



Chaffee County Fire Protection District

499 Antero Circle
Buena Vista, Colorado 81211

CHAFFEE COUNTY FIRE PROTECTION DISTRICT **REGULAR BOARD OF DIRECTORS MEETING MINUTES**

WHEN: Tuesday, September 6, 2022
TIME: 7:00 P.M.
PLACE: Town of Poncha Town Hall: 333 Burnett Ave. Poncha Springs, CO
And Via Zoom Conference
<https://us02web.zoom.us/j/6560320649?pwd=YVNqVDhOQmNQdjVPOElkaE81Q2xzdz09>
Meeting ID: 656 032 0649
Phone Number: (346) 248-7799
Passcode: 1976

CALL TO ORDER

The meeting was called to order at 7:15 p.m. by President Brown.

- **Attendance**

Board of Directors:

Seat 1 – Kurt Miller
Seat 2 – Thomas Navarrette
Seat 3 – Stuart Langrehr
Seat 4 – Mary Brown
Seat 5 – Cathryn Bishop

Office:

Director
Vice-President
Director
President/Chairperson
Treasurer

Term Expires:

5/2025
5/2025 *absent*
5/2023
5/2023
5/2023

Staff:

Robert Bertram
Kira Jones
Dino Ross
Sarah Abbott

Fire Chief
Administrative Assistant and Secretary to the Board
Legal Counsel
Legal Counsel

*Director Bishop moved to excuse the absence of Vice-President Navarrette.
President Brown seconded. Motion carried unanimously.*

- **Additions/Deletions and approval of Agenda**

Chief Bertram requested to add discussion regarding Zoom for board meetings

Director Langrehr moved to approve the agenda as ammended. Director Bishop seconded. Motion carried unanimously.

- **Review and approve the minutes of the August 2, 2022 regular Board meeting.**

Director Bishop moved to approve the minutes of the August 2, 2022 regular Board meeting as presented. President Brown seconded. Motion carried unanimously.

- **Review and approve the minutes of August 7, 2022 Special Work Session**

Director Bishop moved to approve the minutes of the August 7, 2022 Special Work Session as presented. President Brown seconded. Motion carried unanimously.

OPEN SESSION

- None

ATTORNEYS' REPORT

- **Review and discuss Attorneys' Report**

Attorney Ross reviewed with the Board the attorneys' report.

NEW BUSINESS

- **Approval of Job Description for Administrative Assistant**

Director Miller moved to approve the Administrative Assistant Job description as presented. Director Langrehr seconded. Motion carried unanimously.

- **Approval to Post for Job Openings**

Director Bishop moved to authorize the fire chief to post for the open positions of Administrative Assistant and Fire Inspector and proceed with hiring process. Director Langrehr seconded. Motion carried unanimously.

- **Employee Work Schedule**

Chief Bertram presented update on transition to new work schedule for employees, advised the board that schedule change is addressed in Member Handbook and no update would be needed.

- **Default to in person board meetings.**

Discussion regarding continuing with Zoom option for future meetings. Consensus of the board was to default to in person meeting for all future meetings.

FINANCIAL REPORT

- **Review August draft financial reports and approve bill payments made since the last Board meeting.**

Chief Bertram reviewed the draft July financials and the itemization of bills paid since the last Board meeting. Discussion followed.

President Brown moved to approve the draft August financials and bills paid since the last Board meeting. Director Langruhr seconded. Motion passed unanimously.

STAFF REPORTS

- Chief Bertram presented the following Staff reports:

○ Fire Chief	Robert Bertram
○ Training Captain	Brian Welch
○ Retention & Recruitment	Steven Jones
○ Maintenance	Carver Engstrom
○ Inspector	Michelle Flores
○ Administrative Assistant	Kira Jones
○ Volunteers	Steven Jones

OLD BUSINESS

- **Station 4 Remodel**

Chief Bertram provided a progress update on Station 4.

- **Strategic Plan**

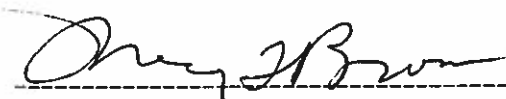
ADJOURNMENT

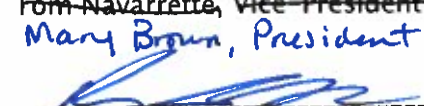
Director Bishop moved to adjourn the meeting. President Brown seconded. Motion passed unanimously.

President Brown
~~Vice President Navarrette~~ adjourned the meeting at 8:52 p.m.

APPROVAL

We attest that the foregoing minutes, which have been approved by the affirmative majority vote of the Board of Directors of the Chaffee County Fire Protection District, are a true and accurate record of the meeting held on the date stated above.



~~Tom Navarrette, Vice-President~~
Mary Brown, President


Robert Bertram, Fire Chief