

Cortez Fire Protection District
Minutes of the Regular Board of Directors Meeting
November 21, 2023

Call to Order

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

Approval of Agenda

A motion was made to include approval of the September 2023 financials (Old Business Item a.) with the presentation and approval of the October 2023 financials and modify Item 9 to read: *Approval of the October 2023 Check Register and Pay Bills*. The motion was seconded, **unanimous vote passed**. A motion was made to approve the agenda for the November 21, 2023 regular board meeting with the noted corrections. The motion was seconded; **unanimous vote passed**.

Approval of Minutes from the October 18, 2023 Regular Meeting

A motion was made to approve the minutes from the October 18, 2023 regular meeting. The motion was seconded; **motion passed with 3 ayes, 1 abstention**.

Public Comment

There was no public comment at this meeting.

Correspondence

There was no correspondence presented at this meeting.

Financials

Les presented the September 2023 and October 2023 financials. A Wildland Accrued Revenue Account has been added to more accurately portray when the actual work was done as opposed to when it was reimbursed. Among the reports presented, a Wildland expense breakdown through October was given. A motion was made to approve the September 2023 financials. The motion was seconded; **motion passed with 3 ayes, 1 abstention**. A motion was made to approve the October 2023 financials as presented. The motion was seconded; **motion passed with 3 ayes, 1 abstention**.

Approval of the October 2023 Check Register

A motion was made to approve the October 2023 check register and credit card detail and pay bills. The motion was seconded; **motion passed with 4 ayes, 1 abstention.**

Chief Report

There were 311 calls and 456.5 training hours logged for October. The new engine is in Denver and should be delivered within the next two weeks. A county wide automatic aid agreement has been signed. Wildland crews were recently deployed to Rye, CO and are currently assigned to San Juan Support detail. All but three wildland bills have been submitted to the state for reimbursement. The possibility of holding a special election in 2024 and the related costs are being researched. Quotes are being collected for drywall in the Ash St. station. Pinion Project is still interested in leasing the building long-term and has avenues available for drywall services. A Scope-of-Work and proposal form has been received from RPI Consulting for impact fees. Continued work is being done on setting up to be the Designated Emergency Response Authority (D.E.R.A.) for reimbursement of haz-mat incident expenses. Chief Wilkinson will approach Montezuma County after establishing the DERA with the City of Cortez. Discussion followed. Current grants in various stages of the application process are: Dennis Leary Foundation, Firehouse Subs, Cortez Community Grant, Four Corners Community Bank Donation, AFG, and Colorado Firefighter Safety and Disease Prevention Fund. Research for additional available grants is ongoing. A grant/reimbursement is available for CISD/Peer Support classes. Two classes are available for peer support training in early 2024. The Department participated in multiple Halloween events, the Veterans' Day Parade, and Deputy Huhn's funeral service. The Halloween Firehouse event was a great success. Staff is scheduled to speak at the Senior Center on AED's and fire operations. The Department will again sponsor Pinion Project families for Christmas this year. First National Bank donated a 12' Christmas tree to the Department. A SOG has been completed for electric vehicles, meetings with local tow companies are planned. A "white powder" response SOG will be generated with possible collaboration from the FBI out of Durango. Atmos Energy has planned a meet and greet/information share with CFPD. The new website is complete and functional, and Acrobat Adobe has been installed on administration computers by City IT.

New Business

Item a. Public Hearing of the 2024 Budget for the Cortez Fire Protection District

A motion was made to open the Public Budget Hearing at 7:19 p.m. by President Drew Buffington. The motion was seconded; **unanimous vote passed.** No public was in attendance. A motion was made to close the Public Budget Hearing at 7:21 p.m. The motion was seconded; **unanimous vote passed.**

Item b. Resolution No. 12, Series 2023 – Resolution to Add Signatories to the Four Corners Community Bank Zero Balance Account.

Discussion followed. A motion was made to approve Resolution No. 12, Series 2023. The motion was seconded; **unanimous vote passed.**

Item c. Discussion and vote on Director pay for Board Workshops/Study Sessions

Discussion followed. A motion was made to not pay directors for board workshops and study sessions since both are non-obligatory and therefore should not be compensated. The motion was seconded; **unanimous vote passed.**

Item d. Discussion Regarding the Old Station – Long Term Lease vs. Sale

The Pinion Project is very interested and has reached out multiple times to check the status of repairs. Discussion followed regarding the water/sewer taps and replacement of the electrical and plumbing systems. Immediate cash flow versus long term income potential was discussed. The appraisal that was conducted a year ago was reviewed. Staff was directed to continue discussions with Pinion Project to determine how willing they are to purchase the property.

Item e. Discussion of Election Results – Proposition HH and Mil Levy

Discussion on this item occurred during the Chief report.

Item f. Discussion of Christmas Bonus for 2023

Bonuses were given to full-time personnel in 2021 and 2022. Discussion followed. A motion was made to table this item until the December meeting. The motion was seconded; **unanimous vote passed.**

Item g. Discussion of COLA for 2024

Discussion followed. Staff was directed to research what action other governmental agencies plan to take. A motion was made to table this item until the December meeting. The motion was seconded; **unanimous vote passed.**

Item h. Discussion of Electing a Third Officer on the Board of Directors

Discussion followed. A motion was made to add a third officer with the title of Vice President, with voting on the director to fill that position to occur at the December meeting. The motion was seconded; **unanimous vote passed.**

Item i. Discussion of Taking on Additional Supplemental Wildland Personnel

This item was discussed during the Chief report. The board opined that sponsoring additional supplemental personnel would benefit the Department. A motion was made to authorize the sponsorships of three additional supplemental wildland personnel for the current season. The motion was seconded; **unanimous vote passed.**

Old Business

Item a. Approval of September 2023 Financials

This item was included in the October 2023 financial report.

Item b. Discussion and Voting on Contract Renewal with Rogers and Company for Accounting Services for 2024


Les presented a breakdown of hours worked and fees charged in 2023 by Rogers and Company. He proposes a 5% increase in certain rates for 2024. Discussion followed. Les will provide a contract for renewal with the Pension Board as well. A contract will be provided for approval at the December meeting.

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

A motion was made to table this item until the next board meeting in December. 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 9:20 p.m. The motion was seconded; **unanimous vote passed.**



Drew Buffington, Board President

Attest: