

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 132
October 26, 2017**

MINUTES

The meeting of the Board was held at the Beulah Community Center in Beulah, CO.

Board members present were: Chair and President Steve Douglas, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Also attending was Chief Bryan Ware. Absent was Stephen McLaughlin.

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

2. APPROVAL OF AGENDA.

There were two corrections to the agenda. The Resolution numbers in Items 6.e and 6.f were updated to the correct Resolution Numbers. There were no additions or corrections 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 March 23, 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 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 Bob Thompson. Motion carried with no objections.

4. FINANCIAL REPORT

a. The District checking balance in the Pueblo Bank & Trust (PB&T) Account is \$12,597; the balance in the Bank of the San Juans (BSJ) Operating Account is \$47,331; the balance in the BSJ Savings Account is \$44,194. The balance in the New Station Enterprise Fund is \$32,580.

b. The BSJ Construction Account balances are as follows: Escrow: \$1,833,148 (left to write checks against); Loan Balance: \$1,988,314 (left to pay back to the bank); Note Account: \$117,996.

c. The total Fire Station Expenses paid to date in 2017, are \$155,166.

d. Expense Line Item 8130, Tools, current month activity is negative \$1,411. This is a credit for the grant reimbursement of the pump in the amount of \$1,791.

e. Expense Line Item 8250, Training, current month activity is negative \$1,941. This is the credit of \$2,000 from Jones and Bartlett, the publisher for our training materials, for the August Training class that was cancelled by the District.

f. Expense Line Item 8800, Contingency, current month activity is \$1,728. This amount includes a \$13,510 reimbursement for flood barriers. The remaining \$1,728 current expense will be reimbursed through grant funds for the State Conference Attendees.

Motion was made by Bob Thompson 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 171 total responses; 108 EMS and 63 Fire. Of the 108 medical calls, 82 have been transported.

b. Volunteer Member Kenny Montoya retired yesterday for medical reasons. The Board sincerely thanks Kenny for his years of loyal service to the District.

c. The heater unit in Med 51 broke and was replaced at a cost of \$250. The heater is now back up and running.

d. All of the tools and equipment owned by Austin McCullah, the previous District Mechanic, were removed from Station 2 by Austin. Bryan has cleaned up the Station last Monday.

e. The Annual Member Appreciation Dinner will be held on December 15 at the Goodpasture Barn. 5:00pm will be hors d'oeuvres, 6:00 pm dinner will be served. Notices were mailed out to all members, District and Auxiliary Board Members. Please RSVP by December 1.

6. OLD BUSINESS

a. District Auxiliary - Update

At their last meeting, the Auxiliary brainstormed on new ideas for fundraising in 2018. Bryan introduced an idea about a Reverse Raffle/Casino Night in March or April of 2018. Bryan will discuss this event with Naomi and mention to the Auxiliary Board.

b. Fire Station Site Plans and Activities– Update

i. Permitting and Surveys

There was nothing to report.

ii. Site Plans and Concept Design

The items that Steve wants to be sure are addressed are: placement of the propane tank and final grading/room for snow removal on the north side of the New Station.

iii. Site Work

Beulah resident, Pat Galvin, has offered to complete the phone installation. Bryan will be meeting with Pat next Tuesday to go over some of the details for the installation. Bryan has also been working with the American Legion for funding for the flag poles.

iv. Bid Documents & Price Quotes

The official Bid Packet has been finalized and will be going out for bid tomorrow. Bryan presented the important dates for the bid process; see the associated attachment for details. The water line extension bid packet is still being developed by F&D International (F&D).

v. DOLA Grant

The District still has not received the metal from the phase 1 DOLA grant award. The phase 2 grant application next submittal deadline is December 1. The phase 2 grant cannot be applied for or awarded until phase 1 is complete. Bryan will keep the Board updated on the progress of this issue.

vi. USDA Grant

The District did not get any grant award from the 2017 grant cycle but it has been discovered that \$40,500 will be awarded for the 2018 grant cycle for the New Station Vehicle Exhaust System. The District does not know when these funds will be received. Receipt of the funds will depend on when funds are released from the Federal Government.

vii. Water Line –Beulah Water Works District

The Beulah Water Works Board of Directors approved by resolution the annexation of the District's fire station property, as well as other properties along the water line extension who chose to participate in annexation to the water district. The annexation is now being finalized legally.

c. Mitigation, Preparedness & Public Education on Flash Flooding

Century Siren is the sole source provider for the sirens. The gates will be sole sourced as well. Pueblo County is still waiting on the state for \$200,000 to complete this project. The District did get an extension filed for the December 31 deadline date for contract completion. The extension is through May 2018. The siren package includes National Weather Service monitoring. The Pueblo Communication Center will have main control of the sirens and access to the weather monitoring. The District will have secondary access to control the gates and will also be able to access the weather monitoring data. The gates are 6 foot gates that are automatically activated by the sirens. Last Thursday, Bryan presented to the Beulah Historical Society on the past two fires and also the flash flooding preparedness for the North Creek area since there were two North Creek Road residents at that meeting. It is anticipated that some North Creek residents may not like the required testing of the sirens which includes an audible test. The sirens need to be tested at least monthly to keep them working properly. The two North Creek residents in attendance at the Historical Society meeting were very appreciative of the life saving measures that were being taken by the District. Since going on a flood watch/warning system, The District has had 24 flood watches/warnings issued. Of the 24, 7 have actually resulted in actual incidents that resulted in flooding.

Steve has attended quarterly South Region Flash Flood meetings on behalf of the District. In those meetings he has raised concerns with several state officials on the tardiness of the responder billings for the Beulah Hill and Junkins Fires, which results in delays in potential flash flood mitigation funds associated with those burn scars. It is reasonable for the Junkins Fire billings to be forthcoming soon since that fire was officially called out in June. The delayed billings appear to be more from federal and perhaps state responders, than from local responders. Bryan will get an update on the tone alert radios from ESB.

d. New/Temporary Office– Update

Bryan did a walk-through of the old office with Paul Huber early in October. There were no deposits made for the old office space so there are no refunds due. There were discussions between Bryan and Paul about propane and carpet cleaning. Those issues were resolved at the walk-through. At the new office, Lorri has been very accommodating and helping Bryan getting settled in. The office space is tight and the only concern is that the windows are drafty. Lorri indicated that she usually puts plastic over the windows to cut down on the draft. Bryan likes that fact that there is a separate office for private conversations. Steve had a conversation with Lorri about the financial effects of the District use of the office space given that there are electric base-board heaters in the offices. Steve asked Lorri to let the District know if there is a significant increase in heating costs due to the use of the office space by the District. If so, the District would consider arrangements for appropriate compensation.

e. 2017 Budget Revision Adoption – Resolution 2017 – 10

There will be one final revision to the 2017 Budget that will happen in January 2018. Bryan explained all the updates on the proposed 2017 Revised Budget, Revision 1. The Budget changes were made for the majority of the revenue and expense figures now that the annual figures are

better known. All Board Members and the public had ample opportunity to ask questions on the budget figures presented. Bryan answered all questions that were asked.

Motion to accept Resolution 2017-10, Adopting an Amended Budget for the Beulah Fire Protection and Ambulance District, Beulah, Colorado, for the Calendar Year Beginning on the First Day of January 2017, and Ending on the Last Day of December 2017, was made by Bob Thompson, and seconded by Kim Toman. Roll call vote was taken: Steve Douglas – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

f. 2018 Budget Revision Adoption – Resolution 2017 – 11

Bryan explained all the updates on the proposed 2018 Budget Revision 2. The Budget was based on the current revenue and expense figures for fiscal year 2017. All present Board Members and the public had ample opportunity to ask questions on the budget figures presented and Bryan answered all questions that were asked.

Motion to accept Resolution 2017-11, Adopting an Amended Budget for the Beulah Fire Protection and Ambulance District, Beulah, Colorado, for the Calendar Year Beginning on the First Day of January 2018, and Ending on the Last Day of December 2018, was made by Kim Toman, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

7. NEW BUSINESS

a. Setting of Date for Chief Performance Review

The date for the Chief Performance Review was set for Saturday November 18, at 2:00pm

b. Setting of Date for Combined November-December Meeting

The date for the combined November-December meeting was set for December 7 at 5:30pm. If possible, the Bid Selection will be added to the agenda.

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

Meeting adjourned at 8:21pm.

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 September 30, 2017

-New Central Fire Station – Bid Process Dates

-2017 Draft Budget Revision

-2018 Draft Budget Revision