**Cortez Fire Protection District**

**Minutes of the Regular Board Meeting**

**Sept. 20, 2023**

**6:00 p.m.**

**Call to Order**

President Drew Buffington called the meeting to order at Station 1 at 6:00 p.m. The Pledge of Allegiance and roll call immediately followed. Board members present were Drew Buffington, Brad Ray, Darrell Dennison, Joe Stevens, and Les Rogers. Staff present were Chief Roy Wilkinson, BC Rick Spencer, BC Cory Elliott and Administrative Assistant Denise Sanchez.

**Approval of Agenda**

A motion was made to approve the agenda for the September 20, 2023 regular meeting with the noted changes. The motion was seconded; **unanimous vote passed.**

**Approval of Minutes from the August 9, 2023 Regular Meeting and the September 8, 2023 Special Meeting**

A motion was made to approve the minutes from the August 9, 2023 regular meeting. The motion was seconded; **unanimous vote passed.** A motion was made to approve the minutes from the September 8, 2023 special meeting. The motion was seconded; **motion passed with 4 ayes and 1 abstention.**

**Public Comment**

There was no public comment at this meeting.

**Correspondence**

**Donation Request Letter from M-CHS Band Boosters**

Discussion followed.

**Donation from KinderMorgan**

Discussion followed. Staff was directed to put a “thank you” acknowledgement on the CFPD website.

**Financials – Presentation of the July 2023 and August 2023 Financials, Discussion and Vote on Payment of Colorado Wage Withholding for year 2023 and Approval of the August 2023 Check Register**

Discussion followed regarding the error in the CO wage withholdings for years 2020/2021 filings. A motion was made to approve the payment of $1,642.00 to the state subject to Rogers and Company’s last attempt to reconcile the error. The motion was seconded, **motion passed with 4 ayes, 1 abstention.** Les presented the July 2023 and August 2023 financial statements. There is a high probability that the 2023 budget will need to be amended. Discussion followed. A motion was made to approve the July 2023 and August 2023 financials, the August 2023 check register, and pay bills. The motion was seconded; **motion passed with 4 ayes, 1 abstention.**

**Chiefs’ Report**

There were 381 calls and 518.91 training hours logged in August. An update was given on Wildland assignments. Grants are being pursued to purchase a specialized oven to aid in testing fire conditions. The attorney has been contacted for assistance in drafting a contract to be used with clients for mitigation. A CFPD committee will fly to Appleton, WI in October for a final inspection on the new engine. Health insurance costs will increase 3.5% for all plans in 2024. Firefighter testing for 8 applicants will be held September 22nd and 23rd. Engineer testing will be on October 20th. The new Battalion Chief schedule is working well. A lightning strike at the station caused approximately $3000 in damage. Fuel tax reimbursement is being pursued, more research will be done. Chief is attempting to apply for the Cortez Community grant but needs to clarify tax status. A Critical Stress Debriefing Team is being assembled for assisting crews with debriefing after traumatic calls. BC Elliott is writing an electronic vehicle fire protocol. Volunteer memorabilia has been donated to the Montezuma County Museum. Chief Wilkinson is researching avenues for billing and reimbursement through DERA (Designated Emergency Response Authority) for materials used on hazmat responses. Chief Wilkinson is in the process of changing the CFPD website to a less expensive platform and linking a credit card payment system. The LOR Foundation gave CFPD a $500 donation to be used for the Halloween Carnival. The Ready Set Go mitigation grant is being pursued for Wildland. A reimbursement invoice has been submitted to the Montezuma County for CIP costs. Chief Wilkinson and BC Spencer met with City Manager Drew Sanders and City Financial Manager Kelly Koskie for a meet and greet. QuickBooks will be installed on Chief’s computer to allow access to budgetary information. Chief requested a budget template to assist with the 2024 budget planning

**New Business**

**Item a. Discussion and Voting Regarding New Engine’s Headsets and Radios**

Discussion followed regarding use of the old engine. BC Spencer presented 2 quotes for headsets and radios. The cost can possibly be rolled over into the loan for the new engine instead of paying outright. Discussion followed regarding changing the resolution for the purchase of the engine to include headsets, truck radios, and the foam system. Staff was directed to place approval of a resolution to include these items on the loan for the new engine on the agenda for the October meeting pending the total amount for the new items. A motion was made to approve the purchase the headsets and radios for the new engine for the amount of $12,361.48 for headsets, and preliminary approval of up to $4,000 for radios. The motion was seconded; **unanimous vote passed.**

 **Item b. Discussion and Voting on Purchase of Radios and Selling of Old Inventory**

Discussion followed. A motion was made to approve the purchase of 10 radios with 1 free radio for $19,990. The motion was seconded; **unanimous vote passed.** Staff was given direction to research the possibility that this cost be rolled into the loan for the new engine.

**Item c. Discussion and Voting on Purchase of Foam System for New Engine**

Discussion followed. The new engine is plumbed for a foam system but the system is not included in the purchase. A motion was made to approve the purchase of the foam system up to a principle amount of $25,255. The motion was seconded; **unanimous vote passed.** A motion was made that to the extent possible any cost of the headsets, radios, and foam system be rolled into the loan for the new engine, with direction to staff to pursue that possibility. The motion was seconded; **unanimous vote passed.**

**Item d. Levy Preliminary Certification of Valuation Discussion**

Discussion followed. Clarification is needed on the valuation amount if Proposition HH is passed in November.

**Item e. Update Member Representative and Alternate Member Representative for CO Firefighter Heart and Cancer Benefits Trust**

A motion was made to approve Roy as Member Representative and Denise as Alternate Member Representative for CO Firefighter Heart and Cancer Benefits Trust. The motion was seconded; **unanimous vote passed.**

**Item f. Discussion of Salary for Reserves, Part-Time, and Administrative Employees**

Discussion followed. The proposed increase is $2.00 across the board, $2.50 across the board if qualified as driver/operator, $3.00 across the board if officer qualified. New Reserve hires salary range would need to be adjusted. 2:25 A motion was made to increase pay for Reserves/Part-Time according to the proposed plan. The motion was seconded; **unanimous vote passed.** A motion was made to increase the Administrative Assistant’s salary to $28.00 per hour effective October 1, 2023. This rate is to be readdressed pending completion of a Human Resource Certification. The motion was seconded; **unanimous vote passed.**

**Old Business**

**Item a. Continue Review of Updated Policy and Procedure Manual for CFPD**

Discussion followed. A motion was made to table this item until the workshop scheduled for October 4, 2023. The motion was seconded; **unanimous vote passed.** A motion was made to reschedule the next board meeting to October 18, 2023.

**Adjournment**

With no additional business to bring before the board, a motion was made to adjourn the meeting at 8:45 p.m. The motion was seconded; **unanimous vote passed.**

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Attest: Brad Ray, Secretary/Treasurer

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