



**MINUTES OF A REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
GREEN MOUNTAIN FALLS / CHIPITA PARK FIRE PROTECTION DISTRICT
HELD MARCH 9, 2023, AT 6:30 P.M.**

Pursuant to posted notice, the regular meeting of the Board of Directors of the Green Mountain Falls / Chipita Park Fire Protection District was held on Thursday, March 9, 2023, at 6:30 PM, at Green Mountain Falls Fire Station, 2 Carsell Way, Green Mountain Falls, CO 80819, and via tele/video conference.

Attendance

In attendance were Directors:

Steve Walsh, President
Gary Florence, Treasurer
George Allen, Secretary
Megan Kelly, Director
Susan Turnbull, Director

Also in attendance were:

Adam Noel, WSDM District Managers
Chief Stephen Murphy, Green Mountain Falls Fire

1. Call to Order: President Walsh called the meeting to order at 6:33 PM.

2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: Mr. Noel confirmed a quorum was present.

3. Approval of the Agenda: Mr. Noel amended the Agenda and added item 7.d. Audit Exemption Resolution. Director Turnbull moved to approve the Agenda as amended; seconded by Director Allen. Motion passed unanimously.

4. Approval of Board Meeting Minutes from February 9, 2023 Meeting: After review, Director Allen moved to approve the February 9, 2023 Meeting Minutes as presented; seconded by Director Kelly. Motion passed unanimously.

5. Treasurer Report

- a. Acceptance of Unaudited Financial Statements as of February 28, 2023 – Balance Sheet and Profit and Loss/Budget Report: After review, Director Allen moved to accept the Unaudited Financial Statements as of February 28, 2023; seconded by President Walsh. Motion passed unanimously.
- b. Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$14,419.14, Transfer of \$13,500: Mr. Noel noted an additional payable received today from Black Hills Energy for \$971.76, and confirmed a few of the payables were already paid online. Director Florence recommended transferring \$13,500. After review, Director Turnbull moved to transfer \$13,500 and accept the Payables; seconded by President Walsh. Motion passed unanimously.

6. Equipment Report

- a. Update on 862: Director Florence reported he has contacted Key Bank regarding the missing title, but there has been no resolution. Next step is to write a letter to the CEO at Key Bank requesting help with this issue.
- b. Generator: Director Florence reported the original estimate for the generator was April, but it is now scheduled to ship between August 31 and September 9.

7. New Business:

- a. Insurance Policy Renewal: Director Florence reported that the insurance policy renewal was submitted for the May 1, 2023 renewal.
- b. Discussion of Bill Pay: The Board discussed paying the Comcast and Xfinity bills in a timely manner to avoid late fees. Both accounts can be put on auto-pay with a checking account or credit card.
- c. Steve Murphy – Medical/Health Coverage: The Board discussed providing medical/health coverage or compensation for Chief Murphy. The Board agreed to research coverage options.
- d. Audit Exemption Resolution: Mr. Noel presented the Audit Exemption Resolution. The District is eligible for the audit exemption based on income and expenses being under the \$750,000 threshold. Director Kelly moved to approve the proposed Audit Exemption Resolution; seconded by President Walsh. Motion passed unanimously.

8. Old Business

- a. Finalize Employee Handbook: The Board reviewed the draft Employee Handbook. The Board agreed to discuss WSDM's role in the Employee Handbook at the next meeting. President Walsh moved to authorize Mr. Noel to close out the contract with Employer's Counsel and establish if the District owns the intellectual property in the draft, and how much it would cost to finish the Employee Handbook; seconded by Director Florence. Motion passed unanimously. The Board discussed getting a lead on an employment attorney to review the draft.
- b. New Vehicle: The Board discussed that they are on a waiting list for the new vehicle and the quote should be received soon.
- c. Replacement of Station 2's Garage Heater: The Station 2 garage heater is installed and working. The permit is still open and waiting on the final inspection. Director Kelly left the meeting.

9. Public Comment: There was no public comment.

10. Other Business

- a. Next Meeting scheduled for April 13, 2023, at 6:30 PM.
- b. Mr. Noel reported the Election was cancelled and the new Director will officially join the Board after the Oath of Office at the May Board meeting.

11. Adjournment: The Board unanimously adjourned the meeting at 8:00 PM.

Respectfully Submitted,
WSDM District Managers



By: Recording Secretary