



LARKSPUR FIRE PROTECTION DISTRICT

9414 South Spruce Mountain Road Larkspur, Colorado 80118

REGULAR BOARD OF DIRECTORS MEETING MINUTES

May 29, 2025

Present

Rodger Greer, President
Ed Chambers, Treasurer
Wayne Moore, Secretary
Jim Godley, Board Member
Aaron Mathewson, Board Member
Tim McCawley, Fire Chief
Charles Walden, Deputy Chief

Frances Esty, LFPD Accountant
Patti Nygaard, Admin. Manager

1. **CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE**

a. The meeting was called to order at 6:28 pm.

2. **PUBLIC COMMENT (limit 3 min. pp/limit 30 min. total)**

None

3. **AGENDA ADDITIONS/DELETIONS**

a. Thank you to outgoing Board Member, Cynthia Applegate.

- i. Chief McCawley presents Cynthia Applegate with a crystal appreciation plaque for her eleven years of service on the Larkspur Fire Board of Directors.

4. **APPROVAL OF BOARD MEETING MINUTES**

a. April 10, 2025, Regular Meeting Minutes

Mr. Moore motioned to approve the April 10, 2025, regular meeting minutes and Mr. Chambers seconded. Two new board members abstained, and three board members were in favor and the motion carried.

5. **FINANCIAL REPORT**

a. Mr. Chambers gave the financial report from the treasurer's report, profit and loss summary and detail report.

i. April transferred \$410,000.00 from ColoTrust General Fund to Community Banks.

ii. ColoTrust Total Funds Available = \$2,192,869.00

Restricted Funds = \$1,941,557.00

Total Income for April = \$272,160.00

Total Expenses for April = \$396,981.00

iii. Income Summary at 39% year to date.

iv. Expense Summary = \$33,827.00 under budget year to date.

Exceeded budget in 29 of 81-line items.

vi. Capital Fund spent \$30,564.00 on capital equipment.

b. Mr. Godley asked about the overtime trending upward. Chief McCawley stated that we are watching this and when the budget was prepared, overtime was dropped significantly. Chief McCawley stated that we had a firefighter that was injured in the Fire Academy and Lieutenant Smedra was out because of a surgery which had to be covered by overtime. We also paid overtime for Fire Academy instructors.

- c. Chief Walden stated that we will be realigning Fire Watch payments. Chief McCawley stated that we will be adding a Fire Watch line item to the budget since this year we were putting Fire Watch in overtime.
- d. Mr. Godley asked about the Bond Principal payment. Frances said the bond is for the station and it is part of the mill levy that is due to sunset next year. We have this year and one more principal payment due on it. Chief McCawley stated that we will collect the last payment this year and not collect on the bond next year. Frances stated that the last payment is \$250,000.00 and it is due at the end of the year.
- e. Mr. Greer asked where we borrowed bond money from. Chief McCawley stated that there are four financial institutions in Colorado that will give us a bond loan and then the tax payers approve the loan over fifteen years by pulling additional mills in order to pay that bond payment.
- f. Frances stated that there was discussion regarding the mill levy if we were going to do a question this year because if we do not do a question, the mill levy will decrease for the residents because the bond will be gone.
- g. Mr. Moore asked what portion of the mill levy is the bond and Chief McCawley stated it is 1.6 because it was adjusted up and down to make sure there is no surplus at the end.

Mr. Godley motioned to approve the financial report and Mr. Moore seconded. All were in favor and the motion carried.

6. **UNFINISHED BUSINESS**

None

7. **NEW BUSINESS**

- a. Ceremonial Oath of Office for two new board members and one reelected board member. All three newly elected board members took their Oath of Office for the Larkspur Board of Directors on May 19, 2025.
 - i. Wayne Moore takes the ceremonial Oath of Office for the Larkspur Board of Directors.
 - ii. Aaron Mathewson takes the ceremonial Oath of Office for the Larkspur Board of Directors.
 - iii. James Godley takes the ceremonial Oath of Office for the Larkspur Board of Directors.
 - iv. Rodger Greer takes the Oath of Office for the Larkspur Board of Directors from the May 2023 cancelled election because Oath paperwork can't be found.
 - v. Ed Chambers takes the Oath of Office for the Larkspur Board of Directors from the May 2023 cancelled election because Oath paperwork can't be found.
- b. Appointment of the Board of Director's Positions
 - i. Mr. Moore nominates Mr. Greer to be President of the Board of Directors and Mr. Chambers seconded. All were in favor and the motion carried.
 - ii. Mr. Chambers nominates Mr. Moore to be Secretary of the Board of Directors and Mr. Mathewson seconded. All were in favor and the motion carried.
 - iii. Mr. Moore nominates Mr. Chambers to be Treasurer of the Board of Directors and Mr. Mathewson seconded. All were in favor and the motion carried.
 - iv. Mr. Godley asked if there were understudies. Chief McCawley stated that a Vice President is not required but if the Board would like to entertain that, they certainly can.
 - v. Mr. Greer stated that the Treasurer is very important and if someone would like to shadow Mr. Chambers, that would be very feasible. Chief McCawley stated that it

should be a one-on-one coaching and not in groups of three or more. Mr. Chambers stated that he would be happy to coach Mr. Godley on the treasurer's report.

c. Board of Director's By-Laws Update

- i. Mr. Greer stated that the time of the board meeting needs to be updated.
- ii. Mr. Greer stated that we may want to look at the day of the month of our board meeting compared to Perry Park Metro District and other meetings within the district. Chief McCawley cautioned against going to a date later in the month due to the months we need to complete budget reporting.
- iii. Mr. Godley volunteered to look at the time frames of the other meetings in our area.
- iv. Chief McCawley stated that the by-laws follow Robert's Rules of Order with the newest edition. Chief also stated that in order to change the by-laws we will need to read the changes twice in public at a meeting and vote on them at the second meeting.

d. Resolution 2025-003 Approving Signature Authority and Access of Financial Accounts.

- i. Chief McCawley stated that he and Chief Walden have a \$6,000.00 signing authority without board approval to sign checks. A second signature is required for any amount over \$6,000.00.
- ii. Ms. Nygaard stated that all board members, Chief McCawley and Chief Walden will need to sign the bank signatory forms.

Mr. Moore motioned to accept Resolution 2025-003 and Mr. Godley seconded. All were in favor and the motion carried.

e. Colorado Special District's Property and Liability Pool Repayment Agreement.

- i. Ms. Nygaard stated this form is for our workman's compensation that in the event that Larkspur Fire decided to cancel its workman's compensation with Colorado Special Districts Property and Liability Pool, Larkspur Fire would need to repay the Pool a prorated amount of the contribution the Pool paid to the Trust Cancer Award Program on behalf of Larkspur Fire.

Mr. Moore motioned to accept the Colorado Special District's Property and Liability Pool Repayment Agreement and Mr. Chambers seconded. All were in favor and the motion carried.

8. **REPORTS**

a. Union Report – Union member not available.

- i. Chief McCawley stated that the union is not currently recognized but we are working down the path of negotiating with us for a collective bargaining agreement without going to the tax payers and spending money on it, whether or not the board enters into that would be up to the board but we have a great working relationship with the union and it is more about protecting them in future management and administration scenarios.

b. Chief McCawley Report

- i. Call volume is 380.
- ii. Staffing and Hiring Update – Administratively separate one employee which was the employee that got injured at the Aurora Fire Academy and may not be able to return to full duty. Employee is being taken care of through workman's compensation.
- iii. Hiring process, we did fill the paramedic position and created an eligibility list for the three additional positions that we are hiring this year. This hiring process was only

internal in which you had to be a volunteer for the organization. We had eleven candidates and interviewed ten candidates.

- iv. Strategic Planning Committee has been meeting to put together our Five-Year Plan. They will be sending out a survey to the community about satisfaction and needs of the community in July. Chief McCawley stated that Chief Walden is accessing if we should go for accreditation to improve our ISO score and insurance rates. It is a process and one of the processes is having a strategic plan. Mr. Moore stated there is a ten item list the committee is working on. Mr. Chambers stated that they are trying to build a five-year budget with different scenarios. Mr. Mathewson asked if there was any more discussion of the town hall meetings. Mr. Moore stated that there wasn't any more talk about town hall meeting because the turn out on other events is not attended in large numbers and the survey will be a good alternative.
- v. Work Study Date – Chief McCawley would like to take the entire board to all three stations, see all the equipment, see the condition of the stations, talk to the staff and educate the board. Board decided on Monday, June 30 at 6:00pm.
- vi. Annual Report is completed for 2024. Chief McCawley stated that it is similar to last year's report as far as formatting. We did add the charts and graphs from the work study last year with projections for this year's budget and the future.
- vii. Chief McCawley talked about the electric vehicle foam he received for a test run which we can make a 250-gallon tank of electric vehicle firefighting foam. This foam can extinguish an electric vehicle fire in about eight and a half minutes. Chief McCawley would like to put this electric vehicle foam on every vehicle which will cost \$18,500.00. Mr. Greer asked if there is an expiration on the product and Chief McCawley stated there isn't an expiration. Cost per truck is \$1,899.00 and each water can with free refill is \$899.00. Alternatives are the electric vehicle blanket which is a one time use and costs \$1,000.00. Mr. Mathewson asked if there would be any type of reimbursement from insurance. Chief McCawley stated that if we issue a hazardous materials clean up, we can bill for that but insurance companies can say that they will not pay for that fee but if it is a commercial vehicle then they will have to pay for that fee. Mr. Chambers asked if there is any type of grant to purchase this electric vehicle foam? Chief Walden stated he would look into it. All board members are in favor of purchasing the electric vehicle foam.
- viii. Property Clean Up north of Station 161 in which two trees will be removed and clean up the rest of the trees.
- ix. Fire Academy is doing great.
- x. New Ambulance – Chief McCawley and Firefighter Doelle are going to inspect it on Monday and should receive it 7-10 days later. Discussion of a new pram which costs \$132,000 to replace all 3 prams, newer version of Power Ferno pram. Pram would be taken out of capital. Also, a check for the new ambulance for \$300,000.00 will need to be made and we will be getting \$119,000 back from the ambulance grant. Mr. Chambers asked about a lease to purchase agreement and Chief McCawley said he would look into it.
- xi. Chief McCawley spoke regarding the aerial unit opportunity which is 3-5 years out to pick up this apparatus and we signed up to be put in the queue. We were called by Pierce for an aerial unit that was cancelled by another department which costs \$1.8 million. Chief McCawley is going to check out the vehicle which another department has to see if it would fit for Larkspur Fire.

- xii. Mr. Mathewson asked about the justification for a quint verse a pumper. Chief McCawley stated first two trucks verses putting one on the street to change our tactics. We do not have a lot of high angle rescue so we could remove the stokes basket and add a preconnect to the side of the arial for short, steep driveways. We would not use anything less than 500 gallons, have more equipment capabilities and ability to carry rescue equipment and start a ropes program.
- xiii. Mr. Greer asked if we could get an impact fee. Chief McCawley said no because it is not in our district, and we would need to get a study done which is expensive.
- c. Chief Walden Report
 - i. Grants – FEMA has announced two grants, SAFER and Fire Prevention and Safety. SAFER grant allows for recruitment and retention or hiring which is the direction we will be going. Fire Prevention and Safety is a smaller cost for such items as batteries. Grant for \$75,000.00 for new generator for station 162, no awards under this process. Fire grant process for next year would like to seek FEMA money at regional basis to equip training facility.
 - ii. Chief Walden put in an application with the state for unclaimed money and we received \$2,700.00.
 - iii. Chief Walden stated we won the state grant for the electric vehicle charging station.
 - iv. Mr. Moore spoke about the dry hydrant at the entry pond to Perry Park. Also, the possibility of having a dry hydrant at Wauconda Lake.
- d. Administration Report
 - i. Ms. Nygaard invited the board members to the Special District Association workshop that is happening at several different locations in the state regarding board meetings.
 - ii. Chief McCawley invited the board members to the Special District Association Conference in September.
- e. Staff Report – None

9. **EXECUTIVE SESSION**

None

10. **ADJOURNMENT**

Mr. Chambers motioned to adjourn the regular session at 9:18 pm. Mr. Godley seconded. All were in favor and the motion carried.