

**LYONS FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
Thursday June 8, 2023**

**I. CALL MEETING TO ORDER**

The meeting was called to order by Director Cope at 7:26 p.m.

Roll call was taken.

Board Members Present:	Paul Davidovich, Bryan Roberts, Chris Cope, Dave Roth
Fire Chief:	Peter Zick
Assistant Chief/Fire Marshal:	Steve Pischke
Deputy Chief of Operations:	Rob Stumpf
Financial Administrator:	Liz McGavin
Administrative Assistant:	Ella Koertgen
Potential Board Member:	Keith Spencer <i>(To be appointed to the Board at this meeting)</i>
Legal Counsel:	Emily Powell

The pledge of allegiance was said at the Volunteer Firefighter Pension Fund Board of Trustees Meeting immediately preceding the Board meeting.

**II. REVIEW AND APPROVAL OF THE AGENDA**

A motion to amend the agenda to include discussion and possible adoption of the Resolution adopting the Supplemental 2022 Budget immediately following the Public Hearing was made by Director Cope, seconded by Director Davidovich, and passed unanimously.

**III. AUDIENCE BUSINESS**

Johanna Zeh of 1017 Vision Way in Unincorporated Larimer County stated that the Lyons Fire Fund will be holding a silent auction at the District's Annual Pancake Breakfast occurring on July 23, 2023. She stated that donations of good quality items for this purpose from the Board members and Chief Staff (each in their individual capacities) would be welcome, and to speak with Administrative Assistant Koertgen if they would like to provide anything.

**IV. BOARD MEMBER APPOINTMENT**

It was stated for the record that at the May 11, 2023 regular Board meeting, Keith Spencer was administered the Oath of Office, but the Board inadvertently failed to formally appoint him to the vacant Director position.

Accordingly, a motion to appoint Keith Spencer to fill the vacant Director position until the next regular Director election in May 2025, and that the Notice of Appointment be signed by the Board President and filed with DOLA, was made by Director Cope, seconded by Director Davidovich, and passed unanimously.

Director Roth administered the Oath of Office.

Following the administration of the Oath, a motion to elect Keith Spencer to the position of Board Vice President was made by Director Cope, seconded by Director Roth, and passed unanimously.

## **V. CONSENT AGENDA**

A motion to approve the Thursday April 20, 2023 Regular Meeting Minutes and the Thursday May 11, 2023 Regular Meeting Minutes was made by Director Cope, seconded by Director Davidovich, and passed unanimously.

## **VI. PUBLIC HEARING ON SUPPLEMENTAL 2022 BUDGET**

A motion to open the Public Hearing on the proposed Supplemental 2022 Budget was made by Director Cope, seconded by Director Roth, and passed unanimously. It was noted for the record that Notice of the Supplemental 2022 Budget Hearing was published in a newspaper of general circulation within the District and duly posted on the District's website. There were no public comments, and it was stated for the record that the District did not receive any written comments prior to the meeting.

A motion to close the Public Hearing on the proposed Supplemental 2022 Budget was made by Director Cope, seconded by Director Roth, and passed unanimously.

Financial Administrator McGavin presented the Supplemental 2022 Budget to the Board; she answered questions posed by the Board.

A motion to adopt the Resolution adopting the Supplemental 2022 Budget was made by Director Cope, seconded by Director Roth, and passed unanimously.

## **VII. STAFF REPORTS**

Financial Administrator Liz McGavin

- Financial Administrator McGavin presented the payables to the Board; she explained adjustments and answered questions posed by the Board.

A motion to approve paying \$109,450.03 (*\$36,786.41 Payables, \$72,633.62 Payroll*) was made by Director Cope, seconded by Director Roth, and passed unanimously.

- Financial Administrator McGavin presented the proposed final 2022 Audit to the Board and answered questions posed by the Board.

A motion to approve the 2022 Audit was made by Director Davidovich, seconded by Director Cope, and passed unanimously.

Fire Chief Peter Zick

- Fire Chief Zick presented the Board with a comparison of Ambulance transport fees for surrounding agencies as well as a proposed fee schedule for the District. Fire Chief Zick answered questions posed by the Board.

A motion to approve the Ambulance transport fee schedule for the District was made by Director Cope, seconded by Director Roth, and passed unanimously.

- Fire Chief Zick presented the Board with several Ambulance fee billing options as well as his recommendations related to hardship waivers and insurance-only billing for District residents and property owners; he answered questions posed by the Board.



Legal Counsel will prepare the appropriate Resolution for the Board to consider and possibly adopt based on the options selected.

- Fire Chief Zick informed the Board that the Lyons Fire Fund has agreed to pay for a Lucas device for the District.
- Fire Chief Zick informed the Board that the Flatland Chiefs Association and Mountain Chiefs Association have agreed to consolidate.
- Fire Chief Zick informed the Board that the Boulder County Fire Chiefs Association and Boulder County Firefighters Association are entering a Memorandum of Understanding for Operational Support and Management. Fire Chief Zick also informed the Board that the Boulder County Firefighters Association has agreed to a Regional Standard of Coverage. Fire Chief Zick answered questions posed by the Board.
- Fire Chief Zick presented the Board with a Wildfire Indices dispatching plan provided by the Boulder County Sheriff's Office; he answered questions posed by the Board.
- Fire Chief Zick updated the Board regarding issues with the ladder system on Engine 4001; he informed the Board that necessary repairs will be covered by the warranty with Rosenbauer and the Engine will be going to Mountain View Fire Protection District for servicing. Fire Chief Zick answered questions posed by the Board.

Deputy Chief of Operations Rob Stumpf

- Deputy Chief of Operations Stumpf informed the Board that a draft version of Standard Operating Guideline 600 outlining Volunteer Requirements for maintaining good standing within the Volunteer Firefighter Program was presented to the volunteers; he informed the Board that these requirements are effective as of June 1, 2023.
- Deputy Chief of Operations Stumpf informed the Board that out of the District's new class of volunteers, one has resigned, and two have gone on leave. Deputy Chief of Operations Stumpf also informed the Board that the District has hired a new part-time Firefighter in order to fill in some gaps that have been appearing in the schedule.
- Deputy Chief of Operations Stumpf told the Board that bidding on part-time shifts for Firefighters will be occurring monthly instead of quarterly in order to prevent last minute open shifts.
- Deputy Chief of Operations Stumpf informed the Board that the Firefighters completed Swiftwater Refresher training last week; he also informed the Board that the river is now closed to tubing. Deputy Chief of Operations Stumpf answered questions posed by the Board.

## **VIII. OLD BUSINESS**

Assistant Chief/Fire Marshal Pischke presented an updated version of Resolution 2023-004 Amending the 2021 IFC to the Board; he explained the final revisions to the IFC and answered questions posed by the Board.

A motion to replace the version of Resolution 2023-004 Amending the 2021 IFC adopted by the Board at its March 14, 2023 meeting with the updated version of Resolution 2023-004 Amending the 2021 IFC as presented was made by Director Cope, seconded by Director Roth, and passed unanimously.

## **IX. ATTORNEY'S REPORT**

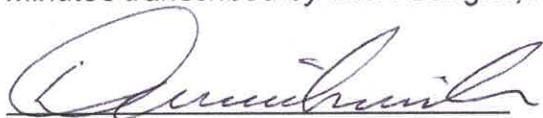
Legal Counsel Powell presented the Attorney's Report to the Board and provided the Board with an update on final Legislation passed during the 2023 Legislative Session.

**X. ADJOURNMENT**

A motion to adjourn the meeting was made by Director Davidovich, seconded by Director Cope, and passed unanimously.

The meeting was adjourned at 9:05 p.m.

*Minutes transcribed by Ella Koertgen, Administrative Assistant*

A handwritten signature in cursive script, appearing to read "Davidovich", written over a horizontal line.

Member, Board of Directors