

**FORT LEWIS MESA FIRE PROTECTION DISTRICT
BOARD of DIRECTORS' MEETING MINUTES
December 14, 2021**

Attendance:

Directors: Debbie Lee	Others: John Lee (Fire Chief)
Ginny DeJong	Jeannine Glasby (District Admin. Asst.)
Ted Stahl	Absent: Brent Van Den Berg (excused)
Paul Richardson	
(Via phone- portion of mtg.)	

Debbie called the meeting to order at 6:36 p.m.

All stood for the Pledge of Allegiance.

Minutes Approval:

Ginny **moved** to approve the Minutes for the November 9th meeting. Ted **seconded** the motion. They were **approved**.

Treasurer's Report:

- The November financial reports were reviewed and discussed. There was a **motion** to approve the reports by Ted and **seconded** by Debbie. **Motion Passed**. Checks were reviewed and signed.
- Ginny asked Jeannine for an Annual reconciliation for the Money Market account. Jeannine will get that to her. There were no checks to sign.
- Chief asked the Board to consider a 5.9% Cost of Living increase for him in 2022. Ginny asked for discussion on pay raises and what to consider when making the decision. Factors such as: comparisons of similar Departments in the area (Chief gave some comparisons for Pagosa Springs, Ignacio, and Cortez, previously, Upper Pine), what can the District afford, What skills are being brought, etc. It was decided that going forward as the annual budget is being planned, to automatically plan (if financially able) for the COLA (cost of living adjustment) to be made. Ginny also would like to implement an employee position that would allow the Chief time to take vacation time. Paul was available via phone, for the discussion of Chief's requested COLA. Ted **motioned** to approve. Paul **seconded** it. **Motion approved**. Debbie recused herself. Ted said the Chief was a "bargain for us

with John". Paul and Ginny both made comment that Chief is well worth his pay.

Public Comment:

- La Plata County Land Planning letter asking for comments regarding Spring Hollow Minor Land Use Permit was brought to the Board. Chief had previously made comment and Jeannine was asked to call and see if that was sufficient?
- A donation thank you/acceptance letter from the Auxiliary to Williams was shared. \$970.30 was awarded for the Auxiliary's support of the District and responders.
- Comments on the Board of County Commissioners decision not to use any of the ARPA funds toward Premium Pay for 1st Responders, was brought to the Board.
- Donation letters were signed to be sent to many people in recognition of time and materials donated to the District, mostly for the expansion of Station 1.

Office Managers Report:

- The Audit Engagement letter for the 2021 Audit Exemption Application preparation from Todd Beckstead, was signed.
- FPPA acknowledged getting the State Matching Fund of \$22,500 for our Volunteer Firefighter Pension Fund.
- The Board approved the Certification of Tax Levies that Jeannine will certify to the Board of County Commissioners.

Fire Chief Report-Out:

- Chief expressed appreciation for the Boards attendance at the Awards Banquet. He also expressed appreciation for their support and efforts toward Station 1's expansion.
- The ice melt at Station 1 is working nicely.
- Painting at Station 1 (soffit, fascia, etc) was completed around Thanksgiving.
- 21 in the rolling quarter; Kannan Manohar last call in Oct. He is moving out of District. District record breaking- 239 calls YTD.
- 3 JFF and 2 FF graduated Rural FF. 1 FF to Haz Mat training; 1 FF to FF1, with Durango; 2 IV class slots with Upper Pine available. 2 have expressed interest.
- Yearly Training Calendar Planning Mtg will be Thursday, Dec 16th to get EMT/Firefighter trainings lined out.
- Dec 16th- Reindeer Games -physical training & fire performance.

2022 Budget Hearing

The District budget was discussed and adjusted to add the amount to the Tax Revenue line derived from the County's final Assessed Valuation figure; increased the Payroll line and corrected the Volunteer Pension Contribution line to the Boards approved amount.

- Resolution 2021-1201: Resolution to Adopt 2022 Budget. Ted **motioned**; Debbie **seconded**. **Passed**
- Resolution 2021-1202: Resolution to Adopt 2022 Pension Fund Budget. Ginny **motioned**; Ted **seconded**. **Passed**
- Resolution 2021-1203: Resolution to Set Mill Levies. Debbie **motioned**; Ginny **seconded**. **Passed**
- Resolution 2021-1204: Resolution to Appropriate Sums of Money. Debbie **motioned**; Ginny **seconded**. **Passed**

Old Business:

Action Item Review: Were reviewed

New Business:

- The procedure for payments/ACH/wire transfers were discussed. The double-checking communication between District office and Chief (officers) vetting all expenditures and payments, out of the ordinary; board approval of any expenditure over \$5,000. The Board deemed that the procedures satisfy for safety.

Executive Session:

- None

Meeting adjourned at 8:38

Respectfully submitted,

Jeannine Glasby
Secretary to the Board
Fort Lewis Mesa Fire Protection District