

**BEULAH AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 49**

**January 26, 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 Tricia & Nathan Anderson, Attorney Tom Mullans, and community members Gary Kyte, Bob Thompson, Jerry Wahl, and John Russell.

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

**2.THE AGENDA:** additions were requested of, under New Business: move item 7d to Financial Report; move item 6c from Old Business to New Business, and add election resolution 2012-3. Motion to approve the agenda as corrected was made by Judy Lietz, seconded by Carol Wright. Motion carried with no objections.

**3.MINUTES** of the December 11, 2011 meeting to be corrected as follows:

Item 4, third bullet: correct ! to 1 in \$1823

Item 6a: spell out SOG Standard Operating Guidelines

Item 6b, first bullet: we needed to use income from 2009 “prior reserves”. In the 2011 budget.”

Item 6b, 3rdbullet: increase”d”

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

**4.TREASURER RUTH ANN AMEY GAVE THE FINANCIAL REPORT through end of year, 2011:**

- We overspent the budget by \$3,300 but did not overspend income. After the fact we need to revise the budget to correct this and send the new copy to DOLA (Department of Local Affairs)
- We were too confident in the secondary report Bryan keeps so we overspent. Bryan was spending what we had for income, not according to the budget figures. Also some 2012 approved amounts were paid for in 2011. These included big ticket items such as the EOY(end of year) dinner, Tahoe related parts, Tahoe insurance, 2 AEDs, propane, plowing, SDA membership and HUB insurance (they had to have the check in hand before EOY, so we ended up paying for two years in 2011).
- We still have reserves.

- Steve requested that we be mindful of budgeted amounts and avoid this problem next year or preferably re-budget before the fact. Lesson learned. We should have had extra money for reserves but now will need to save it in 2012.
- Ruth Ann presented the revised total budget to reflect the actual year in performance.
- We were overspent in Ambulance Expenses, underspent in Personnel thanks to Bryan taking many shifts, a little overspent in insurance because of the Tahoe, a little over in Office Expenses because the January rent check was cut before the EOY, and it included the SDA membership. Under Public Outreach, we received back the fund raising expenses from the Fire/EMS BBQ

Resolution 2012-2 adopting an amended budget was presented. Judy Lietz made a motion to accept the revised budget, and to approve this resolution, Carol Wright seconded. Ayes were recorded for Steve Douglas, Carol Wright, Anne Moulton, Ruth Ann Amey, and Judy Lietz, to carry the motion with no objections.

Motion to accept Treasurers report was made by Anne Moulton, seconded by Carol Wright. Motion carried with no objections.

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

- We responded on 132 calls in 2011, up from 77 in 2010.
- AMR's regional director Scott Lenn, in conversation with Captain Anderson and Steve Douglas, mentioned they were removing 4 ambulances from service and might donate one to Beulah Ambulance District. This ambulance with 320,000 miles on it has been well maintained, and is the best of those being retired. Our current Ambulance 2's deficits were listed and Bryan stated it doesn't meet patient care standards (we will need to decide whether to return it to prior owners or sell it). For the AMR rig, there will be some expenses including lettering and trading out the mobile radios. Bryan estimated these expenses at \$500 for the radio, \$1000 for decals, (won't have to paint it). We have sufficient supplies and equipment from Ambulance 2. With state grant funding options we should be able to put in more equipment. This vehicle should not require immediate repair since it has been in use and maintained. We used our Ambulance 2 only three times last year. Steve asks if we will have the same issue as with Pueblo West, regarding indemnifying the donor against any liability for our use of this vehicle. Bryan will ask Scott Lenn for a copy of AMR's contract for donations. Steve likes the looks of the unit. Further discussion will occur under New Business.
- Our second EMT Basic class started on January 16<sup>th</sup>. Four of the students are intending to join our agency. This is a cost savings to the district of \$17,000 over sending them to Pueblo Community College for training. A fifth individual involved in law enforcement is also taking the class for a fee.
- Captain Anderson and Lieutenant Griggs have both begun their last semester of Paramedic school and will begin their internships in April of this year. We hope to have them both certified as paramedics by this summer.
- Clara Long is no longer with our agency, having moved to the Fort Collins area to be employed by Thompson Valley Ambulance. We have two new members, Joel

Outhier, a Beulah resident and paramedic for AMR, and Doug Bohrer, an EMT student and Beulah Firefighter

- In response to Bryan's request, we will be given, for a savings of \$2500, an air (internet) card as well as a new MDC (Mobile Data Center) from the 911 Authority Board. These are for the response vehicle. We will still need to purchase (with grant funds), another laptop for our Ambulance 2 for patient care reports. This was already budgeted in a Colorado EMS grant. We will then go paperless. Our grant included, for Ambulance 2, a stretcher, and upgrade of our current monitor for CO monitoring.
- With Bryan following up on our recommendation, Cindy Bates agreed to having an AED placed at the Beulah Inn. Brian will train their staff when the AED is obtained.
- Colorado government sent out a questionnaire regarding influenza immunization. Bryan has the terminology for a proposed mandate. We currently meet the mandate, and can and should support this language. Last year about 80% of our members were immunized.

## **6. OLD BUSINESS:**

**a. Update on Beulah Fire inclusion in the Ambulance District:** Gary Kyte, accompanied by Jerry Wahl and Bob Thompson (all members of the Beulah Fire board), were present to formally ask us to amend our service plan to include fire service.

We did create a revised plan last year for the ambulance service, which documented what we had achieved and added our current effective mode of operation. Atty. Mullans stated that any material modification has to be approved by county commissioners. He recommended that, if the modified plan was not approved by the commissioners, we use the original service plan as a basis. We provided a copy of the revised and original plans to Mr. Kyte. Atty. Mullans spoke with Gary Raso, who said the new plan should probably go to the Pueblo County Commissioners for approval. This plan should include funds from Beulah Fire in the budget proposal, with both agencies working together, and needs to be contingent upon the mill levy to be voted upon in November. There is no clear provision in the statute for this process. We would then become a Fire Protection District that provides ambulance service. We will be permitted to charge for ambulance services, and bill insurance but not to charge or bill for fire services. There are additional powers of a Fire Protection District; he will check on it. There was a question about fire equipment (vehicles?) going for extrication on ambulance runs. The name would change to Beulah Fire Protection District or something like that. Otherwise, if we provide more than one service we may have to become a metropolitan district.

Regarding hazardous materials response we need to relate to Pueblo County Hazmat. Currently Pueblo West and Rye split the Beulah area in Hazmat response. Steve suggested that other districts may have a problem with continuing to act as a hazmat initial responder for our area, once fire becomes part of our taxing district. To provide for ourselves, we will have to advance from a level B to level A in gear and training. Requirements include 80 hours training at a cost of \$2000 for each technician plus about \$500 for each suit. Sometimes you can get a discount on the class. Bryan suggested we

need to consider grants. Personnel should be trained even if we have no equipment. Bob Thompson asked about the time period required to progress to that level. We need to go to hazmat meetings and learn how to bridge the gap. Bryan asked if he should attend those meetings now before our vote to change our agency. Fire personnel and Steve said yes. Bryan told us our members are awareness trained, and a few are operations trained for level 1 firefighter. We have a world class hazmat training facility at TTCI (Transportation Technology Center Inc). Each chief can determine the level of local training that can be provided by those certified. We need to plan for all hazard training. No designated hazmat transport routes run through our district, but some hazardous materials are transported here for delivery. There are also potential concerns re explosives and meth labs.

Atty. Mullans suggested we plan for what is really needed regarding the mill levy. The District will be the same entity so there will be no need to debruce or vote in a new district. By April 15 we should have the service plan modified (again, contingent on a positive vote for the increased mill levy), and submitted for approval by the commissioners. There is a Sept 7 deadline for arranging the November election for voter approval of the increased mill levy (as required by TABOR). The Fire Department must approve transferring their assets to this agency. Afterward we will need to formally adopt the county fire code, and agree on our chief. Bob Thompson asked if we can have the vote for 7 mills and then drop back to 5.5 mills. Any permanent change must be voter approved but there is a process for a temporary reduction if it is appropriate. Atty. Mullans stated that we need to justify the mill levy, including to arrange insurance for both activities. He advised be realistic on the high side. We discussed the Armstrong Fire Fund. Atty. Mullans stated this is not a merger, but the Ambulance District expanding services and receiving gifts from Fire Department. Steve stated that we want to project to the public that this is not a takeover, but a shared expansion. We were reminded to reserve funds to take care of the first few months of year before taxes begin to accrue. We informed all present that if there are only two nominees, we can cancel the election and save several thousand dollars. If necessary, Pueblo County will do a mail ballot. (We later learned it will not be a mail-in ballot. Our contract states it will be a polling place election).

*Anne Moulton made a motion that we proceed with steps to expand the Beulah Ambulance District into a Fire Protection District with EMS, to include writing and approving an expanded service plan and a shared district budget. Steve Douglas seconded. The motion carried with no objections.*

Jerry Wahl and Bob Thompson expressed plans to submit self-nomination papers. Potential board members must be registered electors in Colorado and can include renters and owners of property in the District who live in Colorado and are registered to vote in Colorado. The definition is on the self-nomination form. Individuals can rescind their nominations before the submission deadline.

**b. Bryan Ware's personnel issue:** Bryan received a modified probation in Ohio with a two year extension, through August of 2013. This information has been submitted to the State of Colorado which sustained his certifications. Ohio did not hold him in violation

of his prior probation. Ben Whitfield is his probation officer. The old language was deemed not tenable resulting in confusion about what was intended.

**d. Annual report:** Bryan provided a draft of the annual report, and asked if we see any changes . We need to fix Judy Satterfield to Judy Lietz, and delete “Special Tax” from the name of the District. Minor grammar errors that appear on the computer should be fixed.

## **7. NEW BUSINESS:**

**a. AMR ambulance donation:** Bryan will check the language of the contract and the cost of putting it into service and where within the budget this can be accomplished. If all is acceptable, he is approved for the following:

*Motion to authorize Bryan to check out the offered donation of a used AMR ambulance, including cost and contract language, and to fill out paperwork for the request, was made by Carol Wright, seconded by Ruth Ann Amey. Motion carried with no objections.*

**b. Annual stipend for board members:** there is a statutory maximum of \$1600/year or \$100/meeting. Currently we offer \$50 per meeting, though most waive this stipend. Forms to waive this stipend were provided by Ruth Ann tonight, to be returned if we so choose.

**c. Resolution 2012-1, Designating Locations for Posting Notice of Meetings of the Board** was presented (keeping the same locations as in 2011). *A Motion to approve this resolution was made by Anne Moulton, seconded by Carol Wright. Ayes were recorded for Steve Douglas, Carol Wright, Anne Moulton, Ruth Ann Amey, and Judy Lietz, to carry the motion with no objections.*

**d. Resolution 2012-3, Election Resolution for 2012 Regular District Election** (which further defines the election process and designates Thomas J Mullans as the Designated Election Official of the District) was presented. Corrections were made regarding four vs two year terms in two places and to update Judy’s last name. *A motion to approve this resolution as amended was made by Anne Moulton and seconded by Judy Lietz. Ayes were recorded for Steve Douglas, Carol Wright, Anne Moulton, Ruth Ann Amey, and Judy Lietz, to carry the motion with no objections.*

**e. Personnel Issue – Bryan Ware update, executive session:** *A motion was made by Anne Moulton to enter into Executive session for this personnel issue, pursuant to CRS Section 24-6-402(4)(f), seconded by Judy Lietz. Motion carried with no objections. Following this session, no action was required; motion was made to exit executive session by Carol Wright, seconded by Ruth Ann Amey. Motion carried with no objections.*

**8. MOTION TO ADJOURN:** *was made by Judy Lietz, seconded by Carol Wright. Motion carried with no objections. Meeting was adjourned at 9:12 pm*

Anne E Moulton

Secretary. Beulah Ambulance District Board of Directors

Final