

**Minutes East Grand Fire Protection District
Board of Directors Meeting
November 20th, 2025**

Board Directors Present: President Garth Hein (remote), Vice President Donald Maurais (remote), Secretary Richard Kramer and Director Rachel Hoyhtya.

Staff Present: Chief Todd Holzwarth, Training Coordinator Steve Waldorf, Assistant Fire Marshal Jordan Ennis, Volunteer Coordinator Jed Henry, Fire Inspector Act. Lt. Ricardo Loza, Office Manager Kristen Rybij, Fire Prevention Technician Engineer Christopher Cheevers and Fire Prevention Administrative Assistant Andrea Jovanovski.

Volunteer Liaison Committee Present: Firefighter Jon Pearce.

Director Rachel Hoyhtya opened the Board of Directors meeting at 18:01. There was a quorum of Directors present. There were no additions to the agenda. There was no public present.

- ❖ Director Garth Hein moved to open the 2025 public budget hearing for the 2026 budget at 18:05. Director Donald Maurais seconded the motion. The motion passed unanimously.

There was no input from the public on the 2026 budget.

- ❖ Director Richard Kramer moved to close the 2025 public budget hearing for the 2026 budget at 18:06. Director Garth Hein seconded the motion. The motion passed unanimously.

The Board reviewed the October 22nd, 2025 minutes.

- ❖ Director Garth Hein moved to approve the minutes. Director Richard Kramer seconded the motion. The motion passed unanimously.

Ingrid Skrehart from Employers Council gave a presentation on the 2025 market study results. The compensation review showed employees are currently paid at about 91% of the market midpoint, roughly 9% below the market median, indicating a generally healthy but improvable position. She affirmed that the organization's pay philosophy of targeting the 50th percentile is appropriate for public-sector agencies such as East Grand Fire Protection and that regular pay-range adjustments have helped maintain competitiveness. To better reflect the market's 25th–75th percentile range and support employee growth and retention in a high-cost, remote area, she recommended widening pay ranges from 30% to 40% while keeping progression timelines of 5 years to midpoint and 10 years to maximum. A one-time adjustment of about \$79,000 was proposed to realign most employees' pay based on tenure in their current roles, with the only exception being the fire prevention administrative assistant, who is already near the midpoint based on relevant experience. She advised continuing annual range adjustments and conducting full market studies every two to three years.

Chief's Report:

It was announced that Jon Peacock is the new Town of Winter Park Town Manager. Call volume is at right around 460 calls, with a notable one being the major gas line blowout by Crooked Creek Ranch. Unfortunately, there was another vehicle fatality yesterday which brought the County's vehicle fatalities to 12 or 13 for this year.

Discussion of Financials:

Regarding cash flow, impact fees have decreased, though the hope is to receive additional funds from the Town of Winter Park before the end of the year. This seasonal dip happens annually as construction slows for the winter. There have been many transactions on the general register, and over the past few weeks Kristen has been working through the budget and paying bills as they come in to keep the budget as accurate and up to date as possible.

- ❖ Director Garth Hein moved to pay the bills. Director Richard Kramer seconded the motion. The motion passed unanimously.

Fire Prevention Bureau Report:

There are many projects underway, including sprinkler and alarm rough inspections, final inspections, and Knox Box installations. The team has been keeping up with customer service, emails, inspections, and additional side projects. Kudos was given to Ricardo Loza for successfully completing his two-year company officer development track, which covered topics such as leadership, human resources, mental health, and physical wellness. He also completed

his engineering task book, so a big congratulations to him. The team is now down to eight pending short-term rental inspections with an average turnaround of about three days.

Training Coordinator Report:

Volunteer Coordinator Jed Henry has been busy handling CPR renewals throughout the week. The team has also been preparing for winter and working through winter training. Yesterday, two crews responded to the fatal car accident and helped at the top of Red Dirt. Peer support has been activated to support the responders involved. There was a recent near-miss structure fire at the Iron Horse building, where clothing ignited while the alarm system was offline for maintenance. The team responded quickly, ventilated the area, and removed the burning materials to prevent major damage. Discussions with property managers and Sentinel Fire contractors are underway to strengthen fire watch procedures during alarm system downtime, as the building's partially local alarm system does not cover all areas and contributed to the delayed full alarm activation.

Board Business:

- ❖ Director Garth Hein moved to approve the 2025-11-20 check signing policy revision. Director Richard Kramer seconded the motion. The motion passed unanimously.

Kristen clarified the final Special Revenue Fund (Impact Fee Fund) budget reflects an ending fund balance of \$1,328,423, including lease purchase installments and estimated rebate program costs. The budget includes capital outlay for two new utility vehicles and an extractor for headquarters, with conservative revenue estimates based on second homeowner impact fees. There was not much to report from the November Red Dirt meeting, the same budget is going to be used for next year. The next Red Dirt meeting date has been scheduled for May 13th. The January workshop date is still to be determined.

- ❖ Director Richard Kramer moved to adjourn the meeting. Director Garth Hein seconded the motion. The motion passed unanimously.

The meeting was adjourned at 19:12.

Garth Hein

Donald Maurais

Rachel Hoyhtya

Rick Kramer

Ryan Barwick