

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 118
October 27, 2016**

MINUTES

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

Board members present were: Chair and President Steve Douglas, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Absent was Vice President Stephen McLaughlin. Also attending was Chief Bryan Ware and guest Jerry Wahl.

Chair and President Steve Douglas called the meeting to order at 6:35pm

2. APPROVAL OF AGENDA.

There was only one amendment to the agenda. Steve asked to move item 6.e, Beulah Hill Fire and Junkins Fire – Updates, before Item 6.a, District Auxiliary – Update. With this one change, there were no more additions or changes to the Agenda.

Motion was made by Kim Toman to approve the agenda as amended, seconded by Bob Thompson. Motion carried with no objections.

3. APPROVAL OF MINUTES of September 22, 2016 meeting.

Track changes submitted by Board Members were reviewed and approved by all attending Board Members and Bryan. There was one clarification on page 5, Item 6.c, regarding the Pueblo West edits to the Pueblo County Fire Mitigation Plan: Fire Chief Brian Caserta would get edits from the Pueblo West Public Works Director by the end of the week. There were no other additions or corrections to the meeting minutes.

Motion was made by Kim Toman 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 Joni Smith. Motion carried with no objections.

APPROVAL OF MINUTES of Emergency Meeting on October 4, 2016.

Track changes submitted by Board Members were reviewed and approved by all attending Board Members and Bryan. It was recommended by Bryan that the second paragraph in Item 3, Status of Beulah Hill Fire, be stricken from the meeting minutes. After discussion, the final decision was to remove this paragraph from the meeting minutes. One Attachment was added to the end of the meeting minutes. The signed Disaster Declaration was added as the only attachment to the meeting minutes. With these two changes, 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 \$28,387.21. The District savings balance is \$60,016.77. Of the savings balance, \$15,230.00 is designated for the Enterprise Fund for the new Fire Station.

b. Expense Line Item 8110, Equipment, current month activity is \$15,661.00. The majority of this amount is for the purchase of the side-by-side ATV and trailer. This purchase is fully offset by a Homeland Security grant in the amount of \$15,000 hopefully these grant funds will be received by year end. This grant requires the initial payment to be made by the District and the full amount, up to \$15,000, is reimbursed through the grant.

c. Expense Line Item 8181, New Station, current month activity is \$5,598.00. The majority of this amount is the payment to F&D International (F&D) for surveying work and part of the payment of the \$10,000 for services through December 31, 2016. So far, \$3,350.00 has been paid of the \$10,000 contract for services through December 31, 2016.

d. Expense Line Item 8180, Grant Equipment, current month activity is \$2,496.00. This amount is for the purchase of the thermal imaging camera. This amount is reimbursed through a reclassification of the District's Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG) which will be discussed further in the Chief's Report.

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

5. CHIEF'S REPORT, reported by Bryan

a. So far this year there have been 190 total responses; 108 EMS and 82 Fire. Of the 108 medical calls, 81 have been transported. Last year at this time there were 151 total responses. Most of the additional responses this year have been fire calls.

b. The modification for the District's FEMA Assistance to Firefighters Grant (AFG) has been approved to include structural and wildland personal protective equipment (PPE), thermal imaging camera, and Rapid Intervention Team (RIT) pack, and the washer and dryer for gear in the new Fire Station.

6. OLD BUSINESS

e. Beulah Hill Fire and Junkins Fire – updates, emergency meetings and declarations

i. Bryan gave a rundown of the District activities and movements on October 3, 2016 at the start of the Beulah Hill Fire for the Board Members that were not at the Special Meeting on October 25, 2016 and did not hear these details. These details are available in the meeting minutes of the Special Meeting on October 25, 2016.

ii. Local control was kept for the first 20 minutes of the fire then control was turned over to Pueblo County, since the fire was growing so rapidly. By the next morning management of the fire went to a State Type 3 team and then on the morning of October 5th it went to a Federal Type 2 team. Each of these steps involved a delegation of authority, with each managing jurisdiction officially handing off management of the response to the incoming team. (The reverse is also the case, as the incident management

is stepped down. In each case, the responsibility for incident management is given, not taken.)

iii. Because the fire was caused by the State of Colorado, the State accepted ownership/responsibility for the fire and all financial costs were turned over to the State.

iv. Just today, Bryan had a lunch with Senator Gardner to discuss issues that arose from this fire, the main issue being communication. The US Forest Service encourages all agencies to be operable on their VHF system and then the US Forest Service does not use it when it is needed. Senator Gardner will be addressing this at the Federal level.

v. The fire was called out officially on October 22, 2016 at 12:57 pm.

vi. When Bryan asked if anyone had questions on the Beulah Hill Fire, guest Jerry Wahl spoke up. He asked if it was ok to lock the gate again to his families' property at the end of Simonson Road. This gate had been used during the fire for agencies to gain access to the fire. Bryan replied that it was ok to relock this gate. Jerry then indicated that when the chain at the 3-lock gate was originally cut for this fire, it was cut in a way that only 2 of the locks could be put back into service. The lock that could not be put into service was for access for San Isabel Electric. Jerry wanted the District to allow San Isabel access through this gate if a request from San Isabel was received by the District. (This problem is easily remedied by San Isabel repositioning their lock on the gate's chain, but they are the only ones with the key.) Jerry's third question revolved around the State of Colorado's equipment operation policies on red flag days. Bryan replied that he did a walk around with State Representative Esgar and this issue was brought up. Representative Esgar also sits on the Transportation Committee and she would be addressing this issue at the State level. Bryan also answered Jerry's specific questions on the initial response of the District on this fire. The specific fire details can be obtained at the District office.

vii. Jerry then provided comments in regards to both of the fires. The first issue involved the repopulation effort. Jerry would like Pueblo County to look at adding a provision in the repopulation effort for those who are caring for seniors who reside in different evacuation/repopulation areas. Since Jerry was caring for his aging parents who live in a different repopulation area than he, it would have been very cumbersome to abide by all the repopulation rules to have his parents officially repopulate into Beulah Valley. Bryan indicated that the Pueblo Sheriff's Office is aware of this detail and they will be addressing this in the near future. Another issue that Bryan knew would be addressed is the standardization of enforcement at checkpoints by all law enforcement agencies (County Sheriffs and State). Jerry's second issue revolved around the Junkins fire evacuation on North Creek Road and the appearance that people were treated differently in respect to access to their homes. Jerry, who had evacuated for the Junkins fire, needed a Sheriff escort to go to and from his home to save food from spoiling in his freezer. While he was completing this task it appeared that an individual who lived further up the road from him had been allowed unescorted access in and out. After identifying this individual, Bryan reassured Jerry that this particular individual was actually evacuating his home and further that this individual did not evacuate at the original time of the evacuation order, but rather evacuated two days after the initial evacuation order. Jerry's third issue involved the media. He wondered why, after 3 days of being evacuated, the media was still describing in detail the exact evacuation area? Jerry thought this posed a security issue since the rest of the State of Colorado knew

exactly which homes were not occupied. Steve replied that there have been instances where residents have been on vacation and were not aware of their evacuation order and have tried to return home only to find that they cannot gain access to their homes. The media notification aids in this. Bryan will ask the Pueblo County Public Information Officer about possible solutions to this issue. Jerry's fourth issue revolved around the current fire ban in Pueblo County. Jerry mentioned that Custer County and Freemont County both have fire bans, but Pueblo County did not have a fire ban in effect. Bryan had discussed this issue with the Pueblo County Sheriff's Office and the decision by Pueblo County was made in consideration of all individuals in the county, not just Beulah. Bryan did say that he issued a fire ban in the District and that will remain in effect until the first snowfall. Discussion around burning within the District took place as well as clarifying the boundaries of the hunting ban in the National Forest in the District due to the recent fires. Jerry's last question asked why the east end of North Creek Road was evacuated during the Junkins Fire. Bryan referred to the fire activity, proximity and mileage demarcations to Beulah, and weather activity forecasts used for evacuation purposes which triggered the evacuation for all of North Creek Road. Bryan did acknowledge the re-entry process for residents on North Creek could have been better for the Junkins Fire, but those decisions were being made by the Sheriff's Office. The District learned many things from both of these recent fires and all of which will be used to improve things in future fires.

vii. Noted for the record is the Thank You efforts from all community members that helped in any way to thank all the agencies that assisted with the Beulah Hill Fire. Efforts of these citizens included an article in the *Pueblo Chieftain*, the community dinner held at Good Pasture Barn, and thank you notes written and mailed out to all the agencies who responded. The District sincerely appreciates all the efforts put forth to these activities by the community.

viii. A comment was received by Kim from Staging Staff, Joshua Johnson, that Donald Griggs did an excellent job in assisting at the Staging Area ran by Josh. Josh wanted Donald to be recognized by the District for his efforts.

a. District Auxiliary - update

i. There was no Auxiliary Board Meeting last month due to the Beulah Hill Fire.
ii. Food supplies at Station 2 have been replenished and are continuing to be refilled.

iii. The Auxiliary did receive a few recent donations. One donation was in the amount of \$5,000 which was dedicated to the Auxiliary's Building Fund. Any donations for the fire victims are being directed to Grandview Baptist Church, as the Auxiliary is not able to accept those donations. The next Regular Auxiliary Board Meeting is set for November 7, 2016.

b. Potential Fire Station Site and Plans – update

i. Permitting/Surveying/Appraisal

Dan Hanratty is currently working on the parcel appraisal and will have it completed by year end. It is the intent of the District to be able to record the land value as a donation by the Seller's family so they may use that information in their 2016 taxes. F&D and its surveyor were in Beulah on Tuesday for the water line survey. Preliminary building drawings have been worked on and the quote from the steel company has been received and the amount is as expected. On October 10, 2016 the Quit Claim Deed was filed to

transfer the parcel for the new Fire Station to the District. Steve sent a thank you letter to the Sellers family for this in-kind donation to the District. Steve also sent a letter to the Wahl family outlining the transfer of this parcel to the District, specifying the language of the water rights severance from the parcel, which was a concern of their family.

ii. Site Plans/Concept Design and Funding Report

F&D will develop the contour lines on the site-design drawing for detailed planning. In spite of what is recorded on the plat, the site has still not been pinned by Travis Allee.

iii. Potential Mil Levy & Ballot Language

As previously mentioned in the October 25, 2016 Special Meeting, approximately 130 ballots were mailed to Beulah residents without the page that included the Districts two questions (5E & 5F). The ballot error was identified by three voters in the District realizing that they did not have a complete ballot. The District was notified and passed the concern on to the Pueblo County Clerk & Recorder's Office. This was then identified by the Pueblo Clerk & Recorder as a printer error. Board Members are encouraged to direct residents to contact the Pueblo County Election Office if anyone hears about additional citizens not receiving a complete ballot. New ballots are being mailed out to those affected by the error. The Special Meeting on October 25, 2016 went well. Those who were against the construction of a new Fire Station were mostly against the size and/or cost of the station, not the fact that a new station was needed.

The comments on the ballot issues have been published and now are part of the permanent record. Part of the election process is having someone available on October 12, 2016 for the dry run of the County election process. Normally Tom Mullans would have done this as the designated election official, but he was out of the country on that date. Steve filled in for Tom. Additionally, the District needs to identify 2 people to join Tom on the District's canvass board to review the election results. It will take about a 1/2 day and a date has not yet been set for this event. The 2 people needed are 1 Board Member and 1 non-board member that is a qualified elector in the District (lives in or owns property in the District, and is registered to vote in Colorado). This will be done at the Election Office in the old World Bank building on the corner of 8th Street and Main Street in Pueblo, on the second floor. The canvass team will go through ballots looking for errors. Depending on challenges the canvass could take longer and it is not done until it is all done. Bob and Kim will be the Board Members and will co-ordinate to find community members to assist.

iv. Department of Local Affairs (DOLA) Grant Application

The DOLA grant presentation to the grant committee will be in Lamar on November 15, 2016 at 3:30pm. Bryan and Steve will work on the power point for this presentation. The presentation is to be no longer than 7 minutes followed by a 5 minute question answer session from the committee. If the District gives a 3-4 minute presentation, it will allow for more time in the question answer session to resolve any issues the grant committee members may have about the application. Gwen has not yet given a response on the figures in expenses versus revenues for updating and the grant application will still be tuned up a bit. All the letters of support are in except the one from Representative Esgar which will be coming in soon. The information packet has been sent to Lee Merkel already. The presentation is due by email to the State by the evening of November 9th, 3 work days before the hearing. In the application packet the rating criteria was given and

more than likely the District will score low on the energy/mineral impact section because the District is not in an energy producing/shipping environment. The District can demonstrate need, community outcome, readiness to go, plus the passing of the ballot issues will have a huge impact on the grant outcome. The District received the staff summary and overview of the application. The District received a decent review of the application. Also, having F&D involved in the project helps in the grant application because F&D has a good reputation with DOLA from previous projects.

v. USDA/San Isabel Electric Association Loans

All the work has been done for the USDA loan. Bryan received a message not to submit the application until after the voting was over. The message also wished the District good luck on the vote.

vi. Water Line update – Beulah Water Works District

Andrew Rice, from the Beulah Water Works District's engineering firm for the water line extension, is done with his portion of the water line routing. The bill for the District's portion of this design will be a little less than \$1,000. Andrew is recommending an 8" water line extension for the entire length, which would be taken off the existing 6" PVC line on Lake Avenue.

vii. Public Information & October Public Meeting Review

The meetings Bryan was supposed to do for Twin Buttes and the Methodist Church didn't happen because of the fires. Joni went to the Beulah Highlands HOA meeting and the general feeling of the homeowners there was positive. The remaining task is to monitor the media and see if there's anything the District would need to do in response to negative media such as letters to the editor and any social media.

c. Natural Hazards Mitigation Planning – update, Resolution

Karen Ashcraft will mail the revised Plan on Friday. Steve saw Karen last week and mentioned to her that he doesn't want this delay to cost the Beulah Fire and Ambulance District the ability to receive wildland fire mitigation or disaster grant funds in the future. The District has done its part in revising the Plan, and is not responsible for delays in getting it submitted or approved.

d. 2017 Budget Adoption - Resolution

Bryan explained the minor updates to the proposed 2017 Draft Budget. The Budget could see major changes if the November ballot issues pass, so the budget included columns for both the passing and not passing of the ballot issues. All present Board Members had ample opportunity to ask questions on the budget figures presented and Bryan answered all questions that were asked.

Motion to accept Resolution 2016-8, Adopting a Budget for the Beulah Fire Protection and Ambulance District, Beulah, Colorado, for the Calendar Year Beginning on the First Day of January 2017, and Ending on the Last Day of December 2017, was made by Kim Toman, seconded by Joni Smith. Roll call vote was taken: Steve Douglas – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

f. Review of Chief Job Description

Board members will be given the Chief's Job Description for review at the Chief's Performance Evaluation. Board Members are encouraged to review this document for

possible modifications that may be made at the Chief's Performance Evaluation and Contract Review meeting.

g. Setting Meeting Date and Time for Chief Performance Evaluation and Contract Review

The meeting date and time for the Chief's Performance Evaluation and Contract Review was set for 1:00pm on Sunday, December 4, 2016 at the District office.

h. Setting Meeting Date and Time for Combined November/December Regular Board Meeting

The meeting date and time for the Combined November/December Regular Board Meeting was set for 6:30pm on Thursday, December 8, 2016 at the District office.

7. NEW BUSINESS

There was no new business.

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

Meeting adjourned at 8:55pm.

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, 2016
- List of all agencies, organizations and businesses that responded to the Beulah Hill Fire
- Advertisement for the potluck appreciation at the Good Pasture Barn for responders to the Beulah Hill Fire
- Copy of the thank you wording created by Linda Overlin for the written thank you cards mailed to all responding agencies
- List of all people involved in organizing the pot luck at the Good Pasture Barn
- Signed District Disaster Declaration for the Beulah Hill Fire
- Signed District Disaster Declaration for the Junkins Fire
- Copy of Quit Claim Deed for the donated parcel for the new Fire Station
- Copy of the signed thank you letter to the Sellers' family for the donation of the parcel for the new Fire Station
- Copy of the signed letter to the Wahl family regarding the severance of water rights to the parcel donated for the new Fire Station
- Final ballot language and comments for the 2 ballot issues for the November 2016 election
- 2017 Budget