

# LAKE CITY AREA FIRE PROTECTION DISTRICT

## A G E N D A

March 26, 2024

Regular Meeting

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

Zoom Meeting Link for Guests:

<https://us02web.zoom.us/j/89182044886?pwd=VExOL2pxdGxFM050WXgxNCtld1F3dz09>

CALL TO ORDER

ROLL CALL

MINUTES \*\*

BILLS PAYABLE

TREASURER'S REPORT \*\*

MANAGER REPORT (emailed separately)

FIRE MARSHAL REPORT (emailed separately)

FIRE CHIEF REPORT

1. PERSONNEL – Succession Planning Update, Fire Marshal
2. 2024 INCLUSIONS – Update, Secretary Pierce
3. FINANCE – Grants Update, Manager Hagendorf

ADJOURNMENT

\*\* included in packet

## RECORD OF PROCEEDINGS

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### Regular Meeting

February 27, 2024

Vice-Chairman Boyce 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: Crystal Brown, Dennis Cavit, and Jim Rowe.

Chairman Hall was absent.

Also present were Bill Hagendorf, Manager (via video conference); Evan Milski, Fire Chief (via video conference); and Michelle Pierce, Secretary.

#### MINUTES OF PREVIOUS MEETING

Director Rowe moved, Director Cavit seconded to approve the minutes of the January 30, 2024 regular meeting as circulated. The motion passed with all voting yes in a general vote.

Manager Hagendorf stated that he wanted to clarify that the 14 hours per year required for equipment maintenance that is mentioned at the bottom of page 1 is the time that is required for preventative maintenance only and does not include unforeseen maintenance and repair needs.

Director Cavit moved, Director Rowe seconded to amend the previous motion by striking the word *maintain* in the second to the last sentence on page 1 and to replace it with the phrase *perform preventative maintenance on*. The motion passed with all voting yes in a general vote.

#### BILLS PAYABLE

Manager Hagendorf asked the Directors to withhold the payment to Fed Ex in the amount of \$97.61 for shipping charges for the recently purchased air fill station. He stated that shipping charges were included in the quote he received from L. N. Curtis & Sons and that he wanted to investigate this invoice prior to making payment.

Director Rowe moved, Director Brown seconded to approve payment of the bills with the exception of the bill in the amount of \$97.61 from Fed Ex. The motion passed with all voting yes in a general vote.

#### TREASURER'S REPORT

Director Rowe moved, Director Brown seconded to approve the Treasurer's Report for the month ending January 31, 2024 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 MARSHAL REPORT

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

#### FIRE CHIEF REPORT

No report.

#### PERSONNEL – Succession Planning Update

Director Rowe stated that the planning committee has not met since the last meeting. He asked Manager Hagendorf for an update on his meeting with the volunteers regarding a group training process. Manager Hagendorf stated that four successful training classes had been conducted by a core group of volunteers including the deputy chief, lieutenant, and one of the firefighters. He stated that they were picking and choosing topics for training and that this approach seems to be very successful. He noted that the preparation time that is required in advance of the training class qualifies the volunteer trainer for an additional training stipend. Fire Chief Milski stated that the establishment of a permanent training officer will likely be needed for the long term.

There was further discussion regarding the need to revise the job description for a District Manager/Fire Chief that was previously published to include only the duties of the fire chief and to assign recruiting responsibilities to a board member rather than Manager Hagendorf. There was also discussion regarding any progress being made towards identifying possible candidates to assume repair and maintenance responsibilities for the District's apparatus and

**RECORD OF PROCEEDINGS**

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**Regular Meeting (2)**

**February 27, 2024**

PERSONNEL – Succession Planning Update (cont.)

equipment. The Directors agreed that the planning committee will meet with Manager Hagendorf when he is in town on March 8<sup>th</sup> or 9<sup>th</sup> or by video conference if the weather prevents his travel to Lake City.

<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 – Contract Labor, Fire Marshal	500.00	Gen.
Bill Hagendorf – Mileage Reimbursement, February 16 - 17, 2024	117.00	Gen.
CenturyLink – Phone Service	93.56	Gen.
Gunnison County Electric Association – Electricity	134.32	Gen.
Hinsdale County – Diesel Fuel	45.11	Gen.
JC Propane – Propane, 2/22/2024	1,163.88	Gen.
Michelle Pierce – Contract Labor, Secretary	750.00	Gen.
Silver World Publishing – Happy New Year Ad	20.00	Gen.
Simply Broadband Solutions – Broadband Internet	80.00	Gen.
Special District Association of Colorado – 2024 Dues	401.16	Gen.
VISA – QuickBooks Subs., Cam Plus Subs., Hammer, Printer Cart., Flowers	942.16	Gen.

ADJOURNMENT

There being no further business to come before the Board, Director Rowe moved, Director Cavit seconded to adjourn the regular meeting at 5:50 p.m., but to meet again at the next regular meeting on March 26, 2024. 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

## Treasurer's Report

February 29, 2024

	<u>BEGINNING BALANCE 2/1/2024</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>ENDING BALANCE 2/29/2024</u>
GENERAL FUND	\$72,758.91	\$2,776.42	\$8,525.86	\$67,009.47
CAPITAL RESERVE FUND	\$472,328.28	\$1,143.86	\$43.70	\$473,428.44
CONTINGENCY RESERVE FUND	\$72,655.99	\$65.37	\$2.50	\$72,718.86
FACILITIES FUND	\$9,700.00	\$0.00	\$0.00	\$9,700.00
TOTALS	\$627,443.18	\$3,985.65	\$8,572.06	\$622,856.77

Petty Cash	\$25.00
Checking Acct - CBANKS	\$197.61
MM Acct - CBANKS	\$510,571.27
MM Acct - ColoTrust	\$92,062.89
Certificates of Deposit	\$20,000.00
TOTAL	\$622,856.77

Respectfully submitted,

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Treasurer