

**JEFFERSON-COMO FIRE PROTECTION DISTRICT
MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS**

February 12, 2020

The regular meeting of the Board of Directors (Board) of the Jefferson-Como Fire Protection District (District) was held at Station No. 5 on Wednesday, February 12, 2020.

1. President Pete Ambrose called the meeting to order at 6:09 p.m.

Board Members present and constituting a quorum:

Pete Ambrose, President
Ken Parma, 1st Vice President
Clark Carlton, 2nd Vice President
Vacant

Directors Absent:

Samuel "Tazz" Stolhand, Secretary (excused)

Staff Present:

Chief Gene Nagle, Admin. Kim Bargas, Capt. Gerad Arellano, Lt. Brian Simpson and FF Dakota Kell

Others Present:

Attorney Dylan Woods, Wayne Miller, Samantha Burton, Andy Rutkosky and Volunteer FF Joel Beam

Declare a Vacancy

President Ambrose declared a vacancy as of January 8, 2020. Director Ambrose stated that he received a letter of interest from Wayne Miller and verbal interests from Andy Rutkosky and Samantha Burton all of whom are present. He added that he received an email of interest from Kathy Omernik. The vacant seat will be a two-year term and will be included on the next regular election in 2022. Attorney Woods explained that the odd-year regular elections will start in May 2023 and the other elected seats for the May 5, 2020 election will be for three-year terms.

The Board interviewed prospective candidates to fill the vacancy and explained what would be required of a Board Member:

Samantha Burton – Decided to abstain at this time.

Wayne Miller – He's lived in this community his entire life and his father was on Jefferson-Como Fire Department many years ago. He does woodworking and has bookkeeping and mechanical skills. His kids attend school in Fairplay and he would like to get more involved in this aspect of the District.

Andy Rutkosky – He's a mechanic specializing in heavy/construction equipment, worked for UPS and was a police academy reserve deputy for two years. He worked for a fire department in Fort Lupton, attended the fire academy and was hired as full-time

maintenance/mechanic. He was also a volunteer firefighter for nine years and is in a model airplane club. He has lived in Indian Mountain for six months.

- After discussion, Director Parma moved to appoint Wayne Miller to fill the vacancy. Director Carlton seconded and the motion passed. Wayne Miller will receive a Certificate of Appointment and will take his oath of affirmation within 30 days of his appointment. §32-1-901(1), C.R.S.

2. Approval of the Minutes

Director Carlton moved to approve the January 8, 2020 minutes. Director Parma seconded and the motion passed unanimously.

3. Agenda

The agenda was approved with addition to Other Business, Fire Chief Position.

4. Disclosure of Potential Conflicts of Interest

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

5. Citizens' Comments

Samantha Burton stated that the Board made a good choice in appointing Wayne Miller to fill the vacancy.

6. Chief/Operations Report

- a. Command 6 has been repaired and is in service. The lifetime warranty coverage for this vehicle has been canceled by Mopar Vehicle Protection. Chief Nagle has asked Dylan to file a claim to get refunded for the cost of the coverage. Two tenders were damaged during a structure fire incident and are back in service.
- b. Director Carlton referenced a 15% increase in call volume.

7. Financial Report

- a. The financial reports: Payables/Deposits, Payroll Reports, Colotrust Statement/Reconciliation for period ending January 31, 2019 and Budget vs. Actual year-to-date were distributed. After discussion, Director Carlton made a motion to approve the financial reports and bills for January in the amount of \$72,818.08. Director Parma seconded and the motion passed unanimously. Total account balances in Colotrust General Fund and Wells Fargo District Checking as of January 31, 2020 was \$854,381.61.
- b. Director Carlton made a motion to approve the reconciled financial reports for December 31, 2019 (Wells Fargo statement had not been received by the January 8, 2020 meeting) and the Colotrust and Wells Fargo bank balances for \$903,143.93. Director Parma seconded and the motion passed unanimously.

- c. All financials and any supporting documentation will be submitted to the auditor. It was reported that the January Colotrust account reconciliation was reviewed by Director Carlton. The volunteer checking account information will also be given to the auditor.

8. Legal – Attorney Dylan Woods

- a. Director Carlton moved to adopt Resolution #2/20-2 REGULAR SPECIAL DISTRICT ELECTION ON MAY 5, 2020 AND APPOINTING A DESIGNATED ELECTION OFFICAL AND AUTHORIZING DESIGNATED ELECTION OFFICIAL TO CANCEL ELECTION. Director Parma seconded and the motion passed. Director Parma signed the resolution for Director Stolhand who is absent.
- b. Director Ambrose moved to adopt Resolution #2/20-1 RESOLUTION OF THE BOARD OF DIRECTORS OF JEFFERSON-COMO FIRE PROTECTION DISTRICT “Incompatibility of Offices”. Director Carlton seconded and the motion passed. Director Parma signed the resolution for Director Stolhand who is absent.
- c. Director Stolhand asked at the January meeting that a statement referring to the disciplining of a director be added to the All Members Rules & Regulations (AMR&R). Attorney Woods has added wording to the AMR&R and will also be reviewing the Paid Personnel Guidelines to determine if it should have the same wording.
- d. Attorney Woods distributed requested Self Nomination forms to Wayne Miller for a 2-year term and to Director Carlton, Director Parma and Director Stolhand for 3-year terms.

9. Auditor

- a. The audit of the District financials for year ended 12/31/2019 will start the week of March 9, 2020.

10. Other Business

a. Fire Chief Position – Search Committee

The Board was appointed as the Search Committee at the November 13, 2020 meeting. Attorney Woods stated it was appropriate to reconstitute the search committee to fill the position of Fire Chief from four members to two. He added that the Board of Directors as a whole will make the formal decision to fill the position in an open meeting. Director Carlton moved to reconstitute the search committee to a two-member committee consisting of Director Ambrose and Director Carlton. Director Parma seconded and the motion passed.

11. 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 7:22 p.m.

CERTIFICATION: The undersigned secretary of the Board of Directors for the Jefferson-Como Fire Protection District certifies that the February 12, 2020 minutes are the official minutes duly entered by the Board at its regular public meeting held on March 11, 2020.

Secretary


Samuel Stolhand