

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 127
June 22, 2017**

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 Stephen McLaughlin, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Also attending was Chief Bryan Ware. Visiting was Dominic Gallina from Bank of the San Juans to give his loan funding presentation to the Board of Directors.

Chair and President Steve Douglas called the meeting to order at 6:30p.m.

2. APPROVAL OF AGENDA.

There were three changes to the agenda. Item 6.b.iv, Fire Station Construction Loan – Bank of the San Juans presentation with discussion and potential approval, and Item 7.b, Summarizing Financial Loan, Resolution 2017-07, were moved to after Item 5, Chief's Report. A new item, New Business Item 7.c, Funding Opportunity for Pre-Disaster Mitigation, was added. Other than these three changes, there were no other corrections or additions to the agenda.

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

3. APPROVAL OF MINUTES of May 25, 2017 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 Bob Thompson 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 Joni Smith. Motion carried with no objections.

4. FINANCIAL REPORT

a. The District checking balance is \$112,036.24. The District savings balance is \$44,190.11. The savings balance no longer includes the New Station Enterprise Funds. The balance of the New Station Enterprise Funds is \$5,722.

b. Expense Line Item 8181, New Station, current month activity is \$6,500. This amount was paid to F&D International (F&D) for the Geo-Technical study.

c. Expense Line Item 8180, Grant Equipment, current month activity is \$5,299. These funds were for the purchase of Wildland personal protective equipment (PPE), boots and high visibility jackets.

d. Expense Line Item 8200, Chief Salary, current month activity is \$7,098. The midmonth salary payment was double deposited to Bryan in error. The June mid month payment was not made to offset this error.

e. Credit Card Fraud Update – Visa called Pueblo Bank & Trust (PB&T) and said that Walmart had a card present and a signature for the transaction so this was not fraud. Bryan went to PB&T this past Tuesday to see what could be done and PB&T was going to contact Visa.

Bryan would also reach out to Visa and appeal the determination that this incident was NOT fraud, even though Walmart allowed the card to be used without reading the chip, which should have indicated that it was not a valid card. It is realistic to assume that these funds will not be returned to the District, but reasonable efforts will be made to recover the funds. Additionally, the new replacement card sent may also have been compromised.

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

5. CHIEF'S REPORT, reported by Bryan

a. So far this year there have been 94 total responses; 57 EMS and 37 Fire. Of the 57 medical calls, 42 have been transported.

b. Fred Butzin, a former member of the Beulah Volunteer Fire Department passed away yesterday morning after a long illness. The District has offered to the family an honor guard for his funeral.

c. The Twin Buttes Fire Water System is still out of service. Bryan has contacted Joan Armstrong who has deferred the issue to the County Attorney for review. Bryan is still waiting to hear from the County Attorney.

d. Lt. McCullah has taken a leave of absence from the District. He has temporarily moved out of District and has until August 1, 2017 to relocate back in the District or resign from the District.

e. An AED is missing from the Community Center and is assumed stolen. A police report has been filed and Bryan is waiting on a quote for replacement cost for the unit. Before a unit is replaced at the Community Center, options will be weighed for securing the device at this location. The value of this unit will not meet the deductible of the District insurance, so insurance coverage is not a viable option for replacement. Replacement cost would be approximately \$800. A Police Report has been filed.

f. The District wrapped up the EMT class with a total of 9 finishing the program. Four of these 9 will volunteer in the District. A Basic Fire and an IV (Intravenous) class will begin in July.

g. As of 3:00pm last Thursday, June 15, 2017, the Junkins Fire was officially called out.

h. Bryan will be out of the office from July 1 through July 10. Kyle Levar will be in charge, with Captain Kurt Thompson assisting.

i. Last Tuesday, Bryan presented Lt. Kyle Levar with a Letter of Commendation for his efforts during the flood incident from May 10 through May 16, 2017. The District sends a huge thank you to Kyle.

j. The Flood Incident Action Plan (IAP) has been modified based on things learned from the May 10 flood incident. A current copy has been filed with all the appropriate agencies. More is detailed in Item 6.c, below.

6.b.iv. Fire Station Construction Loan – Bank of the San Juans Presentation with Discussion and Approval

Dominic Gallina presented the New Fire Station Construction Loan Details. The loan term is 25 years at voter approved terms. Payments are annual on the note anniversary. The full loan balance will be drawn at closing and placed in an escrow account with Bank of the San Juans (BSJ). Invoices will be approved by the District and forwarded to BSJ for review and payment by the Bank, either to the District or the vendor. The District will be allowed to repay itself for

expenses back from early January 2017. The District will be required to provide BSJ annual audited financial statements or exemptions, in addition to maintaining accounts with BSJ to pay project and annual note expenses from. This loan meets all District requirements and Dominic worked very hard with bank officials to secure this loan for the District within our requirements. Thank you, Dominic. All present at the Board Meeting were able to have their questions answered in full by Dominic.

7.b. Summarizing Financial Loan, Resolution 2017-07

All Board members discussed the terms and conditions of the loan presented by Dominic. Based on the fact that this loan met all of the requirements and no other financial institution was able to produce a loan that met all of the District requirements, the Board decided to proceed and accept this loan for construction of the New Fire Station.

Motion to accept Resolution 2017-07, Summarizing the Financial Loan to the Beulah Fire Protection and Ambulance District, Beulah, Colorado, for the Construction of a New Fire Station, was made by Joni Smith, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

6. OLD BUSINESS

a. District Auxiliary - update

i. The Garage Sale has not brought in as many donations of items to sell as usual. It seems that there are more families hosting their own yard sales and with the Community Yard Sale being held at the Community Center this year the donations are not just coming in to the Auxiliary as much as usual. The Auxiliary still has plenty of large and small items to sell, and the bake sale and burrito sale will for sure bring in money, so there is not too much to worry about. The sale is pretty much set up and ready for Friday.

ii. Barn Dance profited \$1,700 for the Auxiliary. The Arts Council also profited \$1,700. Everyone had a great time and this will be done again next year, most likely in cooperative efforts with the Arts Council, again.

iii. September 16, 2017 is the Cowboy Poetry Gathering. So far \$3,700 has been received in sponsorships. Linda and Joni will reach out again to businesses that they feel should have contributed to a sponsorship.

vi. A \$500 grant was received from Walmart to be used for furniture for the new Fire Station's community room. These funds can be used for items at Walmart or Sam's Club. The grant application to El Pomar for the water tender was denied.

b. Potential Fire Station Site and Plans – update

i. Permitting and Surveys

Dick Sellers still has not received any response from Travis regarding pinning the corners of Parcels A & B of the subdivision exemption. Email has been the majority of Dick's contact with Travis. Dick has not called Travis by phone for some time. According to Dick, Travis has not responded to any of those messages. Steve posed the question to Dick on how to get this item finished. Steve has not heard from Dick on this yet. There are construction requirements for the contractor to survey the structure that is going to be put on the fire station parcel. This survey does not have to be tied into the land survey, but it is coming close to the time when the pinning of the parcels will delay construction. If there is no movement on this topic soon, Steve will ask for the help of Pueblo County to get the pinning moving along. In the next month, if needed, the Board was in agreement that Steve could mail a certified letter to Travis around July 15th about

completing this task. If that does not generate any action from Travis, Steve will follow up with a letter to Pueblo County around August 1st requesting their assistance. This plan met with Board approval.

ii. Site Plans, Concept Design, Draft General Construction Agreement and Draft Project Specifications

A Preliminary Grading and Drainage Plan was provided by F&D International (F&D). Last week a draft was developed for the construction agreement and general conditions to the new station construction project. There is a lot of detail in the 65 page document. Steve reviewed these documents and provided comments and corrections to F&D last week. Bryan participated in that review. The construction agreement language will be worked on in the next few weeks between Bryan, Steve, and Todd.

iii. DOLA Grant Award – update

The signed contract for the \$100,000 DOLA grant has been received by the District. The reimbursement paperwork was included with the signed contract. The next DOLA grant application deadline is August 1, 2017 for another potential \$100,000.

iv. Water Line – Update – Beulah Water Works District (BWWD)

The BWWD Attorney has finalized all the paperwork. Bill Wheeler will get the 9 property owners signatures on the paperwork and then the 30-day notice (could be 45-days, this is not really known at this time) can be produced.

v. Bryan submitted two grants to San Isabel Electric (SIE) in the amounts of \$2,500 and \$5,000. The \$5,000 grant was approved by SIE. SIE was able to get two matching grants of \$5,000 each, for a total grant award of \$15,000. This grant will be used for equipment for the community room. There will be a grant award presentation at the SIE August Board Meeting, in Pueblo West at 9am. The exact date of the meeting is not yet known. Any District Board Member that can attend is urged to attend for a photographic opportunity.

c. Public Education on Flash Flooding - Update

John Riley, CSEPP Coordinator, does not have the final numbers yet from Federal agencies for the funding requests. The requests for gates, landing zones and weather alert radios have been moved over to Catholic Charities. The sand bag request has been removed from the Catholic Charities request due to lack of interest/need for the sandbags by the community. Another community meeting will most likely be held in August. The District's Flood Incident Action Plan (IAP) will be used as Pueblo County's template for future IAP's.

d. 2016 Audit Exemption - Update

There is no update on this item. This item will be removed from the next Agenda.

e. Prescribed Fire in Pueblo Mountain Park - Update

The City of Pueblo is still reviewing the proposal from the Nature Conservancy. The fact that the City has asked questions about the proposal means they are actively reviewing it.

7. NEW BUSINESS

a. Reimbursement, Resolution 2017-06

The Board discussed the details of the Reimbursement Resolution that will allow the District to reimburse itself for funds spent on the New Fire Station, such as F&D payments for contractual work, since early January 2017 (previous 6 months). The first payment made this fiscal year was in February for the new copier. The Board was in agreement to accept and approve this Resolution.

Motion to accept Resolution 2017-06, A Resolution of the Board of Directors of Beulah Fire Protection and Ambulance District, in Pueblo County, Colorado, declaring its official intent to

reimburse itself with the proceeds of a lease revenue bond financing for certain capital expenditures; and providing certain other matters in connection therewith, was made by Kim Toman, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

c. Funding Opportunity for Pre-Disaster Mitigation

Steve wanted to share an email that Karen Ashcraft received from the State of Colorado about a notice of funding opportunity for pre-disaster mitigation and flood mitigation assistance. Although the District does not have the official FEMA letter of approval of the Natural Hazards Fire Mitigation Plan, Steve is hoping to have this approval letter in the next few weeks. This opportunity may fill in some gaps where flood mitigation is still needed in Beulah such as for the Pine Drive Water District System and San Isabel Electric Substation. This topic will be followed for future mitigation funding opportunities, perhaps not for the District itself, but for other entities within the District.

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

Meeting adjourned at 8:12pm.

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 May 31, 2016
- Letter of Commendation to Lt. Kyle Levar, dated June 19, 2017
- Bank of the San Juans Letter to the District, dated June 22, 2017
- F&D International Preliminary Grading and Drainage Plan drawing dated 6/16/2017