

# RECORD OF PROCEEDINGS

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## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD MAY 12, 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 12<sup>th</sup> day of May, 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:**

Clayton Miller (via speakerphone)

Amy Turner (via speakerphone)

#### **Also In Attendance Were:**

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

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

Chief Jeff Turner (via speakerphone)

Assistant Chief Oakley Revels (via speakerphone)

Vicki Revels; Firefighter (via speakerphone)

Kristin Vogelgesang; Firefighter (via speakerphone)

David Rolenc; Director-elect (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

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

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

**Regular Election for Directors:** Mr. Solin reported that because there were not more candidates than positions available, the May 5, 2020 Regular Election for Directors was cancelled. He noted that Director Rolenc and Director Miller were deemed elected for a term ending at the Regular Election in May 2023.

**Appointment of Acting President:** Following discussion, upon motion duly made by Director Miller, seconded by Director Turner and, upon vote, unanimously carried, Director Miller was appointed Acting President for the purposes of this meeting only.

**Appointment of Officers:** Following discussion, upon motion duly made by Director Miller, seconded by Director Turner and, upon vote, unanimously carried, the Board appointed the following slate of officers:

President:	Vacant
Vice President:	Clayton Miller
Treasurer:	Vacant
Secretary:	Amy Tuner
Assistant Secretary:	Vacant

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

Following discussion, upon motion duly made by Director Turner, seconded by Director Miller and, upon vote, unanimously carried, the Minutes from the April 14, 2020 were approved, as presented.

**SDA 2020 Annual Conference:** Mr. Solin discussed having Board Members attend the SDA 2020 Annual Conference.

### PUBLIC COMMENT

There were no comments from the public.

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### FINANCIAL MATTERS

**Claims:** Mr. Solin reviewed with the Board the payment of claims for the period ending May 20, 2020, in the amount of \$8,790.40.

Following review and discussion, upon motion duly made by Director Miller, seconded by Director Tuner and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending May 20, 2020, in the amount of \$8,790.40.

**Financial Statements:** Mr. Beck reviewed with the Board the unaudited financial statements of the District for the period ending April 30, 2020 and statement of Cash Position as of April 30, 2020.

Following discussion, upon motion duly made by Director Miller, seconded by Director Turner and, upon vote, unanimously carried, the Board accepted the unaudited financial statements of the District for the period ending April 30, 2020 and statement of Cash Position as of April 30, 2020.

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

**Bank Account Transfer to First Bank:** Mr. Solin discussed with the Board the bank account transfer to First Bank.

**Fuel Card:** Director Miller and the Board discussed with Chief Turner the status of the fuel card. Use of the current fuel card will be eliminated effective immediately.

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### OFFICER REPORTS/ ANNOUNCEMENTS

**Fire Chief:** Chief Turner reported to the District the Insurance Service Office (ISO) rating the Fire Department received can be increased from 8B to 7 or 6 with a couple of improvements. He will continue to research the matter and advise the Board of necessary actions.

**Monthly Call Volumes:** Chief Turner reported that as of March 31, 2020 41 calls have been received in 2020. There were 3 fire and 38 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 18 volunteer firefighters, including 3 on leaves of absence.

**District Vehicles:** Chief Turner reported that all vehicles are running.

**Assistant Chief:** Assistant Chief Revels reported minor vehicle repair expenses will be submitted to SDMS.

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Assistant Chief Revels further reported to the District the need to utilize technology based (Knox Box Secure 6) alternatives for mutual aid and auto-aid area Knox Boxes. The new system will have a wireless key and be able to track who accessed the box. Codes can be changed digitally to all Knox Boxes. Cost will be approximately \$6,500 to install, rekey and license the software.

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

**President:** Director Miller inquired about the PPE status. Chief Tuner reported that the Fire Department is in a good position at the present time.

**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**

**Peyton Pines Station:** Chief Turner reported to the Board that it is rumored the entire HOA Board resigned. No additional updates were available.

**Prairie Vista Meadows Homeowner Association's ("HOA") Compliance with the District's Cistern Requirements:** Chief Turner reported to the Board the matter has been turned over to the HOA for further action.

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

**Wildland Fire Program:** Chief Turner reported to the Board that all of the wildland teams are ready to deploy.

**Computer and Security System Maintenance:** The Board discussed a software update to Windows 10. No action was taken by the Board.

**Outfitting Pumpers:** Chief Turner reported to the Board the pumpers are operating. The Department will need to order items in the near future.

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**Automated External Defibrillator (“AED”) Expiration Update:** The expiration date of the AED certifications has been extended due to Covid-19.

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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

THESE MINUTES ARE APPROVED AS THE OFFICIAL MAY 12, 2020 MEETING MINUTES OF THE PEYTON FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

*Clayton D. Miller*

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Clayton Miller

  
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David Rolenc

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Amy Turner