

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 134  
December 7, 2017**

**MINUTES**

The meeting of the Board was held at the Beulah Community Center 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 5:32p.m.**

**2. APPROVAL OF AGENDA.**

There were a few additions/corrections to the agenda. Two Items were placed between Items 2 and 3, Approval of Meeting Minutes of the October 26 Meeting, and Approval of the Meeting Minutes of the Special Meeting on November 18. Resolution 2017 – 16 was added to Old Business Item 5.b.iv for the Bid Selection. This item was also changed to Executive Session with an inclusion of Chief Ware to the Executive Session. Added under Old Business, was Item d, Prescribed Fire Planning for Pueblo Mountain Park - Update. The last item added was a motion to approve Chief Ware's raise, to be included in the Financial Report, Item 3.

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

**3. APPROVAL OF MINUTES of October 26, 2017 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 Stephen McLaughlin. Motion carried with no objections.*

**APPROVAL OF MINUTES of Special Meeting on November 18, 2017.**

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 Bob Thompson 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 Kim Toman. Motion carried with no objections.*

**4. FINANCIAL REPORT**

**a.** The District checking balance in the Pueblo Bank & Trust (PB&T) account is \$16,194; the balance in the Bank of the San Juans (BSJ) Operating Account is \$55,392; the balance in the BSJ Savings Account is \$44,195. The balance in the New Station Enterprise Fund is \$32,580.

**b.** The BSJ Construction Account balances are as follows: Escrow: \$1,809,761 (left to write checks against); Loan Balance: \$1,988,314 (left to pay back to the bank); Note Account: \$117,997.

**c.** The total Fire Station Expenses paid to date, from inception, are \$178,553.

**d.** Expense Line Item 8415, Utilities/Propane, current month activity is \$1,108. This amount is for filling up the propane tank at the old District Office location. This was paid in October at the time of the move out.

**e.** Expense Line Item 8800, Contingency, current month activity is negative \$15,210. This line item is negative because the District was reimbursed for the flood barriers and the attendee(s) at the State Conference. These expenses were originally charged to the Contingency line item.

**f.** The Board reviewed the proposed 2018 salary increase and health insurance cost increase that was discussed in the Special Meeting held on November 18, 2017. After the review, the Board was in agreement of the proposed two changes.

*Motion was made by Kim Toman to approve Chief Ware's compensation increases as discussed and outlined in the November 18, 2017 Special Meeting, seconded by Joni Smith. Motion carried with no objections.*

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

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

**a.** So far this year there have been 192 total responses; 122EMS and 70 Fire. Of the 122 medical calls, 93 have been transported.

**b.** The State is making a few changes to reporting of incidents. Bryan is working to get the District up to speed with these new changes.

**c.** Bryan has sent out the Fire Contracts to eligible property owners. The deadline to receive the signed contracts back is December 31, 2017. So far 7 contracts have been signed and sent to the District. Bryan is expecting to see a few more signed contracts back in the next few weeks.

**d.** The annual Beulah Parade of Lights is this Saturday at 5pm. This event will be followed by a bonfire on the football field at the school.

**e.** The annual Appreciation Dinner is a week from tomorrow at the Goodpasture Barn.

**f.** Captain Kurt Thompson has completed his studies, graduated from the fire academy in connection with his new job with the Castle Rock Fire Department. He continues to live in our District and will be back on shift for us starting January 1, 2018. He will start his first 48-96 shift in Castle Rock on December 25, 2017. Congratulations Captain Thompson.

## **6. OLD BUSINESS**

### **a. District Auxiliary - Update**

The Auxiliary has paid the 2017 loan installment for the two vehicles to Fowler State Bank for approximately \$11,000. There was no Auxiliary Board Meeting in December.

### **b. Fire Station Site Plans and Activities– Update**

#### **i. Permitting and Surveys**

There was nothing to report.

#### **ii. Site Plans and Concept Design**

Currently, alternatives are being reviewed that will help keep building expenses as low as possible. Also being discussed are the interior details. Bryan will be formulating a list of what items are needed to make station functional while working with Gobin's on a quote for office furniture that is needed.

**iii. Site Work**

There was nothing to report.

**iv. Bid Review, Discussion and Possible Selection**

*Motion was made at 6:15pm by Steve Douglas to move into Executive Session to include Chief Ware, as per Section 24-6-402(4)(e), C.R.S. to discuss contract negotiations for the construction of a new central fire station with possible phone consultation with the District's Project Manager (Todd Ficken), seconded by Kim Toman. Motion carried with no objections.*

*Motion was made at 6:42pm by Joni Smith to move out of Executive Session with a final decision regarding the final bid approval, seconded by Kim Toman. Motion carried with no objections.*

After the Executive Session, the Board was in agreement that discussions begin with Whitlock Construction to finalize contract details for the General Contractor for the new fire station. The alternate General Contractor was determined to be Arc Valley.

*Motion to accept Resolution 2017-16, approving a General Contractor for the Construction of a New Central Fire Station for the Beulah Fire Protection and Ambulance District, Beulah, CO, was made by Kim Toman, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Joni Smith – aye; Stephen McLaughlin – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.*

**v. DOLA Grant**

The 2017 and 2018 Budgets will be revised to show that the \$100,000 DOLA grant award funds were received and will be used in 2018.

**vi. USDA Grant**

The USDA grant award in the amount of \$40,500 has been approved for the exhaust system in the fire station bay area. The District is still waiting for this funding to be received.

**vii. Water Line –Beulah Water Works District**

The fire station property and Pine Drive Telephone property have been successfully annexed into the Beulah Water Works District (BWWD). The District's goal is for BWWD to trade for the tap fee for the District providing the installation of the new water line to the fire station. To date there is no formal agreement for this provision. Pine Drive Telephone will provide the water line extension to their business. When the District has completed their portion of the water line extension to the fire station, the District intends on transferring ownership of that line to BWWD. Again, as of today, there is no formal agreement for this provision.

**c. Mitigation, Preparedness & Public Education on Flash Flooding**

Bryan is working with San Isabel Electric on a cost of bringing power to the siren system.

**d. Prescribed Fire Planning for Pueblo Mountain Park - Update**

The Mountain Park Environmental Center (MPEC), The Nature Conservancy (TNC), and the City of Pueblo (City) are working toward a Memorandum of Understanding (MOU) between the Conservancy and City to develop and implement a plan for prescribed fire mitigation in portions

of the Pueblo Mountain Park (PMP). The MOU has been signed by the Conservancy and is currently waiting for signature from the City. The District has roles in this MOU; including being part of the burn/no-burn decision on the days burns are planned, and for fire suppression in case a prescribed fire were to get out of control. The first prescribed fire is anticipated to be in the Fall of 2018. It will involve the burning of surface fuels, which is more extensive than just burning slash piles. There is a lot of planning, preparation and training to do before the first prescribed fire is attempted.

## **7. NEW BUSINESS**

### **a. 2018 Revised Budget Adoption – Resolution 2017 - 12**

Bryan explained all the updates on the proposed 2018 Budget Revision 2. The Budget was based on the current revenue and expense figures for fiscal year 2017. 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 2017-12, 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 Bob Thompson, and seconded by Joni Smith. Roll call vote was taken: Steve Douglas – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.*

### **b. 2018 Appropriating Sums of Money – Resolution 2017 - 13**

The Resolution for appropriating the 2018 budget amounts, as approved earlier in this meeting, was presented to the Board. Board Members, who were given the opportunity to review the Resolution and to ask questions. Bryan answered all questions asked by Board Members.

*Motion to adopt Resolution 2017-13, A Resolution Appropriating Sums of Money to the General Fund in the Amount and for the Purpose as Set For the Below; For the Beulah Fire Protection and Ambulance District for the Budget Year Beginning on the first Day of January 2018, and Ending on the last Day of December, 2018, was made by Joni Smith, and seconded by Stephen McLaughlin. Roll call vote was taken: Steve Douglas – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.*

### **c. 2018 Levy Property Taxes - Resolution 2017 - 14**

The Resolution for imposing property taxes in 2018 was presented to the Board. Board Members were given the opportunity to review the Resolution and to ask questions. Bryan answered all questions asked by Board Members.

*Motion to approve Resolution 2017-14, A Resolution Levying Property Taxes for the Year 2018 to Fund Costs of Government for the Beulah Fire Protection and Ambulance District for the 2018 Budget Year, was made by Joni Smith, and seconded by Kim Toman. Roll call vote was taken: Steve Douglas – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.*

### **d. 2018 District Posting Locations – Resolution 2017 - 15**

The Resolution for Board Meeting posting locations for 2018 was presented to the Board. There were a few changes to the posting locations from 2017 and they were accurately indicated in the associated Resolution. Board Members were given the opportunity to review the Resolution and ask questions. There were no questions asked about this Resolution. The new posting locations were identified as: the District Office, the Beulah Post Office, the Beulah Inn, and the Pueblo County Clerk's Office.

*Motion to approve Resolution 2017-15, Designating Locations for Posting Notice of Meetings of the Board was made by Bob Thompson, and seconded by Kim Toman. Roll call vote was taken: Steve Douglas – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.*

#### **e. Update Chief's Job Description**

A proposal to update the Beulah Fire Chief Job Description was presented. All updates were made to include the newly discovered duties associated with flash flooding. The changes also made a general reference to "all hazards". All Board Members were given the opportunity to review the updates and to ask questions. After all discussions, Board Members agreed to make the proposed updates to the Chief Job Description.

*Motion was made by Steve Douglas update the Job Description for the Beulah Fire Chief as amended, seconded by Bob Thompson. Motion carried unanimously.*

#### **f. Addendum to Chief's Performance Review**

Steve presented his addendum to the Chief's Performance Review of November 18, 2017. All Board Members reviewed the addendum and thanked Steve for his additional input. All Board Members were still in agreement regarding the previous salary and benefit increases motioned earlier in this meeting. No other changes resulted in this addendum.

#### **g. Update Transparency Notice**

The 2018 Transparency Notice was presented to the Board Members. All recommended changes were reviewed and approved by the Board Members. Within the next week, Bryan will submit the updated Transparency Notice to all the official entities required.

*Motion was made by Kim Toman to update the Transparency Notice for 2018 as presented, seconded by Bob Thompson. Motion carried unanimously*

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

Meeting adjourned at 7:36pm.

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 Oct 31, 2017

-2018 Draft Budget, Revision 3

-Special District Transparency Notice - 2018