

Arrowhead Fire Protection District
Meeting Agenda
October 14, 2022
1:00 p.m.
@ The Firehouse
2069 Spruce Road

AGENDA

1. Call to Order
2. Determination of Quorum
3. Approval of Minutes from September meeting
4. Treasurer's Report
5. Fire Chief's Report
6. Old Business
 - a. AVFD Auxiliary report
 - b. Communications update
 - i. Fire Bar Committee
 1. XOP discussion
 - c. Firehouse issues
 - i. Egress issue
 - d. Equipment Issues
 - i. Red Pump Truck packing replacement
 - e. Fire Chief succession committee
 - i. Discussion on new Fire Chief candidate Jennifer Dove
 - f. Recruitment committee
 - g. AVFD Board of Director vacancy
 - h. AIA donation in return for lease payment
7. New business
 - a. Budget submission and discussion
 - b. Janitorial services for fire house
 - c. Paid Family Leave Insurance
 - i. Vote on opting out
 - d. Reimbursement of training
 - e. Signs on driveways
8. Equipment Issues
9. Adjournment- Next Meeting- November 11, 2022

Dial-in Number 1-667-770-1677 Participant Code: 478279#

Arrowhead Fire Protection District
Regular Board Meeting Minutes

Date: October 14, 2022

Location: AVFD Firehouse, 2069 Spruce Road, Cimarron, CO 81220

Purpose: Regular Board Meeting

Attendees: @ Firehouse: Jim Matteson (President, Chair), Steve Gauthier (Vice Chair), Ken Harbert (Secretary), Lucia LeBon (AVFD Auxiliary), Jennifer Dove (AVFD Fire chief candidate) Michelle and Bill Tillery (visitor) By Phone: Norb Stracker (visitor)

1. Call to Order: Chairman Jim Matteson called the meeting to Order, October 14, 2022 @ 1:00 pm
2. Determination of Quorum: Requirements met with more than one- half of current board members present
3. Approval of Minutes from September 9, 2022 AVFD regular board Meeting:
Motion to accept minutes as presented made by Steve Gauthier, second by Jim Matteson.
Action: Motion Approved
4. Treasurer's Report:
Action: Accepted as presented
5. Fire Chief Report:
Action: No Chief Report this month
6. Old Business
 - a. AVFD Auxiliary Report
Discussion: Donation from AVFD Auxiliary donation anticipated to be similar to last year
 - b. Communications update
 - i. Fire Bar committee
 1. XOP platform
Discussion: Steve Gauthier reported XOP platform being implemented' hope to be up and running first part of November.
Note: delete agenda items i. and 1 from communication update

NOTE: Change of agenda order to include Jennifer Dove input in c. Firehouse Issues discussion.

e. Fire Chief succession committee

i. Discussion on fire Chief candidate Jennifer Dove

Discussion: Housing stipend negotiated for \$375.00 per month for February, March, April and May 2023 and the annual salary of \$20,000.00 per year effective October 14 2022

Motion to hire Jennifer Dove as the AVFD Fire Chief made by Steve Gauthier, second by Ken Harbert

Action: Motion approved

c. Firehouse Issues

i. Egress issues

Action: Passage door knob installed between command room and community room. Task complete, remove from agenda.

Discussion: Letter to be sent by Jim Matteson to AIA Board of Directors stating deficiencies in firehouse in relation to building code

d. Equipment issues

i. Red Pump Truck pump packing replacement

Discussion: Packing seal kit purchased. Monitor for increased leak in pump packing. Note: Line item (d.) to be removed from Old Business on agenda

f. Recruitment committee

Discussion: Staffing needs ongoing.

Action: continue to post recruitment needs on AVFD web page

g. AVFD Board of Director Vacancy

Discussion: Board ongoing efforts seeking qualified candidates

h. AIA donation in return for lease payment.

Discussion: AI brought up the issue with the AIA board president.

Response was they did not allocate for donation in the current budget.

AIA stated they would will look into issue and get back to AVFD board

7. New Business

a. Budget submission and discussion

Discussion: Budget reviewed and changes recommended by board will

Be sent to AI Hale to be entered into budget for final draft to be posted

b. Janitorial services for firehouse

Discussion: Board to allocate \$1200.00 per year for services
Board open to volunteers cleaning facilities

c. Paid Family Leave Insurance

i. Vote on opting out

Action: Motion made by Steve Gauthier to opt out of as per option C ,
Second by Ken Harbert. Motion Approved

d. Reimbursement of training

Discussion: Board received receipts from Norb Stracker and Jennifer Dove for reimbursement of training expenses. Reimbursement of funds issued

e. Signs on driveways

Discussion: New protocol for driveway signage to be implemented by new fire chief

8. Equipment Issues

Discussion: No new equipment issues at this time

9. Meeting adjourned - Next Meeting November 11, 2022