

**INTER-CANYON FIRE PROTECTION DISTRICT**  
**BOARD OF DIRECTORS SPECIAL MEETING- Strategic Planning**  
**MINUTES OF MEETING**  
**ICFPD Station 3**  
**8445 S Highway 285, Morrison, CO 80465**  
**January 20, 2023**

**1. Call to Order:**

The ICFPD Board meeting was called to order by Board President, Mike Swenson at 9:03 am.

**2. Changes to Agenda - none**

**3. Attendance/Approval of Absences**

**Board Members Present:**

Mike Swenson, President  
Bob Scott, Secretary  
Ginny Riley, Treasurer  
Jackie White, Director  
Natalie Arnett, Director

**Excused Absence – n/a**

**4. Guests Present – n/a**

**5. Board: Role, Responsibilities and Priorities**

Mike read from SDA Board Member manual guide on the roles and responsibilities of board members. Mike also read the same from the District Bylaws and how the district confers duties and designates roles to support and operate the district. Discussion of the mission statement and how it applies to the District and membership. Discussion of unity of content and presentation of the information that goes out on the website.

**6. ICFPD Vision / Mission / Priorities**

Discussion of potential succession plans, what that looks like, and how we get there.  
Discussion of goals and input to upholding the mission statement we put out there.  
Discussion of priorities for the district from the point of view of the chief, of the board, and of the responsibilities of the membership.

**7. Priorities for 2023**

**a. Consolidation**

Conversation of the timeline regarding consolidation and answers to the question what does the Board need to do to support consolidation. How does the Board support the consolidated chiefs operations decisions as they happen. Discussion as to the reasons of having an agreement to move toward consolidation by the board as a whole.

**b. Staffing**

No comments made. Decision to move on to the more priority topic of recruiting due to time.

**c. Recruiting**

Discussion of what does recruiting look like currently and where are we looking to the future. Brainstorming of what can be done with the resources we have. Suggestion was made to use the ambassador program as a conduit. Suggestions to a specific resource or other avenues to head up the drive to reach out for volunteerism.

**MOTION:** A motion by Ginny Riley, with a second by Bob Scott, that the board create a committee from two or more board members to work with staff to create a plan for a recruitment program. All in favor, none opposed, the motion is approved.

Jackie White and Natalie Arnett volunteer to participate as the board committee.

**d. Building Program**

No comments made here, more information coming that will be more current.

**8. Executive session**

**MOTION:** A motion by Mike Swenson, with a second by Bob Scott, to enter into executive session pursuant to §24-6-402(4)(f), C.R.S, for the discussion of Personnel Matters – Annual performance review for Chief Skip Shirlaw, who has been notified in advance via email. Chief Skip Shirlaw has indicated that he wishes for this discussion to occur in closed executive session, to which the Board invites Chief Skip Shirlaw to participate. Also invited to attend are Captain John Mandl and District Admin Toni Lucero. All in favor, none opposed, the motion is approved.

The Board of Directors entered into Executive Session at 12:42 pm.

The Board of Directors returned to the open meeting at 1:33 pm.

**9. 2023 Budget -** This topic will be revisited as needed. Decision to recap 2023 priorities due to time.

**PRIORITIES FOR 2023** – a collective agreement by the Board that these topics should be addressed in some form by Chief Shirlaw at regular Board meetings. It was agreed these topics are fluid and will change as priorities change throughout the year and do not necessarily follow priority of this listing. The chief will be notified if a topic has been added, replace or is no longer needed.

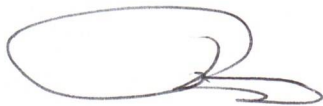
- 1 Tower and communications system
- 2 Recruitment and retention
- 2 Wildland fire and mitigation response
- 3 Aging infrastructure – buildings, fleet, etc.
- 4 Consolidation report

**10. Adjournment**

There being no further business before the Board, the meeting was adjourned at 1:49 pm by President, Mike Swenson.

Minutes recorded by Toni Lucero, District Administrator

Submitted by:



Bob Scott  
Secretary,  
ICFPD Board of Directors

Attested by:



Mike Swenson  
President,  
ICFPD Board of Directors