

Shawn Vollertsen, President
Jeff Phillips, Secretary/ Treasurer
Francis Wilson, Board Member

Richard Drake, Vice President
Will Shellabarger, Board Member

**NORTHERN SAGUACHE COUNTY FIRE PROTECTION DISTRICT
MINUTES**

April 13th, 2026

Location: Saguache Fire Station
7:00 PM

1. Call to Order: The meeting was called to order at 7:01 p.m.

2. Pledge of Allegiance: The Pledge of Allegiance was recited.

3. Roll Call: Directors present: Shawn Vollertsen, Richard Drake, Will Shellabarger, Jeff Phillips, and Francis Wilson a quorum was present.

4. Approval of Agenda: Director Jeff Phillips moved to approve the agenda for April 13, 2026, as amended to move Kendal's presentation up to 6. Director Richard Drake seconded the motion.

Vote: In Favor: 5 Opposed: 0 **Motion passed unanimously.**

5. Introduction of Guests: The following guests were present: District Chief Wesley Moores, District Secretary Juli Close, Equipment Specialist Kendal Adolph and additional attendees (see attached sign-in sheet)

6. Kendal Adolph – Equipment Report

Report presented see numbers below on chart number 11. Also update the truck repairs below.

7. Approval of Minutes: Director Will Shellabarger moved to approve the minutes of the March 9, 2026 meeting as presented. Director Richard Drake seconded the motion.

Vote: In Favor: 5 Opposed: 0 **Motion passed unanimously.**

8. Financial Matters Approval of Bills: Shawn Vollertsen presented the bills to the Board for review. All invoices are subject to review and approval, with checks to be signed by Board members present.

Director Jeff Phillips moved to approve the bills as presented. Director Will Shellabarger seconded the motion.

Vote: In Favor: 5 Opposed: 0 **Motion passed unanimously**

9. Presentations:

a. Grant Writing Update: Yvonne provided an update regarding the Rio Grande Basin Round Table grant application for the proposed well project.

- A well permit is required for the project application.
- GPS coordinates for both project sites are needed. Wes agreed to provide the coordinates as soon as possible for Villa Grove and Moffat.
- The grant application is scheduled for review in July.
- The grant would require a 25% match contribution.
- Loan opportunities may be available to assist with the match requirement.
- Yvonne has contacted multiple drilling companies within the valley regarding project estimates and availability.
- The Kerr Foundation was discussed as a potential funding source; no decisions have been made at this time.
- A three-phase generator will be required to operate the well located in Villa Grove. Currently researching possible assistance with the generator.
- Road base will be needed for both project lots. Shawn agreed to contact Cooley to obtain a bid and provide the information to Yvonne.
- Additional sales tax grant opportunities are being explored to supplement smaller project funding.

b. Chainsaw Training Proposal: Lisa B. and Brent S. presented a proposal for a chainsaw safety and maintenance training program for department members and community participants.

Discussion included:

- The identified need for additional chainsaw safety and operational training.
- Proposed training topics including:
 - Chainsaw maintenance and sharpening
 - Safe operation techniques
 - Proper use of personal protective equipment (PPE)
 - Fire safety measures, including spark arrestors and fire extinguishers
- Brent shared concerns regarding improper maintenance practices and emphasized the importance of safe operation to reduce injuries and extend equipment life.
- The proposed format would be a one-day Saturday training held at one of the Districts' stations.
- The training would include:
 - Morning classroom instruction on maintenance and safety
 - Afternoon hands-on operational training
- The course would be open to firefighters and community members age 18 and older.
- Registration through Crestone Energy Fair was discussed, with estimated tuition costs between \$50 and \$75, which would include insurance coverage for participants.
- The District would serve as the host location only.
- Jeff recommended discussing the proposal with area chiefs to determine the level of interest and participation.
- Brent's experience with chainsaw operation and maintenance was acknowledged.

c. Financial Report: The Board reviewed account balances, bank statement reconciliations, the current budget report, mail correspondence, and related financial matters.

Discussion included:

- The District received revenues in the amount of \$3,028.44 for the pension fund and \$45,320.43 for the general fund.
- Payment was issued to Emergency Solutions for the remainder of the year as previously directed by the Board during the prior meeting.
- The 2025 Audit was completed and electronically filed following receipt of the required Board signatures.
- Information was provided regarding the SDA Buena Vista Workshop scheduled for June 23 from 9:00 a.m. to 12:30 p.m. at Buena Vista High School, 543 South Railroad Street, Buena Vista, Colorado 81211.
- A request was received from La Garita for information regarding the District's bylaws and procedures Juli provided the information.

10. Firefighter Membership Applications, Resignations, and Requests for Retirement:

a. Membership Application: An application for firefighter membership from Trenton P. was presented to the Board.

A motion was made by Richard Drake and seconded by Jeff Phillips to approve the application for Trenton P. contingent upon successful completion of a background check and drug test, with a six-month probationary period.

Vote: In Favor: Richard Drake, Jeff Phillips, Francis Wilson and Shawn Vollertsen Abstained: Will Shellabarger due to knowledge of applicant. **Motion passed.**

b. Resignation: The Board acknowledged the resignation of Kaedren C. from the Villa Grove Fire Station.

c. Station Transfer: The Board was informed that John B. transferred from the Moffat Fire Station to the Villa Grove Fire Station.

Board took a break while trucks left on a call at 7:51 pm and started again at 7:56 pm.

d. Membership Application Exception Request: Kathryn S.

The Board reviewed a request regarding Kathryn S.'s application for membership with the Crestone Fire Station and discussed Section 2(b) of the District membership requirements concerning the 60-day residency requirement.

Jeff Phillips read the attorney's response stating the Board may make exceptions to the residency requirement.

Board discussion included:

- Kathryn S.'s wildfire experience, education, and participation in trainings and meetings.

- Staffing needs at the Crestone Fire Station.
- Prior residency-related concerns within the district and the need to evaluate requests individually.
- The importance of documenting training participation and call response activity during probation.

Paused the meeting at 8:00 pm for trucks leaving and restarted the meeting at 8:11 pm.

A motion was made by Jeff Phillips and seconded by Will Shellabarger to approve Kathryn S. for membership with the Crestone Fire Station contingent upon successful completion of a background check and drug test, with a six-month probationary period and documentation of all calls and training activities. Review to occur on October 12 meeting.

Vote: In Favor: 5 Opposed: 0 **Motion passed unanimously**

e. Executive Session – Personnel Matter

The Board entered Executive Session pursuant to §24-6-402(4)(f), C.R.S., regarding personnel matters related to Daniel Johnson's six-month probationary review.

Motion to go into Executive Session at 8:32 pm for personnel matter related to Daniel Johnson pursuant to §24-6-402(4)(f), C.R.S., by Jeff Phillips seconded by Shawn Vollertsen.

Vote: In Favor: 5 Opposed: 0 **Motion passed unanimously**

Discussion included:

- The probationary review was not completed at the six-month mark.
- Missing timesheets from the initial probationary period.

A motion was made by Jeff Phillips and seconded by Shawn Vollertsen to end Executive Session at 8:56 pm.

Vote: In Favor: 5 Opposed: 0 **Motion passed unanimously**

Following return to open session, a motion was made by Jeff Phillips and seconded by Richard Drake to extend Daniel Johnson's probationary period for an additional six months effective immediately. Review at the October 12, 2026 meeting and Daniel Johnson and station Chief Craig Tomaski were instructed to bring all documentation of service and training to the meeting

Vote: In Favor: 5 Opposed: 0 **Motion passed unanimously**

11. FIRE DEPARTMENT REPORTS:

	<i>TRAINING HOURS</i>	<i>REGULAR HOURS</i>	<i>STRUCTURE FIRE</i>	<i>WILDLAND FIRE</i>	<i>MOTOR VEHICLE ACC.</i>	<i>OTHER</i>
<i>Crestone</i>	No report					
<i>Moffat</i>	34 trucks and small engine	30			2	2 propane leaks
<i>Saguache</i>	42	62			2	1 standby
<i>Villa Grove/ Bonanza</i>	51	29.5			2	

11. Station Reports:

a. Crestone Fire: The station is in good condition working on completing interior task. All trucks are currently in service.

b. Moffat Fire:

- The station is planning a Cajun Boil fundraiser during the same weekend as the Hollyhock Festival.
- The conex container and fuel trailer were reported to extend partially over the alley onto an adjacent property.
- Concerns were raised regarding a possible leach field installation on the east side of the lot that may encroach onto District property.
- Craig repaired the fixture on the back door, and an additional repair is pending receipt of parts.

A motion was made by Shawn Vollertsen and seconded by Jeff Phillips to approve Moffat Fire's request to hold the Cajun Boil fundraiser during the same weekend as the Hollyhock Festival.

Vote: In Favor: 5 Opposed: 0 **Motion passed unanimously**

c. Saguache Fire:

- The Saguache Sheriff's Office requested a letter of support to assist with a grant application for dispatch center upgrades. Board asked Wes to write the letter as requested.
- Two new toilets needed for Saguache.

A motion was made by Will Shellabarger and seconded by Richard Drake to approve the purchase of two toilets for the Saguache Fire Station, with installation to be completed by station members at their own time and expense.

Vote: In Favor: 5 Opposed: 0 **Motion passed unanimously**

d. Villa Grove / Bonanza Fire:

- Plans for the annual fundraiser event in June.

A motion was made by Jeff Phillips and seconded by Will Shellabarger to approve the Villa Grove / Bonanza fundraiser in June of 2026.

Vote: In Favor: 5 Opposed: 0 **Motion passed unanimously**

e. District Chief Report:

Discussion included:

- Lighted Stop signs were received and delivered to the stations. We also purchased additional batteries, which are still pending delivery.
- Light kits were ordered for fire trucks assigned to the Crestone, Bonanza and Moffat stations.
- A request was submitted to Gunnison regarding a tender apparatus.
- Denver Truck Sales provided an estimated cost of approximately \$30,000 for truck and tank work, including tank installation, painting, installation of a portable tank rack, and replacement of the pump and valves.
- We are attempting to locate the correct electronic solenoid control component number for Tender 2.

12. Old (Unfinished) Business:

a. Truck Repairs:

Updates were provided regarding apparatus repairs and maintenance:

- Tender 2 – Solenoid control repair update discussed and still working.
- Attack 7 – Repairs are believed to be completed.
- Bonanza Attack – Oil change remains pending.
- Engine 1 – New turbo boot has arrived and will be picked up from Zack.
- Tender 5 – Transfer case and batteries replaced; apparatus is operational.
- Tender 7 – Water tank update provided; apparatus is ready to be transported to Denver.
- New Attack Apparatus – Currently in Denver waiting for arrival to Salida dealership.

b. Crestone Building Update:

Discussion included:

- The building is currently being utilized.
- Remaining work includes:
 - Plumbing completion
 - Installation of plastic shower walls in the bathroom
 - Installation of a sand trap in the drain
 - Minor boiler-related work
 - Completion of exterior lighting

c. Villa Grove Brush Truck Update:

Discussion included:

- A bumper and winch have been ordered.
- One additional equipment box remains to be installed.
- Chevron decals still need installation.

d. Moffat Station Office Addition Update:

An update was provided regarding the office addition at the Moffat Station.

Discussion included:

- Framing work is substantially complete.

e. Jersey Blocks Old Crestone Station:

An update was provided regarding placement of jersey blocks at the rear of the old Crestone Station building.

Discussion included:

- Tentative delivery date scheduled for Wednesday, May 1.
- Kenny Skoglund agreed to unload the blocks upon delivery.

f. Tender Request Gunnison Fire:

An update was provided regarding the requested tender from Gunnison Fire.

Discussion included:

- The District is still awaiting a response.

g. March 21 Brush Burning:

Discussion included:

- The planned March 21 brush burning event did not occur and will not take place this year.
- Item removed from future agendas.

h. Rescue 7:

Discussion regarding Rescue 7 was held. Truck is in Denver waiting arrival to Salida. Wes will coordinate once it arrives to Salida Dealership.

13. New Business:

a. Tender 2 Lighting Repairs:

Discussion included:

- LED work lights on Tender 2 are not functioning properly.
- A new red light is needed for the driver's side.

A motion was made by Jeff Phillips and seconded by Richard Drake to authorize Wes to purchase replacement lights for Tender 2.

Vote: In Favor: 5 Opposed: 0 **Motion passed unanimously**

b. Shelter Agreement Update:

Discussion included:

- The Shelter Agreement the County attorney proposed four revisions, including updates to Section 2, funding language, insurance figures, and removal of attorney's signature. The District attorney was ok with the changes.

A motion was made by Richard Drake and seconded by Jeff Phillips to authorize signature of the agreement following final approval of the Saguache County Commissioners and their signatures.

Vote: In Favor: 5 Opposed: 0 **Motion passed unanimously**

c. Chainsaw Class Proposal: Further discussion was held regarding the proposed chainsaw training class.

Discussion included:

- Chiefs were asked to discuss the proposal with their respective stations and report back regarding participation interest.
- Shawn asked whether the Board would consider covering training costs.

- The Board agreed to first determine the level of interest before further consideration.

14. Citizen (Guest) Comments: No citizen comments were presented.

15. Review of Bills, Receipts, Bank Statements, and Check Signing: The Board reviewed bills, receipts, bank statements, and related financial documentation. Questions and discrepancies were addressed, and checks were signed as needed

16. Adjournment: The meeting adjourned at 9:40 p.m.

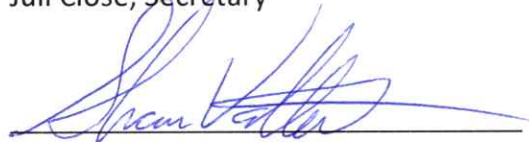
17. Next Meeting: The next regular meeting is scheduled for May 11, 2026, at the Saguache Fire Station.



Juli Close, Secretary

_____4-13-2026_____

Date Signed



Shawn Vollertsen,
Board President



Jeff Phillips, Board
Secretary/Treasurer