

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

**February 13, 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  
Jim Standish, Secretary/Treasurer

***Also Present:***

Mike Swinsick, Fire Chief  
Lisa Lancaster, District Administrator  
Paul Keller, Pension Board Member

**ADDITIONS TO AGENDA**

President Warnke would like Chief Swinsick and District Administrator Lancaster to excuse themselves when discussion of personnel comes up in the agenda.

**PUBLIC COMMENT**

None.

**EXTERNAL CORRESPONDENCE**

Several more end of year donations were received.

**APPROVAL OF PREVIOUS MEETING MINUTES**

Director Zvorak moved to approve the minutes from January 10, 2023, Vice President Williams seconded, motion carried.

**DIRECTOR REPORTS**

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

- Confirmed that budget packet and transparency notice were filed with DLG.
- Reviewed terms of office – Director Zvorak, Director Slivon and Director Williams signed self-nomination forms.
- The Board appointed District Administrator Lancaster as Designated Election Officer (DEO)
- President Warnke asked that the “Call for Nominations” be sent and printed in the paper by 2/16 deadline.
- Regarding the backflow preventer relocation matter, Director Slivon met with Julie Arington two weeks ago and she said that she thought that there was a technical problem with the location, but she wasn’t sure, and will look into it, however she was busy with snowmobile training at the time.
- FAMLI benefit program discussion – the Board is postponing this discussion because the deadline for a decision has been extended to 3/31/23. President Warnke is not completely clear on the parameters and wants to understand better, and he is not clear if the district is required due to the number of employees.

### ***Financial***

- The transaction list was reviewed. Director Williams thinks the annual fee for a safety deposit box of \$75 is ridiculous. President Warnke suggested he take the check for the fee to the bank personally and complain. He is going to do just that. Director Zvorak moved to approve the transaction list. Vice President Williams seconded, motion carried.
- Reimbursement request for VFA Grant was sent, still waiting on reimbursement.
- Audit engagement letter signed. Chris Catterson would like to conduct the field audit by the end of February while Chief Swinsick is still here.
- Treasury Bond status – Director Slivon said he’s not sure that the district needs to keep the current sweep account at the bank because the interest rate is better with the treasury bills. The district needs to look into whether or not the Tbills can be considered as reserves for obligation (\$45K).

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

- The Three Forks fundraising dinner was very successful. All of the guests were impressed with the venue, service and food, and Three Forks is willing to host the dinner again next year. Thank you letters to the guests and one to Three Forks will be going out this week.
- The next newsletter will be in the spring, President Warnke will be working on it shortly.
- Per previous discussions, Vista Verde is willing to host a barn dance again. A tentative date is June 2<sup>nd</sup>.
- The district will be hosting a farewell reception for Chief Swinsick on Sunday, March 5<sup>th</sup> – Open House format at Station 2.

### **FIRE CHIEF REPORT**

#### ***Call volume –***

Currently at 10 calls for service ytd.

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

No reported fires

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

AMB 3-2 has been repaired after losing a wheel near the airport during a transport. All other equipment has been double checked.

#### ***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 MATTERS**

- Advertisement for paid staff (3) ran in the newspaper for 2 weeks. The Board discussed renewing, and decided to wait until Spring to run it again. Cost is roughly \$1,900 for 2 weeks.
- The Board went into Executive Session to discuss personnel matters.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

Next meeting will be on March 14, 2023.

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

None

### **ADJOURNMENT OF REGULAR BOARD MEETING**

The regular board meeting was adjourned at the time the Board went into Executive Session.

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

March 14, 2023

Date

*Jim Standish*

Jim Standish, Secretary/Treasurer

March 14, 2023

Date