

**KIOWA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
September 13, 2023**

The Board of Directors for the Kiowa Fire Protection District met in a regular scheduled meeting on the 13th day of September 2023, with the roll call of members as follows:

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

The Board of Directors convened at 6:06 pm.

Approval of Agenda:

Mitch Sturm made a motion to approve the Agenda for September 13, 2023. Karen Hart seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

Correspondence:

None.

Approval of Minutes:

Karen Hart made a motion to approve Kiowa Fire Board Directors meeting minutes of August 9, 2023, with the addition of SB22-114 update under Robert Tibbals. Mitch Sturm seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

Karen Hart made a motion to approve Kiowa Fire Pension Board Director meeting minutes of August 9, 2023. Mitch Sturm seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

Approval of Checks:

Karen Hart made a motion to approve Kiowa Fire District check #8762 through #8772 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:

None.

Report of Officers, Professional Consultants & Committees:

Fire Chief Gerald Lamansky submitted his Chief report on the following items:

Call Volume: For the past month there were 68 calls. YTD calls for 2023 are 402. In August 2023, the volunteers logged 1263 shift hours for 62 hours per volunteer firefighter. For the 68 responses, there was an average of 2.2 responders per call. Additionally, 48 training hours were logged. Call volume 13% increase from 2022.

Grants: Chief reported that he is waiting for the PO from the State to move forward with the ambulance purchase. Grants to be submitted are a \$20,000 VFA grant for training and \$25,000 Google grant for wildland.

Paramedic Position: Chief reported that Sidney Morrison was hired as the full-time firefighter/paramedic. Sid has been a volunteer with Kiowa Fire since 2018 and has Firefighter II, State Proctor and Fire Instructor I, among other certifications.

Business Inspections: Chief reported that 15 business inspections have been completed.

IAM Responding: Debbie reported that Chief Lamansky added her to the IAM Responding system.

Monthly Summary Report: The Board had no further questions on the Chief's monthly report.

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

Audit Letter of Engagement: Geri presented the Letter of Engagement from Fiscal Focus Partners LLC, Certified Public Accountants, for the District's 2023 audit. The fee for the services rendered for this audit is \$8,500. Greg Viergutz, former District auditor, recommended this firm and has reviewed this Letter of Engagement and recommended the District approve the contract. Debbie Ullom requested to continue approval of this firm to allow her time to check reviews on this firm. The Board agreed to continue this matter until September 20th Board meeting.

Statewide Internet Portal Authority: Kiowa Fire was not awarded the micro grant in the amount of \$6,500 that was applied for. SIPA received 141 applications and 35 applications were funded for a total amount of \$173,316.44. Geri is following up with SIPA on moving forward with their internet system for the Fire District.

District Banking: Geri reported that her and Karen met with Farmers State Bank and a negotiated rate of 5.1% for a 6 month certificate of deposit was agreed upon and opened on August 18, 2023. This CD can be renewed at the rate offered in 6 months or renegotiated or cashed in.

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

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

Proposition HH: Bob presented a white paper authored by the Special District Association that describes how this ballot issue would affect special districts.

Bob reported that the State Engineer's Office continues to work on rules and regulations regarding use of ponds and cisterns for fire suppression.

ECCA Board Representative Report:

Bob reported that the 2024 ECCA budget will include expenditures for maintaining radios electronically and to eliminate hardware functions.

Volunteer Report: The Volunteer Association is soliciting applications for an EMT scholarship program that will pay for EMT school for local residents for students.

The Volunteers will be holding a Community Pancake Breakfast on Saturday, September 30 from 8-10am at Station 1.

Unfinished Business:

None.

New Business:

Ambulance Accounts: Outstanding A/R as of 8/31/2023 is \$66,390.21. The breakdown is: 0-30 days – \$35,628.66; 31-60 days - \$11,756.86; 61-90 days - \$7,182.73; 91-120 days - \$1,630.14; 121-150 days - \$1,690.00; 151+ - \$8,501.82. Out-of-District Tier 1 fee - \$1,500 has been billed.

Station Addition Lease/Purchase Payoff: Geri presented a request from the Budget Committee to payoff the lease purchase for the fire station addition. The lease purchase payment is an annual payment in the amount of \$29,510 with the last payment scheduled for May 2027. The early payoff amount is estimated at \$110,529.91 through September 21, 2023. Mitch Sturm made a motion to approve the early payoff of the lease purchase agreement on the fire station addition in the amount of \$110,529.91. Karen Hart seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

Vacation Carryover Policy: Karen discussed the District's vacation carryover policy and that consideration needs to be given to increase the vacation carryover from one year to the next to 80 hours. Further discussion was that the Board needs to review and update the entire personnel manual and requested that Geri get a copy of Elizabeth & Rattlesnake Fire District's personnel manuals for comparison.

Resolution for Prop HH: Bob Tibbals presented a resolution for the Board to adopt in opposition to Proposition HH. Karen was against adopting this resolution as written because she does not feel the District should be telling it's constituents how to vote but felt that some type of document to help educate the voters on Prop HH would be more appropriate.

Karen Hart made a motion to defer and continue the Fiscal Focus Partners Engagement Letter, Personnel Manual and Resolution for Proposition HH to the September 20th Board meeting at 6pm. Mitch Sturm seconded the motion. The roll having been called, the Chairman declared the motion unanimously carried and so ordered.

Public Comment:

None.

No further business coming before the Board, the meeting was recessed at 7:18pm to continue at approximately 6:00 pm or as soon as possible thereafter on Wednesday, September 20, 2023

Kiowa Fire District Board Meeting continuation on September 20, 2023

Chairman Debbie Ullom called the meeting to order at 6:00 pm

Roll Call: Debbie Ullom, Andrew Koldeway, Karen Hart, Lee Montgomery & Mitch Sturm were present.

Approval of the Agenda: Andrew Koldeway made a motion to approve the agenda. Mitch Sturm seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

Public Comment: None.

Unfinished Business:

Fiscal Focus Partners Engagement Letter: Andrew Koldeway made a motion to approve the engagement letter with Fiscal Focus Partners for the District 2023 audit. Lee Montgomery seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

Personnel Policy: The Board agreed to schedule a special Board meeting with the only item of business to discuss is the District's Personnel Policy on October 23, 2023 at 6pm.

Proposition HH Resolution: The Board agreed to move the resolution regarding Proposition HH to unfinished business at the October 11, 2023 regular Board of Director meeting.

Public Comment: None

Executive Session to Discuss Legal Matters Dealing With General Personnel Matters & General Budget Matters:

Mitch Sturm made a motion to go into Executive Session for a conference with the District's attorney for the purpose of receiving legal advice on specific legal questions under C.R.S. Section 24-6-402(4)(b); and the following additional details are provided for identification purposes: Legal Matters Dealing With General Personnel Matters and General Budget Matters. Andrew Koldeway

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

Presiding Officer Announcement: It's September 20, 2023 and the time is 6:29 pm. For the record I am the presiding officer Debbie Ullom. By the open meetings law, I note that the Executive Session may not be electronically recorded as attorney-client matters will be discussed. Also present at this Executive Session are the following persons: Geri Scheidt and Robert L. Tibbals, attorney for the District. This is an Executive Session for the following purposes, conference with the District's attorney for the purpose of receiving legal advice on specific legal question under C.R.S. 24-6-402(4)(b). I caution each participant to confine all discussion to the stated purpose of the Executive Session and that no formal action may occur in the Executive Session. If at any point in the Executive Session any participant believes that the discussion is going outside the proper scope of the Executive Session, please interrupt the discussion and make an objection.

Attorney Announcement: As attorney for the District, it is my opinion that discussion of matters announced in the motion to go into Executive Session constitutes privileged attorney/client communication and therefore recommending that no further record be kept of this Executive Session.

Presiding Officer Announcement: the attorney for the District has recommended that no further record be kept of this Executive Session. It is now 6:30 pm and I am turning off the recorder at this time.

Presiding Officer Announcement: It is now 7:21pm and the Executive Session has been concluded. The participants in the Executive Session were Board of Directors, Geri Scheidt and Robert L. Tibbals, attorney for the District. For the record, if any person who participated in the Executive Session believes that any substantial discussion or any matters not included in the motion to go into Executive Session occurred during the Executive Session or that any improper action occurred during the Executive Session in violation of the open meetings law, I would ask that you state your concerns for the record. Seeing none, I would entertain a motion to come out of Executive Session.

Andrew Koldeway made a motion to come out of Executive Session, no decisions were made or votes taken during the Executive Session. Karen Hart seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

District Email Addresses: Debbie discussed the Board of Directors having district email addresses instead of using their personal email address for fire district business. Karen Hart made a motion for the Board of Directors to have district email addresses. Mitch Sturm seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

Geri will work on the Board district email addresses with SIPA.

Public Comment: None.

No further business coming before the Board, the meeting was adjourned at 7:45 pm with the next regular scheduled meeting to commence at approximately 6:00 pm on Wednesday, October 11, 2023.

**KIOWA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS
KIOWA, COLORADO**

APPROVED BY:

REVIEWED BY:

ATTEST: SECRETARY

BY: _____
Secretary for the Board of Directors