

**KIOWA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
January 10, 2024**

The Board of Directors for the Kiowa Fire Protection District met in a regular scheduled meeting on the 10th day of January 2024, with the roll call of members as follows:

Lee Montgomery	Present
Andrew Koldeway	Present
Karen Hart	Present
Debbie Ullom	Absent-Excused
Mitch Sturm	Present

The Board of Directors convened at 6:03 pm.

Approval of Agenda:

Karen Hart made a motion to approve the Agenda for January 10, 2024. Mitch Sturm seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

CEGR Law Firm Presentation:

Linda Glesne with the Law Firm of Cockrel Ela Glesne Greher & Ruhland P.C., discussed the law firm's proposal for their scope of services, billing process and answered questions of the board.

Approval of Minutes:

Mitch Sturm made a motion to approve Kiowa Fire Board Directors meeting minutes of December 13, 2023. Andrew Koldeway seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

Correspondence:

None.

Approval of Checks:

Karen Hart made a motion to approve Kiowa Fire District check #8797 through #8799 and all ACH disbursements, as reviewed by the Board. Mitch Sturm seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

Public Comment:

Michelle Johnson was in attendance via Zoom but had no public comment.

Report of Officers, Professional Consultants & Committees:

Fire Chief Gerald Lamansky was absent from the Board meeting. Deputy Chief Aaron Harris was in attendance for Chief Lamansky.

Call Volume: For the past month there were 44 calls. YTD calls for 2023 are 580. In December 2023, the volunteers logged 783 shift hours for 71.8 hours per volunteer firefighter. For the 44 responses, there was an average of 2.2 responders per call. Additionally, 41 training hours were logged. Call volume 9% increase from 2022.

FF/EMT Position Interviews: Deputy Chief Aaron Harris reported that three internal applications were received for this position and interviews will be conducted on January 17th.

Equipment: Deputy Chief Aaron Harris reported that the Tender has been repaired.

Monthly Summary Report: The Board received the Chief report during the meeting and had no questions.

Admin/Finance Officer Geri Scheidt came before the Board to discuss the following items:

SIPA: Geri discussed the CMS-Full Support Standard Solution Proposal received from SIPA for the District website. Mitch Sturm made a motion to adopt the SIPA proposal. Andrew Koldeway seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered. The Board agreed to designate Geri Scheidt as the project manager of the website update.

District Boundary Map: Geri reported that she filed the District boundary map with the County Assessor, County Clerk and DOLA on December 29, 2023. This boundary map must be filed no later than January 1 of every year.

Designated Posting Place for Meeting Notices: Geri presented a resolution that pursuant to House Bill 19-1087, the District is authorized to post full and timely notice of its meetings no less than 24 hours prior to the holding the meeting on the District's public website. Mitch Sturm made a motion to adopt Resolution 2024-001, designating the posting location for notices of public meetings (regular, special and/or study sessions) shall be on the District's website and in the event of an emergency circumstance, the physical location of the posting location is Kiowa Fire District, 403 County Road 45, Kiowa, CO 80117. Karen Hart seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

Resolution 2024-001

**A Resolution to Designate Posting Location(s) for
Kiowa Fire Protection District Public Agenda Notices**

DocuSign Account: Geri discussed the option of a District DocuSign account in an effort to reduce to the amount of paper and increase efficiency for signing documents. The Board agreed for Geri to bring a proposal to the February Board meeting for consideration.

Monthly Summary Report: The Board had no questions regarding Geri's monthly summary - report that was submitted.

Volunteer Report:

No report.

ECCA Board Representative Report: Deputy Chief Aaron Harris reported that ECCA will pay half of the annual fees from AT&T Connectivity for the MDT units.

New Business:

Ambulance Accounts: Outstanding A/R as of 12/31/2023 is \$60,496.76. The breakdown is: 0-30 days – \$25,300.92; 31-60 days - \$16,004.23; 61-90 days - \$3,586.83; 91-120 days - \$5,084.48; 121-150 days - \$1,777.22; 151+ - \$8,743.08. The Board agreed to review ambulance accounts that are in the 151+ days to determine when/if they should be turned over to collections.

Attorney Bob Tibbals came before the Board to discuss the following items:

Legislation: Bob has not heard of any legislation affecting fire districts at this time.

Attorney Proposal: Bob submitted and discussed his proposal for attorney services to the District.

The Board agreed to place the appointment of attorney on the February Board meeting agenda for a decision.

Unfinished Business:

Quick Med Claims Accounts: Bob reported that he has all the documents needed to file a claim against Quick Med Claims for accounts that they did not collect ambulance service fees.

Public Hearing:

The public hearing for the 2024 Budget was opened at 1902. The 2024 budget notice was published in accordance with the law and the proposed budget was open for inspection by the public at Kiowa Fire Station #1, 403 County Road 45, Kiowa, CO and on the District's website. No written or verbal comments regarding the budget were received by any board member or staff member. No public comment was received at the public hearing. Mitch Sturm made a motion to close the public hearing at 1908. Karen Hart seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

2024 Budget Adoption: Karen Hart made a motion that the budget for the General Fund budget as submitted, amended and summarized by fund, is hereby approved and adopted as the budget of the Kiowa Fire Protection District for the year 2024. Andrew Koldeway seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

2024 Mill Levy Certification: Mitch Sturm made a motion that for the purpose of meeting all general operating expenses of the Kiowa Fire Protection District during the 2024 budget year, there is hereby levied a tax of 9.214 mills upon each dollar of the total valuation for assessment

of all taxable property within Kiowa Fire Protection District certified by the County Assessor in the amount of \$65,332,010 for the year 2024. Karen Hart seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

2024 Budget Appropriation: Karen Hart made a motion to appropriate the 2024 budget as follows: That estimated expenditures for each fund are as follows:

Section 1: That estimated expenditures for each fund are as follows:

General Fund.....	\$2,042,817
Emergency Fund.....	\$ 62,298

Section 2: That estimated revenue for each fund is as follows:

General Fund	
Sources Other Than Taxes.....	\$ 619,950
From Tax Levy.....	\$ 603,007
From Other Taxes.....	\$ 70,000
Fund Balance.....	<u>\$ 812,158</u>
	\$2,105,115

Andrew Koldeway seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

Mitch Sturm made a motion to authorize and direct Geri Scheidt to finalize the budget for all filings with County and State. Karen Hart seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

Public Comment:

None.

Executive Session for Admin/Finance Officer Geri Scheidt Performance Review: Mitch Sturm made a motion to go into Executive Session for discussion of a personnel matter under CRS Section 24-6-402(4)(f) involving the annual review of Admin/Finance Officer Geri Scheidt. Karen Hart seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

Geri Scheidt stated for the record that she chose Executive Session for her annual review.

Chair Lee Montgomery stated "I hereby attest that this recording reflects the actual contents of the discussion at the Executive Session and it has been made in lieu of any written minutes to satisfy the recording requirements of the Open Meetings Law. A recording of this Executive Session will be retained by the District for a 90 day period. The time is now 7:50 pm and we now conclude the Executive Session and return to the open meeting.

Mitch Sturm made a motion to come of Executive Session. Andrew Koldeway seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.


No further business coming before the Board, the meeting was adjourned at 7:50 pm with the next regular scheduled meeting to commence at approximately 6:00 pm on Wednesday, February 14, 2024.

MINUTES APPROVED:



Lee Montgomery, Chair

ATTEST: SECRETARY

BY: 

Secretary for the Board of Directors

