

**Cortez Fire Protection District**  
**Minutes of the Regular Board of Directors Meeting**  
**July 19, 2023**

**Call to Order**

The meeting was called to order by President Drew Buffington at 8:06 p.m. at Station 1, immediately following the Quarterly Pension Board Meeting. The Pledge of Allegiance and roll call immediately followed. Board members present were Drew Buffington, Darrell Dennison, Joe Stevens, and Les Rogers. Brad Ray attended the meeting remotely. Staff present were BC Rick Spencer and BC Cory Elliott. Fire Chief applicant finalist Roy Wilkinson was also present.

**Approval of the Agenda**

A motion was made to approve the agenda for the July 19, 2023 regular meeting with the noted changes, and to reorder the presentation of the financials before the approval of the minutes. The motion was seconded; **unanimous vote passed.**

**Financials – Presentation of the 2022 Audit by Haynie and Company, Approval of the 2022 Audit, and Presentation of the June 2023 Financials**

The 2022 audit presentation by Whitney Rosenfeld of Haynie and Company and discussion followed. A motion was made to approve the 2022 audit as presented. The motion was seconded; **unanimous vote passed.** A motion was made to table the presentation of the June 2023 financials until the August meeting. The motion was seconded, **unanimous vote passed.**

**Approval of the Minutes of the June 21, 2023 Regular Meeting**

A motion was made to approve the minutes for the June 21, 2023 regular meeting. The motion was seconded; **unanimous vote passed.**

**Approval of the Minutes of the June 28, 2023 Special Meeting**

A motion was made to approve the minutes for the June 28, 2023 special meeting. The motion was seconded; **unanimous vote passed.**

## **Public Comment**

There was no public comment at this meeting.

## **Correspondence**

There was no correspondence presented at this meeting.

## **Approval of the June 2023 Check Register and Pay Bills**

Discussion and clarification of the check register and credit card detail followed. Les would like the credit card due date changed to the end of the month. A motion was made to approve the June 2023 check register and pay bills. The motion was seconded; **motion passed with 4 ayes and 1 abstention.**

## **Chief Report**

There were 264 calls and 489 training hours logged in June. The Fourth of July fireworks show was a huge success. The City Manager advised CFPD to request more funding from the city for the fireworks show next year. Both Wildland engines are currently on severity detail. The Ash Street station was found not to have additional asbestos, and bids will be sought for the remaining work to be done. Further research will be done on the City's belief that the station was to be torn down as part of the grant and that they would not reestablish the meter for water. CFPD currently has one open firefighter position, and one firefighter that will possibly resign January 1, 2024. Only one application has been received after posting the opening for one week. One consideration to draw more qualified applicants and retain trained employees is to raise the pay rate. Discussion followed and will continue at the next meeting. The first open house pancake breakfast is July 29<sup>th</sup> from 8:00 a.m. to 10:30 a.m. An open house hot dog lunch is scheduled for August 26<sup>th</sup>. Either an open house breakfast or lunch will be held in September. The department will attend the Four Corners Fly In at the airport and host the Halloween Carnival in October.

## **Executive Session**

- a. **Discussion of Administrative and Operations Testing and Interview of the Finalist for the Position of Fire Chief Pursuant to C.R.S. 24-6-402(4)(g)**

A motion was made to move into Executive Session at 9:37 p.m. The motion was seconded; **unanimous vote passed.**

**The meeting moved out of Executive Session at 11:11 p.m. No decisions were made during Executive Session.**

## New Business

### Item a. Discussion of Fire Chief Applicant Finalist Testing and Interview Results

A motion was made to offer the Fire Chief position to Roy Wilkerson. The motion was seconded; **unanimous vote passed**. A motion was made to offer \$80,000 as starting salary. The motion was seconded; **unanimous vote passed**. BC Spencer, BC Elliott, and Mr. Wilkinson re-joined the meeting. Mr. Wilkinson was offered the position and will have a decision on the offer the next afternoon. A motion was made for his first day of work to be July 31, 2023. The motion was seconded; **unanimous vote passed**.

## Old Business

### Item a. Discussion on Updating CFPD's Designated Election Official

Discussion followed. CEGR provides DEO services but the cost for travel to Cortez for Harley to perform all necessary duties would be expensive. Keenan Lovett would charge \$10,000 for all DEO services including writing the ballot question. A CEGR paralegal is interested in acting as DEO and will pursue permission her supervisors. A motion was made to direct BC Spencer to engage CEGR's paralegal as the DEO if the estimated fees are under \$8,000, otherwise engage Keenan Lovett. The motion was seconded; **unanimous vote passed**. A motion was made that BC Spencer author a letter of intent and have it signed by a board member. The motion was seconded; **unanimous vote passed**.

### Item b. Continue review of updated Policy and Procedure Manual for CFPD

A motion was made to table this item until the next meeting. The motion was seconded; **unanimous vote passed**.

## Adjournment

With no further business to bring before the board, a motion was made to adjourn the meeting at 11:38 p.m. The motion was seconded; **unanimous vote passed**.



Drew Buffington, President

Attest:

