



JEFFERSON-COMO FIRE PROTECTION DISTRICT

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS

March 11, 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, March 11, 2020.

Wayne Miller took an oath of faithful performance and was sworn in on February 28, 2020 by Vice President Ken Parma. The Oath of Director, Notice of Appointment and insurance bond will be filed with the Park County Clerk and Recorder and the Division of Local Government.

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

a. Board Members present and constituting a quorum:

Pete Ambrose, President
Ken Parma, 1st Vice President
Clark Carlton, 2nd Vice President – via telephone
Wayne Miller, Treasurer
Samuel (Tazz) Stolhand, Secretary

b. Directors Absent:

c. Staff Present:

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

d. Others Present:

Volunteer FF Joel Beam and Trent Smith

2. Approval of the Minutes

Director Stolhand moved to approve the February 12, 2020 minutes. Director Miller seconded and the motion passed unanimously.

3. Agenda

The agenda was approved as presented.

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

None.

6. Chief/Operations Report

- Gene presented information and requested that Director Ambrose apply for a 1.5% cash back credit card for the District that has a zero-annual fee. The Board approved and Director Ambrose will apply for the card online. The old card will be closed upon Chief Nagle's retirement in April.
- The volunteer firefighters are donating money for Platte Canyon Firefighter Dylan Castillo who was injured in a house fire.

- Captain Arellano and Firefighter Kell have secured two spots for an EMT-B class with South Metro Fire Protection District. Two seasonal part-time firefighters will start on March 15.
- The Division of Fire Prevention and Control (DFPC) 6x6 that the District uses per an agreement is out of service. The vehicle broke down after DFPC performed their annual assessment. The State will replace the truck.
- New tires for Engine 61 and for the Kubota tractor.
- Discussion of purchasing a Polaris Ranger UTV with snow tracks took place. Chief Nagle stated that the Emergency Services Council could possibly assist with the cost.

7. Financial Report

- a. The financial reports: Payables/Cash Receipts, Payroll Reports, Colotrust Statement/Reconciliation for period ending February 29, 2020 and Budget vs. Actual year-to-date were distributed. After discussion, Director Miller made a motion to approve the financial reports and bills for February in the amount of \$69,663.37. Director Stolhand seconded and the motion passed. Total account balances in Colotrust General Fund and Wells Fargo District Checking as of February 29, 2020 was \$822,532.36.
- b. All financials and any supporting documentation will be submitted to the auditor. It was reported that the February Colotrust and Well Fargo account reconciliation were reviewed by Treasurer Miller. Volunteer checking account information will also be given to the auditor.
- c. It was reported that the Health Savings Accounts (HSA) for eligible employees were funded in January 2020. Chief Nagle stated that the firefighters will have to successfully complete a wildland pack test and have an annual physical to receive the annual HSA contribution.

8. Legal – Attorney Dylan Woods

It was reported that Attorney Woods reviewed the February 12, 2020 minutes.

9. Auditor

- a. All financials and required documentation have been uploaded to Dropbox for auditor Schilling & Company, Inc.

10. Other Business

- b. Chief's Position: The Board approved corrections and clarifications to the Fire Chief – Job Description and the District's Employment Application.

11. Adjournment

There was no further business to come before the Board and Director Ambrose moved that the meeting be adjourned. Seconded by Director Miller the motion passed and Director Ambrose adjourned the meeting at 6:50 p.m.

CERTIFICATION: The undersigned secretary of the Board of Directors for the Jefferson-Como Fire Protection District certifies that the March 11, 2020 minutes are the official minutes duly entered by the Board at its regular public meeting held on April 8, 2020. Director Stolhand certified minutes via electronic signature.

/s/ Samuel Stolhand

Samuel Stolhand, Secretary