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**RECORD OF PROCEEDINGS**

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**Regular Meeting**

**December 30, 2019**

Chairman Hall called the regular meeting of the Board of Directors of the Lake City Area Fire Protection District to order at 5:00 p.m. in the fire station. Those Directors present were: Brent Boyce, Dennis Cavit, Robert Quinn, and Jim Rowe.

Also present were Bill Hagendorf, Manager (via phone); Darren Hardy, Fire Chief; Joe Wonnacott, Fire Marshal; and Michelle Pierce, Secretary.

**MINUTES OF PREVIOUS MEETING**

Director Rowe moved, Director Cavit seconded to approve the minutes of the December 5, 2019 regular meeting as circulated. The motion passed with all voting yes in a general vote.

**BILLS PAYABLE**

Director Boyce moved, Director Quinn seconded to approve payment of the bills as circulated. The motion passed with all voting yes in a general vote.

**TREASURER'S REPORT**

Director Boyce moved, Director Rowe seconded to approve the Treasurer's Report for the month ending November 30, 2019 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 REPORT**

Manager Hagendorf stated that he worked with J & M displays and the Chamber of Commerce regarding fireworks (i.e. safe show, etc.) and that everything is in good shape for tomorrow evening's show.

Manager Hagendorf stated that he worked with Fire Marshal Wonnacott on inspection matters. He stated that he also worked with Fire Chief Hardy regarding burn trailer repairs and miscellaneous items around the fire station.

Manager Hagendorf stated that he is still waiting for the refund from Klein Products for repairs made to the new tanker.

**FIRE CHIEF REPORT**

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

**FIRE MARSHAL REPORT**

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

**2019 BUDGET** – Public Hearing & Proposed Resolution No. 6, Series 2019 to Amend Fireworks Fund Budget

Chairman Hall opened public hearing to hear comments regarding the proposed resolution to amend the 2019 Fireworks Fund budget at 5:29 p.m. There were no comments. Secretary Pierce stated that she had received no comments either verbally or in writing. Chairman Hall closed the public hearing at 5:30 p.m.

Director Rowe moved, Director Boyce seconded to adopt Resolution No. 6, Series 2019 increasing the 2019 appropriation for the Fireworks Fund from \$1,000 to \$7,414. The motion passed with all voting yes in a general vote.

**HINSDALE COUNTY LOCAL EMERGENCY OPERATIONS PLAN**

The Directors reviewed the proposed Hinsdale County Local Emergency Operations Plan, which includes several areas of responsibility for the Fire Protection District and requires approval by the Directors.

Manager Hagendorf recommended that the Directors postpone consideration of the EOP until the next meeting to allow time for it to be thoroughly reviewed. He stated that he had highlighted the sections of the EOP that pertain to the Fire Protection District and that he would forward the highlighted document to the Directors and Chief.

**RECORD OF PROCEEDINGS**

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**Regular Meeting (2)**

**December 30, 2019**

HINSDALE COUNTY LOCAL EMERGENCY OPERATIONS PLAN (cont.)

After some discussion, the Directors agreed to postpone consideration of the EOP until the next meeting to allow time for further review by Director Cavit, Chief Hardy, and Manager Hagendorf and to review any proposed changes at that time. Secretary Pierce stated that she would notify the Hinsdale County Administrator of the delay.

2019 AUDIT – Engagement Letter with Green & Associates, LLC

Director Rowe moved, Director Cavit seconded to approve the engagement letter with Green & Associates, LLC to perform the 2019 audit at a cost not to exceed \$3,900. The motion passed with all voting yes in a general vote.

FINANCE – The Advantage Group, Letter from the Office of the Attorney General

The Directors read a letter from the Office of the Colorado Attorney General regarding actions being taken against The Advantage Group for, among other things, failing to account for all collections and remit moneys owed to clients. It was noted that no collections had been made by The Advantage Group on behalf of the Fire Protection District for claims that had been turned over to it for collection.

BILLS PAYABLE TO AND FOR:

	<u>AMOUNT</u>	<u>FUND</u>
Bill Hagendorf – Contract Labor, Manager	\$ 500.00	Gen.
CenturyLink – Phone/DSL	131.15	Gen.
Darren Hardy – Contract Labor, Fire Chief	1,800.00	Gen.
Joe Wonnacott – Contract Labor, Fire Marshal	500.00	Gen.
Michelle Pierce – Contract Administration	700.00	Gen.
Mountain West Insurance & Financial Services – 2020 Premiums	6,512.00	Gen.
Peak Alarm Co., Inc. – Annual Inspection & Test of Alarm System	300.00	Gen.
Peak Alarm Co., Inc. – Alarm System Monitoring, 3 Months	75.00	Gen.
Pinnacol Assurance – 2020 Workers Compensation Premium	2,272.00	Gen.
VISA – Microsoft Office Subscription	99.99	Gen.

ADJOURNMENT

There being no further business to come before the Board, Director Boyce moved, Director Quinn seconded to adjourn the regular meeting at 6:05 p.m., but to meet again at the next regular meeting on January 28, 2020. The motion passed with all voting yes in a general vote.

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Chairman

ATTEST:

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Secretary