
RECORD OF PROCEEDINGS

Regular Meeting

November 29, 2016

Vice-Chairman Hearn 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 and R. E. Hall.

Also present were: Bill Hagendorf, Manager/Fire Marshal (via phone); Michelle Pierce, Secretary; and Forest Gray, Chief. Chairman Roberts was absent and excused. Director Wonnacott was absent and excused.

MINUTES OF PREVIOUS MEETING

Director Cavit moved, Director Hall seconded to approve the minutes of the October 25, 2016 regular meeting as circulated. The motion passed with all voting yes in a general vote.

BILLS PAYABLE

Director Hall 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 Cavit seconded to approve the Treasurer's Report for the month ending October 31, 2016. The motion passed with all voting yes in a general vote.

FIRE CHIEF'S REPORT

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

MANAGER'S REPORT

The Directors read the report submitted by Manager/Fire Marshal Hagendorf (see attached). Manager Hagendorf stated that he submitted the grant application for a new tanker truck with radios. He also stated that he had submitted two additional grant applications: one for a thermal imaging camera, which should be awarded around the 2nd week of December and one to the Pioneer Jubilee Women's Club for assistance in purchasing the Genesis Rescue Tool. He further stated that he was working on other small grants applications: one for CO2 detectors and one for 150 Chimfex sticks for chimney fires.

2017 BUDGET – Public Hearing & Adoption

Vice-Chairman Hearn opened the public hearing to consider comments on the 2017 budget. There were none. Secretary Pierce stated that she had received no comments, either verbally or in writing. Vice-chairman Hearn closed the hearing.

Director Cavit moved, Director Hall seconded to adopt Resolution No. 3, Series 2017 adopting a budget for the District for the 2017 calendar year; Resolution No. 4, Series 2017 levying general property taxes for the year 2016, to help defray the costs of government for the District for the 2017 budget year; and Resolution No. 5, Series 2017 appropriating sums of money to the various funds for the District for the 2017 budget year. 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. Secretary Pierce will check with Judge Lutz to see if those being billed are scheduled to appear in court and, if so, to see if the District can collect restitution. If no court appearances are scheduled, Secretary Pierce will instruct Attorney David Reed to send demand letters to those with past due invoices.

FIRE STATION – Facility Use Update

The Directors reviewed the Facility Use Agreement and Waiver of Liability that have been signed by Hinsdale County for the use of the fire station for County Meetings. Secretary Pierce stated that checks had been received from Hinsdale County for the months of October and November.

2016 AUDIT – Engagement Letter with Green & Associates, LLC

Director Hall moved, Director Cavit seconded to approve the engagement letter with Green & Associates, LLC to conduct the 2016 audit for a cost not to exceed \$3,750. The motion passed with all voting yes in a general vote.

RECORD OF PROCEEDINGS

Regular Meeting (2)

November 29, 2016

BOARD OF DIRECTORS – Re-schedule December Regular Meeting

It was noted that the next regular meeting was scheduled for December 27, 2016, which could conflict with holiday plans and schedules.

Director Cavit moved, Director Hall seconded to re-schedule the December regular meeting for December 20, 2017 at 5:00 p.m. in the fire station. The motion passed with all voting yes in a general vote.

TRAINING – Policy for Training for Volunteers

Manager Hagendorf stated that he drafted policy for volunteers who wish to pursue training that is not required by their positions. He stated that the policy requires the interested volunteer to first submit 150-word narrative explaining the benefit of this training to the District and specifically how the training will be used to provide the District with a return on its investment.

<u>BILLS PAYABLE TO AND FOR:</u>	<u>AMOUNT</u>	<u>FUND</u>
Bill Hagendorf – Contract Labor, Manager	1,750.00	Gen.
Blue Spruce Building Materials – R&M Supplies, Electrical for Extractor etc	160.46	Gen.
CenturyLink – Phone/DSL	105.33	Gen.
Forest Gray – Contract Labor, Chief	750.00	Gen.
Gunnison County Electric Association, Inc. – Electricity	160.57	Gen.
J. David Reed, P.C. – Legal Services	87.86	Gen.
Michelle Pierce – Reimburse for Stamped, Printed Envelopes	290.25	Gen.
Michelle Pierce – Contract Administration	500.00	Gen.
Town of Lake City – Water & Sewer (2 months)	160.00	Gen.
Utah’s Inc. – Dumpster Yardage	45.00	Gen.
VISA – Airfare for Hagendorf to Attend Court, Training Manuals	1,011.50	Gen.

ADJOURNMENT

There being no further business to come before the Board, Director Hall moved, Director Cavit seconded to adjourn the regular meeting at 5:30 p.m., but to meet again at the next regular meeting on December 20, 2017. The motion passed with all voting yes in a general vote.

Chairman

ATTEST:

Secretary