

**BEULAH AMBULANCE DISTRICT
BOARD OF DIRECTORS SPECIAL MEETING No. 63
Beulah Ambulance District Office, Suite A, 8870 Grand Ave.
November 15, 2012**

MINUTES

Board members present: Chairman and President Steve Douglas; Vice-president Jerry Wahl; Secretary Anne Moulton; Treasurer Travis Allee; and Fundraising Coordinator Bob Thompson. Also attending: EMS Chief Bryan Ware; fire and ambulance responders/members Tricia and Nathan Anderson, Clara Long, Karl and Kelly Potestio, Kevin Fern, Ken Montoya, Gary Kyte, Steve Bellport.

1. Chairman and President Steve Douglas called the meeting to order at 6:37 p.m.

2. THE AGENDA: additions were requested of

- under Old Business - Election Update added as new item c
- add, under newly designated item d, (Preparation for Transition) new item (k), Contracts for service outside of the district.

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

3. OLD BUSINESS:

a. Presentation and discussion of 2013 combined Fire/EMS Budget

Changes since the last draft include: revenue increase due to property valuation; amount to be received from grant income now known; expense increases provided they relate to run volume; expenses of this year which will be reimbursed next year; and an increased reserve amount.

Bryan is asked to research the correct amount for the Chief's medical insurance and add a safe margin since it can change during the year. We also need the complete combined District insurance package for Fire and EMS. Bryan has a meeting next Monday with VFIS, and another insurance company.

The budget remains a draft. Final must be sent to state by December 15 (or next business day). The formal meeting is Tuesday December 11 for the required budget approval, but can be moved later in the week as an extension of that meeting if necessary depending on availability of final Pueblo County tax figures.

b. Plan and schedule Chief Ware's 2012 performance appraisal: will occur Thursday Nov 29, 6:30 pm. Steve will send out forms for Board to review and for Bryan to fill out as a "self evaluation".

c. Election update: Pueblo County officials have not yet updated the totals. At present there are 497 yes votes and 244 no votes, with provisional ballots still being counted. We know there were some problems with wrong ballots being handed out which did not

include 5a. It was discovered around noon on election day. Atty. Mullans was called, election officials were contacted in a 3-way conversation between Steve D., Mullans, and a county official. An election official was sent to Beulah. County Clerk Ortiz was asked for an official statement. The Canvass Board (Polly Conlon and Steve Douglas) will follow up if it is not received. Three precincts are straddled by the district boundaries. Beulah School is the polling place for precincts 402 and 403, precinct 303 is polled at Rye Elementary School.

d. Preparation for transition to combined Fire Protection and Ambulance Service

(a). Meeting with Atty. Mullans: Gary Kyte and Steve Douglas met with Atty. Mullans regarding legal ramifications during this transition. We can start the process of transferring vehicles with the VIN#s. We did not find the deed and plot plan for one station but know it exists. Corporation papers, the Armstrong will, the bylaws of 1/11/05, the deed to Station 1, and 501C3 paperwork were provided to and discussed with Atty. Mullans. He saw no language that seems contrary to the transfer of resources to the district. The Armstrong check was written to the community center and to volunteer fire services. The 3 member Fire Board will give copies to Mullans (along with other deeds, etc.) for clear interpretation and opinion on how to proceed. The amended Service Plan was approved by the Pueblo County Commissioners. It is agreed that all Armstrong funds will be used for fire services, as needed through the end of the year, for the period in 2013 before tax income becomes available to cover fire expenses in the spring, and for fire-related expenses thereafter. Legal fees for the election will be paid by the Fire Department, the rest by the District. We need to adjust the budget to reflect additional legal expenses.

(b). Formal District Name Change: to Beulah Fire Protection and Ambulance District. We need to set a specific date in consideration of the January 1 budget year, the chief's contract, many items like bank accounts, legal changes on deeds, insurance securely in place for the new year, January 15 deadlines for state documents, which must all happen after the transition. The name change must be done in court, preferably before January 1. Bryan has asked Gwen about whether we need an EIN change or just a change of name on the current EIN. We also need to determine if we must drop the existing Fire Department 501c3 or if we can change it to serve as an auxiliary service.

Motion was made by Jerry Wahl and seconded by Travis Allee to officially merge the fire service with the Beulah Ambulance District effective January 1, 2013. Motion carried with no objections.

(c). Inventory of equipment, property and assets to be transferred and (d).Value of inventory (and other mixed comments in order stated): There is a plan to sell a retired fire engine (Engine 1) to Mark Hyatt. The cash will be transferred to the District so it is of no concern per Atty. Mullans. Titles to engine 6 and station 2 are currently missing. The Fire Department will file for lost titles.

While Mullans had suggested that the Fire Department transfer everything at its meeting on Jan 8, we prefer the decision be made in December so it will be in place for the

January 1 formal transition. Atty. Mullans will draw up the resolution and the Fire meeting will occur sometime in December.

The inventory needs to be ready for the transfer. Bryan requested that all registrations or requirements for trucks be in place by January. Regarding other equipment, some general categories can be lumped together such as all hand tools. A photographic record would be helpful.

Mullans will advise regarding the 501c3 dissolution or change. Pueblo West Fire had a similar situation.

It is essential that all vehicles remain covered by insurance.

The Fire Department will provide a check to the combined District after January 1, 2013, and close all accounts after bank interest has been credited.

Steve Douglas will connect with the Pueblo County Treasurer to assure the collection of the 13.5 mills.

We need a list of VIN#s for vehicles. The insured values can be determined by the insurance company's idea of replacement values. Insurance companies have some standard figures for properties or contents. The County does not assess such items. Would the County help appraise the two fire stations? Bryan will follow up to ask. We pretty much have the contents estimated for VFIS. Gary and his Board will try to update content property values.

We also need to attend to Mutual Aid agreements, pretty much county wide, giving name changes and area of coverage. The Fire map response area will change. Karl will call mutual aid agencies to check what they have.

Name changes in all documents need to be taken care of. Please give any you think of to Bryan for a master list. We need to update the Colorado State Forest Service Cooperative Resource Rate agreement.

Fire arrangements for diesel fuel, radio communications, unit numbers will be determined by the appointed chief on January 1. Bryan would plan to be ready for January 1, to prepare a draft of responder #s, and keep continuity with the COM center, including before the end of December. Steve B. and Bryan sat with an ESB representative and know what is needed, will proceed.

(k) (out of order) Contracts with residents outside district. Do we want to do this, if yes, how far, what rate? A 2-3 month grace period is suggested for fire protection in the area currently served by Beulah Fire that is outside the District boundaries. After that grace period, the District could provide fire protection services to those properties that contracted with the District for it. The Sheriff's Office (ESB and the communications center) would need to be contacted regarding this service provision.

Jerry Wahl made a motion, Bob Thompson seconded, to offer contracts for fire service to the area currently covered by Beulah Fire (50+ houses, 20 additional square miles). That response area would actually potentially include properties that front on either side of public roads currently used to define Beulah Fire's response area (such as Bergemann Road, Galbreath Road and Burnt Mill Road, as long as those properties were not already included in the Rye Fire Protection District). We will notify residents prior to January 1 that we will try one year at this rate. Motion carried with no objections.

Anne Moulton made a motion, Travis Allee seconded, to continue to cover existing Fire response area for a grace period until the end of March, 2013. Motion carried with no objections.

Steve Douglas made a motion, Jerry Wahl seconded, to offer an annual contract rate of 6.5 mills X assessed valuation due by April 1 for 2013. Motion carried with no objections.

(e). Human resources: process to ID and resolve personnel issues. Travis recommended that the Chief have the help of a committee, or an individual to assist in resolving personnel issues. Steve reviewed the conflict resolution process: first the individuals with a conflict meet with the intent to work out their issue. If that doesn't work then conflict resolution is taken to a higher level until it is resolved, with each of the following individuals are included, in this order – supervisor, Chief, Chairman of the Board, then the full Board, (chain of command). Individuals are asked to either just accept the other's explanation or move through the process to resolve the conflict. The main concern is to work together and respect each other, be part of the solution. Fire leadership remains the same until January 1. SOGs created by the Fire Department remain in use for now. After the transition, the Chief, working for the Board, will craft new ones as needed, starting with existing SOGs. Travis will serve as the committee for personnel issues at this time.

(f). Review and update policies and procedures. Bryan will take care of name changes. Fire will E-mail their SOGs to the District office. Anne will change the name etc. in Board documents.

(g). Chief's hiring process update. The Chieftain ad was seen posted on Sunday, 11/11/2012. The job listing is also posted in the sites previously determined. Applicants are asked to go to website for further information and the application form as well as other area/agency information. We have one applicant to date, so the system works. Applications can be E-mailed to a secure site or printed hard copy and mailed to Steve. The cut off is 5 pm on Monday, 11/19/2012. The search committee will meet and decide who meets the qualifications, then set up interviews for the first week in December following a short telephone interview. Then the committee recommends, and the board decides, hopefully by the December 11 meeting. The individual will need to give notice before coming, then move, so we may or may not have a Chief by January 1. We need to keep the services going through this period. The top salary is \$50,000 plus benefits, which is the bottom of the pay scale seen in similar job openings recently in Colorado.

We will stay within the \$500 budget for advertising. There will be a one year contract the first year.

The Chief's job description was reviewed by Doug Piersel (specialist in labor law in Mullans office) and then revised by the committee. Changes are to call the position Fire Chief (has legal implications), add the word criminal to background check, insert hiring after a (paid) drug screening but only after the offer of employment. Said offer will be contingent upon successfully passing the drug screen.

Motion was made by Jerry Wahl, seconded by Bob Thompson, to approve the amended Fire Chief job description. Motion carried with no objections.

(h). Formal Date for addition of fire protection: accomplished above under d.(b).

(i). District website updates include materials on the transition process for public information. It will be update with the January 1 merge, the response area, the grace period, the fire service contract available. The web address will change to Beulah FireAmbulance.org. We authorize Nathan to apply for that address which he agrees to do. Bryan will write the summary for Nathan. The Fire Department website is not used much. The Controlled Burn phone number, will change from 485-3111 and say if there is an emergency, call 911, the Fire Line number is discontinued; if there is a question, call the County's 583-BURN number. We need to put on The Crawl that same information. Bryan will write an article for the Beulah Buzz about the transition and tell the General Store in writing since they often handle questions and requests for help.

(j). Additional items from Bryan's Work Plan. We have separate Radio Licenses for the two agencies. Narrow banding is required to go into effect January 1, so we can do both at the same time. Bryan contacted Dave Balsick, at WDSL and already knows what to do; cost will be \$100. Fire radios need to be inventoried, both VHF and 800s. To be determined are the following. The repeater for fire is down. The propane tanks at Station 1 are owned by the Fire Department. We need to check on the tank at Station 2, and on pre-buy. Water districts may meter the fire hydrants. The phone company pays the bill for UPS for Fire. Accountants for the two agencies need to get together, be informed of the name change. Please send a copy of Water District issues to Bryan. Karl repaired the hydrants. It is important to pass on all institutional knowledge. Pine Drive Telephone company has a water well available to refill fire equipment, using non-treated water. This would lessen the impact on the two water districts. Now we may be able to go as a combined District to the water districts.

(k). Contracts with Residents outside the District see above before (e).

4. NEW BUSINESS: none

Announcements:

Dec 14 Christmas party will be at the Horseshoe Lodge, Pueblo Mountain Park, 6:30pm.

Thanks to Gary and EVERYONE for their efforts contributed to the transition process.

5. MOTION TO ADJOURN: *was made by Jerry Wahl, seconded by Travis Allee.
Motion carried with no objections. Meeting adjourned at 9:21 pm.*

Anne E Moulton
Secretary, Beulah Ambulance District Board of Directors

Final