

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 75
September 26, 2013**

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 Anne Moulton; Treasurer Travis Allee; Fundraising Coordinator Bob Thompson. Also attending was Fire Chief Bryan Ware.

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

2. THE AGENDA: additions were requested of, under Old Business, new items (f) update on the status of proper recording of election results from 2010 on the DOLA site; and (g) Pueblo County natural hazards mitigation plan update; and under New Business, new item (c) proposed Pueblo County text amendment 2013-005 to remove chapter dealing with natural hazards and mineral resource areas – assure we have representation. *Motion to approve the agenda as amended was made by Travis Allee, seconded by BobThompson. Motion carried with no objections.*

3. MINUTES of the March 28, 2013 Meeting:

Motion was made by Pat Stanifer and seconded by Travis Allee, to authorize Secretary Anne Moulton to create the final minutes based on the track change corrections provided by Steve and to approve the minutes as amended. Motion carried with no objections.

4. TREASURER TRAVIS ALLEE GAVE THE FINANCIAL REPORT providing a statement through 08/31/2013:

- Expenditures are down, running pretty close to what was proposed originally.
- Gwen and Travis now have full access to all accounts.
- We will have fees for the second bank account that was added (we no longer have free checking).
- Travis shut off all automatic bill pay, is paying bills by hand, will hopefully receive rebate on charges levied (bank informed of their fault). It should all be resolved soon.
- Bryan is working with Travis on an amended budget for 2013 and the 2014 budget.
- Discussion occurred about confusion in reading how the Smith Barney account appears on the statement. Accountant Gwen was E-mailed for clarification. We want to be clear about what we have and expect to have to begin next year.

Motion was made by Bob Thompson, seconded by Pat Stanifer, to accept the financial report as presented. Motion carried with no objections.

5.FIRE CHIEF BRYAN WARE REPORTED:

- We've had 63 EMS and 58 fire responses to date.
- Wildland Firefighter 1 course was completed by 12 members. They will now have three years to complete their task books.
- New tires with a 40,000 mile warranty were required on the Tahoe for an expense of \$176/tire. A brush truck is going in tomorrow for electrical work, and will have the bubbled tire replaced on the way home.
- Steve has been working to get an S212 sawyer class here. Bryan talked to a state fire representative and learned that Ross and Kurt are qualified to teach this level. We will open that class to appropriate members of our agency, Red Creek, ESB, Rye Fire and Mountain Park Environmental Center maintenance personnel. Training will occur in the fall with perhaps a refresher in the spring. We will do the course at the Pueblo Mountain Park if it is available. We might use our list of willing landowners as sites for the refresher, after students have had some training.
- On October 8 we will have officers at the Beulah School for National Fire Prevention Week, doing fire prevention programs for K-6 grades. We will also participate in Red Ribbon week for law enforcement on October 30th with a truck up there. We were in the schools earlier this week doing fire drills which we will do monthly. We did find that when the fire alarms go off in the school it automatically closes and locks the doors, which is fine when we have a master key in a Knox box, but until the construction is done (in the next two weeks), we don't have a key and will have to work around that. Travis raised the concern that we need to put one person in charge of Knox boxes in town, (Bryan), right now anyone can get keys. Bryan will take care of that.
- Our Fire/EMS Barbeque will be this Sunday.
- Oct 2-10 Bryan will have family around and will be out of office, but can make arrangements to do flu shots, which this year includes 4 strains including Swine flu. The vaccine and equipment are in now.
- Betsy Brown is willing to lease land on the map (handed out), near the intersection of Oldham and 3 R Roads. We will need to ask our attorney about the legality of a long term lease for construction. They own a strip of land 80 feet wide on the road which should work for a 20X40 foot single engine fire station close to Signal Mountain. We had planned to put Engine 63 there. We do have members that live there for a rapid response. There would need to be money raised to equip this engine fully and to build the station. Barring is heading up fund raising. Signal Mountain understands that all expenses will be their responsibility; no funding will come from the District. The station would have to be heated if we are to keep an engine there, loaded with water, through the winter.
- 12 tables, 60 chairs and a 10X20 carport tent were donated by the Signal Mountain HOA and picked up by Bob Thompson. It may be a fundraiser to rent these items (the Community Center gets calls frequently for chair/table rental but they do not). Bryan would be ok with organizing rentals as long as the individuals pick up and return the items in the same condition. They will probably be useful for our training center in the future. They are quality items though a case or box is needed for the tent.

- Pat Stanifer asked if grant funding would be available for station funding from FEMA. It did occur in 2002, but not since. There is a possibility in 2014. There is a grant from US Ag for up to \$50,000 and they offer a 0% loan. We also plan to look at grants for solar electric panels for long term reduction of utility cost. A ballpark figure for a station is very roughly around \$450,000. Depending on the land, there may be costs for a well, etc.

6. OLD BUSINESS:

a. Smith Barney account. Information and recommendations were provided on a handout. All of our dollars are public funds and therefore cannot be invested in stocks and mutual funds. The State of Colorado does allow the District board to waive that in their bylaws. If we decide not to do that, Jim Murray recommends that we shop around with local credit unions for their best deals on savings accounts or CDs. Bryan will call various credit unions and banks. Bob Thompson suggested local banks or CUs. Can we commit to a 3 year CD with some portion of our savings? How much do we need to keep available? After further discussion, we conclude we would not waive the law and need to transfer these funds.

Motion was made by Travis Allee, seconded by Bob Thompson, to close the Smith Barney Account/investments and move it to our money market account at US Bank, then do the research about the best location for a safe investment of our funds. Motion carried with no objections.

b. Twin Buttes Fire Water Supply – update. Joe O’Brian has not been reachable. He had planned to complete this repair (see prior minutes) in the fall of 2013. Steve suggested Bryan call the Planning and Development department to find a contact number/E-mail. The agreement between the subdivision and Joe was to have this done in June of this year; now we have concerns about doing it before frost in the ground. Bryan will follow-up.

c. Wildland fire mitigation grants. Anne provided a report by E-mail on the concerns discovered during the attempt to prepare the federal mitigation grant. In the end that grant did not permit reimbursing property owners for a portion of their work, so we did not apply. They would reimburse the District for a work crew we created, but at this time we do not have the structure to do that. We will look into that for the future. Bryan says there are 40+ inspections done and these owners will be likely participants in the future. Steve did not see any restrictions on that reimbursement in the state grant for 2014 but will provide Anne with contact information to follow up for clarification of this issue.

We hear that fire chief inspections are being asked for and accepted by insurance companies, since the insurance companies have so many properties to inspect. Bryan has created and twice used a letter describing the level of mitigation done to date. He is working with the Southside landfill to create a yard refuse day. Steve recommends that moving slash to another site is additional handling that could be avoided with coordinated chipping operations for on-site processing. He also offered the opinion that it is not environmentally sound to haul slash all the way from Beulah to the Southside Landfill for disposal. Maybe we could have folks come watch how small pile slash burning is done at

the Pueblo Mountain Park during the winter and spring months, when there is adequate snow to safely burn. It was suggested that we could create a video of how it can be done. For reference, the 100 acres recently treated at the mountain park generated enough slash to fill Horseshoe lodge both floors, five times. Individuals with enough space can pile slash, cover piles with a tarp and burn during the first adequate snow.

A community comment questioned whether the Pueblo Mountain Park road washouts resulted from wildfire mitigation activities. Both Dave Van Manen and Steve strongly state that this flooding resulted from issues with culverts and road infrastructure (not properly graded, no base, insufficient bar ditches, culverts plugged, no equipment to take care of these issues, added to the extreme rainfall in mid-late summer). This did not result from cutting ladder fuels and thinning trees. Some chip piles, intended to be moved, did possibly cause plugging of bar ditches and culverts. By comparison, consider the severe erosion problems that occur after a fire. Relative to this and other community concerns that came up, Bryan will create an FAQ as a community information piece.

We also need to further encourage neighborhood response. Our school program should help. We will consider a fire fighter mitigation crew. Bryan will ask Ross about a person from the La Veta Volunteer Fire Department who can tell us about their approach to fielding a crew, hopefully next month. He will also ask his lieutenants to help organize an active group of neighborhood coordinators. Anne commented about the excellent job Ross did with her inspection – helpfully more informative and reassuring than just reading the pamphlets.

d. 2013 budget amendment. We were provided a revision with changes since our last meeting. Specific items were commented upon.

Motion to accept Resolution 2013-6, adopting an amended budget as submitted, was made by Travis Allee, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Pat Stanifer – aye; Anne Moulton – aye; Travis Allee – aye; Bob Thompson - aye. Motion carried unanimously.

e. District Fund raising. Bob, Bryan and Naomi met to discuss fund raising goals and processes (handout provided). They determined we need to form an auxiliary group as a 501c3 or other appropriate non-profit structure. Many grants can come only to a 501c3, not to a tax district.

Bob has started looking for the 501c3 and other non-profit forms and instructions. CPA Sandy Bradley, in Pueblo, helps people do 501c3 applications, and can streamline that process; she knows what forms are required, what is needed in the bylaws. We will probably need to pay her. Having played phone tag several times, Bob will continue trying to reach her. Having this separate group will keep this activity outside of our process. There are other community activities, which have gone through the district, like adopting a family at Christmas, which would be better served through this group. Give Colorado is another revenue source which can only be accessed with a 501c3. Ann Coughlin and Lori Lara are possible grant writers. Travis informed us that the PCC accounting/business department students will do some of these processes for free. Bryan

was asked to sit quarterly on PPC's advisory board for the EMS portion of public safety, and he will be doing this. Bob will follow-up on the PPC help. Thank you, Bob.

Projects we are going to start working on include a reverse raffle dinner with other fund raising activities like a silent auction. Bryan would also like to see a fire fighters festival in the future; these are some of the ideas thrown out. Bryan is currently writing a FEMA grant for turnout gear for structure firefighting for all 33 members, and 16 new SCBAs. FEMA's priority this year is to update older materials from 2002, which we have at this time. This grant will be for \$228,000 of which 5%, or \$11,400 would be our match. We can't budget for this until granted, but can take at least part from tools and PPE budgeted items. We can also refuse part or all of grant if we can't make the match.

The Forest Service will place a Type-6 brush truck in our station; we can use it, but if they need it we would need to drive it to where it is needed. Travis informed us that Fort Collins city shop can rebuild the pumpers we have and can make them almost brand new for \$160,000.

Timelines were requested by Steve. We would like to have this process at least started by January. Once we get a dollar amount for the expense of forming a 501c3 (or other non-profit), we will need a fundraiser or a donation, rather than have it come from our budget.

f. Status of the 2010 election results on the DOLA site. They are still not in place despite Atty. Mullans having sent the materials to Joe ODonnell of that agency. Bryan (with Atty. Mullans) and Anne will follow up again.

g. Pueblo County Natural Hazard Mitigation Plan. It is time to renew and update this plan. If we want to receive FEMA grant funds directly (as in the recent attempt), we should participate in the revision process and adopt. County agencies don't qualify if they don't participate and adopt. Pueblo County could apply for a grant on our behalf, but they would have to be the recipient of the grant and manage it on our behalf. That is an extra step (and task for the County) that can be avoided if the District participates in the Plan revision and formally adopts it. Steve attended the August meeting and will continue to attend for us. The next meeting is on Oct 16th. Thank you, Steve.

7. NEW BUSINESS:

a. 2014 budget. The initial draft of the budget has been formally presented. It needs to be revised to include the information on the 2013 budget we passed today. Our final tax revenue and related items will be corrected when that information is received from Pueblo County in December, and result in a final revision before final acceptance at that time. Please note that extra income/expenses related to the transition and purchase of fire truck and equipment are not present for next year. We will strike the EMS designation from the billing category in case it includes fire activity next year. This budget will be available to the public for comment prior to the December meeting. The grant match is for the grant already received which we would pay out of 2013 budget if we have the money remaining. With regards to the Tahoe, it is costing too much in repairs, so we will

look for a grant next June with a 10% match to replace it. We were given a detailed explanation for any other changes relative to last year. We are budgeting for a formal independent audit for next year. The radio batteries were not yet available from the manufacturer (they are now en route); we will give the invoice to WDSL who will pay the manufacturer with what we paid WDSL already. Under our agreement with Pueblo County, radios issued to us five years ago may now be formally transferred to us. Once that is done, ongoing maintenance decisions regarding replacement and repair will be ours to make. With regards to HazMat Operations, two members may join the county HazMat team and have equipment supplied. We will obtain a quote for work comp insurance from other sources, and keep that item separate from the remainder. Otherwise, all our other insurance can be combined to make record keeping simpler. The contingency line has been used for food, fuel and other expenses related to fire events. We may need an expense item for an election next year. At this time we don't know if it will be required, and therefore could be part of a revised budget. Notices were posted in the newspaper that our budgets are available for public review.

b. Fire contracts. We were informed that there are some additional homeowners outside our response area (but still within the area covered by Beulah Volunteer Fire prior to January 1, 2013) with interest. The existing group seems happy, have offered water resources etc. Bryan will send out the letters to the homeowners again. At our next meeting we will review the contract language; Bryan will E-mail the contract language to us.

c. Pueblo County text amendment re 2013-005 chapter removal. This chapter deals with natural hazard areas and mineral resource areas. Steve will track this and make sure that nothing we may need regarding wildland fire be removed.

8. MOTION TO ADJOURN was made by Bob Thompson, seconded by Travis Allee. Motion carried with no objections. Meeting was adjourned at 9:12 pm.

Anne E Moulton
Secretary, Board of Directors,
Beulah Fire Protection and Ambulance District

Final