

**LYONS FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
Tuesday January 9, 2024**

**I. CALL MEETING TO ORDER**

The meeting was called to order by Director Davidovich at 7:09 p.m.

Roll call was taken.

Board Members present:	Paul Davidovich, Keith Spencer, Bryan Roberts, Chris Cope, Dave Roth
Fire Chief:	Rob Stumpf
Assistant Chief/Fire Marshal:	Steve Pischke
Financial Administrator:	Liz McGavin
Administrative Assistant:	Ella Koertgen
Legal Counsel:	Kelley Duke

The pledge of allegiance was said.

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

A motion to modify the agenda to include an Executive Session pursuant to C.R.S. § 24-6-402(b) to receive legal advice on the District's Service Plan following Staff Reports was made by Director Spencer, seconded by Director Cope, and passed unanimously.

**III. CONSENT AGENDA**

- a. A motion to approve the December 7, 2023 Meeting Minutes was made by Director Roth, seconded by Director Cope, and passed unanimously.
- b. A motion to adopt Resolution 2024-002 Establishing the 2024 Meeting Schedule and Posting Location was made by Director Davidovich, seconded by Director Spencer, and passed unanimously.

**IV. AUDIENCE BUSINESS**

Johanna Zeh of 1017 Vision Way, located in unincorporated Larimer County, stated that a resident living near Station 2 requested possible "beautification" of the grounds including the planting of trees. Ms. Zeh stated she has informed Chief Stumpf and Financial Administrator in order to communicate this particular resident's desire.

**V. CONTINUATION OF 2024 BUDGET HEARING**

The Board reopened the 2024 Budget Hearing continued from the December Board meeting. There were no comments presented by members of the public and the District received no written comments prior to the meeting.

A motion to close the 2024 Budget Hearing was made by Director Cope, seconded by Director Spencer, and passed unanimously.

Following Board discussion, a motion to adopt Resolution 2024-001 Certified Omnibus Resolution to Adopt the 2024 Budget was made by Director Cope, seconded by Director Spencer, and passed unanimously.

#### **VI. 2023 PROPOSED BUDGET AMENDMENT PRESENTATION**

Financial Administrator presented the 2023 proposed budget amendment to the Board. The Board will discuss this at the regular meeting occurring in February.

#### **VII. STAFF REPORTS**

Financial Administrator Liz McGavin

- Financial Administrator McGavin presented the payables to the Board.

A motion to approve paying \$204,302.24 (*\$87,737.89 Payroll, \$116,564.35*) was made by Director Spencer, seconded by Director Roth, and passed unanimously.

- Financial Administrator McGavin presented the Board with an Addendum to her Independent Contractor Agreement which requests an increase in the hourly contract fee for her services; she provided the Board with an overview of the average accounting salary in Boulder County and answered questions posed by the Board.

A motion to approve the Addendum to the Independent Contractor agreement was made by Director Davidovich, seconded by Director Cope, and passed unanimously.

Administrative Assistant Ella Koertgen

- Administrative Assistant Koertgen requested the June 2024 regular meeting date be adjusted due to a potential schedule conflict. The Board agree to move the June 2024 regular meeting to Thursday June 6, 2024.

Fire Chief Rob Stumpf

- Fire Chief Stumpf informed the Board that Captain Josh Thompson had an outstanding volunteer response in 2023.
- Fire Chief Stumpf informed the Board that he and Captain Thompson have been working on a volunteer recruitment process for the Spring of 2024.
- Fire Chief Stumpf informed the Board that Captain Boccolucci has created and posted a 2024 training calendar.
- Fire Chief Stumpf informed the Board that following recent personnel changes occurred, the A-Shift rotation will be staffed by Firefighter Aaron Hickey in the role of Acting Officer and Firefighter Erik Cullen. Fire Chief Stumpf answered questions posed by the Board.
- Fire Chief Stumpf informed the Board that the District received a \$5,000 donation from the Braly Family Foundation on behalf of former volunteer Kyle Braly.
- Chief Stumpf informed the Board that the District will be interviewing three potential part-time Firefighters on Sunday January 14, 2024.
- Chief Stumpf informed the Board that the District's 2023 Annual Report has been provided to the Town of Lyons.

- Chief Stumpf provided the Board with an update regarding the Ambulance licensing process and the District's progress towards Advanced License Support (ALS) transport capabilities; he answered questions posed by the Board.

Assistant Chief/Fire Marshal Pischke

- Assistant Chief Pischke provided the Board with an update on the District's Fire Safety Inspection Program; he informed the Board that this will be done on a quarterly basis instead of monthly. Assistant Chief Pischke answered questions posed by the Board.
- Assistant Chief Pischke informed the Board that the remodel to the upstairs of Station 1 is complete, and the District is just waiting on the final inspection.

## **VIII. EXECUTIVE SESSION**

A motion to go into Executive Session pursuant to C.R.S. § 24-6-402(b) to receive legal advice on the District's Service Plan was made by Director Davidovich, seconded by Director Spencer, and passed unanimously.

Attorney Duke certified for the record that the Executive Session will constitute a privileged attorney/client communication and will not be recorded.

The Executive Session commenced at 7:48 p.m.

The participants in the Executive Session were Directors Paul Davidovich, Keith Spencer, Bryan Roberts, Chris Cope, and Dave Roth, Fire Chief Rob Stumpf, Assistant Chief/Fire Marshal Steve Pischke, Administrative Assistant Ella Koertgen, and Legal Counsel Kelley Duke.

The Executive Session ended at 8:25 p.m. and the regular meeting reconvened.

It was stated for the record that everything discussed in Executive Session was appropriate for Executive Session and no decisions were made in Executive Session.

## **IX. NEW BUSINESS**

- a. The Board requested that Fire Chief Stumpf provide them with a list of goals that conform to Specific, Measurable, Achievable, Relevant, and Timely (SMART) goals criteria.

## **X. ATTORNEY'S REPORT**

- a. Attorney Duke presented the Attorney's Report to the Board.
- b. Attorney Duke presented retainer options to the Board; she answered questions posed by the Board. The Board opted to accept two of the retainer options (legal services and legal advisement) beginning February 1, 2024 and will review this later in the year.

## **XI. ADJOURNMENT**

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

The meeting was adjourned at 8:49 p.m.

*Minutes transcribed by Ella Koertgen, Administrative Assistant*

  
Member, Board of Directors