

## RECORD OF PROCEEDINGS

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### MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE PEYTON FIRE PROTECTION DISTRICT HELD FEBRUARY 9, 2016

A Regular Meeting of the Board of Directors of the Peyton Fire Protection District (referred to hereafter as "Board") was held on Tuesday, the 9<sup>th</sup> day of February, 2016, 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:

Patrick Palacol  
Doug Ellis  
David Stoddard

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

#### Also In Attendance Were:

AJ Beckman; Special District Management Services, Inc.

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

Chuck Omdahl, Chief; Peyton Fire Protection District

Jeffrey Turner, Assistant Chief; Peyton Fire Protection District

Amy Dill; Resident

See attached sign-in sheet for additional attendees.

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#### PLEDGE OF ALLEGIANCE

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

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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. 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.

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### ADMINISTRATIVE MATTERS

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

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

**Board Vacancy:** The Board entered into discussion regarding a vacancy on the Board of Directors, and considered the appointment of a qualified individual. Mr. Paul Ellis and Mr. Deckard addressed the Board regarding their interest in serving on the Board. Discussion ensued.

Following discussion, upon motion duly made by Director Stoddard, seconded by Director Ellis and, upon vote, unanimously carried, the Board appointed Mr. Deckard to fill the vacancy on the Board of Directors, subject to verification of his qualifications.

**Minutes:** The Board reviewed the Minutes from the January 12, 2016 Regular Meeting.

Following discussion, upon motion duly made by Director Stoddard, seconded by Director Palacol and, upon vote, unanimously carried, the Minutes from the January 12, 2016 Regular Meeting were approved.

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### PUBLIC COMMENT

**Public Comment:** Ms. Dill addressed the Board regarding the possibility of establishing a fire auxiliary, noting the benefits an auxiliary would provide to the District and her belief that the District fire station would be an ideal platform to cultivate community cohesion. Attorney Connerly advised that the Board would not need to take any action at the present time for the community to establish an auxiliary. She added that the process for forming an auxiliary would be included in the revised Policies and Procedures.

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### FINANCIAL MATTERS

**Claims:** The Board considered the approval of the payment of claims for the period ending February 9, 2016 in the amount of \$7,184.59.

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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 February 9, 2016, as presented.

**Financial Statements:** Mr. Beckman reviewed with the Board the unaudited financial statements of the District for the period ending January 31, 2016. Mr. Beckman discussed the process for requesting changes to the Pension Fund disbursements. The Board requested this be added to the agenda for the March Pension Board Meeting.

Following discussion, upon motion duly made by Director Ellis, seconded by Director Stoddard and, upon vote, unanimously carried, the Board accepted the unaudited financial statements of the District for the period ending January 31, 2016.

**2015 Audit:** The Board discussed the necessity of either performing a 2015 Audit, or filing an application for exemption from 2015 Audit. Mr. Beckman noted that the cost of performing an audit would likely be between \$3,000 and \$5,000. Attorney Connerly recommended the District perform an Audit every three years. It was noted that the District performed an audit in 2012.

Following discussion, upon motion duly made by Director Stoddard, seconded by Director Ellis and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare and file an application for exemption from 2015 Audit.

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### **OFFICER REPORTS/ ANNOUNCEMENTS**

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

**Assistant Chief:** Assistant Chief Turner reviewed a proposal to upgrade lighting at the firehouse for an amount of \$1,532.00. Director Stoddard advised that this amount is within the limits of the annual budget. Assistant Chief Turner also discussed the need for a dumpster at the Fire House, as well as other equipment.

**President:** Nothing to report.

**Vice President:** Nothing to report.

**Treasurer:** Nothing to report.

**Secretary:** Nothing to report.

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### LEGAL MATTERS

**Update Policies and Procedures:** Attorney Connerly reported that the draft Policies and Procedures is nearing completion. She will plan to attend the next meeting in person to present the draft Policies and Procedures.

**Grant Funding Opportunities:** Director Palacol reported that he has no updates on grant research. Mr. Beckman reported that he also has no updates on grant research.

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### OPERATIONS AND MAINTENANCE

**Strategic Planning:** Director Ellis discussed the possibility of inquiring with land owners to dedicate land. Attorney Connerly recommended that the Board discuss with the planning department the need for Developers to dedicate developing land to the District.

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### OTHER BUSINESS

**Upcoming Events:** Nothing to report.

**Cistern Dedication:** Nothing to report.

**Future Agenda Items:** The Board discussed adding strategic planning and grant items to a future agenda.

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### ADJOURNMENT

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

Respectfully submitted,

By

Secretary for the Meeting

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THESE MINUTES ARE APPROVED AS THE OFFICIAL FEBRUARY 9, 2016  
MINUTES OF THE PEYTON FIRE PROTECTION DISTRICT BY THE  
BOARD OF DIRECTORS SIGNING BELOW:

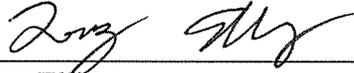


Patrick Palacol

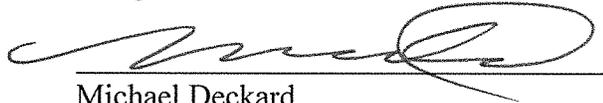


David Stoddard

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

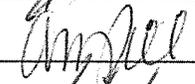
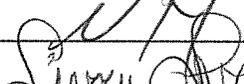
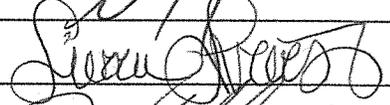
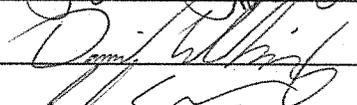
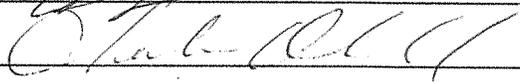
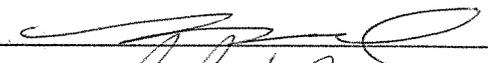
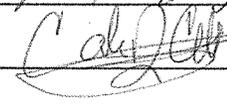


Doug Ellis



Michael Deckard

ATTENDANCE 2/9/15

| Name                    | Signature   |
|-------------------------|---|
| Asst. Chief Jeff Turner |   |
| Amy Dill                |  |
| Nathan Hale             |   |
| Sierra Lucero           |   |
| Daniel Snelling         |   |
| Chris Evans             |   |
| Chief Charles Cindahl   |   |
| Mike Deckard            |   |
| Paul Ellis              |   |
| Cole Ellis              |   |