

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 15th
 - 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