

**Regular Meeting of the Board of Directors of the
FLORISSANT FIRE PROTECTION DISTRICT
6p May 15, 2024
Station 1 Florissant Fire
2606 W. Hwy. 24, Florissant CO 80816
In person or ZOOM MEETING**

- 1. Meeting called to order by Paul del Toro at 6 pm**
- 2. Pledge of Allegiance**
- 3. Roll call:** Present: Dave Groat, Judy Dunn, Paul del Toro, Jim McGovern & Leann Spicer
- 4. Approval of 4/3/24 meeting minutes:** Approved minus Jim McGovern abstaining from the vote due to not having been present at that meeting.
Approval of 4/17/24 meeting minutes: Approved unanimously

5. Paul's Comment: Regarding hiring a new fire chief, this does not diminish anything that Interim Chief Quick has done for the department. He has gone above and beyond and is very appreciated for his time and efforts over the past year. He has 23 years of fire service experience and has done a great job.

John Buchan is one of our top 2 candidates and we will discuss his employment agreement. Asked him whether he had reviewed the contract that had been reviewed by our attorney and he had. He questioned about his insurance payments which would be up to \$9k. He questioned about relocation expense reimbursement to move his family of 4 from Arkansas to Colorado. Board unanimously moved to provide allocation of \$3,500.

Judy asked about timeframe of John's arrival. He would like his family to be here prior to 7/4/24 since that is around fire season. School ends 6/7; he will arrive 6/2.

John questioned housing arrangement: looking for a rental. He has reached out to a number of local realtors. Recommendations made regarding possible STR rental, other properties being available once school lets out. He wants to be close to the station and is looking for suitable housing within the district. If he is unable to secure appropriate housing within 30 days, the Board will consider additional funds as an incentive to help him get by. The contract should include that provision.

Paul made a motion to employ John Buchan as of 6/2/24 which was approved unanimously. Judy asked John whether he accepts the position and he has accepted.

Paul thanked Don & Toni Moore for being gracious hosts, allowing both candidates and their family to stay at their location, resulting in saving the district lodging costs.

6. Treasurers Report: Leann presented the Treasurers report. She mentioned that she and Dave will be attending an SDA Regulation Workshop in June for additional procedural training.

She mentioned that the Fiscal Audit is continuing to find issues and fix them and get everything on track.

Vicky Collings spoke with the auditor and they are cleaning up fixed assets and she will get a rough draft to the board who can add MDA over it.

7. Chief's Report:

36 calls / avg of 6 responders per call / 10 mins 57 secs response time

5 fires (2 vehicles, 2 Wildland, 1 electrical hazard)

2 gas incidents

2 accidents

25 medical calls

Volunteers:

No new volunteers / no resignations / no injuries

Classes:

NREMT for EMR's

1 volunteer passed class and is certified

3 testing in June

1 EMT passed & waiting to test

1 AEMT – working on fires

Just under 900 volunteer hours

Chief Mtgs:

Chief Meeting 4/18

Pancake Breakfast meetings

Chief Council meeting: 5/16

Vehicles are being decaled / 51 is running

UC Health medical training

Business meeting

4/23 T130 hosted

CORE presentation 4/25

Active Shooter training at Charis

3,000-gallon Pumpkin for Tender

5/31, 6/1 & 6/2 Chipping event using county equipment. Second event will be in Sept.

9a. Approval of Policies & Procedures – unanimously approved

9 b. Reservations of Kitchen / Meeting Room usage discussion:

Due to district admin vacancy, there was an overbooking, leading to one of the events to lose money.

Currently Vicky & Capt. Sebring are overseeing this. A dedicated scheduler is needed.

District business takes precedence over other bookings and in the event of an emergency, all events canceled. Other than emergencies, if there needs to be a cancellation, as much prior notice as possible should occur.

New policy should include guidelines, types of acceptable events, signature of contract, potential deposit which is refundable if fire dept cancels it. The new Chief should determine how often he needs to use the room for fire business.

Needs to be decided: type of event and whether it is acceptable. Should be community events, not weddings, funerals, parties, etc.

Committee formed to look into how Lake George, Divide, Library & The Grange currently handle their bookings. Committee consists of: Jan Franke, Sarina Wise, Robin North & Karen Masterson

10. Pancake Breakfast Update:

On track – meetings being held every other week and will be held weekly as the day approaches.
Meetings on May 23rd & 7th, then weekly.

Donations received: \$500 & \$100 cash, Gift certs & Syrup (Safeway), O.J. (City Market), Eggs & items for Silent Auction. Deciding whether to do in person auction only, online only or a combination of both.

Karen requested that all proceeds from the Pancake Breakfast go toward LUCAS & equipment.
Unanimously approved by the board.

Raffle License:

Terri Churchill will sign for the raffle license. Need 3 additional people licensed, as one licensed person needs to be present at any event that would require that licensed/certified. Karen, Terri, Paul & Jan will take the online class for certification. It is \$100 annually for all licenses combined. Must file a quarterly report regardless whether an event has taken place or not. Report is sent to the state.

Dave Groat requested updates & notes regarding the Pancake Breakfast:

- Seating chart
- Parking
- Food
- Propane tanks are all full

Required:

- 22 Cooks/Runners/Servers – currently have 15
- 30 volunteer firefighters will also assist
- CERT will backfill any needs in the event of an emergency taking place

Advertising:

- Banners
- Yard Signs / Signs at Leann's property
- Ad in Courier (\$129)
- Courier will interview FFPD representative

Paul adjourned the meeting at 7:45 pm on 5/15/2024

Our Thanks for Susan del Toro for taking and preparing the minutes for this meeting!