

Divide Fire Protection District

Public Meeting of the Board of Directors
May 12th, 2026 6:00 P.M.

AGENDA

- 1) Call to Order – Roll Call
- 2) Pledge of Allegiance
- 3) Review and Approve Agenda
- 4) Review, Approve, and Sign Minutes of Prior Meetings
- 5) Chief Report
- 6) Financial & Administrative Matters
 - A) Financials
 - B) Purchase Orders
 - C) Administrative Report
- 7) Old Business
 - A) Handbook / Policy
 - i. Where to Post
 - ii. Document Control Policy
 - B) Chief Job Search
 - C) Audit
 - D) Board Compliance Officer
- 8) New Business
- 9) Public Comment **
- 10) Executive Session – Executive Session to discuss personnel matters related to candidates submitted for Chief position, pursuant to §24-6-402(4)(f), C.R.S
- 11) Adjournment

**** Public comment is limited to no more than 5 minutes per person, 20 minutes maximum. Please indicate on the sign-in sheet that you wish to comment.**

Link for Teams Meeting:

<https://teams.microsoft.com/meet/254597459151918?p=yK1W3JmlaH3K5bx2mP>



DIVIDE FIRE PROTECTION DISTRICT

Board of Directors Meeting

Shoemaker Fire Station, 103 Cedar Mountain Road (Mail: PO Box 941), Divide Colorado, 80814
May 12th, 2026 at 6:00 p.m.

MINUTES OF THE REGULAR MEETING

1. Call to Order / Role Call

Board President Lopez called to order the regular meeting of the Board of Directors of the Divide Fire Protection District (DFPD) at 6:00 p.m.

Director Lopez Franke called roll with the following present:

Steed Lopez – President
Robert Reynolds – Vice-President
Peter Atwater – Treasurer
Dennis Luttrell – Director
Patricia Franke – Secretary – present via teams

Interim Chief Hinkle and District Administrator Diana Perkins were also present.

2. Pledge of Allegiance

3. Review & Approve Agenda – Director Franke made a motion that 8.a. Employee Satisfaction Survey be added. Second by Director Luttrell. The motion passed unanimously. Motion by Director Luttrell to approve the agenda. Second by Director Reynolds. The motion passed unanimously.

4. Review, Approve, and Sign Minutes of Prior Meetings – Motion by Director Luttrell to approve the minutes from the April 28th meeting. Second by Director Reynolds. The motion passed unanimously.

Chief left the building for a call response. Motion by Director Lopez to switch Chief Report after Financial & Administrative Matters. Second by Director Reynolds. The motion passed unanimously.

5. Financial & Administrative Matters

A. Financials – attached. Director Atwater questioned a discrepancy between last month's numbers related to payroll and benefits. Diana Perkins reported an adjusting entry related to the payroll of January 2nd, and noted that the CPA typically makes accrual entries for payroll during their audit, but that she had done so in error due to some confusion about FPPA ending periods. She also reported that the district does not currently "close" on a monthly basis and sometimes adjustments are made that might change a previous month's totals. The CPA also makes other adjustments such as depreciation, accrued payroll, and pre-paid expenses, which are usually made on an annual basis. Director Atwater expressed that since the public sees the documents, the district should note when there are changes such as with a footnote which Perkins agreed with. It was noted this was a procedural change that could be discussed and documented outside of the meeting.

B. Purchase Orders – none.

Motion by Director Luttrell to approve the financials. Second by Director Reynolds. The motion passed unanimously.

C. Administrative Report – Attached. Perkins submitted to the board a draft Administrative Calendar document that detailed the majority of deadlines and compliance activities due throughout the year. She will continue work on this document as well as training guides for the financial tasks as time allows. Perkins also noted tasks which were being covered for the Personnel Coordinator who is on leave of absence.

6. Chief's Report – Attached. Discussion about Tender 22. There are problems with the valves causing a vacuum test to fail. The truck will possibly be up for replacement once the 5-year plan is completed. Chief believes the needed repairs would be easily recouped when time to sell the vehicle. He estimates repairs of \$5-7K or up to \$15K. Without the repairs he thinks the vehicle will sell for \$120-135K, and with the repairs should sell for \$165-175K. Director Lopez requested a more specific estimate. Chief expected a diagnostic to cost 3-5 hours at \$175 per hour. The board asked for a quote to get the diagnostic done. Chief also reported a fourth application for the Chief position that he turned over to the board.

Director Lopez asked about SB26-184, and the new building codes as they relate to WUI (wildland urban interface). It was discussed that the board perhaps should adopt the new building code similar to NETCO, and this might need to be done sooner rather than later due to ongoing construction in Divide. Director Lopez also reported thanks and praise from the Victor city manager as well as Sheriff Mikesell for the district's assistance with the Victor water shutdown emergency. Divide Fire provided services to haul water from Cripple Creek to Victor for several days, which was greatly appreciated.

Director Franke asked about the calls that had no responses and if Chief looked at those to assess the situation and determine how it might be avoided in the future. Chief said that there was really only one that occurred when many responders were out on Spring Break, and others were miscues from dispatch. Franke asked about how the district might assess the progress being made from the additional part time staffing. Director Atwater said he did not see how the district would assess that since we didn't have a baseline when all the part-timers were hired in January.

7. Old Business

A. Handbook/Policies–

i. Where to Post – Since the district no longer has an online library where the Handbook and other documents are stored, it was discussed how that would work. Diana Perkins noted the current Handbook Acknowledgement directs members to the online library. After switching to First

Due, that option is no longer available. It was noted that the general membership does not have Sharepoint membership. It was decided to pursue using FireRescue1 for that purpose as well as for the acknowledgement. Director Franke will investigate further. Perkins noted that once this was determined the Handbook page would need to be corrected.

ii. **Document Control Policy** – Director Franke submitted a draft this is available on Sharepoint. She commented that it was perhaps more involved than the district might need at this time, and asked for comments and input. It was agreed this could be discussed in June and ready to adopt in July.

B. Chief Job Search – Director Lopez reiterated that there were four resumes received and the board would be discussing them during executive session.

C. Audit – Diana Perkins reported that the auditor was proceeding and should have the draft ready to be reviewed in the next few weeks.

D. Board Compliance Officer – It was discussed that since the district has grown to include multiple personnel responsible for different areas of compliance, it would benefit the board to have a designated person to confirm accountability. Director Lopez asked what specific tasks might be involved. Diana Perkins mentioned the compliance calendar she submitted earlier. Director Franke noted that the board position would be one of auditing and spot checks so the board had a level of confidence that procedures were being followed. Director Atwater prefers that the language be very specific as to what would be audited or checked. Director Franke responded her opinion that the language should not be overly specific so that employees did not only cover those areas they knew would be checked. Diana Perkins said she could get together some general categories and what type of things those categories might include for the next meeting.

8. New Business

A. Employee Satisfaction Survey – Director Franke resumed discussion of the draft survey she submitted at the April 28th meeting suggested to be sent to the employees and volunteers regarding leadership and culture. She stated the content of the survey was gleaned from existing standard questions to gauge leadership and engagement. Her plan involved sending the survey out via Microsoft, invitations to employee and volunteer emails, response limited to one response per invitation. The survey would be anonymous. Results would go to the Secretary, who would compile and summarize, but all individual surveys (personal information redacted) would be available to the full board.

Director Atwater expressed he does not think employee surveys are helpful or actionable but instead just add noise from squeaky wheels. He reiterated that the board has to select the Chief. Director Luttrell observed that although it was the case that the board has ultimate appointing authority that he found it beneficial to have as much input as possible to make an informed decision. Motion by Director Franke to proceed with the resume as outlined above, to be started on Friday and to close on May 29th. Second by Director Luttrell. Directors Luttrell and Franke voted in favor. Director Atwater opposed. Directors Reynolds and Lopez abstained. The motion passed two to one.

9. Public Comment –

Robin North, taxpayer – Robin noted that the last meeting was posted as having no public comment which was why she did not attend. It was later changed to include public comment and she would have attended. She strongly advocated for a chief who lives in the district. She also noted that she had volunteered to cook food for the volunteers and was notified that her services were no longer needed. Most recently after she already purchased food. She expressed that it was a lack of common courtesy that the chief never spoke to her directly as to why and still has not spoken to her.

Deb Hendrickson, taxpayer – Deb stated she was not at all in favor of the survey and that she disagreed that the Chief should live in the district. She expressed to Robin that she was saying she did not trust the employees and firefighters by saying the Chief needed to live in district.

Tom O'Connor, taxpayer, volunteer – O'Connor expressed concern about the payroll budget being over in the areas of part-time employees and chief pay, and that would prevent hiring a third full-time firefighter as had originally been discussed. He noted the 5-year plan had been removed from the agenda but no volunteers who offered to participate had been notified. Also the stipend formula was changed (including payments to personnel no longer on the department, which was previously not allowed) and the volunteers were not notified. He asked where was the transparency.

Ryan Smedra, taxpayer – Ryan expressed firm opposition to the survey and believes it is not actionable or helpful. He views it as an opportunity for a witch hunt and said there will be retaliation. He thinks there should be an evaluation done of chief that does not include the survey responses in any way. He also asked about Director Franke composing the survey and receiving the responses and if the board trusted this person. Director Franke responded that the survey language had been sent to the full board and everyone had opportunity to contribute or make changes. She said there absolutely would be actionable results and that the board would be responsible for working with chief to ensure that occurs. She also repeated that all survey responses would be made available to the full board, so nothing would be hidden. Ryan also recommended an open forum where firefighters can ask questions of the candidates. Director Franke agreed.

10. Executive Session – Motion by Director Luttrell to enter into executive session to discuss personnel matters related to candidates for Chief's position pursuant to C.R.S. 24-6-402(4)(f). Second by Director Reynolds. The motion passed and executive session was entered at 8:04 p.m.

The executive session ended and regular session resumed at 8:54 p.m. Motion by Director Franke to adopt the following timeline for the Chief search:

President Lopez will contact all four applicants and arrange 1st round interview, for candidates to be present in person or via teams. Two candidates each on Tuesday May 26th and Thursday May 28th, after which the board will discuss in the June 9th regular meeting and vote/announce the top two candidates. The top two candidates will be scheduled for June 23rd in person interviews. After the conclusion of these in-person interviews, the finalist candidates will be invited to stay at DFPD Station 21 for an informal open house where the public is welcome to speak to the candidates. The board will discuss in the July 14th regular meeting and vote regarding the top candidate, and publicly announce such. The board will present a formal employment offer at the regular meeting on July 28th. These dates may be subject to change based on individual candidate availability or unseen delays.

Second by Director Luttrell. The motion passed unanimously. See the attached timeline document.

11. Adjournment

Motion by Director Franke to adjourn the meeting. Second by Director Luttrell. The motion passed unanimously. The meeting was adjourned at 8:56 p.m. The next meeting will take place on Tuesday, May 26th, 2026, at 5 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 Divide Fire Protection District, are a true and accurate record of the meeting held on the date stated above.

Aristed Lopez President
Name and Title
D. Nank - Secretary
Name and Title

6, 9, 26
Date
06/09/2026
Date

Divide Fire Protection District
Budget Performance
 April 2026

		Apr 26	YTD	2026 Budget	Difference	% of Budget
Income						
2 - Fund Accounts						
	100 · Unreserved General Fund	0.00	0.00	670,200.00		0.0%
	115 · TABOR Reserves	0.00	0.00	23,800.00		0.0%
	Total 2 - Fund Accounts	0.00	694,000.00	694,000.00	0.00	100.0%
4000 · Revenues						
	4310 · Net General Property Tax	98,425.71	440,075.98	971,000.00	530,924.02	45.32%
	4312 · Interest County Treasurer	12.61	12.61	350.00	337.39	3.6%
	4315 · Specific Ownership Tax	6,000.39	25,523.60	65,000.00	39,476.40	39.27%
	4325 · Teller County EMS/VFA Grants	0.00	0.00	2,500.00	2,500.00	0.0%
	4330 · State Gaming Grant	0.00	0.00	18,000.00	18,000.00	0.0%
	4340 · Special Incident Revenue					
	4341 · Special Incident DFPD Vehicles	0.00	0.00	10,000.00	10,000.00	0.0%
	4342 · Special Incident - Personnel	0.00	0.00	30,000.00	30,000.00	0.0%
	Total 4340 · Special Incident Revenue	0.00	0.00	40,000.00	40,000.00	0.0%
	4345 · Interest Income	2,449.92	8,957.37	22,000.00	13,042.63	40.72%
	4360 · Donations	10.00	1,365.00	20,000.00	18,635.00	6.83%
	4399 · Miscellaneous Revenue	0.05	5.10	2,500.00	2,494.90	0.2%
	Total 4000 · Revenues	106,898.68	475,939.66	1,141,350.00	665,410.34	41.7%
	Total Income	106,898.68	1,169,939.66	1,835,350.00	665,410.34	63.75%
		106,898.68	1,169,939.66	1,835,350.00	665,410.34	63.75%
Expense						
5400 · Admin Exp						
	5401 · Payroll Tax Expenses	1,773.60	7,419.06	16,573.76	9,154.70	44.76%
	5405 · Payroll - District Employees	31,016.49	127,896.07	393,019.44	265,123.37	32.54%
	5407 · Payroll - Incident Response	0.00	0.00	30,000.00	30,000.00	0.0%
	5408 · Volunteer Stipends	0.00	0.00	10,000.00	10,000.00	0.0%
	5409 · Employee Benefits	7,659.36	20,197.24	133,556.42	113,359.18	15.12%
	5415 · County Treasurer Fee	2,969.85	13,219.37	27,500.00	14,280.63	48.07%
	5420 · Director's Fees	500.00	3,000.00	8,000.00	5,000.00	37.5%
	5427 · Volunteer Recruitment Retention	0.00	0.00	4,000.00	4,000.00	0.0%
	5430 · Employee/Volunteer Screening	0.00	949.00	1,000.00	51.00	94.9%
	5435 · Employee Recruitment Retention	381.05	1,897.72	12,000.00	10,102.28	15.81%
	5440 · Subscriptions, Data, Membership	896.57	9,707.63	27,130.00	17,422.37	35.78%
	5445 · Office Supplies/Expenses	109.15	1,568.29	5,000.00	3,431.71	31.37%
	5450 · Annual Audit	0.00	0.00	10,000.00	10,000.00	0.0%
	5460 · Legal Fees	0.00	2,577.00	10,000.00	7,423.00	25.77%
	5465 · Public Relations	0.00	288.84	8,500.00	8,211.16	3.4%
	5475 · Notice Publication , etc.	0.00	0.00	400.00	400.00	0.0%
	5480 · Insurance	0.00	45,623.00	48,584.56	2,961.56	93.9%
	5490 · Pension Plan	0.00	0.00	12,000.00	12,000.00	0.0%
	5495 · Volunteer Expenses	0.00	4,328.41	20,000.00	15,671.59	21.64%

Divide Fire Protection District
Budget Performance
 April 2026

	Apr 26	YTD	2026 Budget	Difference	% of Budget
5499 · Administrative Contingency	0.00	0.00	20,000.00	20,000.00	0.0%
Total 5400 · Admin Exp	45,306.07	238,671.63	797,264.18	558,592.55	29.94%
5500 · Operating					
5505 · Training	374.10	8,632.81	35,000.00	26,367.19	24.67%
5510 · Building/Ground Supplies	2,482.10	10,089.30	20,000.00	9,910.70	50.45%
5520 · Propane-Natural Gas	346.95	1,905.37	5,000.00	3,094.63	38.11%
5525 · Electric	19.62	1,372.12	4,300.00	2,927.88	31.91%
5535 · Medical Supplies & Fees	909.79	3,767.49	12,000.00	8,232.51	31.4%
5540 · Fire Fighting Supplies	4,613.42	21,910.83	20,000.00	-1,910.83	109.55%
5541 · Fire Fighting R/M	0.00	3,148.78	8,000.00	4,851.22	39.36%
5543 · Rescue Supplies & Expense	0.00	0.00	3,000.00	3,000.00	0.0%
5545 · Vehicle Supplies & Fuel	1,763.46	5,355.30	16,000.00	10,644.70	33.47%
5546 · Vehicle R/M	922.70	13,133.79	50,000.00	36,866.21	26.27%
5560 · Comm. Supplies & Repairs	0.00	10,947.88	23,000.00	12,052.12	47.6%
5570 · Safety-Uniforms & Equipment	0.00	2,778.70	8,000.00	5,221.30	34.73%
5581 · Incident Expenses - Non-Reimb	0.00	0.00	4,000.00	4,000.00	0.0%
5582 · Incident Expenses - Reimb	0.00	0.00	3,000.00	3,000.00	0.0%
5599 · Operational Contingency	0.00	0.00	20,000.00	20,000.00	0.0%
Total 5500 · Operating	11,432.14	83,042.37	231,300.00	148,257.63	35.9%
5600 · Capital Ex					
5606 · Capital Reserve-Bldg & Veh	0.00	4,676.99	670,000.00	665,323.01	0.7%
5610 · Building & Grounds	0.00	0.00	35,000.00	35,000.00	0.0%
5655 · Vehicle Lease Payments	0.00	51,342.82	55,535.00	4,192.18	92.45%
5657 · Vehicle/Apparatus Purchase	0.00	56,586.03		-56,586.03	
5699 · Capital Contingency	0.00	0.00	10,000.00	10,000.00	0.0%
Total 5600 · Capital Ex	0.00	112,605.84	770,535.00	657,929.16	14.61%
Total Expense	56,738.21	434,319.84	1,799,099.18	1,364,779.34	24.14%
	50,160.47	735,619.82	36,250.82		

Banking Accounts	4/1/2026	Deposits	Withdrawals	4/30/2026
Vectra Main	22,261.51	84,000.05	76,976.19	29,285.37
ColoTrust	766,932.43	103,918.78	84,000.00	786,851.21
Balances after current bill payments				
Vectra Main	65,409.38			
ColoTrust	721,851.21			

05/12/26

Divide Fire Protection District
Bank Activity
As of May 13, 2026

Date	Num	Name	Memo	Amount	Balance
1010 - Vectra Bank Main Account (Primary Checking)					57,204.80
04/20/2026	eft	Black Hills Energy	Acct# 0423 1...	-300.99	56,903.81
04/20/2026	eft	Public Sector Health...	insurance	-6,177.10	50,726.71
04/20/2026			Deposit	0.05	50,726.76
04/20/2026	659		FAMLI Contri...	-74.29	50,652.47
04/20/2026	659		FAMLI Contri...	-35.41	50,617.06
04/20/2026	659		FAMLI Contri...	-37.66	50,579.40
04/24/2026	657	Paychex	Payroll Funds...	-11,314.34	39,265.06
04/24/2026	657	Paychex	Payroll Taxes ...	-3,018.14	36,246.92
04/24/2026	657	Paychex	Payroll Fees	-49.20	36,197.72
04/24/2026	eft	FPPA Contributions	FPPA Contrib...	-1,334.04	34,863.68
04/24/2026	eft	Wex	fuel	-1,158.07	33,705.61
04/27/2026	eft	Vectra Bank	Chris CC	-3,180.26	30,525.35
04/27/2026	eft	Vectra Bank	Diana CC pay...	-648.79	29,876.56
04/27/2026	eft	Vectra Bank	Dustin CC Pa...	-591.19	29,285.37
05/01/2026	13185	Baumert, Michael	stipend	-400.00	28,885.37
05/01/2026	13186	Erich, Bethany	stipend	-100.00	28,785.37
05/01/2026	13187	Erich, Nathan	stipend	-400.00	28,385.37
05/01/2026	13188	Guthardt, Martin	stipend	-100.00	28,285.37
05/01/2026	13189	Kennedy, Ryan	stipend	-50.00	28,235.37
05/01/2026	13190	Lownie, Andrew	stipend	-400.00	27,835.37
05/01/2026	13191	McCausland, Dzi	stipend	-50.00	27,785.37
05/01/2026	13192	Oostra, Mark	stipend	-100.00	27,685.37
05/01/2026	13193	Porter, Kelley	stipend	-50.00	27,635.37
05/01/2026	13194	Ramirez, Susan	stipend	-50.00	27,585.37
05/01/2026	13195	Remley, Jeff	stipend	-200.00	27,385.37
05/01/2026	13196	Spencer, David	stipend	-100.00	27,285.37
05/01/2026	13197	Stabenow, Michael	stipend	-600.00	26,685.37
05/01/2026	13198	Stanley, Jeremy	stipend	-300.00	26,385.37
05/01/2026	13199	Walker, Zach	stipend	-300.00	26,085.37
05/01/2026	13200	Wells, James	stipend	-50.00	26,035.37
05/01/2026	13201	Wolf, Erin	stipend	-50.00	25,985.37
05/01/2026	13202	Wolf, Frank	stipend	-600.00	25,385.37
05/08/2026	660	Paychex	Payroll Funds...	-11,690.22	13,695.15
05/08/2026	660	Paychex	Payroll Taxes ...	-3,495.71	10,199.44
05/08/2026	660	Paychex	Payroll Fees	-57.60	10,141.84
05/08/2026	eft	FPPA Contributions	FPPA Contrib...	-1,334.04	8,807.80
05/11/2026	eft	Wex	fuel	-1,487.77	7,320.03
05/11/2026	eft	Cintas	23398034	-85.42	7,234.61
05/12/2026	13203	Lopez, Aristeed	director fees	-184.70	7,049.91
05/12/2026	13204	Enna, Joe	ice	-9.20	7,040.71
05/12/2026	13205	Owings, Brandon	food	-95.78	6,944.93
05/13/2026	13206	AT&T Mobility (First ...	287352514682	-125.76	6,819.17
05/13/2026	13207	Bound Tree Medical		-282.55	6,536.62
05/13/2026	13208	Cascade Fire Equip...	valve	-1,004.00	5,532.62
05/13/2026	13209	Helman Fire Equipm...	T21	-429.08	5,103.54
05/13/2026	13210	Ireland Stapleton	Legal Services	-538.50	4,565.04
05/13/2026	13211	National Firefighter ...	U8416	-2,143.57	2,421.47
05/13/2026	13212	Powell Mechanical Inc	heater in bay	-883.65	1,537.82
05/13/2026	13213	Supply Cache	Cust# 13972	-780.86	756.96
05/13/2026	13214	Upworx LLC	monthly service	-160.00	596.96
05/13/2026	13215	Woodland Hardware...		-187.58	409.38
05/13/2026	663		Transfer Colo...	65,000.00	65,409.38
Total 1010 - Vectra Bank Main Account (Primary Checking)				8,204.58	65,409.38
TOTAL				8,204.58	65,409.38

Date	Number	Vendor	Description	Line Item	Amount	Completed Amount	Date Completed
12/4/2025	1205-1	CO Pro EFT	2 sets extrication	5625	110,000.00	101,341.50	12/31/2025
12/4/2025	1205-2	Paratech	airbags	5625	25,000.00	14,186.40	12/15/2025
12/4/2025	1205-3	Total Prop Maint	doors		8,000.00	7,000.00	1/27/2026
12/4/2025	1205-4	Sunny Comm	15 radios		30,104.00	25,104.00	12/12/2025
12/4/2025	1205-5	Digicom	batteries		1,119.00	1,141.38	12/29/2025
12/4/2025	1205-6	Rathburn Welding	E22		802.25	902.95	12/5/2025
12/4/2025	1205-7	Harbor Freight	winch		1,110.00	1,196.67	12/31/2025
1/13/2026	0113-1	Pikes Peak Polaris	New UTV + Pump	5606	60,000.00	56,586.03	1/28/2026
1/13/2026	0113-2	Upworx	security cameras	5510	1,537.50	1,537.50	1/28/2026
1/27/2026	0127-1	R21 Project**	revamp to Chief	5606	19,645.67	21,093.46	3/11/2026
1/27/2026	0127-2	Rathburn Welding	E22 & B20 welding	5545	3,942.95	4,477.88	3/17/2026
2/10/2026	0210-1	Hanover Fire Protection	B21 & other	5540	12,976.57	12,976.57	2/20/2026
3/10/2026	0310-1	Divide Collision	E21	5545	1,071.00		
4/14/2026	0414-1	MES	E22 hose	5540	20,470.00		
4/14/2026	0414-2	GSA	wildland hose pack	5540	3741.60+		
4/14/2026	0414-3	GSA Cascade	wildland hose pack	5540	4,989.30	3928.43 - 1060.87 still outstanding	

Overage

1447.79

534.93

2026 Payroll & Firefighter Hours

Total Payroll Through 4/30/26		Budget	
Chief	41602.50	45560.00	91.31% (for 6 months)
FT Firefighter	50580.57	201149.44	25.15%
PT Firefighter	26043.00	41600.00	62.60%
Office	9670.00	35960.00	26.89%

Date	Chief	Dustin	Brandon	Zach	Joe	Dannielle	Colin
1/2/2026	83.50	92	93	0			
1/13/2026	106.50	85.25	82.25	0	65.5		
1/30/2026	121.00	113.75	104.5	10.25	76.5		34.75
2/10/2026	108.50	103.25	111	45.75	81.25		60.75
2/27/2026	91.50	96.5	100.75	24	74.5	11	69.5
3/13/2026	83.00	96	84	48.5	72	67.25	62
3/27/2026	95.00	84.25	94.75	49.75	43	54	53.25
4/7/2026	116.50	98.5	85.25	34.75	76.5	24.25	54.75
4/24/2026	105.00	93	93.25	65.75	51.5	52.25	56.25
	910.50	862.50	848.75	278.75	540.75	208.75	391.25

FT Schedule 42 hrs per week / 84 per pay period

Budget

3 FT Firefighters 88 hrs per pay period
PT - 80 hrs per pay period

Brandon & Joe are in FF Academy (extra hours)

**Administrative Report
by Diana Perkins
May 12th, 2026**

Grants

- FFSDP grant submitted – \$19920 - rejected
- VFA grant opened – submitted - \$20470 – 50% = \$10235 decision end of April, checked with Chief, no answer
- District Pool Safety Grant – \$1942.88 available – Should have enough to get full amount

Additional Admin Activities

- Filed COIs that listed potential conflicts with Secretary of State
- Worked on Financial & Administrative Tasks/Training Guide
- Personnel Coordinator tasks below

Weekly – process mail, bills, receipts, check and respond to emails

Monthly – balance bank statements, checked all receipts

Monthly - Paid CC bills and compiled, checked receipts

Board Meetings – prepare agenda, post on website and Facebook, prepare financial and admin reports, prepare copies of necessary materials, scan and upload approved minutes from previous meeting, prepare minutes

Bi-weekly Payrolls – check time sheets, enter in Paychex, print reports, enter journal in QB, scan and file, make FPPA deposits online

Personnel Coordinator Activities

4/17 Met with Chief to discuss, took over badges and checking email account.

4/21 Email with Renee Bunting, confirmed new badge contact. Email with Tracy to request current form.

Questions about form. Emailed membership to fill out info. Created check off list. Checked member photos to see who has a photo ready. Took many new photos.

4/24 Checked off new forms received, modified photos to fit format.

4/27 Organized photos and forms, sent to county, made list of items still missing. Worked with Dannielle to finish member photo board.

5/1 Received some badges realized some info outdated, spent some time comparing to current info. Printed current call stats and training numbers to post in training room. Entered several insurance renewals and updated the spreadsheet.

5/5 Worked on updating certs and correct info to resubmit to county, compiled a spreadsheet with changed information. This involved checking First Due and also members' folders to determine what was current.

5/8 Processed second set of badge submissions and photos to county. Submitted along with corrections to the first set. Checked FireRescue1 to determine HR course status. Compiled and sent email to members out of date with insurance and HR.

5/11 Recorded several insurance submissions, checked email.

5/12 Prepared volunteer paperwork packet for new applicant, set up email, ordered new background check codes to replace previously expired ones.

ADMINISTRATIVE CALENDAR

JANUARY

1st Meeting of the New Year

Resolution Designating Posting Place and Meeting Times

If an election year:

Resolution to Hold an Election

Resolution to Appoint a DEO (with authorization to cancel election)

Check DOLA website for Election Calendar dates – add dates to calendar

After the meeting, all notices of regular meeting times should be updated.

By January 15th:

This document is due if it was not filed in December:

Transparency Notice

By January 31st:

Pension information is due to be filed with FPPA. Need all call stats to be completed and final to see who qualifies for pension credit that year.

All W2/W3, 1099 info filed.

You will receive an audit document from the workers comp company. You will fill in information about last year's actual payroll numbers.

These documents are due if they were not filed in December:

DOLA Annual Budget Document (including associated documents)

Make sure board outside station has been updated with current budget, transparency notice, and notice of regular meeting time.

Print and gather all incident stats from reporting software and organize into categories for Grants. See notebook Grant Data.

You will be notified about OATH account renewal. Follow instructions. Last year's app should be in the Grant Info notebook.

You should be notified about Website Accessibility Officer renewal for the website. Follow instructions.

CBI Audits are conducted roughly every 3 years. We will be notified. Coordinate with the CBI Laso Officer from the board.

JANUARY – FEBRUARY

EMTS Grant – This grant usually closes pre-application the first week in February. Look at the website for details, get with Chief about what we might want to apply for. If we make an application note all dates on the calendar.

FFSPD Grant – This This grant usually closes pre-application the first week in February. Look at the website for details, get with Chief about what we might want to apply for. If we make an application note all dates on the calendar.

Audit - Contact the auditor to arrange for them to get the information they need to conduct the audit.

Remind Chief about annual inventory. Make sure you get a copy of the finalized inventory to save with district documents.

Conflict of Interest Statements – give to board to sign, file in director files, file online

Keep eye out for new year SDA Board Member Manual. sdaco.org There is a summary at the front of current changes. Check them and see if anything applies to our district.

MARCH

SAM – Federal Grant entity registration – you should receive an email, follow instructions to renew. Typically expires late March.

JUNE

By June 30th

Deadline for the auditor to submit the preliminary audit to the board.

JULY

July Board Meeting

The audit needs to be approved by the board at this meeting.

By July 31st

Deadline for the auditor to submit the final audit to the state.

AUGUST

Add employee evaluations to Agenda with completion goal of September.

August 25th- deadline for Assessor office to send out preliminary assessed valuation. Use assessed valuation to figure next year's tax revenue and provide to Chief for budgeting.

SEPTEMBER

Start working on budget with Chief.

OCTOBER

October Board Meeting (**prior to October 15th**)

Deadline for the budget to be submitted to the board for review.

Notice of Budget should be run in the Courier as soon as possible following receipt of the budget. The budget should be posted in the glass case outside Station 1.

Sometime around this time you will receive information from the property insurance company and the workers comp insurance company. You will have to review the property (with Chief) and fill out estimated next year payroll for the workers comp.

DECEMBER

December – Final notice of assessed valuation arrives (must be issued by Assessor by Dec 10th) update budget line item.

December Board Meeting (**prior to December 15th**)

Resolution to Adopt a Budget

Resolution to Appropriate Funds

Resolution to Certify Mill Levies (this **MUST** be submitted to the Board of County Commissioners **PRIOR** to December 15th, deliver by hand if necessary.

Adopted Budget needs to be signed.

Budget Message needs to be signed.

See list at end where to file budget documents.

Notice of Transparency filled out for upcoming year and filed. (File along with budget documents.)

Make changes in FPPA and Paychex for FPPA and health insurance deductions.

Update Payroll Schedule calendar for next year.

Odd years are board director election years. **See document Checklist for Canceled Election.** Visit DOLA site for current dates and requirements. Prepare if the next year is an election year.

BUDGET FILING

File all papers as listed below:

DOLA

Upload information to DOLA Efiling Portal

Scan below into one document:

- Budget Message
- Adopted and Certified Budget
- Resolution to Certify Mill Levy
- Resolution to Adopt a Budget
- Resolution to Appropriate Funds

Scan each below separately:

- Resolution to Certify Mill Levy
- Notice of Transparency
- Letter stating no map boundary changes

Teller County Board of County Commissioners

- Adopted and Certified Budget
- Resolution to Certify Mill Levies – Must be delivered by December 15th
- Notice of Transparency
- Mill Levy Public Information Form

Teller County Clerk & Recorder

- Notice of Transparency
- Notice of No Boundary Changes

Teller County Assessor

- Notice of Transparency
- Notice of No Boundary Changes

Teller County Treasurer

- Notice of Transparency

Ireland Stapleton

Copy of all documents:

- Budget Message
- Adopted and Certified Budget
- Resolution to Certify Mill Levies
- Resolution to Adopt a Budget
- Resolution to Appropriate Funds
- Notice of Transparency

Update board outside station with current budget, transparency notice, and notice of regular meeting time.

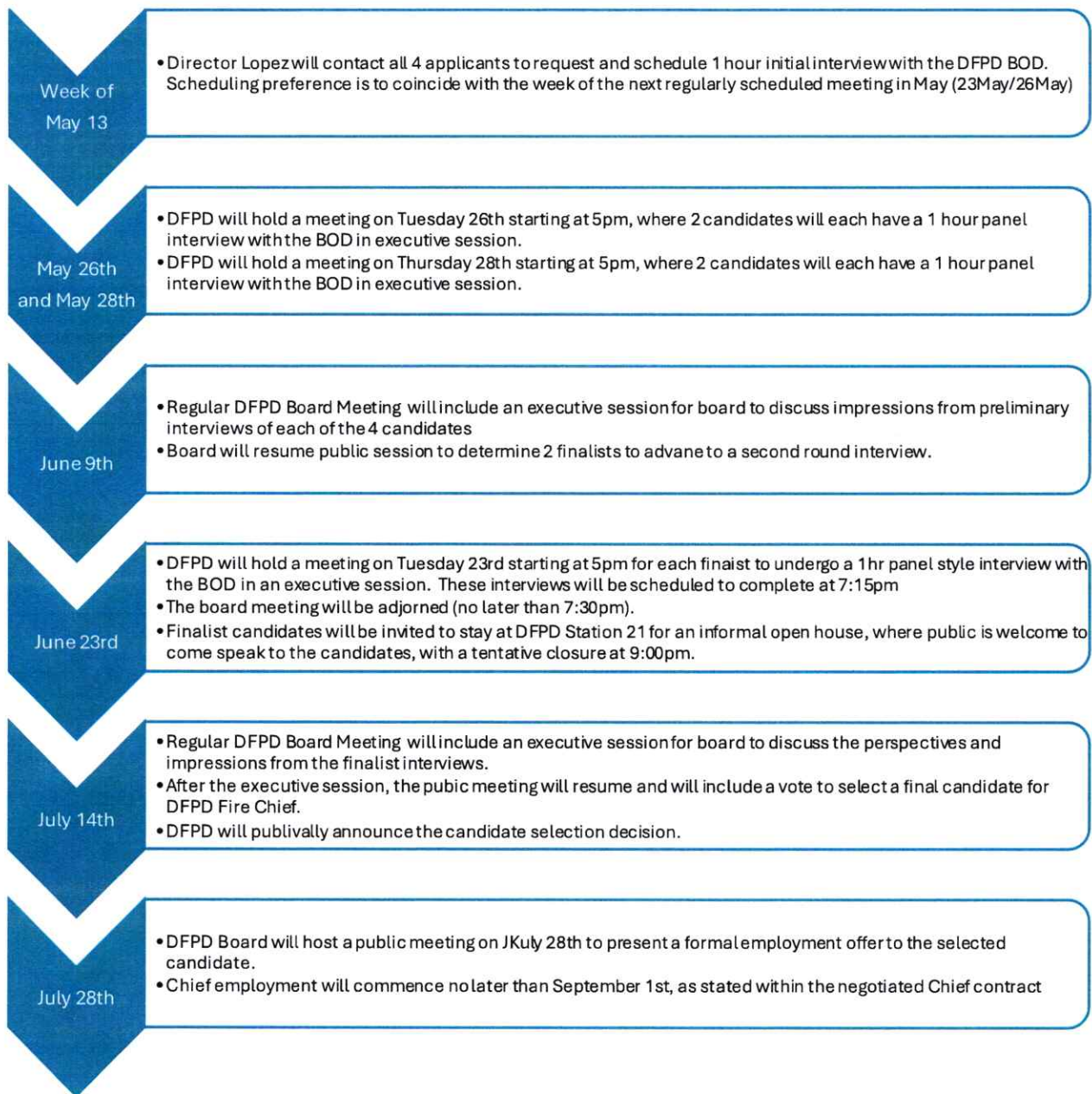
Chiefs Report May 12th, 2026

- Year to date Call – 254
- April Responses
- Significant Calls
 - Victor Water Failure
 - Assist with coverage
 - Delivered 14000 gallons
 - Lake George Fire Thank you
- BOCC Meeting Stage 2
- G3 Update
- County drill
- Firefighter I Academy
- Upcoming trainings
 - S-211 Pumps training
 - UTV and Hose pack Training
 - Pack test
- Update E21 repair
- Tender 22 repair
- Chief Search
 - 4th applicant
 - Search closed May 1, 2026
- Fuel Bill
- SB26-184

Table 1

2026 Response Data		06:00-20:00		20:01-05:59		06:00-20:00		20:01-05:59		06:00-20:00		20:01-05:59	
Paid/Volunteer	January		February		March		April						
	Day	Night	Day	Night	Day	Night	Day	Night	Day	Night			
0/0	1	0	0	0	1	0	2	1	0				
0/1	1	0	0	0	3	3	2	0	3				
0/2	3	4	2	1	2	5	4	1					
0/3	1	5	0	1	1	3	2	0					
0/4	0	1	1	1	0	0	0	1					
0/5	1	1	2	1	0	0	0	0					
0/6	0	1	0	0	0	0	0	0					
1/0	6	0	0	0	5	0	0	0					
1/1	0	0	1	0	4	2	3	1					
1/2	3	0	0	0	5	1	0	0					
1/3	3	0	0	0	3	1	3	3					
1/4	2	1	0	0	0	0	1	0					
1/5	2	0	1	0	0	0	0	0					
1/7	1	0	0	0	0	0	0	0					
2/0	2	0	1	0	7	0	3	0					
2/1	1	0	7	0	3	0	3	0					
2/2	5	1	3	0	5	0	4	1					
2/3	2	0	1	1	1	0	1	1					
2/4	0	0	3	0	1	0	0	0					
2/5	0	0	1	0	1	0	0	0					
2/6	0	0	1	0	2	0	0	0					
2/8	0	0	0	0	0	0	1	0					
2/9	0	1	0	0	0	0	0	0					
2/11	0	0	0	0	1	0	0	0					
2/20	0	1	0	0	0	0	0	0					
3/0	1	0	2	0	3	0	3	0					
3/1	2	0	1	0	3	0	2	0					
3/2	3	0	1	0	2	0	3	0					
3/3	0	0	0	0	0	0	1	0					
3/4	1	0	2	0	2	0	2	0					
3/5	0	0	0	0	1	0	0	0					
3/12	0	0	0	0	0	2	1	0					
4/0	2	0	1	0	2	0	0	0					
4/1	2	0	1	0	0	0	0	0					
4/2	0	0	1	0	0	0	1	0					
4/3	1	0	0	0	1	0	0	0					
4/15	0	0	0	0	0	0	0	1					

Interview Process and Timeline for DFPD Full-Time Chief Position*



*Note – exact dates and times are tentative and subject to change based on individual candidate availability, or unforeseen delays. Dates will be published via meeting notices publicly in accordance with CRS Section 24-6-402(2)(c).