

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 101
October 22, 2015**

MINUTES

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

Board members present were: Chair and President Steve Douglas, Vice President Pat Stanifer, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Also attending were Chief Bryan Ware and guests Jerry Wahl, Daniel Studen, Dennis Roland, all Beulah residents.

Chair and President Steve Douglas called the meeting to order at 6:31p.m.

2. APPROVAL OF AGENDA.

There were two additions to New Business, 7.b, Brush 72 retirement, and Item 7.c, Chief Retirement Benefits – State Pension Plan. There was one additional item for Old Business, Item 6.j, Update on Wildfire Mitigation Grant.

Motion was made by Kim Toman to approve the agenda as presented, seconded by Pat Stanifer. Motion carried with no objections.

3. APPROVAL OF MINUTES of September 10, 2015 Special Meeting.

Track changes submitted by Board Members were reviewed and approved by all attending Board Members and Bryan. There was only one other addition to the meeting minutes. This addition was to Item 4, New Fire Station Planning, and added Maria's last name, "Henry," and adding the fact that she is a Beulah resident.

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 and to approve the minutes as amended, seconded by Pat Stanifer. Motion carried with no objections.

APPROVAL OF MINUTES of September 24, 2015 meeting.

Track changes submitted by Board Members were reviewed and approved by all attending Board Members and Bryan. There were no other additions or corrections to the meeting minutes.

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

4. FINANCIAL REPORT

a. The District checking balance is \$87,043.24. The District savings balance is \$45,007.38.

b. Expense Line Item 8180, Grant Medical Equipment, the title for this line item is incorrect. The correct name for this line item is "Grant Equipment." Bryan will ask Gwen to eliminate "Medical" from this line item description as it is not accurate.

c. The correct amount for Current Tax Collections not Distributed in last month's (August) Financial Statement is \$5,549.65.

d. Expense Line Item 8180, Grant (Medical) Equipment, current month activity is \$2,856.00. This was for the septic and associated equipment for Station 2's new bathroom installation.

e. Expense Line Item 8620, Flu Shots, current month activity is \$1,180.00. This amount is expected to be offset by administering flu shots to residents, which will cost \$10 each. As in past years, this fee will be waived for those District residents who cannot afford to pay it.

f. Expense Line Item 8700, Promotional Expense, current month activity is -\$500.00. This negative amount was created by funds generated from T-Shirt sales.

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 149 total responses; 119 EMS and 30 Fire. 81 of 119 Medical calls have been transported.

b. The restrooms have been completed at Station 2 and gravel has been delivered. The next project to be completed using the Lowes Foundation Grant funds will be the interior of the Search Trailer.

c. Brush 71 is back in service. Fire 5, which was the Type 6 brush truck that Pueblo County Emergency Services Bureau loaned the District, has been returned. The State of Colorado Division of Fire Safety has loaned the District a Type 6 brush truck until March 31, 2016. This apparatus is their loaner truck that will need to be returned at the end of March.

d. Bryan has not started the Evacuation Exercise After Action Report yet because of a personal issue. This task will be completed next week. When it is finalized, a one page summary of the report will be mailed out to all residents in the District. The mailer will contain highlights of the exercise, reverse 911 information, and future plans for other drills and exercises. One major deficiency that was identified from the exercise was that 31% of those participating in the exercise did not receive the proper notification though the reverse 911 system. The data base that Pine Drive Telephone was putting data into was not the same data base that the County was pulling phone numbers from for the exercise. Both of those entities have been in discussion and are working through the issues to have this problem corrected.

e. The radiant heating system for Station 2 has been ordered and will be installed upon arrival.

f. The new business, Colorado Natural Health Centers being developed on Highway 78, has met the fire code requirements in their final building design and the District has approved the design for construction.

g. The Twin Buttes firewater supply system is inoperable and has been since the beginning of July. This system's well and pump house were flooded by the heavy rains

this Spring causing damage to the system, making it inoperable. Guests Dennis Roland and Daniel Studen, representatives of the Twin Buttes Homeowners Association (TBHOA), were present to discuss this situation. This fire suppression system is required to be operable by Pueblo County and was a condition for the original cluster subdivision development. Bryan did notify, via email, both Joe O'Brien and TBHOA (Chris Spinuzzi, past HOA member) about the situation back in July but never received a response from either person. In August, Bryan started reaching out to other TBHOA members to try to get the situation corrected. The question in repairing the system is no one is really sure who is responsible for these repairs: TBHOA; Joe O'Brien, Twin Buttes Developer; or Ron Miller, the current landowner that the system resides on. TBHOA has a meeting this Sunday and will try to have this question answered. Bryan has provided TBHOA with the original documentation regarding the requirements of fire suppression system from Pueblo County and he will attend the meeting this Sunday to answer any questions TBHOA may have.

[It is noted, now after the October 22, 215 District Board Meeting, that the following is a documented excerpt from the April 23, 2015 District Board Meeting under Chief's Report, Item 5.c:

Bryan contacted Mr. Miller and discussed the legal aspect behind the water tank system located on County Rd 224 and he advised he was not made aware of this during the sale but fully understood and would do anything that was needed to keep the system operational.]

With an inoperable fire water supply system at Twin Buttes, the District will still provide fire protection to the development but will be limited to the amount of water that District apparatus can hold as well as the turn-around time to refill apparatus as needed from water sources that are further away. Having an operable fire water supply system in the Twin Buttes Development is expected to affect Insurance Standard Office (ISO) ratings. The ISO ratings for that area have not been reviewed since the fire water supply system has been in place. The current ISO rating for the Twin Buttes Development is 9 out of 10, 10 being the worse. Bryan is hoping an ISO review will happen in the Spring of 2016, so it is very important to have an operable fire suppression system in place at the time of the 2016 ISO review.

h. Discussions were also held on the anticipated repairs needed to get the fire water supply system in working order and for future access to the system for needed personnel. The repairs and access discussed were basic, non-professional recommendations. Repairs should be recommended, quoted and completed by professionals.

6. OLD BUSINESS

a. District Auxiliary - update

There is nothing new to report from the Auxiliary.

b. Potential Fire Station Site and Plans – update

i. The Subdivision Exemption was conditionally approved last month. The main condition was to have the difference between the surveyed description and the written legal description resolved and have a survey plat submitted that reflects the resolved discrepancy. Travis now has a legal description that reflects the survey. What will go on the plat will now accurately reflect the survey. The plat should be finished this week and include bearings, the required legal and language changes and finally copied to mylar.

Once on mylar, Dick Sellers will sign the mylar and Travis will seal the mylar, as a professional surveyor, and take the mylar to Planning for approval and recording.

ii. The next step is to have a correct legal description created for the 71 acre parcel which will be given to Dick to cure the last subdivision (merging two parcels) exemption legal description. This will be resolved by a Quick Claim Deed with the new, correct legal description.

iii. Then the 30' right of way along Central will be deeded to the State of Colorado.

iv. The final step is to create a legal description of the 6.2 acre parcel and provide to Dick so he can donate that parcel to the District. Once this legal description is completed, a parcel number can be assigned to the donated 6.2 acre parcel and then this parcel can be appraised and the appraisal given to Dick for donation purposes. Bob Thompson will work with Dan Hanratty for the appraisal.

v. There was a concern raised by Jerry Wahl about Surface Water Rights to the parcels in this area. Surface Water Rights on Dick's 71 acre parcel area are currently shared by three property owners: Sellers, Wahl and Hunter. Jerry's concern was whether or not the Surface Water Rights on the 6.2 acre portion of that 71 acre parcel to be donated to the District would be included in the deed. There is no, and will never be any, intention of transferring water rights from Dick Sellers to the District with the 6.2 acre parcel that Dick is donating. Dick will have a lawyer to create the proper language for the deed that specifies that Surface Water rights are not being transferred with the parcel.

vi. Steve met with Lee Merkel, Department of Local Affairs (DOLA), today and provided a brief history of how the District got to where it is today, needing a new fire station. Lee recommends that the District does not apply for a DOLA grant until 25% of the station cost is raised by the District. This 25% can be from cash donations, grant funds, or in-kind donations. Lee recommends applying for a grant in either April 1 or Aug 1, 2016. He also recommends that the District talks directly to the LaVeta Fire Department who is in the process of building a \$2,400,000 new fire station where \$890,000 will be obtained from a DOLA grant. Lee recommends talking to Bassett Construction for discounted or donated construction. Lee also would like the District to consult with Johnathon Fox of Fowler State Bank for lease purchase loans for projects like this, in the event we are not able to raise all the necessary funds through grants, foundations, donations and savings. Lee also mentioned dividing the new fire station into phases that can be completed as funding is raised. For example Phase 1 can be the apparati bays, meeting/training room, bathrooms, and offices, and Phase 2 could be the bunks, showers, and responder break room and kitchen. Phase 1 would be the main phase for an operable new fire station and Phase 2 can be completed at a later time when funding permits.

vii. Debbie Rose, in discussions with Bryan, suggests seeking funds from San Isabel Electric. San Isabel Electric is starting a new campaign around community safety, with the first project being the funding of the new fire station in LaVeta.

c. Retirement of Engine 62 - update

Bryan has completed the paperwork to transfer ownership of Engine 62 to Pueblo Community College (PCC). In the packet delivered to PCC today are forms for PCC to complete and return to the District. Once these documents are returned, ownership of

Engine 62 can be transferred to PCC. Engine 62 should be off District property within 30 days.

d. Chief 1 Vehicle - update

This item was tabled until New Business, Item 7.b and will be discussed with Brush 72 retirement.

e. Med 52 - update

The radio has been installed and decals are ordered. Rye Fire has not been paid yet, Bryan will take care of the payment to Rye Fire next week.

f. Grant Writer - update

Paige Vercelline has taken on a full time position and is no longer available to grant write or develop a grant calendar for the District. This item will be removed from future Agendas until further notice.

g. Natural Hazards Mitigation Planning - update

i. The deadline for submittal of the Plan to the State is October 30, 2015. The Plan is still being worked on and changes and updates will continue into next week. Once the Plan is approved by the State, it will move forward to Federal Emergency Management Association (FEMA) for approval. The turn-around time for combined State and FEMA approval is no less than 30 days. Turnout at meetings is still low, but our District continues to participate.

ii. Pueblo County GIS needs to adjust the concept of “what is Beulah” in terms of demographics and physical area. Steve re-recommended using the definition of Beulah as the area served by the District. The definition recommended by Steve has been accepted, but the Plan needs to be updated to reflect the new demographics. This definition effects assessed valuation, population, and homes at risk data for the Plan as well as for the new station business plan.

iii. The approved Plan is scheduled to be adopted by Pueblo County on or before February 8, 2016. The District should prepare to adopt this Plan in the January or February 2016 Board Meeting.

h. New Account: Capital Facility - update

There is a new addition on the right hand side of the Financial Statement – “Station Enterprise Fund.” This will keep track of revenues and expenses as related to the new fire station.

i. Website Monitoring & Quality Control - update

All Board Members have reviewed their assigned District web page and updates have been made based on Board Member recommendations. Pat still needs to look at the Public Education page. He will do that in the near future.

j. Mitigation Grant - update

Steve spoke with Rich Rhoades of the Natural Resource Conservation Service (NRCS) in Pueblo. Rich prepared a grant application for mitigation work near Highway 78 for privately owned land, such as Klipfel’s meadow. Rich was looking for potential property owner’s that would fit and be interested in this grant. The grant application was submitted last week and an answer should be known in a few months from now. If funded, Rich will be looking to contact private property owners of larger parcels, eg. Occhiato property or possibly a Home Owners Association, interested in participating in mitigation. The Grant is a 65/35 grant, meaning that the grant will support 65% of mitigation costs after a 35% match is made. This is a great grant and all Board Members

are encouraged to start thinking about potential property owners that would fit the grant requirements.

7. NEW BUSINESS

a. Scheduling of November/December Board Meeting and Chief Ware's annual evaluation

i. Wednesday, December 9, 2015 was the date selected for the combined November/December regular Board Meeting. This meeting will still be at the District office at 6:30pm.

ii. Monday, November 30, 2015 was the date selected for the Chief Ware's Annual Evaluation. This special meeting will be held at the District office at 6pm.

b. Brush 72 Retirement, and Chief 1 Vehicle – update

i. Chief 1 Vehicle is still running and safe, but it is becoming increasingly unreliable and will need to be replaced in the near future.

ii. Brush 72 has been retired due to the cracked motor and is temporarily replaced with the loaner from the State and will need to be permanently replaced in the near future. This vehicle was donated to the District by the Jones family and the District would like to give the vehicle back to this family. The family is aware of the condition of the motor. If the Jones family does not want the vehicle back, the District will consider other options for this vehicle. The District will keep all useable equipment that was put on the vehicle for District use.

iii. The Replacement Vehicle Worksheet presented by Bryan gives the break down of approximate costs to replace these vehicles and the available financing options. With the information provided by Steve tonight regarding his meeting with Lee Merkel, Bryan would like to also approach Fowler State Bank and get financing options from them as well. The Board is encouraged to start thinking about a loan to purchase these replacement vehicles. Discussions were held about the specifications of these vehicles.

c. Chief Retirement Benefits – State Pension Plan

i. From a Fire and Police Pension Association (FPPA) conference Kim attended, it was just learned that by state statute, any Fire District which employs at least 1 person who works over 1600 hours in a year is required to have a pension plan. Together the employer and employee determine the effective start date of the pension plan.

ii. Bryan and the District both agree that this pension plan should begin January 1, 2016.

iii. Bryan will attend an informational meeting with FPPA On November 17, 2015 in Pueblo West to learn more about this pension plan.

iv. The contributions for the retirement portion of the pension plan are: employee contributes 9.0% of base salary (increases on Jan 1 by 0.5% annually until 12% is reached in 2022); employer contributes 8.0% of base salary.

v. The contribution for the Death and Disability (D&D) portion of the pension plan is 2.6% of base salary. This contribution can be split into any percentage by both the employee and employer (up to 100% contribution by either party) at a rate determined by the employer.

vi. These amounts will be reflected in the budgets presented in the combined November-December Board Meeting.

d. Bridge Over Middle Creek on Davis Street

Jerry Wahl, a previous District Board Member, had an opportunity to look closely at the bridge over Middle Creek on Davis Street. Jerry recommends that the District not have large equipment cross the bridge because of structural concerns. Bryan indicated he was aware of the ill repair of this bridge and stated that District apparatus would remain on Central Avenue and needed equipment (hoses, gurney's etc) would be manually transferred over the bridge to the property. Bryan indicated that the homeowners on Davis Street are aware of this as well.

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

Meeting adjourned at 8:42pm.

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

Attachments

-Agenda

-Beulah Fire Protection and Ambulance District - Statement of Actual to Budget, Jan 1 to September 30, 2015

-Replacement Vehicle Worksheet, October 22, 2015