

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 90
December 11, 2014**

MINUTES

The meeting of the Board was held at the District office in Beulah, CO.

Board members present were: Chair and President Steve Douglas, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Absent were Vice President Pat Stanifer (excused absence) and Treasurer Travis Allee. Also attending were Chief Bryan Ware and District Chaplain Priscilla Hill.

1. Chair and President Steve Douglas called the meeting to order at 6:34p.m.

2. APPROVAL OF AGENDA. An addition to Item 6, Old Business, was added after item a, for the 2014 Budget – update & adoption (Resolution 2014). Additions were made to item 7, New Business: item b, Levying Property Taxes 2015 (Resolution 2014-6); item c, Appropriating Sums of Money to the General Fund (Resolution 2014-7); item d, Designating Location for Posting Meeting Notices (Resolution 2014-8); and item e, Designating an Interim District Treasurer. *Motion was made by Kim Toman to approve the agenda as with modifications presented, seconded by Bob Thompson. Motion carried with no objections.*

3. APPROVAL OF MINUTES of October 23, 2014 meeting. Proposed changes were reviewed by board members and accepted with the following modifications. Item 6.f.iii Bob Thompson confirmed that Pat Stanifer seconded this motion (to amend the current Beulah Fire Protection and Ambulance District, Board of Directors Policies, Procedures and Rules of Conduct). Also, there was discussion on item 6.a.iii. Discussions were about the District Expenditures for 2013 and the difference between cash and accrual accounting. Bryan will get Kim the exact verbiage to use in this item for creation of the final meeting minutes.

Motion was made by Bob Thompson to authorize Secretary Kim Toman to create the final minutes based on the track change corrections and discussed changes provided and to approve the minutes as amended, seconded Kim Toman. Motion carried with no objections.

4. FINANCIAL REPORT, reported by Bryan on behalf of Travis

a. The financial report presented tonight is based on an accrual accounting system to match the auditor's. This is different from the previous financial reports as previously they have been based on a cash accounting system. A note will be made on the Jan 1 to November 30, 2014 Financial Report about this accounting system change. The final financial reports for 2014 will be based on the accrual accounting system. Starting in 2015 the financial reports presented at board meetings will once again be based on a cash accounting system, although Gwen will keep both accrual and cash accounting system books for the District at no additional charge to the District. The change to an accrual accounting system is the major cause of change from October's Financial Report to tonight's Financial Report.

b. The largest change, since October, to the Financial Report presented tonight is in Revenue line item 7100, EMS Billing. EMS Billing Income recorded in January 2014 under the cash accounting system was removed because of the change to the accrual accounting system. This change will be reflected in the 2014 Budget revision that will be presented later tonight.

c. Expense line item 8000, Accounting Expense, \$6,649, is comprised of \$6,500 for the 2013 audit and \$149 for monthly accounting fees for Gwen Watkins.

d. Expense line item 8009, Bank Fees and Charges, \$115, is for the reports needed for the 2013 audit and the SinglePoint monthly fee.

Motion was made by Kim Toman to accept the Financial Report, seconded by Bob Thompson. Motion carried with no objections.

5. CHIEF'S REPORT, reported by Bryan

a. So far this year there have been 153 total responses; 101 EMS and 52 Fire.

b. The Lowes Grant was approved for the construction of restrooms, a well, septic system and search maze at Station 2 in the amount of \$23,143.

c. The cascade system shipment to the District was delayed due to a programming issue with the internal computer. The revised scheduled ship date will be around Christmas with an install occurring in 2015.

d. The District has submitted a grant application to FEMA Assistance for Firefighters Grant (AFG) for the replacement of SCBA's totaling \$70,878. If awarded, the District would be responsible for covering a 5% match which would amount to \$3,375.

e. Brush 71 was out of service for a week for two battery replacements. The batteries failed because the truck did not recognize that the truck doors were closed and subsequently the batteries were drained completely. Also, Brush 72's pump battery had drained completely during the same time as Brush 71's battery issues. All three of these batteries have been replaced and both apparatus are back in service. Vehicle Chief 1 has very worn front ball joints. New front ball joints have been purchased and will be installed soon. The Chief 1 vehicle and Engine 62 are in desperate need of replacement because of their age and wear.

f. Board members were reminded of the Appreciation Dinner tomorrow evening, Friday, at 6:00pm at the Horseshoe Lodge in Pueblo Mountain Park and also of the Parade of Lights and Bonfire on Saturday Night.

g. Department Chaplain Priscilla Hill presented about her training in Maryland. In summary, her training there was a very successful experience and she brought back many things she has learned that can be applied to emergency situations that may be encountered in our District. She had a great opportunity to meet other pastors, chaplains and firefighters that provided her with great insight to emergency support services. Priscilla was very thankful to the District in supporting her attendance at this training conference. Bryan confirmed that District volunteers know of her availability and that volunteers are willing to utilize her services whenever needed.

h. The safe, cameras and recorders have been installed since the recent break in at the Beulah School garage. There has been no identification of the individual who broke in and Deputy Jim Boley told Bryan that the person who broke in would likely never be identified. Deputy Boley also indicated that it was highly unlikely that it was a District member/volunteer that broke in. Dr. Weber has been updated with all the pertinent information regarding the break in. Once the final report is in from the County Sheriff's office, Bryan will file it with the EPA.

6. OLD BUSINESS

a. 2014 Audit - update, by Bryan

The Audit has been submitted to the State, the invoice for the audit has been paid, and there has been no contact by the State to the District.

b. 2014 Budget – update & adoption (Resolution 2014-4)

- i.** Discussions were held about the revisions to the 2014 Budget, Revision 2.
- ii.** The largest change in Expenses was line item 8180, Grant Medical Equipment. This decrease reflects the fact that the grant for the cascade system had been removed from this line since there was a delay in the shipment there will be a delay in the receipt of funds. Other major changes in Expenses were as follows: Expense line item 8102, Repair and Maintenance, has increased due to the recent repairs to apparatus; Expense line item 8103, Fuel, has increased due to the increase in the price of fuel. Also, vehicle checks now include taking the apparatus out and driving it around to make sure there are no problems with the apparatus; Expense line item 8800, Contingency, was increased for the addition of the Station 2 septic inspection, the removal of the Huber house after fire training events were held per agreement with the Huber's (\$4,800), engineering for the water grant, and fees for Planning and Development for the new fire station. There will be a change in the nomenclature for expense line item 2590, New Truck. In the future, this line item will be called Used Truck..
- iii.** Revenue line item 7005, Specific Ownership Tax, was increased to reflect the actual amount received by the District; Revenue line item 7100, Billing Income, was reduced to reflect the removal of EMS billing income for the change from cash to accrual accounting system as discussed in Item 4, Financial Report, above; Revenue line item 7700, Grant income, was reduced to reflect the FEMA cascade grant award that will be received in 2015 due to the delay in shipment of the system. To balance the overall increase in expenses, Revenue line item Prior Reserve, will be increased.

Motion to accept Resolution 2014-4, adopting the 2014 amended budget revision 2 as submitted, was made by Bob Thompson, and seconded by Steve Douglas. Roll call vote was taken: Steve Douglas – aye; Bob Thompson – aye; Kim Toman- aye. Motion carried unanimously.

c. 2015 Budget – update & adoption (Resolution 2014-5)

- i.** Discussions were held about the updated 2015 Budget.
- ii.** Revenue line item 7300, Cash Donations, was increased to increase revenues to match expenditures. Revenue line item 7700, Grant Income, was increased for the receipt of the FEMA cascade system funds in 2015 due to the delay in the shipment of the system in 2014.
- iii.** Expense line item 8180, Grant, was increased for the expense of the cascade system that will now be paid in 2015 instead of 2014. Expense line item New Station has been added in the amount of \$5,000 for initial expenses in the design of the New Fire Station. Expense line item 8200, Chief's Salary, was increased by the Board approved amount of the salary increase. This salary increase did not affect the payroll tax expense line item 8207 per Gwen. Expense line item, 8205, Chief's Health Insurance, was increased to reflect the actual yearly amount, about \$310 per month.

Motion to accept Resolution 2014-5, adopting the 2015 updated budget as submitted, was made by Kim Toman, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Bob Thompson – aye; Kim Toman- aye. Motion carried unanimously.

d. District Auxiliary - update

i. The 2015 requests made to the Auxiliary by Bryan were all approved at the December 2014 Auxiliary Board Meeting. Funds for the generator will be distributed in early 2015, while the remaining funds will be distributed in the fall of 2015 or earlier, if the funds are available. Funds were allocated for the Huber fire training house removal, two sets of Personal Protection Equipment, cascade system matching funds, and a smaller generator for Rescue 81 (the larger generator currently on the Rescue apparatus will be placed in service on an Engine).

ii. The Auxiliary is looking for willing volunteers to become part of a new grant-writing committee. If the District knows of any person that would be interested, please send them to the Auxiliary Board. The Auxiliary will keep Bryan aware of all grants that are being looked at so there is no duplication of efforts in the grant writing process.

e. Potential Fire Station – update

i. Bryan and Steve went to the November 2014 Beulah Water Works District (BWWD) Board Meeting. The BWWD uses “inclusion” instead of “annexation” when it is referred to increasing the boundary of their District. The term “inclusion” is a less complicated process than “annexation.” Discussed was the change of the hydrant at the school and the service line to the school from 2.5” to 6” and continuing the line east down SchoolHouse Lane to Fox Lane, then north on Fox Lane to Central Ave, East on Central Ave down to the new fire station and continuing to the Pine Drive Telephone office and possibly to the Colorado Department of Transportation (CDOT) plant. [This slight variation in the running of the new line increased the total footage by 160’. Even though this variation dictates that a backhoe operator has to dig along an existing water line, which is more difficult than digging in an area with no other utilities, Dick Seller’s was not worried about this]. Also discussed at the BWWD Nov 2014 board meeting was our District writing a grant under the BWWD name for this proposed new 6” water line for the new fire station. There was no vote at the BWWD meeting for the approval of any of these topics discussed.

ii. The day after the BWWD board meeting, Bryan spoke with Jenny of the BWWD, and she informed him that he was approved to write the grant for the new water line. The grant application was due in 8 days. At that time she also informed him that our District underestimated the cost of the new line (approximately \$34.17 per foot) and we should increase the estimate to \$65 per foot. Bryan will check with our engineer about this huge price estimate increase.

iii. Bryan completed the water line grant application the following Monday and dropped it off to Bill Hower, BWWD President, for review and Bryan would make any changes Bill suggested and Bryan would submit the application. Tuesday afternoon Jenny talked with Bryan and let him know that the BWWD Board met and had a work session and decided they no longer wanted to submit the water line grant application because the BWWD felt that this grant should be used by their district for emergency purposes and they feared that if the grant funds were approved for the proposed new water line for the new fire station then the grant funds would not be available for water district emergency needs. The BWWD also felt as though they would have a lot of management duties to fulfill the grant, if awarded.

iv. Since Bryan’s discussions with Jenny, Steve has talked with John Sartoris, the BWWD Treasurer, and Bill Hower. John indicated that the BWWD Board was concerned about the significant increase in the cost estimate for the newline along with the fact that this grant was a reimbursement type grant where grant funds are disbursed after the monies have been spent on

the project. Our District's engineered cost estimate for the materials, labor and fees/permits for the installation of the new water line was approximately \$178,000. Of this total cost, the labor, \$85,000 - \$90,000, would be donated by Dick Sellers. The BWWD estimate of the new line installation totaled \$298,000, which ends up being \$202,000 after donated labor costs. The first concern is that neither district has the up-front funds to support a project of this size as estimated by BWWD. The second concern was about language in the grant regarding the potential for hazardous materials and the current condition of the 2.5" galvanized line that currently served that section of the BWWD. A third concern was that there was no written guarantee or contract between our District and Dick Sellers to donate the labor for the new water line. Although these concerns were raised by the BWWD in their work session the day before the grant was due, the BWWD never contacted our District to have these issues addressed.

v. Bill Hower's general concern (as stated to Steve Douglas) was that he did not have enough time to digest all the information in the grant before the grant application was due along with the prospect of having a lot of management of the grant. He was not comfortable signing the grant application; therefore, the grant application was not submitted.

vi. The formal decision to not submit this grant application will take place at the December 2014 BWWD Board Meeting.

vii. To date, our District is still under the impression that the BWWD will still entertain the idea of including the proposed fire station property in their district, with the proposed new water line to the new fire station. Showing that there is a reliable water supply to the new fire station is one of the first important steps in this multi-step project.

viii. It will be a good idea for Beulah Fire Protection and Ambulance District Board Members to continue attending BWWD board meetings so that our presence is known and to answer any questions that may arise.

ix. Bryan has been working with an engineering firm in Boulder to take our current design concept and turn it into an architectural design. This firm also may have contacts for low interest loans for this type of construction. This firm will also include a document Bryan created and create promotional material for the community which he hopes will answer their questions about why a new fire station is needed in the District.

f. District Banking Options - update

i. New checking and savings accounts have been opened at Pueblo Bank and Trust. Steve, Bryan and Gwen are signors on the accounts. As soon as a new Treasurer has been appointed, they too will be added as a signor on the accounts. Also the District has obtained a safe deposit box at Pueblo Bank and Trust. Bryan and Steve have a key to the safe deposit box. Items such as vehicle titles and the Armstrong documents will be kept there. The District currently has a debit card at Pueblo Bank and Trust and will eventually get a credit card there as well. The District still has the US Bank accounts and those will be closed in January 2015 after the automatic deposits have been transferred over to the Pueblo Bank and Trust account. Tomorrow Bryan will remove Travis' name from the US Bank accounts per the vacant position as discussed below in item 6.g.iv.

ii. Bryan has discovered that the Beulah Fire Protection and Ambulance District, a relatively new organization, has no credit. The District's current credit card is under the name of the old Ambulance District. A credit card from Pueblo Bank and Trust under the name of the new District will help this issue. Approximately 6 months ago the District applied for a Lowes credit card and was denied because there was no credit history for the organization.

g. District By-Laws – Board vacancy (Resolution 2014-9)

i. The certified letter written to Travis asking for his resignation last month had not been claimed (signed for or received) by Travis. The Post Office is in the process of returning the letter because it was unclaimed. A few days after the letter had been mailed, Bryan received an email from Travis asking why he was getting a certified letter from the District, so Travis knew about the letter. Bryan did not want to get in the middle of this discussion with Travis, with good reason since Bryan is not a Board Member, so Bryan did not respond to Travis' email.

ii. Ten days after the certified letter had been mailed to Travis and no action from Travis, Steve mailed out a copy of the certified letter via regular, stamped first-class, no signature-required mail. Steve knows that Travis received this letter because Travis acknowledged the letter yesterday in an email to Steve.

iii. The email Steve received yesterday from Travis indicated that Travis was going to resign from his position after the first of the year, once Travis had a chance to get all the DOLA information submitted. Since Travis saw the letter requesting his resignation, he agreed to resign prior to the first of the New Year.

iv. Steve double checked with Tom Mullans and Tom confirmed that Travis' position was vacant since the October 2014 Board Meeting because of his three consecutive unexcused absences from regular Board Meetings. Tom put this wording in Resolution format for Steve for the Board to adopt at tonight's meeting. According to State Statues, the position must be filled within 60 days of the vacancy or the County Commissioners have the right to fill the position. Since the position has been deemed vacant since the October 23, 2014 Board Meeting, the District needsto fill this position temporarily tonight to facilitate the formal filing of its 2015 Budget.

Motion to accept Resolution 2014-9, acknowledging that the office of the Director previously held by Travis Allee has been deemed to be vacant, was made by Kim Toman, and seconded by Steve Douglas. Roll call vote was taken: Steve Douglas – aye; Bob Thompson – aye; Kim Toman- aye. Motion carried unanimously.

v. Associated locks, passwords, and door codes will be changed as soon as possible due to the vacancy on the Board of Directors.

vi. Transparency Notice updating to the State due to the vacancy in this District Treasurer position can be done when position is filled or an annual update is required by the state in early 2015.

vii. Tom made mention to Steve that he has not reviewed the District By-Laws or Policies and Procedures. The District has sent updated copies of the By-Laws and Policies and Procedures to Tom, but has not yet asked for a formal review to be completed by Tom. Bryan is to send the current By-Laws and Policies and Procedures to Tom for formal review in 2015.

7. NEW BUSINESS

a. Station 2 – Change of Use from “Equipment Storage Facility” to “Fire Station”

i. According to Pueblo County Planning and Development, Station 2 is considered an Equipment Storage Facility. The Zoning is correct (S-1 ... Public Use), but the formal use of the property needs to be changed to “Fire Station”. A well permit cannot be obtained on a 3-acre parcel whose function is an Equipment Storage Facility, but it can be obtained for a Fire Station. To get the well permit to complete the restroom, water, and septic improvements to Station 2, the formal use of the facility has to be changed to Fire Station. This is a standard process through

Pueblo County Department of Planning and Development (P&D), on behalf of the Pueblo County Planning Commission. Steve, Bryan and Kurt Thompson are going through the formal channels to get the facility at 5051 Waterbarrel Road changed from an Equipment Storage Facility to a Fire Station. The necessary application has been filed, fees paid and P&D staff review and recommendations to the Planning Commission are complete.

ii. Steve has in hand a letter from the Pueblo City/County Health Department identifying the parcel as suitable for a septic system.

iii. Steve will attend next Tuesday's Pueblo County Planning & Development's meeting to represent the District's request to change the property's use from "Equipment Storage Facility" to "Fire Station". One issue that may arise from this meeting is the subject of adequate, appropriate parking, including handicapped spaces.

iv. Steve has sent letters to both the Health Department and Planning & Development requesting that if their application fees are typically waived when the applicant is another local government entity (such as this District), then the Beulah Fire Protection and Ambulance District is requesting these fees to be waived. As a result of the requests, approximately \$544 in fees from the Health Department are being waived while the Planning & Development fees will not be waived. Approximately \$425 in fees will be paid to get the land use changed.

b. Selecting District Interim Treasurer (At this point in the meeting, this item was moved forward in the agenda so that the remaining Resolutions indicating a Treasurer, could be discussed and passed. This item was initially item e under New Business)

It was proposed that Bob Thompson be appointed interim Treasurer for the Beulah Fire Protection and Ambulance District. Discussions were held and Bob was willing to accept this temporary position.

Motion was made by Kim Toman to nominate Bob Thompson as Interim Treasurer for the Beulah Fire Protection and Ambulance District, seconded by Steve Douglas. Motion carried with no objections.

c. Levying Property Taxes 2015 (Resolution 2014-6)

Discussions were held concerning levying Property Taxes for the 2015 budget year. It was decided to levy property taxes for the 2015 year to fund the District.

Motion to accept Resolution 2014-6, Levying Property Taxes for the Year 2015 to Fund Costs of Government for the Beulah Fire Protection and Ambulance District for the 2015 Budget Year, was made by Steve Douglas, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

d. Appropriating Sums of Money to the General Fund (Resolution 2014-7)

Discussions were held concerning appropriating sums of money to the general fund in the amounts as set in the draft resolution to the 2015 budget year.

Motion to accept Resolution 2014-7, Appropriating Sums of Money to the General Fund for the Beulah Fire Protection and Ambulance District for the Budget Year Jan 1, 2015 through Dec 31, 2015, was made by Kim Toman, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

e. Designating Location for Posting Meeting Notices (Resolution 2014-8)

i. Discussions were held concerning the designation of locations for posting meeting notices.

ii. The next time the Agenda is sent out for posting, Kim will confirm the exact locations of the posting of the meeting notices in Pueblo. Specifically, Kim will find out if the meeting notice is posted in the courthouse rotunda or in the hallway. In addition, Kim will confirm if the meeting notice is posted at the Pueblo Clerk and Recorder's Office and specifically where it is posted. These specifics will be determined in case the Board is asked by the public.

Motion to accept Resolution 2014-8, Designating Locations for Posting Notice of Meetings of the Board, was made by Bob Thompson, and seconded by Kim Toman. Roll call vote was taken: Steve Douglas – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

8.MOTION TO ADJOURN: *Motion to adjourn was made by Kim Toman, seconded by Bob Thompson. Motion carried with no objections.*

Meeting adjourned at 10:07pm.

Kim Toman
Secretary, Board of Directors
Beulah Fire Protection and Ambulance District
Final draft

Attachments

-Agenda

-Beulah Fire Protection and Ambulance District Board of Directors Meeting No 89, October 23, 2014, track changes revision

-Beulah Fire Protection and Ambulance District - Statement of Actual to Budget, Jan 1 to November 30, 2014

-2014 Budget, Revision 2

-draft Resolution 2014-4 to adopt the revised 2014 budget

-2015 Updated Proposed Budget

-draft Resolution 2014-5 to adopt the 2015 updated proposed budget

-draft Resolution 2014-9 to acknowledge the now vacant position formerly held by Travis Allee.

-draft Resolution 2014-6 to levy property taxes for the year 2015 to fund costs of government for the Beulah Fire Protection and Ambulance District for the 2015 Budget Year

-draft Resolution 2014-7 to appropriate sums of money to the general fund in the amount and for the purpose as set forth in this draft resolution for the Beulah Fire Protection and Ambulance District for the budget year beginning on the first day of January 2015 and ending on the last day of December 2015

-draft Resolution 2014-8 to designate locations for posting notice of meeting of the board