



# Durango Fire Protection District

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## Minutes of the DFPD Regular Board Meeting Tuesday, November 22, 2022, 8:00 a.m. DFPD Station One

President Samantha Gallagher called to order the meeting of the Durango Fire Protection District Board of Directors at 8:01 a.m. Board members present for the Call to Order were Kathy Morris, Karen Barger, John Dezendorf, Lyle McKnight and Steve List. Staff members included Chief Hal Doughty, Deputy Chief Randy Black, Deputy Chief Mike Krupa, Finance Director Eric Baker, and HR Director Megan Kunch. Legal Counsel Bud Smith was also in attendance.

### AGENDA: Additions, Deletions, Revisions:

Finance Director Eric Baker added two items to the agenda:

- DFPD's Audit Summary
- DFPD's Investments

President Samantha Gallagher added these items to be reported on after Chief Doughty's oral report.

### APPROVAL OF MINUTES:

- October 25, 2022 Regular Minutes

*A motion was made by Kathy Morris to approve the October 25, 2022 Regular Meeting Minutes as presented, seconded by Karen Barger. Motion carried unanimously.*

### ANNOUNCEMENTS/PRESENTATIONS:

No announcements/presentations.

### PUBLIC COMMENT:

No comment.

### REPORTS:

**Chief:** Chief Doughty mentioned that this meeting is the official Public Hearing of the 2023 Budget. Chief Doughty reported he met with the San Juan County Commissioners concerning the updated Impact Fee since La Plata County approved it; he and Legal Counsel Bud Smith will go over the contract for San Juan County. Bud Smith mentioned there will need to be a special meeting of the Board in December to approve the IGA with San Juan County and to address approval of item 8.i. Chief Doughty announced the department's administrative changes: Deputy Chief of Support Services, Randy Black; Deputy Chief of Operations, Mike Krupa; Battalion Chief of Training, Don Woodmansee.

**Finance Director:** Finance Director Eric Baker reported on the internal audit process. Eric Baker, Samantha Gallagher, Tina McCallum, Deputy Chief Black and Chief Doughty met to go through the audit procedures. They took a look at the vendors over the year and did a sectioned, detailed audit within the meeting. The procedure of check-signing will be cleaned up. Samantha stated no payments with issues were found but the internal control recommendations are to help reduce risk of fraud or misappropriations for the district. Chief Doughty reported that the Finance Administrative Assistant Stephanie Dressen went through the audit and answered all questions concerning the audit. Chief Doughty also mentioned the possibility of changing banks for the department's purchasing cards to gain/earn rewards. There was brief discussion about the department's external auditing firm and their process. Eric Baker also reported on investments mentioned in August 2022; he reminded the Board of matured CDs and his recommendations about reinvesting those. A

*motion was made by Kathy Morris to reinvest \$1,000,000 gained in a previous CD in a three-year CD, seconded by Lyle McKnight. Motion carried unanimously.*

#### OLD BUSINESS

- a. **Downtown Station:** Deputy Chief Black reported the continuation of the by-weekly meetings with the City Manager and his staff. The first public meeting was held November 10. The public had the opportunity to say whether they approved of the current design of the downtown station. Chief Black mentioned the next public meeting will be in February with an estimation of cost per square foot. DPD is using a separate architect to ensure all DPD's needs are met with the new design. There was discussion on the new design concerning additional square footage and the flood plain. Samantha asked if negotiations with the city concerning the 9-R parcel have started in order for the city staff to move River City Hall. Chief Doughty stated they have not begun due to financial factors needing to be in place for the city. Board member Kathy Morris asked if DPD is looking at design for both the River City Hall and 9-R sites. Chief Doughty responded that DPD is fully looking at using the site at River City Hall. There was discussion over the placement of the city employees during construction of River City Hall, placement of DFPD members during construction and the safety of DFPD members continuing to work at River City Hall. More details about the entire project will be made known once the city decides whether they will move forward with this project based on finances.

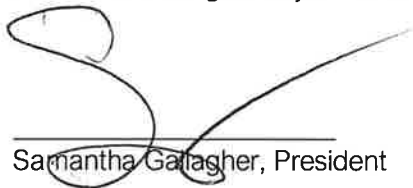
#### NEW BUSINESS:

- a. **Public Hearing-2022 Amended Budget:** Finance Director Eric Baker presented the two resolutions attached to the Public Hearing of the 2022 Amended Budget (2022-6, 2022-7). President Samantha Gallagher allowed time for the Board members and the public to make comments on the 2022 Amended Budget. No comment was made by the public.
- b. **Consideration and possible action on Resolution 2022-6: RESOLUTION FOR SUPPLEMENTAL BUDGET AND APPROPRIATION:** *A motion was made by Kathy Morris to approve Resolution 2022-6: RESOLUTION FOR SUPPLEMENTAL BUDGET AND APPROPRIATION, seconded by Karen Barger. Motion carried unanimously.*
- c. **Consideration and possible action on Resolution 2022-7: RESOLUTION FOR SUPPLEMENTAL BUDGET AND APPROPRIATION:** *A motion was made by Kathy Morris to approve Resolution 2022-7: RESOLUTION FOR SUPPLEMENTAL BUDGET AND APPROPRIATION, seconded by Tina McCallum. Motion carried unanimously.*
- d. **Public Hearing-2023 Budget:** Finance Director Eric Baker presented the three resolutions attached to the Public Hearing of the 2023 Budget (2022-8, 2022-9, 2022-10). Chief Doughty reported a few changes to the final 2023 Budget which include an increase in EMS revenue and increase in Wildland revenue. In addition, Chief Doughty stated the Firefighting section will come in under for the 2022 budget. Chief Doughty briefly reiterated the changes in compensation for 2023. Chief Doughty stated there may be a small adjustment in the budget based on the set mill levy from the Assessors' Office. Once final numbers are known, the Board will be notified in order to approve the changes which are due December 10. President Gallagher opened up for public comment concerning the 2023 Proposed Budget. One comment was made by a member of the public.
- e. **Consideration and possible action on Resolution 2022-8: RESOLUTION TO ADOPT BUDGET:** *A motion was made by Karen Barger to adopt Resolution 2022-8: RESOLUTION TO ADOPT BUDGET, seconded by Kathy Morris. Motion carried unanimously.*
- f. **Consideration and possible action on Resolution 2022-9: RESOLUTION TO APPROPRIATE SUMS OF MONEY:** *A motion was made by Karen Berger to approve Resolution 2022-9: RESOLUTION TO APPROPRIATE SUMS OF MONEY, seconded by Tina McCallum. Motion carried unanimously.*
- g. **Consideration and possible action on Resolution 2022-10: RESOLUTION TO SET MILL LEVIES:** *A motion was made by Karen Barger to approve Resolution 2022-10: RESOLUTION TO SET MILL LEVIES, seconded by Kathy Morris. Motion carried unanimously.*
- h. **Consideration and possible approval of IGA for the Imposition and Collection of an Impact Fee for Fire Protection, Rescue and Emergency Services:** Chief Doughty reported this is the IGA with La Plata County. The county commissioners have approved the Impact Fee Program to go into

effect January 1, 2023. A motion was made by Kathy Morris to approve the IGA for the Imposition and Collection of an Impact Fee for Fire Protection, Rescue and Emergency Services, seconded by Tina McCallum. Motion carried unanimously.

- i. **Public Hearing on Petitions for Inclusion: Consideration of Order of Board of Directors Approving Inclusion Petitions:** Three petitions of inclusion have been submitted for approval. Legal Counsel Bud Smith explained the process of a petition for inclusion. Bud reported the publication of the Public Hearing was not published. Therefore, Bud and the Board decided to delay the approval in a Special Meeting.
- j. **Consideration and possible approval of Diversity Equity & Inclusion Personnel Policy:** Chief Doughty explained that this policy is for assurance of acceptance of all employees, regardless of their stature. The basis of this policy was recommended by the Society of Human Resources. Chief explained this policy is meant to be open-ended to be all-encompassing of all employees, as not to discriminate. A motion was made by Steve List to approve the Diversity Equity & Inclusion Personnel Policy, seconded by Karen Barger. Motion carried unanimously.

Samantha Gallagher adjourned the meeting at 9:37 a.m.

  
Samantha Gallagher, President

11/24/23  
Date

Attest:  
  
Katie Pounds, Administrative Assistant