



# DEER MOUNTAIN FIRE PROTECTION DISTRICT REGULAR BOARD MEETING MINUTES

6181 COUNTY ROAD 28, COTOPAXI, CO 81223  
August 17, 2022 at 6:00 PM

**CALL TO ORDER:** The meeting was called to order by Kathy Reese at 6:00 PM.

**DIRECTORS PRESENT:** Kathy Reese, Sherry Hastings and Gretchen Abel

**PRAYER:** Led by Rick Cleveland

**PLEDGE of ALLEGIANCE:** Led by K. Reese

**2021 AUDIT:** Presented by Andrew Wolf who commented on the overall very good year for DMFPD.

- Motion by K. Reese to accept the 2021 Audit as presented.  
Second by G. Abel - Discussion: None - Vote: Unanimous, motion passed.

**CHANGES TO THE AGENDA** - S. Hastings would like to add a DOLA update under Fremont County.

**MINUTES:** K. Reese

- Motion by K. Reese to approve the July 20, 2022 board meeting minutes.  
Second by S. Hastings - Discussion: None - Vote: Unanimous, motion passed.

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

- July Treasurer's report

Checking account balance as of July 1, 2022	\$ 769,060.74
Month of July deposits	\$ 40,618.38
Income plus beginning balance	\$ 809,679.12
Expenses to date	\$ 71,336.28
Total checking account funds	\$ 738,342.84
Emergency Reserves	\$ 53,429.82
Capital Improvements	\$ 47,839.27
Engine Debit Account	\$ 5,635.62
Total funds available (7/31/2022)	\$ 845,247.55
- August 2022 Bill's Paid Report

Checking account balance as of August 1, 2022	\$ 738,342.84
Income thus far in August	\$ 13,140.84
Total income plus beginning balance	\$ 751,483.68
Total expenses to date	\$ 58,135.45
Current checkbook balance (8/12/2022)	\$ 693,298.23
- Motion by S. Hastings to accept the July Treasurer's Report.  
Second by K. Reese - Discussion: None - Vote: Unanimous, motion carried.
- Motion by S. Hastings to accept the August Bills Paid Report.  
Second by K. Reese  
Discussion: Reminder that documentation on bills paid is available. Vote: Unanimous, motion carried.
- **Budget 101** - S. Hastings - *see attachment*  
Corrections will be made by Lenny Merriam, CPA. Expected income is \$1,228,869.75. Expected expenditures are \$1,223,328.00. A difference of \$5,541.75. The department must advise the treasurer on any budget line that is over budget to define from where the overspending will be covered.

*(Station FIRE ALARM sounded. Chief and staff departed the meeting to respond.)*

- **Wildland Update** - S. Hastings - *see attachment*  
Net engine income to date is \$138,123.36
- **Purchase Requests** - S. Hastings
  - Truck handle replacement/repair has been approved.
  - Motion by S. Hastings to approve the purchase of three outdoor advertisement banners at costs not to exceed \$280. Second by K. Reese - Discussion: None - Vote: Unanimous, motion carried.
  - Motion by S. Hastings to approve the purchase of a new chainsaw at a cost not to exceed \$750. Second

by K. Reese - Discussion: The department must have a working chainsaw. Vote: Unanimous, motion carried.

- Motion by S. Hastings to retract the approval of the purchase of cleaning supplies approved July 20, 2022. Second by K. Reese - Discussion: Clarification that building cleaning supplies are the responsibility of the department, not the district. Firefighters gain funds from activities held in the community hall and they are aware of their cleaning supplies purchase responsibilities. - Vote: Unanimous, motion carried.
- Motion by S. Hastings to retract the approval of a mini pumper for station 3 and replace with Engine #442. Second by K. Reese - Discussion: Purchase not necessary nor adequate for the rough terrain of Indian Springs. Engine #442 will function better. Fire chief has been notified and agreed to place Engine #442 at Indian Springs. - Vote: Unanimous, motion carried.

- **Fremont County Grant update** - S. Hastings

County requires additional documentation by next week in order to meet the grant reimbursement requirements. **ACTION ITEM** for S. Hastings to research and provide information to Rachel Miller in Fremont County. G. Abel will assist.

- **DOLA update** - S. Hastings

DOLA is now up to date on changes within DMFPD. Noted that there was no board resolution in reference to the May 2022 election. The required notification of board appointments has been made.

**PUBLIC INPUT:** None

**CHAIRMAN'S REPORT:** None

**VICE-CHAIRMAN'S REPORT:** K. Reese

- Motion by K. Reese to approve the fire chief job description that the board has reviewed - *see attachment*. Second by S. Hastings - Discussion: None - Vote: Unanimous, motion carried.
- Motion by K. Reese to approve the advertisement for a fire chief that the board has reviewed. Second by S. Hastings - Discussion: Ad to run for three weeks once per week. - Vote: Unanimous, motion carried.
- Motion by K. Reese to approve the placement of the advertisement in the Canon City Record once a week for three consecutive weeks. Second by S. Hastings - Discussion: None. - Vote: Unanimous, motion carried.

**COMMUNICATIONS REPORT:** None

**ASSISTANT TREASURER'S REPORT:** G. Abel

- Motion by G. Abel to authorize K. Reese to post on social media any DMFPD announcements, vacancies, committees and miscellaneous and also post on social media for the fire department under the authorization of the interim fire chief, Rick Cleveland. Second by S. Hastings - Discussion: None. Vote: G. Abel - yes, S. Hastings - yes, K. Reese - abstain. Motion carried.

**STATION REPORTS: FIRE & EMS:** None

K. Reese noted that inventory is current; that the compressor is functioning; that the weed eater is working; and that the generator is still a work in progress. Additionally, a State of Colorado grant for gear and supplies was applied for on August 8, 2022 with notifications to be made mid-September.

**OLD OR UNFINISHED BUSINESS:**

- Truck replacement covered under purchase request.
- **CONTINUED ACTION ITEM** for R. Cleveland to follow up with P. Stevens to sign an agreement.
- **CONTINUED ACTION ITEM** for R. Cleveland in reference to completion of the Pinnacle audit.

**ANNOUNCEMENTS:** Next regular board meeting scheduled for September 21, 2022 at 6:00 PM.

**ADJOURNMENT:**

- Motion by K. Reese to adjourn the meeting at 6:48 PM. Second by S. Hastings - Discussion: None - Vote: Unanimous, motion carried.

Respectfully submitted,  
Anita Gregg, secretary

Supporting documents:

- Treasurer's Report
- Bills Paid Report
- P/L Budget Performance
- ~~Wildland~~ Update
- Fire Chief Job Description

# DEER MOUNTAIN FIRE PROTECTION DISTRICT

July 2022 Treasurer's Report for the August 17, 2022 District Board Meeting

**THE BANK  
OF  
SAN JUANS  
CHECKING  
ACCOUNT**

<b>Beginning July 1st checkbook balance Bank of San Juans</b>	<b>\$769,060.74</b>
<b>Deposits this month</b>	
County Deposit for prior month	\$35,187.45
Medical Insurance Income	\$2,491.90
State of Colorado	\$559.97
Patient Income	\$2,379.06
<b>Total Month Income</b>	<b>\$40,618.38</b>
<b>Total Income plus beginning balance</b>	<b>\$809,679.12</b>

**The Bank of San Juans Chk #s:**

Number	Date	Name	Description	Amount
6673	06/15/2022	Fremont County EMS Council	Medical Services	100.00
Debit	07/05/2022	Atencio Glass	National Wildland Fire Expense	508.78
Debit	07/05/2022	Office Depot	Office Supplies	358.23
Debit	07/05/2022	Answer Right Communications	Communications	99.00
Withdraw	07/06/2022	QuickBooks	Payroll	3,307.62
Debit	07/07/2022	Walmart	Office Supplies	257.67
Withdraw	07/07/2022	Intuit	Payroll Processing Fee	12.00
Withdraw	07/08/2022	CO Dept of Revenue	State Payroll Withholding	1,977.00
Withdraw	07/08/2022	QuickBooks	Payroll	1,341.02
Transfer	07/11/2022	Engine Account	Funds Transfer	4,000.00
Debit	07/11/2022	Holiday Inn Express	National Wildland Fire Expense	1,787.04
Withdraw	07/11/2022	U.S. Treasury	Payroll Tax Withholding	254.76
Withdraw	07/14/2022	CO Dept of Revenue	State Payroll Withholding	2,026.00
Withdraw	07/14/2022	U.S. Treasury	Payroll Tax Withholding	978.32
Withdraw	07/19/2022	QuickBooks	Payroll	5,354.71
6688	07/20/2022	Medline Industries	Medical Supplies	15,616.86
6696	07/20/2022	City Auto Plaza	National Wildland Fire Expense - Engine 431	3,044.74
6692	07/20/2022	Communtiy First Nat'l Bank	Building Loan	2,149.60
6691	07/20/2022	Communtiy First Nat'l Bank	2019 Type 3 Engine	2,107.20
6701	07/20/2022	Acorn Petroleum	Vehicle Fuel	2,035.62
Withdraw	07/20/2022	U.S. Treasury	Payroll Tax Withholding	1,454.28
6697	07/20/2022	L.N. Curtis & Sons	Firefighting Supply Apparel	1,054.72
6698	07/20/2022	Business Options	Medical Billing	832.74
6702	07/20/2022	Jim's Tire Service	Engine 461	804.27
6687	07/20/2022	Lenny Merriam, CPA	Accounting Services	800.00
6703	07/20/2022	The Rock Parts Co	Vehicle Maintenance	425.82
6699	07/20/2022	Sangre de Cristo Electric	Electric Utility	379.06
6689	07/20/2022	Bound Tree Medical	Medical Supplies	340.99
6694	07/20/2022	Anita Gregg	Director Fee	200.00
6704	07/20/2022	First Net	Communications	182.74
6700	07/20/2022	AT&T	Communications	141.00
Debit	07/25/2022	Grasshopper	Communications	32.62
Withdraw	07/26/2022	QuickBooks	Payroll	11,653.98
Withdraw	07/27/2022	U.S. Treasury	Payroll Tax Withholding	5,436.18
Debit	07/27/2022	Walmart	Office Supplies	29.96
Withdraw	07/28/2022	Intuit	Processing Fee	1.75
Withdraw	07/29/2022	Jon Oldfield	Asst. to Fire Chief Services	250.00

**Total Expenses to Date \$71,336.28**

**TOTAL CHECKING ACCOUNT FUNDS \$738,342.84**

**Other Bank Account Balances:**

Emergency Reserves Bank of San Juans	\$53,429.82
Capital Improvements Bank of San Juans	\$47,839.27
Engine Debit Account Bank of San Juans	\$5,635.62

**Total Funds 7/31/22 \$845,247.55**

Deer Mountain Fire Protection District

Bill's Paid

August 1 - 17, 2022

Type	Date	Name	Account	Original Amount
Liability Check	08/02/2022	QuickBooks Payroll Service	Payroll	-4,813.57
		Donald Colvin	1,358.47	
		Nathaniel Smith	1,257.36	
		Rick Cleveland	1,564.15	
Liability Check	08/05/2022	QuickBooks Payroll Service	Wild Land-Washburn Fire	-3,060.65
			Philip Stevens	
Liability Check	08/11/2022	QuickBooks Payroll Service	Willand IA-2022/2	-11,601.96
		David Nowland	3,535.96	
		Jessica Britt	4,436.03	
		Nathaniel Smith	3,629.97	
Liability Check	08/16/2022	QuickBooks Payroll Service	Payroll	-2,494.31
		Jerry St. John	1075.76	
		Rick Cleveland	1418.55	
Liability Check	08/17/2022	QuickBooks Payroll Service	Wildland-Calf Canyon Fire	-951.79
		Jessica Britt		
Check	08/01/2022	Pinnacol	Workman's Compensation	-594.00
Check	08/03/2022	McCasland Glass	Mirror Engine 442	-25.00
Check	08/04/2022	Answer Right Telecommunications	Dispatcher Fees and expenses	-99.00
Check	08/03/2022	Knecht Home Center	Building Repairs	-16.24
		Outside light-front above truck doors building B replaced sensor		
Check	08/02/2022	CenturyLink	Phone expense	-408.65
Liability Check	08/03/2022	United States Treasury	Employee federal taxes	-1,222.44
		Social Security	720.04	
		Medicare	168.40	
		Tax withholding	334.00	
Check	08/08/2022	Intuit	Employee Fee Usage	-12.00
		Dues & Subscription		
Liability Check	08/08/2022	United States Treasury	Employee federal taxes	-1,119.24
		Social Security	501.86	
		Medicare	117.38	
		Tax withholding	500.00	
Liability Check	08/12/2022	United States Treasury	Employee federal taxes	-5,563.08
		Social Security	2061.06	
		Medicare	482.02	
		Tax withholding	3020.00	
Liability Check	08/12/2022	Colorado Department of Revenue	Colorado Department of Revenue	-1,181.00
			Wage Withholding	
			Payroll Liabilities	
Check	08/17/2022	Karen McKee	Nat'l Fire Expenses	-1,488.99
		National Wildland billing		
Check	08/17/2022	Lenny Merriam, CPA	Accounting	-800.00
Check	08/17/2022	The Rock Parts Company	Equipment Maintenance	-7.43
		Vinyl fuel tubing		
Check	08/17/2022	City Auto Plaza	Repair- Support #1	-2,640.36

Deer Mountain Fire Protection District

Bill's Paid

August 1 - 17, 2022

Check	Date	Payee	Description	Amount
			Reimbursement	
Check	08/17/2022	Jerry St. John	Spark plug E-461 Washers and fasteners	-11.94
Check	08/17/2022	Kathy Reese	Director, Sec. Fees	-200.00
Check	08/17/2022	Gretchen Abel	Director, Sec. Fees	-100.00
Check	08/17/2022	Sherry Hastings	Director, Sec. Fees	-200.00
Check	08/17/2022	Anita L. Gregg	Web, Sec. Fees	-200.00
Check	08/17/2022	Fremont Co EMS Council	Medical Expenses- Dr. Numsen	-100.00
Check	08/17/2022	Community First National Bank	Bank of the San Juans-Checking	-2,107.20
			2019 Type 3 Engine Principal	1,792.00
			2019 Type 3 Engine Interest	315.20
Check	08/17/2022	Community First National Bank	Bank of the San Juans-Checking	-2,149.60
			Bldg Interest	559.43
			Bldg Principal	1,590.17
Check	08/17/2022	Combined Regional Communications Authorit	Dispatcher Fees and expenses	-1,665.00
Check	08/17/2022	Bound Tree Medical	Medical Supplies	-399.63
Check	08/17/2022	Medline Industries, Inc.	Medical Supplies	-9,900.43
Check	08/17/2022	L.N. Curtis & Sons	Apparel-Insurance Claim	-1,849.15
Check	08/17/2022	Coleman Auto Supply Inc.	Equipment Maintenance	-259.87
			Spark plugs,brake cleaner,carb spray cleaner,hydraulic hose, thread lock,carb choke spray	
Check	08/17/2022	AT&T	communications/ med-tablets	-190.00
Check	08/17/2022	Sangre de Cristo Electric	Electricity	-364.49
			Station #1	317.26
			Station #2	47.23
Check	08/17/2022	Business Options	Medical Billing	-205.27
Check	08/17/2022	First Net	Nat'l Fire Expenses	-183.16
			<b>Total</b>	<b>-58,185.45</b>

## Deer Mountain Fire Protection District Profit & Loss Budget Performance July 2022

	Jul 22	Budget	Jan - Jul 22	YTD Budget	Annual Budget
<b>F/D traffic/Accident Control</b>					
<b>Income</b>					
Personal Property Exemption	0.00		466.00		500.00
Nat'l Fire Reserves for Payroll	0.00	14,166.00	0.00	99,162.00	170,000.00
Nat' l Fire Reserve for Lease	0.00	4,273.92	0.00	29,917.44	51,287.00
Nat'l Fire State Fire Payments	0.00		60,310.16		
<b>Medical Income</b>					
VA payments	0.00	166.66	0.00	1,166.62	2,000.00
Medicare/Medicaid Payments	559.97	208.33	3,909.58	1,458.31	2,500.00
Insurance Payments	2,491.90	2,250.00	19,860.97	15,750.00	27,000.00
Patient payments	2,379.06	291.66	7,534.89	2,041.62	3,500.00
<b>Total Medical Income</b>	<b>5,430.93</b>	<b>2,916.65</b>	<b>31,305.44</b>	<b>20,416.55</b>	<b>35,000.00</b>
<b>Contributions,Donations,Hall Rn</b>					
GVPOA - Hall Rental	0.00		150.00		
Contributions,Donations,Hall Rn - Other	0.00		435.00		
<b>Total Contributions,Donations,Hall Rn</b>	<b>0.00</b>		<b>585.00</b>		
<b>Grant</b>					
Fremont County Tax					150,000.00
Current & Delinq. Interest	243.05	69.16	414.85	484.12	830.00
Current & Delinq. tax	8,293.23	18,031.66	242,706.13	126,221.62	216,380.00
Specific Ownership ABCDF	2,486.85	2,700.00	21,738.79	18,900.00	32,400.00
Fremont County Tax - Other	0.00	550.00	0.00	3,850.00	6,600.00
<b>Total Fremont County Tax</b>	<b>11,023.13</b>	<b>21,350.82</b>	<b>264,859.77</b>	<b>149,455.74</b>	<b>256,210.00</b>
Misc. Inc. & Ins. Claims etc.	0.00		59,829.39		55,327.59
<b>Total Income</b>	<b>16,454.06</b>	<b>42,707.39</b>	<b>417,355.76</b>	<b>298,951.73</b>	<b>512,497.00</b>
<b>Gross Profit</b>	<b>16,454.06</b>	<b>42,707.39</b>	<b>417,355.76</b>	<b>298,951.73</b>	<b>512,497.00</b>
<b>Expense</b>					
Income Plus carry forward (450,000.00)					
<b>1,228,869.75</b>					
<b>2019 Type 3 Engine</b>					
2019 Type 3 Engine Principal	1,785.84	1,809.91	12,372.54	12,669.37	21,719.00
2019 Type 3 Engine Interest	321.36	356.75	2,377.86	2,497.25	4,281.00
<b>Total 2019 Type 3 Engine</b>	<b>2,107.20</b>	<b>2,166.66</b>	<b>14,750.40</b>	<b>15,166.62</b>	<b>26,000.00</b>
<b>Building Lease</b>					
Bldg Interest	563.99	365.00	4,042.93	2,555.00	4,380.00
Bldg Principal	1,585.61	1,742.25	11,004.27	12,195.75	20,907.00
<b>Total Building Lease</b>	<b>2,149.60</b>	<b>2,107.25</b>	<b>15,047.20</b>	<b>14,750.75</b>	<b>25,287.00</b>
<b>Reserved Funds</b>					
Capital Improvements Account	0.00	1,000.00	0.00	7,000.00	<del>2,000.00</del>
2019 Type 3 Engine - next year	0.00	2,107.25	0.00	14,750.75	25,287.00
Station 1 Bldg Lease	0.00	2,166.66	0.00	15,166.62	26,000.00
Emergency Reserves Account	0.00	1,000.00	0.00	7,000.00	12,000.00
Reserved for Next Years Payroll	0.00	15,833.33	0.00	110,833.31	190,000.00
<b>Total Reserved Funds</b>	<b>0.00</b>	<b>22,107.24</b>	<b>0.00</b>	<b>154,750.68</b>	<del>265,287.00</del> <b>290,287.00</b>
<b>Payroll</b>					
Fire Mgmt Pay Chief Asst NFIRS	250.00		9,075.27		
Wildland Payroll	16,556.57		59,466.33		
Payroll Other	12.00	2,500.00	33.00	17,500.00	30,000.00
Payroll Wages	12,242.66	10,416.66	52,708.96	72,916.62	125,000.00
Payroll Taxes	2,244.23	1,250.00	8,771.95	8,750.00	15,000.00
Payroll - Other	0.00		44.50		
<b>Total Payroll</b>	<b>31,305.46</b>	<b>14,166.66</b>	<b>130,100.01</b>	<b>99,166.62</b>	<b>170,000.00</b>
<b>Capital Outlay</b>					
Generators	0.00	83.33	0.00	583.31	<del>1,000.00</del> <b>3,000.00</b>
<b>Total Capital Outlay</b>	<b>0.00</b>	<b>83.33</b>	<b>0.00</b>	<b>583.31</b>	<del>1,000.00</del> <b>3,000.00</b>
<b>State Fire Disbursements</b>					
Lodging/Meals/Per Diem	1,787.04		2,763.03		
State Fire Disbursements - Other	182.74		182.74		
<b>Total State Fire Disbursements</b>	<b>1,969.78</b>		<b>2,945.77</b>		
Nat'l Fire Expenses	10,191.17		23,512.65		
County Treasurers Fees	256.08	750.00	7,409.79	5,250.00	9,000.00
Director, Sec. Fees	200.00	641.66	3,400.00	4,491.62	7,700.00

## Deer Mountain Fire Protection District Profit & Loss Budget Performance July 2022

	Jul 22	Budget	Jan - Jul 22	YTD Budget	Annual Budget
<b>Medical Expenses</b>					22,555.00
Medical Vehicle Expenses	0.00	41.66	2,538.57	291.62	<del>300.00</del>
Medical Supplies	15,957.85	958.33	43,988.24	6,708.31	11,500.00
Medical Training	0.00	333.33	1,562.37	2,333.31	4,000.00
Medical Billing	832.74	333.33	3,267.82	2,333.31	4,000.00
Medical Expenses - Other	100.00		1,196.85		31,655.00
<b>Total Medical Expenses</b>	16,890.59	1,666.65	52,553.85	11,666.55	<del>73,710.00</del>
<b>Administrative, &amp; Tel. Expense</b>					
Office Equipment	0.00	58.33	1,726.40	408.31	2,500.00 <del>700.00</del>
Background Checks	0.00	33.33	0.00	233.31	400.00
Website Expenses	100.00		100.00		1,200.00
Dues & Subscription	1,327.69	416.66	2,434.41	2,916.62	5,000.00
Miscellaneous	0.00		32.78		
Office supplies					
Postage	0.00	133.33	127.49	933.31	1,600.00
Office supplies - Other	645.86	25.00	1,432.37	175.00	800.00 <del>300.00</del>
<b>Total Office supplies</b>	645.86	158.33	1,559.86	1,108.31	2,400.00 <del>300.00</del>
Phone expense	0.00	583.33	2,412.40	4,083.31	7,000.00
<b>Total Administrative, &amp; Tel. Expense</b>	2,073.55	1,249.98	8,265.85	8,749.86	18,500.00 <del>15,000.00</del>
<b>Insurance</b>					
Liability Insurance	0.00	4,166.66	18,758.00	29,166.62	50,000.00
Workman's Compensation	0.00	1,083.33	2,804.00	7,583.31	13,000.00
<b>Total Insurance</b>	0.00	5,249.99	21,562.00	36,749.93	63,000.00
<b>Professional Fees</b>					
Accounting	800.00	1,416.66	5,600.00	9,916.62	19,600.00 <del>20,000.00</del>
Election Expense	0.00	1,833.33	500.88	12,833.31	22,000.00
Legal Fees	0.00	666.66	229.50	4,666.62	10,000.00 <del>8,000.00</del>
Professional Fees - Other	0.00		59.84		
<b>Total Professional Fees</b>	800.00	3,916.65	6,390.22	27,416.55	51,600.00 <del>42,000.00</del>
<b>Fire District Communications</b>					
Communications Sta #1					
Radio Batteries	0.00	8.33	0.00	58.31	100.00
Radio Repairs	0.00	25.00	0.00	175.00	300.00
Radios	0.00	41.66	21,021.95	291.62	109,213.00 <del>500.00</del>
Communications Sta #1 - Other	141.00	41.66	188.00	291.62	100.00 <del>500.00</del>
<b>Total Communications Sta #1</b>	141.00	116.65	21,209.95	816.55	109,713.00 <del>400.00</del>
Communications Dispatch					
Dispatcher Fees and expenses	131.62	716.66	4,805.47	5,016.62	8,600.00
<b>Total Communications Dispatch</b>	131.62	716.66	4,805.47	5,016.62	8,600.00
<b>Total Fire District Communications</b>	272.62	833.31	26,015.42	5,833.17	118,313.00 <del>100.00</del>
<b>Station, Buildgs, Grounds</b>					
Building Repairs	0.00	333.33	351.71	2,333.31	4,000.00
Janitorial					
Supplies	0.00	41.66	463.19	291.62	500.00
Janitorial - Other	0.00	75.00	432.00	525.00	900.00
<b>Total Janitorial</b>	0.00	116.66	895.19	816.62	1,400.00
Building Maintenance					139,300.00
Utilities					9,735.00
Station #1					
Electricity	332.09	583.33	2,499.47	4,083.31	7,000.00
Propane	0.00	583.33	3,468.41	4,083.31	9,000.00 <del>200.00</del>
Station #1 - Other	0.00	58.33	0.00	408.31	700.00
<b>Total Station #1</b>	332.09	1,224.99	5,967.88	8,574.93	16,700.00 <del>200.00</del>
Station #2					
Electricity	46.97	66.66	341.57	466.62	800.00
Propane	0.00	50.00	384.44	350.00	700.00 <del>500.00</del>
<b>Total Station #2</b>	46.97	116.66	726.01	816.62	1,500.00 <del>200.00</del>
<b>Total Utilities</b>	379.06	1,341.65	6,693.89	9,391.55	27,935.00 <del>16,000.00</del>
<b>Total Station, Buildgs, Grounds</b>	379.06	1,791.64	7,940.79	12,541.48	<del>182,370.00</del>

12:54 PM

08/15/22

Cash Basis

## Deer Mountain Fire Protection District Profit & Loss Budget Performance

July 2022

	Jul 22	Budget	Jan - Jul 22	YTD Budget	Annual Budget
<b>Fire Fighting supply</b>					
Apparel	1,054.72	2,291.66	10,751.27	16,041.62	27,500.00
<b>Equipment</b>					
Equipment Purchases	0.00	41.66	0.00	291.62	11,400.00 <del>30000</del>
Equipment Maintenance	0.00	41.66	555.74	291.62	75,082.00 <del>50000</del>
Equipment repairs				400.00	<del>XXXXX</del>
<b>Total Equipment</b>	0.00	83.32	555.74	583.24	86,882.00 <del>1,500.00</del>
Small supplies	0.00	125.00	804.49	875.00	1,500.00
<b>Total Fire Fighting supply</b>	1,054.72	2,499.98	12,111.50	17,499.86	115,882.00 <del>30000000</del>
<b>Fire Training</b>					
Training Expenses	0.00	708.33	1,905.00	4,958.31	8,500.00
<b>Total Fire Training</b>	0.00	708.33	1,905.00	4,958.31	8,500.00
<b>Vehicles Expenses</b>					
<b>Truck Repairs</b>					
Repair	0.00	833.33	185.03	5,833.31	10,000.00
Maintenance	425.82	500.00	867.24	3,500.00	14,000.00 <del>XXXX00</del>
Truck Repairs - Other	0.00		1,289.15		
<b>Total Truck Repairs</b>	425.82	1,333.33	2,341.42	9,333.31	24,000.00 <del>1600000</del>
<b>Fuel</b>					
Station #1	2,035.62	1,000.00	7,160.22	7,000.00	18,000.00 <del>1200000</del>
Station #2	0.00	8.33	0.00	58.31	1,500.00 <del>XXXX00</del>
Fuel - Other	0.00	241.66	228.91	1,691.62	1,500.00 <del>200000</del>
<b>Total Fuel</b>	2,035.62	1,249.99	7,389.13	8,749.93	21,000.00 <del>1600000</del>
Vehicle Supplies & Equipment	0.00	83.33	0.00	583.31	1,000.00
<b>Total Vehicles Expenses</b>	2,461.44	2,666.65	9,730.55	18,666.55	46,000.00 <del>3200000</del>
<b>Total Expense</b>	72,111.27	62,605.98	343,641.00	438,241.86	<del>XXXXXX</del> 1,223,328.00
<b>Net Income</b>	<b>-55,657.21</b>	<b>-19,898.59</b>	<b>73,714.76</b>	<b>-139,290.13</b>	<del>XXXXXX</del> 5,541.75



# Wild Land 2022

2022 Nation Fire	EXPENSES	INCOME less Unbillable Expenses (not including maintenance & repairs)										Total Bill Amount
		Payroll	Per Diem	Lodging	Fuel	Tax & Ins	Billor 1%	Unbillable	Overhead	Engine	Mileage	
01/03/22 Marshall -01/07/22 Bill# 11056	Payroll 2,309.58	975.99				151.27	35.59	0.00	122.85	0.00	0.00	PAID
<b>TOTAL</b>	<b>EXPENSES:</b>	<b>3,472.43</b>						<b>NET INCOME:</b>	<b>122.85</b>			<b>3,595.07</b>
05/20/22 Cerro Pelado -05/16/22 Bill# 12686	Payroll 19,014.50	525.00		0.00	479.85	3,263.53	508.98	9.94	582.24	27,032.00	Mileage 0.00	FINAL
<b>TOTAL</b>	<b>EXPENSES:</b>	<b>23,791.86</b>						<b>NET INCOME:</b>	<b>27,604.30</b>			<b>51,406.59</b>
05/20/22 Calf Canyon -06/04/22 Bill# 12808	Payroll 7,989.15	175.00		0.00	276.09	1,379.07	383.91	43.59	231.00	28,340.00	Mileage 0.00	FINAL
<b>TOTAL</b>	<b>EXPENSES:</b>	<b>10,203.22</b>						<b>NET INCOME:</b>	<b>28,527.41</b>			<b>38,774.58</b>
05/24/22 Black -06/08/22 Bill# 12811	Payroll 16,891.71	564.00		0.00	759.31	2,850.19	384.04	0.00	561.98	25,179.00	Mileage 466.00	
<b>TOTAL</b>	<b>EXPENSES:</b>	<b>21,449.25</b>						<b>NET INCOME:</b>	<b>26,206.98</b>			<b>47,623.33</b>
06/27/22 2022 Init. Attack to 7/12 Bill# 13071	Payroll 18,396.19	2,832.00		4,856.09	2,383.60	2,615.16	596.10	138.03	561.98	27,086.50	Mileage 879.00	FINAL
<b>TOTAL</b>	<b>EXPENSES:</b>	<b>31,679.14</b>						<b>NET INCOME:</b>	<b>28,389.45</b>			<b>60,206.23</b>
07/21/22 Washburn -0730/22 Bill# 13369	Payroll 4,593.22	248.26		1,368.63	11.60	771.20	72.34		138.37		Mileage	
<b>TOTAL</b>	<b>EXPENSES:</b>	<b>7,065.25</b>						<b>NET INCOME:</b>	<b>138.37</b>			<b>7,234.89</b>
07/22/22 2022 I.A. #2 -8/08/22 Bill# 13592	Payroll 18,468.35	3,108.00		4,263.20	1,717.36	3,086.45	582.20	441.42	702.92	26,214.50	Mileage 658.00	
<b>TOTAL</b>	<b>EXPENSES:</b>	<b>31,225.56</b>						<b>NET INCOME:</b>	<b>27,134.00</b>			<b>58,802.57</b>
<b>2022 TOTAL EXP:</b>	<b>128,886.71</b>							<b>TOTAL NET INC:</b>	<b>138,123.36</b>			<b>TOTAL BILLED</b>
												<b>267,643.26</b>



## Deer Mountain Fire Protection District

### Job Description: Fire Chief

Approved by the DMFPD Board of Directors  
August 17, 2022

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**Board Director & Title**

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**Board Director & Title**

The Deer Mountain Fire Protection District (DMFPD) has established this job description to outline the basic requirements, duties and general responsibilities of the position of Fire Chief. This position is full time and FLSA exempt. This position is “At Will of the Board of Directors”.

#### **SUMMARY**

Under the general direction of the Board of Directors, The Fire Chief is the Chief Executive Officer of the DMFPD. The Fire Chief is responsible for managing the DMFPD and may consult with the District Board of Directors on issues related to policy and planning, but works independently in supervising the overall technical operations of the DMFPD and its staff, including administration, training, operations, EMS and fire prevention.

#### **PAY SCALE**

Dependent upon qualifications; (must meet or exceed the State of Colorado minimum wage)

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Fire Chief shall serve as the department head of the DMFPD and shall be responsible for the appointment of persons to assist in the administration of the Deer Mountain Volunteer Fire Department (DMVFD) and Deer Mountain Emergency Medical Services (DMEMS) and the supervision of all members and employees of DMFPD.

Responsible for the control and maintenance of all equipment, facilities, and property belonging to the DMFPD and ensures that all is kept in good repair and ready for immediate use for the fire suppression activities.

Responsible for assisting with the development and management of the departmental budgets Functions as directed by the Board as the District Budget Officer. Reviews all departmental expenditures pursuant to the annual budget established by the Board and ensure the DMVFD & DMEMS financial reports are posted on a monthly basis.

Prepares and submits to the Board of Directors periodic reports. The reports may include the number and location of call responses (categorized as fires, EMS responses, rescues, injuries and property damage), number of active members, condition of property and equipment,

recommendations for the improvement of the department's effectiveness, and any other information requested.

Plans, directs, supervises, and reviews activities of all employees and members of the DMFPD as they perform all aspects of DMVFD and DMEMS operations, such as fire inspection, fire prevention, fire suppression, fire investigation, emergency rescue services, plan review, public safety education, training, and maintenance.

Assigns work and direct activities; makes recommendations or takes appropriate actions in matters of personnel, apparatus, and equipment; directs, conducts, and assists in fire inspections.

Initiates and advises on the development of ordinances, laws, and regulations; supervises tasks.

Arranges for the investigation of fires to determine cause; maintains records of fires and other emergencies including losses to buildings and contents.

Ensures completion of necessary department correspondence and reports. Ensures appropriate access to information and public records. Ensures compliance with mandated reporting requirements of the state and county. Maintains records of personnel including volunteer members as to hours worked and participation in various aspects of the department.

Receives and interviews callers on departmental business; coordinates and directs all routine and emergency operations; coordinates the activities of the department with those of other departments for all fire department related operations and considerations; coordinates all aspects of mutual aid to and from outside agencies.

Develops and maintains positive relationships with the public, communities within the District, media, other local, city, county, state, and federal government agencies, insurance companies, and other entities DMFPD works with.

Maintains the highest standards according to the requirements of his/her professional association and standards adopted by the DMFPD.

Attends monthly and special meetings of the District Board and attends any additional meetings as required. Provides special reports to the Board as may be needed or directed, and provides administrative and operational report at the regular meetings.

Remains current on changes occurring in the areas of public administration and the fire and EMS professions, including governmental accounting, special district laws, personnel management, fire suppression, fire prevention, fire and EMS service management.

Assists with emergency and non-emergency responses, including structure, wildfire, and rescue, as necessary to preserve the health and safety of the public.

Appoints an Acting Chief and/or Duty officer when absent from the District.

Performs such other duties as may be assigned by the District Board and as required by the laws of the State of Colorado.

## **SUPERVISORY RESPONSIBILITIES**

Supervises, directly or as delegated, all members of the DMFPD including full or part time employees and all volunteers. Carries out supervisory responsibilities in accordance with DMFPD's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees, planning, assigning, and directing work, appraising performance, rewarding and disciplining employees, addressing complaints and resolving problems.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Have a minimum of 15 years experience as a structure firefighter 2 or wild land firefighter 1.  
Have a minimum of 25 college credit hours.

## **LANGUAGE SKILLS**

Outstanding customer service and interpersonal communication skills are required. Must have the ability to communicate clearly and concisely, both orally and in writing. Ability to read, analyze and interpret complex documents. Must have the ability to respond effectively to sensitive inquiries or complaints. Ability to write routine reports and prepare statements that conform to prescribed style and format. Must have the ability to make effective and persuasive speeches and presentations on controversial or complex topics to DMFPD Board of Directors, citizen groups, and employees. Must effectively lead, supervise, manage, and train subordinates. Must establish and maintain effective relationships with fellow employees. Must be able to recognize sexual harassment and deal with the complaint accordingly, by State and Federal law.

## **REASONING ABILITY**

Ability to gather, assemble, analyze, evaluate, and uses facts and evidence. Ability to define problems, collects all data, establish facts, and draw valid conclusions. Ability to analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals and adopt effective courses of action; interpret and apply laws and regulations. Must have the ability to solve practical problems and deal with several abstract variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

### **Required:**

- State certified Firefighter II
- State Certified Hazmat Awareness and Operations
- Emergency Medical Technician-Basic
- National Incident management System (NIMS) 100, 200, & 700
- Must possess and maintain a valid Colorado driver's license with a record acceptable to the District's insurer.

### **Desired:**

- State Certified Fire Officer I by the State of Colorado IFSAC equivalent from another state.
- Graduate of the Executive Fire Officer program of the National Fire Academy.

## **OTHER SKILLS AND ABILITIES**

Must have thorough knowledge of and the ability to apply state-of-the-art methods of fire department administration, methods, techniques, and equipment used in up-to-date firefighting and fire department operations.

Must have thorough knowledge of fire prevention, fire suppression, rescue services, emergency medical services, training, maintenance, public fire safety education, hazardous materials, and other fire department involved operations.

Ability to establish goals and objectives; plan, implement, and review the activities of a fire department. Ability to maintain discipline as required by fire department operations. Ability to organize and train volunteers and career members of the DMFPD.

Ability to effectively direct the emergency operations of the department as necessary. Thorough knowledge of and the ability to apply the fire code, other ordinances, and county, state or federal laws, as they are relevant for fire department operations. Must have a basic understanding and the ability to direct the investigation of fire incidents as to the cause of the fire, pursuing incidents of arson to their reasonable conclusion. Ability to react in a crisis, make decisions and carry out all the responsibilities even in periods of extreme stress when time is of the essence. Complete all tasks assigned as required by Board of Directors.

## **MATERIALS & EQUIPMENT DIRECTLY USED**

Equipment used directly includes all fire and EMS equipment, instructional equipment, and office equipment of the DMFPD.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to run; stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Primarily working environment is in an office setting. While performing the duties of this job, the employee is frequently exposed to work near moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate but can be loud. The employee is occasionally exposed to work in high, precarious places, fire, fumes or airborne particles and vibration.