

**LYONS FIRE PROTECTION DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING MINUTES  
Thursday January 12, 2023**

**I. CALL MEETING TO ORDER**

The meeting was called to order by Director Davidovich at 7:00 p.m.

Roll call was taken.

Board Members Present: Paul Davidovich, Keith Spencer, Bryan Roberts, Chris Cope,  
Dave Roth

Fire Chief: Peter Zick  
Assistant Chief/Fire Marshall: Steve Pischke  
Financial Administrator: Liz McGavin  
Administrative Assistant: Ella Koertgen  
Legal Counsel: Kelley Duke

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

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

**III. CONSENT AGENDA**

- a. A motion to approve the December 8, 2022 Regular Meeting Minutes was made by Director Cope, seconded by Director Roth, and passed unanimously.
- b. A motion to adopt Resolution 2023-002 Establishing Meeting Schedule and Posting Location was made by Director Davidovich, seconded by Director Cope, and passed unanimously.
- c. A motion to adopt Resolution 2023-003 Calling for Polling Place Election was made by Director Davidovich, seconded by Director Spencer, and passed unanimously.

**IV. AUDIENCE BUSINESS**

None.

**V. CONTINUATION OF 2022 BUDGET AMENDMENT HEARING**

The Board continued the 2022 Budget Amendment Hearing continued from the December Board meeting. There were no comments presented by members of the public.

A motion to close the 2022 Budget Amendment Hearing was made by Director Davidovich, seconded by Director Roth, and passed unanimously.

Fire Chief Peter Zick and Financial Administrator McGavin discussed the 2022 Budget Amendment and answered questions posed by the Board.

A motion to Adopt Resolution 2023-001 Adopting the Amended 2022 Budget was made by Director Davidovich, seconded by Director Cope, and passed unanimously.

## 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 \$248,363.92 (*\$117,086.96 Payables, \$104,894.77 Payroll*) was made by Director Spencer, seconded by Director Roth, and passed unanimously.

- Financial Administrator McGavin presented the Audit Engagement Letter for John Cutler and Associates to the Board; she answered questions posed by the Board.

A motion to engage John Cutler and Associates to perform the 2022 financial audit for the District and to execute the engagement letter was made by Director Davidovich, seconded by Director Cope, and passed unanimously.

- Financial Administrator McGavin presented the Board with her proposed contract for services for Board review and she answered questions posed by the Board.

A motion to continue to retain Liz McGavin as the District's Financial Administrator was made by Director Davidovich, seconded by Director Spencer, and passed unanimously.

### Fire Chief Peter Zick

- Fire Chief Zick requested the Board consider a bylaw amendment allowing forgiveness for volunteer Firefighters of the District, so they are able to obtain a pension year even if they do not meet the District requirements; he answered questions posed by the Board. The Board decided not to amend the bylaws but did request Fire Chief Zick revisit the requirements and bring a proposal to the Board regarding adjusted requirements for 2023.
- Fire Chief Zick informed the Board that there are three candidates for the Deputy Chief of Operations position. He informed the Board that the candidates will be going through a four-step interview process on January 28; Director Roth and Director Cope agreed to participate.
- Fire Chief Zick provided the Board with an overview of the structure fire that occurred at 402 Main Street, he answered questions posed by the Board.
- The Consolidation Subcommittee with Lefthand Fire Protection District was brought up for discussion, Director Davidovich and Director Cope will be involved in this committee on the Board's behalf. Director Davidovich requested the first meeting occur in April.
- Fire Chief Zick informed the Board that the District has received the certificate of origin for new Engine 4001 and that the Engine should be in District early next week. Fire Chief Zick stated there will be three comprehensive trainings, one with each shift, prior to the Engine going into service. Fire Chief Zick answered questions posed by the Board.
- Fire Chief Zick informed the Board that a programming plan with the District's auto-aid partners is in progress for the new radios. He answered questions posed by the Board.

**VII. OLD BUSINESS**

- a. Director Davidovich gave the Board an update regarding the Emergency Easement between the roads of Steamboat Valley and Eagle Ridge; he answered questions posed by other Board Members.
- b. Director Cope informed the Board that the District credit card has been put in his name. As soon as he receives it in the mail, he will get Financial Administrator McGavin returned access to the online Elan account.

**VIII. ATTORNEY'S REPORT**

Legal Counsel Duke presented the Attorney's Report to the Board; she answered questions posed by the Board.

**IX. ADJOURNMENT**

A motion to adjourn was made by Director Roberts, seconded by Director Spencer, and passed unanimously.

The meeting was adjourned at 9:08 p.m.

- *Minutes transcribed by Ella Koertgen, Administrative Assistant*

Keith Spencer, VP-BOD

  
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Member, Board of Directors