



Record of Proceedings Minutes of a Regular Meeting of the Board of Directors

Held: Wednesday, November 20, 2024, at 5:30 p.m., at the Cimarron Hills Fire Protection District Administrative Offices, 1835 Tuskegee Place, Colorado Springs, Colorado.

A regular meeting of the Board of Directors of Cimarron Hills Fire Protection District, Colorado Springs, Colorado, was called to order at 5:30 p.m. and held as shown above and in accordance with the applicable statutes of the State of Colorado with the following directors present and acting:

Call to Order

Director Miller opened the meeting at 5:30 p.m. with 5 directors in attendance.

Roll Call

- Rene' Sintas - Present
- KaTarra Taylor - Present
- Mark Gass - Present
- Erika Gass - Present
- Paul Miller - Present

Also present were:

Fire Chief Andrew York, Division Chief Thomas Joyce, Division Chief Matthew Gortner, and Executive Assistant Virpi Mattson taking minutes.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Approval of the Agenda – Changes, Additions and Deletions

The Board discussed the November 20, 2024 Agenda.

Upon motion by Director Sintas, seconded by Director M. Gass, the Board voted unanimously to approve the Agenda.

Conflict of Interest Disclosures

None

Public Comment for Items Appearing on the Agenda

- None

Approval of Minutes

[October 9, 2024 Regular Meeting](#)

[October 15, 2024 Special Meeting](#)

[October 29, 2024 Special Meeting](#)

The Board reviewed the minutes from the October 9, 2024 Regular Meeting, the October 15, 2024 Special Meeting, and the October 29, 2024 Special Meeting.

Upon motion by Director Miller, seconded by Director E. Gass, the Board voted unanimously to approve the minutes from the aforementioned meetings.

Financial Presentations

Treasurer's Report presentation and approval

Chief York presented the October 2024 Treasurer's Report and reviewed the October check report and credit card report with the Board.

Upon motion by Directors M. Gass, seconded by Director Taylor, the Board voted unanimously to approve the October 2024 Treasurer's Report.

Reports

Chief's Report

Chief York presented the Chief's Report to the Board and reviewed monthly statistics for October.

Upcoming Events:

- The Department Christmas party will be held on Saturday, December 14.
- The Santa Run will be held on Saturday, December 21.

The Department received 4 sets of body armor made through a dedicated anonymous donation to Shield 616. With an additional 2 sets purchased by the department, we have outfitted all of our part-time ambulance personnel.

The delivery timeline for the new ambulance has been cut in half, and we now expect to receive it in August of 2025.

Wildland Program update:

All of our crews are home. We were deployed 256 days this year, and we are estimating a net revenue of \$650,000+ from this busy season. Deployment of the Type 3 Engine brought in approximately \$440,000 of this revenue and has already paid for itself, putting the program in the positive by \$290,000 this year.

Due to the election results, beginning specs for additional apparatus replacements has been put on pause.

Fire and Life Safety Report

Chief Joyce provided an overview of Life Safety and Fire Prevention activities for October.

He noted an increasing trend of students, to include middle school, not knowing their home address or important phone numbers. The schools are starting to incorporate homework assignments to address the issue which appears to stem from a reliance on mobile devices.

DEO Report

Executive Assistant Mattson provided an overview of the November 5, 2024 election results.

There was a good turnout of voters, 70.74% participation.

3103 (46.06%) voted in favor

3634 (53.94%) voted against

While Cimarron Hills Sales Tax Ballot Initiative 6A was defeated, 46% of the citizens supported the sales tax. The Board discussed the quick timeline we were faced with to put the initiative on the ballot this year and agreed that more education was needed to help the community understand the benefits of incorporating a sales tax as a diversified source of revenue for the district.

Unfinished Business

[Facilities Purchase Update](#)

Chief York advised the Property Inspection and Environmental Survey are complete. The Board discussed options for proceeding with building renovations. Chief York suggested moving headquarters and including a sub-station within the existing footprint so the squad or the ambulance could be stationed in the new facility. This would relieve crowding at the current fire station and eliminate the need for major renovations there. Additionally, the new building renovation could be structured in such a way that a full 2nd station could still be incorporated in the future. The process for a lease-purchase has been started with Farmers State Bank and we are currently on track for a December 18th closing.

Chief York has been in contact with different architects regarding costs and has met with the realtor regarding comps for the existing Headquarters facility. A full appraisal will be completed as we get closer to selling.

[2025 Budget Proposal Update](#)

Chief York presented budget updates to the Board, which included the cost of renovations and the annual payment for the new building. The vacant division chief position will not be filled. It will instead be replaced by a 40-hour EMS Supervisor position that would be better suited than a line member working a 48-hour shift for managing the workload of EMS billing and EMS program oversight. Chief York advised that his goal is to tighten the budget now and not wait for cuts to hit in 2026 without being proactive.

[2025 Board of Directors Meeting Schedule](#)

The Board discussed the final draft of the 2025 Board of Directors Meeting Schedule.

Upon motion by Director M. Gass, seconded by Director Miller, the Board voted unanimously to approve the 2025 Board of Directors Meeting Schedule.

New Business

[2024 Auditor Engagement](#)

Executive Assistant Mattson presented the Auditor Engagement package to the Board. Our prior auditor Erikson, Brown and Kloster (EBK) has merged with a larger national firm known as CBIZ.

Upon motion by Director Miller, seconded by Director Taylor, the Board voted unanimously to engage with the CBIZ for the CHFPD 2024 Financial Audit.

[\(DRAFT\) Resolution 2024-009: A Resolution to Amend the 2024 Budget](#)

Executive Assistant Mattson presented the draft resolution to the Board. Chief York explained that due to the unexpected purchase of the new apparatus storage building and the busier than expected wildland season, our expenditures will exceed what we had originally appropriated. Funds are available to cover these expenditures in the excess

revenues received from wildland deployments and within sustainment capital in the general fund.

The Resolution to Amend the 2024 budget will be presented for approval at an amended budget hearing on December 11. Required notice has been submitted for publication in the Gazette.

[Resolution 2024-010: A Resolution Calling for the 2025 Regular District Election and Appointing a DEO](#)

The Board discussed the upcoming election in May of 2025 and the possibility of going back to the voters on the sales tax issue. Following discussion, it was decided that if the sales tax issue were pursued again, it wouldn't be until at least the November election period to grant more time for providing education on the topic and assessing public support.

Director M. Gass read the resolution. **Upon motion by Director M. Gass, seconded by Director Miller, resolution 2024-010: A Resolution Calling for the 2025 Regular District Election and Appointing a DEO passed unanimously by roll call vote.**

Public Comment

- **None**

Board Comment

- Director Miller thanked the administrative staff for their work on the sales tax election.

Next Regular Meeting

Director Miller acknowledged the next Regular Board of Directors meeting, the 2024 Amended Budget Hearing, and the 2025 Budget Hearing to be at 5:30 p.m. on Wednesday, December 11, 2024.

Adjourn

Upon motion duly made by Director E. Gass, seconded by Director M. Gass, the meeting was adjourned at 7:10 p.m.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting and was approved by the Board of Directors of the District on the 11th day of December, 2024.

Respectfully submitted,

/s/ Mark Gass, Secretary