

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 138
March 22, 2018**

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, Vice President Stephen McLaughlin, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Also attending was Chief Bryan Ware. Visiting was incoming Board Member, John Levar

Chair and President Steve Douglas called the meeting to order at 6:32p.m.

2. APPROVAL OF AGENDA.

There was one addition to the agenda. Under New Business, Item a, Resolution Appointing a Water Line Contractor, Resolution 2018-04, was added.

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

3. APPROVAL OF MINUTES of February 22, 2018 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 Stephen McLaughlin. Motion carried with no objections.

APPROVAL OF MINUTES of Special Meeting on March 15, 2018

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 Kim Toman. Motion carried with no objections.

4. FINANCIAL REPORT

a. The District accounts at Pueblo Bank & Trust (PB&T) have officially been closed, all remaining funds have been moved over to the accounts held at Bank of the San Juans;

the balance in the Bank of the San Juans (BSJ) Operating Account is \$16,179; the balance in the BSJ Savings Account is \$44,199 The balance in the New Station Enterprise Fund is \$34,082.

b. The BSJ Construction Account balances are as follows: Escrow: \$1,690,147 (left to write checks against); Loan Balance: \$1,988,314 (left to pay back to the bank); Note Account: \$126,335.

c. The total Fire Station Expenses paid from inception are \$298,166.

d. Revenue Line Item 8102, Repair and Maintenance, current month activity is \$3,207. This expense was for the repairs on Med 52 and Tender 91 performed by the City of Pueblo. This amount does not include repairs for the engine work on Med 52 by the Ford dealership. The expense for Med 52 will be reflected in next month's Financial Report.

e. Expense Line Item 8110, Equipment, current month activity is \$1,819. This was for the purchase of 4 additional swift water rescue personal flotation devices (PFD). There was not grant funds awarded for this purchase. The District now has 8 sets of PFD's for swift water rescues. This item may be put under Expense Line Item 8111, Personal Protection Equipment, next month; clarification will be determined between Bryan, Joni and Gwen.

f. Expense Line Item 8900, Capital Reserve, current month activity is \$2,513. This amount was used to get the initial Building Inspection Permits signatures through Pueblo Regional Building Department (Regional).

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 42 total responses; 13 Fire/Rescue.

b. Med 52 is back in service. The total cost of the engine replacement was \$21,661.13. This is a little less than the \$24,000 anticipated.

c. The Fire Danger has increased to Very High.

d. The area Fire Chief's will continue to monitor the Fire Danger monthly as conditions are very close to issuing a Burn Ban.

e. In April the District will co-host, with Pueblo County, a Wildland Fire Fighter II class (aka S130/190) at Pueblo Mountain Park. The State FMO will be sending a few Emergency Managers to this class. There will also be attendees from Custer and Fremont Counties.

f. The District submitted a \$50,000 grant application for fire mitigation projects, specifically upstream of the Beulah Water Works District intake, in the Middle Creek subdivision area. This grant is through the International Association of Fire Chiefs. If awarded the District will be the fiscal agents of the grant and paperwork and CO-CO/CUSP will be the holders of the grant funds and manage the project. The District will have a 5% match which means that the District will do 5% of the tree cutting and fire mitigation. The remaining 95% of the project will be completed by a commercial fire mitigation contractor. The mitigation plan will include the slash being chipped or hauled to either of the 2 burn pits: on Highway 78 or on Siloam Rd, behind the Hanratty's, at the quarry.

6. OLD BUSINESS

a. District Auxiliary - Update

The Auxiliary arranged for Subway sandwiches to be provided for the responders to the recent fire in Beulah at the Pueblo Mountain Park. Bryan did mention that responders from two outside agencies were talking about being provided food. These responders were thankful in tone in their discussions about having food available during an incident, because typically there is no food available, except on very large incidents.

May 12th is still the date for the Barn Dance. The Special Event (liquor) permit has been applied for with Pueblo County. The Barn Dance has not been heavily advertised yet because the Beulah School is having a Chili Cook-Off soon and the Auxiliary does not want to compete with that event. Advertising will begin after the School's Chili Cook-Off. The Garage Sale is still set for one of the 2 last weekends in June. Joni will firm up the Friday and Saturday Garage Sale dates with Vicki Scott. A few smaller fundraisers are still being developed.

b. Fire Station Plans and Activities– Update

i. Permitting and Surveys

The final building permit should be ready by Wednesday next week.

ii. Site Plans and Station Design

There was nothing to report on Station Design. Heavy conversations are being held between Bryan and Steve and Todd Ficken of F&D International. These conversations are about an actual drainage line versus a swale (ditch) at the north-east corner of the station. It is possible that the 2 west-most portions of this drainage line may be better served as a swale. Refer to the Grading and Drainage drawing in the attachments. On the Preliminary Grading and Drainage Drawing, there are two short runs of pipe that start the drainage to the on-site detention pond. The discussions revolve around the cleaning maintenance and possible cost savings of having these 2 short pieces as runs of actual pipe versus just having a swell. Steve is very concerned that Todd is not willing to even consider the possibility of utilizing a swale in this area. Discussions will continue, to include input from HE Whitlock.

iii. Steel Package and Insulation Delivery

All final pieces of steel, insulation and hardware have been delivered.

iv. Site Work

Foundation work will begin on Monday, weather permitting. The on-site pre-build meeting completed with H.E. Whitlock (Whitlock). Whitlock has a 9 month window to complete the project and they are anticipating it will take 7 months for completion. (That time period will officially begin with the date the complete building permit is issued by Regional Building). Before the final dirt work is started the geotechnical team will be on site to make sure the foundation of the building sits on acceptable dirt and meets project specifications. If it does not meet specifications there will be more excavation and compacting work to be done before pouring a foundation. Once all the dirt work has been completed, the District will have a better idea where this project stands financially. Steve and Bryan are hoping that there are no unanticipated delays or costs encountered while finishing the dirt work. The application for permanent power has been submitted to San Isabel Electric. San Isabel Electric can get the permanent power on site very quick; so

quick that Whitlock is willing to wait for the permanent power rather than have temporary power installed. Not having to apply and install temporary power will result in a small cost savings on this project.

v. H.E. Whitlock Bid Revisions, Contract, Legal Review, Discussion and Potential Award

The final contract has been signed by Steve, on behalf of the District, and Micky Bonham for H.E. Whitlock (Whitlock).

vi. DOLA Grant

The District has not yet received the \$95,000 reimbursement. The new area DOLA Representative called Bryan yesterday and said the Director of DOLA will be in the area next Thursday and thought it would be good for them to visit the Beulah area. Bryan is thinking it would be good to show them the burn scar areas and the water line project. Bryan is working on the next DOLA grant application for the April deadline.

vii. USDA Grant

Bryan has not heard anything on the USDA receiving their funding.

viii. Other Grants

Bryan is working with the Auxiliary on other grants.

ix. Water Line Construction Request for Bids - Status

Bryan, Steve and Todd met with Backhoe Services on Tuesday to discuss the project and possible cost savings. It is anticipated that there are potential cost savings by utilizing 5,000 pound sakrete mixture instead of hauling mixed concrete from Pueblo. Pueblo County's Variable Message Boards (electronic sign boards) may be available for traffic control. If so and if they may meet the State's requirements, this could result in a reduction in the traffic control cost, which is \$29,000 of the total project. Lastly, local resident Joe Even may have the equipment to bore under the roadways where needed and it may be available for less than is currently projected by Backhoe Services. Bob Thompson will talk to Joe about this project and report back to Bryan by Monday.

Steve was unable to meet Dick Sellers face to face this week to discuss the projected cost (approximately \$68,000) of extending the water line from the fire station to the Pine Drive Telephone Office, so he sent the quote via email to Dick for review. Dick's response was that the amount was very high and he hoped he could come up with another arrangement with the Beulah Water Works District. Steve has not heard back from Dick yet with a "yes" or "no" answer. Dick needs to come to an agreement and commit to the amount to pay for his portion of the water line before the District can sign a final contract for the water line project. Otherwise, the District will need to remove that portion from the project.

Bryan and Steve are hoping the contract will be finalized and signed next week. Backhoe Service would like to start the project April 1, working from the new station westward down Central Avenue.

The District wants to be respectful to the landowners who own land along the construction route. Steve, Bryan and Bob will meet with meet with property owners regarding permission to be on their property, and about expectations regarding their land during construction of the new water line.

Lastly, Bryan has included a draft memo between the District and Beulah Water Works District that outlines the responsibilities and ownership of each part of this project. It is our wish to transfer the finished water line extension and provide some records storage space in the new station to the Water District, in trade for a permanent waiver of the tap and water use fees. Bryan would like the Board Members to review this document and provide ideas and/or changes to this memo by next Thursday. The Beulah Water Works Board will review this memo and when ready will vote on its acceptance. Bryan, being a Beulah Water Works District Board member, will abstain from this vote.

c. Mitigation Preparedness & Public Education on Flash Flooding

Bryan sent out 5 letters to the property owners where the sirens are planned to be located. He has only heard back from 2 of these property owners. One owner asked the question if this is a full easement or just an access permit. Bryan will get this answer from Joan Armstrong at Pueblo County Planning and Development. Whatever the form, we need permission from the land owners before the sirens can be installed. The grant deadline for project completion is in May.

d. 2017 Audit – Update

While compiling the Audit Exemption, Sam DeNardo found that the District has a \$1,900,000 loan in 2017 that puts the District over the \$750,000 amount. Having over \$750,000 in revenues requires the District to complete a full audit. The cost of a full audit is about \$4,000. The full audit is due in June.

e. 2018 Election – Update

There are 3 Board vacancies in May. There were 3 qualifying self-nomination forms turned in. Being equal number of openings and self-nominations, the election has been cancelled. John Levar will be filing Steve Douglas's vacancy in May. Bob Thompson and Kim Toman will remain on the Board for an additional 4-year term.

f. Station 1 – appraisal

Dan Hanratty got measurements of the fire station last Sunday. Bryan is expecting the appraisal very soon.

g. Community Wildfire Preparedness Day – planning update

At the last District Board meeting, there was mention of the Auxiliary serving and/or cooking lunch. This idea has changed into having snacks and bottled water available for participants at no charge. The Auxiliary will not be needed to help with this event, thank you. This event will be held on May 5, 2018, from 10 am until 2 pm at Pueblo Mountain Park. Fremont County will bring their 20' Firewise Trailer and provide handouts with a show and tell at their trailer. There were 3 different grant sources to assist in funding this event. State Farm Insurance has nationwide competition for fire mitigation activities. Nationwide, this grant application came in 14th place and a \$500 grant has been awarded to the Middle Arkansas Wildfire Prevention Partnership (MAWPP) for snacks and/or handouts.

There was a second grant the MAWPP applied for through CO-CO/CUSP. This grant, if awarded, will support fire mitigation efforts in the 3 Counties organizing this event. If awarded, the grant funds most likely will be used as 5 separate \$1,000 non-matching grants for creating wildland fire defensible space on private property. The 5 grants will be awarded by a drawing of the participants of the Wildfire Preparedness Day. If there are attendees from each of the 3 Counties involved: Pueblo, Fremont and Custer, 1 grant will be awarded to a participant in each county. The other 2 grants will be distributed to other property owners attending the event on May 5th, regardless of which of the three counties their property is in.

h. Pueblo Mountain Park – prescribed fire planning update

On April 5th, Bryan and Steve will meet with the City Fire Chief, Pueblo Mountain Park management and Steven Meier, City of Pueblo Parks Director, to look at a proposal from The Nature Conservancy to plan and performing the prescribed burns, with the goal of identifying tasks that can be performed locally. Steven Meier will need to review the contract that is developed for the prescribed fires.

7. NEW BUSINESS

a. Appointing a Water Line Contractor, Resolution 2018-04

At the Special Board Meeting on March 22, 2018, Board Members discussed and agreed to approve Backhoe Services as the contingency water line contractor with KR Swerdfeger as the alternate water line contractor.

Motion to accept Resolution 2018-04, approving a contingency award to Backhoe Services as General Contractor for the Construction of a New Central Fire Station for the Beulah Fire Protection and Ambulance District, Beulah, CO, with an alternate contractor of KR Swerdfeger was made by Joni Smith, and seconded by Kim Toman. Roll call vote was taken: Steve Douglas – aye; Joni Smith – aye; Stephen McLaughlin – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

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

Meeting adjourned at 8:04pm.

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 Feb 28, 2018
- Preliminary Grading and Drainage Plan drawing with highlight of drainage line in discussion. Drawing by F&D International, mark up by Steve Douglas.
- Draft memo of water line agreement between the District and Beulah Water Works District regarding the water line extension project.
- Resolution 2018-04