

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

Date/Time: August 7, 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  
Justin Franz, Vice President

Marie Stiles, Secretary

**Crew and staff present:**

Tim Demoret, Secretary to Board  
Jim Rizor, Crew Supervisor  
Becky Rizor, Admin Supervisor  
Cheryl Franz, EMT

Monica Love, EMT  
Michelle Richard, Billing Clerk  
Dr. Lynette Telck, medical director

**Member of the public:**

Mike Suska  
Dan Manville

**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.

**2. APPROVAL OF AGENDA**

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

**3. PUBLIC COMMENT**

None

**4. CONSENT AGENDA**

(Items on the consent agenda are intended to be approved without discussion or individual motion.

Upon separate motion, items requiring further discussion will be removed from the consent agenda)

**a. Approval of Minutes from May 5, 2025, Regular Meeting (enclosure)**

**b. Approval of Minutes from June 12, 2025, Special Meeting (enclosure)**

**c. Approval of Financial Report for quarter ending June 30, 2025**

(enclosure: Balance Sheet, Profit and Loss, Transaction Log)

Ms. Stiles moved, Mr. Franz seconded, and all approved the consent agenda.

## **5. FINANCIAL MATTERS**

### **a. Approval of Final 2024 Audit (enclosure)**

The Final 2024 Audit was presented and approved by the board (see below).

### **b. Discussion of need to update Colotrust with current board members.**

Ms. Crowner, Mr. Carothers, and Mr. Demoret are the current authorized signers on the Colotrust Account. Mr. Demoret noted that this needed updated along with an update to the bank signers with the new board members.

### **c. Report on purchase of QRV**

Mr. Demoret and Mr. Rizor gave an update on the purchase of the new QRV truck to replace the one lost in the accident back in March. Mr. Demoret noted that the initial purchase of the vehicle was completed, and he was waiting for the reimbursement from the insurance. Mr. Rizor noted that there were still additional components to the vehicle that had been ordered.

Ms. Stiles moved, Mr. Franz seconded, and all approved the financial matters as presented.

## **6. MANAGEMENT MATTERS**

### **a. Discussion of new board members**

Dan Manville and Mike Suska both expressed interest in joining the board.

Ms. Stiles moved, Mr. Franz seconded, and all approved the appointment of Mr. Manville and Mr. Suska to the board.

### **b. Discussion of backup of administrative files**

It was agreed that Mr. Demoret would create a physical folder containing a backup of his computer files and paper instructions for his job. He would update this quarterly. This folder would be stored securely in ambulance shed.

### **c. Discussion of job descriptions for potential new employees (enclosure)**

In reviewing the job descriptions, Mr. Franz brought up the need for more employees. The full time EMTs are often on call as backup when they are not scheduled. He believed they may need to be paid for those times they are on backup. Ms. Crowner, Mr. Rizor, and Ms. Rizor disagreed that extra pay was warranted. Becky described that when a person was in a “backup on call” situation, the person is not required to stay in the area.

The discussion turned to the difficulties of hiring new employees. With the absence of Mr. Juranek and the eventual retirement of Mr. Rizor, it was recognized that there is need for new employees to alleviate the current needs of the schedule and secure the future needs of the district. There were many issues presented making it difficult to attract new employees such as housing, comparative salaries to other places, and our remote location. Several varied ideas were bantered around. Some of the ideas presented were 1) contacting EMT and Paramedic training programs to offer an incentive to attract graduates to our area, 2) contacting wealthy individuals in the area who might be willing to reserve housing for use by District employees, 3) increase the salaries offered for the positions we need, 4) continuing to try to train volunteers and encourage them to get more involved, 5) continue to advertise in various online job posting. Ms. Crowner recommended not using a couple of the more expensive websites that were presented and stick with more with the EMS specific sites.

In conclusion to the discussion on the need for new employees, the board agreed that they needed to examine the upcoming budget to determine an appropriate level of pay and number of employees the District can sustain. It was noted that there was one opening currently budgeted for and needing to be filled.

**d. Discussion of dispatch being transferred to Larimer county at night and how that affects us**

Dispatch Agreement from 2014 and Dispatch services Transaction History (Enclosure)

There was discussion of how the dispatch was currently changing. It has been reported that the sheriff's office was making changes to the dispatch service and hiring out this service at night to another county. The crew was concerned about how that might affect what we pay the sheriff's office for this service. Mr. Demoret noted that Sheriff Weber had commented to him on the desire to review the agreement between the District and the Sheriff's office. It was noted that nothing can be done currently as the Sheriff's office is settling in with their new staff after the recent election. If necessary, this was an issue that can be addressed at budget time.

**7. STAFF REPORTS AND UPDATES**

**a. Correspondence**

Mr. Demoret presented a thank you note from Riggen McKay for his scholarship.

**b. Admin. Asst./Secretary to Board**

Mr. Demoret note that he was working with EMS Billing to receive the credit card payments they had collected for the District. Between January and July 2025, the District is due about \$15,000. He reported that communicates over this issue has been slow, but he did receive an email this week stating their willingness to change to a monthly payment schedule. He is hopeful they will follow through with this change.

**c. Billing/Collections Clerk**

None

**d. Ambulance Supervisor**

Jim reported that a client reported missing a necklace after a transport. Jim noted that he had removed the necklace and handed it to the client's husband.

Squad 2 was in an accident with an animal causing mostly superficial body damage. The crew did temporary repairs making it usable. Jim does not want take it out of service for further repairs until after the busier summer period.

**e. Ambulance Crew**

Ms. Love asked about removing old computers from the Ambulance Shed. There was discussion about the need to securely wipe the hard drives before disposal. Mr. Rizor noted that he would go over the equipment and meet with Mr. Demoret about properly disposing of the equipment.

Ms. Love reported that July 24th was "Paint a rock for the world day." They bought five certificates from Rita's for people who found the rocks which Ms. Franz painted and hid. Only one was turned in. The other four certificates were given to the Senior Center as prizes.

Ms. Styles brought up a potential training for ambulance drivers at an ice driving school. The training allows us to use our own ambulances. She will look into getting us set up.

**f. Administrative Supervisor**

None

**g. Medical Director**

Dr. Telck expressed gratitude for the crew. She reminded everyone to continue to work in cooperation with the other services in our area.

**8. LEGAL MATTERS**

**a. Discussion of email from employment counsel’s letter recommending using our new law firm’s employment expertise.**

(enclosure: Michelle Ferguson of Ireland Stapleton Pryor and Pascoe, PC)

Mr. Demoret presented Michelle Ferguson’s letter to the district recommending that the District utilize our new lawyer, Ashley Hernandez-Schlagel of Collins Cole Winn & Ulmer for special employment law counsel instead of her. She noted her “employment law expertise” and that it would be “redundant for the District to maintain a relationship” with her firm as well.

Ms. Stiles moved, Mr. Franz seconded, and all approved to move special employment law counsel to Collins Cole Winn & Ulmer.

**9. EMPLOYEE/PERSONNEL MATTERS**

Jim reported that Tom McDonald officially quit as a driver in July. Tom expressed a willingness to still help around the ambulance shed and occasionally serve as a backup driver. He just will not be scheduled and on call any longer. Since Tom has never taken any pay for his work with the District, Jim recommended that we give him \$500 Timberline credit. Ms. Styles moved that we make it a \$1,000, Mr. Franz seconded. All approved.

**10. EXECUTIVE SESSION MATTERS**

None.

**11. OTHER BUSINESS**

**a. Next Meeting**

The next regular meeting of the Board is scheduled for November 6, 2025.

**12. ADJOURNMENT**

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

*Timothy Demoret*  
Secretary for the District