

RECORD OF PROCEEDINGS

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD JUNE 9, 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 9th day of June, 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
Amy Turner
David Rolenc

Also In Attendance Were:

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

Rita Connerly, Esq.; Fairfield & Woods, P.C.

Chief Jeff Turner

Assistant Chief Oakley Revels

Vicki Revels; Firefighter

Kristin Vogelgesang; Firefighter

Quinn Linebaugh; Resident and possible Candidate for the Board

PLEDGE OF ALLEGIANCE

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

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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. Attorney Connerly noted that conflicts were filed for applicable Directors at least 72 hours prior to the meeting. Director Miller 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 and Director Miller was appointed as acting President for this meeting.

Appointment of Officers: The Board discussed the appointment of officers.

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

President:	David Rolence
Vice President / Treasurer:	Clayton Miller
Secretary:	Amy Turner
Assistant Secretary:	David Solin

Minutes: The Board reviewed Minutes from the May 12, 2020 Regular Meeting.

Following discussion, upon motion duly made by Director Miller, seconded by Director Turner and, upon vote, unanimously carried, the Minutes from the May 12, 2020 were approved, as presented.

Board Vacancy: The Board discussed the Board vacancy, no action was taken.

PUBLIC COMMENT

There were no comments from the public.

FINANCIAL MATTERS

Claims: Mr. Solin reviewed with the Board the payment of claims for the period ending June 20, 2020, in the amount of \$9,689.06.

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Following review and discussion, upon motion duly made by Director Miller, seconded by Director Rolenc and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending June 20, 2020, in the amount of \$9,689.06.

Financial Statements: Mr. Beck reviewed with the Board the unaudited financial statements of the District for the period ending May 31, 2020 and statement of Cash Position as of May 31, 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 May 31, 2020 and statement of Cash Position as of May 31 2020.

It was also noted that Directors Rolence and Miller would like to be added as signers to the First Bank account. Mr. Beck will have them added.

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

2021 Budget: The Board entered into discussion regarding appointing the District Accountant to prepare the 2021 Budget and setting the date for a Public Hearing to adopt the 2021 Budget.

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Miller and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare the 2021 Budget, and set the date for the Public Hearing to consider adoption of the 2021 Budget as November 10, 2020, to be held at 6:30 p.m., at the Peyton Fire Protection District Fire Station, 13665 Railroad Street, Peyton, Colorado 80831.

Bank Account Transfer to First Bank: The Board discussed the bank account transfer to First Bank.

OFFICER REPORTS/ ANNOUNCEMENTS

Fire Chief: Chief Turner reported:

Monthly Call Volumes: Chief Turner reported that 24 calls were received, and that 60% of them were medical.

Personnel Count: Chief Turner reported that there are currently 16 active volunteer firefighters.

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District Vehicles: Chief Turner reported that vehicles 36 and 50 have engine issues but should be running by the end of the week. Chief Turner further reported that vehicle 45 has a leak at the tank.

Assistant Chief: Assistant Chief Revels reported that old records were dropped off at the station. Attorney Connerly advised that the records should be kept until she was able to confirm the document retention policy from the State Archivist.

Assistant Chief Revels further reported that Knox Box may have an additional \$1,000.00 expense for the electronic key system, and that the trash service is now charging for pickup.

Captain: There was no report at this time.

President: Director Miller reported that a box of the NFPA documentation that was purchased had arrived and needs to be updated into binders.

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.

LEGAL MATTERS

Peyton Pines Station: It was reported to that the HOA Board was unreachable.

Prairie Vista Meadows Homeowner Association's ("HOA") Compliance with the District's Cistern Requirements: It was reported that the cistern is running and usable.

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 one person on the wildland team was currently deployed.

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Computer and Security System Maintenance: There were no updates to discuss.

Automated External Defibrillator (“AED”) Expiration Update: There were no updates to discuss.

OTHER BUSINESS

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

Future Agenda Items: No additional items were added.

ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Rolenc, seconded by Director 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 JUNE 9, 2020 MEETING MINUTES OF THE PEYTON FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

Clayton D. Miller

Clayton Miller

[Signature]

David Rolenc

Amy Turner