

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 79
January 23, 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; Vice President Pat Stanifer; Secretary Anne Moulton; Treasurer Travis Allee; Fundraising Coordinator Bob Thompson. Also attending were Fire Chief Bryan Ware, and community member Priscilla Hill.

1. Chair and President Steve Douglas called the meeting to order at 6:32 p.m.

2. THE AGENDA: additions were requested of, before minutes, inform us about Priscilla Hill's role with us.

Motion to approve the agenda as amended was made by Travis Allee, seconded by Pat Stanifer. Motion carried with no objections.

Bryan approached Priscilla Hill two months ago to consider the role of fire department pastor. That would include critical incident debriefings, being available to talk to members who needed that, and other spiritual aspects of the job they perform. Mrs. Hill currently serves as Pastor of the Beulah Community United Methodist Church. She spoke with her superiors, and then agreed to accept this role. She will be reading the manual from the Federation of Fire Chaplains, and can join them and receive trainings through them. She will be called our Chaplain. Travis offered to put her in touch with the CISD people the city fire department uses. She feels this is a calling and will gladly take whatever trainings may be available.

3. MINUTES of the December 12, 2013 Meeting:

Motion was made by Bob Thompson, seconded by Travis Allee, to authorize Secretary Anne Moulton to create the final minutes based on the track change corrections provided and input above from the board and chief and to approve the minutes as amended. Motion carried with no objections.

4. TREASURER TRAVIS ALLEE GAVE THE FINANCIAL REPORT providing a statement through Dec 31, 2013.

- We continue to work on obtaining a return of bank fees including from January. We have already had \$137 returned.
- We are paying \$15/month to allow Bryan, and Gwen as well as Travis to have access to the account. Gwen can only obtain information while Travis and Bryan can transfer money, write checks.
- Travis and Bryan will meet once a week to assure up to date control of the accounts, and checks will be paid weekly.

- There will be a \$24,000 payment for extrication equipment on next month's statement.
- Regarding the audit, Jerry Brown requested information which Gwen will be getting to him. He will give us a price when he receives all our material. It should be under the \$2000 budgeted. Bank fee issues from last year will be resolved this year and show on this year's financials.
- We put into reserves/savings almost \$15,000 which came from the DOLA required emergency reserve and from the capital equipment fund.

Motion to approve the financial report was made by Pat Stanifer, seconded by Bob Thompson. Motion carried with no objections.

5.FIRE CHIEF BRYAN WARE REPORTED:

- In 2013, there were 81 EMS and 77 Fire calls. Bryan provided us with a breakdown of those calls which will also be in the annual report for our residents and property owners.
- Thus far this year we have had 13 EMS responses and 2 Fire responses
- We have 9 doses of flu vaccine left
- 16 fire contracts for out of district residential properties have been returned with payment. We lost 5 or 6 who did not renew, and picked up one new one. The end result is that we are \$690 above what we budgeted. Steve recommended we monitor this program for about 5 years and decide near the end of that period if we should continue it or not.
- Pueblo County ESB has given us one of their spots for hazmat tech school. Austin McCullah will be going to that and will be our representative on the combined Pueblo County hazmat team. He will drive one of our brush trucks to the test track for that training. The level A gear required will be paid for by Pueblo County. They are also outfitting all of our members in gear (splash suit) for operations level.
- Justin Bonham and parents have purchased the property at 5747 North Creek and have donated the house for Pueblo County ESB and us, plus participants from Rye, and Westpark fire departments, to do a variety of fire trainings there. Public notice will be put out. On Feb 15 we plan to do a live fire training with appropriate experience (burning pallets in the corner, not the structure). We will have the ambulance present. There will be a rehab crew and a medical crew assigned.
- The Joann Larratt letter was discussed. Her neighbor property owner Mr. Meason had previously asked if he could burn some small piles of trash. Bryan had said since it was construction material it was up to the Pueblo County Health Department. Mr Meason had since made two very large piles and had told Ms. Larratt that we had authorized him to burn them. Bryan again told the owner that regarding the construction materials it was Pueblo County Health Department's issue but with regards to the safety of a fire, there was not enough defensible space to burn those large piles with power lines and trees nearby. The owner understood that. Jeff Mara called from Pueblo County Health to say he was called by Ms. Larratt saying we were burning down homes so people don't have to have them demolished. Bryan clarified to him what we had said, as well as

discussing the plans for the North Creek property. Ms Larratt came to the office while Travis was here, and spoke with Bryan and Travis then and with Travis later as well. Bryan clarified that the owner would not be allowed to burn. She seemed happy with that. Then Bryan received the letter in the mail, cc'd to several county managers and local people, saying that it was her understanding that Bryan had given Mr. Meason permission to burn. Bryan sent a letter to Ms. Larratt and the other cc'd individuals that we are not allowing this burn. Anne spoke with her today, reaffirming that Mr. Meason would not be allowed to burn while Ms. Larratt continued to claim Bryan said Mr Meason would be allowed to burn. Tonight we again clarified that the District will not approve the burning of those large construction debris piles. We also discussed whether the fire mitigation grant might allow use of that grant to help resolve the fire danger posed by this and other dilapidated properties near forested areas. Anne will ask.

- Chris Brogan, chief financial officer for the Pueblo City County Library District, sent a letter about creating a committee with other Districts to come up with creative ways to manage money. Bryan asked if a board member would like to be on this committee, whose meeting will be Feb 13 at Pueblo West Metro.
- 2 of our volunteer responders from out of town have retired, but were replaced by 2 younger guys, Chris Dustin and Dave Keiffer who are in the basic firefighter class and the EMT Basic classes.
- Steve asked that the sawyers training happen soon so we can take advantage of the weather conditions and lack of snow at this time. Bryan will follow-up.

6. OLD BUSINESS:

a. Twin Buttes fire water supply update. The system is functioning; Austin and Kyle have been paid. The float valve still does not work to shut off the pump, so the water is constantly trickling in. There is a slow recharge and the tank is not overflowing at this time. Nothing is leaking; we currently have 9000 gallons there ready to go. Austin is checking the fire pump every week but not the well pump which is on the Twin Buttes Subdivision property where we don't have access. Bryan will ask Joe O'Brien to clarify their plans for the float valve, and find out if someone is turning their pump on and off and who is the contact person. Steve recommended Bryan see if the county subdivision approval included something about the pump valve. Bryan stated that several things in the system do not match the plans at the county level including that there is a diversion to a stock tank. Steve requested that Bryan compare the plans with the reality and write a letter about discrepancies to both the Twin Buttes HOA and Red Creek Developers. Also we need to notify the stock tank owner that we may need to cut off the flow to the tank. Then Bryan recommended the board determine that we contact Pueblo County Planning and Development if the water supply issues are not resolved by the next meeting.

b. Fire Mitigation Grant. We discussed the PR done to date, what if anything more can be done. Everyone who has requested an inspection has been called. Every property owner received a notice of our meeting. Another Beulah Buzz article will be submitted. Steve asked to revisit that we are looking for 50 participants in the grant to continue, as stated at the meeting. We agree we should have something close to that number. We

asked that a letter of commitment be sent in, by property owners, by February 7 and will make the decision to proceed after that date. 48 property inspections have been done with a few more requested to be done. Anne asked for personal contact from all of us. For her job in handling the accounting and record keeping of time sheets, expense receipts, Gwen originally requested \$1800 and with our in-kind applied, we would need to spend about \$400 actual cash of our budgeted \$800 for fire mitigation. The district would need to do onsite follow-up to see that the submitted records show work actually done. If necessary we will set up a separate account; will ask Gwen. Travis recommended that we request E-mail addresses in the newsletter and on our website so we can get this kind of information out with less expense for the District. Pat Stanifer can be a good source of information on this mitigation process which he has been through at his own home.

c. 2014 Board election update. Pat Stanifer reported on DOLA webinars he has gone through about board elections. Bryan reported that Atty. Mullans' form for his being our election officer has been submitted. House bill 1303 will change some of the forms and processes. The forms we are currently using may be changed, but these provided should be mostly correct. Bryan will check on that. Atty. Mullans has been reviewing the 100+ pages of changes for several agencies; we will be billed for a portion of that work. He does not at this time believe those changes will have much effect on us if any. We understand that Pueblo County will require a mail-in ballot. We need to get a "permanent" list of eligible District electors to Pueblo County Clerk and Recorder for any election. All current board members planning to continue need to submit self-nomination forms by our next meeting. To self-nominate you must be a property owner or resident and a registered voter in the District. We do need quality, caring, available individuals to fill the Board. Atty. Mullans is to take care of legally required publishing of a call for nominations in the Pueblo Chieftain between February 5th and 20th. Self-nomination forms are at the office and will be due at Mr. Mullan's office by February 28. Write-in candidates need to get those forms in by March 3. If the number of self-nominations is the same as for the number of positions, the election will be formally cancelled, with that event properly certified by Atty. Mullans. If not, we are required to run and pay for an election for May 6. We previously discussed budget items to cover the cost of the election; we would draw from reserves or Board of Director stipends with budget revision as needed.

d. Audit for 2014 was covered in the financial report.

e. Non-profit Formation and Fundraising Update. Kim Toman graciously offered to help get this started. Bob Thompson met with her the other day. We have copies of other auxiliary bylaws, mission statements etc. to take to our next meeting Monday. Bob asked about legal issues for the name, to obtain a Federal ID #. It should only require that the name is not used by someone else. Beulah Fire and EMS Auxiliary is suggested; just make it distinct to avoid confusion with the District name. Bryan suggested Bob be on that board to keep a good connection, and for other auxiliary Board Members to contact spouses of responders. Bob has about 30 names to call. An odd number of three to five board members would be good. We will put it in the newsletter and/or crawl to

have an initial meeting within 30 days, to provide models and make decisions. Then the 501C3 can be applied for. We can also put a short list of funding goals in the newsletter. Bryan will get a Duns and Bradstreet number to apply for grants after they have a Federal ID number. There are questions about conflict of interest. We don't see any except if we are voting on a shared issue, when the person can abstain from voting.

f. 2014 Annual Newsletter status. Please get info in to Bryan by the end of this week so Bryan can send us a draft early next week and we can have it in the mail by February 3. Bob offered that the phone company can probably fold it. Bryan did purchase stamps this morning to avoid rise in cost of stamps coming in a few days.

7. NEW BUSINESS: none.

8. MOTION TO ADJOURN: *was made by Travis Allee, seconded by Bob Thompson. Motion carried with no objections. Meeting adjourned at 8:09 pm.*

Anne E Moulton
Secretary, Board of Directors,
Beulah Fire Protection and Ambulance District

Final