

## **RECORD OF PROCEEDINGS**

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### **Regular Meeting**

**March 26, 2019**

Chairman Roberts called the regular meeting of the Board of Directors of the Lake City Area Fire Protection District to order at 5:01 p.m. in the fire station. Those Directors present were: Dennis Cavit, Jim Rowe, and Joe Wonnacott.

Director Hall was absent.

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 February 26, 2019 regular meeting as circulated. The motion passed with all voting yes in a general vote.

#### BILLS PAYABLE

(Director Hall entered the meeting at 5:03 p.m.)

Director Wonnacott 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 Hall moved, Director Wonnacott seconded to approve the Treasurer's Report for the month ending February 28, 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).

Manager Hagendorf stated that the District already has flood insurance on the fire station facility for \$815,000 per occurrence with a \$1,000 deductible. He stated that the apparatuses are covered separately.

#### PERSONNEL – Performance Evaluation Process, Draft Policy & Evaluation Forms

Director Rowe moved, Director Cavit seconded to approve the policy for the annual performance evaluation process for staff. The motion passed with all voting yes in a general vote.

The Directors reviewed the evaluation forms. They agreed that each Director will fill out forms for both the Manager/Fire Marshal and Board Secretary and will submit them to Chairman Roberts no later than April 15<sup>th</sup>. Chairman Roberts will compile the results and have them ready for signature by the Directors at the April meeting.

#### BOARD OF DIRECTORS – Review Board Policies, Attendance, Inventory Management, Purchasing

Director Rowe moved, Director Cavit seconded to accept the board attendance, inventory management, and purchasing policies without changes. The motion passed with all voting yes in a general vote.

The Directors agreed to review all remaining policies at the next regular meeting.

#### INCLUSIONS – Update, Schedule Special Meeting for Public Hearing

Secretary Pierce stated that seven petitions for inclusion had been sent out so far. She stated that the inclusion order needs to be recorded in the County Clerk's office no later than May 15<sup>th</sup> and recommended that the Directors schedule a special meeting to conduct the public hearing a week before the regular meeting on April 30<sup>th</sup> to allow enough time for the process to be completed.

After some discussion, the Directors agreed to re-schedule the April 30<sup>th</sup> regular meeting for April 23<sup>rd</sup>, rather than have two separate meetings.

Director Hall moved, Director Wonnacott seconded to re-schedule the April 30, 2019 regular meeting for April 23, 2019 at 5:00 p.m. in the fire station. The motion passed with all voting yes in a general vote.

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**Regular Meeting (2)**

**March 26, 2019**

<u>BILLS PAYABLE TO AND FOR:</u>	<u>AMOUNT</u>	<u>FUND</u>
Bill Hagendorf – Contract Labor, Manager/Fire Marshal/Chief	\$2,800.00	Gen.
CenturyLink – Phone/DSL	127.91	Gen.
Gunnison County Electric Association – Electricity	122.98	Gen.
Michelle Pierce – Reimburse for Website Domain Name Registration	49.98	Gen.
Michelle Pierce – Contract Administration	700.00	Gen.
Town of Lake City – Water & Sewer	160.00	Gen.
VISA – Active 911 for Spouses	37.80	Gen.
Intuit – Check Reorder	184.98	Gen.

ADJOURNMENT

There being no further business to come before the Board, Director Wonnacott moved, Director Hall seconded to adjourn the regular meeting at 5:43 p.m., but to meet again at the next regular meeting on April 23, 2019. The motion passed with all voting yes in a general vote.

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Chairman

ATTEST:

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Secretary