

**LYONS FIRE PROTECTION DISTRICT
REGULAR BOARD OF DIRECTORS MEETING MEETINGS
Thursday, December 7, 2023**

I. CALL MEETING TO ORDER

The meeting was called to order at 7:07 p.m. by Director Davidovich.

Roll call was taken.

Board Members Present:	Paul Davidovich, Bryan Roberts, Chris Cope, Dave Roth Keith Spencer <i>(joined at 8:20 p.m.)</i>
Fire Chief:	Peter Zick
Deputy Chief of Operations:	Rob Stumpf
Financial Administrator:	Liz McGavin
Administrative Assistant:	Ella Koertgen
Captain:	Josh Thompson
Legal Counsel:	Michelle Ferguson

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

II. REVIEW AND APPROVAL OF THE AGENDA

A motion to approve adding a discussion regarding Volunteer Hour requirements, appoint an individual to replace Fire Chief Zick on the Lyons Fire Fund Board, and an update on the Community Wildfire Protection Plan (CWPP) was made by Director Davidovich, seconded by Director Cope, and passed unanimously.

III. CONSENT AGENDA

A motion to approve the Thursday November 9, 2023 Regular Meeting Minutes was made by Director Davidovich, seconded by Director Cope, and passed unanimously.

IV. AUDIENCE BUSINESS

Johanna Zeh of 1017 Vision Way in Larimer County made a statement expressing her appreciation of Chief Zick and the changes he made to the Lyons Fire Protection District which positively impact the community.

V. 2024 BUDGET HEARING

A motion to open the Public Hearing on the proposed 2024 Budget (2024 Budget Hearing) was made by Director Davidovich, seconded by Director Roth, and passed unanimously. It was noted for the record that Notice of the 2024 Budget Hearing was published in a newspaper of general circulation 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.

The 2024 Budget Hearing was continued to the January 9, 2024 Regular Board of Directors meeting.

VI. 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 \$168,224.79 (*\$71,296.41 Payables, \$96,928.38 Payroll*) was made by Director Davidovich, seconded by Director Roth, and passed unanimously.

Fire Chief Peter Zick

- Fire Chief Zick presented the updated Fee Schedule to the Board, explained adjustments, and answered questions. The Board requested that a “revised date” be added to the document.

A motion to approve the updated Fee Schedule with the “revised date” added was made by Director Davidovich, seconded by Director Cope, and passed unanimously.

- Fire Chief Zick provided the Board with an update on the District's plans to begin Advanced Life Support (ALS) level transport; he informed the Board that once DEA Form 222 arrives the District will be able to purchase the remainder of the medications needed for this purpose. Fire Chief Zick answered questions posed by the Board.

Deputy Chief of Operations Rob Stumpf

- Deputy Chief Stumpf requested that the Board approve the age requirement of volunteers be adjusted from 21 to 18. He explained recruitment benefits, and answered questions posed by the Board. The Board requested Deputy Chief Stumpf check on any financial impacts this would have on the District's insurance policy.

A motion to approve changing the volunteer age requirement from 21 to 18, provided there is no significant change to the District's insurance premiums, was made by Director Davidovich, seconded by Director Cope, and passed unanimously.

- Deputy Chief Stumpf informed the Board that he has ordered workout clothing for personnel for purposes of uniformity while individuals are on shift.
- Deputy Chief Stumpf informed the Board that Lefthand Fire Protection District and Allenspark Fire Protection District will be covering the District during the annual Holiday Party occurring on December 15 beginning at 5:00 p.m. so the on-duty crew is able to attend.
- Deputy Chief Stumpf informed the Board that Captain Herman and Captain Schrodtt have completed Officer I training and will be working on the JPR requirements for certification.
- Deputy Chief Stumpf informed the Board that five of the District's personnel have passed the Driver/Operator practical..
- Deputy Chief Stumpf informed the Board that despite recent circumstances which have impacted District staffing, the month of December is still staffed at 4 persons with an Officer, an Engineer, a Firefighter, and a Paramedic on shift 24/7.

- Deputy Chief Stumpf informed the Board that the District's staff and volunteers have received training on the Colorado Safe Haven for Newborns ("Safe Haven") program. He informed the Board that a representative from Safe Haven asked if the District would consider being a testing site for a Safe Haven Baby Box if Longmont Fire is unable to provide that service. Deputy Chief Stumpf answered questions posed by the Board and they determined this could be brought to Board for further discussion in the event Longmont Fire does not proceed.
- Deputy Chief Stumpf requested that the Board approve that the District's volunteers who met the new hourly requirements, which were officially adjusted July 1, 2023, from July through December be considered in good standing. Captain Thompson made a statement on behalf of the volunteers requesting this as well. Deputy Chief Stumpf and Captain Thompson answered questions posed by the Board and the Board agreed that this was acceptable.
- It was requested that volunteer Lieutenant Brian Vasel, who is on leave from June 2023 through July 2024, be considered in good standing as he met the requirements that were previously in effect prior to going on leave. The Board approved.

VII. NEW BUSINESS

- a. Director Paul Davidovich informed the Board that there is matching-grant money up to \$50,000 through Boulder and Larimer Counties available towards an update of the Community Wildfire Prevention Plan (CWPP) done by the District and the Town of Lyons. The Board requested that Deputy Chief Stumpf and Assistant Chief Pischke find out what the District's financial obligation would be and bring this information to the Special Board meeting on January 6, 2024.
- b. Director Dave Roth, acting as the Board representative of the Fire Fund, requested that Deputy Chief Stumpf replace Fire Chief Zick as acting member of the Lyons Fire Fund Board; he answered questions posed by the Board.

A motion to appoint Deputy Chief Rob Stumpf to the Fire Fund Board was made by Director Davidovich, seconded by Director Cope, and passed unanimously.

VIII. EXECUTIVE SESSION

A motion to enter into Executive Session pursuant to C.R.S. § 24-6-402(b) to receive legal advice on a confidential employment matter was made by Director Davidovich, seconded by Director Roth, and passed unanimously.

The Executive Session commenced at 8:08 p.m.

The participants in Executive Session were Directors Davidovich, Spencer, Roberts, Cope, and Roth, Fire Chief Peter Zick, Deputy Chief of Operations Rob Stumpf, Administrative Assistant Ella Koertgen, and Legal Counsel Michelle Ferguson.

The Executive Session ended at 8:35 p.m.

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

Attorney Ferguson certified for the record that in accordance with the Open Meetings Act the Executive Session constituted a privileged attorney/client communication and was not recorded.

IX. ATTORNEY'S REPORT

The Board had no questions regarding the Attorney's Report.

X. ANNOUNCEMENT REGARDING FIRE CHIEF

Director Davidovich stated for the record that a notice regarding an Internal Promotional Opportunity for Fire Chief was provided to District personnel and posted in accordance with the Equal Pay Act.

The Board announced that Deputy Chief Stumpf will be the District's Acting Fire Chief beginning December 16, 2023 and new Fire Chief beginning January 1, 2024.

XI. ADJOURNMENT

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

Meeting adjourned at 8:40 p.m.

Minutes transcribed by Ella Koertgen, Administrative Assistant



Member, Board of Directors