



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

2020 October 8<sup>th</sup>, 2020 @ 6:00 P.M.  
SPCFPD Station 1

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

Mary Curtis

### **2) Attendees:**

Ken Thomas – Board Chair  
Mike Brandt – Secretary & Treasurer  
Gary Kaszynski  
Mike Parrish

### **Excused Board Member:**

Vince Johnston

### **Department members present**

Chief Eugene Farmer  
Barry Picker  
Millie Picker  
Rick Scheffel

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

Meeting called to order at 6:00 PM by Acting Board Chair Mike Parrish.

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

### **5) Board of Director changes**

Mr. English has resigned from the Board of Directors. Motion to appoint Mr. Parrish as Acting Board Chair by Mr. Parrish, second by Mr. Brandt, motion carried.

Mr. Ken Thomas has volunteered to take a place on the Board of Directors. Mr. Ken Thomas has volunteered to take a place on the Board of Directors. Move to appoint Mr. Thomas a Board Member for SPCFPD by Mr. Brandt, second by Mr. Kaszynski, motion carried.

Mr. Thomas was sworn in as a Board member to replace Mr. English and will have a term ending at the next election (May 2022).

Mr. Parrish resigned from the Board Chair position and nominated Mr. Thomas. Second by Mr. Brandt, motion carried and Mr. Thomas is now Board Chair.

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#### **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.

**6) Approval of Agenda:**

Mr. Kaszynski moved to approve the agenda as published, second by Mr. Brandt; motion carried.

**7) Approval of Minutes**

Motion to approve the minutes from the 2020.09.03 Board meeting and the 2020.09.11 Special Board meeting by Mr. Brandt, second by Mr. Kaszynski; motion carried.

**8) Director’s Chief’s and Committee Reports**

a. Chief’s Report

Incident responses

	Month	Year to Date
Traffic Accidents	2	15
Medical	6	121
Wildfires	0	3
Smoke Reports	1	5
Structure Fire	0	0
Mutual Aid	1	5
Other	4	19
<b>Total Calls</b>	<b>14</b>	<b>168</b>

**Water usage: kitchen:** 595 gal; maint & training 2454 gal; fire suppression 0 gal.

**Water Storage System:** 29,500 gallons – 98.3 % full

**Summary:**

1. . Equipment status.

a. Command 9-1 having stall issues

b. New tender order / sale tender 9-1

6:30:00+

Discussed GCWR limits with water tank, equipment and hose. Need to determine allowable load or reduce tank capacity. Awaiting more information from the vendor. May require heavier front axle system. Proposed configurations from vendor either load frame to the maximum or substantially exceed stated GCWR.

Each 100-gallon decrease will shorten tank by 8 inches and water load by 830 lbs. Current bid is close to the \$133k we have identified for the truck purchase.

Any answers and assurance from the vendor must be in writing so we have closure on all issues. Need the tender to be both capable and safe for department operators. Need full statement of weight, GCWR, Truck/tank dimensions (will it fit through the doors). Also need to see baffle design for tank.

Contractor wants \$5k deposit to start construction. Delivery likely will be in 2021 and may cause restatement of budget. Truck could be at tank manufacturer in Sterling, CO by November and expect to build tank through December.

6:49:00

Once follow up items are clarified (height, weight, capacity) department can proceed.

If desired we can set up the process to sell the tender 9-1 and determine if we want to set minimum price or auction. Review once schedule is fixed for new vehicle.

May also have an opportunity to get a used 4WD frame/cab that has been well maintained in 18 months or so. Chief Farmer will follow up.

- c. Med 9-3 in shop (door hinges/ transmission).
  - d. Med 9-1 shocks replaced.
  - e. Unimog (Brush 9-2) leak in water tank.
2. Personnel status: 20 on roster, 11 are active
  3. Training
    - a. 2 in AEMT class (hold pattern)
    - b. 1 new EMT needs retake NREMT test
    - c. 1 EMT in class
  4. Grants update:
  5. Doors and locks station 1 completed
  6. Fire Hose: 2 ½ & 1 ¾ are in waiting for 1 inch. Rearranging hoses loads to optimize.
  6. New uniforms being produced. Mr. Brandt moved to assign \$3,000 to the uniform fund. Second by Mr. Thomas. Motion carried.
  7. Policies: 1<sup>st</sup> SOG published.
  8. Officers update

19:10:00

Rick Scheffel – need to establish protocol for CO limits and advising people if called out. Viking lock has done well with the door project and most new teething problems have been resolved. This CIP project has been closed.

Volunteer hour software is working (database).

Gordon Scott:

Barry Picker: New reporting system underway over next month. May have option for software to take this information and send it to the volunteer hour software tracking.

Quick Med claims for Medicare submission training in fourth quarter.

Want to apply for ambulance grant on a hardship basis (95% match) in 2021 based on a Sprinter all-wheel drive frame.

Started newsletter in August. Feedback has been good. This is a google group and requires registration –

Medical director is giving good feedback.

b. Auxiliary Report:

Garage sale was held on September 18-19. Waiting for guidance on Toys for Tots.

c. Regulatory Matters

Budget presentation and Notice of Budget Hearing at November meeting.

d. Treasurer’s Report:

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

*No extraordinary items to report this month.*

The following requests for payment have been received and require Board approval. Mr. Brandt moves to approve this 1 item, totaling \$7,250.00, second by Mr. Parrish; motion carried.

Payment to:	Amount:	For:
Register Electric	\$7,250.00	Electric upgrade project

e. Board Chair Report – .

**9) Old Business**

Vehicle PM Program Update: report at next regular meeting

Employee and Policy Manual Update: need to copy and move to MS Word.

CIP Update- current project status – need to define how to close, document and keep records. Need to better define how to handle and assign capital improvement projects. Need to set guidelines on value of projects.

**10) New Business**

Budget proposal – see attachment 2

**11) Public Input**

**12) Executive Session for personnel matter**

Mr. Thomas moved to adjourn and move into executive session

\_\_\_ For discussion of a personnel matter – Section 24-6-402(4)(f), C.R.S. and not involving: employees who have requested discussion of the matter in open session; any member of the SPCFPD Board; the appointment of any person to fill an opening on the SPCFPD Board; or personnel policies that do not require discussion of matters personal to particular employees.

Second by Mr. Brandt, motion carried. Meeting adjourned to executive session at 20:58 PM.

**13) Reconvened meeting** at 23:15 p.m.

**14) Adjourn meeting:** Meeting adjourned at 23:15 p.m. by Chairman Thomas.

**Attachment 1:**

**Southern Park County Fire Protection District  
NOTICE OF BUDGET HEARING**

Notice is hereby given that a proposed budget for the Southern Park County Fire Protection District has been submitted to the Board of Directors for the upcoming 2021 fiscal year.

Copies of the proposed budget are available for public inspection at the Guffey Fire Station No. 1 during normal business hours, and on the District's website [www.guffeyfire.net](http://www.guffeyfire.net).

A hearing to consider this budget will be held at the regularly scheduled Board of Directors meeting on November 12, 2020 at 7:00 pm at Guffey Fire Station No. 1, 1745 County Road 102 in Guffey.

Any interested elector of the Southern Park County Fire Protection District may inspect the proposed budget and register any objections thereto at the November 12, 2020 Board Meeting or at any time prior to the final adoption of the budget.

**The Southern Park County Fire Protection District**  
**Proposed Budget**  
**GENERAL FUND, CAPITAL RESERVE FUND and CAPITAL IMPROVEMENT FUND**  
**For Public Review**

GENERAL FUND	Actual Prior Year	Revised Current Year	Proposed Budget
	<u>2019</u>	<u>2020</u>	<u>2021</u>
<b>Beginning GENERAL FUND balance at Jan 1:</b>	261,823	196,823	169,880
<b>Income / Revenue</b>			
<b>District Income</b>			
District Taxes Collected	266,516	400,711	382,528
Interest Income	7,678	3,245	3,800
Program and Service Income	102,823	17,666	2,000
Other Income	-	2,000	-
<b>Total District Income</b>	<u>377,018</u>	<u>423,621</u>	<u>388,328</u>
<b>Total Income</b>	<u>377,018</u>	<u>423,621</u>	<u>388,328</u>
<b>Total Available Funds</b>	<u>638,841</u>	<u>620,444</u>	<u>558,208</u>
<b>Expenditures / Expenses</b>			
<b>Payroll Expenses</b>	<u>82,820</u>	<u>94,472</u>	<u>98,144</u>
<b>Total Payroll Expenses</b>	82,820	94,472	98,144
<b>Services, Supplies &amp; Equipment</b>			
Materials, Supplies & Equipment	52,894	74,006	131,427
Contract Services	35,714	16,768	11,330
Training and Education	11,709	11,229	11,000
Administrative Expenses	41,436	36,863	35,437
Dues, Memberships & Licenses	458	1,200	1,200
<b>Total Services, Supplies &amp; Equipment</b>	<u>142,211</u>	<u>140,065</u>	<u>190,394</u>
<b>Building &amp; Fleet Services</b>			
Property Maintenance	53,717	128,362	43,202
Utilities	12,844	13,229	13,626
Fleet Maintenance	56,919	48,182	42,123
<b>Total Building Serv &amp; Fleet Maint</b>	<u>123,480</u>	<u>189,773</u>	<u>98,951</u>
<b>Total Expense</b>	<u>348,511</u>	<u>424,310</u>	<u>387,489</u>

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TABOR Restricted	10,455	12,729	11,625
Total increase (decrease) to <u>GENERAL FUND</u>	28,507	(689)	839
Moved (to) or from Capital Reserve Fund	(65,000)	(26,254)	
Moved (to) or from Capital Improvement Fund	<u>(28,507)</u>	<u>-</u>	<u>-</u>
Ending <u>GENERAL FUND</u> Balance at Dec. 31	196,823	169,880	170,719

**CAPITAL RESERVE FUND**

**Beginning CAPITAL RESERVE FUND balance on Jan. 1**

Moved (to) or from GENERAL FUND	65,000	26,254	-
Moved (to) or from CAPITAL IMPROVEMENT FUND	(65,000)	-	-
Increases: Capital grants and Apparatus Donations, interest		550	100
Decreases: Capital outlays (includes grants/donations)			
Total increase (decrease) to CAPITAL RESERVE FUND	<u>-</u>	<u>26,804</u>	<u>100</u>
Ending <u>CAPITAL RESERVE FUND</u> balance at Dec. 31	<u>71,800</u>	<u>-</u>	<u>100,341</u>

<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>
Prior Year	Current Year	Budget
<u>2019</u>	<u>2020</u>	<u>2021</u>
71,800	73,437	100,241
65,000	26,254	-
(65,000)	-	-
	550	100
<u>-</u>	<u>26,804</u>	<u>100</u>
<u>71,800</u>	<u>-</u>	<u>100,341</u>

**CAPITAL IMPROVEMENT FUND**

**Beginning CAPITAL IMPROVEMENT FUND balance on Jan. 1**

Moved (to) or from GENERAL FUND	28,507		
Moved (to) or from CAPITAL RESERVE FUND	65,000		
Increases: Capital grants and Apparatus Donations, interest			
Decreases: Capital outlays (includes grants/donations)			
Total increase (decrease) to CAPITAL IMPROVEMENT FUND	<u>93,507</u>	<u>-</u>	<u>-</u>
Ending <u>CAPITAL IMPROVEMENT FUND</u> balance at Dec. 31	<u>93,507</u>	<u>-</u>	<u>66,275</u>

<b>Actual</b>	<b>Projected</b>	<b>Proposed</b>
Prior Year	Current Year	Budget
<u>2019</u>	<u>2020</u>	<u>2021</u>
-	66,275	66,275
28,507		
65,000		
<u>93,507</u>	<u>-</u>	<u>-</u>
<u>93,507</u>	<u>-</u>	<u>66,275</u>

<b>TOTAL ALL FUNDS:</b>	362,130	336,396	337,335
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