

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD FEBRUARY 11, 2020

A Regular Meeting of the Board of Directors of the Peyton Fire Protection District (referred to hereafter as "Board") was held on Tuesday, the 11th day of February, 2020, at 6:30 p.m. at the Peyton Fire Protection District Fire Station, 13665 Railroad Street, Peyton, Colorado 80831. The meeting was open to the public.

#### ATTENDANCE

##### Directors In Attendance Were:

Patrick Palacol  
Clayton Miller  
David Rolenc  
Kaelan Miller (via speakerphone)

Following discussion, upon motion duly made by Director Miller, seconded by Director Rolenc and, upon vote, unanimously carried, the absence of Director Turner was excused.

##### Also In Attendance Were:

David Solin; Special District Management Services, Inc. ("SDMS") (via speakerphone)

Rita Connerly, Esq.; Fairfield & Woods, P.C. (via speakerphone)

Chief Turner (via speakerphone)

Assistant Chief Revels

Vicki Revels; Firefighter

Kirsten Vogelgesang; Firefighter

Jason McNierney; All American Roofing and Construction, for a portion of the meeting (via speakerphone)

#### PLEDGE OF ALLEGIANCE

Pledge of Allegiance: Director Palacol led the Board in reciting the Pledge of Allegiance.

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### **DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST**

**Disclosure of Potential Conflicts of Interest:** The Board discussed the requirements pursuant to the Colorado Revised Statutes to disclose any potential conflicts of interest or potential breaches of fiduciary duty to the Board of Directors and to the Secretary of State. Director Palacol noted that conflicts were filed for applicable Directors at least 72 hours prior to the meeting. Director Palacol also noted that a quorum was present and requested members of the Board to disclose any potential conflicts of interest with regard to any matters scheduled for discussion at this meeting. No conflicts were noted.

### **ADMINISTRATIVE MATTERS**

**Agenda:** Director Palacol reviewed the proposed Agenda for the District's Regular Meeting.

Following discussion, upon motion duly made by Director Miller, seconded by Director Rolenc and, upon vote, unanimously carried, the Agenda was approved, as presented.

**Minutes:** The Board reviewed Minutes from the January 14, 2020 Regular Meeting.

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Miller and, upon vote, unanimously carried, the Minutes from the January 14, 2020 Regular Meeting were approved, as amended.

### **PUBLIC COMMENT**

There was no public comment.

### **FINANCIAL MATTERS**

**Claims:** The Board deferred discussion.

**Financial Statements:** The Board deferred discussion.

**Mill Levy Increase:** The Board discussed a potential Mill Levy Increase. Mr. Solin will update the Mill Levy forecast scenarios for the March 10, 2020 meeting.

**Bank Account Transfer to First Bank:** The Board discussed the bank account transfer to First Bank. The Board members who have not yet done so, stated that they will drop off their required documents at First Bank as quickly as possible so that SDMS could begin working on the transfer from Farmers State Bank.

**Approval of Lease Purchase Agreement for New Pumper:** The Board discussed the Lease Purchase Agreement for the new pumper.

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Following review and discussion, upon motion duly made by Director Rolenc, seconded by Director Palacol and, upon vote, unanimously carried, the Board approved the Lease Purchase Agreement for the new pumper effective February 11, 2020, reaffirming its direction of January 14th.

### OFFICER REPORTS/ ANNOUNCEMENTS

**Fire Chief:** Fire Chief Turner reviewed the Activity Report with the Board.

**Monthly Call Volumes:** Fire Chief Turner reported that 30 calls have been received in 2020. There were 3 fire and 27 medical calls.

**Personnel Count:** Fire Chief Turner reported that there are currently 16 volunteer firefighters, including 3 on leaves of absence.

**District Vehicles:** Fire Chief Turner reported that all vehicles are in good shape, with the exception of 3645 which is out of service.

**Assistant Chief:** There was no report at this time.

**Captain:** There was no report at this time.

**President:** President Palacol reported to the Board that the deadline for the \$15,000 grant is February 14, 2020.

**Vice President:** There was no report at this time.

**Treasurer/Assistant Secretary:** Mr. Rolenc reported to the Board that a hard copy of the International Fire Code was being shipped. The District will not receive the internet version, as the Terms of Use were not favorable for District use.

**Secretary:** There was no report at this time.

**Auxiliary Report:** There was no report at this time.

### LEGAL MATTERS

**Amendment to the District's Policies:** Attorney Connerly reviewed with the Board the Amendment to the District's Policies.

Following discussion, upon motion duly made by Director Palacol, seconded by Director Miller and, upon vote, unanimously carried, the Board approved the Amendment to the District's Policies, subject to final legal review.

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Attorney Connerly and the Board may need to evaluate Policy #29 addressing Cistern Specification again after review of NFPA requirements.

**Possible Peyton Pines Station**: Director Rolenc and Chief Turner reported that they plan to meet with the County for early assistance discussions in order to better understand the required process.

**Memo Regarding Prairie Vista Meadows Homeowner Association's ("HOA") Compliance with the District's Cistern Requirements**: The Board discussed the memo regarding Prairie Vista Meadows HOA's compliance with the District's Cistern Requirements. Chief Revels reported that the HOA is addressing the issue.

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### **OPERATIONS AND MAINTENANCE**

**Strategic Plan**: Conversation on the Strategic Plan was deferred.

**Financing Options for Capital Improvements**: Conversation on Financing Options for Capital Improvements was deferred.

**Grant Funding Opportunities**: Conversation on Grant Funding Opportunities was deferred.

**Wildland Fire Program**: The Board discussed the Wildland Fire Program. The Firefighters have taken the Wildland Firefighter Pack Test to recertify their red cards.

**Computer Maintenance**: The Board discussed the computer maintenance. Director Rolenc will update the Department's computers to Windows 10. The Board will also research new options for the station's security system.

**District Operational Audit**: Conversation on District Operational Audit was deferred indefinitely.

**Outfitting New Pumper**: The Board discussed the items needed for the new pumper and requested that a list be generated, which may include new fire hose, extraction equipment and ladders. Mr. Solin was directed to work with Director Rolenc and Chief Turner to coordinate proper insurance coverages are in place.

**Automated External Defibrillator ("AED") Expiration Update**: The Board discussed the AED expiration. The AED expiration date is December 31, 2020. Chief Revels is researching options to replace the AED, as they will not be supported by the manufacturer past the December 31, 2020 expiration.

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### OTHER BUSINESS

**Upcoming Events:** It was noted that the County Commissioners have an event on Saturday, February 15, 2020 at 6:00 a.m.

**Future Agenda Items:** No additional items were added.

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### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Rolenc, seconded by Director Palacol and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By /s/ Amy Turner  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 11, 2020  
MEETING MINUTES OF THE PEYTON FIRE PROTECTION DISTRICT BY  
THE BOARD OF DIRECTORS SIGNING BELOW:

\_\_\_\_\_  
Patrick Palacol

*Clayton D. Miller*

\_\_\_\_\_  
Clayton Miller

*[Signature]*

\_\_\_\_\_  
David Rolenc

\_\_\_\_\_  
Amy Turner

\_\_\_\_\_  
Kaelan Miller