

**DONALD WESCOTT FIRE PROTECTION DISTRICT AND
DONALD WESCOTT FIRE PROTECTION DISTRICT NORTHERN SUBDISTRICT
JOINT BOARD OF DIRECTORS MEETING
October 20th, 2020**

Donald Wescott Fire Protection District (“District”) and the Donald Wescott Fire Protection District Northern SubDistrict “SubDistrict” are holding a joint Board meeting. Pursuant to the Organizational Documents of the SubDistrict, the Board of Directors for the SubDistrict is the same as the Board of Directors for the District. The Board meeting for the District is the District’s regular Board meeting. The meeting for the SubDistrict is a special Board meeting.

Minutes

1. Call to Order and Pledge of Allegiance

Called to Order at 4:01 p.m.

Board Attendance (via Zoom): Mark Gunderman, Charlie Fleece, Larry Schwarz, Joyce Hartung and Duane Garrett.

Executive Staff: Chief Vincent Burns, Assistant Chief Scott Ridings

Legal Counsel (via Zoom): Michelle Ferguson

Guests: Allison Robenstein, Bill Lowes, Mary Gunderman, Bryan Ackerman, Tim Hampton, Rachel Dunn

2. Review and Approval of Agenda:

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

3. Public Comments:

- None

4. Administrative:

- The September financials were presented for the Board’s review and approval. Director Hartung made a motion to approve the September financials as presented, with a second by Director Schwarz. The Board unanimously approved the September financials as presented.
- The September Board meeting minutes for the joint meeting held with the District and SubDistrict were presented for the Board’s review and approval. Director Garrett made a motion to approve the September minutes as presented, with a second by Director Hartung. The Board unanimously approved the September Board meeting minutes as presented.
- The September special Board meeting minutes for the joint meeting held with the District and Subdistrict were presented for the Board’s review and approval. Director Garrett made a motion to approve the September special minutes as presented, with a second by Director Fleece. The Board unanimously approved the September special Board meeting minutes as presented.

5. Chiefs’ Report:

Chief Burns:

- De-Gallagher Update
 - A committee has been put together to discuss deGallagher issues. Chief Staff participated virtually in a virtual meeting and answered questions for an HOA.
- Covid-19 Update
 - The command team met on yesterday morning and reviewed all SOG’s about the District’s COVID response and station guidelines. All current guidelines will remain in place at this time. The District has spent \$50,000 to date and continues to apply for reimbursement through different grants. Unfortunately, given the financial status of the District, the District does not meet the financial burden requirements

- Wildland Fire and Local Assistance
 - Chief Staff have applied for \$ 480,000.00 in Wildland Reimbursement, for the District's response to Colorado and California wildland fires. So far the District has received \$139,000.00. The District has had members respond to 11 fires total; multiple resources were sent to some fires.
- Fire Prevention Month
 - Due to COVID-19 Chief Staff has decided not to do any tours or participate with the nearby schools. The preparation plan was during a time that schools were starting out with virtual learning. The District continues to avoid all unnecessary traffic inside the station to limit exposure. The NFPA public education outreach is on kitchen safety; Staff have posted a few kitchen safety tips on its social media.
- ISO Report
 - Paperwork for the District's ISO rating has been submitted and the evaluator is reviewing it.

Chief Ridings:

- Monthly Run postponed
 - September 2020 the District responded to 94 calls for service. That is a 19% increase over 2019. There was zero fire loss within the District.

6. Old Business:

- Website:
 - Website is up and running.
 - Photos of staff and apparatus were taken and have been included on the website.
 - Final work on the website is on-going. The completion date is not yet known.
- Update on Policy and Procedures manual
 - Chief Staff has reviewed the employee manual and has submitted all proposed changes to Attorney Ferguson. Staff still needs to update or create all correlating forms that are mentioned in the handbook. Staff will also create an organizational chart and review all job descriptions to make sure they are compliant.
- Budget 2021
 - The draft budget submitted to the Board has not changed. We received secondary numbers from the County but we have not evaluated them yet. We will send out a newer version of the budget next week.
- Exhaust Systems
 - Accepted the grant and have completed an environmental health plan. Once we meet with FEMA in Denver, then we can order everything and start requesting our funds and getting it installed.
- Lifepak
 - It has been ordered and should be delivered in the next week.

7. New Business:

- Strategic Planning Committee
 - If was asked if the District and Board should form a Strategic Planning Committee to include a firefighter, a Board member, and the Fire Chief. Director Schwarz is interested in helping. Chairman Gunderman may pop in once its formed. The consensus of the Board was to revisit forming the Committee after presentation of the 2021 Budget.
- New Volunteer Class
 - The new Wescott Volunteer Class started on September 27th with the new hire orientation and have begun running their first shifts in October. Wescott has brought on 10 new members making the volunteer ranks 23 in total to date. The new class has been engaged in standard target solutions training to bring them up to speed with general safety around the station and on calls. Wescott also took the initiative to have all new members fitted for N95 masks in order to

ensure proper PPE protocols and safety for the pandemic, before being able to attend any emergency incidents. The volunteers will also be fitted for SCBA masks at the upcoming volunteer fire training next Tuesday. All new volunteers are stationed out of station 2 and have been issued uniforms and bunker gear.

- The class participants range in age from 20 years old to 40+ years old. Some are active or retired military, defense contractors, AMR employees, or general citizens looking to start a career in the fire service. All new members either have EMT, FFI, FFII, paramedic certifications or are in the process of obtaining those certifications. Several have come from different volunteer fire departments or EMS agencies out-of-state. All new members are currently working on their phase 1 probationary books and will have 4 months to complete. The volunteer class is very excited to be a part of the District, and the District is fortunate to have such a great group of people as part of the team.

8. Firefighter's Forum:

- None

9. Public Comments:

- Steve Simpson: I am appreciative of all the firefighters who are helping around the state with fires.
- Mary Gunderman: I sent out 120 emails to all of my lady's groups and have received positive feedback on the ballot issue.

10. Adjourn:

- The Board voted unanimously to adjourn the meeting for both the District and Subdistrict at 5:04 p.m.

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

Duane Garrett, Treasurer

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



Mark Gunderman, Chairman

Duane Garrett, Treasurer

3228675.1
3305354.1
3332333.1
3351696.1