

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

March 14, 2023

The regular meeting of the Board of Directors of the North Routt Fire Protection District was called to order by President Warnke at 7:02p.m.

ROLL CALL

Directors Present:

Steve Warnke, President
Larry Williams, Vice President
Todd Zvorak, Director (via Zoom)
Paul Slivon, Director (via Zoom)
Jim Standish, Secretary/Treasurer (via Zoom)

Also Present:

Matt Mathisen, Fire Chief
Lisa Lancaster, District Administrator

ADDITIONS TO AGENDA

Under Financial – Safety deposit box
New Business – Facebook, Chief phone, Meeting times

PUBLIC COMMENT

None.

EXTERNAL CORRESPONDENCE

None.

FORMAL OFFER OF CHIEF’S POSITION TO DEPUTY CHIEF MATT MATHISEN

The Board formally offered Matt Mathisen the position of Fire Chief of the North Routt Fire Protection District. Matt has signed the offer, and President Warnke will subsequently sign.

APPROVAL OF PREVIOUS MEETING MINUTES

Vice President Williams moved to approve the minutes from February 13, 2023, Director Slivon seconded, motion carried.

DIRECTOR REPORTS

Statutory/Regulatory/General Business

- The Board has received self-nomination forms from Larry Williams, Paul Slivon and Todd Zvorak.
- Sec/Treas Standish moved to cancel the election, Vice President Williams seconded, motion carried.
- DEO/District Administrator Lancaster confirmed that there were no additional candidates and no write in candidates for the upcoming election.
- District Administrator Lancaster will publish notice of cancellation of election in the newspaper, Sec/Treasurer Standish will post on website, Lancaster will send to the Routt County Recorder, file with DOLA, and update transparency notice after election date in May.
- No further information/communication regarding backflow preventer.
- FAMLI benefit program discussion
 - President Warnke will meet with Chief Mathisen, Vladan Chase and Paul Rose tomorrow to help them understand the FAMLI benefit program and give them the option of participating.

Financial

- The transaction list was reviewed. There are three additions: Pinnacol Assurance for \$1,024; Airgas for \$72.95 and Joanne Wiswell for \$42.30. Director Zvorak moved to approve the transaction list with the above additions. Director Slivon seconded, motion carried.
- Reimbursement request for VFA Grant was sent, still waiting on everything that was ordered.
- Chris Catterson did not conduct the field audit with Chief Swinsick before the Chief left.
- The Board discussed the ICS sweep account and whether or not the district is benefiting from the structure of the accounts. It was determined it is no longer needed as no interest is really being earned, and the consensus is to close the account and sweep all the money back into the operating checking account.
- District Administrator Lancaster processed the necessary paperwork at Vectra Bank in order to have the district credit card changed over to Chief Mathisen.
- District Administrator Lancaster has been in contact with Yampa Valley Bank regarding access to the ICS Sweep account and why it is zeroing out the checking account. This issue is mute given the above decision to close the ICS account.
- The Board asked Chief Mathisen if there is a grant available to help with new radios. The district's radios are over 15 years old, and Motorola will no longer service them, and the district is pretty small compared to others, in order to qualify for a federal grant. President Warnke asked Chief Mathisen to look into it just to see if it's an option.
- Treasury Bond status – Director Slivon and President Warnke presented spreadsheets detailing the district's income and expenses by month, and how that correlates to what is invested in treasury bills. The analysis determined that the district could likely keep \$35,000 in the operating checking account, and invest in longer term treasury bills in order to lock an interest rate in for a longer amount of time. Rather than keeping 3-month or 6-month T-bills, Director Slivon suggests a re-investment into 18 month, 15 month, 12 month and 9 month terms. Vice President Williams moved to approve the proposed schedule of T-Bills and re-investing in longer terms, Director Zvorak seconded, motion carried.
- Vice President Williams went to Yampa Valley Bank to discuss the safety deposit box fee of \$75.00. He was unable to meet with a personal banker, and it was suggested that he email a complaint. As a matter of course, Vice President Williams researched the cost of a safety deposit box at Mountain Valley Bank and Bank of the West, and both were more than the \$75 fee Yampa Valley Bank is charging.

Community and Intergovernmental

- President Warnke is working on the spring newsletter.
- Prior to the next meeting, Director Zvorak will confirm a date for the Barn Dance at Vista Verde.

FIRE CHIEF REPORT

Call volume –

Currently at 20 calls for service ytd, 4 Fire/Rescue related, 1 cancelled enroute, 1 general fire alarm, 1 structure fire (explosion), 2 MVA's, 11 EMS total; 1 unattended death, 4 refused care, 1 care transferred, 0 event standby, 1 community education.

Wildland Fire Statuses-

No reported fires

Equipment status-

Staff 3-1 – “Chief” 2500 Chevrolet Pickup – repaired and back in service as of 3/12 – Cook Chevrolet did repair, GMC factory recalls – 6 total (no cost) transmission issues – caused by extreme cold temperature caused software of truck to put into limp mode.

The “Chief” vehicle needs a professional detailed cleaning. Chief Mathisen has many allergies, and former Chief Swinsick had 5 dogs. Chief Mathisen is asking for permission to have the vehicle detailed. Board approved.

During annual inspection in December of 2022 the inspector noted that the tires on both ambulances would need replacement before summer. Chief Mathisen is asking for approval to purchase 6 tires for each ambulance (approximately \$1,300 per ambulance). Tires will be purchased at A&E Tire Inc. in Craig, CO.

Regulatory/Financial matters –

The district credit card will be issued in Matt Mathisen's name – in process.

PERSONNEL MATTERS

- Chief Mathisen has signed the Conditional Offer of Employment as Fire Chief.
- Chief Mathisen informed the Board what Steamboat is paying new hires, explained qualifications, and explained that in order for the District to be competitive, pay should start at the least \$50,000.
- Chief Mathisen asked District Administrator Lancaster if Quickbooks can track vacation time and sick days. Both Vladan Chase and Paul Rose just had their one-year anniversaries and are eligible for vacation time and sick pay now.

OLD BUSINESS

Chief Swinsick gave President Warnke the Facebook account information, however he does not want the duty and asked Chief Mathisen if perhaps Paul or Vlad could take over. Chief Mathisen said he will ask Vlad, as he is familiar with social network platforms.

NEW BUSINESS

Next meeting will be on April 11, 2023.

OTHER ITEMS TO COME BEFORE THE BOARD

None

ADJOURNMENT OF REGULAR BOARD MEETING

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

April 11, 2023

Date

Jim Standish

Jim Standish, Secretary/Treasurer

April 11, 2023

Date