

Florissant Fire Protection District

Board of Directors Meeting

W. Highway 24 (Mail:P.O. Box 502), Florissant, CO 80816-0502

August 24, 2022 at 5:00 pm

Minutes of a regular meeting - held via zoom

CALL TO ORDER

President Starla Thompson called to order the regular meeting of the Board of Directors of the Florissant Fire Protection District (FFPD) at 17:05.

Board members present:

Starla Thompson – President

Justin Snare – Vice President

Jim McGovern - Treasurer

OPENING REMARKS: by Starla Thompson

- Unable to answer any emails concerning Bailey or disciplinary actions
 - Disciplinary letter must follow the appeals process
 - You have to go into executive session to waive your rights
 - Bailey situation will have to resolve itself - we cannot discuss it legally
- Meetings on zoom
 - We will continue to meet on zoom until the elevated agitation dies down
 - Sheriff's office is unable to allocate a deputy to us
- Transparency - I plan to be 100% transparent where I legally can be
- Resignation of board members
 - Board resignations are board business and will be discussed during regular board meetings.
 - We don't have a protocol for announcing things to the public
- Chief qualifications
 - Have collected all that has been submitted
 - Thank you - continue to send in emails

PUBLIC COMMENT - EMAIL SUBMISSIONS

- Starla referenced article 4, section 6 from the bylaws of the board of directors that states the second vice president is held by the chief of the department. It is considered part of interim chief Holt's responsibility to speak, answer and participate in the board meetings
- Missing receipts inquiry - {answer} not sure we will ever recover those receipts.
- FFPD 72 hour email cutoff for comments - {answer} 72 hours was not a cut off - it opened it up specifically after the agenda is posted
- Squad 52. Was their due diligence done? How many miles? Will there be a reimbursement for outside use? How many calls did the deputy chief go on? {answer}

Fuel log was pulled when it was issued. 72,338 miles and it was in service for 7 days Oct 23rd - 30th with Capt Quick. Total of 1686 miles. Capt Quick responds to 90% of our calls.

- Interim chief Holt commented that permanent public comment has been established. IT will be associating with each board member so any messages that come through will go to all three (or five) board members.
- Is Erik leaving? {answer} He is here as long as he is needed. Did you obtain new EMTs from another district? {answer} There is one new firefighter from another district - with approval from their chief and everyone involved. Interim chief Holt checked the roster before he was hired and after and there are the same number of EMTs and overall personnel and will not address personnel issues. What is the percentage of medical calls the department handles monthly. {answer} the average over the last 5 years is 60%. How do you feel about the morale of the department and what can the public do to support it? {answer} it is chaotic and change is hard. If you have time to give - come out and support. There is always a job for anyone

PUBLIC COMMENT - IN-PERSON OVER ZOOM

- Would like an status update on 2 FEMA grants (one for salaries for 3 people for 3 years and one for one new SCBA's) and the state grant for LifePak 15's {answer} will address the state grant later in the meeting
- There should be a delivery of 98 cases of water to be used only for wildland fires. {answer} water was received approximately 3 weeks ago
- Interim Chief Holt reiterated that he had been cleared medically Mar 24 before taking this position
- Some in the community don't know anything about anyone on the board. {answer} Biographies are on the list to get on the website. Justin answered that he has basically been in here his whole life
- Have you met with volunteers yet? {answer} Starla and Justin have not. They are planning to do that after the chief is hired. Will elevate that as a priority.
- Concerned about no minutes since May 16 minutes. Even those minutes are inaccurate. Concerned about not seeing financials. {answer} the minutes will be reviewed this session. The problem has been getting them written and not getting them approved.
- Minutes - noticed that our bylaws say we can have a recording secretary that does not have to be a member of the board - this could help get minutes caught up. This one area the community can help. {answer} the minutes are caught up now and just need approval
- Emails have been a source of frustrations - board title emails are not going through. Misspelled emails.{answer} The IT contract in WoodlandPark is handling emails now. Board position emails will be eliminated.

Decorum for chat needs to be addressed if we are on zoom long-term.

APPROVE MINUTES.

- May 16 - Minutes already approved in May 25th minutes. Post without additional approval

- May 25 - post as is since no current board members were present
- July 11 - Starla will approve as she was the only member that was present. Patty drafted.
- July 18 - Correction of Jim's name. Correction of 1579 receipts spent to be deleted. Change that Erik made the statement the district is in good financial health.
Motion by Starla Thompson to approve minutes for July 18th. Second by Justin Snare. Passed unanimously.
- Aug 3 - no one has it. Starla will get those to you and those of special meetings

FINANCIALS THRU JULY 2022

- YTD revenue \$447,702 (103% over budget) not expecting any additional revenue
- YTD expenditures \$368,196 (75% of budget - should be closer to 58%) overbudget
 - Will need to cut spending or revised budget for the remainder of the year
 - Will evaluate after actual August numbers are in
 - Expenditures from Jun to Jul increased \$82K
 - \$35K for interest and penalties
 - \$25K backpay for chief
 - \$10K in legal fees (does not include current bill)
- 4 bank accounts - total cash in bank 688,168
 - CPA suggests COLO trust account - closer to 2% interest
- Goal is to post financials every month
- Board needs to approve all expenditures each month
- Need to get to the bank to get signature cards done and take inventory of safety deposit box
- Invoice for Mike B - Need to assess the safety of truck and who will drive it back

CHIEFS REPORT - OLD BUSINESS

- Still working on fleet management agreement with May River
- IT upgrade ¾ has arrived. Keeping us updated
- No submission for gear right now
- Cell phone for chief - no action. Looking for discounts for our members for personal plan
- IGA - signed and approved. Waiting on scheduling
- Board email accounts will get updated.
- Notifications for non internet users. Option to get a digital billboard out front.
- Command vehicle upgrades - need to get some quotes. Connectivity problems.

CHIEF'S REPORT - NEW BUSINESS

- Powerpoint presentation - Actual performance of a department
 - Inventory accountability
 - Certification levels
 - Response times
 - Incidents and Statistics
 - Policies and Operational guides
 - Community outreach
 - Engagement

- Vision
- Non-operational department programs
- Community Risk reduction programs
- Response zones
- District map
- Apparatus equipment
- Standardization
- Inspection of occupancies
- Administrative upgrades
- Training recruitment
- Demographics and growth of the district.
- Strategic planning
- Budget management
- State grant - 31,950 awarded in total
 - Pre Application and financial commitment was approved by the prior board
 - Period is for 1 year
 - Tabled - get information to the board. If we are going to miss a deadline we will have a special meeting.

OLD BUSINESS

- Part-time positions proposals
 - \$21K for 3 positions
 - EMS coordinator who has facilitated the role as a volunteer already
 - Allows for 6 nights a week the community will have coverage
 - Motion by Justin Snare for 1st part time position 20K for the rest of the 2022 year. Seconded by Starla Thompson. Vote Passed.
 - Justin Snare - Y Starla Thompson - Y James McGovern - N
 - Request to change Patti Angell from District Admin to Admin Assistant who reports to the Chief. Interim chief Holt will get a job description to the board. Also change from \$19.00/hourly to a salary of \$24,000/yr at 25(avg) hours a week. Tabled until Erik and Jim work out numbers for the amended budget.
- Credit card policy - submitted to the board for adoption.. All board members have reviewed..
 - Jim will submit some suggestions.
- Hiring of Permanent Chief Position - Vetting Committee update on applicants
 - A Vetting committee was formed that included Jim McGovern, Amanda Sutton, Jordan Moon, and chief Bernstetter from Lake George. Jim and Amanda held two meeting sessions with the volunteers. Public input was also sought. Candidates were contacted to reconfirm interest. 8 candidates are still interested in the position. The next meeting scheduled for Aug 11 was canceled as Amanda was concerned we were moving too fast and wanted another full board meeting and possibly starting the process over. Concerns were discussed about updating the qualification of the chief since a current applicant helped draft the qualifications and requirements. General concerns were we are rushing to get a permanent

chief at the expense of getting the best candidate. Shortly thereafter Amanda resigned.

- Jim suggested we replace Amanda on the committee and consider revising the minimum qualifications and repost the opening
- Starla's concerned even if we start interviews now - it will be good 30 days out before we hire a new chief. We have qualified candidates in the pool right now.
- Justin wants to start interviewing current candidates.
- Starla and Justin both agree there is no need for the vetting committee going forward
- Starla pointed out that there needs to be consideration that the interim chief has operated 2 weeks at a time for 4 ½ months.
- Starla asked if we should continue with this pool of candidates. Justin - Y Starla - Y Jim - prefers to reevaluate
- Starla asked for timeline suggestions. Starla suggests they interview candidates and post the finalists. And each reveal top candidate at next regular meeting
- Jim is opposed to making a decision of a permanent chief without a full board in place
- Starla is opposed to postponing this decision
- Motion by Justin to interview the current 8 candidates in no less than 2 weeks. Seconded by Starla. Vote: pass Justin - Y Starla - Y Jim - N

NEW BUSINESS

- Board of Director vacancies.
 - Resignation letters have been submitted and transparency notice updated
 - Possible ways to fill vacancies include
 - Fastest way - pull names out of a hat of previous board submissions.
 - Interview previous board submissions, interview and rank them
 - Open it up and have people submit letter of interest and new applications
- Starla suggested posting on the website and have candidates send in applications next 3 weeks. Jim counter proposal for 1 week.
- Motion by Justin to take 3 weeks to take applications and letters of interest and be sent to all three board members email addresses. Then we will review and interview to consider appointments to the board. Starla seconded. Vote: Pass Justin - Y Starla - Y Jim - N

ANY OTHER ITEMS THAT COME BEFORE THE BOARD

- Regular board meetings
 - The website says the regular board meetings say it is 4th Wednesday of every month at 5:00
 - The bylaws say it is the 3rd Thursday of each month at 5:30
- Get clarification on how to change it to 6:00
- Interim Chief Holt agreed to continue as interim chief until new permanent chief is hired

ADJOURNMENT

- Motion to adjourn by Jim MCGovern. Second by Starla Thompson. The motion passed unanimously. The meeting was adjourned at 22:02. (10:02 PM)

APPROVAL

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.

_____/_____/_____
Name and Title Date

_____/_____/_____
Name and Title Date

_____/_____/_____
Name and Title Date