

**BEULAH AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 59**

September 27, 2012

MINUTES

The meeting of the Board was held at the Ambulance District Office in Beulah, CO

Board members present were: Chairman and President Steve Douglas; Vice-president Jerry Wahl; Secretary Anne Moulton; Treasurer Travis Allee; with Bob Thompson absent/excused EMS Chief Bryan Ware was excused to attend family funeral. Captain Tricia Anderson stood in for him. Nathan Anderson arrived later.

1.Chairman and President Steve Douglas called the meeting to order at 6:45 p.m.

2.THE AGENDA: additions were requested of, under New Business, to form a committee to design/draft the job description for the Chief's position in case of addition of fire services. *Motion to approve the agenda as corrected was made by Anne Moulton, seconded by Travis Allee. Motion carried with no objections.*

3.MINUTES of the Aug 23, 2012 meeting, to be corrected as follows:

- Item 5, first bullet: delete 31 after July, then state YTD as of July 31st.
- Item 6b, 3rd line: many of the *liaison* duties
- Item 6c, 3rd paragraph: Correct *Twin*, not Turtle Buttes
- Item 6d, last line on p. 3: change improvements to *benefits they would receive*.
- P.4, line 6: we would be (strike plussing up) *increasing*
- Item 6e, five lines from bottom: delete water issues (not correct)
- Item 6f, last sentence of first paragraph: Jerry's idea *at the July meeting*
- P.5, 7b: Capitalize Atty. Mullans
- Item 7c, two lines after bold Gary Kyte: correct November 6 not 26
- P.10, 10 lines from bottom: ??? = *rack* of lights
- P.11: CAD add (*Computer Aided Dispatch*)
- P.12: simple things like *backpack* (correct spelling)
- Throughout: should be *Hiplink* not HIPLINK
- P.13: Bryan speaking, ??? = Dylan
- P.14: Bryan speaking, ??? = command post; PI add (*Public Information Officer*); next line ??? = to get information; 4 lines further, There was *one* time, not no time
- P.18: top paragraph: District fire correct to *Ditch Creek Fire*, mesa to *Mason Gulch Fire*
- 2nd Steve paragraph: correct dug out to *bugged out*
- P.19: Steve B speaking ??? = *fire*
- P. 19: Bryan speaking ??? = *it seriously*

- (Steve reports that he asked that Bryan and Karl make sure there was no further conflict in training schedule, which was done the next day)
- P.26 Steve speaking: ??? = *helispot*; ??? = *portable tanks*; ??? stadio = *state EOC*
- P.26 Steve (*add initial D*)

Motion to approve the minutes as amended was made by Jerry Wahl, seconded by Travis Allee. Motion carried with no objections. Besides board members, we agree these minutes should be copied to Gary Kyte and Polly Conlon as leaders of the groups represented.

4.TREASURER TRAVIS ALLEE GAVE THE FINANCIAL REPORT:

- We have the least expenditures of the year which is good
- Bryan and Travis will need to do a revised budget for next meeting, a legal requirement
- Steve commented that increased billing income should cover some of the related high expenses
- Everything has been straightened out with the bank for Travis's participation.
- We are bringing in more money than is going out, good
- Steve discussed EOY, recommending that it would be desirable if we can return to reserves what was used at EOY 2011 to pay expenses that had been intended, for this year's (2012) budget

Motion to accept the Treasurers Report was made by Jerry Wahl, seconded by Anne Moulton. Motion carried with no objections.

5.EMS CAPTAIN TRICIA ANDERSON REPORTED FOR CHIEF WARE:

- We responded on 15 incidents in August for a YTD total of 93 as of August 31.
- There were 13 donors for the blood drive on August 25. We may host another this winter after we contact our donors, to see if they would be willing to give again
- The Fire and EMS BBQ is scheduled for October 28th at the Mountain Park. Tickets are now available to buy or sell. If all are sold, 300 dinners will be served. It will be catered by the same company as last year when we had nothing but compliments on the food quality. Last year we served 50 more dinners than were presold
- Med 2 has been loaned to Rye Fire Department. Three of their ambulances were taken out of service due to mechanical issues. They are hoping to have our unit back to us within a few days. When it is returned, it will be housed at Fire Station 2 as agreed between Assistant Chief Potestio and Bryan
- We have administered 34 flu vaccine shots of which 29 were paid with a \$10.00 donation. We have called the school to see if they want vaccinations. We purchased 100 so there are plenty left to go out.
- The files have been organized and cleaned out. The top file contains all invoices that are paid, filed alphabetically. Travis, please place any invoices here, once you have paid them, so we have access to them for our normal daily business. The second file down is District activity. We have documents from past years but still pertaining to current business. The third file is archives of past records, responders, and grant info.

- Paul Huber gave us letter saying that as of October 1st, they will be painting the outside of the building. They are asking us to move furniture etc. away from the wall.
- Cadets will not be allowed in the building unsupervised. Also, the medication storage closet should be locked when not used.

6. OLD BUSINESS:

a. Resolution 2012-8 retroactively regarding the appointment of Bob Thompson as director to fill the remainder of the term of Judy (Satterfield) Lietz.

This resolution was read and accepted by individual aye votes of Steve Douglas, Jerry Wahl, Anne Moulton and Travis Allee.

b. Revised set of official duties for the Director serving as community liaison, and discussion of a fund raising wing of the district: tabled until the October meeting

c. Review Citizens Committee list and scheduling groups to discuss proposed changes in district service plan and mill levy: Steve read the list with some additions. Polly Conlon has it well in hand; they have met with several groups.

d. Review Citizens Committee “Talking Points” to guide discussion with groups regarding changes in the district service plan and mill levy: Revised citizen’s committee talking points were E-mailed out with the correction of the potential future name. See attached. It was recommended that we add the idea: if you as an individual choose to vote against this ballot issue, or decide not to vote, what do you plan to do about fire service in the future? Yes there are decreasing funds, and yes, no one likes taxes, but we will need some participation. Either donate or volunteer. The term professional has been a hot button with some firemen, because of the implication that it was run less professionally previously. There is also the implication of being paid if one is professional. We recommended down-playing that term in the future. At the same time we need to be able to say what is not as good as it could be to move forward, as was necessary for the ambulance district in its formative days. Steve will take the concern about the word professional to Pete and Polly.

e. Review Intergovernmental Agreement between the District and Pueblo County regarding November 6th election responsibilities: We have tasks to get items to Tom Mullans. We requested the addition of our title to the ballot language clarifying the purpose of the mill levy increase to add fire protection services. After Steve and Anne failed to obtain this, Polly did her research with the result that Tom learned from the County clerk that his department would entertain our provided title. Election costs have been paid by the Beulah Fire Department as was planned.

f. Review “pro and con” statements regarding November ballot question, as provided to Pueblo County on or before the September 25th deadline: Pro and con statements will go out to all voters tomorrow. We have a copy from Atty. Mullans today, with the number 5a, the language of ballot, and the fiscal year spending for 2009,10,11. Pro or con statements were provided to Atty. Mullans, then to Pueblo County by September 25th. 500 words were permissible on each side. If the total was excessive, Tom Mullans had the duty to summarize what he was given. There were three pro statements from Katherine Holcomb, Steve Douglas and someone else. The total was slightly over the word limit. No con statements were submitted. We will be billed soon after the election. We are uncertain exactly when a transition would be started. Steve

will ask Mr. Mullans. A combined budget would be due Dec 15th to Pueblo County. Usually we have a Sunday meeting before December 15th, which is a combined November/December meeting. If the Ballot issue passes, we may need another November meeting, on another date, not on Thanksgiving. We can decide in October, but suggest a November 15th special meeting focused on the transition or next direction, asset transfer, budgeting, clear title, and any issues around Station 1 and 2 zoning (we think property owned by a corporation doesn't have to be zoned S1, but if owned by government, must be).

g. US bank rewards program: Bryan requested transferred of \$500 from US Bank Rewards program as approved at our last meeting. Travis will talk with Bryan about remainder.

7. NEW BUSINESS:

a. Discussion re Certification of Valuation recently received: New increased figures received do not reflect a new assessment which happens in a two year cycle, and will occur next year, payable in 2014. The increase probably resulted from new construction. We worked with the assessed valuation given at the end of last year. This corrected valuation includes an increase of \$3228 but is not final. We expect our future valuation to be flat or go down per our county contacts. Steve recommends we put it in the contingency line of next year's budget.

b. Appoint individuals to serve on the Canvass Board for the November 6th election: Per our IGA(Intergovernmental Agreement) we need to name our three canvas board members no less than 15 days prior to the election. They will check individual ballots, see if they are filled out correctly. *Motion was made by Travis Allee, and seconded by Anne Moulton, to appoint Tom Mullans, Steve Douglas and Jerry Wahl to serve on the canvas board for the November sixth election. Motion carried with no objections.*

c Executive Session as per Section 24-6-402(4)(f), C.R.S. to discuss personnel issues raised at last meeting: This was placed on the agenda because we have to post it in order to have an executive session. Bryan is in Ohio. We did not go into executive session. Steve presented a packet of materials he requested of Bryan regarding where we stand at this time, including annual reports, materials about prior evaluations, etc. It also gives a picture of how much Bryan has accomplished, but is not intended to minimize interpersonal issues. It gives a picture of what the Chief of EMS job is. Bryan was asked to look for job descriptions from other similar communities for combined EMS/fire. When the files were reorganized, Bryan found a series of E-mails between Scott Alire and Dawn Young. He called Dawn regarding her experiences with Scott, who was difficult to have on the service. No one is sure if he ever was certified as an EMT. (Scott is not currently on state records, though may have been in the past). The last she knew he had not passed his national certification exams, nor paid the cost of the course. Nor was that cost paid by the Ambulance District Board. When Scott left the department, there were concerns about patient confidentiality, and interactions with other responders. This is not to diminish any inappropriate language by Bryan, which should not be repeated. Jerry expressed concerns about potential interactions if the two agencies join. Historically the fire dept has had difficulty maintaining a group of volunteers available weekdays because of work. He felt there was friction between Bryan and those who are older, more entrenched in valley politics, some of whom left. Others are still part of the

department. He had concern that if the vote passes those volunteers may walk and coverage in the valley weekdays will be inadequate. Most of the concerns come down to personal interactions, statements made. He was not sure if discussion will be enough for these people or if it is repairable. Steve stated that it was a valid concern with winter coming on, with heaters, woodstoves as a hazard. We can work to develop mutual aid but response time will be a problem. One way to solve it is to keep our issues current. Deal with what we do today, let yesterday be passed, get our arms around the means to solve that, but not just by throwing people away. Nathan said there were not enough people to deal with the interior of the last structure fire, and EMS can't do their job when covering a fire. We are short on responders, period. Perhaps combining will bring more people including some who have been denied or not interested before. Jerry estimated losing up to half. That goes both ways. Anne asked that all try to start over. Steve offered two ideas from Gary about what would trigger a revolt: if we name Bryan without a selection process or maybe even if there is selection process. This board will decide. We will begin with a job description. Bryan is not opposed to having the board go through a formal process. Jerry felt a process might satisfy some, and would put us in a position of knowing we made right choice. It might pacify some, others no. It would be a bad result if we are left with no coverage until members are replaced. Steve discussed the relative value with many more calls for EMS, and saving lives vs. property, but with urban interface the consequences of one out of control wildfire would be huge. We have a fine functioning EMS chief now. Nathan commented that the attrition in EMS is virtually zero, may be so for fire if he can get the guys to work with him. The board evaluation of Brian includes a questionnaire to responders and should be done in November. Anne suggested a probationary period for all. Steve described our situation in May of 2010, with a month when Dawn announced her resignation. The job search took until Aug 19th to hire Bryan, and the field became very small with only Bryan left as a desirable candidate. Travis expressed the difficulty of mixing fire and EMS in his own department. We can ask some to suck it up, recognize we understand their concerns, but do what's best for the community and play nice. Anne expressed concern re reinforcing the attack to win attitude. Things go much better in a positive working environment where everyone can relax. We will schedule a special meeting to adopt the job description and decide if and how to post it (local ads, websites). The chief must live full time in the district upon hiring. Because he is here, Bryan has been on 76 of 101 responses this year. He has a willingness to be present. He is adequately qualified to train both areas. He saved us \$17,000 by instructing EMS classes here. Holiday timing for hiring including time to give notice to employer, and then to move here, may require until March. Either way, we need to make sure we manage transition. Jerry suggested Bryan reach out personally to individuals, to talk one on one, in a positive manner, with no retribution. Then move forward. At the potluck there was the right tone, but several firepersons were not there, including those who suggested that meeting. Gary and Bryan said it was productive. Again Steve emphasized we need to cut some slack and be honest, do a hot wash each time, assure no baggage is carried away from any situation. Travis described doing a PIA (Post Incident Action) a few days after, with time to calm down. With volunteers, they may not be able to get together afterward at the same time. Steve commented we have to rely on each other for our personal safety.

A job description committee was created: Steve Douglas, Travis, and Gary (will be asked by Jerry). We have copies of other job descriptions. We can't write a job description that looks like somebody. Steve may have need for personal time soon with his ill mom. Jerry will step in if needed. Anne will research EMS sources for posting jobs. Jerry will look for fire sources. Travis will send Anne free sources he is aware of. The Chieftain and American Classified can be used for paid ads.

8.MOTION TO ADJOURN: *was made by Jerry Wahl, seconded by Travis Allee.
Motion carried with no objections. Meeting was adjourned at 10:03 pm.*

Anne E Moulton
Secretary. Beulah Ambulance District Board of Directors

Final