



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

Held: Wednesday, December 11, 2024, at 5:30 p.m., at the Cimarron Hills Fire Protection District Administrative Offices, 1835 Tuskegee Place, Colorado Springs, Colorado.

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

Call to Order

Director Erika Gass opened the meeting at 5:30 p.m. with 3 directors in attendance. Directors Sintas and Miller joined late.

Roll Call

- Rene' Sintas – Present at 5:32
- KaTarra Taylor - Present
- Mark Gass - Present
- Erika Gass - Present
- Paul Miller – Present at 5:33

Also present were:

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

Pledge of Allegiance

The Pledge of Allegiance was recited.

Approval of the Agenda – Changes, Additions and Deletions

The Board discussed the December 11, 2024 Agenda.

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

Conflict of Interest Disclosures

None

Public Comment for Items Appearing on the Agenda

None

Approval of Minutes

November 20, 2024 Regular Meeting

The Board reviewed the minutes from the November 20, 2024 regular meeting.

Upon motion by Director M. Gass, seconded by Director Taylor, the Board voted unanimously to approve the November 20, 2024 regular meeting minutes.

Financial Presentations

Treasurer's Report presentation and approval

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

Upon motion by Director Sintas, seconded by Director Taylor, the Board voted unanimously to approve the November 2024 Treasurer's Report.

Reports

Chief's Report

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

Chief spoke about upcoming department events; the end of the year department Christmas party, the closing on the new building on Valley St, as well as the Annual Santa Run. He also advised the Board Members of the promotion of Paramedic Sierra Key to EMS Supervisor. There was one internal candidate and one external candidate who applied for the position.

There were no Wildland updates to report this month.

Chief York advised of discussion initiated with him by another fire agency that is exploring contract for services options for their district. This is very preliminary, and our understanding is they are currently exploring their options with several departments.

Chief York advised the City of Fountain Fire Department approached him, asking for assistance with plan reviews. Director Sintas questioned the availability of Chief Joyce to assist another agency in this capacity. Chief York will be meeting with the Fountain Fire Chief tomorrow to discuss the long-term plans with this request. Chief York added that the City of Fountain Fire Department does have an assistant Fire Marshal who can do inspections but is not trained to handle plan reviews, adding that requests like these speak volumes about the reputation of our department.

Fire and Life Safety Report

Chief Joyce provided an overview of Life Safety and Fire Prevention activities for November. He spoke about a school-wide event at Horizon Middle School that incorporated a variety of simulation stations such as a Fire Extinguisher Station, an AED Station, and one with stoves. Several agencies participated in this event with the school.

Chief Joyce advised that there are talks of local departments putting on a Plans Review Refresher Academy in February or March 2025.

Chief Joyce discussed some upcoming plans for the permit procedure. He is looking into different ways to make the permit application and renewal processes easier.

2024 Amended Budget Hearing

[Opening of the CHFPD 2024 Amended Budget Hearing](#)

Upon motion by Director Miller, seconded by Director E. Gass, the Board voted unanimously to open the CHFPD 2024 Amended Budget Hearing.

The Budget hearing was opened at 6:16 p.m.

[Presentation of 2024 Amended Budget Final Draft](#)

Chief York presented the proposed 2024 Amended Budget to the Board.

[2024 Amended Budget Board Discussion and Comment](#)

None

[2024 Amended Budget Public Comment](#)

None

[2024 Amended Budget Board Discussion and Comment](#)

None

[Closing of the CHFPD 2024 Amended Budget Hearing](#)

Upon motion by Director Miller, seconded by Director E. Gass, the Board voted unanimously to close the CHFPD 2024 Amended Budget Hearing.

The budget hearing was closed at 6:19 p.m.

Adoption of the CHFPD 2024 Amended Budget

[Adoption of the CHFPD 2024 Amended Budget Resolution](#)

Upon motion by Director Sintas, seconded by Director M. Gass, the Board voted unanimously, by roll call vote, to approve Resolution 2024-009 amending the 2024 Budget.

[Certification of the CHFPD Amended 2024 Budget](#)

Upon motion by Director Miller, seconded by Director M. Gass, the Board voted unanimously, by roll call vote, to certify the amended 2024 Budget.

2025 Budget Hearing

[Opening of the CHFPD 2025 Budget Hearing](#)

Upon motion by Director Sintas, seconded by Director Miller, the Board voted unanimously to open the CHFPD 2025 Budget Hearing.

The Budget hearing was opened at 6:21 p.m.

[Presentation of 2025 Budget Final Draft](#)

Chief York presented the proposed 2025 Budget to the Board

[2025 Budget Board Discussion and Comment](#)

Director E. Gass questioned the audio-visual system, and if a new one is being budgeted. Chief York stated that he did not include it in the budget, since headquarters will be moving to the Valley Street location. A better audio-visual system will be installed in that location.

[2025 Budget Public Comment](#)

One member of the community was in attendance, and he complimented Chief York on his presentation of the budget stating it was very thorough.

[2025 Budget Board Discussion and Comment](#)

None

[Closing of CHFPD 2025 Budget Hearing](#)

Upon motion by Director Miller, seconded by Director Taylor, the Board voted unanimously to close the CHFPD 2025 Budget Hearing.

The budget hearing was closed at 7:01 p.m.

[Adoption of the CHFPD 2025 Budget](#)

[Review of the 2025 Budget Message](#)

Upon motion by Director M. Gass, seconded by Director Miller, the Board voted unanimously to approve the 2025 Budget Message.

[Adoption of the CHFPD 2025 Budget Resolution](#)

Upon motion by Director Sintas, seconded by Director M. Gass, the Board voted unanimously, by roll call vote, to approve Resolution 2024-011 adopting the 2025 Budget.

Roll Call Vote

Rene' Sintas - Yes

Mark Gass - Yes

KaTarra Taylor - Yes

Erika Gass - Yes

Paul Miller - Yes

[Certification of the 2025 Tax Levy](#)

Upon motion by Director Sintas, seconded by Director E. Gass, the Board voted unanimously, by roll call vote, to certify the 2025 Tax Levy.

Roll Call Vote

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

[Certification of the CHFPD 2025 Budget](#)

Upon motion by Director Miller, seconded by Director E. Gass, the Board voted unanimously, by roll call vote, to certify the 2025 Budget.

Roll Call Vote

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

[Adoption of the CHFPD 2025 Pay Schedule](#)

Upon motion by Director Miller, seconded by Director Taylor, the Board voted unanimously, by roll call vote, to adopt the CHFPD 2025 Pay Schedule.

Roll Call Vote

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

Unfinished Business

Facilities Purchase Update

Chief York reminded the Board that closing is coming up on December 18. The appraisal is on track to be received on Friday, and the final walk through will be the following Wednesday at noon. There are no environmental issues that need to be addressed. The inspection report came back with minor issues and are already being taken care of. One of the issues noted was a leak at the south end of the building. This leak was caused by some wiring that had been done in the building at some point, and it was just not sealed at the completion of the work. The sand trap needing to be cleaned out was another issue that was addressed. The survey came back fine for the title work as well. A locksmith has already been scheduled to respond to the building the day after closing to change all of the locks on the property. The day after closing, the apparatus will be moved to the building. The architect has also been officially engaged in the process of what is needed as far as changes to the building are concerned.

New Business

None

Public Comment

- **One Comment** – The one member of the community in attendance again complimented Chief York on his presentation of information at the meeting. He asked if the intention is to close the current headquarters building and move everything to Valley Street. Chief York advised him that the plan is to renovate the building on Valley Street and move into it completely.

Board Comment

- **None**

Next Regular Meeting

Director Miller acknowledged the next Regular Board of Directors meeting to be at 5:30 p.m. on Wednesday, January 15, 2025.

Adjourn

Upon motion duly made by Director E. Gass, seconded by Director Taylor, the meeting was adjourned at 7:21 p.m.

The foregoing constitutes a true and correct copy of the minutes of the above-referenced meeting and was approved by the Board of Directors of the District on the 15th day of January, 2025.

Respectfully submitted,

/s/ Mark Gass, Secretary