

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 115
September 22, 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, Vice President Stephen McLaughlin, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Also attending was Chief Bryan Ware.

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

2. APPROVAL OF AGENDA.

There were four additions to the agenda under New Business Items a, b, c and d. These are Chief Performance Evaluation/Contract, 2017 Draft Budget Presentation, Slash Pile Burning Class and Middle Arkansas Fire Prevention Partnership.

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

3. APPROVAL OF MINUTES of Regular Meeting on August 25, 2016.

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 Stephen McLaughlin. Motion carried with no objections.

APPROVAL OF MINUTES of Special Meeting on September 6, 2016.

Track changes submitted by Board Members were reviewed and approved by all attending Board Members and Bryan. The different types of United States Department of Agriculture (USDA) Loans were discussed and resolved so that the meeting minutes could be finalized. 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 Kim Toman. Motion carried with no objections.

4. FINANCIAL REPORT

a. The District checking balance is \$60,373.13. The District savings balance is \$60,013.65. Included in the savings balance is \$15,230.00 for the Enterprise Fund for the New Fire Station.

b. Expense Line Item 8002, Medical Director, the District did receive the refund for the over payment to the Medical Director for the year. No new activity is expected in this line item for the current fiscal or calendar year.

c. Expense Line Item 8110, Equipment, current month activity is \$2,587.00. Most of this is for the purchase of a new winch, cost of \$2,400, which is covered by a donation of \$2,500 from Hank Humphries.

d. Expense Line Item 8181, New Fire Station, current month activity is \$6,444.00. The majority of this expense was to F&D International (F&D) for surveying and project services.

e. Expense Line Item 8300, Commercial Auto (Insurance), current activity is \$2,879.00 and is for the fourth quarter auto insurance payment. There are no more expected expenses for this line item for the remainder of the 2016 fiscal and calendar years.

f. Expense Line Item 8620, Flu Shots, current activity is \$1,000.00 and is for the purchase of 100 flu shots to be administered to community residents at a suggested donation of \$10.00 per flu shot. This donation is not mandatory.

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

5. CHIEF'S REPORT, reported by Bryan

a. So far this year there have been 171 total responses; 99 EMS and 72 Fire. Of the 99 medical calls, 76 have been transported.

b. The District has received official notification of award for the Federal Emergency Management Association (FEMA) Assistance for Firefighters Grant (AFG) in the amount of \$ 106,000 for Self-Contained Breathing Apparatus (SCBA). The District will be requesting a modification to this grant so some Structural Personal Protective Equipment (PPE), Wildland PPE, a Gear Extractor (Washer), and a Thermal Imager Camera can be included since the SCBA equipment already has been updated and replaced through other sources.

c. Nate Anderson has stepped down from his Lieutenant position which now leaves the agency with two Lieutenant positions vacant. The District has opened the application for the two Lieutenant positions until October 1st.

d. Bryan will be out of the Country from October 8 – 16th. Captain Marsh will be the acting Incident Commander during this time.

6. OLD BUSINESS

a. District Auxiliary - update

i. \$12,000 was raised from the Cowboy Poetry event. Equal amounts were raised from ticket sales, silent auction items and sponsorships.

ii. \$150 was earned from the donated kayak that was sold on consignment by The Edge for the Auxiliary.

b. Potential Fire Station Site and Plans – update

i. Permitting/Survey/Appraisal

In the letter to the District from Jeffrey Woeber, the plat has been approved and recorded. That completes the conditions of the Subdivision Exemption and Map Amendment. The

only things left to complete for the use permit are completing drainage plans as well as submitting parking and outside lighting plans, if required in the building permit process. The official designation for the New Fire Station 6-acre parcel is: Parcel B of Subdivision Exemption No. 2015-004. The official parcel number for the 6-acre parcel is Parcel Number 038-020-03-004. \$1,980.00 is the assessed value of the agricultural-zoned parcel for the new fire station. Bryan spoke with Dan Hanratty and Dan will appraise the property in the very near future. Travis Allee had previously submitted an invoice for his work done. This invoice has been paid in full once the plat was fully recorded. This invoice also included \$1,500 for topography on the New Fire Station parcel which has not been provided yet. Steve included a letter to Travis with the invoice payment asking for this work to be submitted to the District. As of today, there has been no response from Travis. Travis cashed his check on September 16, 2016. Also included in Steve's letter to Travis is a request for a listing of Travis' work completed, with a value associated with this work so that the District can send a donation receipt for tax purposes to Travis. Such an itemized list could also be used to count the survey work as an in-kind donation to the project. Steve has not heard back from Travis on this item either. Travis still has to pin the survey points identified on the plat. This work is required to be done by the surveyor who has officially stamped the plat.

Dick Sellers emailed Steve and inquired about the Gift-Deed for the 6-acre parcel. Steve replied and stated that the District could come up with the language for this deed, but it would be in everyone's best interest if Dick's lawyer came up with this language, given all the issues that were encountered last Spring. Steve brought Dick everything he needed to have the Deed language written.

ii. Site Plans/Concept Design and Funding Report

There has been one minor update to the 13 page handout from the last version created in July. The text remains the same, only the financial numbers have changed based on the proposed ballot language. The latest version is the September 13 version which will be made available to the public in the next few days. F&D is getting closer to final financial figures including figures for completing the project in phases. Also an environmental site assessment will begin soon. This work has been contracted through F&D in the \$10,000 fee for this year. The drainage study may also be done this year also, allowing us to begin the dirt work.

iii. Potential Mil Levy & Ballot Language

There have been no changes to the Ballot Language that was reviewed at the Board Meeting in August. The Election Official, Tom Mullans, is responsible for collecting, summarizing and submitting to Pueblo County all the pro's and con's from the public for the blue book election ballot information booklet. Tom will also submit the summaries for the ballot issues. Bryan requested that Board Members have comments in on these documents by noon tomorrow. Steve will submit the final versions of the summaries and the pro comments to Tom tomorrow. Anne Moulton and Steve agreed they would compose an article about the project and ballot issues for the October issue of the *Beulah Buzz*. Steve has collected various community comments and questions that he has heard and addressed these comments and questions in the article.

iv. Department of Local Affairs (DOLA) Grant Application

The DOLA Grant Application was submitted on September 6, 2016. Lee Merkel has the application and is going through it. In total, Lee for his District alone, received 5 large

(like our District's) and 3 small applications. Both the City and County of Pueblo submitted applications. Lee will be coming for a site visit in the near future. Our District will have letters of support for this application from San Isabel Electric, Mountain Park Environmental Center (MPEC), Chief Shelton from the City of Pueblo Fire Department, Pine Drive Water District, Beulah Water Works District, School District 70, Pueblo County Sheriff's Office, and the District will also be approaching the Pueblo County Commissioners for a letter of support.

v. USDA/San Isabel Electric Association loans

Steve was able to get a copy of LaVeta's 0% REDLG loan application. Steve will keep this on hand until the District is ready to apply for this loan. For now, the District will concentrate on the 3% Community Facilities Direct Loan application. This application will be ready to be submitted on November 9, 2016 if the November Ballot issues pass. If the ballot issues do not pass and the District holds an election in May, the District runs the chance of having an increase in construction costs, since already from September 2015 to July of this year, construction materials costs for the New Fire Station went up an estimated \$460,000. This alone justifies getting this project completed as soon as possible.

vi. Water line update – Beulah Water Works District

The draft document developed by Andrew Rice, Engineer for Providence, who was hired by the Beulah Water Works District to determine possible water line connections for the New Fire Station, was reviewed. Page 4 of this document shows the 5 possible connection points for a new water line to the New Fire Station. Page 5 shows Andrew's suggested connection point. His recommendation is connection into the 6" PVC pipe located at the Lake/Central Avenue intersection. It is proposed that an 8" line will be used to connect from the Beulah Water Works District to the New Fire Station. This size line will allow 1,500 gallon per minute flow that is required. The final say will come from the Beulah Water Works District. The Board is reminded that certain Right of Ways along roads and across personal property may be needed if and when a new line is put in place for the New Fire Station.

vii. Public Information & October Public Meeting planning

Bryan created a calendar for public meeting outreach programs. Signal Mountain Homeowner's Association (HOA) had their bi-annual meeting on September 17, 2016. Larry Walter picked up packets to distribute at their meeting and presented to the homeowners. Joni will present to Beulah Highlands HOA on October 9; Bryan will present to Twin Buttes HOA on October 22; Bryan will meet with the Methodist Church on October 23; Bryan will contact the Baptist Church for a date and time; Bob Thompson will find a Sunday when someone can present after church at the Catholic Church. The last thing left is to determine when the Public Meeting will be held for the community before the November election. After discussions, it was agreed that October 25, 2016 was the best date for the Public Meeting at the Community Center. It will be the same time as the last Public Meeting in July, which was later to be determined as 6:30pm. The Board was reminded that the District is allowed to encourage the community to vote informed but is not allowed to spend District money to lobby for the ballot issues.

c. Natural Hazards Mitigation Planning – update

Bryan met with Karen Ashcraft yesterday. The Plan is completed, pending input from Pueblo West Metro Fire Department. Chief Caserta from Pueblo West Metro, who is in

Kentucky this week at a conference, will get the updates from the Pueblo West Public Works Director by the end of this week. If the updates are not in by the end of the week, Karen will submit the revised Plan as-is and Pueblo West will have to approach Pueblo County for assistance with any hazard mitigation grants, instead of the Metro District being able to apply for those grants directly.

7. NEW BUSINESS

a. Chief's Contract

Chief Ware's contract expires December 31, 2016. Board Members are encouraged to review the current contract and job description for the Chief's Performance Evaluation and Contract renewal. The Board will entertain another 3 year contract. The job description will be reviewed and revised at the October Board Meeting. The Board should also consider a merit increase if the Performance Evaluation finds it appropriate to do so. This will affect the 2017 draft budget. The date for the Performance Evaluation and contract renewal will be made at the October Board Meeting.

Also, the Board is reminded that there are no November or December Regular Board Meetings. There will, however, be one combined November/December Regular Board Meeting. This date will also be determined at the October Board Meeting.

b. 2017 Draft Budget Presentation

The 2017 Draft Budget was presented to the Board. The budget is balanced, but what it does not include is \$3,800,000 for the New Fire Station since it is not yet known if the ballot issues will pass in November. If the ballot issues passes in November then the draft budget will have to be revised to include this figure. Board Members are encouraged to review this draft budget and have comments and questions ready for the Regular October Board Meeting for approval.

b. Slash Pile Burn Class, Colorado Slash Pile Burner B

There is a certified slash pile burning class being offered in Canon City in October 7th and 8th 2016 to certify slash pile burners. Lieutenant McCullah is registered for this class on behalf of the District. Steve Douglas and MPEC employees are also attending the class. The class is being put on by the Colorado Division of Fire Prevention and Control.

c. Community Collection of Slash Notice

Like last year, there will be a community collection of slash at the gravel pit on 12-mile road in Custer County. October 9, 2016 is the date set for community collection of slash. There will be a notice in the Pine Drive Telephone bill for this. There are lots of requirements so please be careful when selecting items to bring. There will be no collection of lumber, stumps, weeds, tires, household trash. Limited amounts of pine needles (not full truck loads) will be accepted. Only true wild fire mitigation slash (small branches) will be collected. This is open to Beulah residents from 8am to 4:30pm on this day. Please pass the word around.

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

Meeting adjourned at 8:01pm.

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 August 31, 2016

-Letter to Beulah Fire Protection and Ambulance District, c/o Steve Douglas, from Jeffrey Woeber, Pueblo County Department of Planning and Development regarding the New Fire Station Site

-Draft Comment – Pro – Question 5E on the November 8, 2016 Ballot

-Draft Comment – Pro – Question 5F on the November 8, 2016 Ballot

-Draft Memorandum to H. William Wheeler, Vice President, Beulah Water Works District, from Andrew Rice, Providence Infrastructure regarding the proposed water line connection to the New Fire Station

-Current Contract between Chief Ware and the District and Fire Chief Job Description documents

-2017 Draft Budget, dated Sept 22, 2016