

## RECORD OF PROCEEDINGS

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### Regular Meeting

June 27, 2017

Chairman Roberts 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: Dennis Cavit, R. E. Hall and Joe Hearn. Director Wonnacott was present via telephone.

Also present were: Bill Hagendorf, Manager/Fire Marshal and Michelle Pierce, Secretary.

#### MINUTES OF PREVIOUS MEETING

Director Hearn moved, Director Hall seconded to approve the minutes of the May 30, 2017 regular meeting as circulated. The motion passed with all voting yes in a general vote.

#### BILLS PAYABLE

Director Hearn moved, Director Cavit 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 May 31, 2017 as circulated. The motion passed with all voting yes in a general vote.

Secretary Pierce stated that the budgeted transfer of \$2,700 from the General Fund to the Fire & Police Pension Association was made on June 15, 2017.

#### FIRE CHIEF'S REPORT

The Directors read the report submitted by Chief Gray (see attached).

#### MANAGER/FIRE MARSHAL REPORT

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

#### BILLS FOR SERVICE – Status Report

The Directors read the report submitted by Secretary Pierce.

#### INSURANCE – SB17-214 Voluntary Firefighter Cancer Benefits Program

The Directors reviewed information regarding SB17-214 that created the Voluntary Firefighter Cancer Benefits Program which takes effect on January 1, 2018. After some discussion, the Directors agreed to discuss the matter further during 2018 budget discussions. In the meantime, Secretary Pierce will contact Pinnacol for a cost estimate for the voluntary coverage.

#### 2016 AUDIT – Review of Draft Report

The Directors reviewed the draft 2016 audit report. Secretary Pierce stated that she would ask auditor David Green to forward it to the State Auditor's office.

#### BOARD OF DIRECTORS – Attendance Policy, Excused vs. Unexcused Absences

The Directors reviewed its attendance policy. Based on its provisions, Secretary Pierce stated that, in the future, she will ask the Board to determine which absences are excused or unexcused on a case by case basis.

#### FIRE STATION – Annual Pre-Buy Agreement with JC Propane (formerly Local Warming)

The Directors read the proposal submitted by JC Propane for the pre-buy of 1500 gallons of propane for \$2.09 per gallon. Director Cavit stated that he believed that a correction had been made to this pricing which reduced the amount per gallon. Secretary Pierce stated that she would follow up with JC Propane to double-check the per gallon amount. She also stated that the agreement needed to be acted upon before the end of the month in order to insure the discounted price.

Director Hearn moved, Director Hall seconded to enter into a pre-buy agreement with JC Propane for \$1,500 gallons of propane at the rate of \$2.09 per gallon or less. The motion passed with all voting yes in a general vote.

**RECORD OF PROCEEDINGS**

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**Regular Meeting (2)**

**June 27, 2017**

INCIDENTS – Coordinated Response Among Agencies

After some discussion regarding the need for better coordination among the various emergency service providers in responding to incidents, Manager Hagendorf stated that he would discuss the matter with Hinsdale EMS staff during an upcoming meeting on June 29, 2017.

PERSONNEL – Revision of Job Descriptions for Fire Chief and Manager/Fire Marshal

The Directors reviewed current job descriptions for the Fire Chief and Manager/Fire Marshal.

After some discussion, the Directors agreed that Manager/Fire Marshal Hagendorf will directly manage the Fire Chief until he leaves in fall, with the Manager/Fire Marshal reporting directly to the Board and the Fire Chief reporting directly to the Manager. Manager/Fire Marshal Hagendorf will provide an evaluation of the Chief's performance to the Board before he leaves in the fall.

PERSONNEL – Administrative Leave of Absence for Fire Chief

In the absence of the Fire Chief, the Directors agreed to consider this matter further during the next meeting in July.

BILLS PAYABLE TO AND FOR:

	<u>AMOUNT</u>	<u>FUND</u>
Bill Hagendorf – Contract Labor, Manager/Fire Marshal	\$1,750.00	Gen.
Blue Spruce Buildings Materials – Light Bulbs, Brass Bushing, Needle Vlv	28.92	Gen.
CenturyLink – Phone/DSL	105.51	Gen.
Forest Gray – Contract Labor, Chief	750.00	Gen.
Gunnison County Electric Association, Inc. – Electricity	164.61	Gen.
Hinsdale County – Fuel	30.14	Gen.
J. David Reed, P.C. – Legal Services	1,106.02	Gen.
Lake Fork Health Service District – Health Fair Lab Draws	480.00	Gen.
Michelle Pierce – Contract Administration	500.00	Gen.
Municipal Emergency Services, Inc. – Spreader & Cutter w/Batteries	14,300.00	Cap.
Silver World Publishing Co. – Ad, Congrats Grads	15.00	Gen.
Utah's Inc. – Dumpster Yardage	105.00	Gen.
VISA – Starter, etc.	152.17	Gen.
Western Slope Fire & Safety, Inc. – Annual Portable Insp., 6-yr maintenance	122.50	Gen.

ADJOURNMENT

There being no further business to come before the Board, Director Hearn moved, Director Wonnacott seconded to adjourn the regular meeting at 7:28 p.m., but to meet again at the next regular meeting on July 24, 2017. The motion passed with all voting yes in a general vote.

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Chairman

ATTEST:

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Secretary