

MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF NORTH PARK HOSPITAL DISTRICT

Date/Time: November 6, 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
Justin Franz, Vice President
Danny Manville, Director
Mike Suska, Director

Also present was

Tim Demoret, Administrative Assistant/Secretary to Board;
Jim Rizor, Crew Supervisor;
Becky Rizor, Admin Supervisor;
Monica Love, EMT;
Michelle Richard, Billing Clerk
Dawn Schilling, Accountant

Members of the public:

Joellyn Hines

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

None

2. APPROVAL OF AGENDA

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

3. PUBLIC COMMENT

None

4. CONSENT AGENDA

Ms. Crowner reviewed the following matters on the Consent Agenda with the Board.

- a. **Approval of Minutes from August 7, 2025, Regular Meeting (enclosure)**
- b. **Approval of Financial Report for quarter ending September 30, 2025**
(enclosure: Balance Sheet, Profit and Loss, Transaction Log)
- c. **Approval of Notice to Electors Pursuant to § 32-1-809, C.R.S (enclosure)**
- d. **Approval of Engagement Letter with Logan and Associates for preparation of 2025 Audit of District's Financial Statements (enclosure)**

Upon the motion of Ms. Stiles, seconded by Mr. Suska, the Board unanimously approved the Consent agenda.

5. FINANCIAL MATTERS

- a. **Conduct Public Hearing on 2026 Budget and Adoption of Resolution Adopting Budget, Certifying Mill Levy and Appropriating Funds (enclosure)**

Mr. Manville motioned to open the Public Hearing for the 2026 Budget, Ms. Stiles seconded the motion, and all Board Members unanimously agreed. No public comments were given.

Ms. Schilling started by explaining the mill levy and the limitation that are currently in effect. The 2026 mill levy after reduction is 7.332 for an estimated revenue of \$726,527. She continued to explain the other revenue lines which total to an estimated revenue of \$1,058,710. Mr. Franz asked the annual deficit of \$380,000. Mr. Demoret explained about capital expenses making the budget negative this year. The two main capital assets included in the budget are \$75,000 for new radios when the sheriff's office switches over to the new system and \$300,000 for a new ambulance. These expenses would require dipping into the District's reserves. Mr. Demoret showed that the regular operating expenses are budgeted within the expected revenues.

Mr. Rizer asked Ms. Schilling about the benefits of leasing. Ms. Schilling noted that it was typically more expensive to lease but there may be some advantages when replacing vehicles.

Mr. Demoret noted that we needed to raise the dispatch fees from 18,000 to 20,900 for 2026. There was also a need to add \$14,000 for the Snow Removal under Repairs and Maintenance. The revised expenditures were totaled at \$1,456,337.

At this time Ms. Stiles motioned to close the Public Hearing for the 2026 Budget. Mr. Suska seconded the motion, and all Board Members unanimously agreed.

Mr. Manville motioned to approve the 2026 budget with these changes subject to final assessed valuation by accounting. Mr. Suska seconded the motion, and all Board Members unanimously agreed.

b. North Park Clinic Board request for assistance in paying for parking lot snow removal.

Joellyn Hines, President of the North Park Medical Clinic Board, presented some of the extra financial expenses which the clinic board is currently facing. She and Mr. Demoret, who is also a member of the clinic board, requested help from the NPHD for paying for snow removal. Mr. Demoret was directed to review the agreement between the Clinic Board and the District to ensure there is nothing preventing this from happening.

Upon the motion of Mr. Manville, seconded by Ms. Stiles, as long as everything is legal, NPHD will take over paying for snow removing at the Ambulance Shed and Clinic during the upcoming winter. All Board Members unanimously agreed.

c. Problem with EMS Billing Solutions credit card collection process and establishment of NPHD credit card processing

Mr. Demoret reviewed the problem with EMS Billing collecting the credit card without dispersing the payment. The original agreement was for them to withhold their fees from the credit card payments, but they were slow in sending the extra. Currently they owe NPHD \$8,892.03. They invoice us at 9% of amounts billed for an average of \$1,475 per month so far this year. At that rate, it will take just over 6 months to “work off” the amount they owe. Mr. Demoret noted, with input from other crew members, that EMS Billing continues to be a good company to work with from an operational point of view.

At the advice of Ms. Schilling, Mr. Demoret has already created a process to accept credit card payments through our website and has notified EMS Billing that all credit card payments are to be processed through the website. The board agreed that letting them continue to work off the extra over the next several months would be allowed, but they would prefer if they would get caught up and begin regular invoicing.

d. Holiday Gift Certificates for Emergency personnel

Each of Board members signed the \$30 holiday gift certificates for the crews of the NPHD and NPFRA.

6. MANAGEMENT MATTERS

a. Consider Adoption of 2026 Annual Administrative Resolution (enclosure)

Mr. Demoret explained that the main changes this year to this resolution was the new legal counsel, the moving of the Official Custodian of Record from legal to the Administrative Assistant, and the moving of the responsibility of posting board meeting notices from legal to the Administrative Assistant.

Mr. Manville motioned to adopt the 2026 Annual Administrative Resolution, Mr. Suska seconded the motion, and all Board Members unanimously agreed.

b. Consider Adoption of Resolution Designating the Official Custodian of Records and Adopting a Policy on Responding to Open Records Requests (enclosure).

Mr. Manville motioned to adopt the Resolution Designating the Official Custodian of Records and Adopting a Policy on Responding to Open Records Requests, Ms. Stiles seconded the motion, and all Board Members unanimously agreed.

c. Consider Adoption of Resolution Adopting the Colorado Special District Records Management Manual

Mr. Demoret explained that the District needed to update their records retention policy to better accommodate the role of the Custodian of Records. Legal counsel is willing to assist with setting this up.

Mr. Manville motioned to adopt the Resolution Adopting the Colorado Special District Records Management Manual, Mr. Suska seconded the motion, and all Board Members unanimously agreed.

7. STAFF REPORTS AND UPDATES

a. Correspondence

Mr. Demoret noted that he had received noticed that the NPHD was listed as a recipient in Sandra Bond's Will. At this time, there is no information as to what was designated to the district.

b. Admin. Asst./Secretary to Board

Mr. Demoret has updated the Administrative Assistant backup envelop which he will place in the ambulance shed.

c. Billing/Collections Clerk

Ms. Richards reported that everything was going well.

d. Ambulance Supervisor

Mr. Rizer reported that in October, while traveling over Buffalo Pass, they ruined three tires on one of the ambulances. This was discovered on a different trip to Gould when they blew two tires. There was a man who was a great help in changing the tires and getting the ambulance back on the road after Squad 2 was brought out. Mr. Rizer gave him a \$75 gift certificate as a thank you.

Mr. Rizer noted that the new QRV needs snow tires. He also advised getting new rims for the winter tires. Ms. Stiles warned about problems with TPS system when swapping out rims. Ms. Crowner recommended using Fat Boys Tire in Laramie as they also have the ability to reprogram the TPS system.

Jim has been looking into buying a new ambulance in 2026. He currently has a line on a Ford crew cab and expects it to be available to purchase sometime next year.

e. Administrative Supervisor

Ms. Rizer noted that EMSAC training is coming up and Aleigh, Cheryl, and Terry B are planing to go.

f. Ambulance Crew

Monica reported that the company Christmas party is 6 PM, December 6th at Wattenburg Center. There will be a baked potato and soup bar.

g. Medical Director

No report

8. LEGAL MATTERS

None

9. EMPLOYEE/PERSONNEL MATTERS

a. Transition planning for when Jim decides to retire.

Ms. Stiles asked for a comparison between the “bare bones crew” to an “ideal situation” in the event of Jim’s retirement. Mr. Rizor stated that ideally, the district would need three full time paramedics. Currently, there is currently only one other full time paramedic besides Mr. Rizor, which would leave a significant gap in coverage if he were to leave. The current budget allows for hiring a third paramedic. He also noted that he has already been training some of the others to do various tasks. He mentioned a couple of areas that still need attention including training someone to order supplies and someone to oversee the maintenance of the vehicles and facility.

Along the topic of attracting new employees, Ms. Rizor brought up the idea of transforming the empty lot beside the clinic for housing. Specifically, she mentioned the possibility of bringing in a couple of tiny homes. Ms. Stiles mentioned that setting up a few RV lots could also be an option. The board directed Mr. Demoret to approach the Clinic Board, who owns the lot, with these idea concerning creating housing specific to attracting medical personnel.

b. Benefits package review (enclosure)

Upon reviewing the current employee benefits packages, Mr. Rizor suggested we include more detail about the benefits when advertising for the paramedic position.

There was discussion about how Vacation Pay worked. Currently, the policy is that Vacation Pay does not carry over to the next year. It was agreed that the policy needed to be updated to specifically allow a payout at the end of the year for unused Vacation Pay. There needs to be a more clear tracking system in place for the use of Vacation Pay and that Vacation Pay should limited to full time employees.

The board decided to review over the current handbook and schedule a special meeting before the end of the year to implement any updates necessary.

10. EXECUTIVE SESSION MATTERS

None.

11. OTHER BUSINESS

a. Next Meeting

The next regular meeting of the Board is scheduled for February 5, 2026.

12. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned.

Timothy Demoret
Secretary for the District