



FLORISSANT FIRE PROTECTION DISTRICT

Board of Directors Special Meeting

2606 US-24, Florissant, CO 80816

Nov 30, 2022

MINUTES OF THE REGULAR MEETING

1. **Call to Order** 1810 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

4. **Opening Statement**

- a. Board President disclosure oversight on agenda: Executive session before public comment; posed the option to the public present in the room to choose when public comment occurs on the agenda. Public decision to and board in agreement to start meeting with Public Comment.

5. **Public Comment**

- Richard Graham – CME – Budget question
- Dennis Schorn - Valley High – Agenda Suggestion
- Al Franke - CME – Agenda Suggestion

6. **Executive Session** §24-6-402(4)(d), C.R.S. Confidentiality at 1823

7. **Return to Special Meeting** at 1922 hours5.

8. **Oath of Office Chief Holt**

- a. Board President congratulated Chief Holt on acceptance of the contingent contractual agreement Chief Holt is chief for next two years
- b. Board President asked Chief Holt to raise right hand and administered Chief Holt oath of office as of 10/31/2022, per contract signature date

9. Approve Minutes

- a. September 28, 2022 Regular Meeting – Approved
MOTION: Vice President Motion to Approve Meeting Minutes 9/28/2022, Board President second, All in favor-Unanimous, Vote Passes
- b. October 26, 2022 Regular Meeting – Approved
MOTION: Vice President Motion to Approve Meeting Minutes 10/26/2022 to include Treasurer edits, Board President second, All in favor-Unanimous, Vote Passes
- c. October 31, 2022 Special Meeting – Approved
MOTION: Vice President Motion to Approve Meeting Minutes 9/28/2022, Board President second, All in favor-Unanimous, Vote Passes
- d. November 17, 2022 Public Hearing -Tabled for BOD Review

10. Financial Report from Treasurer

- a. Reports in Addendum A
- b. Balance Sheet
 - i. Reported are numbers end of October
 - ii. 591K Total Checking accounts – this is healthy
 - iii. Recommendation for capitalization policy
- c. Investment companies: ColoTrust, CSafe (smaller more conservative); fairly comparable
 - i. Money Market Account *current* return is only .25%
 - ii. Next board meeting Treasurer will provide an investment comparison and propose to board to decide
- d. P & L Report
 - i. January through October Income \$528K, budgeted \$434K
 - ii. Total Expenses \$463K through October, Budget total \$491K
 - iii. Colorado budget law only looking at expenses; Compare actual to budgets accruals goes away
 - iv. \$30K IRS penalty interest waiver/forgiveness – The state forgave almost \$6,000 and hoping for 50-60% forgiveness. Waiting to hear back from the IRS.
 - v. Cash wise – very healthy
- e. *MOTION: Treasurer Vicky Collings Motion to Approve financials as stated, Second Secretary Shane second, All in Favor – Unanimous, Vote Passed*
- f. September financials format was confusing; Will not post September and will start with October Financials (which will include September)
- g. Discussion to schedule a Special Budget meeting to follow up on Budget Hearing
 - i. Special Meeting for budget discussion scheduled for December 7, 2022 at 6:00pm

11. Chief's Report

- a. Addendum B
Old Business
 - i. Fleet Management pending legal review
 - ii. Chief cell phone – shared cell phone number and updated on the website
 - iii. Starlink – Found a manufacturer that makes an RV mount and cell phone booster ; will install on Chief's vehicle – Item closed.

- iv. Stryker: 3 Lifepacks \$48,000 using the grant funds; Working with Sarah in La Junta, waiting on authorization after State reviews Statement of Work, most likely June delivery. This is payment up front and will get a reimbursement. Currently put in to purchase 2 at ~\$51K
- v. Second Secretary inquired as to a price break if we purchase 3 vs 2.
 - 1. State representative Andre has worked closely with the Chief to help cut costs and utilizing grant fully; there has been a fairly significant cost increase since when grant was written due to inflation. Chief drafting final pitch and will share out purchase order authorization to purchase once received
 - 2. Second secretary confirmed with Treasurer
- vi. Home Oxygen Emergency Power Outage Program
 - 1. State recently changed rule on leaving Equipment (i.e. oxygen bottle full) on scene. Chief reached out to Chief Medical Director Dr. Dewalt and he is in full support program and authorizing FFPD to leave equipment
 - 2. Initial purchase 18 jumbo D cylinders; using data is about an 8 hour O2 supply without power
 - 3. Whole program will cost ~\$1600, lifespan will save thousands, Medical Director in support of program
 - 4. Opted to buy bottles with toggle versus wrenches
 - 5. Survey is on the website
 - 6. Chief working with Core Electric to be notified if power is out to be proactive and send a responder to residence if on the list. This program will not impact first responder operations.
 - 7. LeAnn Spicer asked Chief if there is documentation to share on scene; Chief ordering File for Life to distribute and will add information on the front/clear side; Average age in district is 57 years old; want to distribute information and stop emergencies and be proactive
- b. New Business
 - i. Incident Reports – 37 incidents (since October 19)
 - 1. 5 Zones in dispatch system
 - a. Changed Zones in May and updating ERS to give better data based on Zones; the smaller Zone the better
 - i. *Florissant District 1 split on CR3:*
 - ii. Indian Creek West Zone 1
 - iii. Indian Creek East Zone 2
 - iv. Station 1 Zone 3
 - v. Teller 1 Split to Zone 4
 - vi. South of La Montana Mesa to Deer Mountain Road Zone 5
 - 2. Response Times
 - a. Florissant CR42 north to National Forest 24 calls – Average Response time 13.32 minutes
 - b. CME South CR42 to Deer Mountain Road – 10 Minute response time
 - c. Average Dispatch to en route is 47 seconds and is beating professional department standard of 60 seconds
 - d. Board President recognized all volunteers present in the room for their good work
 - e. 10.81% overlapping incidents

- i. Treasurer inquired as to when/what time are the overlapping incidents; Chief responded many variables impact this and may change seasonally; will bring back some detailed data in future report
 - ii. More significant medical calls happen in the evening/night
 - f. Board secretary posed question to Chief asking if in the business meetings anyone in particular or something happened exceptional or someone to recognize to the board; Chief responded this will be addressed later on the agenda
- 3. Standardized bags (18); allowing closest responder who is certified to respond from their homes; discussed at the most recent business meeting. Goal 5 to 8 minute response time. Chief had a volunteer demo the new bag, how it works and what it includes.
- 4. Promotions – Two recognitions
 - a. Promotions of personnel need board approval
 - b. Jeff Adams:
 - i. Lives just out of district and has been staying and covering in the district two nights a week at the upper building
 - ii. Brings operational services as special forces medic for over 20 years
 - iii. FF to Lieutenant
 - iv. Operations Lieutenant
 - c. **MOTION:** Board President motion to approve promotion, Jusitn second, All in favor unanimous, Vote Passes
 - d. Randy Much
 - i. FF to Lieutenant
 - ii. Career FF, long history with Florissant Fire, was a prior board member 2016/201; under Chief Holt he has the most professional
 - iii. 13-14 years professional FF experience
 - iv. Randy Training Lieutenant, in house FF1 to certify new volunteers in training program and have them certified
 - e. Treasurer Collings asked for clarification paid or non-paid – Chief confirmed these are not paid positions
 - f. President motion to promote Randy, Treasurer second, All in favor – unanimous, Vote Passes
 - g. Recognized LeAnn Spicer as top volunteer responder for the year
 - h. Chief invited volunteers up and presented challenge coins – “In recognition of excellence in all we do”
 - i. Added three new probationary members
- 5. Hosted local Girl Scout Group
 - a. ~1 year ago proposed to county to build a new park in Florissant, if Girl Scouts raise 14K the county will match. Girl Scouts met this goal and county will match the funds. FFPD acknowledged the success with a banquet dinner, awarded them trophies that said “In recognition of community service excellence”.

6. Teller County Toy Drive Friday and Saturday at Walmart ~10-15K in donations – overwhelming success; Shop with a hero event still to come and expected to be a success.
7. CWFIMA Winter Academy – Wildland FF Training (ICS) Training – Jan 10,11,12 - Academy is run like a Type 1 Incident
 - a. Planning to send members to training (using '23 Training budget) to take advantage of this being local. Approximately \$100 per course and will pay travel.
8. Fire Corps Coordinator: Starting to schedule monthly events
 - a. Tuesday December 6 2:00pm – Overview of Fire Corps and plans for Fire Corps and announcement of newly hired Fire Corps Coordinator
 - b. Christmas Social – Fellowship event: Christmas Tree, Santa, Chief's two dalmatians, cocoa bar; hang an ornament on tree, Christmas tree lighting, free photos given to attendees
9. Upworx – still waiting on security equipment
10. Dawn of Hope hosting FFPD for holiday banquet Saturday December 17 5:00pm; very gracious discount to the department
- ii. Board Secretary asked for status update on open action items from previous meeting
 1. Grant request – does not appear approved for SAFER Grant, this is in progress in addition to EMS Grant – Grant Committee will be working on this
 2. Discussion of discount emergency responder Verizon accounts for volunteers – keep open action item
 3. Budget item – discussing additional part time positions – keep open action item for budget conversation
 4. Safety Committee (NFPA 1500) – bring back recommendations to the board – keep open action item
 5. FPPA In person learning session - FPPA has a moratorium on pension plans for volunteers. Chief talked to state past 20 years grossly underfunded. State conducting a 2-3 year study. May consider DOLA option in 2024 budget. May not be able to enroll in pension plan for 2023. – Closed action item
 6. Credit Card Policy – Tabled

12. Old Business (BOD)

- a. Contract 1: May River in legal review and will send to Chief when legal review complete
- b. Contract 2: Captain part time employment agreement; President received back from Legal and will send to Chief
- c. Meeting format for 2023
 - i. Discussion to move December regular meeting
 - ii. Board Secretary proposed a shorter modified December meeting rather than canceling
 - iii. Board discussed having a hybrid meeting December 21st at 5:00pm
 - iv. **MOTION:** *Move Regular December meeting to Dec 21 at 5:00pm, in person and Zoom, Vice President Second, All in favor – Unanimous, Vote Passes*
 - v. Discussion for Regular board meeting date/time for 2024
 1. Chief shared there may be a benefit to schedule the Regular Board meetings after the Member Business Meetings
 2. President proposed tabling commitment to 2024 regular meeting date/time until the December Regular meeting
- d. Bylaws Committee Update

- i. Board President and Board Secretary met to review templates for bylaws and a blanket policy of board member roles and responsibilities from DOLA; President thanked the community for their patience and understanding. Need create roles and responsibilities so board members are clear and how it integrates with Service Plan, Chief and Operations. Using information from legal team, DOLA on templates and recommendations
- ii. Board Secretary shared suggestion to post the bylaws template to the website for public input. Bylaws committee felt it covered what we already have in current bylaws and it also has additional details and sections to include. Want to get public input on suggested template.
- iii. Restated from the last meeting Board Secretary went through the practice of comparing current bylaws to SDA to highlight distinct differences.
- iv. President shared intent for bylaws to limit redundancy; acceptable when there is a change in board members it is often standard to amend bylaws based on the new board's operational focus within compliance of laws and statutes.
- v. Roles and responsibilities will be addressed separately
- vi. Will post template to the website and asked public to use the public comment email
- vii. Treasurer posed a question if we intend to drop the SDA language and statutes from the bylaws; stated that the public may need familiar terms in the bylaws
 - 1. Board Secretary responded not necessarily removing statutes and will keep what is distinctly needed, and many sections that we will be adding on top of statutes, or more details, and will need the base statute to reference and build from. The public had raised concerns that if we were to suspend the bylaws as is, tried to ensure the public most of the current bylaws are referring to
 - 2. Public Comment: Similar to how we requested the Budget comments, try to be specific and reference the specific section in the public comment to help the committee to better understand and align the feedback
 - 3. Clarification that the Special District Association Board Member Manual is printed every year; the SDA team will interpret and suggest in a new 2024 manual
 - 4. Board Secretary to re-send the Bylaws and Board Roles and Responsibilities templates to all board members
- viii. Reiteration that bylaws committee is focused only on the District Bylaws
- ix. Treasurer posed question about some new requirement in 2023 to update the website
 - 1. She recalled hearing another Fire District eliminating their website because of the new requirement
 - 2. Board Secretary reviewed SDA manual and reported back this is a new Website Accessibility requirement on or before 2024.
 - a. There may be state resources to get suggestions and assistance with website updates
- e. Service Plan Updates: Board president reiterated importance of updating the service plan. Chief reported wanting to align with the strategic plan.
 - i. Board Secretary asked if we should post the old service plan; Board President responded the Service Plan packet is over 40 pages and most is court documents. Chief working on cleaning this up to post on the website.
- f. FAMLI –District Opt out

- g. DEO – District Elections Officer: Collectively decided to use legal representative to be the Election Officer; this is to ensure it is none of us (FFPD). Suggested to have a Deputy Election Officer to oversee process on election day. All information is sent to legal department and officer will tally votes.
- h. President received resolution – Sarah Luetjen will be DEO and will sign the resolution
- i. DEO is looking to identify a Deputy Officer that is an external party not connected to the District; considering Cripple Creek clerk. Identification of Deputy is currently underway.

13. Trello Overview

- a. Board Secretary presentation of Trello software tool (free online tool)
- b. Better way to track open action items, motions and votes, a single tool to help the board better operate. Secretary shared background in organization (allows Secretary to create interactive columns, use labels and track items. Information is grouped into cards that contains start dates, due dates, board members etc.
- c. Not discussing or making decisions in this board; Simply a tool for the board to track and ensure we are following up on what we say we are doing
- d. Board Secretary is owner and responsible for the Trello Board; will create and manage what is entered on the Board Meeting board
- e. Anything on this board is public information, nothing is private, nothing executive session. Everything on this board is public information and what would be heard in a meeting or found in meeting minutes
 - i. Operational for the board to use and aid to help the board better manage its work
- f. Board secretary will be using for board meetings going forward
- g. Will conduct individualized training for any board members interested

14. Any other item that comes before the Board

- a. Chief Performance Review:
 - i. Board President stated there is nothing in our database from prior boards for performance review and standards for the Chief
 - 1. Board President reached out to neighboring districts and some other departments (ex. Fountain); researching performance review
 - 2. Suggestion to form a Performance Review Committee
 - ii. Second Secretary also researching and documenting suggestions for performance review
 - 1. Suggested providing a draft performance review to the Fire Chief for his input/suggestions
 - 2. Should be given to Chief around September annually
 - iii. Board Secretary in support of their being a committee; Suggested Shane as he has already done some work on this
 - iv. Board President suggested to board start sharing ideas and independent research and bring back to board in December
 - v. Board president proposed to public to email any tools or samples they may have for this
- b. Second Secretary – Per SDA guidelines do not need to approve minutes; not required, but some people do them. Suggest to send an email to board, ask for amendments and post in 24 hours
 - i. Board President recommendation to include this policy update along with the bylaws updates
 - ii. Board Secretary stated there is an open action item to discuss and decide on meeting minutes format, minutes posting.

- c. Board Secretary – Secretary reinforcing using Robert’s Rules of Order – conducting meetings in a way that does not jump around as it results in difficulty in maintaining order and recording minutes that include all perspectives. Bouncing around results in the need to document minutes more verbatim versus in summary
- d. Treasurer asking if we can have the agenda item “Any other items that comes before the Board”, asked if this poses a legal problem; Secretary in agreement this agenda item seems to be used as a catch all.
- e. Treasurer following up on Office 365; wants to ensure there is not an issue with our named emails versus our board position emails, as an example there was a prior issue with emails not being transferred for the Secretary; Chief responded these emails do exist
 - i. Board Secretary suggested reaching out Upworx directly as they may just need to offer assistance in setting up the email accounts depending on if you are using the Outlook desktop or web application.
 - ii. Board President suggested Table topic for follow up with Upworx
- f. Board President opened the discussion for including time on agenda for responding to or answering public comment questions
 - i. Board President wants to be careful we are not responding as individual perspectives; need to be a collective board response
 - ii. Chief posed perspective that opening up the floor to answer questions often becomes problematic
 - iii. Board Secretary suggested a Town Hall for this type of dialogue have a Town Hall; ensuring when individuals announce public comment that it is aligned with an agenda item; feedback is not aligning with what is actually being discussed
 - iv. Second Secretary: There are a lot of great questions and need a way and timeframe to respond to questions; consider posting questions and answers online
 - 1. Suggestion to give board 30 days to decide how to respond
 - v. Board Secretary stated currently do not have a policy or mechanism for answering questions or considering feedback. Need a way to indicate we are considering comments/feedback and reporting back how/when/if the feedback will be considered/answered.
 - vi. Board Secretary utilizing the Trello board as a starting point to track public comments and how we circle back and/or include comments during discussion and decisions to which they are relevant
 - vii. Treasurer agreed that public comments do not often align with agenda items
 - viii. Board Secretary suggested answering questions in this meeting in particular as a baseline; the Board President had already answered one question directly. For equity, should answer the remaining questions.
 - 1. Budget question was already answered
 - 2. Suggestion to add agenda items a paragraph to agenda; a suggestion to take into consideration
 - 3. Post the meeting minutes prior to being approved; a suggestion to take into consideration and nothing changes right now

15. Meeting adjourned at 2030 hours

APPROVAL

On this day, January 6, 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

Treasurer, Vicky Collings

Secretary, Amanda Sutton

Second Secretary, Shane Pratt