

RECORD OF PROCEEDINGS

Regular Meeting

December 7, 2022

Treasurer Cavit called the re-scheduled regular meeting of the Board of Directors of the Lake City Area Fire Protection District to order at 5:04 p.m. in the fire station via video conference. Those Directors present were: Crystal Brown and Jim Rowe.

Directors Boyce and Hall were absent.

Also present were Bill Hagendorf, Manager (via video conference); Joe Wonnacott, Fire Marshal (via video conference); and Michelle Pierce, Secretary.

MINUTES OF PREVIOUS MEETING

Director Rowe moved, Director Brown seconded to approve the minutes of the October 25, 2022 regular meeting as circulated. The motion passed with all voting yes in a general vote.

BILLS PAYABLE

Director Rowe moved, Director Brown seconded to ratify payment of the November 30, 2022 bills as circulated. The motion passed with all voting yes in a general vote.

BILLS FOR SERVICE – Status Report

The Directors read the report submitted by Secretary Pierce. Secretary Pierce noted that payment in full for invoice #062022 was received after she submitted her report.

TREASURER'S REPORT

Director Rowe moved, Director Brown seconded to approve the Treasurer's Report for the month ending October 31, 2022 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).

(Chairman Hall joined via video conference at 5:14 p.m.)

FIRE MARSHAL REPORT

The Directors read the report submitted by Fire Marshal Wonnacott (see attached).

2023 BUDGET – Public Hearing & Adoption

Chairman Hall opened the hearing to consider comments on the proposed budget for 2023 at 5:20 p.m. There were no comments. Secretary Pierce stated that she had received no comments, either verbally or in writing. Chairman Hall closed the hearing.

Cavit moved, Director Rowe seconded to adopt Resolution No. 2, Series 2022 adopting a budget for the 2023 calendar year; to adopt Resolution No. 3, Series 2022 appropriating sums of money for the 2023 budget year; and to adopt Resolution No 4, 2022 levying general property taxes for the 2023 budget year. The motion passed with all voting yes in a general vote.

2022 AUDIT – Engagement Letter with Green & Associates, LLC

Director Rowe moved, Director Cavit seconded to approve the engagement letter with Green & Associates, LLC for the conduct of the 2022 audit. The motion passed with all voting yes in a general vote.

PERSONNEL – Fire Chief Position, Committee Update, Job Announcement, Job Description

The Directors reviewed an update from the mill levy committee, along with a draft of a job announcement and job description. Director Rowe explained the committee's process and asked for approval to move forward with phase 2 which consists of placing ads on 5 to 6 key sites requesting letters of interest from potential candidates to test the market and see what kind of response we receive. He stated that the ad will run in the first quarter of 2023 with the goal being to determine if the District is in the ballpark with pay and housing. Director Rowe stated that phase 3 will consist of

RECORD OF PROCEEDINGS

Regular Meeting (2)

December 7, 2022

PERSONNEL – Fire Chief Position, Committee Update, Job Announcement, Job Description (cont.)

determining the District’s future mill levy requirements once we understand the market and that phase 4 will consist of conducting interviews.

Director Rowe moved, Director Brown seconded to proceed with the plan to advertise a potential opening for the fire chief’s position in Lake City in the 1st quarter of 2023. The motion passed with all voting yes in a general vote.

POLICIES – Review of Fee Schedule

Manager Hagendorf recommended that the District’s fee schedule be modified to increase the fee for the 3rd existing occupancy reinspection from \$50 to \$100 or \$125 for the purpose of encouraging fire code compliance. He also recommended an increase in the hourly rate for firefighters responding to an out-of-district incident from \$30 to \$50 to help cover the response stipends being paid to the volunteers. He further stated that he wants to include a permit fee for 2 site inspections for fire suppression hoods, alarm systems, sprinkler systems, etc.

After some discussion, the Directors agreed with Manager Hagendorf’s recommendations but want to consider a graduating schedule for reinspections. The Directors also agreed to include a fee of \$150.00 for responding to more than 3 false alarms at the same location.

Manager Hagendorf stated that he would provide a modified draft of the fee schedule for consideration at the next regular meeting.

ISO AUDIT – Update, Manager Hagendorf

Manager Hagendorf stated that an audit of the District’s ISO rating was conducted several months ago and that, as a result, the District ISO rating will be upgraded from a 4 to a 3. He stated that the new rating won’t be official until the end of March and that he will prepare a press release when we’re closer to the reclassification date.

<u>BILLS PAYABLE TO AND FOR:</u>	<u>AMOUNT</u>	<u>FUND</u>
Bill Hagendorf – Contract Labor, District Manager	\$ 4,200.00	Gen.
Bill Hagendorf – Reimburse for Mileage, October 26 & 27, 2022	117.00	Gen.
Bill Hagendorf – Reimburse for Mileage, November 18 & 19, 2022	117.00	Gen.
CenturyLink – Phone Service	78.48	Gen.
Fire Apparatus Service Specialists, LLC – Pump & Ladder Testing	2,024.90	Gen.
Gunnison County Electric Assn. – Electricity	95.91	Gen.
Joe Wonnacott – Contract Labor, Fire Marshal	500.00	Gen.
Michelle Pierce – Contract Labor, Secretary	750.00	Gen.
Municipal Emergency Services – SCBA Flow Testing	1,286.31	Gen.
Municipal Emergency Services – Thermal Cameras, Calibration Gas	1,810.46	Gen.
NFPA – 2023 Dues	175.00	Gen.
Simply Broadband Solutions – 2-year contract payment	80.00	Gen.
Town of Lake City – Water & Sewer	170.00	Gen.
VISA – FerrellGas Smart Fill Monitor, Zoom Annual Subscription	221.75	Gen.
Witmer Public Safety Group – Leather Fronts for Helmets	169.61	Gen.

ADJOURNMENT

There being no further business to come before the Board, Director Cavit moved, Director Rowe seconded to adjourn the regular meeting at 6:15 p.m., but to meet again at the regular meeting on December 27, 2022. The motion passed with all voting yes in a general vote.

Chairman

ATTEST:

Secretary