

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING No. 119
December 4, 2016**

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

Chair and President Steve Douglas called the meeting to order at 1:05p.m.

2. APPROVAL OF AGENDA.

There was one addition to the Agenda: Item 7.d, Fire Contracts – Rate Increase, placed before Item 3.c, Discussion of Potential Raise for Chief Ware for 2017. Other than this one change there were no other additions or corrections to the Agenda.

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

3. NEW BUSINESS

a. Beulah Fire Protection and Ambulance District Chief Bryan Ware's Annual Performance Evaluation

- i.** Chief Ware did not request Executive Session for this meeting.
- ii.** The Chief's responses to the 13 questions posed for his review were reviewed and opportunities were made available for attendees to question Chief Ware on these topics.
- iii.** Board members gave their individual performance ratings for Chief Ware. There were 5 "Excellent" ratings. All Board Members were very impressed with Chief Ware's performance in 2016.

b. Chief's Job Description – review and update as needed

An updated revision of the Chief's Job Description was provided at the meeting. Board Members reviewed the suggested changes and are encouraged to bring comments and other potential changes to the Combined November-December Board Meeting on December 8, 2016.

d. Fire Contracts – Rate Increase

Given the passing of the mil levy ballot issue, it is only fair that the fire contract rates be increased as well. There has not been a rate increase in 3 years. In addition, the apparatus gained from the construction of the new Fire Station will benefit responses to those with fire contracts. Fire contracts are for structure and wildland fire protection only, there is no EMS service included in fire contracts. After discussions, it was determined that the new fire contract rate will be equivalent to a 10.0 mil levy against the assessed valuation of the property and structure(s). This is an equivalent increase of 4.0 mils from last year.

Motion was made by Bob Thompson to increase the fire contract rate to an equivalent of a 10.0 mil levy assessed against property valuation, seconded by Joni Smith. Motion carried with no objections.

c. Discuss potential raise for Chief Salary 2017

After the discussions regarding the excellent performance of Chief Ware in 2016, Board Members discussed a potential raise for Chief Ware in 2017. After discussions, it was determined that Chief Ware will receive a 2.0% cost of living AND 2.0% merit increase in his 2017 salary. This equates to a \$2,184 in Chief Ware's 2017 salary, bringing it to \$56,784. All present Board Members were in agreement to this increase for Chief Ware. Thank you Bryan, for successfully leading EMS and Fire efforts in the District in 2016.

Motion was made by Kim Toman to approve Chief Ware's salary increase by 4% for 2017, seconded by Joni Smith. Motion carried with no objections.

Board Members were given the current Chief Contract and a draft version of the revised Chief Contract that would be in effect for the three years of 2017, 2018, and 2019. Board Members are to review these documents and be prepared to discuss potential changes at the Combined November-December Board Meeting on December 8, 2016.

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

Meeting adjourned at 3:25pm.

Kim Toman
Secretary, Board of Directors
Beulah Fire Protection and Ambulance District
Final

Attachments

-Agenda

-Chief Ware Performance Evaluation questions and responses

-Job Description: Fire Chief – Beulah Fire Protection and Ambulance District, redline draft updates for 2017

-2017 redline draft updates to current Chief Contract