

MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF **NORTH PARK HOSPITAL DISTRICT**

Date/Time: December 4, 2025 at 5:30 PM

Location: North Park Baptist Church, Conference Room, 492 Garfield Street, Walden, CO

Zoom: Meeting ID: 821 0647 7311 Passcode: 591111

<https://us02web.zoom.us/j/82106477311?pwd=MWg5WmFoM3A0UzhoYk1sM2ZSU3pOdz09>

1. CALL TO ORDER

a. Attendance

The meeting of the Board of Directors of the North Park Hospital District was called and held, as shown, in accordance with Colorado law. The following directors confirmed their qualifications to serve on the Board:

Naida “Tootie” Crowner, President

Marie Stiles, Secretary

Danny Manville, Director

Mike Suska, Director

Also present was

Tim Demoret, Administrative Assistant/Secretary to Board

Aleigh Shoemaker, Paramedic

Becky Rizor, Admin Supervisor

Jim Rizor, Crew Supervisor

b. Declaration of Quorum

Ms. Crowner noted that a quorum of the Board was present and called the meeting to order.

c. Disclosure of Conflicts of Interest

The Board reviewed the agenda for the meeting, following which each Board member confirmed they have no conflicts of interest.

d. Director Absences

The absence of Mr. Franz was approved by the Board.

2. APPROVAL OF AGENDA

After reviewing the proposed agenda and upon the motion of Mr. Manville, seconded by Mr. Suska, the Board unanimously approved the agenda as presented and with no changes.

3. LEGAL MATTERS

a. Consideration of the Addendum to the lease agreement with North Park Clinic Board (enclosure)

Mr. Suska moved, Ms. Stiles seconded the adoption of the addendum to the lease agreement with North Park Clinic Board. All approved.

4. MANAGEMENT MATTERS

a. Consideration of adoption of Amendment 5 to the Handbook covering Vacation Pay. (enclosure)

There was much discussion concerning how to implement the Vacation Leave policy with the limited number of employees. The main points of the discussion included: 1) the importance of encouraging the employees to take time off; 2) how to implement vacation time verses employees simply trading shifts; 3) encourage the use of the vacation time by making the year end payout only 75% of the unused time; 4) changing the name from Vacation Leave to Annual Leave.

It was concluded that even though there were future details about the administration of the leave policy that would need to be worked out, it was important to implement it now and make adjustments in the future as needed. The leave would be applied according to the calendar year with new employees leave being prorated the first year they are eligible.

Mr. Manville moved to adopt the Vacation Leave policy with two changes. First to change the title to Annual Leave, and second to include the limitation of 75% pay at the end of the year for unused time. Ms. Stiles seconded. All approved.

b. Consideration of signing up driver training

Ms. Crowner stated she wants all drivers to be required to take the driver training and it would be paid by NPHD. They would have a year to complete the training after starting work. Ms. Stiles would coordinate with the current drivers to schedule this training over the next few months.

Mr. Suska moved to approve the driver training requirement. Ms. Stiles seconded. All Approved.

5. OTHER BUSINESS

a. Next Meeting – February 5, 2026, at 5:30 PM

6. ADJOURNMENT

There being no further business to come before the Board, Ms. Stiles moved, Mr. Suska seconded and the meeting was adjourned.

Timothy Demoret

Secretary for the District