

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 97
July 23, 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, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Treasurer Joni Smith was absent (non-excused). Also attending was Chief Bryan Ware. Visitors were Kyle Levar, Jenn Levar, Jenna Rodman, and Jared Knisley.

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

2. APPROVAL OF AGENDA.

There was one change to the Agenda and two additions. The change was to Item 3, Approval of the Minutes of June 26, 2015 meeting. The date of the June meeting will be changed to the correct date of June 25. There were also two additions to the Agenda. Added to Old Business is Item j, Pueblo Mountain Park (PMP) prescribed fire plan – update. Also, added to New Business is Item a, Middle Arkansas Wildfire Protection Partners.

Motion was made by Pat Stanifer to approve the agenda with the changes as presented above, seconded by Bob Thompson. Motion carried with no objections.

3. APPROVAL OF MINUTES of June 25, 2015 meeting.

There were no additional changes to the Minutes of the June 25, 2015 meeting, except as submitted prior to the meeting by Board Members.

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 Pat Stanifer. Motion carried with no objections.

4. FINANCIAL REPORT, reported by Bryan Ware

a. Revenue line item 7700, Grant Income, this month's income of \$4,797 was not in the original budget which is from the 2014-2015 Volunteer Wildland Firefighting Grant that was not anticipated. The revenue is offset with Expense line item 8110, Equipment. District checking balance is \$41,538.34. The District savings balance is 45,002.87.

b. Expense line item 8200, Chief's Salary, has been resolved and is now in balance and within budget for the overpayment earlier this year.

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 92 total responses; 68EMS and 23 Fire.

b. As of June 10, 2015 the State of Colorado had received the water well permit application for Station 2. To date, the State still has not issued the permit. The issuing of a water well permit usually takes 6 - 8 weeks. Todd, the well driller, who is currently on a trip in the eastern US, will be able to drill the well fairly soon after receiving the well permit.

c. Barring Coughlin has officially retired from the District and Joel Outhier is resigning effective August 1st as he is returning to school to further his education. Joel's resignation leaves an EMS Captain position open, which will not be filled at this time.

6. OLD BUSINESS

a. Swearing in of Lieutenant Levar

Lieutenant Levar was successfully sworn into office.

b. Acceptance of Resolution of 2015 International Fire Code with exceptions

The 2015 International Fire Code, with exceptions, as presented, was discussed by Board Members present at this meeting. Discussions occurred and a motion was made.

Motion to accept Resolution 2015-3, accepting Resolution 2015-3, International Fire Code with exceptions, was made by Pat Stanifer, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Pat Stanifer – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

c. District Auxiliary - update

i. Fundraisers: The Cowboy Poetry fundraiser is coming along, most items are in place. August 1 is the deadline for sponsor donations to be made so sponsor information can be used on the advertising posters. Donations still can be accepted after the August 1 date, but those sponsors cannot be included in the posters. So far there have been about \$3,000 in donations accepted for this event.

ii. There is no update from the Food Committee.

d. Potential Fire Station Site and Plans –update

i. Sketches for the new fire station were presented. These sketches are conceptual and changes have already been proposed to these sketches. The business plan is being developed and the Beulah demographics from the latest census have been submitted for the business plan. So far, the cost estimate for the new fire station is approximately \$2,700,000. This estimate includes the building, essential systems such as cisterns and fire extinguishing, and office furniture and fixtures. If it were determined that an acceleration/deceleration lane were needed, this would add to the cost estimate.

ii. Discussions were held regarding the water supply for the new fire station. According to the Pueblo Board of Water Works, there are four potable water haulers. Steve called those four for details.

The first is M&M trucking and they do not haul potable water to the Beulah area. Second, there is Koury Transport; their phone number is not valid anymore-Steve will look on bulletin board at the Beulah General Store for a more current phone number. Third is Natural Source Water; Steve called, left a message and is waiting to hear back from them. Lastly is Cistern Services which used to be owned by Dallas Castelic and sold to a

gentleman named Steve. The larger issue is the hauling of actual potable water and the significant cost of operating a business that hauls potable water. Kyle stated that since state testing is required every 3 months it becomes too expensive for businesses to haul water. He wasn't sure that we would find a contractor that would certify that they actually deliver potable water, even though they may haul water from a potable water source such as the Pueblo Board of Water Works. For the Map Amendment application, the District has to identify "where water is obtained/purchased" and include a letter from the water supplier. That information can only realistically reflect today's conditions, as those details may have changed by the time the building is ready for water. Currently, potable water for the new fire station will be provided by Pueblo Board of Water Works, with the provision that in times of severe water shortage, that source may be cut off. Bryan and Steve went through the process of estimating the station's water needs, considering daily office activities, training sessions, public meetings, truck washing, etc. Water usage has been estimated to be 6,424 gallons potable water per year and 13,542 gallons non-potable water per year. Estimates for septic system use still need to be developed. The question is how much of the non-potable water will end up going through the septic system. Bryan, Steve and Todd (F&D International) will discuss that and settle on an estimate.

iii. It is proposed that at the Community Meeting in September, the plan for the new fire station will be presented to the community as well as the evacuation drill exercise. The community will be presented with the rationale behind needing a new fire station. The announcement about the discussions for the new fire station will be included in the Every Door Direct Mailing for the September Community Meeting.

iv. Both legacy items associated with Dick Seller's property are complete. The condition from the 1979 subdivision variance requiring a mylar original of the plat-like drawing has been submitted to Pueblo County Planning and Development. The requirement from the 1997 sub-division exemption merging the 2 parcels with the recording of a new deed, is also complete. Travis drafted the new deed with much difficulty due to old lengthy, conflicting legal descriptions, but nonetheless, the deed has been turned into Pueblo County for recording. The District is now waiting for the new parcel number so the new 66 acre parcel can be divided and the 6 acre fire station parcel created from it.

v. The survey of the 66 acre parcel, identifying the 6 acre parcel for donation to the District, still needs to be completed in order to apply for the Subdivision Exemption. This survey must also be done so that the plot plan can be created. The last time Steve heard from Travis about survey work was July 1 by email. At that time Travis indicated that the survey should be done by the end of July. Last week, Travis did communicate with Bryan about this survey and it had not been finished yet. The next Department of Local Affairs (DOLA) deadline to meet is December for grant applications. These applications are accepted on a quarterly basis, so if the December deadline is not met, then April 2016 would be the next cycle deadline to meet. The District is in dire need of a current status from Travis on the 6 acre parcel survey. August 3 is the next Pueblo County sub-division exemption hearing deadline which would put us on the table for an October hearing. All of these items are needed in order to meet the DOLA December grant deadline. The District must move forward and have the 66 acre parcel survey

completed either by the end of July by Travis or by another surveyor by the August 27, 2015 Board Meeting.

Motion was made by Kim Toman to authorize Steve to contract with a surveyor up to \$8,000 to procure a 66 acre parcel survey, either with Travis by the end of July or by another surveyor by the August 27, 2015 Board Meeting in order to meet application requirements, seconded by Pat Stanifer. Motion carried with no objections.

vi. Because of delays, the title work, completed by Stewart Title, is again out of date. Steve has been working with Beene Smith at Stewart Title and she has arranged to update the title work so it will once again be valid for the Subdivision Exemption application. This is the second update she has done for us without charge. A thank you will be sent to her in the near future.

e. Evacuation Planning – Public Information - update

i. The Evacuation Planning Report is due to state tomorrow. The report is finished and will be sent off tomorrow. The full-scale exercise has been scaled back to a functional exercise, will affect about 190 homes, and will test public notification (reverse 911), door-to-door notification, and sheltering systems. There will be no activation of the County EOC for this exercise. September 26, 2015 is the date set for this evacuation drill. It should begin about at about 9am.

ii. There will be a public meeting will be prior to this exercise. Bryan will schedule the meeting between the dates of September 12 – 26, 2015. The invitation will be sent to all District constituents.

iii. A special notice will need to be posted for the special meeting that Bryan will schedule above in item **6.e.ii.** This notice shall be posted 72 hours prior to the meeting.

f. Retirement of Engine 62 - update

Pueblo Community College (PCC) is struggling with a lack of title for the engine. A current status from PCC is needed, but the PCC contact is currently out of town. More will be reported at the August Board Meeting.

g. Chief 1 Vehicle - update

To replace the Chief 1 Vehicle with a 2016 4x4 Tahoe, with all the necessary add-on's and government pricing is approximately \$38,000. If radios, lighting, decals and heavier suspension is added the price will increase to approximately \$45,000. The question remaining is whether or not to apply for a United States Department of Agriculture (USDA) grant. If applying for a USDA grant, and subsequently being awarded with this type of grant will prohibit the District from receiving a USDA grant for the new fire station, then a USDA grant should not be pursued for a replacement Chief 1 Vehicle. Available is a General Motors Corporation (GMC) lease-purchase program which offers a 4-5% interest rate for the vehicle. The USDA loan interest rate is 1%. It is preferred to cover this expense from a grant. The Federal Emergency Management Association (FEMA) has grants available, but it is the District opinion to save this type of grant for a larger vehicle such as an engine.

h. Grant Writer - update

i. An updated proposal for Paige Vercelline was presented. This new proposal included the two references that were suggested to be provided by the Board. The Board reviewed the new proposal.

ii. This grant writer will be searching for and applying for not only new station grants, but equipment and apparatus grants as well. It is expected that F&DInternational will help apply for the larger government grants, while the grant writer will be focused primarily on foundation grants.

iii. It was recommended by the Board that research be done to find other grant writers for comparison. As grant writers are discovered, Bryan will email their information out to Board Members so that a final decision can be made at the August Board Meeting.

i. Natural Hazards Mitigation Planning - update

i. The second meeting this year was earlier today. Pueblo County has a Natural Hazard Mitigation Plan in place that was approved in 2011. This Plan is only for natural hazards and covers all of Pueblo County. The Plan was only adopted by Pueblo County Government. The reality is that when the District applies for grants the first question asked is “Does your County have a Natural Hazard Mitigation Plan?” The second question is “Did you jurisdiction adopt this Plan?” As soon as either of these responses is “no” the District will not be eligible for the grant unless the County applies on the District’s behalf. The ideal situation is for the District to adopt the Pueblo County Natural Hazards Mitigation Plan and apply for grants itself. Having the County apply for grants on the District’s behalf is not the ideal situation, but nonetheless an option. The Plan must be updated every 5 years and the deadline to update the Plan is February 8, 2016. In order to make that date the Plan has to be in final draft form in October 2015. There are monthly meetings to update the Plan. These meetings are the 4th Thursday of every month at 9am at the Emergency Services Bureau (ESB) office.

ii. Sheriff Taylor did send out a letter local jurisdictions with an invitation to participate in the planning process.

iii. Steve wants emphasis put on Oldham Road improvements and watershed preservation in this plan update so grant funds can be pursued in this area.

iv. Also the definition of the geographical area of “Beulah” needs to be defined. It will be Steve’s recommendation to use the area served by the District to define the geographical area of “Beulah.”

v. Adopting the final Pueblo County Natural Hazard Mitigation Plan will be an agenda item for the District’s January 2016 Board Meeting.

j. Pueblo Mountain Park Prescribed Fire – update

i. Manually cutting fuels is not enough to maintain an adequate fuel break in the park, especially when it comes to oak brush. A prescribed fire is very important to control the growth of the oak brush. A description of conducting prescribed fires has been written and submitted to the City of Pueblo Parks Department and the City Attorney. Once the Parks Department and City Attorney review the document, it will be presented to City Council for approval.

ii. If all approvals are obtained, the prescribed fires will probably begin in 2016.

7. NEW BUSINESS

a. Middle Arkansas Wildfire Protection Partners

The Middle Arkansas Wildfire Protection Partners have been in place for about 8-10 years. This group meets every 2-3 months. Steve received a phone call from Phil Daniels, a State employee and supervises most of Eastern Colorado from a fire

perspective. Conversations were held about extending the current mitigation project on 12-mile road further toward the Beulah Valley. There are grant funds for additional mitigation funds on 12 mile. Unfortunately, even the extension of the project boundary wouldn't do the District us much good because it just includes land adjacent to National Forest and doesn't extend much past Kilpfel Meadows, which is far from the most populated part of Pine Drive. This Grant will be submitted in August and includes the possibility of local fire departments burning of slash piles as a training activity. This project has not been mentioned to our District yet. Bryan and/or Steve will attend the next meeting to determine the involvement of the District in this project.

b. Med 52

Rye Fire loaned a 2006 ambulance to the District while we are looking for another. It is for sale for \$10,000, but at this time the District is not interested in purchasing the ambulance. According to Austin, the type of engine in this particular apparatus has known problems that may or may not present at some point in time with no permanent repair available. The injectors and high pressure pump are the items that can fail without prior warning. In addition, in the apparatus' 92,000 miles only once has the rear pinon seal leaked due to the bearing being out. Both of these repairs are major repairs that are very costly. Bryan will have discussions with the Rye Fire Chief about some sort of trade between this apparatus and providing schooling for District Member Ross Marsh to complete paramedic school. The paramedic school is approximately \$8,000 and about 70% of it can be reimbursed by a grant. The good thing about owning this ambulance is the chassis. Even if the engine were to fail in the future, the chassis would still be in great condition to use as a base for another ambulance. Bryan will have more information for the District in August.

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

Meeting adjourned at 8:45pm.

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 June 30, 2015
- 4 sketches from F&DInternational (Fire Station Building Concept-2 exterior drawings, a floor plan drawing, and a cross-sectional drawing of the bay area)
- Water Estimates for New Fire Station as of 07/02/2015
- Paige Vercelline Proposal for Grant Writing Services
- Letter from Pueblo County Sheriff's Office