Boulder Mountain Fire Protection District
Minutes of the Board of Directors Meeting
Monday, May 12, 2025 @ 1600, Station 1

Call to Order: 1604 hours by Paul Domich.

BOD Attendees: Katy Fassett (Secretary), Nick Molé (Treasurer), Paul Domich, Rob Quinn, Matt Struzziero, Stasi York

Excused Absent: Bob Loveman (President)

Other Attendees: Chief Benson, Mike Palamara

Public Attendees: Mike Bakarich, CPA

Meeting Minutes: Rob moved that the minutes of the April 14, 2025 meeting be approved. Seconded by Paul and approved; unanimous.

CPA Questions for the Board: Mike Bakarch, of Morain & Bakarich, the new booking firm for BMPFD appeared before the board to give an overview of the new bookkeeping procedures. The old system will be transferred to a new online system. Online payments through bill.com will be delayed until the new system is implemented and running smoothly. Mike Bakarch requested that the board provide him with a payment approval process. Several options were discussed, and it was determined that Mike Palamara, Carolyn Rindels, and Chief Benson will input invoices for payment, Bob Loveman, Matt Struzziero, Nick Molé, and Stasi York will do approvals. Once all approvals have been completed, Mike Bakarch will authorize final payment. Payment due dates can be automated based on how they're coded. Nick will share the authorizations needed based on payment amounts. Chief Benson reported that Marysue Huckabee can transfer her file to Mike Bakarch anytime. As soon as he receives the file, he will make the conversion.

There was a lengthy discussion about how to audit the Auxiliary's books since they will not be managed by the new bookkeeper. Mike Bakarch will contact Pat Deutchman to work out an audit process. There was also concern about the ongoing issues associated with manual check signing.

Reports

Treasurers Report: Nick Molé reported receipt of a $240,000 property tax payment, improving the cash position. He also noted that the $42,000 in mitigation revenue is lower than last year.

ERT Update: Matt Struzziero noted that ERT office wages were reported as high in April. Mike Palamara responded that the code may have been incorrect and said he would investigate it. Nick also asked for clarification on the difference in ERT revenue

between Marysue Huckabee's and Mike's reports in the amount of $135,000. Mike reported that it reflects a $95,000 grant, $30,000 in dispatch revenue, and $50,000 on OPS. Mike also noted that if dispatch approves OT from the January California fire, BMFPD will have to pass that on to the crew. Mike has the reports finalized, and they are ready to invoice. He needed new Pinnacle rates from the audit before the reports could be completed. Mike reported that 4333 has been available for one month without an assignment.

He reported that the $675,000 backlog number on the books will disappear quickly with the anticipated volume of work on the schedule. Crews have already completed 26 acres of fuel breaks. Bandit has one chipper waiting on a part and the new chipper is en route. AMR is going to do the MIT crew-specific training with five trainings scheduled. Due to the state funding that BMFPD has received, there has been an increase in media interest, including pieces with 9 News and Rocky Mountain PBS.

Chief Update: Matt asked if we heard anything back from DFPC on improved payment turnaround. The chief said that no one knows what's going on with their process and that other departments are little interested in pursuing an answer due to fear of further delays. There's a meeting in June where he and Mike will bring it up again.

The chief reported that he has been working with the bookkeeper to make the accounting transition and move to ADP for the payroll, which will take 6 to 8 weeks to transition before everything gets online. He also inquired if the board wanted to look at the Special Districts Association for workman's compensation or keep Pinnacle. It was concluded that we would revisit the idea in September.

New Business

ADA State Requirement: In response to legal alerting the department of state ADA compliance requirements, Paul ran a check on the website and determined that we have some deficiencies. It was reported that Bob Loveman has a contractor, Bob Humphry, who may be able to bring us into compliance. It was also noted that the websites for the Auxiliary, Mitigation, and Boulder Mountain Handmade may need to be reviewed. Paul will send a report to the Chief, Bob, and Cindy. The grace period for compliance expires in July, after which we are exposed to claims.

Old Business

Heat Pumps: Paul Domich reported that he and the Chief met with Everest Mechanical and Boulder Engineering to determine the feasibility of the heat exchange system at Station Two. Due to several inefficiencies, it was determined that it would not make financial sense. Paul will follow-up in the future.

New Officers: Matt, Marcus Taekla, and Rob Quinn's "oath of office" needs to be signed before the deadline. Rob agreed to acquire the signatures and give them to Bob Loveman.

Announcement: David Green, BMFPD's CPA, will present the 2024 audit at the next meeting.

Meeting Notices and Scheduling

The next BOD meeting is at Station 2 on June 9, 2025, at 1600.

Adjournment: Katy Fassett moved to adjourn the meeting at 1755 hours. Seconded by Stasi York and approved; unanimous.

Respectfully submitted,
Katy Fassett

Approved _____ Date _____