



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

Held: Wednesday, July 17, 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
- KaTarra Taylor
- Mark Gass
- Erika Gass
- Paul Miller

Also present were:

Fire Chief Andrew York, Division Chief Thomas Joyce, Executive Assistant Virpi Mattson, and Administrative Assistant Dana Carneal taking minutes.

### Pledge of Allegiance

The Pledge of Allegiance was recited.

### Approval of the Agenda – Changes, Additions and Deletions

The Board discussed the July 17, 2024 Agenda.

**Upon motion by Director E. Gass, seconded by Director Taylor, 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

### June 19, 2024 Regular Meeting

The Board reviewed the minutes from the June 19, 2024 regular meeting.

**Upon motion by Director Sintas, seconded by Director M. Gass, the Board voted unanimously to approve the June 19, 2024 regular meeting minutes.**

## Financial Presentations

### Treasurer's Report Presentation and Approval

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

**Upon motion by Director E. Gass, seconded by Director M. Gass, the Board voted unanimously to approve the June 2024 Treasurer's Report.**

## Reports

### Chief's Report

Chief York presented the Chief's Report to the Board, reviewed monthly statistics for June and highlighted significant events.

Nothing new on Legislative updates. Chief York believes both Initiative 50 and Prop 108 have enough signatures to make the ballot. He had a meeting with Monument's Fire Chief, Rep Stephanie Vigil, and State Minority Leader Rose Pugliese to discuss the impact of these bills on Special Districts and Fire Districts.

Chief York and Chief Gortner will be attending a Fire Chief's Conference next month. The CHFD Open House will be held on August 24.

Wildland Program: The Type 3 Engine just started its 3<sup>rd</sup> rotation. By the end of July, it is projected that net revenue from the Wildland Program will be approximately \$320,000. The program is doing very well.

### Fire and Life Safety Report

Chief Joyce provided an overview of Life Safety and Fire Prevention activities for June. He also discussed the process for burn permits within the district.

## Unfinished Business

### Future CHFD Facility

Chief York met with another architect who specializes in Station Design. We are waiting on his overall feedback and will provide further updates as available.

Chief York spoke with the realtor and discussed continuing the search for available land, as well as leasing options for department reserve apparatus storage. Director Miller provided information on a potential location currently available to lease.

## New Business

### [Resolution 2024-004 Designating the Official Custodian of Records and Adopting a Policy on Responding to Open Records Requests \[Discussion/Approval\]](#)

Executive Assistant Virpi Mattson explained the updates to the Records Request Policy covered by this resolution which included updating the research and retrieval fee to \$41.37 per hour with an effective date of signature/posting. Director Sintas made the motion to approve the resolution, and Director E. Gass seconded the motion. Motion passed unanimously.

### [2025 Budget – Board Priorities Discussion](#)

The Board discussed items to be considered/prioritized for the 2025 budget. In addition to Station upgrades and options for reserve apparatus storage, these included replacing the Type 1 Engine, replacing the admin staff vehicle with an SUV that could also be used to transport firefighters/gear comfortably to trainings, and facility/I.T. upgrades such as the department telephone system and Audio-Visual equipment for training and meetings at the Headquarters location.

## Public Comment

- **None**

## Board Comment

- **None**

## Next Regular Meeting

Director Miller acknowledged the next Regular Board of Directors meeting to be at 5:30 p.m. on Wednesday, August 21, 2024.

## Adjourn

**Upon motion duly made by Director E. Gass, seconded by Director Taylor, the meeting was adjourned at 1823.**

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 21<sup>st</sup> day of August, 2024.

Respectfully submitted,

/s/ Mark Gass, Secretary