



## **SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT Special Board of Directors' Meeting**

2020 Jun 04 @ 6:00 pm

***\*\*Due to the Covid-19 virus outbreak the regular scheduled June meeting was held in a video conference mode via ZOOM\*\*.***

***Links were posted with the agenda prior to the meeting.***

### **1) Introduction of Visitors**

None

### **2) Attendees:**

#### **Board members present:**

Sean English – Chair and Treasurer  
Vince Johnston  
Mike Parrish  
Gary Kaszynski  
(Mike Brandt - Secretary to the Board)

#### **Excused Board Member:**

Gene Wagner

#### **Department members present**

Chief Eugene Farmer  
Capt. Rick Scheffel

### **3) Call to Order:**

Meeting called to order at 6:12 pm by Board Chair Sean English.

### **4) Pledge of Allegiance**

### **5) Approval of Agenda:**

Mr. English moved to add the action item list under old business and approve the agenda as amended, second by Mr. Kaszynski; motion carried.

### **6) Approval of Minutes**

Motion to approve the minutes from the 2020 May 07 and the 2020 May 20 meeting by Mr. Parrish, second by Mr. Kaszynski; motion carried.

### **7) Director's Chief's and Committee Reports**

#### **a. Treasurer's Report:**

Treasurer's report is available at [www.guffeyfire.net](http://www.guffeyfire.net)

No extraordinary items to report this month.

---

#### **S.P.C.F.P.D. Mission Statement:**

The Mission of the Southern Park County Fire Protection District is to provide fire protection and emergency rescue operations within its 240 square mile district boundaries; encourage fire and human caused disaster prevention through community education; ensure the existence of a properly trained team of primarily volunteer firefighters who are able to, and motivated to, respond professionally and work safely; acquire and maintain the necessary equipment; and provide mutual aid to neighboring fire and emergency services departments, as requested.

The following requests for payment have been received and require Board approval. Mr. English moves to approve these 6 items, totaling \$43,641.67, second by Mr. Parrish; motion carried.

Payment to:	Amount:	For:
Colorado Standby Power	\$14,347.50	CIP 2019-46 (generator)
VFIS	\$15,690.00	Insurance
Green Mountain Electrical	\$1,150.00	CI 2019-09
Register Electric	\$10,329.00	CIP 2019-09 (lighting)
VISA	\$1,128.73	FC Visa charges
Stevens Fire Chemical	\$996.44	Firefighting foam

b. Regulatory Matters

Director oath of offices have been accomplished and should have been submitted by Mr. Gibeson. Mr. English will check to see if that has been accomplished. Director's bonds have been submitted.

c. Chief's Report

Incident responses

	Month	Year to Date
Traffic Accidents	3	7
Medical	15	83
Wildfires	0	0
Smoke Reports	1	2
Structure Fire	0	0
Mutual Aid	0	1
Other	0	8
Total Calls	19	101

Water usage: kitchen: 623 gal.; maint & training 37 gal.; fire suppression 0 gal.

Summary:

1. Equipment status.

- a. Med 9-3 stair chair acquired
- b. Ambulance inspections this month.
- c. AED monitors calibrated

2. Personnel status: 19 on roster, 17 active

3. Training

- a. 2 in AEMT class (hold pattern)
- b. 1 in EMT class
- c. Started in person training.

4. Grants update:

5. Working on contractor to replace door and lock station 1

6. Medical Director

7. Policies

8. Officers update: (R. Scheffel)

Established spreadsheet to be able to track volunteer hours better.

Working with vendors to obtain quotes for planning.

9. Upcoming events (County Fair EMS assistance, Guffey Heritage Day, & Mountain Top Relay)

10. Chief's credit card: old card # cancelled and new card supplied.

**8) New Business**

Continuation of the Emergency declaration – Mr. English moved to extend the emergency declaration resolution 2020-4/2 for another 30 days, second by Mr. Parrish; motion carried.

Department has 2 credit cards – one held by Chief Farmer with a limit of \$10,000 and a second held by the Treasurer with a credit limit for \$5,000. Fixed expenses are for 2 recurring expenses. Mr. English will draft a policy for the use of the cards and send it out for review.

Mr. Wagner's experience and advice has been noted. He may resign from the Board and must be replaced by appointment of a new member until the next scheduled election in 2022. Once he has resigned in writing a replacement member can be appointed.

**9) Old Business**

Update on CIP projects. Lights have been ordered for the station. Generator and its pad are in place. IREA contract proposal has been received and is priced at \$14k with a potential rebate of about \$9k with an effective coast of \$4-5,000. Propane system update for a week of generator operation may require a second 1,000-gallon tank, pad and additional connections (estimated cost \$4,000).

Vehicle Preventative Maintenance Program (Mr. Johnston) – need to establish requirements for DOT inspection. Will work to establish operator inspection checklists, PM intervals and annual checks.

Action items from 05/20 meeting, updates and new items.

Project #	Who	Due Date	Description	Status
	Parrish	6/4	Investigate acceptable options for District to purchase – loan, lease/purchase	No DOLA response: CRS re: debt and financing requirements are unclear – waiting for DOLA response
2019-27	Parrish	6/4	Costs to P&I storage container	40' container \$3,350 delivered. Will build pad and install at station 2.
2019-14	English	6/4	Costs for garage door	No response from American Overhead
2020-01	Farmer/Brandt	6/4	Define scope for computer project	
2019-04	Farmer	7/2	Status of hoses to forecast needs	New
	English	6/4	Refine and distribute data collection tool for inventory	Found software and will share with Chief Farmer
	Farmer	7/2	Review equipment status and determine what repairs have been completed and what remain to be accomplished.	No progress
	Kaszynski	6/4	Update and distribute CIP	Will update

SPCFPD Special Board Meeting Minutes 2020.06.04

	Kaszynski	6/4	Establish framework for prioritizing projects and distribute	Underway
	Kaszynski	6/4	Project management form	Complete
	Kaszynski	6/11	Update goods and services acquisition SOP	Complete
New	Farmer	7/2	Identify current department policies with title, description and last date updated. Establish priorities for new policies and updates.	

Update on Employee and Policy Manual – Chief Farmer is working on 2 items now – employee manual and retention update. Need to establish a list of policies with titles, description, last update, priority, status and due dates.

0:53

**10) Adjourn**

Meeting adjourned at 8:55 p.m. by Chairman English.