# Divide Fire Protection District

Public Meeting of the Board of Directors
July 14th, 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. Document Control Policy
   B) Board Compliance Officer
   C) District Admin Job Description

8) New Business
   A) COS Leaving El Paso/Teller 911 Authority
   B) Board Policy & Procedure / Gaps
   C) Public Record Correction / Claims of Misconduct
   D) CORA Procedures, Timeframes

9) Public Comment **

10) Executive Session – Executive Session to discuss personnel matters related to employment agreement for Chris Hinkle, pursuant to §24-6-402(4)(f), C.R.S

11) Finalize Chief Position Offer

12) Adjournment

** **Please indicate on the sign-in sheet that you wish to comment.** Public comment is limited to no more than 5 minutes per person, 20 minutes maximum. **Reminder**: Public comment is to be addressed to the board and not to other members of the audience or community.

Link for Teams Meeting:
https://teams.microsoft.com/meet/278084402385860?p=w6mdXIv4w8ooR7ThIo

DIVIDE FIRE PROTECTION DISTRICT

Board of Directors Meeting

Shoemaker Fire Station, 103 Cedar Mountain Road (Mail: PO Box 941), Divide Colorado, 80814
July 14th, 2026 at 6:00 p.m.

# MINUTES OF THE REGULAR MEETING

**1. Call to Order / Roll Call**
Board President Lopez called to order the regular meeting of the Board of Directors of the Divide Fire Protection District (DFPD) at 6:01 p.m.

Director Luttrell 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, left early at 7:51 p.m. as noted

Director Lopez noted that a quorum of board members was present.
Chief Hinkle and District Administrator Diana Perkins were also present.

**2. Pledge of Allegiance**

**3. Review & Approve Agenda**

**MOTION:** By Director Reynolds to approve the agenda with the amendment of Item 9 Public Comment and Item 10 Executive Session moved prior to Chief's Report.
**SECOND**: Director Luttrell **VOTE:** Unanimous in favor

**4. Review, Approve, and Sign Minutes of Prior Meetings –**

**MOTION:** By Director Luttrell to approve the minutes of the May 26th, 2026 meeting.
**SECOND**: Director Reynolds **VOTE:** Unanimous in favor

**MOTION:** By Director Reynolds to approve the minutes of the May 28th, 2026 meeting.

**SECOND**: Director Luttrell **VOTE:** Unanimous in favor

Regarding the minutes of June 9th, Director Atwater noted some corrections and requested the addition of several items related to the discussion between him and Director Franke, requesting specific items that were not included in the general summary of the discussion. He also noted a CORA request was made by a person not associated with Divide Fire after the previous meeting regarding that discussion. Director Franke responded that she would like to see the proposed changes in writing.

**MOTION:** By Director Atwater to send suggested changes and corrections for the June 9th minutes to the full board for review, and to revisit the approval of June 9th minutes at the next regular meeting.
**SECOND**: Director Franke **VOTE:** Unanimous in favor

**MOTION:** By Director Luttrell to approve the minutes of the June 23rd, 2026 meeting.
**SECOND**: Director Reynolds **VOTE:** Unanimous in favor

**5. Public Comment**

The Board President outlined public comment guidelines: speakers must state their full name and address for the record; each speaker has a five-minute time limit; comments must relate to the business of the Divide Fire Protection District; remarks must be directed to the board as a whole; personal attacks and disruptive behavior will not be tolerated; and the board will listen but will not engage in dialogue during this period.

Three speakers addressed the board.

Speaker 1 - Jennifer Rogue, 33 Friar Tuck Drive:
Ms. Rogue expressed concern about information being shared anonymously on social media, including survey results. She indicated she had suspicions about who was sharing that information and would be willing to share with the board. She expressed support for Chief Hinkle and for moving the department forward.

Speaker 2 - Deb Hendrickson, 4400 Elk Valley Road, Elk Valley Estates:
Ms. Hendrickson commended Chief Hinkle for his tabletop exercise and thanked all participating. See attached letter for further details.

Speaker 3 - Tom O'Connor, 33-year volunteer and former chief:
Mr. O'Connor acknowledged Chief Hinkle's experience and the strengths he brings to the department, while expressing continued concern about the need to improve the relationship between paid firefighters and volunteers. He emphasized the importance of fiscal responsibility and a five-year plan and called on the board to take the employee survey feedback seriously. He expressed a desire for volunteers to have meaningful representation in the department's leadership structure, noting there was still no representation for volunteers with the two lieutenant positions not filled.

**6. Executive Session**

**MOTION:** By Director Reynolds to enter executive session to discuss personnel matters related to the employment agreement for Chief Chris Hinkle, pursuant to Colorado Revised Statute 24-6-402, Subsection 4.
**SECOND:** Director Luttrell **VOTE:** Unanimous in favor

**7. Finalize Chief Position Offer –**

**MOTION:** Director Reynolds moved that the board of directors appoint Interim Chief Chris Hinkle as the permanent Fire Chief of the Divide Fire Protection District, effective August 1st, 2026, and authorize the President of the Board and District Counsel to finalize and execute the employment agreement.

**SECOND**: Director Reynolds **VOTE**: see below

Director Luttrell questioned the effective date and Director Lopez clarified that the motion authorizes the board president and district counsel to execute the contract, with the effective date of August 1st, 2026.

Director Frankie asked whether the proposed compensation was within budget. Director Atwater confirmed that the salary offer is consistent with the approved budget, and that the timing of Chief taking the position officially resulted in a net positive to the budget.

**VOTE:** The vote was counted as all in favor initially. Director Franke noted later in the meeting that her vote was not in favor but not recorded at the time due to a technical difficulty with Teams. The vote was passed, 4 in favor and Director Franke opposed.

A pinning ceremony was conducted following the vote.

**8. Chief's Report** – See attached. Discussion included significant calls, a deployment to the Aspen Acres Fire, and the exit of Colorado Springs from the El Paso/Teller 911 Authority. There are numerous concerns related to that issue and will become more specific as time goes on.

**9. Financial & Administrative Matters**

**A. Financials** – attached. Budget Status Overview: Line item 5540 (Firefighting Supplies) is approximately $25,000 over budget, with an additional $4,500 in outstanding purchase orders expected to bring the total overage to approximately $30,000. Building and Grounds Supplies are tracking at 64% of budget, above the expected 50% mid-year pace. Vehicle Supplies and Fuel are also tracking at approximately 64%. Director Atwater noted that administrative expenses overall are running 8.5% under budget year-to-date, and total operating expenses are at approximately 51.5%.

Diana Perkins addressed a question from the last meeting regarding a discrepancy between the percentage totals of payroll versus payroll taxes. She noted it is attributable to Chief Hinkle's transition from part-time to full-time status, which caused benefit costs to be weighted toward the second half of the year and payroll taxes toward the first half. She also noted that FPPA enrollment and Social Security implications related to Chief Hinkle's appointment would need to be clarified with FPPA and legal counsel, which Director Lopez noted was already in the works.

Director Atwater moved to begin the process of amending the 2026 budget to reflect a donation received in June. The donation account (line item 4360) was budgeted at $20,000 and the motion proposed adjusting the budgeted amount to $70,000. The District Administrator advised that the district opted out of TABOR revenue restrictions via a voter election in 2002, meaning the revenue does not create a legal spending restriction. She also recommended that any budget amendments be consolidated and addressed at year-end rather than piecemeal. Director Atwater acknowledged this input but maintained that transparency warranted proceeding. Discussion clarified that the amendment process, absent TABOR complications, is straightforward: a motion and vote at a board meeting followed by submission to the state.

**MOTION**: By Director Atwater to begin the budget amendment process and adjust line item 4360 from $20,000 to $70,000.
**SECOND:** Director Luttrell **VOTE:** Unanimous in favor.

**MOTION**: By Director Luttrell to approve the financials and authorize payment of bills.
**SECOND:** Director Atwater **VOTE:** Unanimous in favor.

**B. Purchase Orders**

**1. Bunker Gear (PO-0714-2) – 2 sets - $10,000** - Chief Hinkle presented a purchase order for two sets of bunker gear: one for himself, one for a part-time firefighter whose gear was damaged during academy training. The board discussed the appropriate budget line item and agreed that protective fire gear has historically been coded to 5540 (Firefighting Supplies) rather than 5570 (Safety Uniforms and Equipment).

**MOTION:** By Director Lutrell to approve the purchase order and assign line item 5540.
**SECOND:** Director Reynolds **VOTE:** Unanimous in favor.

**2. Pancake Breakfast Supporter T-Shirts/Hats (PO-0714-3) - $16,872** - Chief Hinkle presented a purchase order for apparel for the upcoming pancake featuring anniversary commemorations (USA 250th and Colorado 150th). Diana Perkins noted that the original line item for supporter shirts under account 5495 (Volunteer Expenses) was $1000. The board discussed the impact on other items in that budget category for volunteers including health scans and jackets. Perkins noted that the procedure for changing purchases in account 5495 was to get approval from the volunteers, since that account was designated to be an incentive for volunteers that allowed them to decide what was desired. There was a question whether or not the volunteers understood the total cost and the implication on other purchases in that account. There was similar input from Tom O'Connor who was asked to participate in the conversation.

**NOTE: Director Franke was excused at 7:51 p.m. due to illness and was not present for the rest of the meeting.**

**MOTION:** By Director Atwater to approve the purchase order not to exceed $7000 and assign the purchase to line item 5499 (Administrative Contingency) so as not to impact the volunteer funds.
**SECOND:** Director Luttrell **VOTE:** Unanimous in favor with four votes, Director Franke absent from this point onward.

**3. Thermal Imagers (PO-0714-1) $5200**: Following discussion about line item placement, the board voted to assign the thermal imager purchase order to line item 5540 (Firefighting Supplies).

**MOTION:** By Director Atwater to approve the purchase order.
**SECOND:** Director Luttrell **VOTE:** Unanimous with all four present in favor.

**C. Administrative Report** – Attached. The district subscribed to Board Breeze, an AI-assisted minutes tool designed for special districts and school boards. The administrator reported favorable data retention and privacy practices compared to general AI tools. The board acknowledged use of Board Breeze and discussed the appropriate level of detail in meeting minutes, consistent with guidance from legal counsel.

**10. Old Business**

**A. Handbook/Policy** – Legal counsel has reviewed the handbook and will email it to Director Lopez. He will forward it to the board in particular Director Reynolds who was in charge of the handbook revisions. Document Control Policy is tabled due to Director Franke's absence.

**B. Board Compliance Officer** - The board discussed a proposal to designate a board member to oversee compliance obligations. Diana Perkins offered to resend a previously submitted outline for the board's review. Formal assignment or adoption of the compliance officer role was deferred to a future meeting pending review.

**C. District Administrator Job Description** - The board conducted a second review of the redlined district administrator job description. Key revisions included language clarifying that the administrator assists the board in maintaining compliance, with ultimate compliance responsibility resting with the board, and the addition of records custodian duties.

> **MOTION**: By Director Luttrell to adopt the revised district administrator job description as presented with red-line changes.
> **SECOND**: Director Reynolds **VOTE**: Unanimous with all four present in favor.

**11. New Business**

**A. COS Leaving El Paso/Teller 911 Authority** – discussed by Chief Hinkle during Chief Report.

**B. Board Policy & Procedure/Gaps** – tabled due to Director Franke's absence.

**C. Public Record Correction / Claims of Misconduct** – tabled due to Director Franke's absence.

**D. CORA Procedures / Timeframes** - Diana Perkins presented a working draft of CORA procedures. She mentioned the challenges retrieving data from the new First Due system. It was discussed the need to document a response procedures for data that does not exist or cannot currently be retrieved. Legal counsel has been asked to review the draft and provide guidance. The district administrator noted that the Special District Association (SDA) offers CORA training and that the SDA conference is scheduled for September 15 through 17. The administrator indicated interest in attending and encouraged board member participation.

**ANNOUNCEMENT** - Director Luttrell reported the passing of Toni Moore, a prominent community advocate for wildfire mitigation and home hardening in Teller County, who was killed in a traffic accident in South Park. Her organization, NoFloCo, has assisted in mitigating or home hardening 256 properties for residents who could not afford or physically complete the work themselves. Director Luttrell asked for the community's thoughts and prayers for Don and Toni Moore.

**12. Adjournment**

> **MOTION**: By Director Reynolds to adjourn the meeting.
> **SECOND**: Director Luttrell **VOTE**: Unanimous with all four present in favor.

The meeting was adjourned at 8:30 p.m. The next meeting will take place on Tuesday, August 11th, 2026, at 6 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.

Aristeea Lopez 8/11/26 _____/_____/_____

Name and Title Date

Dennis J Sutterd 8/11/26 _____/_____/_____

Name and Title Date

**Divide Fire Protection District**

PO Box 941
103 Cedar Mountain Rd.
Divide, CO 80814

Phone: 719-687-8773

Chief@DivideFire.com

July 14th, 2024

RE: Chiefs Report

**Year to date for Calls –** 370 for the year

**Month of June –** 62

**Personnel Responses**

**Significant Calls -**

- Lost ATVer north of Divide w/TCS and R
- Wildland Surge Request to Aspen Acres for 72 hrs.
- Residential Structure fire Victor Fire

**Outlined Training schedule**

- Red Card qualified – 23 of 35, 5 broken, 3 OOS
- Tower drills @ Hartsel month of August

**Purchase Orders**

- Seek thermals $5200, $1680 free chargers
- Bunker Gear 2 sets approximately $12k
- Pancake Breakfast Shirts and hats $16,800

**911 Authority Break away**

**Mitigation –**

- Station 2
- Trout Haven

- **Sherwood Forest**
- **Majority of Spring Valley**

**Forbis Fundraiser - $28000.00**

Christopher Hinkle
Fire Chief
Office: 719-687-8773
Cell: 719-424-5558

Table 1

| 2026 Response Data | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Day: 06:00-20:00 Night: 20:01-** | **January** | | **February** | | **March** | | **April** | | **May** | | **June** | |
| **Paid/Volunteer** | Day | Night | Day | Night | Day | Night | Day | Night | Day | Night | Day | Night |
| **0/0** | 0 | 0 | 0 | 1 | 0 | 2 | 1 | 0 | 1 | 1 | 2 | 0 |
| **0/1** | 1 | 0 | 0 | 3 | 3 | 2 | 0 | 3 | 3 | 0 | 3 | 0 |
| **0/2** | 3 | 4 | 2 | 1 | 2 | 5 | 3 | 1 | 2 | 3 | 2 | 12 |
| **0/3** | 1 | 4 | 0 | 1 | 1 | 3 | 2 | 0 | 2 | 2 | 0 | 1 |
| **0/4** | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 3 | 0 |
| **0/5** | 1 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| **0/6** | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **1/0** | 9 | 0 | 0 | 0 | 5 | 0 | 0 | 0 | 0 | 0 | 1 | 1 |
| **1/1** | 0 | 0 | 1 | 0 | 4 | 2 | 3 | 2 | 4 | 0 | 2 | 1 |
| **1/2** | 1 | 1 | 1 | 0 | 5 | 1 | 0 | 0 | 3 | 0 | 2 | 3 |
| **1/3** | 3 | 0 | 0 | 0 | 3 | 1 | 3 | 3 | 2 | 4 | 2 | 0 |
| **1/4** | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 2 |
| **1/5** | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **1/7** | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **2/0** | 4 | 0 | 1 | 0 | 7 | 0 | 3 | 0 | 5 | 0 | 2 | 0 |
| **2/1** | 1 | 0 | 7 | 0 | 3 | 0 | 3 | 0 | 2 | 1 | 3 | 0 |
| **2/2** | 6 | 1 | 3 | 0 | 5 | 0 | 4 | 1 | 2 | 0 | 1 | 0 |
| **2/3** | 1 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 4 | 0 | 0 | 0 |
| **2/4** | 0 | 0 | 3 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **2/5** | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **2/6** | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **2/8** | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| **2/9** | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **2/11** | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **2/20** | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **3/0** | 1 | 0 | 2 | 0 | 3 | 0 | 3 | 0 | 1 | 0 | 5 | 0 |
| **3/1** | 2 | 0 | 1 | 0 | 3 | 0 | 2 | 0 | 1 | 0 | 4 | 0 |
| **3/2** | 4 | 0 | 1 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 4 | 0 |
| **3/3** | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 |
| **3/4** | 1 | 0 | 2 | 0 | 2 | 0 | 2 | 0 | 0 | 0 | 0 | 0 |
| **3/5** | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 |
| **3/7** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| **3/10** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| **3/12** | 0 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 0 | 0 | 0 |
| **4/0** | 2 | 0 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| **4/1** | 2 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 |
| **4/2** | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | 0 |
| **4/3** | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **4/15** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |
| **5/1** | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Total Calls** | 49 | 17 | 34 | 9 | 58 | 18 | 37 | 12 | 33 | 13 | 42 | 20 |
| **% of volunteer calls** | 67% | 100% | 88% | 89% | 71% | 89% | 81% | 100% | 79% | 92% | 74% | 95% |

| | | | | | | |
|---|---|---|---|---|---|---|
| **0/0 Details** | February: incident 109, dispatch error call was CCFD jurisdiction. March: incident 153 residential fire alarm, cancelled by alarm company; incident 154, medical. April: incident 187 campfire in VFD jurisdiction. May: incident 265 dispatch error call was Netco jurisdiction, incident 272 MC jurisdiction no DFPD response requested. June: incident 338, cancelled by dispatch; incident 340, cancelled by TCSO | | | | | |
| **90th percentile turnout time - all** | 17:07 | 14:47 | 17:39 | 20:00 | 23:00 | 15:00 |
| **90th percentile turnout time - day** | 21:00 | 11:00 | 13:06 | 17:00 | 23:08 | 15:00 |
| **90th percentile turnout time - night** | 16:27 | 15:44 | 18:00 | 22:07 | 23:00 | 16:00 |

# DIVIDE FIRE PROTECTION DISTRICT

P.O. Box 941
Divide, CO 80814
(719) 687-8773
**DFPD Sales Tax Exemption # 98-136947-0000**

## Purchase Order #2026-0714-01_

To: Seek Thermal Imager

Requested by: Chief Hinkle
Account:

FROM: Divide Fire Protection District
(719) 687-8773

Please accept this order for the following items per Quote 21-07-276

| Item# / Description | QTY | Price Each | Total Price |
|---|---|---|---|
| Seek Thermal Camera | 4 | 1300 | 5200 |

**TOTAL $5200**

**Bill to:**

Divide Fire Protection District
P.O. Box 941
Divide, CO 80814

**Ship to:**

Divide Fire Protection District
103 Cedar Mountain Road
Divide, CO 80814

# DIVIDE FIRE PROTECTION DISTRICT

P.O. Box 941
Divide, CO 80814
(719) 687-8773
**DFPD Sales Tax Exemption # 98-136947-0000**

**Purchase Order #2026-0714-01**
02

To: Bunker Gear

Requested by: Chief Hinkle
Account: 5540

FROM: Divide Fire Protection District
(719) 687-8773

Please accept this order for the following items per Quote 21-07-276

| Item# / Description | QTY | Price Each | Total Price |
|---|---|---|---|
| 2 Sets of Bunker Gear | 2 | 5000 | 10000 |

**TOTAL** **$10000.00**

**Bill to:**

Divide Fire Protection District
P.O. Box 941
Divide, CO 80814

**Ship to:**

Divide Fire Protection District
103 Cedar Mountain Road
Divide, CO 80814

# DIVIDE FIRE PROTECTION DISTRICT

P.O. Box 941
Divide, CO 80814
(719) 687-8773
**DFPD Sales Tax Exemption # 98-136947-0000**

**Purchase Order #2026-0714-01_**
03

To: Pancake Breakfast

Requested by: Chief Hinkle
Account: admin contingency

FROM: Divide Fire Protection District
(719) 687-8773

Please accept this order for the following items per Quote 21-07-276

| Item# / Description | QTY | Price Each | Total Price |
|---|---|---|---|
| See attached | 1 | | |

$1000.00

**TOTAL** **$16872.00**

**Bill to:**

Divide Fire Protection District
P.O. Box 941
Divide, CO 80814

**Ship to:**

Divide Fire Protection District
103 Cedar Mountain Road
Divide, CO 80814


# DFPD Pancake Breakfast 2026

Prepared for: DFPD Board of Directors

Prepared by: Kevin Nicholas Buckley, Volunteer Firefighter

July 1, 2026

**BROKEN ARROW WEAR**
T-SHIRT PRINTING & EMBROIDERY

Broken Arrow Showroom
4404 Merle Hay Road,
515-251-6999
515-251-6977
BrokenArrowWear.com

6/24/2026 5:50:28 PM

# Quote : 534008

| Customer No : 422530 | | Shipped To | PO Number : | Comments |
|---|---|---|---|---|
| **Work Phone:**<br>**Home Phone:** (516) 669-6885<br>**Email:** sarahgooding@dividefire.com | **Company Name:**<br>**Divide Fire Protection District**<br>PO Box 941 | **Divide Fire Protection District**<br>PO Box 941,<br>, DIVIDE, CO, 80814 | **Terms:** Prepay<br>**Ship Via:** Most Economical<br>**Sales Date:** 06/30/2026<br>**Sales ID:** oblaha | Thank you for your business! |

| Brand | Mill No | Item Description | Color | Size | Quantity | Selling Price | Line Total |
|---|---|---|---|---|---|---|---|
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | Grey Frost | S | 7 | $16.32 | $114.24 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | Grey Frost | M | 19 | $16.32 | $310.08 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | Grey Frost | L | 19 | $16.32 | $310.08 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | Grey Frost | XL | 20 | $16.32 | $326.40 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | Grey Frost | 2XL | 6 | $16.84 | $101.04 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | Grey Frost | 3XL | 1 | $17.65 | $17.65 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | New Navy | S | 7 | $16.32 | $114.24 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | New Navy | M | 19 | $16.32 | $310.08 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | New Navy | L | 19 | $16.32 | $310.08 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | New Navy | XL | 20 | $16.32 | $326.40 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | New Navy | 2XL | 6 | $16.84 | $101.04 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | New Navy | 3XL | 1 | $17.65 | $17.65 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | Black | S | 6 | $16.32 | $97.92 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | Black | M | 19 | $16.32 | $310.08 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | Black | L | 19 | $16.32 | $310.08 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | Black | XL | 20 | $16.32 | $326.40 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | Black | 2XL | 5 | $16.84 | $84.20 |
| District | DM130 | 4.5oz Lightweight Perfect Triblend T-Shirt | Black | 3XL | 3 | $17.65 | $52.95 |

*Valid for 7 days - orders beyond 7 days will require a new quote*

| Bran | Mill No | Item Description | Color | Size | Quantity | Selling Price | ne Total |
|---|---|---|---|---|---|---|---|
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | Grey Frost | S | 7 | $17.65 | $123.55 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | Grey Frost | M | 19 | $17.65 | $335.35 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | Grey Frost | L | 19 | $17.65 | $335.35 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | Grey Frost | XL | 20 | $17.65 | $353.00 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | Grey Frost | 2XL | 6 | $20.02 | $120.12 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | Grey Frost | 3XL | 1 | $23.27 | $23.27 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | New Navy | S | 7 | $17.65 | $123.55 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | New Navy | M | 19 | $17.65 | $335.35 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | New Navy | L | 19 | $17.65 | $335.35 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | New Navy | XL | 20 | $17.65 | $353.00 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | New Navy | 2XL | 6 | $20.02 | $120.12 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | New Navy | 3XL | 1 | $23.27 | $23.27 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | Black | S | 6 | $17.65 | $105.90 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | Black | M | 19 | $17.65 | $335.35 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | Black | L | 19 | $17.65 | $335.35 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | Black | XL | 20 | $17.65 | $353.00 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | Black | 2XL | 5 | $20.02 | $100.10 |
| District Made | DM132 | 4.5oz Perfect Triblend Men's Long Sleeve Crew T-Shirt | Black | 3XL | 3 | $23.27 | $69.81 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | Grey Frost | S | 6 | $25.84 | $155.04 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | Grey Frost | M | 20 | $25.84 | $516.80 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | Grey Frost | L | 19 | $25.84 | $490.96 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | Grey Frost | XL | 20 | $25.84 | $516.80 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | Grey Frost | 2XL | 6 | $28.22 | $169.32 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | Grey Frost | 3XL | 1 | $28.03 | $28.03 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | New Navy | S | 6 | $25.84 | $155.04 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | New Navy | M | 20 | $25.84 | $516.80 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | New Navy | L | 19 | $25.84 | $490.96 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | New Navy | XL | 20 | $25.84 | $516.80 |

*Valid for 7 days - orders beyond 7 days will require a new quote*

| Bran | Mill No | Item Description | Color | Size | Quantity | Selling Price | ne Total |
|---|---|---|---|---|---|---|---|
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | New Navy | 2XL | 6 | $28.22 | $169.32 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | New Navy | 3XL | 1 | $28.03 | $28.03 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | Black | S | 7 | $25.84 | $180.88 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | Black | M | 20 | $25.84 | $516.80 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | Black | L | 20 | $25.84 | $516.80 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | Black | XL | 19 | $25.84 | $490.96 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | Black | 2XL | 6 | $28.22 | $169.32 |
| District | DT6100 | 8.3oz 65/35 Ringspun Cotton/Polyester V.I.T. Midweight Fleece Hooded Sweatshirt | Black | 3XL | 2 | $28.03 | $56.06 |
| | | | | | Total: 650 | | |

**Art Detail**

| Location | Decoration Type | No Colors/Stitches | Add Ons | Art Description |
|---|---|---|---|---|
| Left Chest | ScreenPrint | 7 | | Divide Supporter |
| Back/Back Below Hood | ScreenPrint | 2 | | DIVIDE FIRE SUPPORTER |
| Right Sleeve | ScreenPrint | 1 | | |
| Left Sleeve | ScreenPrint | 4 | | 150th Anniversary |

| | |
|---|---|
| **Total** | $13,106.12 |
| **Additional Srvc.** | $416.00 |
| **Deposit Credit** | $-50.00 |
| **Sales Tax** | $0.00 |
| **Freight Charge** | $0.00 |
| **Total Invoice** | $13,472.12 |
| **Down Payment** | $0.00 |
| **Total Payments** | $0.00 |
| **Balance Due** | **$13,472.12** |

*Valid for 7 days - orders beyond 7 days will require a new quote*

Chief of Police Adrian Vasquez
Colorado Springs Police Department
705 S. Nevada Avenue, Colorado Springs, CO 80903

June 22, 2026

RE: Formal Notice of Withdrawal from El Paso-Teller County Emergency Telephone Service Authority

Dear Chair, Board Members, and Executive Director –

The City of Colorado Springs ("City") provides this formal written notice of withdrawal from the Second Amended and Restated Intergovernmental Agreement ("IGA") establishing the El Paso-Teller County Emergency Telephone Service Authority, also known as the El Paso-Teller County 9-1-1 Authority (EPTC-911).

This notice is provided pursuant to IGA Section IX. The City intends to withdrawal from the Authority in 2027. The exact date will be determined at a later time.

This notice is addressed to the Authority and copies will be distributed by the City to all existing IGA parties to ensure transparency, regional awareness, and coordinated transition planning.

The City's decision to withdraw from the Authority is a governance, funding, and operational alignment decision. Colorado Springs intends to establish a City-specific 911 authority to ensure emergency telecommunications surcharge revenue generated by City residents and businesses is governed locally, audited locally, and directed toward the City's emergency communications needs.

The City remains fully committed to public safety, uninterrupted 911 and non-emergency service, and continued regional cooperation. This notice should not be interpreted as a withdrawal from other regional public safety partnerships, mutual aid, call-transfer coordination, interoperability planning, emergency response cooperation, or other operational relationships with regional agencies.

The City requests that the Authority immediately begin coordinated transition discussions with designated City representatives. At a minimum, those discussions should address:

1. Continuity of 911 and non-emergency call delivery;
2. Backup routing, redundancy, failover, and continuity-of-operations planning;
3. Authority-owned or Authority-funded assets located in, assigned to, used by, or necessary for the Colorado Springs Public Safety Communications Center;

4. Current contracts, vendor agreements, maintenance agreements, licensing agreements, and service agreements affecting Colorado Springs operations;
5. Emergency telephone charge revenue, reserve balances, pending expenditures, prepaid wireless revenues, reimbursements, and any other funds attributable or allocable to Colorado Springs;
6. CAD, telephony, recording, quality assurance, GIS, ALI/ANI, ESINet, radio logging, fire station alerting, and other emergency communications systems affecting Colorado Springs;
7. Any required bridge agreements, transition agreements, service agreements, asset-use agreements, reimbursement agreements, or contract assignments necessary to ensure uninterrupted operations;
8. Data ownership, data access, records retention, reporting, audit materials, system documentation, cybersecurity controls, and operational records; and
9. Coordination with state agencies, telecommunications service providers, vendors, and any other entities necessary to complete an orderly transition.

The City's transition representative is Deputy Chief John Koch of the Colorado Springs Police Department. Deputy Chief Koch is reachable via telephone (719-444-7544) or e-mail (john.koch@coloradosprings.gov).

The City requests the Authority designate a transition representative within ten (10) business days of receipt of this notice, and that an initial transition meeting occur within fifteen (15) business days of receipt of this notice.

Nothing in this notice shall be construed as a waiver, admission, release, or concession by the City regarding any right, claim, defense, argument, remedy, title, interest, reimbursement position, asset position, contractual position, statutory authority, operational requirement, or legal position available to the City. The City expressly reserves all rights and positions relating to Authority assets, equipment, systems, funds, contracts, records, transition services, and public safety operations, including assets or systems located within, assigned to, used by, or necessary for the Colorado Springs Public Safety Communications Center.

The City is committed to working professionally and cooperatively with the Authority and all regional partners to ensure a safe, orderly, transparent, and uninterrupted transition.

Sincerely,

Adrian Vasquez

Adrian Vasquez, Chief of Police
Adrian.vasquez@coloradosprings.gov
Office 719.444.7404

# Divide Fire Protection District
## Budget Performance
### June 2026

| | Jun 26 | YTD | Annual 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 | 69,409.43 | 656,967.77 | 971,000.00 | 314032.23 | 67.66% |
| 4312 · Interest County Treasurer | 40.03 | 69.52 | 350.00 | 280.48 | 19.86% |
| 4315 · Specific Ownership Tax | 7,875.72 | 39,591.20 | 65,000.00 | 25408.80 | 60.91% |
| 4325 · Teller County EMS/VFA Grants | 0.00 | 0.00 | 2,500.00 | 2500.00 | 0.0% |
| 4330 · State Gaming Grant | 0.00 | 0.00 | 18,000.00 | 18000.00 | 0.0% |
| 4340 · Special Incident Revenue | | | | | |
| 4341 · Special Incident DFPD Vehicles | 0.00 | 0.00 | 10,000.00 | 10000.00 | 0.0% |
| 4342 · Special Incident - Personnel | 0.00 | 0.00 | 30,000.00 | 30000.00 | 0.0% |
| Total 4340 · Special Incident Revenue | 0.00 | 0.00 | 40,000.00 | 40000.00 | 0.0% |
| 4345 · Interest Income | 2,842.18 | 14,549.83 | 22,000.00 | 7450.17 | 66.14% |
| 4360 · Donations | 590.00 | 52,000.00 | 20,000.00 | -32000.00 | 260.0% |
| 4399 · Miscellaneous Revenue | 0.00 | 65.10 | 2,500.00 | 2434.90 | 2.6% |
| Total 4000 · Revenues | 80,757.36 | 763,243.42 | 1,141,350.00 | 378106.58 | 66.87% |
| Total Income | 80,757.36 | 1,457,243.42 | 1,835,350.00 | 378106.58 | 79.4% |
| | 80,757.36 | 1,457,243.42 | 1,835,350.00 | 378106.58 | 79.4% |
| Expense | | | | | |
| 5400 · Admin Exp | | | | | |
| 5401 · Payroll Tax Expenses | 1,567.87 | 9,815.83 | 16,573.76 | 6757.93 | 59.23% |
| 5405 · Payroll - District Employees | 32,046.37 | 179,328.14 | 393,019.44 | 213691.30 | 45.63% |
| 5407 · Payroll - Incident Response | 0.00 | 0.00 | 30,000.00 | 30000.00 | 0.0% |
| 5408 · Volunteer Stipends | 0.00 | 3,500.00 | 10,000.00 | 6500.00 | 35.0% |
| 5409 · Employee Benefits | 5,103.77 | 30,396.04 | 133,556.42 | 103160.38 | 22.76% |
| 5415 · County Treasurer Fee | 2,083.52 | 19,707.92 | 27,500.00 | 7792.08 | 71.67% |
| 5420 · Director's Fees | 1,000.00 | 4,900.00 | 8,000.00 | 3100.00 | 61.25% |
| 5427 · Volunteer Recruitment Retention | 48.65 | 48.65 | 4,000.00 | 3951.35 | 1.22% |
| 5430 · Employee/Volunteer Screening | 109.00 | 1,058.00 | 1,000.00 | -58.00 | 105.8% |
| 5435 · Employee Recruitment Retention | 900.30 | 3,335.12 | 12,000.00 | 8664.88 | 27.79% |
| 5440 · Subscriptions, Data, Membership | 708.38 | 11,449.17 | 27,130.00 | 15680.83 | 42.2% |
| 5445 · Office Supplies/Expenses | 47.97 | 2,336.07 | 5,000.00 | 2663.93 | 46.72% |
| 5450 · Annual Audit | 9,500.00 | 9,500.00 | 10,000.00 | 500.00 | 95.0% |
| 5457 · Trash Removal | 0.00 | 5.65 | | -5.65 | |
| 5460 · Legal Fees | 2,442.00 | 5,181.00 | 10,000.00 | 4819.00 | 51.81% |
| 5465 · Public Relations | 0.00 | 288.84 | 8,500.00 | 8211.16 | 3.4% |
| 5475 · Notice Publication , etc. | 21.32 | 21.32 | 400.00 | 378.68 | 5.33% |
| 5480 · Insurance | 0.00 | 45,623.00 | 48,584.56 | 2961.56 | 93.9% |
| 5490 · Pension Plan | 0.00 | 0.00 | 12,000.00 | 12000.00 | 0.0% |
| 5495 · Volunteer Expenses | 223.89 | 4,842.60 | 20,000.00 | 15157.40 | 24.21% |

# Divide Fire Protection District
## Budget Performance
### June 2026

| | Jun 26 | YTD | Annual Budget | Difference | % of Budget |
|---|---|---|---|---|---|
| 5499 · Administrative Contingency | 0.00 | 0.00 | 20,000.00 | 20000.00 | 0.0% |
| Total 5400 · Admin Exp | 55,803.04 | 331,337.35 | 797,264.18 | 465926.83 | 41.56% |
| 5500 · Operating | | | | | |
| 5505 · Training | 1,020.00 | 8,862.79 | 35,000.00 | 26137.21 | 25.32% |
| 5510 · Building/Ground Supplies | 1,136.21 | 12,857.47 | 20,000.00 | 7142.53 | 64.29% |
| 5520 · Propane-Natural Gas | 259.94 | 2,385.21 | 5,000.00 | 2614.79 | 47.7% |
| 5525 · Electric | 385.79 | 2,616.23 | 4,300.00 | 1683.77 | 60.84% |
| 5535 · Medical Supplies & Fees | 351.93 | 4,893.33 | 12,000.00 | 7106.67 | 40.78% |
| 5540 · Fire Fighting Supplies | 4,527.78 | 44,571.56 | 20,000.00 | -24571.56 | 222.86% |
| 5541 · Fire Fighting R/M | 0.00 | 3,148.78 | 8,000.00 | 4851.22 | 39.36% |
| 5543 · Rescue Supplies & Expense | 0.00 | 0.00 | 3,000.00 | 3000.00 | 0.0% |
| 5545 · Vehicle Supplies & Fuel | 2,123.10 | 10,181.02 | 16,000.00 | 5818.98 | 63.63% |
| 5546 · Vehicle R/M | -4,379.65 | 9,530.49 | 50,000.00 | 40469.51 | 19.06% |
| 5560 · Comm. Supplies & Repairs | 550.24 | 11,498.12 | 23,000.00 | 11501.88 | 49.99% |
| 5570 · Safety-Uniforms & Equipment | 1,466.34 | 4,697.04 | 8,000.00 | 3302.96 | 58.71% |
| 5581 · Incident Expenses - Non-Reimb | 0.00 | 0.00 | 4,000.00 | 4000.00 | 0.0% |
| 5582 · Incident Expenses - Reimb | 3,895.56 | 3,954.17 | 3,000.00 | -954.17 | 131.81% |
| 5599 · Operational Contingency | 0.00 | 0.00 | 20,000.00 | 20000.00 | 0.0% |
| Total 5500 · Operating | 11,337.24 | 119,196.21 | 231,300.00 | 112103.79 | 51.53% |
| 5600 · Capital Ex | | | | | |
| 5606 · Capital Reserve-Bldg & Veh | 0.00 | 4,676.99 | 670,000.00 | 665323.01 | 0.7% |
| 5610 · Building & Grounds | 0.00 | 0.00 | 35,000.00 | 35000.00 | 0.0% |
| 5655 · Vehicle Lease Payments | 0.00 | 51,342.82 | 55,535.00 | 4192.18 | 92.45% |
| 5657 · Vehicle/Apparatus Purchase | 0.00 | 56,586.03 | | -56586.03 | |
| 5699 · Capital Contingency | 0.00 | 0.00 | 10,000.00 | 10000.00 | 0.0% |
| Total 5600 · Capital Ex | 0.00 | 112,605.84 | 770,535.00 | 657929.16 | 14.61% |
| Total Expense | 67,140.28 | 563,139.40 | 1,799,099.18 | 1235959.78 | 31.3% |
| | **13,617.08** | **894,104.02** | **36,250.82** | | |

| Banking Accounts | 6/1/2026 | Deposits | Withdrawals | 6/30/2026 |
|---|---|---|---|---|
| Vectra Main* | 91,138.37 | 35,552.48 | 85,741.80 | 40,949.05 |
| ColoTrust | 873,887.58 | 78,083.84 | 30,000.00 | 921,971.42 |
| *voided $400 check | | | | |
| Balances after current bill payments | | | | |
| Vectra Main | 74,068.24 | | | |
| ColoTrust | 861,971.42 | | | |

Please note this is a management report and not a closed financial report.

Changes may still be made annually by the district's auditor or as needed to make corrections or adjustments.

Changes will be disclosed as timely as possible to the best of the district's ability.

# Divide Fire Protection District
## Bank Activity
### As of July 15, 2026

07/14/26

| Date | Num | Name | Memo | Amount | Balance |
|---|---|---|---|---|---|
| **1010 · Vectra Bank Main Account (Primary Checking)** | | | | | 70,070.63 |
| 06/11/2026 | 13234 | Rainbow Valley Wat... | station 2 elec ... | -147.16 | 69,923.47 |
| 06/11/2026 | | | Deposit | 80.00 | 70,003.47 |
| 06/11/2026 | eft | Microsoft | email/sharepo... | -100.33 | 69,903.14 |
| 06/11/2026 | eft | Microsoft | email/sharepo... | -208.00 | 69,695.14 |
| 06/11/2026 | eft | Microsoft | email/sharepo... | -45.00 | 69,650.14 |
| 06/16/2026 | 13235 | Hanover Fire Protect... | | -4,527.78 | 65,122.36 |
| 06/18/2026 | 13236 | Hancock, Kendra | paycheck | -207.79 | 64,914.57 |
| 06/18/2026 | 667 | Paychex | Payroll Funds... | -12,690.97 | 52,223.60 |
| 06/18/2026 | 667 | Paychex | Payroll Taxes ... | -2,661.75 | 49,561.85 |
| 06/18/2026 | 667 | Paychex | Payroll Fees | -49.20 | 49,512.65 |
| 06/18/2026 | eft | FPPA Contributions | FPPA Contrib... | -1,334.04 | 48,178.61 |
| 06/19/2026 | eft | Public Sector Health... | insurance | -4,319.31 | 43,859.30 |
| 06/22/2026 | eft | Black Hills Energy | Acct# 0423 1... | -219.90 | 43,639.40 |
| 06/23/2026 | eft | Core Electric Coope... | electric | -364.53 | 43,274.87 |
| 06/24/2026 | eft | Vectra Bank | Deployment CC | -3,954.17 | 39,320.70 |
| 06/24/2026 | eft | Vectra Bank | Dustin CC Pa... | -815.16 | 38,505.54 |
| 06/24/2026 | eft | Vectra Bank | Diana CC pay... | -434.11 | 38,071.43 |
| 06/24/2026 | | | Deposit | 500.00 | 38,571.43 |
| 06/24/2026 | eft | Vectra Bank | Chris CC | -2,594.86 | 35,976.57 |
| 06/29/2026 | | | Deposit | 4,972.48 | 40,949.05 |
| 07/03/2026 | 670 | Paychex | Payroll Funds... | -13,261.27 | 27,687.78 |
| 07/03/2026 | 670 | Paychex | Payroll Taxes ... | -4,068.65 | 23,619.13 |
| 07/03/2026 | 670 | Paychex | Payroll Fees | -59.28 | 23,559.85 |
| 07/03/2026 | eft | FPPA Contributions | FPPA Contrib... | -1,334.04 | 22,225.81 |
| 07/03/2026 | eft | BoardBreeze | minutes app | -29.99 | 22,195.82 |
| 07/06/2026 | eft | Wex | fuel | -1,746.61 | 20,449.21 |
| 07/06/2026 | eft | Cintas | 23398034 | -87.99 | 20,361.22 |
| 07/07/2026 | 671 | | FAMLI Contri... | -27.30 | 20,333.92 |
| 07/07/2026 | 671 | | FAMLI Contri... | -109.86 | 20,224.06 |
| 07/07/2026 | 671 | | FAMLI Contri... | -57.06 | 20,167.00 |
| 07/07/2026 | 671 | | FAMLI Contri... | -28.11 | 20,138.89 |
| 07/14/2026 | 13237 | Lopez, Aristeed | director fees | -184.70 | 19,954.19 |
| 07/14/2026 | 13238 | AT&T Mobility (First ... | 287352514682 | -251.52 | 19,702.67 |
| 07/14/2026 | 13239 | Bound Tree Medical | | -216.93 | 19,485.74 |
| 07/14/2026 | 13240 | CivicPlus | | -50.00 | 19,435.74 |
| 07/14/2026 | 13241 | Colorado Division of ... | 11915 | -340.00 | 19,095.74 |
| 07/14/2026 | 13242 | Enna, Joe | flag | -45.11 | 19,050.63 |
| 07/14/2026 | 13243 | Galls | 3618505 | -887.94 | 18,162.69 |
| 07/14/2026 | 13244 | Gazette | chief candidat... | -21.32 | 18,141.37 |
| 07/14/2026 | 13245 | Gooding, Sarah | trng food | -50.55 | 18,090.82 |
| 07/14/2026 | 13246 | Healthcare Medical ... | waste removal | -135.00 | 17,955.82 |
| 07/14/2026 | 13247 | Hinkle, Chris | cord | -22.72 | 17,933.10 |
| 07/14/2026 | 13248 | Ireland Stapleton | | -2,442.00 | 15,491.10 |
| 07/14/2026 | 13254 | NAPA Auto Parts | | -189.23 | 15,301.87 |
| 07/14/2026 | 13253 | Rainbow Valley Wat... | station 2 elec ... | -44.40 | 15,257.47 |
| 07/14/2026 | 13252 | Sunny Communicati... | speaker mics | -550.24 | 14,707.23 |
| 07/14/2026 | 13251 | Total Property Maint... | mowing | -250.00 | 14,457.23 |
| 07/14/2026 | 13250 | UC Health Medical ... | drug test/phys... | -100.00 | 14,357.23 |
| 07/14/2026 | 13249 | Upworx LLC | monthly service | -288.99 | 14,068.24 |
| 07/15/2026 | 673 | | Transfer Colo... | 60,000.00 | 74,068.24 |
| Total 1010 · Vectra Bank Main Account (Primary Checking) | | | | 3,997.61 | 74,068.24 |
| **TOTAL** | | | | **3,997.61** | **74,068.24** |

# 2026 Payroll & Firefighter Hours

| Total Payroll Through 7/1/26 | Budget | | |
|---|---|---|---|
| Chief | 45560.00 | 0.00% | (for 6 months) |
| FT Firefighter | 201149.44 | 0.00% | |
| PT Firefighter | 41600.00 | 0.00% | |
| Office | 35960.00 | 0.00% | |

| Date | Chief | Dustin | Brandon | Zach | Joe | Dannielle | Colin | Mitch | PTs |
|---|---|---|---|---|---|---|---|---|---|
| 1/2/2026 | 83.50 | 92 | 93 | 0 | | | | | |
| 1/13/2026 | 106.50 | 85.25 | 82.25 | 0 | 65.5 | | | | 65.5 |
| 1/30/2026 | 121.00 | 113.75 | 104.5 | 10.25 | 76.5 | | 34.75 | | 121.5 |
| | | | | | | | | | |
| 2/10/2026 | 108.50 | 103.25 | 111 | 45.75 | 81.25 | | 60.75 | | 187.75 |
| 2/27/2026 | 91.50 | 96.5 | 100.75 | 24 | 74.5 | 11 | 69.5 | | 179 |
| | | | | | | | | | |
| 3/13/2026 | 83.00 | 96 | 84 | 48.5 | 72 | 67.25 | 62 | | 249.75 |
| 3/27/2026 | 95.00 | 84.25 | 94.75 | 49.75 | 43 | 54 | 53.25 | | 200 |
| | | | | | | | | | |
| 4/7/2026 | 116.50 | 98.5 | 85.25 | 34.75 | 76.5 | 24.25 | 54.75 | | 190.25 |
| 4/24/2026 | 105.00 | 93 | 93.25 | 65.75 | 51.5 | 52.25 | 56.25 | | 225.75 |
| | | | | | | | | | |
| 5/8/2026 | 92.50 | 88.00 | 84.25 | 13.75 | 65.75 | 32.50 | 53.75 | | 165.75 |
| 5/22/2026 | 114.50 | 126.25 | 102.25 | 0.00 | 54.00 | 50.25 | 46.75 | | 151 |
| | | | | | | | | | |
| 6/5/2026 | 82.50 | 150.75 | 92.75 | 0 | 66 | 41.25 | 48 | | 155.25 |
| 6/18/2026 | 94.00 | 141 | 104.75 | 19 | 51.25 | 55 | 50.75 | | 176 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

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)

The following adjustments were made after reports were presented to the board for the prior financial month:

| Date | Name | Account Affected | Amount Effect | Notes |
|---|---|---|---|---|
| After April Reports | | | | |
| 4/30/2026 | Ireland Stapleton | 5460-legal fees | 162.00 | bill received late |
| 4/22/2026 | Amazon | 5510-bldg grounds | 113.64 | corrected charge |
| 4/20/2026 | Core | 5525-electric | 459.65 | bill received late |
| | | | | |
| After May Reports | | | | |
| 5/1/2026 | Andrew Lownie | 5408-vol stipend | 400.00 | void stipend check |
| 1/30/2026 | PR Taxes | 5401-PR Taxes | -46.34 | corrected Paychex FAMLI error |
| 2/27/2026 | PR Taxes | 5401-PR Taxes | -34.21 | corrected Paychex FAMLI error |
| | | | | |
| | | | | |
| | | | | |
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**Administrative Report**
**by Diana Perkins**
**July 14th, 2026**

## Grants

- VFA grant opened – submitted - $20470 – 50% = $10235 denied
- District Pool Safety Grant – $1942.88 available
- Gaming Grant – 5/29 – 7/3 – submitted, issues with reporting compliance $28,960.32

## Additional Admin Activities

- BoardBreeze – app to help with minutes, subscribed at $29.99 / month
- Worked with Personnel Coordinator Kendra to train on tasks
- CORA Requests
  - 6/13 request items related to survey and board communications - complete
  - 6/16 request for meeting recording - complete
  - 6/16 request for single incident report - complete
  - 6/18 request for stats, no response and stood down calls – partially completed, advised additional time and cost, no response
  - 7/8 request for procurement records - complete
  - 7/8 request for board policy and training records – in process

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

# DIVIDE FIRE PROTECTION DISTRICT
# JOB DESCRIPTION

**TITLE:** District Administrator **STATUS:** Part-time, At-Will

**OCCUPATION SUMMARY:**
This position is responsible for district financial activities as supervised by the Board of Directors, and assists ~~as well as tasks to keep~~ the District Board of Directors in maintaining compliance with applicable state and federal statutes related to financial and general special district requirements. Other tasks as requested by the Board of Directors or to assist department officers and members.

**SUPERVISION RECEIVED:**
Work is performed under the supervision of the Board of Directors

**TASK STATEMENTS which may be considered Essential Functions:**
The following duties are illustrative only and are not intended to be all-inclusive:

- Performs routine clerical, office, public, and telephone tasks.
- Receives and prioritizes incoming communications, including correspondence, notices, reports, instructions, emails and other written material, forwarding to the appropriate person.
- ~~Handles~~ Assists with state and federal compliance matters related to financial and general special district requirements to include keeping the board apprised of upcoming deadlines, filing required paperwork in a timely manner, and researching/communicating the impact of new requirements which might affect the District. Compliance guidance is a good-faith effort within the job scope and constraints of part-time capacity.
- Prepares reports and documents as necessary to support monthly Board meetings, staff meetings and public hearings as well as other routine documents.
- Provides ~~Department~~ Chief and Officers with information requested regarding spending and budget status.
- Assists Chief and Board during budget preparation by providing information and context as requested.
- Assists Chief with updates of training room calendar and training room usage requests
- Responsible for allocating incoming bills and cutting bill payment checks.
- Responsible for keeping District financial records updated in QuickBooks Pro.
- Responsible for payroll and associated benefit tracking and payments
- Provides detailed financial reports, bank reconciliations and budget performance at the monthly Board meeting.
- Attends the monthly Board meeting to present information and answer questions.
- Compiles information for and coordinates the District's annual audit.

- Assists the District Treasurer in compiling and submitting pension reports as well as other tasks.
- Assists Chief with grant preparation, responsible for tracking of purchases made in relation to and reimbursement of grant monies.
- Custodian of Records – responds to Colorado Open Records (CORA) requests, requesting information from staff and board members as necessary to fulfill requests in accordance with state law and district guidelines. This includes assisting with general organization of District financial and board documents to ensure they are maintained, accessible, and destroyed as appropriate.
- Updates website pages for board and financial information
- Maintains records of inventory and fixed assets, ~~records, with assistance~~ after compilation by Fire ~~from~~ Chief and other staff
- Performs annual review of insurance policies and coverage, in coordination with Chief
- Completes workers comp and other insurance reporting requirements for claims, including filing the initial report and following up on payments as applicable
- Performs related work at the discretion of the Board of Directors.
- Maintains a high degree of confidentiality with regard to departmental operations and patient/victim information, in accordance with the Health Insurance Privacy and Portability Act (HIPPA) and other applicable statutes.
- May be involved in billing activities and reimbursement of members for deployments.
- May handle miscellaneous errands, which may require leaving the office.

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**MINIMUM QUALIFICATIONS:**

a. Must have high school diploma or equivalent.

b. Must be at least 21 years of age.

c. Must have legal authorization to work in the United States.

d. Must have minimum of three (3) years prior secretarial/administrative experience, including basic bookkeeping knowledge such as payables, bank reconciliation and financial reports.

e. Keyboarding skills of at least 50 wpm preferred.

f. Good working knowledge of personal computers, Microsoft Office and Excel required.

g. Knowledge and experience with QuickBooks Pro or other accounting software required.

h. Possess excellent human relations skills with the ability to communicate effectively, orally and in writing, with the public, elected officials, department heads and other employees of the City on fire personnel issues.

i. Possess physical and mental ability to work independently and maintain confidentially.

j. Possess physical and mental ability to file and maintain files and records of the Department.

k. Possess knowledge of or ability to learn departmental policies and procedures.

l. Ability to report for work and perform job responsibilities in a timely manner in order to meet scheduled deadlines.

m. Ability to concentrate and accomplish tasks despite interruptions.

n. Ability to perform a variety of tasks simultaneously or in rapid succession.

o. Ability to perform the duties of the position for an entire workday.

**SPECIAL REQUIREMENTS:**
Must possess a valid unrestricted Colorado driver's license and exhibit a safe driving record. Must comply with departmental and state driving or safety regulations. Successful candidates may be required to complete a pre-placement physical and a substance screen prior to employment. Background investigations may be done prior to employment.

# CORA Procedures DRAFT WORKING COPY

## Formal Policy and Regulations

The request must be submitted in writing via email or otherwise. Open Records Policy
The District shall comply with, and adopt and maintain policies as necessary for compliance with, applicable records retention, destruction, and disclosure requirements, including Colorado Open Records Act (CORA), State Archives and Public Records law, and various consumer privacy legislation. The District Administrator or their designee, is hereby designated as the Official Custodian pursuant to the Open Records Act. In the event there is any question as to whether the District is permitted to comply with an Open Records Act request, the Custodian of Records via the District Board shall forward such request to the District's legal counsel.

As allowed under section 24-72-205(6), C.R.S., the District may, at its discretion, charge the maximum fees allowed by Colorado law for paper copies, or research and retrieval cost should the time exceed one hour. The requestor must approve the cost estimate before the District will begin work on fulfilling the records request, and must submit payment in order to receive the request.

The District shall follow the Document Retention and Destruction Schedule as adopted and approved by the Colorado State Archivist.

All CORA requests should be made in writing and submitted either via mail to: Divide Fire Protection District, PO Box 941, Divide, CO 80814, or via email to: dividefire@dividefire.com

Requests should be specific and limited in scope to the issue involved. **(from our website)**

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NOTE: The rate allowed per hour of additional research can change annually and is set by the state.

From COFOIC:
For records that are "not readily available," the date and hour set for inspection is supposed to be within a "reasonable time" after a request is made. CORA presumes a "reasonable time" to be three working days or less. C.R.S. § 24-72-203(3)(b). Records that are "readily available" should be provided right away.

Extenuating circumstances
To extend the three-working-day response period by no more than seven working days (for a total of 10), a records custodian must provide the requester — during the initial three-working-day period — with a written explanation of "extenuating circumstances." Such circumstances are spelled out in the statute and mostly concern broadly stated and large requests. "In no event can extenuating circumstances apply to a request that relates to a single, specifically identified document." C.R.S. § 24-72-203(3)(b) and C.R.S. § 24-72-203(3)(c).

**Current Procedure**

CORA request is acknowledged in writing by Custodian.

**Current:**
This is an official acknowledgement of your request. My scheduled work days are Tuesday and Friday, therefore the three-day response deadline would be the end of the workday on ______. At this time, I do not expect your request to take longer than three working days, or to exceed the one hour of allotted work time included at no cost. If this changes in any way, I will notify you as soon as possible with updates.

**Propose:**
This is an official acknowledgement of your request. My scheduled work days are Tuesday and Friday, therefore the three-day response deadline would be the end of the workday on ______. At this time, I do not expect your request to take longer than three working days, or to exceed the one hour of allotted work time included at no cost.

If the expected work time will exceed one hour, additional hours will be charged at the rate allowed by Colorado law for research and retrieval. Currently this rate is $41.37 per hour. You will be notified as soon as possible, but in any case prior to the three-day response deadline if the request becomes expected to exceed the time deadline and/or additional hours. In that case you would be notified before additional work is performed and would be given a chance to approve or reject the additional work time. If you approve the request, payment will be expected in full before the records are delivered.

**Records Readily Available or Easily Obtainable**
Includes:

- Board meeting papers, recordings, minutes
- Incident Reports or reports printed from incident reporting software
    - This is unknown at this point, reports previously easily obtainable are not obtainable at this time or it is unknown how long it will take to obtain them.

Handled by Custodian, documented and recorded in online CORA file.

**Operational Records Not Readily Available or Easily Obtainable**
Includes reports based on recorded data but not able to be retrieved due to technical challenges.

- Notify Chief and other parties who would possibly be able to assist
- Request from Chief estimated time frame for response and additional work hours
- Notify board and requester of requests that will exceed estimated time frame for response or additional work hours
- If the request is approved, notify Chief/Board that retrieval can commence

Data should be provided to Custodian to fulfill the request, document and record appropriately.

**Board Should Be Notified and/or Request Handled by the Board**

Includes:

- The request involves communication between or about board members and/or Chief such as emails or texts
- The requester asks for a waiver of fees
- The request is going to exceed the one hour work time allowed for free (by how much) or the request is going to require extended time beyond the initial deadline (by how long)
- The data for the request is not obtainable
- The request is beyond the Custodian's ability/authority to access and requires a board member role involved, such as a request with security or legal implications

The board and Custodian cooperate to fulfill the request. Custodian documents and records.

submitted by
Deb Hendrickson

I'd like to go back two or three board meetings and remind the Board about the discussion of the the highly successful and well attended Table Top Exercise led by Chief Hinkle for Teller County officials and fire departments.

Who knew that on July 5th that plan almost became reality.

On the evening of July 5th there was a call about smoke report near Rainbow Valley. Immediately two Divide volunteer fire fighters headed out in search of the smoke. Four more volunteer fire fighters gathered at the station and awaited further details and instructions.

Throw into the mix two other events happening at the same time.

On July 3rd Chief Hinkle responded to the a from Pueblo asking for an apparatus and fire fighters to report to the Aspen Acres fire.

And almost simultaneously the smoke report there was a report of a serious car vs elk TA on Hwy 67. That accident alone shut down one lane of the highway for two hours.

Fire Fighter Frank Wolf was first on scene and saw what he thought were flames on a ridge near Rainbow Valley. He made the decision to initiate the Wild Land Task Force and established command.

The response by every fire department in Teller County was immediate and in full support of Frank's decision. He offered to turn over command to Chief Buchan and Chief Rial, both declined and deferred to him to handle the incident.

In the end, it was determined that there was no actual fire, but the reaction to the initiation of the Wild Land Task Force went as well as could be expected and could be, in part, attributed to table top exercise led by Chief Hinkle.

In the exercise two neighborhoods were completely burned down, one of them being mine.

All of our residents now know how to execute our backup escape route through PBJ Ranch and wire cutters are now part of our Go Bags for evacuation.

I want to thank Chief Hinkle again, for having the foresight to conduct such an exercise and to the immediate support of all the Teller County fire departments.

Deb Hendrickson 7/14/20206