

## RECORD OF PROCEEDINGS

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### MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD OCTOBER 13, 2020

A Special Meeting of the Board of Directors of the Peyton Fire Protection District (referred to hereafter as “Board”) was held on Tuesday, the 13<sup>th</sup> day of October, 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:

David Rolenc  
Clayton Miller  
Amy Turner

#### Also In Attendance Were:

David Solin; Special District Management Services, Inc. (“SDMS”)

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

Chief Jeff Turner

Assistant Chief Oakley Revels

Kirstin Vogelgesang; Firefighter

Vicki Revels; Firefighter

George Adamson; Firefighter

Kate Buffetti; Peyton Pines Homeowners Association (“HOA”) President

Patrick Palacol; Former Director (for a portion of the meeting)

#### PLEDGE OF ALLEGIANCE

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

## RECORD OF PROCEEDINGS

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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 Rolenc 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 Special Meeting.

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

**Minutes:** The Board reviewed Minutes from the September 8, 2020 Special Meeting.

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Miller and, upon vote, unanimously carried, the Minutes of the September 8, 2020 Special Meeting were approved, as presented.

### PUBLIC COMMENT

Ms. Buffetti and the Board discussed the status of the Peyton Pines HOA.

### FINANCIAL MATTERS

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

Fund	Period Ending August 6, 2020	Period Ending Sept. 14, 2020
General	\$ 10,081.05	\$ 8,159.98
Debt	\$ -0-	\$ -0-
Capital	\$ -0-	\$ 1,416.76
<b>Total</b>	<b>\$ 10,081.05</b>	<b>\$ 9,576.74</b>

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

**Financial Statements:** Mr. Solin reviewed with the Board the unaudited financial statements of the District for the period ending September 30, 2020.

## RECORD OF PROCEEDINGS

---

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

**Mill Levy Increase:** The Board deferred discussion.

**Farmers State Bank Credit Card Closure:** The Board discussed closing all credit cards with Farmers State Bank.

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Amy Turner and, upon vote, unanimously carried, the Board approved closing all credit cards with Farmers State Bank. The Board directed that any and all credits be transmitted to SDMS for deposit into the District's bank account.

### **OFFICER REPORTS/ ANNOUNCEMENTS**

**Fire Chief:** Chief Turner reported:

*Monthly Call Volumes:* Chief Turner reported that 18 calls were received. 10 calls were medical and 8 calls were good intent.

*Personnel Count:* Chief Turner reported that there are currently 14 total fire fighters, with 12 active and 2 probationary.

*District Vehicles:* Chief Turner reported that all District vehicles are operating except for 3650.

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

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

**President:** There was no report at this 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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## RECORD OF PROCEEDINGS

---

### LEGAL MATTERS

**Peyton Pines Station**: Attorney Connerly reminded the Board of a memo she distributed in July 2019 regarding this matter. No action was taken by the Board at this time.

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### OPERATIONS AND MAINTENANCE

**Strategic Plan**: The Board deferred discussion.

**Grant Funding Opportunities**: Mr. Palacol updated the Board on the award of \$7,849 from the Colorado Division of Fire Prevention and Control for the purchase of a 30-pound front loading extractor washer. Chief Turner noted the order for the washer will be placed as quickly as possible.

**Computer and Security System Maintenance**: The Board deferred discussion.

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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.

**County Fuel Intergovernmental Agreement**: Director Rolenc reported to the Board the Intergovernmental Agreement between the District and El Paso County, Colorado was approved. It was noted the Department is preparing for training on the use and procedures of the County Fuel Facility.

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### EXECUTIVE SESSION

**Executive Session pursuant to Sections 24-6-402 (3.5) and 24-6-402 (4)(b) & (f), C.R.S., if necessary, for purposes of receiving legal advice from counsel and/or determining positions with respect to personnel matters**: Pursuant to Sections 24-6-402 (3.5) and 24-6-402(4)(b) & (f), C.R.S., upon motion duly made by Director Rolenc, seconded by Director Amy Turner and, upon an affirmative vote of at least two-thirds of the quorum present, the Board convened in executive session at 7:34 p.m. for the purpose of personnel matters, as authorized by Section 24-6-402(4)(f), C.R.S.

An electronic record of this executive session will be retained pursuant to Section 24-6-402(2)(d.5)(I)(E), C.R.S.

The Board reconvened in regular session at 7:58 p.m.

**Assistant Chief Employment Contract**: The Board discussed changes to the Assistant Chief employment contract.

Following discussion, upon motion duly made by Director Rolenc, seconded by Director Amy Turner and, upon vote, unanimously carried, the Board approved

## RECORD OF PROCEEDINGS

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revising the Assistant Chief employment contract to a salary position at \$45,000 annually, payable in semi-monthly installments. The Board directed Counsel and SDMS to make any necessary changes to have the new contract terms to be effective November 1, 2020.

### ADJOURNMENT

There being no further business to come before the Board at this time, upon motion duly made by Director Rolenc, seconded by Director Turner 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 OCTOBER 13, 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