



# DEER MOUNTAIN FIRE PROTECTION DISTRICT REGULAR BOARD MEETING MINUTES

6181 COUNTY ROAD 28, COTOPAXI, CO 81223  
MAY 15, 2024 at 6:00 PM

**DIRECTORS PRESENT:** CJ Allen, Nancy Mickelson and Cathy Mask

**DIRECTORS ABSENT:** Gretchen Abel and Rose Abel

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

**PRAYER:** Led by JR Niblett

**PLEDGE of ALLEGIANCE:** Led by N. Mickelson

**CHANGES TO THE AGENDA:** None

### MINUTES APPROVAL

- **Motion** by N. Mickelson to approve the April 17, 2024 Regular Meeting Minutes. Second by C. Mask. - Discussion: None - Vote: Unanimous, motion carried.

### OATH OF OFFICE:

JR Niblett administered the Oath of Office to CJ Allen for the DMFPD Board of Directors. *(supporting documents)*

### RESIGNATIONS:

- **Motion** by N. Mickelson to accept the resignation of directors, G. Abel and R. Abel, from the board. Second by C. Mask. - Discussion: Reason cited was the creation of a hostile environment. - Vote: Unanimous, motion carried. *(supporting documents)*
- **Motion** by N. Mickelson for CJ Allen to fill the position as Chairman of the Board. Second by C. Mask. - Discussion: None - Vote: Unanimous, motion carried.
- **Motion** by N. Mickelson to remove Treasurer, G. Abel and any board members not currently serving and to add CJ Allen as a signatory on the main bank account at the Bank of the San Juans. Second by C. Mask. - Discussion: None - Vote: Unanimous, motion carried.
- **Motion** by N. Mickelson to allow CJ Allen to speak with the DMFPD attorney in reference to pending legal matters. Second by C. Mask - Discussion: None - Vote: Unanimous, motion carried.

### TREASURER'S REPORTS:

#### Treasurer's report

Checking account balance as of April 1, 2024	\$ 507,895.63
Month of April deposits	\$ 5,583.64
Income plus beginning balance	\$ 513,479.27
Expenses to date	\$ 28,986.28
Total checking account funds	\$ 484,492.99
Total funds available (4/30/2024)	\$ 879,417.86

**Motion** by N. Mickelson to accept the Treasurer's Report for April.

Second by C. Mask. - Discussion: None. - Vote: Unanimous, motion carried.

May **Bills Paid report:** Not available and will be provided at next month's meeting.

**2023 Audit Status:** The audit is a work in progress and as with past DMFPD audits, on schedule.

- **CHAIRMAN'S REPORT:** CJ Allen  
A lengthy task list has been compiled and will be updated as progress is made. The board will proceed with action items to include - a new vendor for the website to assure ADA compliance; engine boss contract; EMS schedule; and radios.
- **VICE-CHAIRMAN'S REPORT:** None
- **ASSISTANT TREASURER:** N. Mickelson  
**Motion** by N. Mickelson to approve contracting with Streamline for the one-time amount not to exceed \$2,400 and subscription cost of \$140/month for the purpose of achieving compliance with the State of Colorado and to manage Board and Fire Department personnel's electronic mail system. Second by C. Mask. - Discussion: Providing secure communications is essential. - Vote: Unanimous, motion carried.  
**Motion** by N. Mickelson to accept a pay schedule for the wildland engine boss with a percentage cap at 4% with a signing bonus based on experience and availability not to exceed \$4000. Second by C. Mask. - Discussion: Contracts to be reviewed on a case-by-case basis. After budget review, a percentage of revenue earned and a signing bonus is available. Staffing determination by the Fire Chief. - Vote: Unanimous, motion carried.  
**Motion** by N. Mickelson to accept a one-month contract with ZipRecruiter for EMS hiring at a cost of \$299. Second by C. Mask. - Discussion: DM hopes to attract staff from a broader pool of applicants. - Vote: Unanimous, motion carried.

Motion by N. Mickelson to approve seeking a new accounting firm better positioned to manage DM accounting needs. Lengthy discussion with the current CPA, Lenny Merriam on accounting requirements. L. Merriam will meet with Assistant Treasurer, N. Mickelson to clarify payroll and all other accounting procedures and processes. Additionally, Daryl Burks commented on the need for a two signature process for signing checks and offered to volunteer as a board member to assure funds are expended appropriately. **Motion** withdrawn.

- **CGC REPORT:** C. Mask question to JR Niblett  
Q - Is DMFPD still eligible to apply for grants since the department is behind in data reporting?  
A - It was noted that the DM data entry for both fire and EMS information into the National Incident Reporting System (NFIRS) is now arduous and past due with: 2021 complete, Jan-Jun 2022 complete, 2022 Jun-Dec missing and 2023 a sizable work in progress. Additionally, the Patient Care Reports (PCR) have been neglected and are federally non-compliant. Both the NFIRS and PCR must also be brought current prior to any grant applications. A quote was provided to the board from EPR Systems for software to accomplish this task. *(supporting document)*

It was noted that the past Fremont County grant for \$150,000 was not used and was taken back.

- **PUBLIC INPUT:** *(supporting document)*
  1. Dave Nowlan - Commented on his write-up in Dec 2023 by the former Fire Chief, that was removed from his file and placed in the possession of a previous board member. He requests it to be returned. N. Mickelson recommends personnel matters be taken up in an Executive Session. CJ Allen will review with legal counsel.
  2. Patrick Smith - Commented that this all-volunteer board needs help/encouragement, the department needs support and the community needs transparency and good communications. He is a past board member and available to assist.

**STATION REPORTS:** JR Niblett

- EMS: 20 runs, 5 helicopter calls, 4 major incidents, and 70 hrs of training.
- Fire: 8 calls, 15 medical run assists, 1 structure fire, and 75 hrs of training.
- Wildland boss hiring is ongoing. Laurie McKay (who is responsible for wildland fire billing) noted that applicable paperwork must be completed prior to any wildland fire response, or no payment will be made.
- A debit card for use of the wildland fire truck is needed with a \$1500 limit.
- Fremont County roads can be impassable due to bad weather and the ambulances can and do get stuck.
- **Motion** by N. Mickelson to authorize the sale to Stryker Corporation of two older, manual EMS cots at a total cost of \$200. Second by C. Mask - Discussion: Cots are not in use. - Vote: Unanimous, motion carried.

**OLD UNFINISHED BUSINESS:** None

**ANNOUNCEMENTS:** N. Mickelson

- Next regular board meeting is scheduled for June 19, 2024 at 6:00 PM.
- Completed liability waiver forms are required for any DM department vehicle ride along and approval is needed.

**ADJOURNMENT:** CJ Allen

- Meeting adjourned at 7:10 PM.

Respectfully submitted,  
Anita Gregg, recording secretary

Supporting documentation:

- Oath of Office - CJ Allen
- Notice of Appointment - CJ Allen
- Resignation - G. Abel
- Resignation - R. Abel
- Profit/Loss Statement
- EPR Systems quote
- Public comment sign-in sheet