

MINUTES
NORTH ROUTT FIRE PROTECTION DISTRICT
Board of Directors Meeting
61915 County Road 129, Clark, Colorado

April 12, 2022

The regular meeting of the Board of Directors of the North Routt Fire Protection District was called to order by President Warnke at 7:12p.m.

ROLL CALL

Directors Present:

Steve Warnke, President
Larry Williams, Vice President
Jim Standish, Secretary/Treasurer

Excused:

Paul Slivon, Director
Todd Zvorak, Director

Also Present:

Chief Mike Swinsick
Lisa Lancaster, District Administrator

ADDITIONS TO AGENDA

Community Relations – Luminate visit
Financial – Need to upgrade Quickbooks software

PUBLIC COMMENT

None

EXTERNAL CORRESPONDENCE

None.

APPROVAL OF PREVIOUS MEETING MINUTES

With exception of change to 4th bullet under Financial - Engine 3.3 has been tabled until 2023, Sec/Treas moved to approve the minutes from March 8th, Vice President Williams seconded, motion carried.

DIRECTOR REPORTS

Statutory/Regulatory/General Business

- Notice of election cancellation filed
- Oaths of office – administer in June (30 days following May election date)
- District Boundary Map is posted on website, but it's not high resolution
- Insurance renewal update – the AD&D policy renewed on 3/17/22, the commercial package renewed 4/10/22.
- Chief Swinsick is going to start pulling information together regarding building a small shed for the backflow preventer relocation, however it doesn't seem to be an urgent matter at this time.
- Dry hydrants – Mark Bourbeau, head of Parks maintenance, agrees with the Chief in that the best location for a dry hydrant at Steamboat Lake would be the marina. He will talk to Julie Arington.

- Request for additional funding for CWPP – Community Wildfire Protection Plan – Emergency Operations Director from Routt County is requesting an additional \$45,000 from all districts to hire a vendor to create a plan for the county. The Board considered and discussed, but determined that more information is needed prior to contributing funds.

Financial

- The transaction list was reviewed. There was one addition – check to Colorado State Treasurer for 106.35 for quarterly unemployment report. Vice President Williams moved to approve the transaction list. Sec/Treas Standish seconded, motion carried.
- There was considerable discussion regarding payroll and the hourly employees, and frequency of their checks, how many checks a year, etc. Chief Swinsick shared that he has started the hourly employees on four 10-hour shifts.
- Director Slivon mentioned to President Warnke that TBills are something that might be worth the investment. President Warnke asked Sec/Treas Standish to look into it, because the rate of return is better than CDs or money market interest. President Warnke said we could do a trial with \$50,000 and see how it goes.
- Chief Swinsick has started on the VFA (Volunteer Fire Assistance) Grant application. It is due by April 30th.
- 1st Quarter Income/Expense Statement Review – Discussion about fuel costs, utility costs, and President Warnke wanted to see 1st Quarter wages to see if budget is on track.
- District Administrator Lancaster informed the board that the district's version of Quickbooks will no longer be supported after 5/31/22, so an upgrade is necessary. Intuit no longer sells desktop versions of the software, so it will be cloud/internet based.

Community and Intergovernmental

- Spring Newsletter – The draft has been reviewed by all. Because we don't have anything definite to say in regards to community events, President Warnke is thinking of dropping the topic altogether in the newsletter.
- Director Zvorak spoke with Michael Moon from The Home Ranch regarding the summer BBQ fundraiser, but he was somewhat noncommittal.

FIRE CHIEF REPORT

Call volume –

Currently at 26 calls for service ytd (vs 24 ytd 2021/26 ytd 2020), 8 Fire/Rescue related, 9 Cancelled Enroute, 5 false alarm, 1 Structure Fire, 0 Unauthorized Burn, 0 Wildland, 4 MVA, 11 EMS total- 5 BLS TX, 0 ALS TX, 0 CPR calls, 1 refused care, 3 Care Transferred, 0 Event Standby.

Wildland Fire Statuses-

No active fires

Equipment status-

All apparatus in 100% working order. Outfitting BR 3-7 (New UTV)

Personnel-

Started new schedule so there is Sun- Sat coverage, continuing training daily going well.

Director Williams discussed his research on other fire districts – he has gone to their websites, Facebook pages, and developed a contact list for 20 districts. He said he has about ½ of the information he wants gathered so far, but hopes to have it for review prior to the June board meeting. Williams mentioned that he has seen some of the rural districts on the list consolidating with one another, however it does not fix the problem.

Member handbook revision – President Warnke read the whole handbook, and approves. Sec/Treas Standish moved to approve the revisions in the member handbook, Vice President Williams seconded, motion carried.

OLD BUSINESS

None.

NEW BUSINESS

None

OTHER ITEMS TO COME BEFORE THE BOARD

None

ADJOURNMENT OF REGULAR BOARD MEETING

Sec/Treas Standish moved to adjourn the meeting at 8:56pm, Vice President Williams seconded, meeting adjourned.

The foregoing minutes, which have been approved by the affirmative majority vote of the Board of the North Routt Fire Protection District, are a true and accurate record of the meeting held on the date first stated above.

Larry Williams

Larry Williams, Vice President

May 10, 2022

Date

Jim Standish

Jim Standish, Secretary/Treasurer

May 10, 2022

Date