

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

**May 16, 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:***

Larry Williams, Vice President  
Jim Standish, Secretary/Treasurer  
Steve Warnke, President (on phone)

***Directors Excused:***

Todd Zvorak, Director  
Paul Slivon, Director

***Also Present:***

Matt Mathisen, Fire Chief  
Lisa Lancaster, District Administrator

**ADDITIONS TO AGENDA**

None

**PUBLIC COMMENT**

None.

**EXTERNAL CORRESPONDENCE**

None.

**APPROVAL OF PREVIOUS MEETING MINUTES**

President Warnke moved to approve the minutes from April 11, 2023, Director Standish seconded, motion carried.

**DIRECTOR REPORTS**

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

- Backflow preventer relocation matter – needs to be above ground. Mark Borbeau from the State Park informed Chief Mathisen that the cost to relocate the backflow preventer is the responsibility of the N. Routt Fire Protection District. Chief Mathisen believes we can refer to the October 2022 minutes for more details regarding the matter. The District station gets water from the Park, and if the district is not in compliance with the regulations, the water could get cut off. Chief Mathisen has been trying to get a plumber to come out all week, and finally was able to get Bob Serafin with Action Plumbing to agree to come out next week. Bob did the work on Station 2's upstairs remodel. A "pump house" will need to be built to keep the hydrant warm. Chief Mathisen has asked Linas or Mole if they might be able to do it.
- Chief Mathisen said the dry hydrant effort is relatively stalled in terms of putting one in Steamboat Lake. The state is not interested in allowing the district to put a dry hydrant at the marina. Per Julie Arington, the state doesn't really have a good reason other than that they don't want one in a state park.
  - Separately, Chief Mathisen spoke to the inspector for dry hydrant ISO ratings. He updated all of the district's data with the inspector. Some ISO ratings will improve as a result.

### ***Financial***

- The transaction list was reviewed. There are two additions: Pinnacol Assurance for 1,024 and McNeil Insurance for \$5,101.25. President Warnke moved to approve the transaction list with the above additions. Secretary/Treasurer Standish seconded, motion carried.
- Grants – Kent Foster met with Chief Mathisen for a few hours. He has found some grants for volunteer training, and continues to look for grants for the radios as well as equipment/apparatus. He said some are easy to find, but others are more difficult. He is proposing a \$30/hour fee for work involved in seeking out these more difficult grants. Vice President Williams suggested the matter be tabled until we have a better quorum at June's meeting. Chief Mathisen is going to check and see if Kent can be available for the June meeting (6/13).
- We are still waiting on 5 pairs of boots from the VFA Grant.
- Audit status – Auditor Chris Catterson has sent the draft audit reports, however nothing final has been received. President Warnke will address when he returns home next week.
- Treasury bonds – President Warnke has moved money from both the debt service account and the operating checking account and purchased more T Bills. He is watching expenses as well as maturity dates.
- Real estate tax increases – President Warnke wanted to introduce the concept that the increase in real estate taxes will increase the revenues, and there may be question as to the necessity of the extra revenue the district will receive. The general opinion is that it will give the district some breathing room – expenses will be up, and if personnel needs are fully met, the district will need the money for those extra expenses.

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

- The newsletter was finalized, printed and mailed, however Xpress Print initially mailed the Fall of 2022 newsletter. District Administrator Lancaster contacted Xpress and informed them of the error. The spring letter was then printed and mailed for no extra charge.
- Due to time constraints, there will not be a Barn Dance at Vista Verde this year.

## **FIRE CHIEF REPORT**

### ***Call volume –***

Currently at 33 (vs 27 for 2022) calls for service ytd, 4 Fire/Rescue related, 1 cancelled enroute, 2 general fire alarm, 1 structure fire (explosion), 5 MVA's, 17 EMS total; 1 unattended death, 5 refused care, 1 care transferred, 0 event standby, 1 community education, 2 smoke investigations, 4 unauthorized burns, 0 wildland fires.

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

1. Annual apparatus fire pump testing: Engine 3-3 & Engine 3-4 – ACE (Apparatus Compliance & Equipment Testing). All passed.
2. Water System Delivery Station Two needs to be raised out of the concrete manhole cover (confined space) and installed above ground with a covered small building and heated to protect from freezing in the next month or two to come in compliance with the state & federal rules. 100% of cost to raise backflow valve, construct a building above manhole cover, install heat, etc. is covered by NRFPD, not the State Park – State Park is the water supply company only. (Waiting to see if Bob Serafin with Action Plumbing can do the work)
3. Water Booster Pump (Station 2) – after 20 years it has worn out and needs to be replaced – New booster pump cost from Supplyhouse.com is \$665.00. Waiting to see if Bob Serafin can do the work for install.
4. Acquired backup (propane powered) 20kw electrical generator for Station 2: Donated by Routt County Communications Dept. Delivery mid-summer. RCC is replacing all their cell tower power generators. The generator is 10 years old and has only 100 hours; valued at about \$16,000. NRFPD will need to pick up generator from RCC shop, then hire licensed electrician to install at Station 2.

### ***General News Matter:***

Meeting with Brian Nichols from Colorado Field – ISO Community Hazard Mitigation Department. It has been about 20 years since the state did a survey on the capabilities and how NRFPD operations work. Fire department

equipment status, dry hydrants, water supplies, etc. The state is doing a survey of departments along with all Routt County fire departments (Steamboat, Oak Creek, Yampa and West Routt). Ongoing work between Brian Nichols & Vladan Chase on dry hydrant system/locations etc. here in North Routt.

***Regulatory/Financial Matters:***

Fire staff will be going to a 48/96 work schedule: change in hourly wages for Paul Rose and Vladan Chase will have to be adjusted. Update to FPPA will need to be done by District Administrator Lancaster before the new work schedule shift starts.

***Personnel Matters -***

1. Job postings for full-time Firefighter/EMT-B and EMT-B Wildland posted – NRFPD Facebook, Routt County Communications website, CDFPC – CO Division of Fire Prevention Control website, Clark Store, Routt County Fire Departments. Four inquiries, two applications
2. One volunteer resigned – Robert Wakeman, due to having 2<sup>nd</sup> major back surgery in two years, doctor recommendation. Linas Vaitkus has limited time available to respond – notified Chief that wife filed for divorce and child custody case pending.

**OLD BUSINESS**

None

**NEW BUSINESS**

Next meeting will be on June 13, 2023.

**OTHER ITEMS TO COME BEFORE THE BOARD**

None

**ADJOURNMENT OF REGULAR BOARD MEETING**

President Warnke moved to adjourn the meeting at 8:26pm. Sec/Treas Standish seconded, motion carried.

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

June 13, 2023

Date

*Jim Standish*

Jim Standish, Secretary/Treasurer

June 13, 2023

Date