

**BEULAH AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 52**

**March 22, 2012**

**MINUTES**

The meeting of the Board was held at the Ambulance District Office in Beulah, CO

Board members present were: Chairman and President Steve Douglas; Vice-president Carol Wright; Secretary Anne Moulton; Treasurer Ruth Ann Amey; and Judy (Satterfield) Lietz. Also attending were EMS Chief Bryan Ware, responders Captain Tricia Anderson, Lieutenant Nathan Anderson, and community member Bob Thompson.

**1.Chairman and President Steve Douglas called the meeting to order at 6:30 p.m.**

**2.THE AGENDA** corrections: delete intros, future board member Travis Allee and Jerry Wahl were not able to be present; and under New Business, item 8 will not require an executive session by permission of Bryan. *Motion to approve the agenda as corrected was made by Ruth Ann Amey, seconded by Carol Wright. Motion carried with no objections.*

**3.MINUTES:**

2/21/2012 meeting minutes: correct title of EMS “Chief” Bryan Ware.  
*Motion to approve those minutes as amended was made by Ruth Ann Amey, Seconded by Carol Wright. Motion carried with no objections.*

2/23/2012 meeting minutes:

- Correct name of Judy Satterfield “Lietz”
- P1, bottom, correct spelling of Mullans
- P2 item 5, last bullet, change to “he will scheduled appropriate coverage”
- Item 7a, line 5 add “Carol suggested” that we perhaps designate....

*Motion to approve those minutes as amended was made by Judy Lietz, seconded by Carol Wright. Motion carried with no objections.*

**4.TREASURER RUTH ANN AMEY GAVE THE FINANCIAL REPORT through February 29, 2012:**

- Expenses of \$17,636.00 were more than what two months should be. Bryan had expected this and alerted us. This month should be more in line. Ruth Ann would prefer to be underspent, since many big areas of activity will be demanding of funds. She registered concern.
- Tax Income is starting to come in. No cash flow issue is expected.
- Office supplies item is over budget. There is discussion of how we could cover that
- Billing income is right where it should be though calls are down at this time.

- Total uncommitted cash reserves (as they appear in revised service plan are \$57,000+)

*Motion to accept the Treasurers report was made by Judy Lietz, seconded by Carol Wright. Motion carried with no objections.*

#### **5.EMS CHIEF BRYAN WARE REPORTED:**

- In February there were 8 responses, 19 overall this year, so we are down but have a long way to go.
- Everything is approved for the AMR ambulance donation. We are waiting on the title. It will initially be a BLS unit until we have the equipment to upgrade this unit to ALS.
- April 12 Community Health Fair sponsored by Parkview Medical Center will be at the Community Center at 7-10 am with a motivational psychologist speaking at 10:30 am.
- Bryan taught an ATT (Assessment and Treatment of Trauma) course on the 16<sup>th</sup> for responders in Pueblo County at the WILZ Trauma Conference and had 32 participants which speaks greatly for our County.
- Bryan received the “Fire Starter Award” from St Mary Corwin for initiative in trauma care.
- Tricia Anderson and Tom Griggs have both completed their Paramedic classroom instruction. They then have to take a comprehensive exam and complete an internship of 500 hours, riding with a paramedic crew, to finish
- \$18, 454 is still out in collection, not including what was billed this month; probably about half will come in. We will receive a report from our billing company detailing our percent of return etc.
- Save the date for May 19<sup>th</sup> Fire Department Garage sale/fundraiser.

#### **6.OLD BUSINESS**

##### **a. Discuss proposed budget, mill levy, changes in Beulah Ambulance District service plan, district name and timeline associated with adding fire service to the District**

We need to be satisfied with the service plan, then send it to Atty. Mullans, then back to us again for approval. Atty. Mullans says we must have it to County Commissioners in time for the election but he prefers it be delivered for the May or June Commissioners meeting. The budget may be harder than the plan.

Regarding the District name change, there is a question about the legal requirements of the name. Steve proposed Beulah Fire and Ambulance District unless there are other legal requirements. Atty. Mullans will check. We discuss a draft of the Service Plan with wording details. We discuss the need to use reserve funds from the Fire Department in order to start the year before taxes come in. Bob Thompson states he will discuss that with the Fire Board and Committee.

There is no wording to imply short or long term indebtedness. Steve asked Mullans if it is ok not to discuss possible need for loan/bond for a facility.

The Fire Department has updated their count of occupied structures, which we will cross check with GIS. Bob Thompson asks how much could we generate through grants using our reserves. A FEMA grant would supply 95/5%. Bryan wrote a letter to support reinstatement of Facility Grants through FEMA. Paul Huber will draw up a plan for a shared station. Now we just need to fill in some blanks with numbers.

*A motion was made by Carol Wright and seconded by Judy Lietz to accept this draft version of a service plan of Beulah Fire and Ambulance District to forward to Atty. Mullans. Motion carried with no objections.*

#### Budget:

Prior budgets by committee and initially discussed with Bryan may be too tight. Atty. Mullans has advised be sure to ask for what is needed now. Some things were left out of the 5.95 mill committee budget. We compare the attached 6.5 and 7.0 mill versions with reasons for the items. A question is raised regarding fire vehicles; the same number of vehicles is ok, but we need some types (including a tender to haul water) that we don't have. The current fire department has been working to bring their equipment up to a good level of maintenance.

Radio maintenance and reserve item deals with a budget item about which we have been concerned re battery replacement and radio repair and replacement. We are getting to the point where effectiveness may drop like a rock. Our radios are the property of Pueblo County for five years, and have warranty expiration before five years. While the county is involved, the agency is responsible for maintenance of each radio, and cannot dispose of any. If we are audited for the radio project, it is likely to be within five years. After five years, Pueblo County will give the radios to the agency. In 2012 to 2014 we will pass that five year period. Normal rebuild on one radio costs about \$800. Statewide, agencies are seeing about 2% break-down per year, and some agencies are planning to replace radios in ten years, so we are budgeting to approximate statewide experience. Federal requirements after 911 made a lot of funding available, but we cannot plan on that for the future. We may have changes in technology as well so there is no idea of potential cost. We are making our best estimate based on statewide information. We are working with an expectation of the number of responders total for both fire and ambulance activities reduced from 50 to 40.

HAZMAT operations are a concern. Other agencies have been covering for Beulah, but we hope now to train some of our own responders. All need to be awareness trained. It is recommended we work to have four trained to operations level and two to technician level. The technicians would be desirable to help keep from getting into more trouble while waiting for the rest of the County team to respond with full equipment. We would work with other agencies but pick up some share of the load. Steve and Bryan will attend the April HAZMAT meeting to further explore this issue with county-wide responders. There are only two state patrol HAZMAT responders to cover the five county area including Pueblo County. Gas pumps at the General Store are not in their response area.

Sliding scale for volunteer pay for EMS is dependent on billing but fire volunteer pay must be based on tax dollars. It is not allowed to bill for fire response to our tax payers.

Bryan is looking at a sliding scale depending on degree of training. Currently those numbers are based on \$30.00 per call, plus \$1 per hour to be on call, with a 24 hour minimum commitment required per responder per month. Bryan would try to have a cross trained person at each call. Steve suggests shifts may initially have three members on call to assure necessary skill sets. Regarding continuing education, 24 hours per year per member per skill is required, so 48 hours will be required for cross trained members. Budgeted cost is mostly for instructional materials for local instruction, though there may be some need for out of town training.

The insurance numbers are estimated at this time, and may change when we get the figures. There should be some benefit from the joined agencies.

We have never had a contingency line before, which is designed to cover the unknown. We lost some of our tax income this year due to decreased property values. This is an unknown for the future as is the number of calls, which controls major line items.

Most of the difference between the two mill levy budgets discussed is in the contingency line. We could have put some flexibility into each line item rather than tight budgeting proposed here. Steve prefers that it be in contingency category. It provides 1.7 to 4.2 % of the total in the two budgets.

In April we will have further information regarding insurance and Hazmat. Individuals will also meet with the Citizen's Committee and the Fire Department board, and we will involve future board members before we decide. In our own budget we have missed some items. Then we should have a community meeting before the commissioners meeting.

**b. Ambulance District Board Election:** There were four self nominations of which two stepped down before the deadline, so no election is required which is a good cost savings. Atty. Mullans has sent out the paperwork to that effect, and the election has been cancelled. Incoming members will be Travis Allee and Jerry Wahl. We will have an attorney's bill to put under the elections line item. Beulah Fire Department paid that part of Atty. Mullans bill that dealt with changing the service plan and having a November election.

**c. Update on donation of AMR ambulance** was covered in the chief's report

**d. Discuss assigning the task of coordinating fund raising activities to the board member who does not hold an officer's position:** this is tabled until new board members join the board in May.

**e. Resolution 2012-3 Election Resolution:** We need to edit item 2 since Pueblo County planned to conduct a vote center election rather than a mail ballot election per our IGA (Inter Governmental Agreement). We will fix the resolution now so we don't mistakenly use the wording in another year.

*Steve Douglas made the motion, seconded by Judy Lietz, to amend our resolution to replace mail ballot with vote centered election. Individual ayes are recorded for each Board Member to pass this resolution unanimously.*

## **7. NEW BUSINESS:**

**a. Discussion re designating all or a portion of the meeting stipends for board members:** this refers to when board members decline their stipend. Whatever is returned of the stipends, we express desire that it be earmarked for volunteer recognition. *Steve Douglas made a motion, seconded by Ruth Ann Amey, that director stipends that are turned back to the District be earmarked for volunteer recognition activities in addition to the \$250 for secretarial support. Motion carried with no objections.*

**b. Questionnaires and surveys:** Ruth Ann responds to many surveys concerning ambulance districts. For example, the US Census Bureau sent one which was mostly fiscal. The Census Bureau generates information on what we do and from where our funds derive. An occupational employee report requests our Chief's and other employees' duties. Pinnacol workman's comp requests the number of employees and volunteers, and our business operations. They have been filed for the next treasurer. Steve thanks Ruth Ann for taking care of these.

**c. Resolution 2012-4 for Exemption from Audit:** Ruth Ann reports that Jerry Brown didn't yet get to doing our forms. With regards to our concern re having overspent the budget (but not our resources), Brown thought there was not a problem. Ruth Ann will need to find board members for their signatures on the exemption forms early next week. *Anne Moulton made a motion, seconded by Judy Lietz, to approve Resolution 2012-4. Individual ayes are recorded for each Board Member to pass this resolution unanimously.*

**d. 2012 Beulah Arts and Crafts Show:** we will have a joined Fire and EMS booth this year. There is no fee for the booth in thanks for our extensive assistance given last year.

**8. PERSONNEL MATTER UPDATE:** Bryan agrees to no need for executive session. Bryan has been meeting with Ben Whitfield as part of his probation requirements with no problems. Bryan met with Atty. Doug Gradisar regarding individuals who are disseminating court documents in a misleading cut and paste version (see attached letter). For slander there is usually a need to prove loss, but with terms being used it is unnecessary. Recently an employee of the school had made copies of the cut and paste document and handed them out. From this point forward, Bryan will be sending the attorney's letter to people doing this. There is one such letter out at this time. If any verifiable similar action occurs, please tell Bryan, and his attorney will send out a letter.

**9. MOTION TO ADJOURN:** was made by Carol Wright, seconded by Judy Lietz. Motion carried with no objections. Meeting was adjourned.

Anne E. Moulton  
Secretary, Beulah Ambulance District Board of Directors

Final