

# RECORD OF PROCEEDINGS

---

## MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD OCTOBER 13, 2015

A Regular 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, 2015, 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.

---

### ATTENDANCE

#### Directors In Attendance Were:

Leon Gomes  
David Stoddard  
Doug Ellis

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

#### Also In Attendance Were:

AJ Beckman; Special District Management Services, Inc. ("SDMS, Inc.") (via speakerphone)

Rita Connerly, Esq., Fairfield & Woods, P.C. (via speakerphone)

Ryan Orness, Lieutenant; Peyton Fire Protection District

Michael Dell'Ario; Firefighter

Clayton Miller; Board candidate

---

### PLEDGE OF ALLEGIANCE

Pledge of Allegiance: Director Gomes led the Pledge of Allegiance with the Board.

---

## RECORD OF PROCEEDINGS

---

### 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. Beckman noted that conflicts were filed for applicable Directors at least 72 hours prior to the meeting. Mr. Beckman 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 further conflicts were noted.

---

### ADMINISTRATIVE MATTERS

**Agenda:** Mr. Gomes reviewed the proposed agenda for the District's Regular Meeting.

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

**Minutes:** The Board reviewed the Minutes from the September 8, 2015 Regular Meeting.

Following discussion, upon motion duly made by Director Ellis, seconded by Director Stoddard and, upon vote, unanimously carried, the Minutes from the September 8, 2015 Regular Meeting were approved, as amended.

**Board Vacancy:** The Board discussed the vacancy on the Board of Directors.

Mr. Miller addressed the Board and expressed his interest in serving the District in the capacity of Director. He noted that he is a longtime member of the community, and Mr. Beckman confirmed that Mr. Miller is qualified to serve on the Board of Directors.

Following discussion, upon motion duly made by Director Ellis, seconded by Director Stoddard and, upon vote, unanimously carried, the Board approved the appointment of Mr. Miller to the Board of Directors. Director Gomes administered the Oath of Office. Attorney Connerly noted that she will file the oath documents with the court, and Mr. Beckman noted that he will file the oath documents with the Division of Local Government.

---

### PUBLIC COMMENT

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

---

## RECORD OF PROCEEDINGS

---

**PEYTON  
FIREFIGHTERS  
PENSION BOARD  
MEETING**

The Board determined it was unnecessary to adjourn to a meeting of the Peyton Firefighters Pension Board at this time. The Board directed Mr. Beckman to add possible adjournment to meeting of Peyton Firefighters Pension Board to future agendas.

---

**FINANCIAL  
MATTERS**

**Claims:** The Board considered the approval of the payment of claims for the period ending October 13, 2015 in the amount of \$8,420.23.

Following review and discussion, upon motion duly made by Director Ellis, seconded by Director Stoddard and, upon vote, unanimously carried, the Board approved the payment of claims for the period ending October 13, 2015, as presented.

**Financial Statements:** Mr. Gomes reviewed with the Board the unaudited financial statements of the District for the period ending September 30, 2015.

Following discussion, upon motion duly made by Director Stoddard, seconded by Director Ellis and, upon vote, unanimously carried, the Board accepted the unaudited financial statements of the District for the period ending September 30, 2015.

**2016 Budget:** Mr. Beckman reviewed the draft 2016 Budget with the Board, noting that publication of Notice of Budget Hearing, required by statute, would be performed by SDMS, Inc. Director Gomes advised that he will review the draft 2016 Budget with Fire Chief Omdahl. The Board then entered into discussion regarding setting the date for the public hearing to consider adoption of the 2016 Budget.

Following discussion, the Board determined to set the date for the public hearing to adopt the 2016 Budget as November 10, 2015.

---

**OFFICER REPORTS/  
ANNOUNCEMENTS**

**Fire Chief:** Absent.

**President:** Mr. Gomes reported to the Board on the 2015 Special District Association Annual Conference, noting that it was a beneficial and educational experience.

**Vice President:** Absent.

## RECORD OF PROCEEDINGS

---

**Treasurer:** Director Stoddard reported to the Board that he has been monitoring the Budget calendar and that progress is on-track. Director Gomes inquired whether a credit card had been issued to Assistant Chief Turner as discussed at the September 8, 2015 Regular Meeting. Director Stoddard noted the absence of the motion granting issuance of a District credit card to Assistant Chief Turner from the September 8, 2015 Regular Meeting Minutes and requested amendment. Mr. Beckman advised he would amend the Minutes to reflect issuance of the credit card to Assistant Chief Turner. Director Gomes requested that all credit card statements be sent to SDMS, Inc. and he requested Director Stoddard make the address change before the November 10, 2015 Board Meeting.

**Director:** Nothing to report.

---

### **LEGAL MATTERS**

**Legal Documents and Policies and Procedures:** Attorney Connerly advised the Board that the Lease Agreement was sent to the Falcon Fire Protection District prior to the September 8, 2015 Board Meeting, but that it is not ready for execution.

Attorney Connerly reported that the Agreement between the District and the El Paso County Emergency Services Authority requires approval from the El Paso County Attorney. She noted that she will work with Mr. Beckman to move forward with the Agreement.

Director Gomes inquired about the status of District Policies and Procedures. Attorney Connerly noted that the process for establishing District Policies and Procedures is underway.

Director Gomes then inquired about District Indemnification for Directors. Attorney Connerly noted that under governmental immunity, Directors have immunity so long as acting within the scope of their authority. She explained that if an incident were to occur, the Board would have latitude at that time to determine whether indemnification is appropriate. She added that the Board can adopt an indemnification resolution specific to a matter at hand.

---

### **OPERATIONS AND MAINTENANCE**

**Strategic Planning:** Director Gomes advised the Board that Fire Chief Omdahl will discuss Strategic Planning at the November 10, 2015 Board Meeting.

**Paving of Cistern Access:** The Board discussed the possibility of working with El Paso County to pave the Cistern access road. No action was taken by the Board at this time.

## RECORD OF PROCEEDINGS

---

**DRMO Letter of Authorization:** Director Gomes advised that an update is needed from Assistant Chief Turner. No action was taken by the Board at this time.

---

### **OTHER BUSINESS**

**Cistern Dedication:** Director Gomes reported that he has been unable to finalize plans for the Cistern Dedication with the Division of Local Affairs, and that with the onset of winter, the dedication will likely not be until Spring 2016.

**Upcoming Events:** The Board discussed the December 5<sup>th</sup> Christmas Party which will be held at the Creek View Grill at the Antler Creek Golf Club, 9650 Antler Creek Drive, Peyton.

**Future Agenda Items:** The Board discussed possible items for consideration at future meetings.

**Miscellaneous Items:** Lieutenant Orness reported that the District is growing and advised that he is working on a quote for new equipment for an approximate amount of \$16,000. The Board noted that consideration may be made for this expenditure after the 2016 Budget has been finalized.

Lieutenant Orness inquired about the grant for a carbon monoxide oximeter applied for by the District. Director Gomes reported that the grant had been received for an amount of \$6,500.

Mr. Miller inquired about equipment authorizations, expenditures, and the bidding process. Attorney Connerly explained that any capital projects in excess of \$60,000 are required by statute to be publicly bid. Director Gomes added that for smaller equipment purchase, there is no District policy regarding bidding. Attorney Connerly advised that a procurement policy will be included in the draft Policies and Procedures.

Director Ellis asked about truck inspections. Mr. Dell'Ario explained that trucks are inspected once monthly. Director Gomes added that pumps are inspected regularly by an outside party.

---

**RECORD OF PROCEEDINGS**

**ADJOURNMENT**

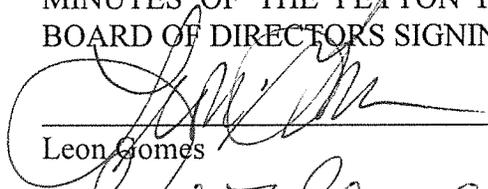
The President adjourned the meeting as there were no others business matters before the Board.

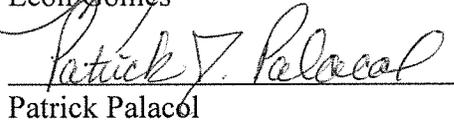
Respectfully submitted,

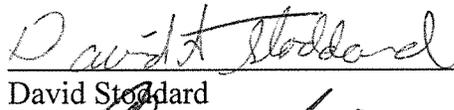
By

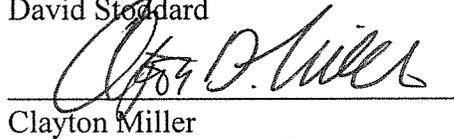
Secretary for the Meeting

THESE MINUTES ARE APPROVED AS THE OFFICIAL OCTOBER 13, 2015 MINUTES OF THE PEYTON FIRE PROTECTION DISTRICT BY THE BOARD OF DIRECTORS SIGNING BELOW:

  
\_\_\_\_\_  
Leon Gomes

  
\_\_\_\_\_  
Patrick Palacol

  
\_\_\_\_\_  
David Stoddard

  
\_\_\_\_\_  
Clayton Miller

  
\_\_\_\_\_  
Doug Ellis