

# RECORD OF PROCEEDINGS

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## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD APRIL 16, 2013

A Special Meeting of the Board of Directors of the Peyton Fire Protection District (referred to hereafter as "Board") was held on Tuesday, the 16<sup>th</sup> day of April, 2013, at 6:30 p.m. at the Peyton Fire Protection District Fire Station, 13665 Railroad Street, Peyton, Colorado 80831. The meeting was open to the public.

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### ATTENDANCE

#### Directors In Attendance Were:

Leon Gomes  
Patrick Palacol  
David Stoddard  
Sharon Brown

Following discussion, upon motion duly made by Director Brown, seconded by Director Palacol and, upon vote, unanimously carried, the absence of William Beary was excused.

#### Also In Attendance Were:

Charles Omdahl, Fire Chief; Peyton Fire Protection District

Nathan Hale, Lieutenant; Peyton Fire Protection District

Jeff Turner; Peyton Fire Protection District Firefighter Recruit Candidate

Tristan Palacol; Eagle Scout Candidate

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### PLEDGE OF ALLEGIANCE

**Pledge of Allegiance:** Director Gomes led the Pledge of Allegiance with the Board along with a moment of silence for the victims of the Boston Marathon bombings.

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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. Mr. Gomes noted that conflicts were filed for applicable Directors at least 72 hours prior to the meeting. Mr. Gomes also

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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 further conflicts were disclosed.

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### ADMINISTRATIVE MATTERS

**Agenda:** Mr. Gomes reviewed the proposed agenda for the District's Special Board meeting.

Following discussion, upon motion duly made by Director Palacol seconded by Director Stoddard and, upon vote, unanimously carried, the Agenda was approved.

**Minutes:** The Board reviewed the Minutes from the March 12, 2013 Regular Meeting.

Following discussion, upon motion duly made by Director Brown, seconded by Director Palacol and, upon vote, unanimously carried, the Minutes from the March 12, 2013 Regular Meeting were approved.

**Performance Evaluation Document for Fire Chief:** The Board reviewed and discussed the performance evaluation document of the Fire Chief.

Following discussion, upon motion duly made by Director Palacol, seconded by Director Brown and, upon vote, unanimously carried, the Board adopted the performance evaluation document of the Fire Chief prepared by Director Beary.

**Appointment of Firefighter Recruit:** The Board considered the appointment of Jeff Turner as a Peyton Fire Protection District firefighter recruit.

Following discussion, upon motion duly made by Director Stoddard, seconded by Director Palacol and, upon vote, unanimously carried, the Board appointed Jeff Turner as a Peyton Fire Protection District firefighter recruit.

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### PUBLIC COMMENT

**Public Comment:** There was no public comment.

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### GUEST SPEAKER

**Proposal for Eagle Scout Project:** Tristan Palacol presented to the Board the Eagle Scout concept of installing four fire danger awareness signs throughout the District and the installation of a flag pole with a Peyton Fire Protection District flag at the fire station adjacent to the non-working fire hydrant. It was noted that Tristan Palacol will provide an update to the Board at the May Board meeting. No action was taken at this time.

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### FINANCIAL MATTERS

**Claims:** The Board considered the approval of the payment of claims for the period ending April 16, 2013 in the amount of \$18,455.88.

Following review and discussion, upon motion duly made by Director Stoddard, seconded by Director Brown and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending April 16, 2013 in the amount of \$18,455.88.

**Unaudited Financial Statements:** Director Gomes distributed and reviewed the unaudited financial statements for the period ending March 31, 2013.

Following discussion, upon motion duly made by Director Palacol, seconded by Director Stoddard and, upon vote, unanimously carried, the Board accepted the unaudited financial statements for the period ending March 31, 2013.

**2012 Audit:** The Board reviewed the proposals from Hoelting & Company, Inc. and Osborne, Parsons & Rosacker, LLP to perform the 2012 Audit. Discussion ensued regarding the service received from the companies which had provided proposals.

Following discussion, upon motion duly made by Director Palacol, seconded by Director Stoddard and, upon vote, unanimously carried, the Board approved the engagement of Osborne, Parsons & Rosacker, LLP to perform the 2012 Audit, for an amount not to exceed \$4,500.

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### OFFICER REPORTS/ ANNOUNCEMENTS

**Fire Chief:** Chief Omdahl presented his report to the Board. A copy of the report is attached hereto and is incorporated herein by this reference.

**President:** There was nothing new to report.

**Vice President:** There was nothing new to report.

**Secretary:** Due to Director Beary's absence, there was nothing new to report.

**Treasurer:** Director Stoddard reported that he worked with Director Gomes and George Turtle, with Special District Management Services, Inc., to provide the appropriate information concerning the March 31, 2013 financial statements. He noted that he expects the transition of accounting services to Special District Management Services, Inc. to occur the first week of April 2013.

**Director:** There was nothing new to report.

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### LEGAL MATTERS

**November 5, 2013 Election:** Discussion was deferred to the May meeting when all Board members are expected to be present.

**Intergovernmental Agreement (“IGA”) with Peyton School District:** Discussion was deferred to the May meeting while other potential water sources are being pursued.

**Intergovernmental Agreement (“IGA”) with Elbert Fire Protection District (“EFPD”) for Mutual Aid:** The Board discussed the proposed IGA with EFPD for Mutual Aid.

Following discussion, upon motion duly made by Director Stoddard, seconded by Director Palacol and, upon vote, unanimously carried, the Board approved the IGA with EFPD District for Mutual Aid.

**Intergovernmental Agreement (“IGA”) with El Paso County for Water Use at the Peyton DOT Yard:** The Board discussed the proposed IGA with El Paso County for Water Use at the Peyton DOT yard. It was noted that there are no available water sources at the Peyton DOT yard. Following discussion, the Board directed Mr. Gomes and Chief Omdahl to schedule a meeting with Woodman Hills Metropolitan District (“WHMD”) regarding potential use of WHMD’s treated wastewater.

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### OPERATIONS

**Fire Apparatus Lighting:** The Board considered ratifying approval of the Agreement between the District and Digitcom Electronics, Inc. for Installation of Emergency Lighting for Fire Apparatus Nos. 3641 and 3642.

Following discussion, upon motion duly made by Director Palacol, seconded by Director Brown and, upon vote, unanimously carried, the Board ratified approval of the Agreement between the District and Digitcom Electronics, Inc. for Installation of Emergency Lighting for Fire Apparatus Nos. 3641 and 3642.

**Portable and Mobile Radios:** The Board considered ratifying approval of the Agreement between the District and Digitcom Electronics, Inc. for Portable and Mobile Radios.

Following discussion, upon motion duly made by Director Palacol, seconded by Director Brown and, upon vote, unanimously carried, the Board ratified approval of the Agreement between the District and Digitcom Electronics, Inc. for Portable and Mobile Radios.

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**Water Tender 3661:** Chief Omdahl reported that he will contact Bud Kucera and Brandon Homer to check the powertrain. Director Gomes reported that he will contact Peak Custom Fabrication to obtain an estimate to repair the tank on Water Tender 3661.

**Relocating the Peyton Fire Station Air Compressor:** Chief Omdahl reported that he has determined to relocate the Peyton Fire Station air compressor within the building by using volunteers. No further action is needed by the Board.

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### **OTHER BUSINESS**

**Strategic Planning:** Director Gomes reported that he obtained available dates for strategic planning from Pueblo Fire Chief, Chris Riley, which are the first, second and third Tuesday of each month with the exception of the first Tuesday in May. Director Gomes further reported that he will follow up with the Board members via email to confirm their available for the proposed dates.

**Boundary Map:** Following discussion, Director Gomes reported that he will follow up with Dan Kupferer of Land Development Consultants regarding proposals for the preparation of a Division of Local Government compliant boundary map and the District site survey and staking work.

**Peyton Fire Protection District Annual Community Barbeque:** It was noted that the Annual Community Barbeque is scheduled for June 8, 2013 from 10:00 a.m. to 2:00 p.m. at the Peyton Fire Protection District Fire Station.

**Future Agenda Items:** The Board determined to discuss the following items at the May 2013 Board Meeting:

- Review and discuss amending the Peyton Fire Protection District Bylaws to require two Directors' signatures on District checks regardless of the amount.
  - Review and discuss porta tank lift system for Water Tender No. 3660
  - Review and discuss requirements and cost to outfit Water Tender No. 3660 to bring into full operation.
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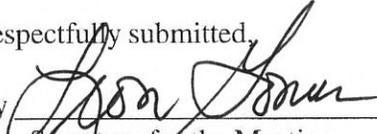
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**ADJOURNMENT**

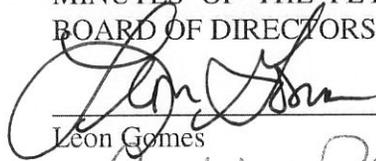
The President adjourned the meeting as there were no others business matters before the Board.

Respectfully submitted,

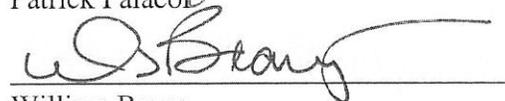
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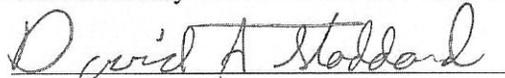
  
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL APRIL 16, 2013 MINUTES OF THE PEYTON FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

  
Leon Gomes

  
Patrick Palacol

  
William Beary

  
David Stoddard

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Sharon Brown



## PEYTON FIRE PROTECTION DISTRICT

P.O. BOX 98

PEYTON, COLORADO 80831

### PEYTON FIRE DEPARTMENT CHIEF'S REPORT MARCH 2013

#### DISCUSSION ITEMS:

Haz-mat class

#### TRUCK UPDATE:

None

#### APPLICATIONS:

1 for submission Jeff

# Peyton Fire Department

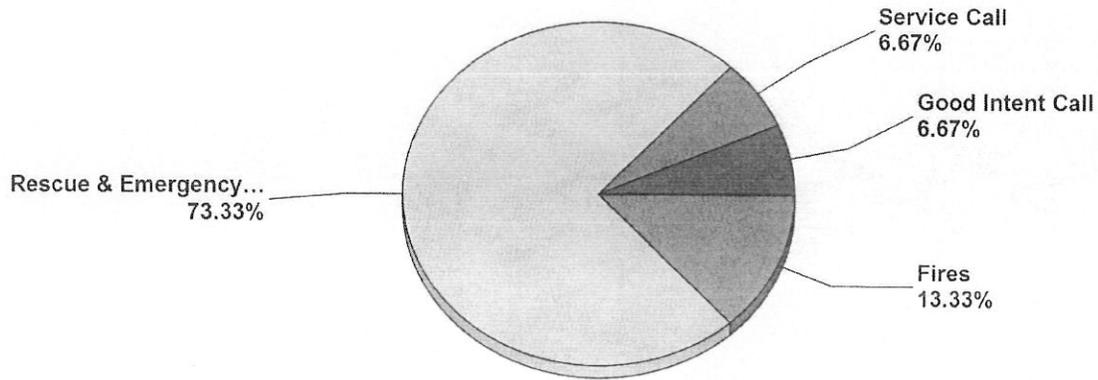
Peyton, CO

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## Breakdown by Major Incident Types for Date Range

Start Date: 03/01/2013 | End Date: 03/31/2013



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	2	13.33%
Rescue & Emergency Medical Service	11	73.33%
Service Call	1	6.67%
Good Intent Call	1	6.67%
<b>TOTAL</b>	<b>15</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.

### Detailed Breakdown by Incident Type

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	6.67%
143 - Grass fire	1	6.67%
300 - Rescue, EMS incident, other	1	6.67%
321 - EMS call, excluding vehicle accident with injury	5	33.33%
322 - Motor vehicle accident with injuries	3	20.00%
324 - Motor vehicle accident with no injuries.	2	13.33%
510 - Person in distress, other	1	6.67%
622 - No incident found on arrival at dispatch address	1	6.67%
<b>TOTAL INCIDENTS:</b>	<b>15</b>	<b>100.00%</b>

Only REVIEWED incidents included. Summary results for a major incident type are not displayed if the count is zero.