

Cortez Fire Protection District
Minutes of the Regular Board of Directors Meeting
October 18, 2023

Call to Order

The meeting was called to order by Secretary/Treasurer Brad Ray at 7:55 p.m. at Station 1, following the Quarterly Pension Board meeting. The Pledge of Allegiance and roll call followed. Board members present were Brad Ray, Darrell Dennison, Joe Stevens, and Les Rogers. Drew Buffington had an excused absence. 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 October 18, 2023 meeting. The motion was seconded; **unanimous vote passed.**

Approval of Minutes from the September 20, 2023 Regular Meeting

A motion was made to approve the minutes from the September 20, 2023 meeting. The motion was seconded; **unanimous vote passed.**

Public Comment

There was no public comment at this meeting.

Correspondence

There was no correspondence to present at this meeting.

Swearing in of Fire Chief

Secretary/Treasurer Brad Ray administered the Oath of Office to Chief Roy Wilkinson.

Financials

A motion was made to defer the September financials until the November meeting. The motion was seconded; **unanimous vote passed.**

Approval of the September 2023 Check Register

Discussion and clarification followed. A motion was made to approve the September 2023 check register and pay bills. The motion was seconded; **motion passed with 3 ayes, 1 abstention.**

Chief Report

There were 361 runs and 455 training hours logged for September. Chief Wilkinson addressed fees that a Special District is allowed to charge including: impact fees, services provided by the fire department prior to the arrival of the ambulance on scene, rescue or extrication of trapped or injured parties, and lane safety or blocking provided by district equipment prior to arrival of law enforcement. CFPD acting as the Designated Emergency Response Authority (DERA) can bill for hazmat responses and materials. The amounts charged for materials are based on FEMA. Grants that have been applied for are the Dennis Leary Foundation, CO DFPC, Firehouse Subs, Cortez Community Grant, and Four Corners Community Bank Donation. New radios have arrived and have been programmed. New batteries for the radios are on order. Engineer Ivy, Captain Rogers, and BC Spencer travelled to Appleton, WI for the final inspection on the new engine. The new engine is in Denver awaiting the installation of the new foam system and should arrive in Cortez in early November. The station has been providing station tours and school visits for Fire Prevention Week. The Wildland Division deployed to Rye, CO. Wildland gross income for the year is projected at \$550,000.00. A fuels mitigation service agreement has been submitted to CEGR for review. Adobe Acrobat installation has been delayed. The crew is preparing for Halloween Firehouse. The new website is almost completed. Discussion followed.

New Business

Item a. Discussion and voting on opening a “Zero-Balance” bank account and using “Allpaid” for credit card payments

Discussion followed. A motion was made to open a zero-balance bank account and pursue services from Allpaid. The motion was seconded; **unanimous vote passed.**

Item b. Discussion and voting on purchase of water level indicator and 3000 W inverter for new engine.

Discussion followed. A motion was made to purchase a water level indicator and 3000 W inverter for the new engine for \$7,397.45. The motion was seconded; **unanimous vote passed.**

Item c. Discussion regarding a contract with Dolores Volunteer Fire Department

Discussion followed. The DVFD Board of Directors is in discussion regarding a contract.

Item d. Discussion and voting on contract renewal with Rogers and Company for accounting services for 2024

A motion was made to table this item until the November meeting. The motion was seconded; **motion passed with 3 ayes, 1 abstention.**

Item e. Discussion and approval of HR Certification program for the Administrative Assistant

Discussion followed. A motion was made to approve the membership fee and HR certification program through SHRM for the administrative assistant. The motion was seconded; **unanimous vote passed.**

Item f. Set Public Hearing in November for the 2024 Budget.

Discussion followed. A motion was made to reschedule the Nov. regular board meeting to Nov. 21st, and set the public hearing for the 2024 budget to take place at that meeting. The motion was seconded; **unanimous vote passed.**

Item g. Discuss and review 2024 Budget Draft

Discussion followed. A motion was made to continue discussion and review the 2024 Budget draft at workshops scheduled for Oct. 30 at 4:00 p.m. and Nov. 13th at 4:00 p.m. The motion was seconded; **unanimous vote passed.**

Old Business

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

A motion was made to continue the review of the policy and procedure manual at the next meeting. The motion was seconded; **unanimous vote passed.**

Adjournment

With no further business to bring before the board, a motion was made at 9:26 p.m. to adjourn the meeting. The motion was seconded; **unanimous vote passed.**



Drew Buffington, Board President

Attest:

