

## RECORD OF PROCEEDINGS

### **Regular Meeting**

**June 28, 2018**

Chairman Roberts called the regular meeting of the Board of Directors of the Lake City Area Fire Protection District to order at 6:01 p.m. in the fire station. Those Directors present were: Dennis Cavit and R. E. Hall.

Director Wonnacott was absent and one vacancy exists.

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

#### MINUTES OF PREVIOUS MEETING

Director Cavit moved, Director Hall seconded to approve the minutes of the May 29, 2018 regular meeting as circulated. The motion passed with all voting yes in a general vote.

(Director Wonnacott entered the meeting at 6:04 p.m.)

#### BILLS PAYABLE

Director Wonnacott moved, Director Hall 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, 2018 as circulated. The motion passed with all voting yes in a general vote.

#### BILLS FOR SERVICE – Status Report

The Directors read the status report submitted by Secretary Pierce.

#### MANAGER/FIRE MARSHAL/FIRE CHIEF REPORT

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

Manager Hagendorf stated that he had spent the day talking with lodging owners/managers about the cancellation of this year's 4<sup>th</sup> of July fireworks show. He stated that the news was well received and that the owners/managers will not allow campfires on their property. He further stated that there will be zero tolerance for fireworks, including sparklers, over the holiday.

#### FIREWORKS – 4<sup>TH</sup> of July Show

Manager Hagendorf stated that the 4<sup>th</sup> of July fireworks show has been called off due to extremely dry conditions. He stated that the fireworks in stock have already been paid for and will be available for use next year.

#### 2017 AUDIT REPORT

Auditor David Green participated in this portion of the meeting via telephone. He explained the auditing process and noted that the 2017 audit had gone well with no adjusting journal entries required. He stated that the District's internal control measures were weak in that financial duties should be segregated out to a couple of employees. He stated that this is a common pitfall of small organizations, since hiring additional employees is not financially feasible.

Mr. Green noted that the District is in excellent financial condition with no debt, solid reserves, and a funded plan for replacing capital equipment.

#### BOARD OF DIRECTORS – Letters of Interest in Filling Vacancy, Jim Rowe & Donald Rightsell, Jr.

The Directors read letters of interest from Jim Rowe and Donald Rightsell, Jr. in filling the current vacancy left by the resignation of Joe Hearn. There was some discussion regarding qualifications and service.

Director Wonnacott moved, Director Cavit seconded to appoint Jim Rowe to fill the vacancy left by the resignation of Joe Hearn. The motion passed with all voting yes in a general vote.

**RECORD OF PROCEEDINGS**

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**Regular Meeting (2)**

**June 28, 2018**

BOARD OF DIRECTORS – Election of Officers

Director Wonnacott moved, Director Cavit seconded to retain current slate of officers with addition of R. E. Hall as vice-chairman. The motion passed with all voting yes in a general vote. The officers are:

Chairman – Dave Roberts  
Vice-Chairman – R. E. Hall  
Treasurer – Dennis Cavit  
Secretary – Michelle Pierce

FIRE STATION – J. C. Propane, Routed Delivery Service Agreement & Prebuy Purchase Agreement

The Directors read the routed delivery service agreement and prebuy purchase agreement from J.C. Propane.

After some discussion, the Directors agreed to ask Secretary Pierce to obtain pre-buy pricing from Amerigas and Ferrell Gas and to consider the matter further at the next meeting.

EQUIPMENT – Proposed Sale of Squad Vehicle

Manager Hagendorf stated that the District’s squad vehicle is in poor condition and not often used. He suggested that it should be sold. The Directors agreed.

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	126.66	Gen.
FireCraft Safety Products – Propane Calibration Gas	112.02	Gen.
Four Seasons Tree Care – Tree Removal	1,000.00	Gen.
Gunnison County Electric Association – Electricity	136.99	Gen.
Hinsdale County – Diesel Fuel	155.75	Gen.
Lake Fork Health Service District – Health Fair Lab Draws	780.00	Gen.
Michelle Pierce – Contract Administration	700.00	Gen.
Mountain View Technical Services – Updates to Fire District Map	495.00	Gen.
Mountain West Insurance & Financial Services – Public Off. Bonds	100.00	Gen.
Municipal Emergency Services, Inc. – Porta-Tanks & Dump Valves	3,254.66	Gen.
NAPA Auto Parts – Diesel Exhaust Fluid	49.96	Gen.
NAPA Auto Parts – Fuses	16.44	Gen.
Reflective Dynamics of Texas – Lettering for New Tanker	280.00	Gen.
Utah’s Inc. – Dumpster Yardage	45.00	Gen.
VISA – Postage, Dry-Dek, Headsets, Lapel Mics, Lodging Credit	2,635.92	Gen.
Western Slope Fire & Safety, Inc – Annual Portable Inspection & Maint.	138.00	Gen.
Witmer Public Safety Group – SCBA Bracket for 911 Passenger Seat	111.26	Gen.

ADJOURNMENT

There being no further business to come before the Board, Director Cavit moved, Director Hall seconded to adjourn the regular meeting at 7:19 p.m., but to meet again at the next regular meeting on July 31, 2018. The motion passed with all voting yes in a general vote.

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Chairman

ATTEST:

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Secretary