Oak Creek Fire Protection District Board Meeting Minutes Oct 13th 2026

Call to order 6:32 pm

A regular meeting of Oak Creek Fire Protection District was held at 131 E Main Street Oak Creek CO and via Zoom on Oct 13th, 2026. Vice President Eric Kimsey chaired the meeting.

Attendees

Attendees included: Eric Kimsey, Vice President; Mike Roach, Secretary; Buffy Pryke, Director, in person; Skyler McKinley, President, via Zoom; Martin Woodrow, Director, via Zoom. Martin Woodrow joined at 6:41 pm, after roll call.

Staff present: Karrie Littman; Captain Kenyon Shephard; Captain Bob Reilley (via Zoom)

Members not in attendance

Members not in attendance included: None

Community Input

Public Comment #1: Lieutenant Olufsen thanked the Board for work on the improvements to the Stagecoach Station

Public Comment #2: None

Agenda Modification Consideration

Additions: None

Approval of minutes

The minutes of the following meetings were reviewed and approved without changes:

Regular Board Meeting: Sept 8th, 2026 —Mike moved and Buffy seconded. The motion carried with none opposed.

Special Board Meeting: Oct 5th, 2026 —Buffy moved and Martin seconded. The motion carried with none opposed.

Capital Improvements - Stagecoach Station

- Mike Roach reviewed the bids first presented at the Oct. 5 special meeting and brought Martin up to speed when he joined.
- Stairwell doors: Northwestern Supply quoted $1,459.41 per door, or just under $3,000 for the two doors. Mike will install them himself and donate his time; the District will cover installation materials such as foam, shims, silicone and trim, which he estimated at a few hundred dollars.
- Exterior wood: Mike's painter bid $11,000 in labor and $2,300 in materials for the wood only — soffit, fascia, door and window trim, and the board and batten on the front and back of the building. The wood will be brushed and rolled with two coats of solid-body water-based stain. The painter can start next week, which Mike said is as late as the job can be pushed before temperatures prevent the stain from curing. Colors still need to be chosen; multiple colors would raise the price.
- Concrete board: The bid to paint the body of the building, $8,800 in labor and $3,400 in materials, was deferred to spring.
- Heat tape: No bids yet. Mike will look at the roof while he is on site for the doors; a 110-volt installation for this season would cost a couple hundred dollars. He also wants to improve the air circulation and fan system in the bays, which he believes can be done without spending much.
- Glass: Eric has already ordered the door glass (he received the wrong frame and will exchange it, with installation expected this week) and the broken stairwell pane, about $70. Replacing the glass in the two three-pane picture windows in the dining room and kitchen would cost about $500 per window, roughly a third of the cost of new vinyl windows at $1,200 to $1,500 each. He had held that order pending Board approval. Directors agreed that being able to see out of the station matters for morale and for spotting nearby fires and lightning strikes.
- Funding: Karrie reported $33,000 in the impact fee account, enough to cover the work. Lease payments come due in the spring, but impact fees from homes now under construction should replenish the account as those builds are completed.
- It was noted that Lieutenant Morgan Olufsen spearheaded the effort to address the station's condition.
- Buffy moved to approve the stairwell doors, the staining of the exterior wood, and the glass for the door, stairwell, kitchen and dining room, approximately $18,000 in total, to be paid from impact fees. Martin Woodrow seconded. The motion carried with none opposed.

Financial Report

- Karrie Littman presented the current financial statements. The District remains in reasonable shape, though cash gets tighter each month. Receivables from the state for fire billing have grown to $688,000; roughly half of that is in the final stages of approval. The District still holds about $140,000 at ColoTrust, and Karrie may draw on it for this

payroll or the next. The Yampa Valley Bank balance was reported at $81,267 and the impact fee account at $33,811.

- Profit and loss showed no large changes. The District billed the Stagecoach Property Owners Association $42,000 for mitigation work, which has been paid; a portion of mitigation revenue also came from Routt County, which paid quickly. A couple of impact fees were billed last month, with none collected. Crews have kept expenditures down. Deployment costs, including fuel for the Texas assignment, are being carried until the state reimburses them. Year to date the District is in good shape; the issue is cash flow.
- Karrie reported that the District's auto insurance carries a three-year rate guarantee. The District is in year two, so that premium will stay flat in 2027.
- The vendor list was ordinary. There were no questions. Mike moved to approve the financials and Buffy seconded. The motion carried with none opposed.
- Fire billing status: At Skyler's request, Karrie shared the state fire billing portal and walked the Board through the stages a bill passes through — data entry, bill approval, coder, eligibility checker and invoicer, the last being payment. Seven bills are at the eligibility checker stage; the oldest four have been there since Sept. 22, about three weeks, compared with roughly three months at the same stage last year. A couple more are with the coder, and four were submitted this week. Open bills include the Green Ridge fire and incidents dating from June through September.
- The District budgeted 12 rolls this year and has gone on 18 fires, two of them substantial. Fire billing totaled about $1.5 million last year, about $400,000 the year before, and about $690,000 so far this year, which makes the line hard to budget. Kenyon said the state is pressing departments to keep more resources in Colorado. The District kept dedicated wildland staff home this season and ran most of it with a single engine boss. Only two engines can deploy, and one has to remain in the District. The water tender was rostered for about two and a half months and was never dispatched.
- Directors and staff agreed the structure of the 2027 wildland program — how many engine bosses and crew members, and whether to hold steady, grow or shrink — needs to be settled before spring, and that recruiting for management positions should begin now. The District typically posts its wildland jobs at the end of October, when seasonal firefighters are coming off their assignments. Last spring the District took three months to hire an engine boss after Tim left, to an avail. Karrie, Kenyon and John, who leads the wildland program, will meet on it. Mitigation revenue for 2027 is uncertain; the District helped the Town apply for grants for Oak Creek Mountain Park, but those should not be budgeted, and mitigation grant funding is more competitive than it used to be.

2027 Budget

- Command staff and crew requests: The only addition from the crew was $10,000 to finish outfitting Ambulance 823. A request for workout equipment can be handled within the wellness line.

- Timeline: The Board set a budget workshop for Friday, Nov. 20 time to be determined, which Eric will attend. Karrie offered to walk Martin and Buffy through the budget beforehand.
- Karrie presented the draft 2027 budget, prepared with Eric, from the spreadsheet previously sent to directors. She walked the Board through revenue and expense assumptions, including property tax under the state cap, which she will confirm with the county; deployment revenue modeled on 12 rolls; impact fees reduced from 50 to 36 new build for revenue of $170,850; a 3% wage placeholder pending cost-of-living figures; medical premiums rising roughly 16% to 19%; $30,000 for Stagecoach building repairs, which the Board agreed to leave in place; and six months of Steamboat Springs Fire Rescue services. The draft shows a surplus of about $29,900.
- Skyler identified formula errors that double count Medicare, seasonal Medicare and wildland uniforms, about $22,000 in all. He will send Karrie a list. He noted that the 3% raises do not appear to be applied in the formulas, so the budget is near balance with no surplus.
- Chief position: The draft removed the position's compensation and spread part of it to the Steamboat agreement and the captains' added hours. Skyler asked that the chief line remain in the budget at the prior rate, adjusted for inflation, as a fund for the hiring, onboarding and retention of a chief, including search firm costs, with a portion reallocated through May to Steamboat services and the captains' extra duties. The goal is an interim or long-term arrangement by July. Captain Reilley said the cost of the search is the largest item missing. Eric noted the change puts the numbers in the negative. The item is left for the workshop.
- Skyler stated for the record that the budget Karrie presented is accepted as the proposed budget required to be before the Board by the Oct. 15 statutory deadline. A copy will be kept at the District office for public inspection, and Karrie will publish notice of the public hearing to be held on December 8. Adoption will follow that hearing at the Dec. 8 regular meeting so the District can meet its property tax certification requirements by Dec. 15. Any items of substance will be placed on the agenda for the Nov. 10 regular meeting and the Nov. 20 workshop. No vote was taken.

President's Report

- Skyler said the special meetings have been a useful way to get business done between regular meetings. He may call another one in the next couple of weeks, by Zoom and under an hour.
- Temporary Deputy Fire Chief Services: Directors had reviewed the draft scope of work from Steamboat Springs Fire Rescue since the Oct. 5 special meeting. No one had further comments on the document. Skyler asked for a motion authorizing him to begin negotiating a contract with Steamboat Springs Fire Rescue consistent with the scope of work, with any contract to return to the Board for review and approval.
    - Eric Kimsey made the motion and asked that the contract build in flexibility: the District may not need the deputy chief every week, and some weeks it may be a

better use of Steamboat's time for Captain Reilley to work with the fire marshal there, or for the deputy chief to spend a shorter day in Oak Creek. The budget was set at six months partly in the hope that unused weeks stretch the arrangement to eight or nine months while the District looks for its next chief.
    - The 2027 draft budgets $52,000 for six months. Skyler said the contract will not exceed that figure, and may be as low as $35,000. He added that the District will need to settle how it tells Steamboat each week what it needs and who owns the relationship, so the District is neither paying for time it does not use nor going without help when it needs it. Captain Shephard suggested a state-of-the-district assessment as a deliverable for weeks when the deputy chief is not needed on site, and said Steamboat's input would be valuable during the chief hiring process.
    - Martin Woodrow seconded the motion. The motion carried with none opposed.
- Communications to personnel and staff survey results: Results are in from the anonymous staff survey. Because it was anonymous, the data is only useful in aggregate, and Skyler will prepare a report that preserves that. The clearest finding is that firefighting personnel want to hear regularly from the Board. Skyler said evening meetings are not a realistic sole channel for staff who are on fires, in ambulances or deployed out of state. He will send a staff communication later this week or early next week covering fire billing, the budget discussions and timeline, and an overview of what the Board is working on, and he asked directors to send him anything else that should be included. Going forward, the Board would send personnel an update once or twice a month between meetings. Since the survey went out, many firefighters have called and emailed, which has opened lines of communication the Board has not had.
    - Martin asked whether staff could be copied on the minutes. Karrie said minutes are not published until the Board approves them at the following meeting, but she can remind staff that approved minutes are on the website. Eric said staff seem to want bullet points on direction rather than detail. Skyler will include overviews of past meeting discussions in his updates.
- The Historical Society is hosting a Fire Department Appreciation dinner on Thursday, Oct. 22, at 5:30 pm.

Command Report

- Captain Shephard reported that call volume is running at its normal average. The District assisted Yampa on several calls in the past month.
- The chili cook-off was a success. Captain Shephard thanked Max for preparing the District's inaugural entry, and thanked Dwane Osadchuk for the donation of buffalo meat that was used.
- Max has accepted a full-time position with Nederland Fire, where he started his career, and will leave the District around Nov. 1. A firefighter recruitment was posted at the end of last week. Jeremy and Ethan will backfill shifts until a full-time hire is made.
- Wildland season wrap-up: This is the final week for some of the wildland crew, and some are staying on a little longer. The District will keep an engine on the boards and reserve

some seasonal hours so crews can respond to a late-season dispatch without exceeding the roughly 1,600-hour threshold at which benefits would be owed. A weekend request for the water tender and a Type 6 engine on a prescribed fire in North Routt did not materialize.

Other Business

- None.

Next Meeting

- Nov 10th, 2026

Adjournment 8:10 pm

Buffy moved to adjourn and Martin seconded. The motion carried with none opposed.

Vice President- Eric Kimsey

11-10-26

Date of approval