

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 100  
September 24, 2015**

**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, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Also attending was Chief Bryan Ware.

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

**2. APPROVAL OF AGENDA.**

There were no additions or corrections to the agenda. [Later in the meeting, there was an addition to Item 7.3, other, which was Station 2 modifications].

*Motion was made by Pat Stanifer to approve the agenda as presented, seconded by Bob Thompson. Motion carried with no objections.*

**3. APPROVAL OF MINUTES of the August 27, 2015 meeting.**

Track changes submitted 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 track change corrections and discussed changes and to approve the minutes as amended, seconded by Pat Stanifer. Motion carried with no objections.*

**4. FINANCIAL REPORT**

**a.** The District checking balance is \$94,655.68. The District savings balance is 45,005.11.

**b.** On the right hand side column, Current Tax Collections not Distributed, currently shows a zero amount. This amount should actually be \$1,570.62, but this information was not available at the time of the printing of the Statement of Actual to Budget.

**c.** There is an increase in Accounts Payable which is still due to corrections made to the final corrections for Bryan's earlier overpay this year. There was still one issue remaining and it will clear and balance out next month.

**d.** Expense Line Item 8111, Personal Protective Equipment (PPE), the current month activity is \$2,026. This amount is for the purchase of used Self Contained Breathing Apparatus (SCBA's) which were purchased through Ebay. This PPE will be used for training purposes only and will be reimbursed to the District by Pueblo County.

**e.** Expense Line Item 8180, Grant Medical Equipment, the current month activity is \$10,047. This amount is for the well drilling and water pump at Station 2.

*Motion was made by Kim Toman to accept the Financial Report, seconded by Bob Thompson. Motion carried with no objections.*

## **5. CHIEF'S REPORT, reported by Bryan**

**a.** So far this year there have been 127 total responses; 101 EMS and 26 Fire.

**b.** At Station 2 the septic system has been installed and inspected by the Pueblo City-County Health Department. There still needs to be a permanent barrier put around the leach field and the final inspection can be completed. When the final inspection is done, the interior of the bathroom can be finished. Also, the search maze can be completed.

**c.** There was \$3,500 budgeted for the Station 2 septic project. It is anticipated that only \$1,100 will be used for the project. It is recommended that the leftover funds are used for shortfalls in the other projects at Station 2.

**d.** The starter on Brush 72 broke off and made a hole in the engine. Brush 72 has been taken out of service. A few days earlier, Brush 71 was taken out of service because the power control module had failed. Brush 71 will cost approximately \$1,000 to fix. Brush 72 has been repaired enough to move short distances. This will allow it to be moved enough so that Brush 71 can be moved to Station 2 for more substantial repairs. At this time it is not cost effective to repair Brush 72 for service use. Bryan is talking with the Forest Service about a Brush truck as well as looking into purchasing just a chassis and cab to transfer the slip-on tank & pump unit over from Brush 72. The District has Fire 5 on loan for the time being from Pueblo County Emergency Services Bureau (ESB). On October 16, 2015, this situation will be reevaluated and the loan of Fire 5 will be discussed with ESB.

**e.** The flu vaccine has arrived and it will be available to the community after October 12, 2015.

**f.** Bryan will be out of town from October 2-9, 2015.

## **6. OLD BUSINESS**

### **a. District Auxiliary - update**

Fundraisers: Cowboy Poetry was successful. Over \$10,000 net was raised from all sources and this takes into account \$1,600 in expenses.

### **b. Potential Fire Station Site and Plans – update**

**i.** Since the last meeting there has been one change to the scheduling of meetings. The Use Permit will go before the Planning Commission on November 18, 2015, the same day the Map Amendment goes before the County Commissioners. On this day the Map Amendment hearing will be at 9am, and the Use Permit hearing will be at 5:30pm. The Map Amendment will be heard by the Planning Commission on October 21, 2015 at 5:30pm. The Planning Department thought it would be too much to hear both the Map Amendment and Use Permit at the same time, thus the change in the Use Permit hearing.

**ii.** The subdivision exemption was heard by the County Commissioners on September 16 and it stayed on the consent agenda with no objections. Planning staff recommended two conditions of approval, which were included in that approval. The first condition was the one the District and Mr. Sellers were already aware of: an additional 10' road easement on the North Creek Road side of the property. This does not affect the fire station parcel but rather the remaining parcel after the 6-acre parcel is donated to the District. Dick Seller's agreed to that condition. The second condition is

that the Planning Department staff would work directly with Travis to sort out a few differences that goes back to the legal descriptions of the property. The legal description used for the original subdivision exemption was not a very accurate one, so when that legal description was used for this subdivision exemption legal description it was even more difficult to ascertain a correct legal description. In essence what will most likely have to be done to ultimately correct the legal description is for Dick Seller's to deed to himself the property with the accurate legal description. Once this is done, the subdivision exemption plat for the new fire station parcel can be finished with an accurate legal description. Once the legal descriptions are accurate, the deeds can be written. The District does have the County Commissioner's conditional approval of the subdivision exemption.

**ii.** There is still a bit of misinformation being communicated among community residents regarding District expenses, equipment and plans. Steve encouraged all Board Members to be proactive and correct the misinformation when it is heard.

**iii.** Bryan spoke with David King and David indicated he had contacts at Petco, the new concrete facility in Pueblo. David expressed that he felt very confident that he could get the concrete donated for parking around new fire station. Once the business plan has been finalized by F&DInternational, David and Bryan can present it to the owners of the cement facility.

**iv.** Steve and Dick Seller's still have the goal of drafting the transfer deed prior to the November 18, 2015 Commissioners meeting, so that Dick can formally make the transfer shortly thereafter, in time for a December DOLA grant application.

**v.** Steve did ask for waivers of the fees for the Map Amendment and Use Permit. This has to be determined by the Commissioners, and will be presented to them as part of the Planning Department staff's review of the applications. It is still unknown if the waivers for these fees will be granted or not. The fees have been paid for with the applications. If the fees are waived, they would be paid back to the District.

**vi.** As funds are received by the District for the new fire station it needs to be determined what types of funds are subject to the TABOR reserve, donation funds, state funds, federal funds, or some or all. The District has been advised by the Department of Local Affairs (DOLA) to consult with our accountant on this matter. Funds received through the Auxiliary are not subject to TABOR reserve.

**vii.** Steve also inquired with F&DInternational about upfront funding that would potentially be needed for fire station project cost. F&DInternational indicated that grant funding would allow for little to no upfront District funding for the project. Grant funds would be set aside by the granting source for the project. As invoices are received by the District, they would get sent to the granting source which would in turn pay the invoices. Also requested from F&DInternational is an operating budget for annual operational expenses for the new station.

**viii.** Steve reminded all Board Members that he will be out of town from September 27<sup>th</sup> - October 18<sup>th</sup>.

### **c. Evacuation Planning – Public Information - update**

**i.** The Evacuation Exercise will still be happening this Saturday. There are still a lot of documents to be created for the exercise. Board Members are encouraged to be at the Beulah School at 9:30am on Saturday and please bring your department accountability tags for check-in. The exercise will start around 10am.

**ii.** Steve talked with Chuck Colletti about Oldham Road. The road has been graded as good as it could be. There still is a problem area with this road which is about two-thirds of the way down the road from the 3R Road side. Because of this section of the road, it has been determined that the road is passable by 4-wheel drive vehicles only. There is a padlock on the gate on the Highway 78 side of Oldham Road, but it is not locked. The gate remains unlocked and usable for emergency vehicles. There will NOT be anyone travelling over Oldham Road for Evacuation Exercise purposes.

**d. Retirement of Engine 62 - update**

Bryan retrieved the title from the safe deposit box for the old Med 52 unit, which went to Daurio's for scrap, and Engine 62's Bill of Origin which has transfer of ownership information on the back. With the new information about the transfer of ownership details on the back of the Bill of Origin for Engine 62, transferring this apparatus to Pueblo Community College (PCC) is now in motion once again. Bryan will have more details at the October 2015 Board Meeting.

**e. Chief 1 Vehicle - update**

**i.** This vehicle has a lot of miles on it and is near the end of its useful life. It is being maintained until a replacement can be found, unless it has a major breakdown. There are no imminent safety issues with the vehicle. The vehicle may break down while on dispatch to a scene but will not fail to the point of causing personal injury to the driver or passenger(s). Bryan met with Larissa, the Homeland Security Coordinator for our area. There is a grant available in September 2016 and she will be assisting Bryan with a grant for a side by side, four wheeler and trailer grant that, if worded properly, can include a Chief Vehicle that would be used for towing and response utilizing the 4-wheel apparatus.

**ii.** There has been no addition information on a vehicle from Pueblo West Fire or Pueblo County Emergency Service Bureau (ESB).

**f. Med 52 - update**

Radios have been installed in the new Med 52 unit. The District still needs to get a check to Rye Fire and receive the title and associated paperwork from Rye Fire in order to transfer ownership and inspection certificate to our District. Once this has been completed, the District will seek insurance coverage for this unit. After insurance is obtained, decals will be applied and the unit will officially be put in service in our District.

**g. Grant Writer - update**

**i.** Bryan was in contact with Terri Erickson, a grant writer in Rocky Ford. She was not accepting new clients. Bryan also contacted Amy Rye of Beulah, and she suggested using Paige Vercelline. Lastly, Bryan contacted Linda Trimby, a grant writer from PCC. She was overloaded with work and not interested in writing grants for the District.

**ii.** Bryan would still like to hire a grant writer to create a grant calendar. Additionally, he would like to get two grants submitted, at a minimum. The Board was urged to consider Paige Vercelline to create the calendar and submit two grants for the District since due diligence has been made in trying to find a grant writer. Discussions were held and a consensus was reached.

*Motion was made by Steve Douglas to authorize Bryan to negotiate into a contract, not to exceed \$1,250, between the District and Paige Vercelline as a grant writer to create a grant calendar and find and submit 2 grants of the Districts choosing. Her performance shall be reviewed after four months. The motion was seconded by Joni Smith. Motion carried with no objections.*

#### **h. Natural Hazards Mitigation Planning - update**

**i.** The deadlines previously documented have not changed. The required public meeting that was scheduled for September 22, 2015 has been postponed to October 13, 2015. The planning committee met again this morning and documents are getting finalized. It is duly noted that the level of participation by other agencies is very low.

**ii.** Action Strategies have to be mentioned and noted by jurisdictions in the Plan. Steve will have included in the Plan maintaining Oldham Road for official and public emergency purposes. He also included a proposed action that would support a broad scope of mitigation of wildland fuels in and for the protection of the Beulah watershed.

### **7. NEW BUSINESS**

#### **a. 2015 Budget Revision**

**i.** The 2015 Budget Revision was presented. There were a few minor changes to some Revenue items. There were also a few changes to the Expenditures. The most notable change to Expenditures was line 8111, Personal Protective Equipment (PPE). This has a larger increase in 2015 since the District has taken in four new members this year and these new members needed to be outfitted with PPE. Also noteworthy is that a few members have since retired or moved in 2015. Their PPE will be cleaned and reissued to any new members joining the District. Line 8260, Board of Directors, remaining expenses not used will be moved into the expense Line 8230, Recruitment, Retention, Recognition, as designated earlier this year by the Board.

**ii.** In December, the final 2015 Budget will be presented based on actual figures from 2015.

**iii.** Discussions on various line item amounts were held.

*Motion to accept Resolution 2015-4, adopting the amended budget as submitted, was made by Joni Smith, and seconded by Pat Stanifer. Roll call vote was taken: Steve Douglas – aye; Pat Stanifer – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman-aye. Motion carried unanimously.*

#### **b. 2016 Budget**

**i.** The 2016 Draft Budget was presented. The major change from the 2015 Budget is expense Line 8250, Training & Certification. The large increase in this line item is for the paramedic schooling for two members. \$10,320 will be grant reimbursed for this schooling with the District covering the remaining \$10,320 for the schooling.

**ii.** Revenue Line 7300, Cash Donations, will be decreased to \$4,526 to make the Total Revenue figure equal to \$242,029. There were no other recommended line item revisions to the 2016 Budget.

**iii.** In December, the final 2016 Budget will be presented based on actual figures from 2015.

**iv.** Discussions on various line item amounts were held.

*Motion to accept Resolution 2015-5, adopting the 2016 draft budget as submitted, was made by Kim Toman, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Pat Stanifer – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman – aye. Motion carried unanimously.*

**c. New Account: Capital - Facility**

Steve suggested that new and proper Accounting/Reporting needs to be identified for the new fire station for public information reasons. It could be in the form of a new account for funds received for the new station, the determination of an Enterprise Fund, or just a designation on the right side column of the District's Financial Statement. This will be discussed with Gwen and discussed at the October 2015 Board Meeting.

**d. Website Monitoring & Quality Control**

**i.** Recently it was found that the District's Service Plan was incorrect (old version) on the District's website. Board members are encouraged to continuously monitor the website and identify any missing or incorrect information to Bryan who will have it modified.

**ii.** With the recent development of a new District website, Bryan will assign each Board Member with a page or pages on the website to review for accuracy. Bryan will get the assignments with deadlines out to Board Members before October 2, 2015. Board Members agreed to complete all assignments made by Bryan within the deadline he assigns. Board Members will also review their own profile that is in place on the District website and get updates and/or changes to Bryan as well.

**e. Station 2 modifications**

Last winter, Station 2 used an extraordinary amount of propane to heat the building, about \$4,000 for the months from and including November 2014 to May 2015. The Station currently uses a forced hot air heating system. It is recommended that this heating system be changed to a new overhead radiant heat system. The new heating system would not cost more than \$2,000 to purchase and install. Discussions were held and it was recommended that heat for the new bathroom be considered if it was determined that this new radiant heat system did not properly heat the bathroom.

*Motion was made by Steve Douglas to spend up to \$2,000 of Capital Funds to purchase and install a new overhead, propane based, radiant heat system to heat all of Station 2, including the new bathroom, seconded by Kim Toman. Motion carried with no objections.*

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

Meeting adjourned at 8:47pm.

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 August 31, 2015

-Beulah Fire Protection and Ambulance District: 2015 Budget- Revision 1

-Beulah Fire Protection and Ambulance District: 2016 Draft Budget