



JEFFERSON-COMO FIRE PROTECTION DISTRICT

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

January 13, 2021

The REGULAR MEETING of the Board of Directors (Board) of the Jefferson-Como Fire Protection District (District) was held at Station 5 and via TELECONFERENCE on Wednesday, January 13, 2021.

1. **President Pete Ambrose called the meeting to order at 7:19 p.m.**

a. **Board Members present and constituting a quorum:**

Pete Ambrose, President
Ken Parma, 1st Vice President – via teleconference
Clark Carlton, 2nd Vice President
Wayne Miller, Treasurer

b. **Directors Absent:**

Samuel (Tazz) Stolhand, Secretary

c. **Staff Present:**

Chief Trent Smith, Deputy Chief Steve Bargas and Admin. Kim Bargas – via teleconference, FF Kevin Yamagiwa

d. **Others Present:**

Attorney Dylan Woods - via teleconference, LT. Don Reyes and Volunteer FF Eugene Nagle – via teleconference

2. **Resolution #2021-01-1:**

Director Ambrose made a motion to adopt Resolution of the Board of Directors-Establishing Regular Meeting Dates, Time and Location and Designating Locations for Posting of 72-Hour and 24-Hour Notices. Director Carlton seconded and the motion passed.

3. **Review and Approval of the Minutes:**

Director Miller moved to approve the December 9, 2020 Regular Meeting minutes. Director Carlton seconded and the motion passed.

4. **Agenda**

The agenda was approved as presented.

5. **Disclosure of Potential Conflicts of Interest**

There was no conflict of interest to disclose by any of the Board members present other than what has already been disclosed.

6. **Citizens' Comments**

None.

7. **Chief/Operations Report**

- There were 307 calls for 2020.
- Stations: Mark Kell is working on the heater at Station 7; the propane usage at Station 3 is being monitored. A reimbursement request for the \$234 service charge to set up the propane line at Station 3 will be submitted to Stagestop Owners' Association.

- Steve and Kevin are almost done setting up racks for the brush truck. A \$5,000 down payment has been placed for the new motor for Command 600 (v3988) which should be complete in the next two weeks.
- Polaris UTV – Possible delivery date between Feb 5 through March 15.
- Ordered another multi-Gas meter so one is always in service. New batteries purchased for the thermal imaging camera and confirmed functioning.
- Applying for grants through Assistance to Firefighter Grants (AFG) and Volunteer Fire Assistance (VFA).
- Fire pits – none have been sold yet but there has been some interest.
- Chief Smith reported that he is reviewing the Standard Operating Guidelines and that Dylan has reviewed and approved the updated job description for Firefighters/Officers.

8. Financial Report

- a. The financial reports: Payables/Cash Receipts, Payroll Reports, Colotrust Statement/Reconciliation for period ending December 31, 2020 and Budget vs. Actual year-to-date were distributed via email and hard copy. After discussion, Director Miller made a motion to approve the financial reports and bills for December the amount of \$99,968.49. Director Carlton seconded and the motion passed. Total account balances in Colotrust General Fund and Wells Fargo District Checking as of December 31, 2020 was \$1,127,654.80. Waiting for credit card statement for closing date 12/03/2020.
- b. All financials and any supporting documentation will be submitted to the auditor. It was reported that the Colotrust and Well Fargo account reconciliations were reviewed by Director Miller. Reconciled volunteer checking account information will also be given to the auditor.

9. Legal – Attorney Dylan Woods

Attorney Woods reported that he has reviewed the updated job description for firefighters/officers and the 2021 Transparency Notice. Dana Retterer has sent an email to district clients regarding compliance obligations.

10. Auditor

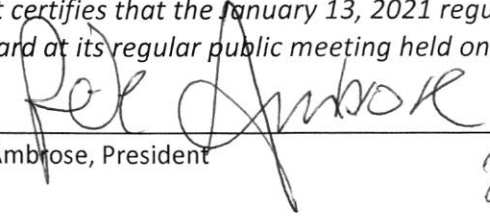
There are no matters to be discussed.

11. Other Business

- a. **Consideration of Continuation of Declaration of Local Disaster Emergency/COVID-19 Resolution 2020-03-02:** Director Ambrose moved to adopt Continuation of Declaration of Local Disaster Emergency 2020-03-02. Director Miller seconded and the motion passed.

- 12. Adjournment:** There was no further business to come before the Board and Director Ambrose moved that the meeting be adjourned. Seconded by Director Carlton the motion passed and Director Ambrose adjourned the meeting at 7:36 p.m.

CERTIFICATION: The undersigned member of the Board of Directors for the Jefferson-Como Fire Protection District certifies that the January 13, 2021 regular meeting minutes are the official minutes duly entered by the Board at its regular public meeting held on February 10, 2021



 Pete Ambrose, President

2-10-21