

# RECORD OF PROCEEDINGS

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## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD DECEMBER 8, 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 8<sup>th</sup> day of December, 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

Vicki Revels; Firefighter

Kirstin Vogelgesang; Firefighter

### PLEDGE OF ALLEGIANCE

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

### 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

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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 Turner, seconded by Director Miller and, upon vote, unanimously carried, the Agenda was approved, as amended.

**Meeting Location/Manner and Posting of Meeting Notice:** The Board entered into a discussion regarding the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. The Board noted that due to Executive Orders issued by Governor Polis and Public Health Orders implementing the Executive Orders issued by the Colorado Department of Health and Environment, and the threat posed by the COVID-19 coronavirus, the meeting was held via teleconference.

Mr. Solin reported that notice was duly posted and that no objections to the telephonic manner of the meeting or any requests that the telephonic manner of the meeting be changed by taxpaying electors within the District boundaries have been received.

**Minutes:** The Board reviewed Minutes from the November 10, 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 November 10, 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 Nov. 13, 2020
General	\$ 28,805.90\$
Debt	\$ -0-
Capital	\$ -0-
<b>Total</b>	<b>\$ 28,805.90\$</b>

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Following discussion, upon motion duly made by Director Turner, seconded by Director Rolenc 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 November 30, 2020 and statement of Cash Position as of November 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 November 30, 2020 and statement of Cash Position as of November 30, 2020.

**Future Financing Ideas**: The Board deferred discussion.

**2020 Audit**: The Board deferred discussion.

### **OFFICER REPORTS/ ANNOUNCEMENTS**

#### **Fire Chief**:

*Monthly Call Volumes*: Chief Turner reported that 23 calls were received. There were 3 fire and 20 medical calls.

*Personnel Count*: Chief Turner reported that there are currently 12 total fire fighters and 2 on probationary status.

*District Vehicles*: Chief Turner reported that 3650 will receive a new motor.

**Assistant Chief**: Assistant Chief Revels reported that the e-cores for the Knox Box have been delayed due to the Representative contracting COVID-19.

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

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

**Vice President**: Director Miller reported to the Board the Fleet Card is receiving a statement for \$2.

**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**: There was no update at this time.

**Chief Revel's Employment Contract**: Attorney Connerly discussed with the Board Chief Revel's Employment Contract.

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### OPERATIONS AND MAINTENANCE

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

**Grant Funding Opportunities**: There were no updates at this time.

**Wildland Fire Program**: There were no updates at this time.

**Computer and Security System Maintenance**: There were no updates at this time.

**Calhan Ambulance**: There were no updates at this time.

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### OTHER BUSINESS

**Upcoming Events**: The Board noted the Holiday Party was cancelled due to COVID-19 concerns.

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

**County Fuel Intergovernmental Agreement**: Chief Revels reported to the Board that all of the fire fighters attended training on the use and procedures of the County Fuel Facility and everything is working correctly.

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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 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 DECEMBER 8, 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