



Oak Creek Fire Protection District

Board Special Meeting Minutes

Oct 5th 2026

Call to order 4:30 pm

A special meeting of Oak Creek Fire Protection District was held via Zoom on Oct 5th, 2026

Attendees

Attendees included: Skyler McKinley, President; Eric Kimsey, Vice President; Mike Roach, Secretary; Martin Woodrow, Director; Buffy Pryke, Director, all via Zoom. Buffy Pryke joined shortly after roll call.

Staff present: Karrie Littman; Captain Bob Reilley; Captain Kenyon Shephard

Members not in attendance

Members not in attendance included: None

Community Input

Public Comment #1: None

Public Comment #2: None

Agenda Modification Consideration

Additions: None

The Board took up Capital Requirements at Stagecoach Station ahead of Temporary Deputy Fire Chief Services so that Buffy Pryke could be present for the second item.

Capital Requirements at Stagecoach Station

- Mike Roach reported on the capital needs at the Stagecoach station and the bids he collected. Skyler thanked Mike for giving his time and professional experience to the project.
- Doors: Mike identified the top priority as closing off the garage from the stairs so that diesel fumes do not travel up the stairs. He obtained two quotes. One was far higher and

he did not pursue it. Northwest Millworks (now Northwestern Supply) quoted just under \$1,500 per door for a door with 8-inch by 32-inch glass, a 20-minute fire-rated metal jamb and a doorknob, or about \$3,000 in materials. Mike offered to install them himself at no charge.

- Exterior wood: The fascia, soffit, window and door trim, and the board and batten on the front and back of the building are in very poor condition and need to be treated in October, before the weather turns. Mike's painter bid five days of work at \$11,000 plus \$2,300 in supplies, and will pass along his 25% Sherwin-Williams discount. The wood would be brushed and rolled with two coats of solid-body water-based stain, which should also cover the existing water marks.
- Concrete board: Painting the body of the building was bid at \$8,800 plus \$3,400 in materials and would be sprayed.
- Captain Shephard relayed that the paint quote Lieutenant Morgan Olufsen obtained earlier was \$25,000. Mike will follow up with Morgan before the next meeting to compare the two bids, including whether the earlier one separated the wood from the rest of the structure.
- Heat tape: Mike attributed the marks on the fascia and soffit to ice damming and recommended heat tape on the roof to keep water moving. He will get an estimate. Eric said he has had good results with 120-volt heat tape, which costs less and needs no electrician. Martin asked whether painting would hold up without heat tape. Mike said the painting should come first because it protects the wood, with heat tape to follow.
- Funding: Skyler recommended paying for the work from impact fees. Karrie agreed that this is a good use of that account, particularly while the District waits on fire billing reimbursements.
- Karrie reminded the Board that expenditures over \$10,000 require Board approval. Skyler estimated the total at roughly \$20,000, to be refined over the coming week. No vote was taken. The item will be first on the agenda for the Oct. 13 regular meeting, where the Board expects to vote on all of the improvements together. In the meantime, Mike will begin lining up the contractors' schedules.

Temporary Deputy Fire Chief Services

- Skyler presented a draft scope of work from Steamboat Springs Fire Rescue Chief Cerasoli for temporary deputy fire chief services. The draft has not been approved by Steamboat and remains a working document. Its redlines reflect comments from command staff and Karrie. Skyler will send it to the directors after the meeting so they can review it before Oct. 13.
- Under the draft, Steamboat would send a deputy chief to the District one day a week, for about eight to nine hours, for at least six months. The deputy chief would not run payroll or manage day-to-day operations, which stay with the captains. The duties described include:
 - Guidance to the captains and officers on fire service matters, including administrative duties, fire marshal questions and training

- Supervisory judgment, operational assessments and continuity of command
- Investigating and advising the Board and staff on HR issues
- Project tracking and oversight
- Representing the District where appropriate
- Operational coordination with Steamboat
- Regular check-ins with the Board
- Cost: Approximately \$35,000 for six months. Karrie said Steamboat quoted \$135 per hour for about nine hours once a week, and that the numbers are approximate. Skyler said the money is available in the budget from funds previously allocated to the chief position.
- Skyler said the arrangement would take pressure off Captains Shephard, Reilley and Fretwell and give the Board an outside, expert assessment of the District's strengths and weaknesses. That assessment would inform whichever path the Board chooses after six months: continuing a similar arrangement, hiring a full-time chief, or hiring an interim chief.
- Buffy asked whether the arrangement would make the chief position more attractive to future candidates, and suggested the deputy chief help define that job and what matters most for this community. Skyler agreed. Martin and Eric voiced support for the idea.
- Captain Reilley said the priority should be helping the District engage a hiring firm for its next chief, because line staff do not have the capacity to run another search and the process is long. Captain Shephard agreed and suggested a District assessment as a deliverable. He added that, because the contract would be hourly, the deputy chief may not be needed every week, and that some of the work could take place in Steamboat.
- No vote was taken. On Oct. 13, Skyler will ask the Board whether it agrees with the scope in principle and authorizes him to work toward a contract, which would come back for a separate vote. He asked directors to weigh, before then, the benefits of closer collaboration with Steamboat against the effect on the District's autonomy.

Wildland Per Diem Needs

- Skyler reported that several wildland firefighters called him over the past couple of weeks about delayed per diem payments. Per diem is reimbursed by the state through fire billing, and this year the District held some of it back to protect cash flow until those reimbursements arrived. In the meantime, some early-career firefighters were carrying their deployment costs personally.
- Karrie explained the background. Fire billing sometimes makes corrections after she has already paid the crews. Two years ago, the District paid two R&R days to six firefighters that were later disallowed. This year she planned to pay overtime as packets were submitted and hold per diem until billing settled. Last week, cash flow did not allow an overtime payment and she sent a notice to the crews. After speaking with Skyler, she reviewed the District's position and paid out additional rolls. One roll remains unpaid until reimbursement comes in. She said fire billing is moving faster this year.
- Karrie clarified that firefighters always receive their regular 80 hours per pay period on schedule. The timing of overtime and per diem depends on reimbursement.

- Skyler said the common thread from wildland personnel is inconsistent communication while they are deployed. He will send a note to all personnel, on behalf of the Board, explaining how deployment pay and fire billing work and that the Board is working on the problem. No director objected.
- Karrie will provide the Board a status update on outstanding payments on Wednesday, Oct. 7, to be shared with wildland personnel. She also suggested telling wildland hires at the start of each season to expect a late-season lag.
- Skyler asked the Board to consider, as part of the 2027 budget, a mechanism for paying per diem through regular payroll.
- Martin said it is unreasonable to ask firefighters at that stage of their careers to wait for pay after the service is provided, and asked whether the District could set funds aside to pay them and then reimburse itself. Skyler said he agrees in principle but the District does not currently have that cash reserve, and that the larger questions about the wildland program would benefit from outside guidance. Karrie and Martin will meet next week to go through the process in detail.

Executive Session

- Skyler announced that the session would address the Board's process for handling medical documents protected by statute, and asked Karrie to remain. The session was noticed on the agenda pursuant to C.R.S. § 24-6-402(4)(g), for consideration of documents protected by the mandatory nondisclosure provisions of the Colorado Open Records Act.
- Martin Woodrow moved to enter executive session and Eric Kimsey seconded. The motion carried with none opposed, and the Board entered executive session at 5:07 pm.
- Eric Kimsey moved to exit executive session and Mike Roach seconded. The motion carried with none opposed, and the Board returned to open session at 5:20 pm.

Other Business

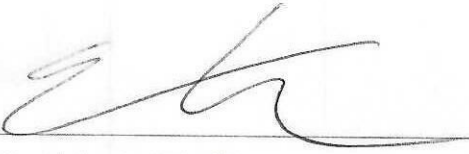
- The Oct. 13 regular meeting will be devoted mostly to the 2027 budget, along with votes on items discussed today. Karrie will reach out for agenda items.
- Eric Kimsey will chair the Oct. 13 meeting. Skyler and Martin will attend remotely.

Next Meeting

- Oct 13th, 2026

Adjournment 5:21 pm

Martin Woodrow moved to adjourn and Mike Roach seconded. The motion carried with none opposed.



Vice President- Eric Kimsey

10-13-2026

Date of approval