

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

**January 10, 2023**

The regular meeting of the Board of Directors of the North Routt Fire Protection District was called to order by President Warnke at 7:07p.m.

**ROLL CALL**

***Directors Present:***

Steve Warnke, President  
Larry Williams, Vice President  
Todd Zvorak, Director  
Paul Slivon, Director

***Directors Excused:***

Jim Standish, Secretary/Treasurer

***Also Present:***

Mike Swinsick, Fire Chief  
Lisa Lancaster, District Administrator

**ADDITIONS TO AGENDA**

None.

**PUBLIC COMMENT**

None.

**EXTERNAL CORRESPONDENCE**

Several end of year donations were received.

**APPROVAL OF PREVIOUS MEETING MINUTES**

Director Zvorak moved to approve the minutes from December 12th, Vice President Williams seconded, motion carried.

**DIRECTOR REPORTS**

***Statutory/Regulatory/General Business***

- Confirmed that Certification of Tax Levies was filed with county by 12/15/22
- District Administrator Lancaster will be filing District Boundary letter with required entities.
- Transparency notice to be filed on SDA website and sent to the required entities.
- Budget packet to be filed with DLG by 1/31/23.
- Motion to establish NRFPD website
- Motion to designate Station 2 as emergency physical posting location.
- Review Board Member terms of office – Paul Slivon, Todd Zvorak and Larry Williams terms' all expire in 2023.
- Director Slivon confirmed with Chief Swinsick that the district has contacted Julie Arington at Steamboat Lake State Park multiple times regarding dry hydrants, and has gotten no response.

### ***Financial***

- The transaction list was reviewed. Director Zvorak moved to approve the transaction list. Vice President Williams seconded, motion carried.
- Reimbursement request for VFA Grant was sent today 1/10/23.
- Audit engagement letter signed.
- Treasury Bond status – There was discussion around interest earned, and when it should be recorded because the district's accounting is on a cash basis. Director Slivon asked about the ICS Sweep account and doesn't think it's earning significant interest. He suggested perhaps that money should be invested at Schwab as well because they have funds earning 3.75% in interest. President Warnke would like us to straighten out the issue between the checking account and ICS Sweep account with the bank prior to making any more moves. The next maturity dates are in March, for two 3-month and two 6-month bills.
- Regarding an increase to District Administrator Lancaster's monthly fee, Vice President Williams moved to approve her request for an increase to \$750/month, Director Zvorak seconded, motion carried.

### ***Community and Intergovernmental***

- Three Forks fundraising dinner is Friday, January 20<sup>th</sup> and Friday, January 27<sup>th</sup>
  - Both nights are full
  - Three Forks bus can hold 30 people – Director Zvorak said Three Forks is just waiting on him to confirm final total. Director Zvorak explained the planned schedule, and all guests are supposed to receive emails with the menu selection.
- The next newsletter will be in the spring.
- Per previous discussions, Vista Verde is willing to host a barn dance again. It will likely be at the end of May – usually the Friday night before they open for the season – likely Friday after Memorial Day.

### **FIRE CHIEF REPORT**

#### ***Call volume –***

Currently at 116 calls for service ytd (vs 147 ytd 2021/167 ytd 2020), 38 Fire/Rescue related, 20 Cancelled Enroute, 35 false alarms, 3 Structure Fires, 1 dumpster fire, 2 Unauthorized Burns, 0 Wildland, 15 MVA, 56 EMS total- 37 BLS TX, 3 ALS TX, 1 CPR call, 16 refused care, 2 Care Transferred, 2 Event Standby.

#### ***Wildland Fire Statuses-***

No reported fires

#### ***Equipment status-***

Ambulance licensing completed in December. No other apparatus issues.

#### ***Regulatory/Financial matters –***

Volunteer Pension Match Grant received, Actuarial Study slated for this year, records up to date and ready. 2023 Budget ready to file with DOLA. Audit for 2022 authorized.

#### ***Personnel-***

Call attendance is down. Need to advertise for three full-time employees now. Two new volunteers onboarding with a possible third in the wings. The Board asked Chief Swinsick what his opinion was as to why calls are down. He said there were some older residents that had been in poor health that used to be transported 2-3 times per year, and have since passed away.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Next meeting will be on February 14<sup>th</sup>.

### **OTHER ITEMS TO COME BEFORE THE BOARD**

None

## ADJOURNMENT OF REGULAR BOARD MEETING

Director Slivon moved to adjourn the meeting at 8:27pm, Director Zvorak 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.

*Steve Warnke*

Steve Warnke, President

February 13, 2023

Date

*Jim Standish*

Jim Standish, Secretary/Treasurer

February 13, 2023

Date