

RECORD OF PROCEEDINGS

Regular Meeting

October 28, 2025

Chairman Brown called the regular meeting of the Board of Directors of the Lake City Area Fire Protection District to order at 6:00 p.m. in the fire station. Those Directors present were: Greg Levine, Evan Milski, Gene Polenske, and Jim Rowe.

Also present were: Justin Thompson, Fire Chief; R. E. Hall, Chief Engineer & Facilities Manager; Michelle Pierce, Secretary; and Joel Collins, firefighter.

MINUTES OF PREVIOUS MEETING

Director Levine moved, Director Rowe seconded to approve the minutes of the September 30, 2025 regular meeting as circulated. The motion passed with all voting yes in a general vote.

BILLS PAYABLE

Director Levine moved, Director Polenske seconded to approve payment of the bills as circulated. The motion passed with all voting yes in a general vote.

TREASURER'S REPORT

Director Milski moved, Director Rowe seconded to approve the Treasurer's Report for the month ending September 30, 2025 as circulated. The motion passed with all voting yes in a general vote.

Secretary Pierce noted that these treasurer's reports show the distribution of the total of all cash accounts among the four funds that the District maintains.

She stated that, since the District ceased manual bookkeeping in 2006 which accounted for cash balances in each fund, a discrepancy has occurred between the allocation of cash between the General Fund and Capital Reserve funds in the amount of approximately \$17,400. She stated that QuickBooks cannot account for cash balances in each fund and that this discrepancy is likely due to posting expenses for the Capital Reserve Fund in the General Fund since 2006.

She stated that, if there were no objections, she would enter a revenue in the amount of \$17,400 to the General Fund and an expense in the amount of \$17,400 to the Capital Reserve Fund on the next treasurer's report to correct this discrepancy. The Directors agreed.

QUARTERLY BUDGET REPORT

The Directors reviewed the budget report for the 3rd quarter of 2025.

FIREFIGHTER INCIDENT RESPONSE & TRAINING LOGS – 3rd Quarter 2025

The Directors reviewed the firefighter incident response and training logs for the 3rd Quarter of 2025

FIRE CHIEF REPORT

The Directors read the report submitted by Fire Chief Thompson (see file).

CHIEF ENGINEER & FACILITIES MANAGER REPORT

The Directors read the report submitted by Chief Engineer/Facilities Manager Hall (see file).

SECRETARY REPORT

The Directors read the report submitted by Secretary Pierce (see file).

Secretary Pierce noted that PERA employees are not subject to Social Security withholding but are subject to Medicare withholding. She stated that, after further research, she had discovered that the online payroll function for QuickBooks cannot withhold only Medicare from personnel payroll checks. She also stated that QuickBooks online did not include much of the functionality of QuickBooks desktop and was tedious and cumbersome to use.

Secretary Pierce stated that, after consulting with the District's auditor, David Green, she cancelled the subscription to QuickBooks payroll and will cancel the subscription to QuickBooks online and return to using

QuickBooks desktop. She further stated that Mr. Green referred her to five companies that can run payroll for the District and that she will conduct research in November to determine which one will provide the best service at the least cost.

OUT OF DISTRICT RESPONSE – Discussion Regarding Limits and Future Conversations with Hinsdale County Board of Commissioners and Sheriff

After some discussion, the Directors agreed that the conclusion reached by the Board of Directors, as recorded in the September 30, 2025 meeting minutes, accurately reflects the District’s position regarding responses to out-of-district incidents and that no further discussion was needed.

2025 AUDIT – Engagement Letter with Green & Associates, LLC

Director Rowe moved, Director Milski seconded to approve the engagement letter with Green & Associates, LLC to conduct the 2025 audit at a cost not to exceed \$6,000. The motion passed with all voting yes in a general vote.

2026 BUDGET – Review Draft

The Directors reviewed the second draft of the proposed budget for 2026.

BOARD OF DIRECTORS – Plan for Honoring Service of Ed Nettleton, Deceased

After some discussion, Chief Engineer Hall and Secretary Pierce agreed to coordinate an effort to honor the 20 years of service provided to the District and volunteer fire department by Ed Nettleton during a service to be held in November.

CITIZENS COMMENTS

There were no citizen comments.

<u>BILLS PAYABLE TO AND FOR:</u>	<u>AMOUNT</u>	<u>FUND</u>
Fire Apparatus Service Specialists, LLC – Pump & Ladder Testing	\$ 2,368.30	Gen.
Gunnison County Electric Association – Electricity	104.83	Gen.
Hinsdale County – Diesel Fuel	61.89	Gen.
Justin Thompson – Contract Labor, Fire Chief & Insurance Stipend	3,250.00	Gen.
Lake Fork Health Service District – Firefighter Physical, Carson	220.00	Gen.
Lake Fork Health Service District – Firefighter Physical Labs, Carson	50.00	Gen.
Michelle Pierce – Reimburse for QuickBooks Online Essentials	877.43	Gen.
Michelle Pierce – Contract Labor, Secretary	1,200.00	Gen.
Monty’s Auto Parts – Air Filters	138.03	Gen.
Monty’s Auto Parts – Headlights	57.08	Gen.
NFPA – 2026 Membership Dues	225.00	Gen.
Robert E. Hall, II – Contract Labor, Equipment & Facilities Manager	3,333.34	Gen.
Robert E. Hall, II – Reimburse for Shipping for Sensit P-100	10.64	Gen.
Silver World Publishing Co. – Publish Sales Tax Resolution, 3 weeks	952.00	Gen.
Streamline – Website Maintenance & Support	100.00	Gen.
Two-Way Communications, Inc. – Portable Radio Installation	686.00	Gen.
Utah’s Incorporated – Dumpster Yardage, 2 yards	70.00	Gen.
Visionary Broadband – Broadband Internet	148.01	Gen.
Anthony Nucifora – Training Stipend	\$ 175.00	Gen.
Ben Walker – Training Stipend	125.00	Gen.
Evan Milski – Training Stipend	200.00	Gen.
Greg Levine – Training Stipend	175.00	Gen.
Jared Sledge – Training Stipend	175.00	Gen.
Joel D. Collins – Training Stipend	275.00	Gen.
Lannea E. Walker – Training Stipend	125.00	Gen.
Michael Tuttle - Training Stipend	75.00	Gen.
Michael Ralph - Training Stipend	175.00	Gen.
Michael Carson - Training Stipend	500.00	Gen.
Nathan Wuest - Training Stipend	175.00	Gen.
Patrick Tubbs - Training Stipend	75.00	Gen.
William Merfeld - Training Stipend	175.00	Gen.
Anthony Nucifora – Incident Response Stipend	25.00	Gen.
Ben Walker – Incident Response Stipend	50.00	Gen.
Evan Milski – Incident Response Stipend	100.00	Gen.
Greg Levine – Incident Response Stipend	50.00	Gen.
Jared Sledge – Incident Response Stipend	50.00	Gen.
Joel Collins – Incident Response Stipend	75.00	Gen.
Lannea Walker – Incident Response Stipend	50.00	Gen.
Michael Tuttle – Incident Response Stipend	50.00	Gen.
Michael Ralph – Incident Response Stipend	150.00	Gen.

Michael Carson – Incident Response Stipend	75.00	Gen.
Nathan Wuest – Incident Response Stipend	25.00	Gen.
William Merfeld – Incident Response Stipend	125.00	Gen.

ADJOURNMENT

There being no further business to come before the Board, Director Milski moved, Director Levine seconded to adjourn the regular meeting at 7:42 p.m., but to meet again at the next regular meeting on November 25, 2025. The motion passed with all voting yes in a general vote.

Chairman

ATTEST:

Secretary