

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 122
January 26, 2017**

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, and the Studen Family: Daniel, Kerri and Benjamin.

Chair and President Steve Douglas called the meeting to order at 6:31 p.m.

2. APPROVAL OF AGENDA

There were four (4) additions to the agenda. A special presentation by Benjamin Studen was added after the Approval of the Agenda; Old Business Item 6.g, Middle Arkansas Wildfire Protection Partners Planning Meeting - update; Old Business Item 6.h, Colorado Wildland Fire Conference - update; and New Business, Item 7.c, Board Member Stipend Waiver.

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

Benjamin Studen presented to the District, his donation of cash in the amount of \$440. This cash donation came from Benjamin asking family and friends for cash for his 12th birthday in lieu of gifts so that he could donate his birthday money to the District. The District is very grateful to you, Benjamin, for your unselfish generosity.

3. APPROVAL OF MINUTES of Combined Nov-Dec 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 Stephen McLaughlin. Motion carried with no objections.

It was discussed and agreed on by all Board Members that future community informational meetings would not be conducted as regular board meetings. Board Members did agree that if any decisions needed to be made during a future community meeting, the decision would be made at a future Board Meeting so not to violate the Sunshine Laws.

4. FINANCIAL REPORT

a. The District checking balance is \$9,335.36. The District savings balance is \$5,019.02. The Savings amount shown the Financial Statement is inaccurate and will be corrected for the next Financial Statement.

b. Revenue Line Item 7005, Specific Ownership Tax, current month activity is \$1,101.92.

c. Outstanding reimbursements are the Volunteer On-Call/Response Pay in the amount of \$28,000 from the State of Colorado and from the Department of Homeland Security in the amount of \$15,000. Bryan will find out where these reimbursements stand.

d. Expense Line Item 8220, Volunteer On-Call/Response Pay, current month activity is \$30,504 and is for District emergency responses. This is the annual pay out to the District Volunteer Responders for their on-call time and actual responses in 2016.

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

5. CHIEF'S REPORT, reported by Bryan

a. In 2016 there were 230 total responses, the most ever. Of the 230 responses there were 138 EMS and 111 Fire. Of the 138 medical calls, 103 have been transported. Also to note is that when an incident number has been created for an emergency only 1 response is generated for that response. For example the Beulah Hill Fire results in only 1 response even though it is a multi-day fire.

b. Nationwide many people have been contracting the flu even when they have received the flu vaccine.

c. The dates for the 2017 blood drives have been set. There will be three blood drives in 2017, one more than usual. The dates for the blood drives are: May 13, July 29, and September 30.

d. The District hosted an open house earlier this month to discuss District operations to prospective new members. From this event four potential new members were discovered.

e. The new radios are being programmed and hopefully will be installed next month. These radios were purchased for the District through the Chemical Stockpile Emergency Preparedness Program (CSEPP), with the support of the Pueblo County Sheriff's Emergency Services Bureau. The District greatly appreciates that support. It will continue to own the old radios and use them for special events such as the Beulah Challenge and other events that require additional communication needs. The District does not intend on maintaining these radios, so no further costs will be incurred by the District for the use of them.

f. Discussed was the option to keep the current copier and continue to pay for maintenance of the 7 year old copier or to purchase/lease a new one. After discussing all available options, the Board was in agreement for the outright purchase of a brand new copier.

Motion was made by Joni Smith for Bryan to outright purchase a new copier, seconded by Stephen McLaughlin. Motion carried with no objections.

6. OLD BUSINESS

a. District Auxiliary - update

i. The Auxiliary has committed \$11,362 to make the 2017 vehicle payments and \$2,000 for the generator on Brush 61 and just about \$19,000 in payments to F&D International (F&D) for work to be performed for the new fire station. The total amount committed to the District in 2017 is about \$32,362.

ii. The Auxiliary compiled its own annual report, one page in length, and it will be mailed in the Pine Drive Telephone bill this month. Space will not be needed in the District annual newsletter for a report by the Auxiliary. It will also be available online at the website.

iii. A Grant Committee has been formed. It is lead by Linda Overlin with efforts put forth by Joni and Carol. The Gates Family Foundation Grant was applied for but not awarded. Next week efforts will be put forward on the submittal of the El Pomar Grant. This grant will be earmarked for the purchase of a used water Tender.

iv. There will be another Barn Dance in 2017. This event will be held on June 10 with the help of the Beulah Arts Council.

b. Potential Fire Station Site and Plans – update

i. Permitting and Surveys

There was nothing new to report regarding permitting and surveys.

ii. Site Plans and Concept Design

The Fire Station Building Committee has completed their initial revision on the building design per recommendations from Lee Merkel of DOLA. These changes were a result of Lee's recommendation for the next DOLA grant cycle application. All of the rooms in the initial design have been kept, some rooms were downsized and rearranged so plumbing and heating systems can be more efficiently ran. This redesign has a minimum anticipated cost savings of \$850,000 on the total project cost. It is hopeful that this redesign will allow more grant awards toward this project. There are still other options available to cut costs. One of these is to leave some of the finish work inside some of the rooms not necessarily needed right away.

The State of Colorado Department of Transportation (CDOT) has asphalt chips for the District to have for the driveway for the new station. All the District has to do is to provide transportation for the asphalt chips. An apron will still be poured around the exterior of the building, but using asphalt chips on the driveway will help decrease the cost of the project.

iii. DOLA Grant Application – Review/Discuss/Authorize

Steve talked to Lee Merkel about the February 1, 2017 DOLA grant cycle application. Steve and Bryan are actively working on this application right now. Lee highly recommended asking for a smaller amount than the District did at the last grant cycle. Steve suggested adjusting the grant amount to \$500,000 to help improve the chance of receiving a grant award. The maximum amount that can be requested is \$1,000,000, which is what the District asked for in December 2016.

Motion was made by Kim Toman to approve the District to submit a grant application to DOLA on or before the first of February 2017, for the fire station project, seconded by Bob Thompson. Motion carried with no objections.

iv. Fire Station Construction Loan

There was nothing new to report regarding a construction loan.

v. USDA Loan

The preliminary paperwork has been completed. The District has completed everything it can up to this point.

vi. Water Line – update – Beulah Water Works District (BWWD)

The BWWD Attorney has the paperwork for the water line extension. It is anticipated that something will be known in the very near future and will most likely be presented at the March Water Board Meeting. The District will need a presence at the March Water Board Meeting for this issue.

Dick Sellers has mentioned to Steve that his equipment is not sufficient to bore under roadways to install the proposed 8” line. His equipment can only go up to a 4” line. Dick must concede on how much he can realistically help on the installation of the water line extension. He is still willing to help in any way he can utilizing his manpower and equipment, such as digging the trench and installing the line, except under roadways.

c. Natural Hazards Mitigation Planning – update

There are only minimal things left in plan to be completed. One of the things left is to add photos and complete minor updates. Karen Ashcraft (ESB) indicated she will get these changes made and back to the State for final review. At this point, the plan update is a year over due. Steve asked Karen if the overdue plan update would affect the District’s ability to obtain mitigation funds. Karen said she doesn’t think so but has not checked with anyone for an official word.

d. Public Education on Flood Potential - update

There are approximately 146 homes that are vulnerable to flooding. There were 116 homes contacted about the community meeting and only 25 homes were represented at the meeting. 31 letters that were mailed out came back to the District as “vacant.” Anne Whitfield and Anne Moulton have offered to call all of these affected homes to explain the importance of attending these community meetings. Bryan will keep track of the homes that are represented at the meetings.

Bryan is still working on getting items in place it assist when a flood happens. These tasks include sirens along North Creek and at the new Station 1 site, landing zones along North Creek Road, and road closed barriers at various points.

e. Annual Newsletter

Steve sent in his draft, Joni and Bryan are working on the financial side, and Bryan is still working on his portion. The goal is to have the annual newsletter in the mail by February 6, 2017.

f. Middle Arkansas Wildfire Protection Partners

There was a meeting today and it was productive. There was a good turn out and for the Wildland Fire Conference, Steve will coordinate a panel discussion with Dennis Page and Keith Worley. Dennis works for the US Forest Service, is based in Canon City and has worked extensively on the 12-Mile Shaded Fuel Break. Keith lives and works in Larkspur, works as a forester, primary experience is with defensible areas and shaded fuel breaks on private land, but is also experienced in putting on classes. One class is a 4 hour class on “hardening,” getting a structure ready to be subjected to a wildland fire, such as embers falling onto a roof. He is willing to offer this class to the District Volunteers, with the goal of helping volunteer fire fighters mitigate wildland fire hazards

at their homes, so they can respond and help others when fire is threatening. He will also be doing a breakout session on this topic at the conference. The conference dates are April 19, 20 and 21. The next planning meeting is in Pueblo on March 16, 2017.

g. Colorado Wildland Fire Conference

The Conference will be in Pueblo on April 19, 20 and 21 at the Convention Center. It starts at noon on the 19th and runs through noon on the 21st. There will be a field trip on the 18th for about 40 participants. A tour will be given of the Beulah Hill Fire, the Pueblo Mountain Park showing wildfire mitigations treatment there, with a lunch at the Horseshoe Lodge, then moving along 12-mile Road (road condition permitting) to see the shaded fuel break project, and then up North Creek Road to view the Junkins Fire. Weather and road conditions will determine if all this can be accomplished. Steve will also talk to the participants about flash flood potential and mitigation efforts in this area. Advertising and class offerings are being developed. The speaker package agendas are not available just yet but they are being worked on right now. A web search of Colorado Wildfire Conference will find the website where more information can be found.

7. NEW BUSINESS

a. 2016 Audit Exemption

Bryan is working with Sam Denardo on the 2016 audit Exemption. It is noted that a full audit will have be done for 2017 due to the amounts of money in the 2017 Budget for the fire station project.

b. Adoption of 2016 Budget, Revision 3, Resolution 2017-1

Bryan presented the third version of the 2016 District Budget. Adjustments were made to the Budget to reflect the fact that the DHS and Fire Response Reimbursement Funds were not received. These costs will end up coming out of Prior Reserves and when the funds are received in 2017 will be put back into Prior Reserves. All Board Members and present community members were allowed to ask and have all questions about the Budget answered.

Motion to adopt Resolution 2017-1, 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 2016, and Ending on the Last Day of December 2016, was made by Joni Smith, and seconded by Kim Toman. Roll call vote was taken: Steve Douglas – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

c. Board Member Stipend Waivers

The Stipend Waivers were handed out to all Board Members to have their Meeting Stipend Waived. Board Members have the option to sign the waivers and their stipend will be saved for the Annual Volunteer Appreciation Dinner. Signing the Waiver is completely optional and not a requirement to be a Board Member. Those wishing to sign these Waivers signed them and turned them in for the official record.

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

Meeting adjourned at 8:28 pm.

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 Dec 31, 2016

-Beulah Fire Protection and Ambulance District – 2016 Response Statistics

-Beulah Fire Protection and Ambulance District – New Fire Station January 2017 Option #1 Version 1 DRAFT

-F&D International's Responses to District Project Questions

-2016 Revision 3 Budget, January 26, 2017