**Regular Meeting of West Douglas County Fire Protection District Board of Directors**

**April 22nd, 2025**

This meeting was called to order at 6:30 by Whitney Vincent. Board members present: Erica Ford, Kathy Tourney, Brad Laurain and Whitney Vincent. Fire Chief John Oravez and guests April Gallagher, John Guthrie, and Betty Huck were also present.

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| **Motion** |  |  |
| Approved Applying for Credit with UMB Bank | Motion made and seconded | Passed |
| Approved Treasurer’s Report | Motion made and seconded | Passed |
| Approved Chief’s Report | Motion made and seconded | Passed |
| Approved New Members | Motion made and seconded | Passed |
| Approved Working with ICR HOA on Clubhouse Acquisition  | Motion made and seconded | Passed |
| Approved Contacting the Lawyers for Employee Benefit Information | Motion made and seconded | Passed |

**Minutes of Previous Meeting**

Minutes will be approved at next meeting.

**Treasurer’s Report:**

Review of Balance Sheet.

Review of Profit & Loss Budget vs Actual.

Review of Transaction Detail.

Review of Reconciliation Detail.

Discussion of UMB Bank offer for credit cards for chiefs and officers. They have offered 25k-30k in credit, 1.35% cash back on spending and no annual fee.

Approved Treasurer Whitney Vincent to move forward with applying for credit with UMB Bank.

Action: Approved Whitney Vincent, Brad Laurain

Approved Treasurer’s Report

Action: Approved Erica Ford, Brad Laurain

**Chief’s Report**

11 Calls for March.

Review of calls.

Review of new volunteer applications.

Review of plan and quote for a new projector presented by Chief Oravez.

Action: Approved Whitney Vincent, Brad Laurain

Approved new members

Jason English

Bastiaan Wolf

Rob Schenk III

Jeffrey Keers

Action: Approved Whitney Vincent, Erica Ford

**Public Comment – John Guthrie asked questions about the new Board of Directors**

**Acquisition of Indian Creek Clubhouse**

Betty Huck, Indian Creek Ranch HOA President, introduced herself.

She proposed splitting the 10 acres that the HOA owns into 5 acre parcels with the arena, playground and some open space going to the HOA, and the building, parking lot and some open space going to the department.

Approved working with the Indian Creek HOA to move this project forward.

Action: Approved Erica Ford, Brad Laurain

**Admin Maternity Leave and FAMLI**

Chief Oravez requests that admin assistant get paid maternity leave by the department.

Discussion of paying Katie Ross a three-month maternity leave at 20 hours a week.

Approved contacting the attorneys for information regarding an employee benefit package.

Action: Approved Whitney Vincent, Erica Ford

**Board Organization Software**

Erica Ford has been researching multiple board software’s that provide a central internal documentation storage for agendas, board documents, minutes and the ability to record meetings with full transcripts. Pricing has not come back at this time. She also reached out to Tech Soup for discount opportunities on other software.

**Assistant Chief**

The job for assistant chief medical officer was posted for over 7 days. Kevin Telfer was the only applicant and he accepted the job offer.

**Legal Counsel Update**

Erica Ford and Katie Ross have had discussions with the new lawyers about department needs and compliance. It is going well.

**Fundraising Committee Update and Suggestions**

Discussion of the best way to nominate community members for liaison positions. The board is looking for three people in the community to join the two board members on the committee. Sponsoring a firefighter was proposed by Erica Ford to help raise money for PPE.

**\*Meeting closed at 8:06pm – Approved WV, EF**

**2025 Board of Directors Meeting Dates (\* indicates pension board meeting)**

**5/27\***

**6/24 – Stn 1**

**7/22**

**8/26\***

**9/23 – Stn 2**

**10/28**

**11/25\***

**12/9**