

**RECORD OF PROCEEDINGS**

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**Regular Meeting**

**February 26, 2019**

Chairman Roberts called the regular meeting of the Board of Directors of the Lake City Area Fire Protection District to order at 5:00 p.m. in the fire station. Those Directors present were: Dennis Cavit, R. E. Hall, Jim Rowe, and Joe Wonnacott.

Also present were Bill Hagendorf, Manager/Fire Marshal (via phone); and Michelle Pierce, Secretary.

MINUTES OF PREVIOUS MEETING

Director Rowe moved, Director Wonnacott seconded to approve the minutes of the January 22, 2019 regular meeting as circulated. The motion passed with all voting yes in a general vote.

BILLS PAYABLE

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

TREASURER'S REPORT

Director Wonnacott moved, Director Hall seconded to approve the Treasurer's Report for the month ending January 31, 2019 as circulated. The motion passed with all voting yes in a general vote.

MANAGER/FIRE MARSHAL REPORT

The Directors read the report submitted by Manager/Fire Marshal Hagendorf (see attached).

PERSONNEL – Performance Evaluation Process, Draft Policy & Evaluation Forms

The Directors reviewed drafts of a policy and forms for annual staff evaluations. After some discussion, the Directors agreed to minor revisions for both the policy and evaluation forms. Director Cavit will revise the policy form and Secretary Pierce will revise the evaluation forms. Both will be emailed to the Directors once revisions are complete and they will be discussed further at the next meeting; with staff evaluations to be conducted at the May meeting.

GRANTS UPDATE – Manager Hagendorf

Manager Hagendorf stated that he submitted an application for a Firefighter Safety and Disease Prevention grant from the Colorado Division of Fire Prevention & Control in the amount of \$8,865 for a secondary Sensit 4 gas monitor, a full complement (14 sets) of Nomex hoods and gloves, a decontamination kit for on-scene use, and four thermal imaging cameras. He stated that a determination would be made toward the end of March or early April.

Manager Hagendorf stated that applications for grants from the Volunteer Firefighter Assistance program had to be steered toward wildland firefighting. He stated that he applied for a grant to pay 50% of the total cost of \$4,019.30 to purchase fourteen sets of gloves, fourteen goggles, bandanas, adapters, appliances, four helmets, four radios and antenna kits, and repair supplies for backpack kits. He stated that a determination would be made in the next 30 to 45 days.

INCLUSIONS – Update

Manager Hagendorf stated that he had identified twenty-seven properties that were eligible for inclusion in the Fire Protection District. He stated that Secretary Pierce will send letters to all of them with information about the inclusion process. He further stated that the inclusion of all twenty-seven properties would result in an addition \$3,311 per year in additional revenue.

BILLS PAYABLE TO AND FOR:

	<u>AMOUNT</u>	<u>FUND</u>
Bill Hagendorf – Contract Labor, Manager/Fire Marshal/Chief	\$2,800.00	Gen.
CenturyLink – Phone/DSL	127.91	Gen.
Consolidated Communications Network of Colorado – 2019 Dues	100.00	Gen.
Gunnison County Electric Association – Electricity	136.99	Gen.
Lori Lawrence – Wilderness 1 <sup>st</sup> Responder Re-Cert, Hardy/Tubbs	600.00	Gen.
Michelle Pierce – Reimburse for QuickBooks Subscription	299.95	Gen.
Michelle Pierce – Contract Administration	700.00	Gen.
Superior Alarm & Fire Protection – Annual Fire Alarm Inspection, Battery	325.00	Gen.
VISA – Flowers for Charlie Curtis	60.94	Gen.

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**Regular Meeting (2)**

**February 26, 2019**

<u>BILLS PAYABLE TO AND FOR:</u> (cont.)	<u>AMOUNT</u>	<u>FUND</u>
VISA – Microsoft Office 365 Subscription (ratified January payment)	99.99	Gen.

ADJOURNMENT

There being no further business to come before the Board, Director Rowe moved, Director Hall seconded to adjourn the regular meeting at 5:45 p.m., but to meet again at the next regular meeting on March 26, 2019. The motion passed with all voting yes in a general vote.

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Chairman

ATTEST:

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Secretary