

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 148
January 24, 2019**

MINUTES

The meeting of the Board was held at Fire Station #1 in Beulah, CO.

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

Chair and President John Levar called the meeting to order at 6:33 p.m.

2. APPROVAL OF AGENDA.

There were two additions to the Agenda. A new Item 6.a was inserted in Old Business, District Overview, presented by Steve Douglas. New Business Item 7.c, Board Member Waiver, was also added.

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

3. APPROVAL OF MINUTES of Combined Nov-Dec Meeting on December 12, 2018

Changes submitted and discussed 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 corrections and discussed changes and to approve the minutes as amended, seconded by Kim Toman. Motion carried with no objections.

4. FINANCIAL REPORT

a. The District checking balance in the Bank of the San Juans (BSJ) Operating Account is \$54,654; the balance in the BSJ Savings Account is \$14,209. The balance in the Escrow account is \$48,338.

b. Revenue Line Item 7300, Cash Donations, current month activity is \$29,485. \$55,000 from the sale of old Station #1 was deposited into the District checking account, a portion of the \$55,000 was transferred to the District Escrow account for scheduled payments. The remaining portion staying in the District checking account. The majority of the \$29,485 is from the remaining funds from the sale of old Station #1.

c. Expense Line Item 8260, Board of Directors Pay, current month activity is \$1,866. This expense is for the annual Appreciation Dinner. All Board members had signed compensation waivers for 2018 redirecting their stipend to this expense.

Motion was made by Kim Toman to accept the Financial Report, seconded by Steve McLaughlin. Motion carried with no objections.

5. CHIEF'S REPORT, reported by Bryan

a. In 2018 there were a total of 225 total responses; 133 EMS and 99 Fire. Of the 133 medical calls, 93 have been transported.

b. The District received 17 Fire Contracts for 2019. Some of the contracts were renewals from 2018. There were three new contracts added for 2019. The District received \$3,380 in payments for these fire contract.

6. OLD BUSINESS

a. District Overview – presented by Steve Douglas

Guest and District Past Chair and President, Steve Douglas, presented a 24 page document containing the history of the District, *Beulah Fire Protection and Ambulance District: Overview* (Overview). The well written document will be placed on the District website for public information. The Overview contains a comprehensive history of the formation of all the response agencies over the course of many years in the Beulah Valley. When compiling this information, Steve realized that he also should compile a list of past Board Members. He is in the process of gathering this information to accompany the Overview.

b. District Auxiliary - Update

The Auxiliary will have another Barn Dance. The date set is June 1, 2019. This fundraiser will not be shared with other non-profits in Community. Naomi is checking to see if the Auxiliary is eligible for a gaming license for a possible raffle or bingo night. There may be a new fundraiser at the Barn in September. The Auxiliary's Annual Report will be included in the next Pine Drive Telephone Billing statement. Thank you Pine Drive Telephone.

c. Fire Station Site Plans and Activities – Update

i. Surveys

There was nothing to report.

ii. Overall Project (Building & Water Line) Budget – Funding & Costs

A new water leak was found today in the roof. It will be repaired at no cost to the District. The 2 year warranty period began on December 20, 2018. There are a few other items on Bryan's punch list for H.E. Whitlock to complete. The Colorado Department of Transportation (CDOT) is not signing off on the access permit. As discussed at the last meeting, the 6" extension into Highway 78 will need to be poured. H. E. Whitlock renewed the building permit so this work could be done. Again, this extra work will be at no additional cost to the District. Bryan is beginning developing a support services team to help with smaller, recurring tasks around the fire station.

There was a great turnout at Grand Opening. There will be another Open House this Saturday from 9am – noon.

iii. DOLA Grants

The overage grant will not be available due to submittal timing issues. DOLA cannot award overage grants to a project that is already complete even when final payments have

not yet been made. There is still a \$67,000 project shortfall that the overage grant would fund. Bryan has a couple different avenues to pursue and will not stop pursuing until all avenues are completely exhausted. The District is still waiting for \$105,000 in funds awarded from DOLA. January 2019 scheduled payments will be made as soon as those funds are received from DOLA. Payments to be made from these funds include \$91,000 to H. E. Whitlock (\$80,000 of the \$91,00 will be paid in February); \$2,700 closeout payment to F&D International; and \$56,000 for the Plymovent system.

iv. USDA Grants

There was nothing to report. This will be removed for next meeting.

v. Other Grants

Bryan will be applying to the Southern Colorado Community Foundation for a grant for furniture for the Community Room . Bryan will also apply for a grant from the El Pomar Foundation for the backup emergency generator.

d. Mitigation, Preparedness & Public Education on Flash Flooding

The sirens are not up yet. Bryan is still working with Pueblo County to get the surveys approved for the few sirens that are located in a flood plain.

e. Annual Newsletter

The Board and Bryan had discussions about how the Annual Newsletter will be presented to landowners within District boundaries. Considering all available options and keeping total cost in mind, the Board agreed that the Annual Newsletter be consolidated to a double-sided, one-page document and will be included in a Pine Drive Telephone Billing statement. The Annual Newsletter will also be available on the District website, free of charge for pick up at the Beulah General Store, Stopmin' Grounds Coffee Shop, and Beulah Post Office. Bryan will start working on a draft next week and get a draft to the Board via email as soon as possible.

7. NEW BUSINESS

a. 2018 Audit

Bryan will contact Sam Denardo's office about the 2018 audit. The audit will cost approximately \$10,000. After discussions, the Board agreed to use the same accounting firm for the 2018 Audit. A request for proposal is not required. Previously, Sam Denardo has given the District a \$1,000 in-kind donation to offset the cost of the audit exemption. Thank you, Sam. The District is hoping for a slight donation toward the cost of the 2018 full audit.

b. Adoption of 2018 Budget

Bryan explained all the updates on the proposed 2018 Budget Revision 6. The biggest changes are Line Items 7700, 8181 and 8182, all pertaining to the DOLA grant funds received and expended. In discussions with DOLA, Bryan found out that these DOLA grant award funds and associated expenses are required to be included in the District Budget. Even though the District accountant and auditor did not mention this fact in the past, DOLA is the agency that the District directly reports to and these changes would be made based on DOLA's recommendation. All present Board Members and the public had ample opportunity to ask questions on the budget figures presented and Bryan answered all questions that were asked.

Motion to accept Resolution 2019-1, Adopting an Amended Budget for the Beulah Fire Protection and Ambulance District, Beulah, Colorado, for the Calendar Year Beginning on the First Day of January 2018, and Ending on the Last Day of December 2018, was made by Steve McLaughlin, and seconded by Kim Toman. Roll call vote was taken: John Lever – aye; Steve McLaughlin – aye; Joni Smith – aye; Kim Toman - aye. Motion carried unanimously.

c. Board Waiver

The Board Compensation Waivers were handed to all Board Members. Members were given the opportunity to willingly and individually sign the Compensation Waiver and turn back in to the District. By signing the Compensation Waiver, the Board Member would defer their stipend back to the District and the funds would be directed to the Annual Appreciation Dinner for 2019.

Motion was made by Kim Toman to approve the 2019 Board Compensation Waiver, seconded by Steve McLaughlin. Motion carried with no objections.

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

Meeting adjourned at 7:29pm.

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 Dec 31, 2018
- Beulah Fire Protection and Ambulance District: Overview and working list of Board of Directors
- Station 1 Cost Summary