

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 86  
August 28, 2014**

**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; Secretary Kim Toman, Fundraising Coordinator Bob Thompson. Absent was Treasurer Travis Allee. Also attending was Chief Bryan Ware.

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

- 2. APPROVAL OF AGENDA** Item 6.c, e, f, and g, were moved to after item 6.a. Under New business there will be an addition of 2 items: a. set month for Chief's annual performance review and b. short discussion of article in "The Disappearing Volunteer Firefighter" in the *New York Times*. *Motion to approve the agenda as amended/presented was made by Pat Stanifer, seconded by Bob Thompson. Motion carried with no objections.*

**3. APPROVAL OF MINUTES of July 24, 2014 meeting**

Item 6.f.iii. was removed because Bryan is not responsible for researching attendance policies for Board members (this item made mention of Bryan being responsible for sending out a draft of the District board member attendance policy revision which really should be done by a board member). Bryan had emailed Kim two changes to make and those changes/clarifications were made as requested.

*Motion was made by Bob Thompson and seconded by Pat Stanifer to authorize Secretary Kim Toman to create the final minutes based on the track change corrections and email changes provided and to approve the minutes as amended. Motion carried with no objections.*

**4. FINANCIAL REPORT, reported by Bryan**

Training and Certification, budget line 8250, for the month of July this expenditure totaled \$2,277 which includes two large expenses. The first of these expenses is the cost (class fees, lodging, food and gas) of a week-long pump certification class for Austin McCullah. After successfully completing the pump certification class, he is now certified to service the pumps on the District apparatus. The second expense is airfare and conference fees for Priscilla Hill to attend a week-long National Chaplin's Conference. Her church is paying for the hotel for the week. This is a fair and equitable split of the conference expenses.

*Motion was made by Pat Stanifer to accept the Treasurer's 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 61 EMS and 45 Fire responses.

**b.** Brush 71 is still out of service. Austin McCullah has located a used turbo for Brush 71. He will be installing it once it arrives.

**c.** The District has applied for a grant through Lowes to install a restroom, well and septic system at Station 2. The grant is a 0% match and the outcome should be known in the next month or so.

**d.** The emergency grant that the District had submitted to the State of Colorado Division of EMS to replace the Tahoe has been denied. These grant funds are available for critical items as needed.

**e.** The Beulah Challenge will be Saturday, September 6, 2014. It is estimated that 200 runners will be participating in the race. The District will have 4 apparatus and crews out in the area for the race.

**f.** The cascade system has been ordered and will be shipped soon. This cascade system is what is being funded through the FEMA Assistance for Firefighters Grant (AFG). The Beulah FPA Auxiliary will be providing the needed matching funds for this cascade system.

**6. OLD BUSINESS: General note ... the a-b-c listing is off in this section because of changes requested in the order of the agenda for this meeting**

**a. 2014 Audit - update, by Bryan**

The District audit is still being completed. Bryan is working on getting the final few items needed for the auditor to complete the audit. The auditor will have the audit to the District by the September board meeting so members can look it over. It is a requirement for the District to submit the audit to the State of Colorado by the end of September.

**c. Potential Fire Station - update**

**i.** Bob and Bryan met with Williams and Williams, a steel building manufacturer. Bryan sent the manufacturer a sketch of the building design for the manufacturer to create initial design drawings and develop pricing for the building.

**ii.** The proposed new station site is located outside the Beulah Water Works District (Reference the Map of the Beulah Water Works District). In order to provide water to the proposed station, the approximately 3,206 feet of new water pipeline would need to be installed. The price of a new tap in the Beulah Water Works District is \$14,000.

**iii.** Bryan will obtain the distance from Pine Drive Telephone to the corner of Central and North Creek Road in case the Colorado Department of Transportation is interested in obtaining a water tap from the water district as well.

**iv.** Upon Dick Seller's return, Steve, Bryan and Bob will meet with Dick to clearly define his actual offer of property to the District.

**v.** Once Dick's offer is defined, Steve and Bryan must meet with Bill Hower, President of the Beulah Water Works District, to discuss the proposed annexation of the property into the Beulah Water Works District and details regarding installation of the necessary line, taps and hydrants.

**e. Discussion – establishing a minimum level for District Reserves as of January 1, 2015**

Bryan will develop the amount of funds needed to operate the District from January 1 through March 31, until the new years' tax revenues start coming in to the District.

**f. 2014 Budget amendment**

i. The proposed 2014 Budget amendment was presented. Individual line items were explained by Bryan.

ii. \$15,400 will be needed from Reserves to balance the 2014 budget. After this debit, there will be approximately \$31,000 still left in Reserves.

iii. Bryan will ask Gwen Watkins if there is a need to separately identify non-cash donations. These are currently recorded in the form of receipts given to those who make the donations and request receipts.

**g. 2015 Budget**

i. The proposed 2015 Budget was presented. Individual line items were explained by Bryan.

ii. The county will provide a final amount for estimated property tax in December. The 2015 budget line 7000, Pueblo County Property Tax, will be finalized once this figure is received by the District.

iii. Once the Chief's performance review is finished in October, the 2015 budget line 8200, Chief's Salary, will be finalized.

**b. District Auxiliary - update**

i. September 13<sup>th</sup> is the Cowboy Poetry Gathering. This, the Auxiliary's largest fundraiser, will be at the Wild Turkey Ranch on 3R Road and will involve a barbeque meal and entertainment of live music and poetry reading. The fundraising will include a silent auction, and dressing a firefighter based on the amount of donations received that night. Members are encouraged to pass the word along and come to the event if possible.

ii. There is a District training scheduled for September 20 where Bryan has requested lunch be served. Since there is so much food already in freezer and the 2014 wildland fire season is coming to an end, some of this food will be utilized for lunch for this training.

**d. Review and update Board of Directors – Policies, Procedures; Rules of Conduct; and District By-Laws**

i. Pat contacted Tom about the state statute definition of an absence (Reference C.R.S. 32-1-905 handout) and what constitutes a vacancy in a board position. Discussions were held about the definition of an absence based on information provided in the handout. At the end of discussions, the general, unofficial consensus of the board was that 3 absences of any kind in a 12 month period was reasonable, 4 absences in 12 consecutive months was not. Also, if a member knew that they would be absent from a future board meeting, they would be responsible for securing an alternate source of providing their reports to the board, such as an e-mail message. Tom's initial response to the question about how many absences from a member constitutes a vacancy in a board position was that 3 consecutive absences, without prior approval from the Board, barring temporary mental or physical disabilities, constituted grounds for member removal from the board. The only other official ways a member can be removed from the board are by voluntary resignation, which the board can ask the member to do, or by recall. Pat will ask Tom if the District can adopt a stricter attendance policy than what the state statute states.

ii. Steve provided a written report (attached) describing the issue of "excused absences" from Board meetings. The Board discussed the issues and recommendations

raised in that report. The goal of this discussion is to improve the by-laws as they pertain to defining what are excused absences from Board meetings.

**iii.** Bryan was asked by Steve to craft language that modifies the policies and procedures of paying bills because what happens right now is not what is reflected in the District Policies and Procedures. Right now, Bryan pays bills and Travis should be checking invoices and what is being paid. Steve would like to see the policies read that either the Treasurer or the Chief can pay the bills and the other party performs the oversight in a routine and timely manner. Bryan handed out some track change draft language to reflect these ideas (Reference Beulah Fire Protection and Ambulance District – Board of Directors – Policies, Procedures and Rules of Conduct, track change copy as handed out by Bryan). Board members are encouraged to review the proposed change and provide comments for the next board meeting.

**iv.** Board members are encouraged to continue to give thought to these areas and develop comments and ideas to be brought to the next few board meetings so that a final decision on by-law amendments can be made in the next few months.

**h. District Banking Options - update**

Travis was not present for this update. This topic was not discussed because of his absence.

**7. NEW BUSINESS**

**a. Set a month for the Chief's annual performance review**

**i.** It was proposed that in October Bryan's annual performance review would be held so that if a raise is decided upon by the Board it can be included in the 2015 budget by December 2014.

*Motion was made by Pat Stanifer to accept October as the month for the Chief's annual performance review, seconded by Bob Thompson. Motion carried with no objections.*

**ii.** Steve will determine with Bryan a date in October for a special meeting for the purpose of Bryan's performance review.

**b. Short discussion on article in *New York Times***

Steve shared an article that was presented to him by Kathryn Kettler about why there has been a decline in the number of volunteer firefighters. Some of these reasons are the large demands in time of dual income households (there is less time to devote to volunteering); the huge rise in the cost of personal protective equipment; the shift in firefighter duties from just fighting fires to responding to emergencies involving medical, water rescues, vehicle entrapments and hazardous material spills; time spent on fund raising; and also the time commitment for volunteers to keep current on all the training required to respond to these types of emergencies. This is a good article with a national perspective. It can serve as a check list for emergency response organizations such as ours to identify and address local challenges to attracting, training and retaining volunteers. In fact, most of the challenges listed in the article are already being addressed by the District. That is the good news, but each of the challenges raised are on-going and require continued attention and commitment by the District.

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

Meeting adjourned at 9:14pm.

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

Attachments:

- Agenda
- Statement of Actual to Budget, Jan 1 to July 31, 2014
- Map of Beulah Water District/Water line distances for new fire station
- 2014 Budget, Revision 1
- 2015 Proposed Budget
- Beulah Fire Protection and Ambulance District Board of Directors Policies, Procedures and Rules of Conduct (track changed to show Review and Approval of District Expenditures potential modifications)
- Beulah Fire Protection and Ambulance District, Board of Directors, Policies, Procedures and Rules of Conduct – Potential Amendment (excused absences)
- CRS 32-1-905
- New York Times* article “The Disappearing Volunteer Firefighter”