

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 98
August 27, 2015**

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 at 7:05pm), Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Also attending was Chief Bryan Ware.

1. Chair and President Steve Douglas called the meeting to order at 6:40p.m.

2. APPROVAL OF AGENDA.

There was one correction to the Agenda. Item 3, Approval of Minutes of June 26, 2015 Meeting, was changed to the correct date of July 23, 2015.

Motion was made by Bob Thompson to approve the agenda as presented, seconded by Joni Smith. Motion carried with no objections.

3. APPROVAL OF MINUTES of July 23, 2015 meeting.

After all the submitted track change corrections by Board Members, all proposed changes were accepted except for the proposed change from Bryan setting the exact date of the Community Meeting. That proposed change was stricken and reverted to the date range identified at the actual July 23rd meeting.

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 is \$108,440.46. The District savings balance is \$45,005.11.

b. Expense Line Item 8106, Disposable Medical, reflects a credit which is a \$4,000 reimbursement from EMS Council for splints and were distributed throughout the County.

c. Expense Line Item 8220, Volunteer On Call/Response Pay, current month activity is \$3,035, when it is usually zero. This expense is for the volunteer pay for recently resigned members. There will be one or two more member resignations in August 2015.

d. Expense Line Item 8700, Promotional Expense, the current month activity is a reduction of \$500. This is the donation to the District for providing fire and EMS stand-by for the Rocket Launch. This was incorrectly entered for this report and will be corrected for next month and will be recorded as a Donation not as a Promotional Expense.

e. There is \$300.98 in Accounts Receivable which will clear at the end of the year when the final Chief Salary is paid. This item is related to Bryan's overpayment/underpayment salary taxes.

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 111 total responses; 87 EMS and 24 Fire. Of those 87 medical, 60 have been transported. To compare these figures with this same time point in 2014 the District had responded on 61 EMS responses with 38 transports and had responded on 45 fire calls (non-medical response).

b. The well at Station 2 has been completed, water was found at 160 feet and the well drillers finished drilling at 200 feet. Water samples will be sent to the State of Colorado. This water sample will be tested through the State of Colorado to determine if any filtration or purification systems need to be installed. The Septic system is next on the list to complete. The State permitted the water recovery at 15 gallons per minute (gpm); it pump tested at a rate of 18 gpm.

c. The District has completed their second blood drive with 21 units collected.

d. Tender 91 and a crew will be in the State Fair Parade this Saturday.

e. The District was advised by Mullans, Piersel and Reed that their rates are increasing to \$200, from \$165, an hour.

f. Oldham Road was driven by Bryan on Wednesday and was determined to not be drivable by non-four wheel drive vehicles. A discussion with Chuck Colletti, County Roads and Bridges, and Chief Mears, Emergency Services Bureau, occurred this morning regarding this roadway. Chuck Colletti and Chief Mears advised they would look into funding to get this road passable for an emergency evacuation route.

g. A property located at 7791 State Highway 78 West has applied for a zoning change to allow for a marijuana grow operation to be put on site there. No building plans have been submitted to date and the zoning change has to be approved first. There have been no objections yet to the zoning change, yet the District informed the property owner that all applicable fire codes would need to be met, to include onsite water for firefighting operations.

h. Joni and Bryan are working on revised and proposed budgets. Property valuation in the District went up about \$8,500, just about what was lost last time. Bryan will get the proper notices into the paper. Approval of the revised 2015 budget and the draft 2016 budget will occur at the September meeting.

6. OLD BUSINESS

a. District Auxiliary - update

i. Fundraisers: The Cowboy Poetry fundraiser is on track and sponsor donations have more than doubled from last year. Silent auction and door prizes are larger in number than last year too. Ticket sales are lacking right now but hopefully that will be compensated with the extra advertising that is being done. There are advertisements in The Pulp, Chieftain, and Greenhorn Valley News. There are also posters hung in businesses on Union Avenue in Pueblo, as well as in Beulah, Rye, and Colorado City.

More recruitment will be happening for poets and musicians, and then the coordination of the musicians and poets will take place.

ii. A large donated lasagna to be placed in the freezer for a Fall training has been requested by the Food Committee from Roxanne Sigman.

b. Potential Fire Station Site and Plans – update

i. The District is making progress and the current plot plan was created in part so site testing could be done for the application of the septic permit. The testing holes were dug, testing has been completed and the holes have subsequently been filled in. During the digging of the test holes no bedrock was encountered after digging approximately 7-8 feet deep. Also, preliminary test results are back, but the District is waiting for final results before a formal announcement is made. The formal, final report from Pueblo City County Health Department will be available Monday. Many thanks to Austin McCullah for his backhoe work to get the septic testing done, and also to Pine Drive Telephone for the loan of the backhoe. Also, the new Fire Station location has been moved slightly to the North so the building can be located more on the crest of the ridge. A 7 foot deep pit was also dug at that location on the ridge. No rocks or bedrock were encountered. That hole has also been filled in. The next step will be to file for the Map Amendment.

ii. Steve and Bryan met with Colorado Department of Transportation (CDOT) personnel this week to talk about access to the new Fire Station from Central Avenue. This site is considered Non-Rural-B (NRB) and as such the rules are not as stringent as a more urban area. Access to the new Fire Station can be anywhere along long Central Avenue, just not on the existing 2 tract irrigation access across from Fox Lane. There is a 20” irrigation line buried only 24’ underground in that easement that the District would not want to travel over with heavy apparatus. There may be two access permit applications to be filed. One application will be submitted by the District for access for the new Fire Station. Dick Sellers may also file an application for access at the point of the existing 2 track for the agricultural access for the irrigation line and farm equipment. The application by Dick Sellers does not have to be done. The current access could be considered “grandfathered”, but CDOT advised that it would still be in Mr. Seller’s best interest to get the access permit. CDOT personnel never even brought up any concerns about a deceleration lane. The speed limit is either 25 MPH or 35 MPH, depending on the direction of travel. 25 MPH speed is for west-bound traffic and 35 MPH is for east-bound traffic. Either way those speeds combined with anticipated use do not necessitate a deceleration lane. Some of the Cottonwood trees along the southern fence line on Central Avenue will need to be removed for the access to the new Fire Station. The removal of some or all of the remaining Cottonwood trees along that fence line may be done in the future for a variety of safety reasons.

iii. A concern was raised about access to Fox Lane off of Grand and the proposed entrance to the Station by Director Thompson. Chief was advised and he would take apparatus around the corner to see if there would be an issue.

iv. There is still one needed measurement left off of the plot plan. This is the West-Boundary Distance. It is the distance from the Western property boundary to the western side of the new Fire Station building. Steve has asked Travis for this measurement and Steve will need this measurement for the Map Amendment Application.

v. It is not know yet if a storm water retention pond will need to be developed. If it is it will most likely be in the southeast corner of the lot. It would be needed to compensate for the impermeable surface created by the building and pavement. It is preferred that a few parking spots next to the building be paved and the larger parking lot for training and meetings be gravel.

vi. The District is in possession of a letter from Koury Transport stating that they can transport potable water for use at the new Fire Station. The District also is in possession of a letter from Pine Drive Water District allowing the District to obtain non-potable water for use at the new Fire Station.

vii. The application for Sub-Division Exemption went in on time on August 3, 2015. Jeff Woeber, the Planner, will be working on this in the near future and has been on vacation until this past Monday. The goal is to have the Pueblo Board of County Commissioners review this application on September 16, 2015. There are still two more county applications remaining: The zoning change from A-3 to S-1, and the Public Use Review. The deadline for these is September 2, 2015, which is just next week. Two things are needed for these applications: the West-Boundary measurement as stated in iv, above, and the letter from Pueblo City County Health approving the on-site septic system, which should be obtained on Monday. Steve will work on these applications this weekend and get them in by the 2nd.

viii. The Map Amendment is heard first by the Planning Commission and they make a recommendation to the Pueblo County Board of Commissioners, who then makes the decision. The Planning Commission makes the only and final decision on the Public Use Review. Both of these are expected to be heard in the October 21, 2015 Planning Commission meeting. The Map Amendment hearing will be in front of the Pueblo County Board of Commissioners on November 18, 2015. Steve will be out of town on November 18, so he will need two people to attend the meeting. One person should be Bryan and also a Board Member. In addition, someone should attend the October 21 meeting with Steve. Steve has also asked Dick Sellers to attend the October 21 meeting. Dick is ready to compose the transfer of ownership deed, transferring ownership of the 6-acre parcel to the District, but would like the District to have all the permits in hand before he actually signs the deed. If all goes as anticipated, the District should have the title for the 6-acre parcel in late November 2015 which would be in time to submit for December Department of Local Affairs (DOLA) grants. There are fees for these applications. The Map Amendment will be approximately \$838.00, depending on if the 6.2 acre parcel is prorated for the 2/10 of an acre since the fee is based on acreage. The Public Use Review fee is \$425. Steve will ask for a waiver of these fees for governmental use, but it is not anticipated that these fees will be waived.

ix. There will be a few things Planning will want changed on the plat plan that Travis created. Of greatest significance, Pueblo County Public Works has commented that there be an additional 10' right of way along North Creek submitted with the Map Amendment. In addition there are approximately 5 other small items that need correction and it is anticipated that all of these will be conditions of Subdivision Exemption approval from the hearing.

x. Bryan has worked on the handouts for the September 10, 2015, 6:30 pm, public meeting at the Beulah Community Center. F&DInternational has looked at the handouts. Bryan is still waiting for final rough numbers for the budget piece of the handouts, but

expects to get that information in time for printing of the handouts. Bryan will be asking key business owners/citizens to look over the handouts and provide their input, questions and concerns so that he can either revise handouts or anticipate questions that may arise from the meeting. Bryan will then send revised documents to the District Board for review before the meeting. This meeting will address Evacuation Planning, with the Red Cross as a special evacuation planning presenter, as well as Tom Laca presenting about animal evacuation readiness. The meeting will also present the new Fire Station plans to the community.

c. Evacuation Planning – Public Information - update

i. Beulah School can be used as an evacuation center and has been so approved by the Red Cross. So if there is a small area of Beulah that is evacuated, residents can be housed at Beulah School instead of in Pueblo. There still needs to be an evacuation reception center developed for tracking evacuees.

ii. Pueblo County is lacking in the area of collecting data, specifically data pertaining to evacuees and their location and status. Beulah is trying to develop an evacuation reception center. For the drill being done on September 26 a mock reception center will be simulated, hopefully with the assistance of Auxiliary Members, to aid in the development of an evacuation reception center which can be used for all of Pueblo County. The evacuation reception center will utilize a cell phone application (app) as well as a computer website for evacuees to report their location, contact information and status. No other program like this can be found throughout the United States. The District is working with Custer County and Fremont County to make this a Regional tool to use. Custer County will be on-site September 26 to observe and facilitate. They will do an evacuation drill June 2016. Registration for Evacuation Planning Evacuees has begun and Bryan will begin contacting all Evacuation Planning Evacuees that have not RSVP'd by phone after September 10.

iii. Participating evacuees will be evacuated to Beulah School, not Pueblo, and animals will be a simulated evacuation, using cardboard icons for animals to test resources only. There will also be a mock briefing for evacuees at the school. Everyone attending will be provided lunch on September 26.

iv. When Steve met with Chuck Colletti this morning about Fire Station issues, Steve mentioned the grading of Oldham road for the Evacuation Exercise on September 26. Chuck indicated that he would do his best, but gave no guarantees. It was highly recommended that someone, for simulation purposes, evacuate using Oldham Road for the Evacuation Exercise. There have been two Signal Mountain residents that have indicated they would evacuate over Oldham Road for simulation and evaluation purposes on September 26. One of these residents has a 4-wheel drive vehicle, the other has a 2-wheel drive vehicle. Both of these residents have Bryan's cell phone in case they encounter problems on the day of the drill. Photographs will be taken on the day of evacuation for record keeping purposes. All District Board Members are encouraged to attend.

d. Retirement of Engine 62 - update

Pueblo Community College (PCC) is still interested in acquiring this vehicle. Allen at PCC and Bryan are still communicating although communication has slowed since school started. The District has the original Bill of Sale, not a title, and is ready to hand

the Bill of Sale at over to PCC and the Engine is still at Station 2 and it still starts, so it is ready when PCC becomes ready.

e. Chief 1 Vehicle - update

i. Bryan is still in the process of find financing for a new or newer Chief 1 Vehicle. Bryan's vehicle is hesitant to start most of the time and has a compression issue. The vehicle has been receiving mechanical attention in order to keep it running. Bryan has been in touch with Larisa, the South Region's Homeland Security Coordinator, about obtaining a trailer grant, with 4-wheeler apparatus, through a grant with the stipulation that if the apparatus are needed within the Region and not currently utilized for District needs, would be dispatched for Regional needs.

ii. The Med 52 unit will be obtained from Rye Fire. It will cost the District an additional \$3,500 along with the trade for Ross Marsh's Paramedic schooling. (Rye's initial asking price for the vehicle was \$10,000, but Bryan was able to negotiate this deal, which benefits both Districts.) The Rye Fire Board has approved this arrangement. Bryan will do the paperwork for this with Steve next week. \$20,600 will be fronted for this arrangement, approximately \$12,000 will be credited by a grant for Ross's schooling. Ross will be required to give the District 24 hours of coverage for 3 years after his schooling is completed. If Ross leaves the District early there are prorated monetary consequences incurred. Getting the Med unit ready for use by the District will cost approximately \$500 for decals and \$300-\$400 for equipment installation. These items will be coming out of the 2016 Capital Line Item.

f. Grant Writer - update

Kim has tried to contact a known grant writer, Michelle Potts, but to date Bryan has not heard from her. Bryan received two names from Sue Bacon about potential grant writers. One is Nancy King, who is has a full time job and is not interested in grant writing, but Nancy gave Bryan the name of Terry Erickson in Rocky Ford. Bryan has to do more research to find her contact information. Sue also gave the name of Amy Rye who lives here in Beulah. Amy works full time at PCC and Bryan has left her a message but has not heard back from her yet. Bryan researched professional grant writers in Colorado and found their fees were between \$1,200 and \$1,500 per grant or \$550 to \$7,500 depending on narrative length. Bryan really needs the calendar of when grant applications are due. Bryan feels that Paige Vercelline can accomplish this task. This topic will be tabled to the next Board Meeting. If Bryan gets any additional information, he will pass it on to Board Members as soon as he gets it so the Board Members can review the information.

g. Natural Hazards Mitigation Planning - update

i. This group met for its regular monthly meeting again this morning. The process is going along. The draft has to be completed in October. Also on September 22, 2015, Emergency Services Bureau (ESB) will host a public meeting at its training center on the Natural Hazard Mitigation Plan. The purpose will be to get community input via a completed survey on the level of hazard awareness. There will be many booths set up for various aspects of the Natural Hazards Mitigation Process such as: wildland fire mitigation, mapping, animal rescue services, and communication center.

ii. If an agency does not participate in updating the Plan and adopt the Plan, then they will not be able to reap the benefits involved with grant submittals. Home Owners Associations are invited to participate but so far none have. Bryan will reach out to the

Beulah area HOA's and invite them to attend these meetings. He will also provide for them the invitation from Sheriff Kirk Taylor.

iii. Not only do agencies have to assist in the Planning process, but their individual needs have to be identified as well when applying for grants. The District should plan to adopt this Plan at the January 2016 Board Meeting.

7. NEW BUSINESS

a. Middle Arkansas Wildfire Protection Partnership - MAWPP

i. This group meets quarterly. Regionally this group involves Pueblo, Fremont and Custer Counties. It is a Local, State and Federal Partnership and includes Fire Departments, Emergency Services, State Forest Service, State Public Safety, US Forest Service and Bureau of Land Management (BLM). The District is now a member. There is a \$50 annual fee to be a member.

ii. One of the large topics discussed is Wildland Fire Mitigation, including public information. Their public information includes the READY.SET.GO program which will be discussed below.

iii. The next quarterly meeting is on October 15, 2015 in Canon City.

b. Public Information – READY.SET.GO program

This program compliments the *FIREWISE* program. The material provided to individuals is very nice. Fremont and Custer Counties provide this information already to their citizens. Bryan would like and will begin to standardize and provide this information as well to Beulah residents. Cheryl Paige, Forest Service Representative, provided packets to Steve for samples and Bryan will purchase some of the packets for handing out at the September 10 Community Meeting. This group also applies for grants. In the future, the District may benefit from being included in one of the grants they apply for.

c. Accountant

Gwen Watkins, the District's Accountant, is leaving Pueblo Bank & Trust. She took a position for a large auditing firm in Denver where she will work from September until February, 14-hour days during the busiest time. She will be off, not working and back in Beulah, from March to August. Gwen feels as though she can still maintain the District's Accounting records and quarterly payments while she is in Denver. Her office will be closed for the Holidays from December 23, 2015 until January 3, 2016. Gwen feels that she can get the District W-2's and 1099's completed in this timeframe. Bryan feels that he is well prepared to handle any audit issues. The rest of the Board Members also feel as though Gwen will have no problem maintaining the Districts Accounting records while she is in Denver since all of her work is currently handled electronically. The District appreciates the fact that she mentioned this and allowed the District Board Members to discuss effects before making her move to Denver.

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

Meeting adjourned at 8:17pm.

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 July 31, 2015

-Beulah Fire Protection and Ambulance District: New Station Planning Checklist, 8/25/15

-The National Ready, Set, Go! Program – For the Resident flyer