

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 107
March 24, 2016**

MINUTES

The meeting of the Board was held at the District office in Beulah, CO.

Board members present were: Chair and President Steve Douglas, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson joining at 7:03pm. Also attending was Chief Bryan Ware. Steve McLaughlin, incoming Board Member, arrived at 7:35pm. Absent was Vice President Pat Stanifer.

Chair and President Steve Douglas called the meeting to order at 6:34p.m.

2. APPROVAL OF AGENDA.

There was one addition to the Agenda, New Business, Item a, Audit Exemption – Resolution 2016-3.

Motion was made by Kim Toman to approve the agenda as presented with one addition, seconded by Joni Smith. Motion carried with no objections.

3. APPROVAL OF MINUTES of February 25, 2016 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 Steve Douglas. Motion carried with no objections.

4. FINANCIAL REPORT

a. According to the Statement, the District checking balance is \$3,666.25. The checking balance is actually \$13,666.25 which includes the \$10,000 donation in January. The District savings balance is \$25,009.65.

b. Revenue Line Item 7100, EMS Billing, current month activity is \$5,196, this is still some revenue coming in from December calls.

c. Expense Line Item 8102, Repair and Maintenance, current month activity is \$3,011, which is for batteries for Engine 61, a 55 gallon drum of oil (about \$1,000), and a starter for Brush 71.

d. Expense Line Item 8110, Equipment, current month activity is \$3,543. \$2,075.85 of this total is for the gurney/cot upgrades - new mattress and wings. The gurney/cot upgrade expense will be reimbursed in the amount of \$1,000 by a grant award.

e. Expense Line Item 8180, Grant Equipment, current month activity is \$2,181, which is 50% of the cost for the rescue air bags. The other 50% of this cost is provided by the Auxiliary.

f. Expense Line Item 8300, Commercial Auto (Insurance), current month activity is \$2,521. This expense is for the second quarter auto insurance payment made in February. The second quarter insurance payment is due March 1.

g. Expense Line Item 8430, Office Supply, current month activity is \$1,069. This amount was for the purchase of a new projector and laptop; the old unusable ones have been replaced.

h. Expense Line Item 8415, Utilities/Propane, current month activity is \$1,867. The District office had the largest consumption of propane. The office propane fill cost \$1,200 on February 5; and the Station 2 fill cost \$331 on February 19; also \$331 was paid today for the Station 2 propane fill. It is duly noted the propane usage for Station 2 has decreased since the installation of the new heating system. The Station 2 electric bill also should go down since the new heating system is a 24-volt system versus the old heating system's 120-volt system.

i. Expense Line Item 8103, Fuel, current month activity is \$367. This expense will continue to remain low until the District credit with Pine Drive Telephone is used up. The current credit with Pine Drive Telephone is approximately \$713. This credit is from Pine Drive Telephone not adjusting their price to the District in 2015 when their price decreased significantly.

Motion was made by Kim Toman to accept the Financial Report, seconded by Steve Douglas. Motion carried with no objections.

5. CHIEF'S REPORT, reported by Bryan

a. So far this year there have been 55 total responses; 40 EMS and 15 Fire. Of the 40 medical calls, 31 have been transported.

b. The newest Emergency Medical Technician (EMT) Course will be completed on Tuesday. Four students will be completing the course, 2 of which will be working for the District.

c. Brush 72 (the new Dodge) has been placed in service. Both new vehicles, Brush 72 and Chief 1, need to have a few final electrical items completed by Dylan Jacketta when his time permits.

d. The District has requested to use the State Type 6 Engine longer as the current Inter-Governmental Agreement (IGA) expires at the end of the month. Bryan has not heard back from the State yet. If the IGA is not officially renewed by March 31, 2016, it will not be utilized for any response calls until a new IGA has been received by the District.

e. The District has been awarded a \$99,000 grant by the State of Colorado to purchase 12 new Self Contained Breathing Apparatus (SCBAs) along with individually fitted masks for each member. The grant also covers the purchase of 12 new sets of structure turnout gear. The grant will only cover basic rubber boots and basic helmets, which is not what the District uses, so the new boots and helmets purchased by the District will not be covered by the grant. The District will be using Personal Protective Equipment (PPE) funds to purchase the upgraded boots and helmets.

g. The Chief 1 vehicle had an exhaust leak when it was accepted for delivery by the District. Chevy Motor Corporation agreed to fix this leak and this has been completed. Also there was a recall on this vehicle for a brake pedal bolt. This too has been repaired. The Chief 1 vehicle now is free of any outstanding maintenance issues.

f. All Board Members present were given two updates (Sections 401.0 – Vehicle Maintenance and 511.0 – Wildland Fire) to the Standard Operating Guidelines (SOGs) for their files.

6. OLD BUSINESS

a. Election - update

The District had two self-nomination forms filled out and submitted for the two vacancies for Joni's and Pat's positions. These self-nominations were submitted by Joni Smith and Stephen McLaughlin. Attorney Tom Mullans reviewed the two self-nominations and found them to be acceptable, thus filling the two board seats that were up for election. The election has officially been cancelled by Tom Mullans on the District's behalf.

b. District Auxiliary - update

i. The Barn Dance will be on May 14. The Beulah School B.E.S.T group has asked to be a part of the Barn Dance since they have cancelled their annual chili cook off. B.E.S.T asked the Auxiliary if they could provide chili at the Barn Dance for a nominal cost and keep all the proceeds from the chili sales. Proceeds from ticket sales will be divided equally between the three groups. Expenses, except for the beverages, will be shared equally by all three groups. The Arts Council and the Auxiliary will split equally the proceeds and expenses for beverages.

ii. The Garage Sale will be on June 25.

iii. The Cowboy Poetry fundraiser will be on September 17. The Sponsor Letter for this event will be mailed out by the end of April. Auxiliary member Becky Brown has suggestions for changing this donation letter. The other proposed District change to the letter is changing the support of donations to the New Fire Station instead of PPE as in past letters.

iv. The Auxiliary will continue to support the District with funding for PPE. The District will continue funding the annual member appreciation dinner. The District will communicate to the community, prior to the dinner in the Pine Drive Telephone monthly notice in the phone bills, thanks to the volunteer members for their dedication and donation of their time for trainings to maintain certifications so they can successfully serve the entire Beulah Valley with quality EMS and Fire services. It will also be noted in this community communication that Board Members have waived their allowed stipends to fund this appreciation dinner for the volunteers of the District.

c. Potential Fire Station Site and Plans – update

i. The 2 deeds have been created and recorded for the subdivision exemption. The deeds, which include the water right language, are for the overall parcel and the Right of Way granted to the Colorado Department of Transportation (CDOT). The subdivision exemption plat is not finished or submitted. Travis will have corrections to the plat by this Monday and he will electronically submit it to Jeff Woeber at Planning & Development (P&D) for review. Once the P&D review is completed, Travis will have the plat printed on mylar, place his professional seal on it and have it ready for Dick Seller's signature. Dick is out of town from Monday, March 28, until April 4. The plat will be ready to sign when Dick returns from his trip. Once it is signed by Dick, Travis can bring the signed mylar to P&D and Jeff will officially record the plat. Jeff will let Steve know the recording fee prior to the recording so the District can pay the recording fee. Once the plat is recorded, a parcel number can be assigned to the land being donated for the new fire station and then the land

appraisal can be completed. Once the land appraisal is completed, Dick can officially donate the parcel to the District.

ii. The Department of Local Affairs (DOLA) grant application for the new fire station is due next Friday. The parcel donation is valued at approximately \$50,000. Since we will not have an official appraisal of the property in time for the DOLA grant application, a letter was formulated by Wisdom LLLP (Dick Sellers) identifying the intent to donate the parcel for the fire station project. The Wisdom letter indicates the approximate value of the parcel as \$50,000 and the intent of the parcel donation to the District, barring unforeseen circumstances.

iii. F&D International (F&D) proposal –discussion. F&D submitted to the District a proposal for a contract to complete the remaining phases of the fire station project, continuing from where we are now with design and engineering, into fund raising, developing construction bid documents, bid evaluation and construction project management. The cost of that work through the end of 2016 would not exceed \$10,000, but the overall F&D contract cost is projected to be \$243,500. Whether this contract is accepted or not, there are costs that will be incurred by the District that have not been counted for in any other contract or proposal. These costs would be for the geotechnical survey, approximately \$4,000, and for a land contour survey, approximately \$4,000 - \$6,000. Steve has reviewed the F&D proposal and will provide comments and suggested revisions to F&D. F&D should revise their proposal within one week of receiving Steve's comments. After F&D revises their proposal to Steve's satisfaction, Steve will submit the proposal to Tom Mullans for legal review. If the proposal meets everyone's conditions, Steve would like to Board to authorize him to enter into this contract with F&D which would keep project tasks continuing through the end of December 2016. Some of these tasks include the Highway access permit, a drainage survey and finalizing the design work. The entire project scope, through project completion, including architecture, engineering, project management and fundraising, with F&D will cost \$243,000, but that is contingent on the District receiving sufficient funds through grants, foundations, donations and loans to fund it. The total project cost is estimated to be \$3,700,000 which now includes an increase in construction costs and a new water source tie in line to the Beulah Water Works District for the new fire station. (Dick Seller's is still willing to supply the equipment and labor to install the water line, the District would just need to purchase supplies.) The District received written notification from Tom Mullans that special districts may engage architects, engineers and other consultants without a bid process, with no mention of any specific dollar amount; for any constructions costs or awards for materials that are over \$60,000 there needs to be a bid process that includes public notice. So, the District will not have to bid the architecture/engineering for the new fire station and the District would be able to enter into the contract with F&D without public approval. So far, F&D has provided excellent customer service to the District, even when their employees were on vacation, they were very responsive and professional in all interactions with the District.

Motion was made by Kim Tom to authorize Steve Douglas to enter into contract with F&D International after proposal revision, based on Steve's submitted comments, and legal review, seconded by Joni Smith. Motion carried with no objections.

iv. Concept Design Plan and Funding Report – Todd at F&D has all of the District’s final revisions and will have the document back to Bryan tomorrow. Upon Bryan’s approval, the final Concept Design Plan and Funding Report will be submitted with the DOLA grant application next Friday (April 1st). The document will also be sent out to Board Members for review. The blank DOLA grant application is 10 pages long, but the District feels confident that it will be fully completed by next Friday. After DOLA receives the grant application, Lee Merkel, the District’s local DOLA representative, will spend at least one month reviewing the application for perfection including a site visit. Lee has stated to Steve and to F&D that he supports this project. This grant, if approved, can provide funding **up to** one-half the total project cost, but is not a guarantee. The funds for the grant award come from energy impact funds, so specifying in the correct section of the grant application how energy development, production and distribution impacts the Beulah area is very important.

d. Natural Hazards Mitigation Planning - update

Steve submitted the District’s edits for the Plan as it was sent to the state for review. Steve had a few typo corrections, and naming convention corrections, as well as defining the District boundaries for the reference area of “Beulah” for population census tract issues. Karen Ashcraft is integrating Steve’s submitted changes and still does not have comments back from state. Karen is expecting to have to update the Plan with state comments and when her edits are completed, the Plan will be submitted to the Federal Emergency Management Association (FEMA) for review. After the FEMA review, the Plan will come back to Pueblo County and the District for formal adoption.

e. Potential Mil Bond- update

i. A bond issue will have to be placed on the November ballot in order for the District to have Mil Bond funds to support the new fire station project. Early in May, a public community informational meeting will be held to inform the community of this ballot issue. It is duly noted here that a Mil Bond has a definitive end date, as opposed to a Mil Levy which does not.

ii. The District needs the deadline requirement to tell Pueblo County that the Mil Bond Levy will be on the ballot for election this November. Tom Mullans should know this deadline and the District will have to provide the amount of the Bond to put that information on the ballot.

iii. The Mil Bond, if voter approved, will appear on property valuations as a separate line item from the Mil Levy for the District. The Mil Bond would be calculated that exact same way as the Mil Levy.

iv. This Mil Bond is the last resort that the District wanted to entertain to fund the new fire station. Bryan developed a chart of approximate yearly costs of the Mil Bond at 5, 6 and & 7 Mil Bond rates for homes of various valuations. For most homes in Beulah, the annual Mil Bond cost equates to one dinner out per year.

v. The District is hoping to receive the following funding for the new fire station: \$1,000,000 from the DOLA grant, \$500,000 from private foundations, \$400,000 from in-kind donations. These 3 sources total \$1,900,000. That leaves approximately \$1,800,000 left to fund to complete the project. The United States Department of Agriculture (USDA) is offering loans at a 3% fixed interest rate up to 40 years, but the loan would need to be paid with interest. The payment of any loan obtained would have to come from a Mil Bond since there is no other source that could provide the payment for a loan.

vi. The District has been able to obtain grant funding for new equipment, but the issue remains that there is no place to store this equipment except at personal residences which is less than ideal. The need for a new, centrally located fire station is increasing day by day.

7. NEW BUSINESS

a. Audit Exemption – Resolution 2016-3

i. The District was notified by the Auditor, Sam Denardo's, office that the District did violate a TABOR Law by entering into a long-term loan with Fowler State Bank for the two new District vehicles – Chief 1 and Brush 72. This information was confirmed by Tom Mullans. The District is not able to enter into a long-term loan without voter approval. To rectify the situation, Fowler State Bank will change the District loan to a lease-purchase agreement. The District should have taken the Fowler State Bank documents to Tom Mullans for review before signing them. This serves as a lesson learned and will be watched more closely by the District in the future.

ii. The Audit Exemption is complete and has been filed with the State of Colorado. With the District's new receipt handling process there was not one request from the Auditor for information from the District. Great job Joni!

Motion to accept Resolution 2016-3, approving the filing of a request for an exemption from audit for fiscal year 2015 was made by Bob Thompson, and seconded by Joni Smith. Roll call vote was taken: Steve Douglas – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

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

Meeting adjourned at 8:50pm.

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 Feb 29, 2016
- SOG Section 401.0, Vehicle Maintenance
- SOG Section 511.0, Wildland Fires
- Letter from Wisdom LLLP, Dick Sellers, to the District: Donation of property to the Beulah Fire Protection and Ambulance District to construct and operate a fire station
- Beulah Fire Protection and Ambulance District Proposed New Fire Station Bond cost analysis