**Kiowa County Fire Protection District Board Meeting**

**Date:** May 20, 2025  
**Time:** 7:00 PM

**Location:**1311 Maine Street Suite 200

**Call to Order:**  
The meeting was called to order at 7:09 PM by Monte Billheimer.

**Roll Call:**

* Present: Branden Dunlap, Eunice Weber, Monte Billheimer, Raina Lucero
* Absent: Josh Vanderpool, Russ Watson  
  *A quorum was established.*

**Approval Items**

* **Agenda:**  
  Branden Dunlap moved to approve the agenda as presented. Eunice Weber seconded. Motion carried.
* **April 2025 Minutes:**  
  Branden Dunlap moved to approve the April meeting minutes. Eunice Weber seconded. Motion carried.

**Chief Update: (Russ was not in attendance, his updates were read aloud)**

* **Challenge Coins:**  
  Raina Lucero and Russ Watson will obtain an estimate for 300 custom 2.5-inch, double-sided color challenge coins, estimated at $1,800. The board agreed to move forward under a $2,000 spending limit.  
  Branden Dunlap motioned to approve; Eunice Weber seconded. Motion carried.  
  Vendor: [SignatureCoins.com](https://na01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fsignaturecoins.com%2F&data=05%7C02%7C%7C8d79d8b77fd84a3d234d08dd989b5275%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C638834515049147804%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=hJmRN4nBZsAi6n2hRpNkT6sM9ZRqd19DHsUIhX5YtaI%3D&reserved=0)  
  *Item added to New Business under section E.*
* **WEX Fuel Card:**  
  Raina Lucero will follow up regarding the WEX fuel card program. The board discussed that it may not be something worth pursuing with the annual fees that may be imposed. This will be tabled until next month.
* **Thank You Cards:**  
  Raina Lucero will prepare and mail thank-you cards and mail out Wednesday.
* **Hazardous Material Training:**  
  Discussion held on recognizing Haswell station members for compliance.  
  Follow-up required from Russ Watson.
* **ICS Updates:**  
  Watson updated the board on the status of ICS trainings.  The board remains hopeful the remaining volunteers who have yet to complete the training will get those done and be updated next month.

**Old Business**

* **IGA with Town of Eads:**  
  No update received from Town Clerk. Eunice Weber will follow up with her for a status update.
* **Land for New Station:**  
  No new updates. Branden updated that the state is unlikely to approve a new approach on land to the east, however, it was advised we should talk to the State and address the issue before any land is purchased.
* **Board Vacancy Search:**  
  The current advertisement will be pulled after next week. A new round of ads will be run in six months, but we will continue to use word of mouth and other means to promote the vacancy.
* **Volunteer Appreciation Dinner**The board addressed the proposed costs for the food and felt it was within the scope of what they had planned. The meal has already been approved by the board and is letting the final decision on meat and other products purchased be at the discretion of Russ Watson who will be preparing the meal. Chief Watson will need to get a list of volunteers and others who we will personally invite to the dinner to Raina, and she will create and send out formal invitations with RSVP cards for a headcount on the meal.  Raina will also begin working on some marketing for the Comedy/Dance after dinner and will work with Russ on those details.  The board will revisit this at the June meeting.

**New Business**

* **Potential Mill Levy Increase (2027):**  
  The board discussed the need to consider a mill levy increase in 2027. Recommended to begin allocating funds into a savings account to earn interest in preparation. Also address any questions to the Special District Administration regarding the possibility of asking for a Mill increase to prepare for that. (Raina will speak with Ann Terry at SDA to begin the conversation about Mill increases)
* **FPPA Update:**  
  Forms need to be completed and submitted. This will be readdressed at the June meeting.
* **Sheridan Lake Water District:**  
  The board agreed to sign the Opt-Out option for the water testing in Sheridan Lake.
* **Employee Handbook:**  
  The board was advised that a new handbook has been created and will be worked on over the next month. The board will include input on the handbook; this will be tabled until the following meeting. Raina will work with Russ on this ongoing project.
* **District By Laws:**Raina updated the district by laws editing only the dates and physical location of the district. The board will look over the amended by laws, make notes and will be readdressed at the next meeting.
* **New Logo and Insignia:**  
  Raina showed the board a new, modern logo she had created for the district that would replace the existing logo. The board was pleased with the logo and agreed it should be used on all official documents.  A new Letter Head for the board was presented and approved by the board for use for official business. The "rebranding" of the District will assist with future grant and other funding endeavors.

**Accounts Payable:**There was a discussion about Digit Com invoices, Eunice will call them tomorrow and ask for a total due as of the date.  We have issued a check but have not gone through the bank yet.    
The invoice for CPR classes will be remailed as it was returned because of incorrect address.

Branden Dunlap made a motion to approve the accounts payable for May as presented; Eunice Weber seconded the motion; motion passed.

**Adjournment**

8:29 pm

**Next Meeting:** June 17, 2025

**Minutes prepared by:**  
Raina Lucero  
Secretary to the Board

Signed this day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ June 2016

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Kiowa County Fire Protection District

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Attest