

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 82
April 24, 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 (arrived 6:50 p.m. during chief's report); Secretary Anne Moulton; Treasurer Travis Allee (arrived 7:20 p.m. during Twin Buttes discussion), Fundraising Coordinator Bob Thompson. Also attending were Captain Tricia Anderson, standing in for Chief Bryan Ware, and community member (future board member) Kim Toman.

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

2. THE AGENDA: We will delay financial report and audit discussion until Travis arrives. Add new item c. Chief's authorization to use our capital equipment line to fund vehicle replacement as needed, and fund laptop for Secretary. *Motion to approve the agenda as amended was made by Bob Thompson, seconded by Steve Douglas. Motion carried with no objections.*

3. MINUTES of the March 27, 2014 meeting:

Motion was made by Bob Thompson and seconded by Steve Douglas to authorize Secretary Anne Moulton to create the final minutes based on the track change corrections provided and to approve the minutes as amended. Motion carried with no objections.

4. TREASURER TRAVIS ALLEE financial report.

- The statement through March 31, 2014 will be delayed. Gwen had a family emergency and could not get it finished.
- We will have new expenses for maintenance on Engine 61, a broken front drive shaft. We have no exact numbers yet, will report next month. We found a front drive shaft for ~ \$2700.
- Other expenses are normal.
- Tax income will start coming in now.
- Steve commented that we had net savings last year of about \$7,000 applied to reserves. We need about \$40,000 to more likely \$50,000 the first quarter of each year to fund operating expenses until tax revenues come in.

5. Chief's Report given by Captain Tricia Anderson today

- There have been 24 EMS and 18 Fire calls to date
- We completed the S212 Sawyers Training course with 9 of our members being feller certified. This course covered maintenance and safety in chain saw use, felling both trees (10" diameter or less) and brush; we felled and bucked approximately 120 trees at the Mountain Park. Park personnel also participated. The trees selected for felling were part of the healthy forest project in the Park. MPEC was left with firewood and slash piled for future burning, so it was a good win/win situation. It will also help us if we decide to field a District mitigation team.

- About half of our members passed the pack test so far this year. The arduous pack test is 45 pounds, 3 miles in 45 minutes or less. There is a moderate level pack test of 25 pounds, 2 miles in 30 minutes for EMS personnel to obtain a Red Card allowing functioning inside a fire line. It is also good for our members to have this fitness standard to maintain.
- On May 2, 11am -1pm at the Beulah school we will be having our first annual Bike Safety Rodeo prepared by Clara. Each person participating will be given a bike helmet. There are 70 helmets paid for by Pueblo County EMS Council.
- On May 25, 9am -12noon, we will have a Community Health Fair. Bryan will be donating a TV as a raffle give away to entice participation. Please let others know about these events.
- We found a purchaser for the retired Brush 73 for \$300.
- Engine 63 was sold for \$2000.
- We are looking for a type 6 brush truck, have not yet found one that is appropriate.
- We have located an engine to possibly replace retired Engine 62. That vehicle was not able to show the amount of water in the tank. We have located a 1992 full pumper for structural and vehicle fires from Denver Fire (through a private individual who bought it last year and is willing to sell the truck for \$10,000). It has a 500 gal. tank able to pump at 1250 gal. per minute. It has 168,000 miles. Bryan and Austin will view it next week, inspect the maintenance records. It was pump tested in 2012. Kim suggested they take hoses to test pumping themselves. Bryan will pump test it before any purchase.
- Pat Stanifer said he is taking the instructor class on the 30th in ASLS (Advanced Stroke Life Support) and could do a 6-8 hour class in/after July for our members. Kurt and Tricia, as providers, could take the instructor class.

6. OLD BUSINESS:

a. Twin Buttes Fire Water Supply–Update. Bryan shared E-mails from Joe with Steve, who also read conditions included in the Pueblo County Commissioner’s sub-division approval for the Twin Buttes Sub-Division about requirements on this system (which were researched and recommended by the County planning staff and the planning commission). It states: “Twin Buttes HOA will provide continued maintenance on the well and pumping system”). Joe asked if Kyle could install the pump; Bryan responded, not as a District employee/expense, but as a private contract. The issue was raised by Joe of our use of this water outside of Twin Buttes. The HOA was not implying anything at this time. The water districts in the Beulah area make no restriction on our use of their water. Bryan is holding to our May 1 deadline for resolution of this issue. Steve would like to invite HOA board member(s) to our May meeting.

b. 2013 Fiscal Year Audit. Jerry Brown sent us an Exemption from Audit available for review (Travis has the E-mail in which we instead had requested a full audit). Jerry had a medical problem and may not be available to do more work. Travis will see if we can obtain a full audit in time (audit would need to come to us by June 30th, preferably for our June 26th meeting, for review before sending to the state by July 31). If necessary we could request that state accept a late exemption from audit, but that would not meet our goal of obtaining a full audit this year. We could then obtain a full audit for our own purposes. Travis will follow-up and inform us at the next meeting. At that time we can consider a Resolution for a Late Application for Exemption if necessary.

c. Non-Profit Formation and Fund Raising Update. Yesterday the Auxiliary group filed the application for non-profit status. A copy is available to the board, including the bylaws etc. In the

meantime, they need to know how to handle donations. Individuals will be provided a receipt which can be back dated when the Auxiliary's non-profit status is received. There is a grey area if our application is not approved this year. Also there is a question if the Auxiliary would have to pay taxes on donations in that case. The Auxiliary has used and offers thanks for the advice of Gay Davis Miller (previously, not currently, an attorney) in preparing their various required documents. The non-profit application fee of \$850.00 was paid by donors. They also have had enough to keep their checking account open. So far the Auxiliary has saved the District about \$500 in food provided by donors. We as the District can give a tax exempt receipt for the donation of food purchased. During this time, why not just have any future donations submitted directly to the District. The Auxiliary did file to be registered with the Secretary of State Charitable Solicitations office. We should hear within the week. We will have a Pine Drive Telephone insert about the Auxiliary's purpose and goals (copy provided to the Board). This could be mailed to certain homes not served by the Telephone company. The next big push is for the Grub Committee to provide food for the May 21 training and to consider summer fund-raising events including the garage sale (on the community garage sale date in June) with breakfast burritos, and the Taste of Beulah event. Steve expressed concern about the fundraising for a new station being last on the list in the insert, implying less priority. We decided no need to change the mailing but please inform all of the Auxiliary members so they can answer community questions appropriately. Our thanks to the Auxiliary board members (Carol Kyte, Joni Smith, Ruth Ann Amey, Bob Thompson, Kurt Thompson, Pegg Janney, Shane Ewing, Sandy Taylor, and Kim Toman) for all the hours required for their organizational work and for work on the non-profit application and to the Grub Committee (Elaine Sartoris, Pam Kubly, Mandy & Kim Toman, Anne Whitfield, Dee Sanchez, Britney Duston, Anne Moulton, Maggie Campbell, Carol Kyte, Linda & Corky Outhier, Joni Smith, Gay Davis Miller, Leslie Biondolillo, Ruth Ann Amey, John Clay, Jenn Levar, Roxanne Sigman, Izzy Ogaz, Sandy Taylor, Judi Taylor, Marilyn Brehe) for all their help. The Auxiliary now has a tab for a page on the District website, and will add a Pay Pal donation page.

7. NEW BUSINESS:

a. Wet Mountain Wildland Fire Risk Management – Stakeholders Meeting (April 22, 2014). In an e-mail to Steve, Bryan provided information regarding this multi-agency Chiefs' meeting which primarily included a scenario-training. About 15 agencies were represented. The goal was to increase effective interaction between agencies in Pueblo, Custer and Huerfano counties. It allowed putting faces to names and identifying strengths and weaknesses. This year the scenario was for the area of the Wet Mountains in these counties into our 12 mile area. Last year's scenario was for the Royal Gorge and happened before that fire occurred. US Forest Service's Dennis Page organized.

b. Record Keeping re E-mails. Sharing information as an FYI can be done without violating the Sunshine law, or calling a posted meeting, then the E-mail would not be subject to CORA law. There can also be one on one discussion E-mail, which might be FYI'd to others as information only, but there should be no other third or more board member discussion response. Bryan is saving all E-mails cc'd to him electronically on an external drive. The question is whether the Secretary needs to separately save and/or print board E-mails. Generally "work product" does not need to be saved. We will continue discussion about this at our next meeting when Bryan is present to describe his system. Then we will all need to be sure to cc all E-mails to Bryan. Anne provided a handout regarding what constitutes work product and what needs to be saved. We also need to discuss any communication that may involve Bryan and might not be sent to him, though overall best to include him in that as well.

c. Chief's authorization to use the capital equipment line to purchase vehicles and a laptop for the Secretary. A laptop can be purchased for about \$500. In Pueblo County government, capital equipment has referred to >\$500 purchases of items that will last more than a year. We need our own clear definition for Bryan regarding what constitutes a capital expense. As an example, a laptop does not belong under supplies. Travis recommended we define and create a plan regarding what we have, and what we need, in vehicle replacement for a good response. We need to sustain a backup fund for emergencies as well. We agree there should not be a blank check for this category of purchases; we can have a special meeting if needed. We can prepare for the purchase of the engine now under consideration or another engine for the same cost if better. Engine 62 is in service but not used for Initial Attack because the water level in the truck cannot be monitored and eventually will be replaced with one we are considering. We received 3 engines from Beulah Valley Volunteer Fire. With our recent purchase plus the one under discussion, that already scales us down to one less. There is also a possible engine at Pueblo Chemical Depot to be considered.

Motion was made by Anne Moulton, seconded by Travis Allee, to authorize Bryan to purchase an appropriate used pumper to replace Engine 62, not to exceed \$10,000. (Hose, connectors, valves, hand tools, all supplies needed, can be transferred from #62, or come from the sale of retired equipment when we do the budget amendment). Motion carried with no objections.

Motion was made by Steve Douglas, seconded by Pat Stanifer, to authorize Bryan to purchase a laptop for the district Secretary's use, by our next meeting, for the best price available up to \$600. Motion carried with no objections.

Pat Stanifer attended the Pat on the Back event with the Southern Colorado Community Foundation. He received a plaque for the District for a job well done. We were nominated by Emily Beck at the Mountain Park. Pat will bring it to our next meeting.

8. MOTION TO ADJOURN: *was made by Steve Douglas, seconded by Pat Stanifer. Motion carried with no objections. Meeting adjourned at 9:00 pm.*

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