive Session (Return from executive session 1911 hours)**

- a. Assignment of Deputy DEO and compensation during election

**MOTION:** President Thompson motion to accept Shirley D as Deputy DEO, Second-Second Secretary Pratt, All in Favor-Unanimous (5), Vote Passes.

**MOTION:** President Thompson offer Deputy DEO Shirley \$25 hourly rate with notification at 20 hours/week during the election, Second- Second Secretary Pratt, All in Favor-Unanimous (5), Vote Passes

Board Secretary open discussion after motion on the floor- discussion who will track hours; Chief Holt will take this responsibility; Board and Chief Confirmed this is a contract position for the election

- b. Equipment discussed in Executive Session

**MOTION:** Second Secretary Pratt motion to table equipment to next meeting, Second-Treasurer Collings, All in Favor (4), All Opposed (1); Vote Passes

**7. Discussion about changing order of Agenda**

President Thompson proposing having the Chief's report before public comment as there is information regarding equipment and apparatus that may be useful to the public to hear.

**MOTION:** Second Secretary Pratt motion to allow Chief's report before public comment, Second-Secretary Sutton, All in Favor-Unanimous (5); Vote Passes

**8. Chief's Report (Appendix A)**

- a. EMTS Grant – Lifepacks ordered through Stryker – expected delivery June 2023 (payment on delivery) Total ~\$74K, State will reimburse ~39K
- b. 26 calls for services: Florissant-14m43s, CME-12m8s; anticipate improvement and standardizing medical bags for POVs
- c. Teller OEM Requests
- i. Drone: year end funds to purchase a drone w/thermal imaging useful for smoke reports (using same model as 4Mile); helps to determine 100% containment on a scene – Paid for by OEM
- ii. 800 radios: 8 additional 800 radios – Paid for my OEM
- b. CRRF Agreement: Agreement with State-wildland fires what apparatus will receive per day – State will set this soon

- c. Rescue Truck Update: Sales person updated-they had ordered a brand new pump for this truck; was not in original agreement and in good faith offering to ship truck covering cost of ~\$3800; Chief Holt still planning to fly and onsite some time in February 2023.
- d. Physical security & Data Security: Upworx-a few items delivered; Chief holt has another quote from another person ~\$15K and handle as much as possible internally for cost savings on installs; approach Upworx to cancel contract (this has been open since February 2022) and suggest doing in house. Plan to request recovering deposit from Upworx.
  - i. Chief Holt to send new proposal to Board; nothing actionable at this time
- e. Rescue Quote (Appendix B): Capital expenditures 40K for equipment needs (for apparatus)-extrication equipment ~\$32K. Chief Holt Request for approval \$32,176.95.
- f. ESO Reporting Software Transition: Chief's Council meeting – currently pay ~\$3800, will increase over 3 years to ~\$7000. First year transition to new software no cost change.
- g. Officer's Academy & Driver/Operator Academy: Putting together a structured officer academy and driver operator – collaborative with mutual aid partners – County-wide effort
- h. Tac/Ops Guidelines: Nothing that currently exists in FFR that specified operations, professional standards of the fire service; Chief Holt currently working on this and will align/conduct operations with mutual aide partners to help with uniform operations across the County – future goal
- i. County Burn Restrictions: All Chief's in the county came together to discuss – suggested changes coming (district-wide policy being proposed), requiring Chief approval for projects; inspecting and ensuring state statutes followed before approval of a permit; this will help staffing levels when a permit is approved. Will help transition District liability to State liability which is a benefit to the District. Clarification that Title 32 grants authority to Chief to ensure fire safety, Fire Marshall (Sheriff) authority to enforce the law.
- j. CWPP (Community Wildfire Protection Plans) Common in HOAs and POAs, and County will be doing a county-wide CWPP. Chief Holt will work with and develop plans with the HOAs; gives benchmarks to evaluate for fire safety and to work with and align with county-wide CWPP. Plan is to target one-at-a-time and will also develop a district CWPP. Can plan to back up with a community risk reduction plan to help education the public which supports understanding an implementation of a CWPP. If there is an existing plan in communities, Chief will work to leverage existing to strengthen and set new benchmarks.
- k. Interview Process for Part Time Positions – Chief and Captain Quick had internal application process and interview plan with two; waiting on acceptance of conditional offers (pending background checks) and hope to announce selections soon. Chief Holt requested desired certifications in the employment agreement and sent to legal for review before executing signatures.
  - i. Discussion and clarification that Chief has authority of staffing and hiring positions and direct reports for the FFR; Chief weighed pros and cons of posting positions external and internal and confident in internal considerations and the right route for FFR.

**MOTION:** *Second Secretary Pratt make motion provide Erik ~\$32K equipment (know its necessary equipment and will save someone's life), Second-Vice President Snare, All in favor- Unanimous (5); Vote Passes*
- l. Question posed regarding payment from High Park fire: Chief Holt responded no, have not been reimbursed. Each individual has hourly bill rate (equip, apparatus, etc); State requested some corrections in billing. Chief hours – State was supposed to take over for Chief Holt and Teague to be relieved and State did not show up; stayed out overnight additional operational period

which does violate Federal work/rest cycle. Just received correction information from State last week. Checks were cut and will coordinate payment with two individuals.

## 9. Public Comment

- a. **Judy Dunn** – Agenda appeared to skip DEO; Comment regarding spending money and how purchases are getting prioritized
- b. **Rich Graham** – Comment regarding fiduciary obligation, spending money, and why truck purchase was not put in the budget
- c. **Don Moore** – Comment regarding new truck, and email sent regarding two local trucks. RE: burn restrictions, open invitation to NoFloCo projects. Question regarding rescheduled Christmas Party.
- d. **Jan Franke** – Regarding damages to upper building – sounds extreme and concerned about bringing building up to code.

Discussion among board regarding answering questions during the meeting and collectively decided in prior meeting not to answer public questions during the meeting; taking public input during public comment.

## 10. Approval of Minutes

**11/30, 12/7, 12/10**

**MOTION:** *President Thompson motion to approve all three sets of minutes, Secretary Sutton, All in favor-Unanimous (5); Vote Passes*

## 11. Treasurer's Report

### a. Alternative Deposit Accounts

- i. Adopting an investment policy – comment from Don creating an investment policy which Treasurer thought was a good idea; Treasurer reached out to Teller County treasurer and modeled after theirs, and SDA had a policy and policies for Colotruster and CSafe. First impression this is overkill and we may just need to decide on which investment organization to go with however Treasurer did find having a investment policy statement helps us understand the following:
  - a) Statutory regulations have to abide by when investing tax revenue
  - b) Roles and responsibilities points out minimum should have dual controls on bank account; allows initiator and an approval; .25% return currently on MM account
    - a) Safety, liquidity and yield as a standard
- ii. If we average \$350K at 4% = ~\$14K yield over a year; current/past yield ~\$1000/year
- iii. Treasurer would like for board to not push off choosing a new investment account
  - a) We still have an account with Colotruster; may be option (need to take previous signors off).
- iv. President Thompson pointed out needing discussion regarding prioritizing policy at this time, roles and responsibilities of board members (ie who is a signor, authorized, etc). Proposition to potentially table this topic after roles, responsibilities, bylaws, procedures then make decision on investments.
- v. Treasurer would like to invite other people into the conversation, certified financial planners as example, or form an investment committee.
- vi. Second Secretary in agreement to focus on Investment over time (IOT), agreement with Treasurer to invest now and preference go with highest interest rate. Discussion of liquidity and both account options proposed are either same day or next day. Treasurer suggestion to go with account with lowest fees.

- vii. Secretary acknowledged not having time to read/review updated policy sent by Treasurer right before meeting.
- viii. Further discussion regarding initiator and approver (CPA, Board, etc) and policy regarding moving funds from one account to another.
- ix. Treasurer suggest using policy created as a starting point and create a committee to fine tune.

MOTION: Treasurer to adopt policy and create an investment committee and which account or table. Incomplete motion and given Secretary not in a position to review policy sent 1/6, may be in a position to table; unclear motion

MOTION: Second Secretary Pratt motion that we approve FFPD Investment Policy statement made by Vicky and that also within board or two meetings come together with investment group that can do final minute touches to be going positive strong, because think IOT worth it and not like we can access money, just transferring to another account; Secretary responded not clear on what motion is; asked to restate the motion

MOTION: Go head and approve Vicky's FFPD Investment Policy Statement, also said to invest the money, and come up with committee in the next few meetings to fine tune the investment, premise investment over time, etc....Unclear distinct motion.

**MOTION:** *Secretary repeat back the motion: [Second Secretary Pratt] Motion to approve investment policy, invest the money, come up with committee fine tune investment (confirmed by Second Secretary Pratt), Second-Treasurer Collings, All in favor (2), All Opposed (3); Vote Does not Pass*

**MOTION:** *Treasurer Collings motion to have a special meeting to go over in detail, investment policy and which company we want to go with. Second-Secretary Sutton, All in favor-Unanimous (5), Vote Passes*

#### **b. Approval of Financials**

- i. November numbers fairly old already; Treasurer will put PDF up on website. Only had ~\$7K in November in revenue. At the year about ~\$36K; will have many year end adjustments in December. Not much to go over in November and much more in December.
- ii. Need to identify due date/timeline for budget amendments for 2022; Treasurer hoping we may not need adjustments; should know this in the coming week
- iii. Financials sent out a little late due to last minute credit card adjustments being made
- iv. Treasurer working on different format for 2023 budget and should have finalized to put up on website

MOTION: Treasurer Collings motion to approve financials, Second-Second Secretary Pratt, All in favor-Unanimous (5); Vote Passes

### **12. Old Business**

#### **a. Transparency Notice/Regular Meetings 2023**

- i. Regularly scheduled meetings: Board agreed to hybrid meetings at Station 1 and Zoom, fourth Wednesday of the month at 6PM
- ii. **MOTION:** *Second Secretary Pratt, Meeting time 6pm, fourth Wednesday at Fire Station Training Center, Second-President Thompson, All in favor-Unanimous (5); Vote Passes*
- iii. **MOTION:** *President Thompson motion to have posting place for Meeting notice remain the same, Second-Second Secretary Pratt, All in favor-Unanimous (5); Vote Passes*

- iv. Discussion: District Research and Retrieval [open records requests] Patti and Fire Chief as contact for open records request. Inconsistent with statute (5 days) and should be 3 days; discussion of changing to Board Secretary
- v. **MOTION:** *Secretary Sutton motion to table the District Policy portion of the Transparency notice to be completed prior to the regular meeting in January, Second-Second Secretary Pratt, All in favor-Unanimous (5); Vote Passes*

### **13. New Business**

#### **a. Community Involvement K-12**

- i. Secretary Sutton shared individual posted on Social Media part of homeschool groups in the area, call out for anyone with skills and willing to teach, host classes on skills based topics and field trips. Could have students do field trips or conduct classes. Elementary through High school aged students in Teller County, specifically Florissant and Divide
- ii. Builds on Chief Holt's values, mission, vision on engaging younger generation in stewardship, community service and learning about emergency services.
- iii. She was willing to have coordinate location, on or off site, focus on different age groups and more flexibility to tailor needs being homeschool curriculum. Could consider the board or FFR other volunteer opportunities to sign off on volunteer hours (if part of high school curriculum), including students in community events.

**MOTION:** Second Secretary Pratt motion to table information to the next meeting (something like Week Camp with Chief Holt); Second- Treasurer Collings, All in favor- Unanimous (5); Vote Passes

- iv. Brief update on insurance and adjustor assessment and mitigation of upper building water damage.

### **14. Motion to Adjourn Meeting**

**MOTION:** *Second Secretary Pratt, Second-President Thompson, All in favor-Unanimous (5); Vote passes*

### **15. Meeting adjourned at 2121 hours**

## **APPROVAL**

On this day, January 25, 2023 we attest that the foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Florissant Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

President, Starla Thompson

Vice President, Justin Snare

Secretary, Amanda Sutton