

**DONALD WESCOTT FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
April 21, 2020 at 4:30 p.m.**

1. Call to Order & Pledge of Allegiance

Called to Order at 4:39 p.m.

Board Attendance: Mark Gunderman, Larry Schwarz and Duane Garrett.

Executive Staff: Chief Vincent Burns, Assistant Chief Ridings, and Administrative Assistant Popovich

Legal Counsel: Michelle Ferguson

Director Garrett made a motion to excuse Director Hartung, with a second by Director Schwarz. The Board unanimously voted to approve the excused absence.

Guests: Allison Robenstein, Rachel Dunn, Mary Gunderman, Steve Simpson, Dennis Feltz, Shannon Balvanz, Sean Pearson

2. Review and Approval of Agenda:

- Director Garrett made a motion to approve the agenda, with a second by Director Schwarz. The Board unanimously voted to approve the agenda as amended.

3. Audit 2019

- Director Schwarz made a motion to approve the audit of the District's 2019 financial statements ("2019 Audit"), with a second by Director Garrett. The Board unanimously voted to approve the 2019 Audit as presented.

4. Public Comments:

- Steve Simpson: Asked what the District is going to do with the fire trucks at Station 3. He also asked if the Board or Staff could discuss the COVID-19 situation specifically as it effects the May 5, 2020 Regular Directors election.
 - Chief Burns stated that the fire trucks belong to the Firefighter Union and to Fire Rehab.

5. Administrative:

- The March Financials were presented for the Board's review and approval. Director Garrett made a motion to accept the March Financials, with a 2nd by Director Schwarz. The Board unanimously approved the March Financials as presented.
- The March Regular Board meeting minutes were presented for the Board's review and approval. Director Schwarz made a motion to approve the March minutes as presented, with a second by Director Garrett. The Board unanimously approved the March Board meeting minutes as presented.

6. Chiefs' Report:

Chief Burns:

- Due to technology issues the Chief's report was not presented at this meeting.

Chief Ridings:

- The District received 120 calls in the month of March; this is a 33% increase over 2019.

The District responded to one structure fire. The first unit C502 arrived on scene within 4 minutes and Ladder 531 arrived within 6 minutes. The fire was contained to the point of origin with only \$1,000.00 fire loss. The pre-incident property value is \$466,000.00.

- Chief 502 and Engine 562 assisted with the Cheyenne State Park Fire.
- Chief Ridings clarified that the increase in calls is not related to COVID-19. He also stated that as the state starts to reopen the call volume will likely increase. None of the District's first responders have contracted the illness.

8. Old Business:

- District Website:
 - Director Schwarz: How are we going to manage the payment plan for the website?
 - Chief Pearson: In the past, Chief Ridings and District Administrator Popovich have updated and sent website updates to a third party to upload files. Unfortunately, COVID-19 has slowed our ability to focus on this project. Ms. Dunns has sent a few layouts which need review. Discussion followed.
 - Rachel Dunn: We use a platform called Wordpress. We used Cyberbasement to upload documents. She has been reviewing the analytics of Facebook, Instagram, Twitter. She is just trying to get the information out there and get the residents informed.
 - The Directors stated that they would like to have the call-in meeting information for the Board meetings be put on the front page of the website, and not just in the agenda.
- Tender status:
 - Chief Balvanz: The tender was supposed to be received at the end of summer. However, they have moved the delivery date up to July 15th since they are considered essential. Unfortunately, several vendors anticipate a 2-3 week delay on parts. The total of the tender is \$276,465.00

9. New Business:

- Station 3
 - Chairman Gunderman: After the May election, the Board and staff should have a discussion about long-term goals for Station 3.
 - Chief Burns: Staff would like to update the strategic plan and form a committee to come up with the District's future goals.

10. Public Comments:

- Mr. Simpson stated that he would still like an update on the May 5, 2020 election in relation to COVID-19.
- Chief Burns: When the Board decided to hold a polling place election, COVID-19 was not on the radar. It was too late by the time the outbreak occurred to switch to a mail in ballot election. People will need to come in and vote. The most sensible plan for right now, while keeping exposure at a minimum, is to host the election in the bay away from the living areas. The judges will wear masks and gloves, and we will ask the same of the voters.
- Attorney Ferguson clarified that matters related to running an election are governed by State law. Any changes to the way elections are conducted would require action by the State Legislature or the Governor, and neither has indicated they intend to take any action at this point. She reminded Mr. Simpson that absentee ballots can be requested until close of business on April 28th.

11. Firefighter's Forum:

- None

12. Adjourn:

- The Board voted unanimously to adjourn the meeting at 6:04pm.

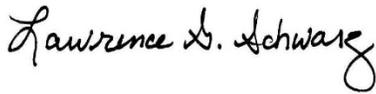
Respectfully submitted,
Stacey Popovich

APPROVAL

The foregoing Minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Donald Wescott Fire Protection District, are a true and accurate record of the meeting held on the date stated above.



Mark Gunderman, Chairman



Larry Schwarz, Secretary