

# RECORD OF PROCEEDINGS

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## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD APRIL 14, 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 14th day of April, 2020, at 6:30 p.m. The meeting was open to the public.

The meeting was held via conference call due to the State of Emergency declared by Governor Polis and Public Health Order 20-23 Implementing Social Distancing Measures, and threat posed by the COVID-19 coronavirus.

### ATTENDANCE

#### Directors In Attendance Were:

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

#### Also In Attendance Were:

David Solin (full meeting) and Steve Beck (a portion of the meeting); Special District Management Services, Inc. ("SDMS") (via speakerphone)

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

Chief Turner (via speakerphone)

Assistant Chief Revels (via speakerphone)

Vicki Revels; Firefighter (via speakerphone)

### PLEDGE OF ALLEGIANCE

Pledge of Allegiance: The Pledge of Allegiance was not conducted due to the meeting being held via conference call.

### 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

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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:** Mr. Solin reviewed the proposed Agenda for the District's Regular Meeting.

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

**Minutes:** The Board reviewed Minutes from the February 11, 2020 Regular Meeting and March 20, 2020 Special Meeting.

Following discussion, upon motion duly made by Director Turner, seconded by Director Rolenc and, upon vote, unanimously carried, the Minutes from the February 11, 2020 Regular Meeting and March 20, 2020 Special Meeting were approved, as presented.

### PUBLIC COMMENT

There were no comments from the public.

### FINANCIAL MATTERS

**Claims:** The Board considered ratifying the approval of the payment of claims as follows:

Fund	Period Ending Feb. 20, 2020	Period Ending March 20, 2020
General	\$ 8,057.29	\$ 13,269.06
Debt	\$ -0-	\$ -0-
Capital	\$ -0-	\$ -0-
<b>Total</b>	<b>\$ 8,057.29</b>	<b>\$ 13,269.06</b>

Following discussion, upon motion duly made by Director Clayton Miller, seconded by Director Turner and, upon vote, unanimously carried, the Board ratified the approval of the payment of claims as presented.

Mr. Solin reviewed with the Board the payment of claims for the period ending April 20, 2020, in the amount of \$16,838.21.

Following review and discussion, upon motion duly made by Director Rolenc, seconded by Director Palacol and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending April 20, 2020, in the amount of \$16,838.21.

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**Financial Statements:** Mr. Solin reviewed with the Board the unaudited financial statements of the District for the period ending December 31, 2019 and statement of Cash Position as of December 31, 2019.

Following discussion, upon motion duly made by Director Turner, seconded by Director Rolenc and, upon vote, unanimously carried, the Board accepted the unaudited financial statements of the District for the period ending December 31, 2019 and statement of Cash Position as of December 31, 2019.

Mr. Solin reviewed with the Board the unaudited financial statements of the District for the period ending March 31, 2020 and statement of Cash Position as of March 31, 2020.

Following discussion, upon motion duly made by Director Turner, seconded by Director Rolenc and, upon vote, unanimously carried, the Board accepted the unaudited financial statements of the District for the period ending March 31, 2020 and statement of Cash Position as of March 31, 2020.

**Mill Levy Increase:** Conversation on Mill Levy increases was deferred.

**Bank Account Transfer to First Bank:** The Board discussed the bank account transfer to First Bank. Director Palacol and Director Rolenc signed the paperwork to transfer the bank account to First Bank. Due to the Covid-19 restrictions in place, Ms. Brower will research alternative options for the Board members who have not yet done so.

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### **OFFICER REPORTS/ ANNOUNCEMENTS**

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

*Monthly Call Volumes:* Chief Turner reported that 38 calls have been received in 2020. There were 3 fire and 23 medical calls. It is presumed that 6 of the calls received were related to Covid-19.

*Personnel Count:* Chief Turner reported that there are currently 16 volunteer firefighters, including several on leaves of absence. At the present time, there are 8 to 10 active responders.

*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:** Assistant Chief Revels reported upcoming repair expenses may include new tires in the rear of the new pumper and front brakes on Engine 80.

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

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**President**: Director Palacol expressed his appreciation for being on the Board and being Board President.

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

**Treasurer/Assistant Secretary**: There was no report at this time.

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

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

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### **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 Clayton Miller and, upon vote, unanimously carried, the Board ratified the approval of the Amendment to the District's Policies, subject to final legal review.

**Peyton Pines Station**: Conversation on the Peyton Pines Station was deferred.

**Memo Regarding Prairie Vista Meadows Homeowner Association's ("HOA") Compliance with the District's Cistern Requirements**: The Board discussed the status of Prairie Vista Meadows HOA's compliance with the District's Cistern Requirements. Chief Revels reported that there were no updates and that the District is waiting for Prairie Vista Meadows HOA to move forward.

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### **OPERATIONS AND MAINTENANCE**

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

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

**Grant Funding Opportunities**: Director Palacol updated the Board on the status of the Grant Funding Opportunities. It was noted that the announcement dates have been pushed back due to the Covid-19 outbreak/State of Emergency. The Board is in the process of submitting a grant for a UTV from Polaris for Fire and EMS dual-use. The Board is researching a Zoll AED Grant.

**Wildland Fire Program**: The Board discussed the Wildland Fire Program. All Firefighters have taken the Wildland Firefighter Pack Test to recertify their red cards. The vehicle is in the process of being restocked for service. A new dispatch system has been implemented.

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**Computer Maintenance:** The Board discussed the computer maintenance. Department of Homeland Security has a grant available for security systems. Director Palacol and Chief Turner will determine if they should apply for the grant.

**Outfitting New Pumper:** Chief Turner reported to the Board the new pumper is operating. The Department will generate a list of items required to restock the other pumpers.

**Automated External Defibrillator (“AED”) Expiration Update:** No update at this time.

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### **OTHER BUSINESS**

**Upcoming Events:** It was noted that there are no immediate upcoming events.

**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 Clayton Miller and, upon vote, unanimously carried, the meeting was adjourned.

Respectfully submitted,

By /s/ Amy Turner  
Secretary for the Meeting

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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:

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Patrick Palacol

*Clayton D. Miller*

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

*[Signature]*

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

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

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