

## RECORD OF PROCEEDINGS

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### Regular Meeting

June 30, 2020

Chairman Hall called the regular meeting of the Board of Directors of the Lake City Area Fire Protection District to order at 5:56 p.m. in the fire station. Those Directors present were: Dennis Cavit and Jim Rowe.

Directors Boyce and Quinn were absent and excused.

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

#### MINUTES OF PREVIOUS MEETING

Director Rowe moved, Director Cavit seconded to approve the minutes of the May 26, 2020 regular meeting as circulated. The motion passed with all voting yes in a general vote.

#### BILLS PAYABLE

Director Rowe 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 Rowe moved, Director Cavit seconded to approve the Treasurer's Report for the month ending May 31, 2020 as circulated. The motion passed with all voting yes in a general vote.

#### MANAGER REPORT

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

#### FIRE CHIEF/FIRE MARSHAL REPORTS

The Directors read the reports submitted by Fire Chief/Fire Marshal Wonnacott (see attached).

#### BOARD OF DIRECTORS – Annual Review of Policies

The Directors reviewed the following board policies: Billing and Payment Policy, Board of Directors Attendance Policy, Facility Use Policy, Meeting Room Use Agreement, Fee Schedule, Fire Station Flood Preparedness Policy, Inventory Management Policy, Performance Evaluation Policy, Discontinuance of the Use of PFAS Policy, and Purchasing Policy.

Director Cavit moved, Director Rowe seconded to modify the District's purchasing policy to remove the reference to the deputy chief and to make the district manager, rather than the fire chief, responsible for the approval of purchases of less than \$500 made by the fire chief and secretary. The motion passed with all voting yes in a general vote.

Director Rowe moved, Director Cavit seconded to modify Item No. 2 under 'Fees for Use' in the facility use policy to state that the use of the station for a full day costs \$100.00. Furthermore, to modify the Meeting Room Use Agreement to include the Fire Chief's contact information and a statement requiring all users to comply with any public health orders that may be in place. The motion passed with all voting yes in a general vote.

The Directors agreed to sign new signature pages for each policy at the next regular meeting.

#### FIRE STATION – Propane Pre-Buy Agreement

Director Rowe moved, Director Cavit seconded to approve the pre-buy agreement with JC Propane for the purchase of 1,250 gallons at \$1.79 per gallon and to authorize a payment of \$1,917.83 to JC Propane which includes a deduction of \$319.67 for the current credit balance. Furthermore, to approve the Tank Monitor Rental Agreement. The motion passed with all voting yes in a general vote.

It was noted that JC Propane usually provides a discount to emergency service providers and their volunteers. Secretary Pierce stated that she would contact JC Propane to see if the District and its volunteers qualify for a reduction in the per gallon price prior to sending out the signed agreement and payment.

**RECORD OF PROCEEDINGS**

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**Regular Meeting (2)**

**June 30, 2020**

<u>BILLS PAYABLE TO AND FOR:</u>	<u>AMOUNT</u>	<u>FUND</u>
Bill Hagendorf – Contract Labor, Manager	\$ 1,800.00	Gen.
CenturyLink – Phone/DSL	126.94	Gen.
Green & Associates, LLC – 2019 Audit	3,900.00	Gen.
Gunnison County Electric Association, Inc. – Electricity	90.36	Gen.
J. David Reed, P.C. – Legal Services, Petitions	74.00	Gen.
JC Propane – Propane Pre-Buy Agreement	1,855.33	Gen.
Joe Wonnacott – Contract Labor, Fire Chief & Fire Marshal	1,000.00	Gen.
Lake Fork Health Service District – Firefighter Physical, Tubbs	202.00	Gen.
Michelle Pierce – Contract Labor, Secretary	700.00	Gen.
Mountain View Technical Services – 2020 Updates to Fire District Map	360.00	Gen.
Peak Alarm Co., Inc. – Alarm System Monitoring, 3 months	75.00	Gen.
Silver World Publishing Co. – Notice	15.00	Gen.
VISA – Lift Motor E1 Ladder Rack, Zoom Subs., Paint, Temp. Scan Guns	804.39	Gen.
Western Slope Fire & Safety, Inc. – Annual Fire Ext. Inspection & Maintenance	200.00	Gen.
Witmer Public Safety Group – Helmet Decal	50.98	Gen.

ADJOURNMENT

There being no further business to come before the Board, Director Rowe moved, Director Cavit seconded to adjourn the regular meeting at 7:06 p.m., but to meet again at the next regular meeting on July 28, 2020. The motion passed with all voting yes in a roll call vote.

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Chairman

ATTEST:

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Secretary