



**MINUTES OF A REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
GREEN MOUNTAIN FALLS / CHIPITA PARK FIRE PROTECTION DISTRICT  
HELD SEPTEMBER 14, 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, September 14, 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  
Dan May, Director (Excused)  
George Allen, Secretary  
Megan Kelly, Director  
Susan Turnbull, Treasurer

Also in attendance were:

Adam Noel, WSDM District Managers  
Chief Stephen Murphy, Green Mountain Falls Fire  
Dave and Creta Woodrich, Members of the public

1. Call to Order: President Walsh called the meeting to order at 6:31 PM.
2. Declaration of Quorum/Director Qualifications/Reaffirmation of Disclosures: Mr. Noel confirmed a quorum was present with Director May excused.
3. Approval of the Agenda: Mr. Noel requested the Board move Public Comment after the Approval of the Agenda. President Walsh moved to approve the Agenda as amended; seconded by Director Kelly. Motion passed unanimously.
4. Public Comment: Dave Woodrich commented that he and his wife are former EMT/Firefighters and requested help establishing a pension. He provided paperwork from the FDPA for volunteers and noted that they meet the requirement for part of the pension. Creta Woodrich presented binders with information and discussed their 15+ years of service in the District. She also thanked the Board and fire department for their service. The Board discussed the pension request and agreed to research the requirements with FDPA. The Board noted that this is a Pension Board matter.
5. Chief's Report: Chief Murphy provided a brief update.

6. Approval of Board Meeting Minutes from August 10, 2023 Meeting: After review, Director Allen moved to approve the August 10, 2023 Meeting Minutes; seconded by Director Kelly. Motion passed unanimously.

#### 7. Treasurer Report

- a. Acceptance of Unaudited Financial Statements as of August 31, 2023 – Balance Sheet and Profit and Loss/Budget Report: Mr. Noel presented the Unaudited Financial Statements as of August 31, 2023. After review, Director Allen moved to approve the Unaudited Financial Statements as of August 31, 2023; seconded by Director Kelly. Motion passed unanimously.
- b. Reading of Monthly Bills & Cash Transfer Bills Were Submitted in the Amount of \$10,018.48, Transfer of \$10,000: The Board reviewed the monthly bills and discussed the billing process. The monthly bills and cash transfer bills were submitted in the amount of \$10,018.48 and pending review of the final invoices. After review, President Walsh moved to approve the monthly bills in the amount of \$10,018.48 pending review of the late fee that was removed of \$39 and review of the NAPA Auto Parts invoice and a transfer of \$10,000; seconded by Director Allen. Motion passed unanimously.
- c. Capital Project Fund Report: Director Turnbull noted she will provide a report at the next meeting.

#### 8. Equipment Report

- a. Update on 862: The Board discussed that truck #862 is still not registered.
- b. Generator: The Board discussed the generator is waiting on a part that has been delayed since August.

#### 9. New Business:

- a. Manager Report: Mr. Noel presented a Memorandum detailing what happened regarding the opening of two Kirkpatrick bank accounts in the interest of full disclosure. Mr. Noel explained that the process of opening the two bank accounts was not done correctly nor with best practices in mind and WSDM strongly disapproves. One board member should not be opening bank accounts or transferring funds. Mr. Noel recommended establishing a clear procedure moving forward which was started with the Bill.com process. WSDM and Mr. Noel also recommended that an audit be conducted for 2023. The Board discussed what happened during the opening of the bank accounts and transfer of funds and WSDM's recommendations. Director Kelly moved to add Susan Turnbull, Treasurer to the Kirkpatrick Bank accounts and remove George Allen, Director; seconded by Director Allen. Motion passed unanimously.
- b. Facilities Report: Director Allen provided an update on the facilities.
- c. Maintenance Plans: Director Allen discussed establishing maintenance plans for Station #1 and the facilities. Director Allen presented a proposal for an annual generator maintenance plan. He noted that he is still waiting on additional bids.
- d. Insurance Checks: Director Allen reported that two insurance checks for \$11,430 will be sent for hail damage at Station #2.
- e. Forensic Engineer: Director Allen and the Board discussed engaging a forensic engineer for the structural issues at the building. President Walsh moved to authorize up to \$2,000 for a site visit by a forensic engineer; seconded by Director Kelly. Motion passed unanimously.

#### 10. Old Business

- a. Covered Valve – Update: Director Allen reported the valve has been raised. He noted the area of District responsibility has a fire hydrant that is leaking underground. A plumber is scheduled to inspect the issue on Monday.
- b. Chief Murphy Medical/Health Coverage: The Board discussed that the Compensation Committee has determined the medical/health coverage amount. President Walsh will provide the information

to Ms. Gonzales with WSDM to finalize. The Board discussed segregation of duties and the process for paying bills and transferring money.

11. Other Business

- a. Next Meeting scheduled for October 12, 2023, at 6:30 p.m.

12. Adjournment: The Board unanimously adjourned the meeting at 9:00 p.m.

Respectfully Submitted,  
WSDM District Managers



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By: Recording Secretary