



LARKSPUR FIRE PROTECTION DISTRICT

9414 South Spruce Mountain Road Larkspur, Colorado 80118

REGULAR BOARD OF DIRECTORS MEETING MINUTES

June 13, 2024

Present

Rodger Greer, President
Ed Chambers, Treasurer
Wayne Moore, Board Member
Cynthia Applegate, Board Member
Tim McCawley, Fire Chief
Charles Walden, Division Chief – Online for a Portion
Frances Esty, LFPD Accountant
Patti Nygaard, Admin. Manager

1. **CALL TO ORDER/ROLL CALL**
 - a. The meeting was called to order at 6:00 pm.
2. **PUBLIC COMMENT (limit 3 min. pp/limit 30 min. total)**
 - a. None
3. **AGENDA ADDITIONS/DELETIONS**
 - a. Election of a Board Member to Board secretary.
4. **APPROVAL OF BOARD MEETING MINUTES**
 - a. May 9, 2024, Regular Meeting Minutes

Mr. Chambers motioned to approve the May 9, 2024, regular meeting minutes and Mr. Moore seconded. All were in favor and the motion carried.

5. **Financial Report**
 - a. Mr. Chambers gave the financial report from the treasurer's report and profit and loss summary.
 - i. ColoTrust General Account = \$2,903,255.
 - ii. ColoTrust Restricted Funds = \$1,987,484.
 - iii. Income Year to Date = \$3,118,250.
 - iv. Income Summary at 60%.
 - v. Expenses Year to Date = \$1,684,447.
 - vi. Expense Summary at 33%.

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

6. **UNFINISHED BUSINESS**
 - a. Interviews for Board of Director position
 - i. Interview questions for Larry Sutton.
 - ii. Interview questions for Ken Walker.
 - ii. Additional questions from the Board of Directors for the two candidates.
 - iv. Discussion between Board members regarding two candidates.

- v. Wayne Moore recuses himself because of being a neighbor with Larry Sutton.
- vi. The Board of Directors appoints Ken Walker to the Board of Directors open position.
- b. Oath of Office for Ken Walker by Board of Director President, Mr. Greer.
- c. Appointment of Board of Director Secretary – Wayne Moore.

Mr. Chambers motioned to nominate Wayne Moore as Board of Director Secretary and Ms. Applegate seconded. All were in favor and the motion carried.

- d. Chief Performance Review – Wayne Moore states no negative feedback and favorable comments regarding Chief McCawley for second quarter review.
- e. PPE Purchase Resolution 2024-004 – Five-year lease agreement with all PPE in regulation which includes two sets of gear for each firefighter. \$50,000 down payment out of budget then \$377,000 financed, payments start June 2025. Questions asked to Chief McCawley.

Mr. Moore motioned to accept PPE Purchase Resolution 2024-004 and Mr. Chambers seconded. All were in favor and the motion carried.

- f. Policy Resolution 2024-006 – Chief McCawley states that the resolution gives the authority to make changes to the policy manual.

Mr. Moore motioned to adopt the District Policy Manual Resolution 2024-006 and Mr. Chambers seconded. All were in favor and the motion carried.

7. **NEW BUSINESS**

- a. Gas Detectors Resolution 2024-005, Lease to Purchase Total Cost is \$31,810 with an Annual Cost of \$7,776 plus a one-time cost of \$706. The Board asked questions.

Mr. Moore motioned to accept Gas Detector Resolution 2024-005 and Mr. Chambers seconded. All were in favor and the motion carried.

8. **REPORTS**

- a. Union Report – Ryan Smedra
 - i. Two new members.
 - ii. The Union will present an axe to Mike Pelka's going away.
 - iii. Union had quarterly meeting with Chief McCawley.
- b. Chief's Report
 - i. Lexipol website for Larkspur Fire policies - well received, up to date and accessible.
 - ii. Prescribed burn is currently going on in Monument and will have lingering smoke.
 - iii. Annual report – Chief McCawley is working on it.
 - iv. Paramedic hiring – 5 candidates, 4 recommended for hire and 3 received conditional offers.
 - v. Bear Dance Fire Alarm System taken out. Chief McCawley and FF Jeff Hahn have an appointment with Bear Dance regarding proper procedure and plan review.
 - vi. Fire Marshal Bill Diershow is on medical leave. FF Jeff Hahn has been doing inspections and FF Doelle is doing wedding venue permits.
 - vii. Larkspur Fire does not have to have anyone on site for the Renaissance Festival. They have hired a Larkspur Fire firefighter for any inspection discrepancies.

- viii. Hire a firefighter from our four internal candidates.
- ix. Three Lieutenants' promotions in August with an officer development class in July.
- x. Employee reviews with a self-evaluation with Captains, Training Lieutenant and Administration. Captains will take care of their staff. There will be performance improvement and career development.
- xi. Work Study date and time for 2025 election item, ideas, questions. Meeting July 11 at 4:00 before monthly board meeting.
- xii. Ms. Esty – Mr. Chambers asked about the \$484,000 deposit. On the 10th of each month, we get the tax money from the prior month. May's money was \$484,000 and of that \$164,000 was backfill. Ms. Esty e-mailed Ms. Schilling the auditor. Ms. Schilling said she is planning on presenting the audit at the July meeting.
- xiii. Mr. Chambers asked about the Monthly Report on the 24 Capital Projects. Chief McCawley said Chief Walden had to go out of town and report will be sent next week.

8. **EXECUTIVE SESSION**

None

9. **ADJOURNMENT**

Motion to adjourn the regular session by Ms. Applegate at 8:24 pm. Mr. Walker seconded. All were in favor and the motion carried.