

## **NORTH ROUTT FIRE PROTECTION DISTRICT**

### **Public Notice of Board Meeting and Agenda**

**Monday December 8, 2025**

**Fire Station #2 61915 RCR 129**

**S. Warnke – Pres. Todd Zvorak – Sec/Treas Charlie Cammer – V Pres.**  
**Eric Yager – Director Greg Ifeliece - Director**  
**Matt Mathisen – Chief Lisa Lancaster - Administrator**

- Call to Order - Confirmation of Quorum
- Changes to/Approval of Agenda
- Review & Approval of Board Minutes of November 10, 2025
- Public Comment Period
- External Correspondence – Donations
- Statutory/Regulatory/General Business
  - Monthly Transaction Review, Approval
  - Grant applications – status – Kent Foster/Chief Mathisen
    - FWRWM status
      - Review of activity – (refer to KF spread sheet)
        - Cash balance requirements
        - Review of applications
        - Discussion of balance of 2025 + 2026 activities
      - Local meeting updates
    - Dry hydrants – Steamboat Lake – status on payment
    - Schwab report
    - Invoice to Routt County for Insurance – status update
    - RC radio purchase/lease back agreement – Status update
    - Discussion – retain Chris Catterson for 2025 audit
  - Budget discussion
    - Final Certification of Valuation – RC Assessor
    - Review of updated 2026 Budget Spread Sheet
    - Final reading of 2026 Budget
    - Resolution to Adopt Budget -due Dec 15
    - Resolution to Appropriate Sums of Money – due Dec 15
    - Management overview letter for budget – due Dec 15
    - Certification of Mill Levy to Board of County Commissioners – due by Dec 15
      - Look for Mill Levy Public Information (this was new requirement in 2024)

- FUTURE Filing obligations and dates
  - Letter certifying no change in District Boundaries – due on/before Jan 1, 2026
    - Division of Local Government – DLG
    - Routt County Clerk-Recorder
    - Routt County Assessor
  - Transparency Notice – January 15<sup>th</sup>
  - File Budget – with DLG
  - RC Communications Board appointment
  - RC EMS Council Board appointment
- Fundraising reception
  - Status of posting for reservations
  - Discussion of musicians
  - Discuss need for check in person at the door
- Ambulance discussion
  - Approve purchase and payment of \$66,915.66 for ambulance chassis -
  - Community outreach discussion – update on contacts
  - E-mail to residents - status
- District Chief Report
  - Call Volume
  - Wildfire status
  - Equipment readiness
  - Personnel matters
  - Paid staff status
    - New hires status
    - Management search plan
      - New availability – industry restructuring
      - Job description
      - Existing staff
  - Volunteer staffing status
- New/Old Business Not Previously Addressed
- Next meeting – January 12, 2025
- Adjournment