

DEER MOUNTAIN FIRE PROTECTION DISTRICT REGULAR BOARD MEETING MINUTES

6181 COUNTY ROAD 28, COTOPAXI, CO 81223 March 15, 2023 at 6:00 PM

CALL TO ORDER: The meeting was called to order by Gretchen Abel at 6:00 PM.

DIRECTORS PRESENT: Sherry Hastings and Gretchen Abel

PRAYER: Led by Rick Cleveland

PLEDGE of ALLEGIANCE: Led by G. Abel

CHANGES TO THE AGENDA -

G. Abel addition - Purchase Request under the Assistant Treasurer Report.

MINUTES APPROVAL

Approval of the February 15, 2023 Meeting Minutes postponed till the April board meeting.

Motion by G. Abel to accept the resignation of Kathy Reese from the DMFPD board. Second by S. Hastings - Discussion: None - Vote: Unanimous, motion carried.

Motion by G. Abel to accept Suzanne A. Burks as a member of the DMFPD board. *(see attachment)*Second by S. Hastings - Discussion: S. Burks provided information on her background, education and interest in the district. Vote: Unanimous, motion carried.

Motion by G. Abel to accept Rose Abel as a member of the DMFPD board. *(see attachment)*Second by S. Hastings - Discussion: R. Abel provided information on her personal background and interest in the community and board position. Vote: Unanimous, motion carried.

Oath of Office administered by G. Abel to both new board members. (see attachments)

Motion by G. Abel to appoint Suzanne A. Burks as Board Chairman of the DMFPD board of directors Second by S. Hastings - Discussion: None - Vote: G. Abel-YES, S. Hastings-YES, R. Abel-YES, S. Burks-ABSTAIN motion carried.

Motion by G. Abel to appoint Rose Abel as Vice Chairman of the DMFPD board of directors.

Second by S. Hastings - Discussion: None - Vote: G. Abel-YES, S. Hastings-YES, R. Abel-ABSTAIN, S. Burks-YES motion carried.

Resolution #20230315-01: G. Abel - (see attachment)

Motion by G. Abel and S. Hastins to pass Resolution #20230315-01 with subject: Bank of San Juans - add/remove authorized signers. Second by S. Hastings- Discussion: None - Vote: G. Abel-YES, S. Hastings-YES, R. Abel-ABSTAIN, S. Burks-YES; motion carried.

\$ 62,284.37

\$ 795,591.08

TREASURER'S REPORT: G. Abel - (see attachments)

Total expenses to date

Current checkbook balance (3/10/2023)

December Treasurer's report	
Checking account balance as of February 1, 2023	\$ 826,568.53
Month of February deposits	\$ 20,680.64
Income plus beginning balance	\$ 847,249.17
Expenses to date	\$ 73,231.02
Total checking account funds	\$ 774,018.15
Emergency Reserves	\$ 62,429.82
Capital Improvements	\$ 56,839.27
Engine Debit Account	\$ 6,655.78
Total funds available (2/28/2023)	\$ 899,943.02
March 2023 Bill's Paid Report	
Checking account balance as of March 1, 2023	\$ 774,018.15
Income thus far in March	\$ 83,857.30
Total income plus beginning balance	\$ 857,875.45

Motion by G. Abel to approve the March Treasurer's Report.

Second by S. Hastings - Discussion: None - Vote: Unanimous, motion carried.

Motion by G. Abel to approve the March Bill's Paid Report.

Second by S. Hastings - Discussion: Q- Is the amount listed under the Engine Debit account what is owed on the engine? A- No. When an engine goes out, this is the amount in account for credit card expenses. Vote: Unanimous, motion carried.

Motion by S. Hastings to hold a Budget Workshop on March 24, 2023 at 11:00 AM in the community room.

Second by G. Abel - Discussion: The public is welcomed to attend. Board members will not be paid for participation. Figures will be reviewed for expenditures and budget categories for the remainder of 2023. Essential for new members to be in attendance. - Vote: Unanimous, motion carried.

NOTE: Based on board member availability, the budget workshop was rescheduled to Wednesday, March 22 at 11:00 AM.

Motion by S. Hastings to advertise in the newspaper for the upcoming Budget Hearing to be held on April 19, 2023 at 6:00 PM in the community room. Second by G. Abel - Discussion: None - Vote: Unanimous, motion carried.

PUBLIC COMMENT: None
 CHAIRMAN'S REPORT: None
 VICE-CHAIRMAN'S REPORT: None

CGC REPORT: None

ASSISTANT TREASURER'S REPORT: G. Abel

Motion by G. Abel to approve the purchase of a roll of stamps for DMFPD. Second by S. Hastings - Discussion: None Vote: Unanimous, motion carried.

STATION REPORTS: R. Cleveland

Fire/EMS: Responded to a total of 28 calls last month.

#	<u>Description</u>
17	Total EMS calls
4	MVA
1	Smoke investigation

#	<u>Description</u>				
1	Fire alarm				
1	Outside Fire				
3	Mutual aid				

No new hires or volunteers

OLD UNFINISHED BUSINESS: None

ANNOUNCEMENTS: Next regular board meeting scheduled for April 19, 2023 at 6:00 PM.

ADJOURNMENT:

 Motion by S. Burks to adjourn the meeting at 6:21 PM. Second by S. Hastings. Discussion: None - Vote: Unanimous, motion carried.

Respectfully submitted, Anita Gregg, secretary

Supporting documents:

- Notice of Appointments
- Oath of Offices
- Resolution 20230315-01
- Treasurer's Report
- Bills Paid Report
- P/L Budget Performance

Deer Mountain Fire Protection District 6181 County Road 28, Cotopaxi, CO 81223

OATH OF OFFICE

STATE OF COLORADO

Fremont County

I, Suzanne A Burks, do solemnly swear by the ever-living God, that I will support the Constitution of the United States, the Constitution of the State of Colorado, and will faithfully perform the duties of the office of Board Director of The Deer Mountain Fire Protection District upon which I am about to enter.

Signature:

Subscribed and sworn to before me this 15th day of March 2023.

Board Director (print):

Board Director (sign):

NOTICE OF APPOINTMENT

At a noticed meeting on the date of, May 15, 2023 , pursuant to Section 32-1-905(3), C.R.S.,

the Board of Directors of the Deer Mountain Fire Protection District

appointed the following eligible elector to fill a vacancy on the Board of Directors:

Name:

Rose Able 1 002 711 B 602 Hit

Mailing Address:

This appointment will expire at the next regular election in May of 2023.

30ard Nirector signature

delivered to the person so appointed. A duplicate of each notice of appointment, together with the mailing address of the person so appointed, shall be forwarded to the division. Per C.R.S. § 32-1-905(3) All appointments shall be evidenced by an appropriate entry in the minutes of the meeting, and the board shall cause a notice of appointment to be

Deer Mountain Fire Protection District 6181 County Road 28, Cotopaxi, CO 81223

OATH OF OFFICE

STATE OF COLORADO

Fremont County

I, Suzanne A Burks, do solemnly swear by the ever-living God, that I will support the Constitution of the United States, the Constitution of the State of Colorado, and will faithfully perform the duties of the office of Board Director of The Deer Mountain Fire Protection District upon which I am about to enter.

Signature:

Subscribed and sworn to before me this 15th day of March 2023.

Board Director (print):

Board Director (sign):

Deer Mountain Fire Protection District 6181 County Road 28, Cotopaxi, CO 81223

OATH OF OFFICE

STATE OF COLORADO

Fremont County

I, Rose Able, do solemnly swear by the ever-living God, that I will support the Constitution of the United States, the Constitution of the State of Colorado, and will faithfully perform the duties of the office of Board Director of The Deer Mountain Fire Protection District upon which I am about to enter.

Signature:

Subscribed and sworn to before me this 15th day of March 2023.

Board Director (print):

Board Director (sign):



Deer Mountain Fire Protection District

6181 County Road 28, Cotopaxi, Colorado 81223

Resolution 20230315-01

SUBJECT: Bank of the San Juans – add/remove Authorized Signers

At the monthly meeting of The Board of Directors of the Deer Mountain Fire Protection District (DMFPD), held on March 15,2023 the Board of Directors hereby approved removing Kathy Reese from all Bank access for all DMFPD at The Bank of the San Juans accounts.

In addition, adding Rose Abel, Vice Board Chair have complete access to all DMFPD accounts at The Bank of the San Juans and to be added as signature.

Gretchen Abel

Date

3-15-2023

Assistant Treasurer

Sherry Hastings

Date

Treasurer

DEER MOUNTAIN FIRE PROTECTION DISTRICT

February 2023 Treasurer's Report for the March 15, 2023 District Board Meeting

THE BANK OF SAN JUANS CHECKING ACCOUNT Beginning February 1st checkbook balance Bank of San Juans
Deposits this month
County Deposit for prior month
Insurance Payments
State Medicare / Medicaid
State Wildland
Donations
Miscellaneous

\$19,570.64 \$200.00 \$550.00

\$360.00

\$826,568,53

Total Month Income \$20,680.64

Total Income plus beginning balance \$847,249.17

The Bank of San Juans Chk #s:

Num	Date	Name	Description	
6798	12/21/2022	Gretchen Abel	Director Fee	100.00
6814	01/18/2023	C Bar C Welding	Engine 412 New Fuel Tank	635.00
6831	01/18/2023	Sherry Hastings	Director Fee	100.00
6815	01/18/2023	Rick Cleveland	Engine 412 Fuel Tank Fitting Reimbursement	24.65
Withdraw	02/02/2023	QuickBooks	Payroll	4,551.11
Debit	02/02/2023	Auto Nation	Truck Repair	4,551.11
Debit	02/03/2023	First Insurance	Liability Insurance	1,340.33
Withdraw	02/03/2023	U.S. Treasury	Payroll Tax Deposit	1,239.08
Debit	02/03/2023	Answer Right Communications	Communications	99.00
Debit	02/03/2023	First Insurance	Liability Insurance	40.21
Withdraw	02/08/2023	Intuit	Payroll Processing Fee	10.00
Withdraw	02/13/2023	Colorado Dept. of Revenue	Payroll State Withholding	375.00
Withdraw	02/14/2023	QuickBooks	Payroll	4,540.07
6840	02/15/2023	L.N. Curtis & Sons	Fire Fighting Apparel	33,430.29
6844	02/15/2023	Selective	Liability Insurance	
6842	02/15/2023	Auto Nation	Truck Repair	5,044.00
6846	02/15/2023	Community First National Bank	Building	2,337.36
6845	02/15/2023	Community First National Bank	2019 Type 3 Engine	2,149.60
6847	02/15/2023	Combined Regional Communications	Dispatch	2,107.20 2.020.38
6843	02/15/2023	Norup Gas	Propane	
Withdraw	02/15/2023	U.S. Treasury	Payroll Tax Deposit	1,332.00 1,258.26
6852	02/15/2023	Airgas USA, LLC	Medical Supplies	634.66
6855	02/15/2023	Sangre de Cristo Electric	Electric Utility	533.11
6853	02/15/2023	Rick's Pump Service	Building Maintenance	225.00
6854	02/15/2023	First Net	Communications	182.94
6839	02/15/2023	Rocky Mountain Emergency Vehicles	Building Maintenance	121.10
6838	02/15/2023	Fremont County EMS Council	Medical Services	100.00
6851	02/15/2023	AT&T	Communications	
6848	02/15/2023	Prairie Mountain Media	Notifications	45.00
6850	02/15/2023	Business Options	Medical Billing	26.40
Debit	02/23/2023	Pinnacol Assurance	Workers Compensation Insurance	24.70
Withdraw	02/27/2023	QuickBooks	Payroll	749.00
Debit	02/27/2023	Grasshopper	Communications	2,097.36
Debit	02/27/2023	Colorado Secretary of State	Registration Fee	32.76
Withdraw	02/27/2023	QuickBooks		10.00
Withdraw	02/28/2023	QuickBooks	Payroll	1.75
Withdraw	02/28/2023	U.S. Treasury	Payroll Tay Danceit	4,543.36
Withdraw	02/28/2023	David Nowlan	Payroll Tax Deposit	367.98
Debit	02/28/2023	Amazon	Assistant to Fire Chief Services	250.00
20011	02/20/2023	Allacoli	Supplies	53.12

Total Expenses to Date

\$73,231.02

TOTAL CHECKING ACCOUNT FUNDS

\$774,018.15

Other Bank Account Balances:

Emergency Reserves Bank of San Juans Capital Improvements Bank of San Juans Engine Debit Account Bank of San Juans

\$6,655.78 **\$899,943.02**

\$62,429.82

\$56,839.27

Total Funds 2/28/23

Deer Mountain Fire Protection District Bills Paid

March 1 - 15, 2023

Туре	Num	Date	Name	Account		Original Amount
Liability Check		03/14/2023	3 QuickBooks Payroll Service	EMS Payroll		-4.445.92
			Alexamber Whitney		1149.93	4,440.02
			Cade Smith		1314.62	
			Howard Dixon		792.18	
			Jerry St. John		1189.19	
Check	Db	03/08/2023	3 Intuit	Dues & Subscription		-20.00
Check	DB	03/02/2023	3 Amazon	Truck Repair		-42.38
Check	DB	03/03/2023	3 Answer Right Telecommunications	Dispatcher Fees and expenses		-99.00
Liability Check	W/D	03/01/2023	3 United States Treasury	Payroll Tax		-1,255.32
Check	W/D	03/01/2023	3 CenturyLink	Phone expense		-409.66
Check	W/D	03/01/2023	3 CenturyLink	Phone expense		-96.30
Check	6856	03/15/2023	3 Gretchen Abel	Director, Sec. Fees		-100.00
Check	6857	03/15/2023	3 Sherry Hastings	Director, Sec. Fees		-100.00
Check	6858	03/15/2023	Anita L. Gregg	Website Expenses		-100.00
Check	6859	03/15/2023	Fremont Co EMS Council	Medical Director		-100.00
Check	6860	03/15/2023	Community First National Bank	#432		-2,107.20
			2019 Type 3 Engine Principal		1,835.77	
			2019 Type 3 Engine Interest		271.43	
Check	6861	03/15/2023	Community First National Bank	Station #1		-2,149.60
			Bldg Interest		527.15	
			Bldg Principal		1,622.45	
Check	6862	03/15/2023	Selective	Liability Insurance		-5,044.00
Check	6863	03/15/2023	First Insurance	Liability Insurance		-2,162.97
Check	6864	03/15/2023	Norup Gas, Inc.	Propane Station #1		-1,014.41
Check	6865	03/15/2023	Deer Mountain Volunteer Fire Dept.	Truck Maintenance		-20.04
Check	6866	03/15/2023	John Decker	Nat'l Fire Expenses #432		-552.07
Check	6867	03/15/2023	First Net	Nat'l Fire Expenses		-0.82
Check	6868	03/15/2023	AT&T	Communications		-112.64
Check	6869	03/15/2023	Biehl & Biehl, Inc.	Legal Fees		-523.11
Check	6870	03/15/2023	Heiman Fire Equipment	Apparel- Fire Fighter		-2,554.72
Check	6871	03/15/2023	Bound Tree Medical	Medical Supplies		-568.29
Check	6872	03/15/2023	Lenny Merriam, CPA	Accounting		-800.00
Check	6873	03/15/2023	AutoNation	Truck Repair		-5,000.00
Check	6874	03/15/2023	Acorn Petroleum, Inc	Fuel-Station #1		-3,945.56
Check	6875	03/15/2023	Sangre de Cristo Electric	Electricity		-480.07
			Electricity Station #1		429.34	
			Electricity Station #2		50.73	
Check	6876	03/15/2023	Knecht Home Center	Building Maintenance		-179.90
				Total		-33,983.98
						,

Deer Mountain Fire Protection District Profit & Loss Budget Performance

February 2023

	Feb 23	Budget	Jan - Feb 23	YTD Budget	Annual Budget
Income Nat'l Fire Reserves for Payroll					
Nat' I Fire Reserve for Lease	0.00	15,833.33 4,273.91	0.00	31,666.66	190,000.0
Medical Income Medicare/Medicaid Payments			0.00	8,547.82	51,287.0
Insurance Payments	0.00 200.00	333.33 1,583.33	0.00	666.66	4,000.00
Patient payments	0.00	583.33	533.00 195.91	3,166.66 1,166.66	19,000.00 7,000.00
Total Medical Income	200.00	2,499.99	728.91	4,999.98	
Contributions, Donations, Hall Rn	550.00		550.00	4,555.50	30,000.0
Fremont County Tax			000.00		
Current & Deling. Interest	0.00	34.83	0.00	69.66	440.00
Current & Deling, tax Specific Ownership ABCDF	83,570.97 2,483.44	19,367.41	101,600.73	38,734.82	418.00 232,409.00
Total Fremont County Tax	Approximate process of the second sec	1,811.58	4,565.21	3,623.16	21,739.00
Misc. Inc.& Ins. Claims etc.	86,054.41	21,213.82	106,165.94	42,427.64	254,566.0
Total Income	360.00		22,218.82		
oss Profit	87,164.41	43,821.05	129,663.67	87,642.10	525,853.0
	87,164.41	43,821.05	129,663.67	87,642.10	525,853.0
Expense 2019 Type 3 Engine					
2019 Type 3 Engine Principal	1,829.45	1 900 00			
2019 Type 3 Engine Interest	277.75	1,809.92 356.75	3,652.61 561,79	3,619.84 713.50	21,719.00 4,281.00
Total 2019 Type 3 Engine	2,107.20	2,166.67	4,214.40	4,333.34	
Building Lease				4,005.54	26,000.00
Bldg Interest Bldg Principal	531.80	365.00	1,068.24	730.00	4.380.00
Total Building Lease	1,617.80	1,742.25	3,230.96	3,484.50	20,907.00
	2,149.60	2,107.25	4,299.20	4,214.50	25,287.00
Reserved Funds 2019 Type 3 Engine - next year					
Station 1 Bldg Lease	0.00	2,107.25 2,166.66	0.00	4,214.50	25,287.00
Reserved for Next Years Payroll	0.00	15,833.33	0.00	4,333.32 31,666.66	26,000.00 190,000.00
Total Reserved Funds	0.00	20,107.24	0.00	40,214.48	241,287.00
Payroll					
Fire Mgmt Pay Chief Asst NFIRS Payroll Other	250.00 0.00	2,500.00 16.66	500.00	5,000.00	30,000.00
Payroll Wages	13,621.26	12,083.33	0.00 24,099.32	33.32	200.00
Payroll Taxes Payroll - Other	1,064.79	1,233.33	1,883.65	24,166.66 2,466.66	145,000.00 14,800.00
Total Payroll	0.00		15.00		. ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	14,936.05	15,833.32	26,497.97	31,666.64	190,000.00
Nat'l Fire Expenses County Treasurers Fees	182.94 2.507.11	183.16	548.82	366.32	2,198.00
Director, Sec. Fees	400.00	791.66 641.66	3,048.00 700.00	1,583.32 1,283.32	9,500.00
Medical Expenses			7 00.00	1,203.32	7,700.00
Medical Vehicle Expenses	0.00	83.33	0.00	166.66	1,000.00
Medical Supplies Medical Training	634.66	958.33	634.66	1,916.66	11,500.00
Medical Billing	0.00 24.70	333.33 333.33	140.00	666.66	4,000.00
Medical Expenses - Other	100.00	333.33	136.79 200.00	666.66	4,000.00
Total Medical Expenses	759.36	1,708.32	1,111.45	3,416.64	20,500.00
Administrative, & Tel. Expense					20,000.00
Office Equipment Background Checks	0.00	58.33	0.00	116.66	700.00
Website Expenses	0.00	33.33	0.00	66.66	400.00
Dues & Subscription	10.00	100.00 416.66	200.00	200.00	1,200.00
Miscellaneous Office supplies	10.00		10.00	833.32	5,000.00
Postage	0.00	166.66	0.00		
Office supplies - Other	0.00	25.00	0.00 0.00	333.32 50.00	2,000.00 300.00
Total Office supplies	0.00	191.66	0.00	383.32	2,300.00
Phone expense	0.00	583.33	408.66	1,166.66	7,000.00
Total Administrative, & Tel. Expense	120.00	1,383.31	628.66	2,766.62	
Insurance			323.00	2,700.02	16,600.00
Liability Insurance Workman's Compensation	6,424.54	4,166.66	6,424.54	8,333.32	50,000.00
Total Insurance	749.00	1,083.33	1,498.00	2,166.66	13,000.00
, otal insurance	7,173.54	5,249.99	7,922.54	10,499.98	63,000.00

Deer Mountain Fire Protection District Profit & Loss Budget Performance

February 2023

	Feb 23	Budget	Jan - Feb 23	YTD Budget	Annual Budget
Professional Fees		ACCURATION OF THE PROPERTY OF			
Accounting Election Expense	800.00	1,633.33	1,600.00	3,266.66	19,600.00
Legal Fees	0.00	1,833.33 833.33	0.00 324.00	3,666.66	22,000.00
Professional Fees - Other	26.40	000.00	26.40	1,666.66	10,000.00
Total Professional Fees	826.40	4,299.99	1,950.40	8,599,98	51,600.00
Fire District Communications					01,000.00
Communications Sta #1 Radio Batteries	0.00				
Radio Repairs	0.00 0.00	8.33 25.00	0.00	16.66	100.00
Radios	0.00	41.66	0.00	50.00 83.32	300.00 500.00
Communications Sta #1 - Other	45.00	41.66	45.00	83.32	500.00
Total Communications Sta #1	45.00	116.65	45.00	233.30	1,400.00
Communications Dispatch Dispatcher Fees and expenses	2,152.14	716.66	2,283.90	4 422 22	
Total Communications Dispatch	2,152.14	716.66	The state of the s	1,433.32	8,600.00
Total Fire District Communications	2,197.14	833.31	2,283.90	1,433.32	8,600.00
Station, Buildgs, Grounds	2,197.14	033.31	2,328.90	1,666.62	10,000.00
Building Repairs	0.00	333.33	0.00	666,66	4 000 00
Janitorial			0.00	000.00	4,000.00
Supplies Janitorial - Other	0.00	41.66 75.00	0.00 486.00	83.32	500.00
Total Janitorial	0.00	116.66	486.00	150.00	900.00
Building Maintenance	346.10	291.66		233.32	1,400.00
Utilities	040.10	291.00	715.00	583.32	3,500.00
Station #1 Electricity	480.54	666.66			
Propane	1,332.00	666.66 750.00	908.88 2.385.16	1,333.32 1,500.00	8,000.00
Station #1 - Other	0.00	58.33	0.00	116.66	9,000.00 700.00
Total Station #1	1,812.54	1,474.99	3,294.04	2,949.98	17,700.00
Station #2					
Electricity Propane	52.57 0.00	66.66 58.33	103.61 0.00	133.32 116.66	800.00
Total Station #2	52.57	124.99	103.61	249.98	1,500.00
Total Utilities	1,865.11	1,599.98	3,397.65	3,199.96	19,200.00
Total Station, Buildgs, Grounds	2,211.21	2,341.63	4,598.65	4,683.26	28,100.00
Fire Fighting supply			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	4,000.20	26,100.00
Apparel Equipment	33,430.29	833.33	33,430.29	1,666.66	10,000.00
Equipment Purchases	0.00	41.66	0.00	83.32	500.00
Equipment Maintenance	0.00	41.66	143.94	83.32	500.00
Total Equipment	0.00	83.32	143.94	166.64	1,000.00
Small supplies	53.12	125.00	53.12	250.00	1,500.00
Total Fire Fighting supply	33,483.41	1,041.65	33,627.35	2,083.30	12,500.00
Fire Prevention Fire Training	0.00		1,338.04		
Training Expenses	0.00	708.33	0.00	1,416.66	8,500.00
Total Fire Training	0.00	708.33	0.00	1,416.66	8,500.00
Vehicles Expenses				1,710.00	0,000.00
Truck Repairs	0.000.00				
Repair	2,836.60	833.33	4,440.50	1,666.66	10,000.00
Maintenance	43.48	583.33	2,564.52	1,166.66	7,000.00
Total Truck Repairs	2,880.08	1,416.66	7,005.02	2,833.32	17,000.00
Fuel Station #1	0.00	1 250 00	0.55		
Station #2	0.00	1,250.00 125.00	0.00	2,500.00 250.00	15,000.00 1,500.00
Fuel - Other	0.00	125.00	0.00	250.00	1,500.00
	0.00	1,500.00	0.00	3,000.00	18,000.00
Total Fuel					
Total Fuel Vehicle Supplies & Equipment	0.00	83.33	0.00	166.66	1,000.00
	2,880.08	2,999.99	7,005.02	166.66 5,999.98	
Vehicle Supplies & Equipment				-	1,000.00 36,000.00 748,772.00