



# DEER MOUNTAIN FIRE PROTECTION DISTRICT REGULAR BOARD MEETING MINUTES

6181 COUNTY ROAD 28, COTOPAXI, CO 81223  
September 20, 2023 at 6:00 PM

**CALL TO ORDER:** The meeting was called to order by Suzanne Burks at 6:01 PM.

**DIRECTORS PRESENT:** Suzanne Burks, Gretchen Abel, Rose Abel and Nancy Mickelson

**PRAYER:** Led by Rick Cleveland

**PLEDGE of ALLEGIANCE:** Led by S. Burks

## MINUTES APPROVAL

- Motion by S. Burks to approve the August 16, 2023 Meeting Minutes. Second by R. Abel. - Discussion: None - Vote: Unanimous, motion carried.

## ADDITION OF NEW BOARD MEMBER:

- Motion by G. Abel to ask Cathy Mask to join the Deer Mountain Fire Protection District board. Second by R. Abel. - Discussion: Cathy Mask moved into the district about one year ago. She is retired and would like to help out. - Vote: Unanimous, motion carried.

The Oath of Office was administered by G. Abel to C. Mask.

- Motion by G. Abel to appoint C. Mask as the Director of Communications, Grants and Construction for the DMFPD. Second by R. Abel. - Discussion: None - Vote: Unanimous, motion carried. - *see attachments*

**TREASURER'S REPORT:** G. Abel - *see attachment*

### AUGUST Treasurer's report

|   |               |
|---|---------------|
| Checking account balance as of August 1, 2023 | \$ 569,634.72 |
| Month of August deposits                      | \$ 54,109.42  |
| Income plus beginning balance                 | \$ 623,744.14 |
| Expenses to date                              | \$ 43,478.61  |
| Total checking account funds                  | \$ 580,265.53 |
| Emergency Reserves                            | \$ 62,429.82  |
| Capital Improvements                          | \$ 324,839.27 |
| Engine Debit Account                          | \$ 6,655.78   |
| Total funds available (8/31/2023)             | \$ 974,190.40 |

- Motion by G. Abel to approve the August Treasurer's Report. Second by N. Mickelson. - Discussion: None - Vote: Unanimous, motion carried.

### SEPTEMBER 2023 Bill's Paid Report

|  |               |
|--|---------------|
| Checking account balance as of September 1, 2023 | \$ 580,265.53 |
| Income thus far in September                     | \$ 10,824.57  |
| Total income plus beginning balance              | \$ 591,090.10 |
| Total expenses to date                           | \$ 41,221.32  |
| Current checkbook balance (9/20/2023)            | \$ 549,868.78 |

- Motion by G. Abel to approve the September Bill's Paid Report. Second by R. Abel. - Discussion: None - Vote: Unanimous, motion carried.

- **PUBLIC COMMENT:** None

- **CHAIRMAN'S REPORT:** S. Burks

Follow up on safety at the firehouse: The process of getting three bids for work on the heaters revealed that the current heaters are IBC compliant in Building A. Building code indicates the manufacturer recommended installation is to be and has been followed. No new work is needed. Bids for generators are still in progress.

- **VICE-CHAIRMAN'S REPORT:** None

- **CGC REPORT:** None

- **ASSISTANT TREASURER'S REPORT:** None

**STATION REPORTS: R. Cleveland**

**Fire/EMS:** Since the last meeting the department has responded to a total of 42 calls.

| #  | Description     | #   | Description          |
|----|-----------------|-----|----------------------|
| 20 | Total EMS calls | 3   | Smoke investigations |
| 9  | MVA             | 1   | Medical alarm        |
| 1  | Gas leak        | 8   | Outside fires        |
| 1  | Fire alarm      | 114 | Training hours       |

- Smoke/CO detectors have been delivered. Exit signs are expected soon. Items combined are under budget.
- Two new volunteer firefighter applicants.
- Purchase request from new EMS staff member (Bryce), to purchase new patient reporting software. To improve the EMS system at Deer Mountain, a proposal to shift to ESO-EHR was recommended. This new software is easy-to-use, more streamlined, used by Custer County and offers features such as LIFEPAK integration that will assist with patient processing. There is a one-time cost of \$595 and an annual maintenance fee of \$1990. Currently, the department has purchased and uses ImageTrend with an annual maintenance fee of \$99. Citing the lack of funds available, the board did not approve the request for a change in patient reporting software.
- There are changes coming with respect to the Emergency Medical Services licensure moving from county to state oversight. Other specific process changes coming in the future. EMS will keep the board informed.
- Q - How is the department progressing with a wildland fire engine boss? A - Crew and truck are ready and awaiting availability of an engine boss. DM has had no wildland income this season. The goal for next wildland fire season is to have three DM engine bosses and another tender available. Additionally for next season, training an ambulance crew to go out on wildland fires is expected.
- Note that the cost/charges for a DM ambulance run will increase.
- S. Burks offered the services of a grant writer to assist the department with grant language. Tamara Jones will be working on EMS grants.

**OLD UNFINISHED BUSINESS:**

- The Oath of Office paperwork for board members could not be located or was not turned in timely to Fremont County. Therefore, G. Abel, R. Abel, S. Burks and N. Mickelson again took the Oath of Office administered by R. Cleveland. - *see attachments*
- Bids for generators are still in progress.

**NEW BUSINESS:** None

**ANNOUNCEMENTS:** S. Burks

- Next regular board meeting scheduled for October 18, 2023 at 6:00 PM.

**ADJOURNMENT:**

- Motion by S. Burks to adjourn the meeting at 6:32 PM. Second by G. Abel. - Discussion: None - Vote: Unanimous, motion carried.

Respectfully submitted,  
Anita Gregg, recording secretary

Note continued ACTION ITEMS:

1. **ACTION ITEM** for G. Abel to review/update/create/change DM email addresses assigned to board members, fire chief and assistant to the chief.

*Supporting documentation:*

- Financial information
- Oath of Office (5)
- Notice of Appointment (1)

| Num   | Date       | Name                                      | Account                           | Original Amount |
|-------|------------|---|-----------------------------------|-----------------|
|       | 09/12/2023 | QuickBooks Payroll Service                | Direct Deposit Liabilities        | -6,164.92       |
|       |            |   | Cade Smith                        |                 |
|       |            |   | Howard Dixon                      |                 |
|       |            |   | Bryce Gutknecht                   |                 |
|       |            |   | Leah Lewlen                       |                 |
|       |            |   | Jerry St John                     |                 |
|       |            |   | Tamara Jones                      |                 |
| 7023  | 09/12/2023 | Combined Regional Communications Authorit | Communications Dispatch           | -2,020.38       |
| 7025  | 09/12/2023 | Community First National Bank             | Truck payment                     | -2,107.20       |
|       |            |   | 2019 Type 3 Engine Principal      |                 |
|       |            |   | 2019 Type 3 Engine Interest       |                 |
| 7024  | 09/12/2023 | Community First National Bank             | Building payment                  | -2,149.60       |
|       |            |   | Bldg Interest                     |                 |
|       |            |   | Bldg Principal                    |                 |
| 7011  | 09/12/2023 | AT&T                                      | Communications Sta #1             | -111.31         |
| 7018  | 09/12/2023 | Car Quest                                 | Tender maintenace hydrolic fluid  | -751.19         |
|       |            |   | Support 401 service               |                 |
| 7010  | 09/12/2023 | Active 911                                | communication dispatch            | -535.00         |
| 7016  | 09/12/2023 | SDCEA                                     | Electricity service               | -469.47         |
|       | 09/12/2023 | The Supply Cache, Inc.                    | Apparrel                          |                 |
|       |            |   | headlamp, goggles, helmet, gloves |                 |
|       |            |   | field rations, fog treatment      |                 |
| 7013  | 09/12/2023 | Airgas USA                                | Medical Supples oxygen            | -555.12         |
| 7015  | 09/12/2023 | Business Options                          | Medical Billing                   | -522.48         |
| 7014  | 09/12/2023 | Medline                                   | Medical supplies                  | -277.51         |
|       |            |   | nasal spray, EMEBAG               |                 |
| 7020  | 09/12/2023 | L.N. Curtis & Sons                        | Apparrel                          | -27,453.67      |
|       |            |   | G-Etreme coat (13)                |                 |
| 7019  | 09/12/2023 | Jim's Tire Service                        | Tender repair flat                | -67.95          |
|       |            |   | Dodge 2500 repair tire            |                 |
| 7012  | 09/12/2023 | First Net                                 | Phone expense                     | -183.08         |
|       |            |   | 4 batteries for pumper            |                 |
| 7004  | 09/12/2023 | Gretchen Abel                             | Director, Sec. Fees               | -100.00         |
| 7006  | 09/12/2023 | Suzanne A. Burks                          | Director, Sec. Fees               | -100.00         |
| 7007  | 09/12/2023 | Nancy Mickelson                           | Director, Sec. Fees               | -100.00         |
| 7008  | 09/12/2023 | Anita Gregg                               | Director/website                  | -200.00         |
|       |            |   | Director, Sec. Fees               |                 |
|       |            |   | Website Expenses                  |                 |
| 7009  | 09/12/2023 | Fremont Co EMS Council                    | Medical Expenses                  | -100.00         |
| 7026  | 09/12/2023 | Lenny Merriam, CPA                        | Accounting                        | -800.00         |
| debit | 09/12/2023 | Pinnacol                                  | Workers comp                      | -749.00         |
|       |            |   |                                   | -45,517.88      |





# Deer Mountain Fire Protection District

6181 County Road 28, Cotopaxi, Colorado 81223

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## NOTICE OF APPOINTMENT

At a meeting on the date of September, 12<sup>th</sup> 2023, pursuant to Section 32-1-905930, 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: Cathy Mask Cathy Mask

Mailing Address: 1050 Canyon Rd  
Cotopaxi CO 81223

This appointment will expire at the next regular election in 4 years

Board Director (sign)

[Signature]

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 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.

Revised 12/16/2011

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

## OATH OF OFFICE

STATE OF COLORADO

Freemont County

I, Cathy Mask, 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 of Director of the Deer Mountain Fire Protection District upon which I am about to enter.

Signature: \_\_\_\_\_

Cathy Mask

Subscribed and sworn to before me this 20<sup>th</sup> day of Sept. 2023.

Board of Director (print): Rose M. Abel

Board of Director (sign): Rose m Abel

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

## OATH OF OFFICE

STATE OF COLORADO

Fremont County

I, Gretchen Abel, 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 of Director of the Deer Mountain Fire Protection District upon which I am about to enter.

Signature: \_\_\_\_\_

Gretchen Abel

Subscribed and sworn to before me this 20<sup>th</sup> day of Sept. 2023.

Board of Director (print): Rose Abel

Board of Director (sign): Rose Abel

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

## OATH OF OFFICE

STATE OF COLORADO

Freemont County

I, Nancy Mickelson, 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 of Director of the Deer Mountain Fire Protection District upon which I am about to enter.

Signature: Nancy Mickelson

Subscribed and sworn to before me this 20 day of Sept. 2023.

Board of Director (print): Rose Abel

Board of Director (sign): Rose m Abel



Deer Mountain Fire Protection District  
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## OATH OF OFFICE

STATE OF COLORADO

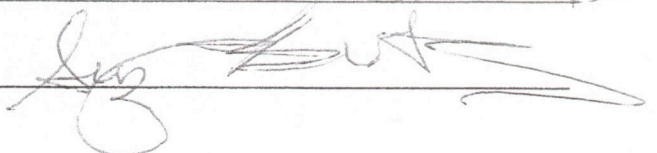
Freemont County

I, Rose M. Abel, 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 of Director of the Deer Mountain Fire Protection District upon which I am about to enter.

Signature: Rose M. Abel

Subscribed and sworn to before me this 20<sup>th</sup> day of Sept. 2023.

Board of Director (print): Rose M. Abel Suzanne Burks

Board of Director (sign): 

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

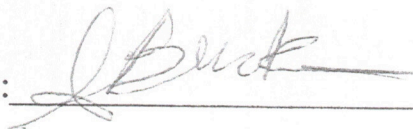
## OATH OF OFFICE

STATE OF COLORADO

Freemont County

I, Suzanne 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 of Director of the Deer Mountain Fire Protection District upon which I am about to enter.

Signature: \_\_\_\_\_



Subscribed and sworn to before me this 20<sup>th</sup> day of Sept. 2023.

Board of Director (print): \_\_\_\_\_

Rose M Abel

Board of Director (sign): \_\_\_\_\_

Rose M Abel