

# LAKE CITY AREA FIRE PROTECTION DISTRICT

## A G E N D A

December 28, 2021

Regular Meeting

5:00 p.m. – Lake City Fire Station, 131 N. Henson Street

Zoom Meeting Link for Guests:

<https://us02web.zoom.us/j/81766759295?pwd=OE9uVjkwMDZxQWZsbWovL1VEQXNFUT09>

CALL TO ORDER

ROLL CALL

MINUTES \*\*

BILLS PAYABLE

BILLS FOR SERVICE – Status Report \*\*

TREASURER'S REPORT \*\*

MANAGER REPORT (emailed separately)

FIRE CHIEF/FIRE MARSHAL REPORT (emailed separately)

1. FINANCE – Grants Update
2. LAKE CITY FIRE-RESCUE – Draft Policy for Firefighter Recruitment Incentive Award \*\*

ADJOURNMENT

\*\* included in packet

## RECORD OF PROCEEDINGS

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### Regular Meeting

November 30, 2021

Chairman Hall called the regular meeting of the Board of Directors of the Lake City Area Fire Protection District to order at 5:02 p.m. in the fire station. Those Directors present were: Brent Boyce, Dennis Cavit, and Jim Rowe.

Director Brown was absent.

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

#### MINUTES OF PREVIOUS MEETING

Director Rowe moved, Director Boyce seconded to approve the minutes of the October 26, 2021 regular meeting as circulated. The motion passed with all voting yes in a general vote.

#### BILLS PAYABLE

Director Rowe moved, Director Boyce seconded to approve payment of the bills as circulated. Also to approve a payment of approximately \$600.00 for gates for the fence when they arrive. 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.

#### TREASURER'S REPORT

Director Rowe moved, Director Boyce seconded to approve the Treasurer's Report for the month ending October 31, 2021 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).

#### 2022 BUDGET – Review of 2022 Draft Budget, Schedule Public Hearing

The Directors reviewed the final draft of a budget for 2022. The Directors agreed that the public hearing will be held during a special meeting at 5:00 p.m., Tuesday, December 7, 2021.

#### FINANCE – Grants Update

Manager Hagendorf reported that the Leary Foundation grant for a forcible entry simulator has been approved. He stated that the initial paperwork has been filed and that the Leary Foundation will pay the vendor directly.

Manager Hagendorf stated that he is currently working on resubmitting an AFG grant application for a new apparatus and an AFG micro-grant for firehose. He further stated that he is working on a VFA grant application for 3 sets of turnout gear.

#### 2021 AUDIT – Engagement Letter with Green & Associates, LLC

Director Rowe moved, Director Cavit seconded to approve the engagement letter with Green & Associates, LLC to conduct the 2021 audit at a cost not to exceed \$4,300. The motion passed with all voting yes in a general vote.

#### LAKE CITY FIRE-RESCUE – Recruitment of Volunteer Firefighters

(Director Brown entered the meeting at 5:45 p.m.)

Chairman Hall stated that he had a recent discussion with Director Cavit about how to improve the recruitment of volunteers for the fire department. He noted that the department currently has 8 active volunteers and asked for input from the Directors.

**RECORD OF PROCEEDINGS**

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**Regular Meeting (2)**

**November 30, 2021**

LAKE CITY FIRE-RESCUE – Recruitment of Volunteer Firefighters (cont.)

There was discussion regarding possible bonuses for firefighters who recruit new volunteers, possible grant funding to cover the cost of such bonuses and scholarships, and possible increases in the monthly pension benefit for retired volunteers.

Manager Hagendorf recommended that \$1,000 be added to the budget line item for firefighter support to provide a \$250 bonus to firefighters who successfully recruit new volunteers who complete requirements for meeting attendance, acceptance, and service. He stated that he would also pursue possible grant funding for recruitment. He also stated that he could provide a draft policy/agreement for consideration at the next meeting.

After further discussion, the Directors agreed to accept Manager Hagendorf’s recommendation and to consider a draft policy/agreement at the next meeting.

PERSONNEL – Discussion and Possible Executive Session

Manager Hagendorf stated that Fire Chief/Fire Marshal Wonnacott has accepted a job as deputy fire marshal with the Crested Butte Fire Protection District. He stated that Fire Chief/Fire Marshal Wonnacott is still living in Lake City while spending some nights in Gunnison and otherwise commuting between Lake City and Crested Butte. Manager Hagendorf noted that, though he sees some benefits from the chief’s involvement with the Crested Butte fire department, (i.e., they pay for his training, and it opens doors for other training with Crested Butte), there is a need for someone on the department to be responsible for firefighter safety, training, and engagement.

Fire Chief/Fire Marshal Wonnacott noted that he is currently gone 3 to 4 nights per week but drives in for trainings and is in Lake City on Friday, Saturday, Sunday. He stated that he has talked with the volunteers about his situation, but nobody wants to step up and be the chief. He further stated that he is not resigning from department and will still be here regardless of whether he is chief or not.

After further discussion, the Directors agreed to ask Manager Hagendorf and Fire Chief/Fire Marshal Wonnacott to work out a plan for the continued training of volunteer firefighters and station/equipment maintenance to be presented at the January 2022 regular meeting.

| <u>BILLS PAYABLE TO AND FOR:</u>                                      | <u>AMOUNT</u> | <u>FUND</u> |
|---|---------------|-------------|
| Bill Hagendorf – Contract Labor, Manager                              | 1,800.00      | Gen.        |
| Blue Spruce Building Materials – Climatube, Gorilla Tape              | 22.97         | Gen.        |
| CenturyLink – Phone/DSL   | 131.39        | Gen.        |
| Gunnison County Electric Association, Inc. – Electricity              | 87.91         | Gen.        |
| Joe Wonnacott – Contract Labor, Fire Chief & Fire Marshal             | 1,000.00      | Gen.        |
| Lake Fork Health Service District – Carson Physical                   | 178.00        | Gen.        |
| Lake Fork Health Service District – Carson Physical                   | 10.00         | Gen.        |
| Michelle Pierce – Contract Labor, Secretary                           | 700.00        | Gen.        |
| Municipal Emergency Services – SCBA Flow Tests                        | 1,576.90      | Gen.        |
| NAPA Auto Parts – Batteries & Core Deposits                           | 759.96        | Gen.        |
| NAPA Auto Parts – Batteries & Core Deposits                           | 395.98        | Gen.        |
| NAPA Auto Parts – Credit for Returned Battery Cores                   | -144.00       | Gen.        |
| Town of Lake City – Water & Sewer                                     | 160.00        | Gen.        |
| VISA – annual Zoom subscr., Injectors, Batteries, shipping for Sensit | 305.94        | Gen.        |

ADJOURNMENT

There being no further business to come before the Board, Director Rowe moved, Director Boyce seconded to adjourn the regular meeting at 6:38 p.m., but to meet again at the special meeting on December 7, 2021. The motion passed with all voting yes in a general vote.

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Chairman

ATTEST:

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Secretary

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**Special Meeting**

**December 7, 2021**

Chairman Hall called the special 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: Crystal Brown, Brent Boyce, Dennis Cavit, and Jim Rowe.

Also present were Bill Hagendorf, Manager (via video conference), and Michelle Pierce, Secretary.

**BILLS PAYABLE**

Director Rowe moved, Director Cavit seconded to approve payment of the following bills:

Bill Hagendorf – reimburse for firefighter gift cards, \$2,100.00  
Bill Hagendorf – reimburse for Amazon Prime renewal, \$119.00

The motion passed with all voting yes in a general vote.

**2022 BUDGET – Public Hearing & Adoption**

Chairman Hall asked if there were any comments regarding the proposed budget for 2022. There were none. Secretary Pierce stated that she had received no comments either verbally or in writing regarding the proposed budget.

Director Rowe moved, Director Brown seconded to adopt: Resolution No. 5, Series 2021 adopting a budget for the 2022 calendar year; Resolution No. 6, Series 2021 appropriating sums of money for the 2022 budget year; and Resolution No. 7, 2021 levying general property taxes for the 2022 budget year. The motion passed with all voting yes in a general vote.

**ADJOURNMENT**

There being no further business to come before the Board, Director Rowe moved, Director Boyce seconded to adjourn the special meeting at 5:06 p.m., but to meet again at the regular meeting on December 28, 2021. The motion passed with all voting yes in a general vote.

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Chairman

ATTEST:

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Secretary

# LAKE CITY AREA FIRE PROTECTION DISTRICT

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DATE: December 26, 2021

TO: Board of Directors

FROM: Michelle Pierce, Secretary *mp*

SUBJECT: Status of Bills for Service

The following is the status of the District's bills for service as of today:

Roger Sundin, \$712.50. Invoice #22021 in the amount of \$712.50 was mailed to Mr. Sundin on November 5, 2021 for our response to a motor vehicle accident on October 26, 2021 at MM 56 on Highway 149. Payment in full was received on December 4, 2021 and was made by his insurance company.

# LAKE CITY AREA FIRE PROTECTION DISTRICT

## Treasurer's Report

November 30, 2021

|                          | <u>BEGINNING BALANCE 11/1/2021</u> | <u>RECEIPTS</u> | <u>DISBURSEMENTS</u> | <u>ENDING BALANCE 11/30/2021</u> |
|--------------------------|------------------------------------|-----------------|----------------------|----------------------------------|
| GENERAL FUND             | \$118,214.02                       | \$2,157.14      | \$6,994.79           | \$113,376.37                     |
| CAPITAL RESERVE FUND     | \$449,776.92                       | \$391.82        | \$5.41               | \$450,163.33                     |
| CONTINGENCY RESERVE FUND | \$67,362.33                        | \$22.40         | \$0.31               | \$67,384.42                      |
| FACILITIES FUND          | \$5,700.00                         | \$0.00          | \$0.00               | \$5,700.00                       |
| TOTALS                   | \$641,053.27                       | \$2,571.36      | \$7,000.51           | \$636,624.12                     |

|                         |              |
|-------------------------|--------------|
| Petty Cash              | \$25.00      |
| Checking Acct - CBANKS  | \$100.00     |
| MM Acct - CBANKS        | \$531,388.68 |
| MM Acct - ColoTrust     | \$85,110.44  |
| Certificates of Deposit | \$20,000.00  |
| TOTAL                   | \$636,624.12 |

Respectfully submitted,

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Treasurer

**LAKE CITY AREA  
FIRE PROTECTION DISTRICT**

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**TITLE:        FIREFIGHTER RECRUITMENT INCENTIVE AWARD**

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| <b>Approvals</b>             | <b>SIGNATURE</b> | <b>DATE</b> |
|------------------------------|------------------|-------------|
| <b>Author:</b> _____         | _____            | _____       |
| <b>Board Chairman:</b> _____ | _____            | _____       |
| <b>Board Director:</b> _____ | _____            | _____       |
| <b>Board Director:</b> _____ | _____            | _____       |
| <b>Board Director:</b> _____ | _____            | _____       |
| <b>Board Director:</b> _____ | _____            | _____       |

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**PURPOSE**  
The purpose of this policy is to incentivize current members of Lake City Fire/Rescue to attract and recruit new probationary firefighters.

**SCOPE**  
This policy will provide clear guidelines for the incentive eligibility, award amount, recordkeeping, and payment timeline.

**PROCEDURES**  
All personnel shall adhere to this policy.

- ELIGIBILITY**
1. The recruiting member must be active and in good standings with Lake City Fire/Rescue as per the By-Laws of LCFR.
  2. The Fire Chief is not eligible for this incentive.
  3. The Fire Chief shall be notified of a potential New Recruit by the Recruiting Member. An application for membership and other required documents as per the LCFR By-Laws shall be completed by the new recruit prior to attending their first LCFR meeting.

4. At time of recruitment the Lake City Fire/Rescue membership roster shall not exceed thirteen active members. ***This membership number excludes the Fire Chief.***
5. The recruited member must be granted membership as a Probationary Firefighter of Lake City Fire/Rescue by vote as outlined in the LCFR By-Laws.

#### **INCENTIVE**

1. The total recruitment incentive award shall be \$250.00 per recruit.
2. This incentive award will be made in two separate \$125.00 payments.
  - a) First payment of \$125.00 when the recruited member surpasses the six month anniversary date as a probationary firefighter in good standings with LCFR.
  - b) Second payment of \$125.00 after the one year anniversary date and when the recruited member has met the requirements of Firefighter status as per the LCFR By-Laws and is promoted by a membership vote.
3. If a recruited member fails to achieve 2.a) and terminates membership the first incentive award of \$125.00 will not be given to the recruiting member.
4. If a recruited member fails to achieve 2.b) and terminates membership with LCFR the second incentive award of \$125.00 will not be given to the recruiting member.

#### **RECORD KEEPING & INCENTIVE PAYMENT**

1. The District Manager shall be responsible for all record keeping and critical achievement dates for the recruitment incentive awards.
2. The District Manager shall submit an invoice to the District Secretary for Recruitment Incentive Award payable to the Recruiting Member once critical achievements have been completed by the Probationary Firefighter. The invoice shall be included in the Bills Payable for the next scheduled Board of Directors meeting for consideration of payment.

*This document supersedes any previous Recruitment Incentive Award policies for Lake City Area Fire Protection District.*