

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 68
February 28, 2013**

MINUTES

The meeting of the Board was held at the District office in Beulah, CO

Board members present were: Chair and President Steve Douglas; Secretary Anne Moulton; and Fundraising Coordinator Bob Thompson. Treasurer Travis Allee is absent, excused, ill. Also attending were Fire Chief Bryan Ware, responder Clara Long, and community members Amy Martin, Patrick Stanifer, Alan Neff, and from Beulah Water Works District, Bill Hower and John Blackman

1. CHAIR AND PRESIDENT STEVE DOUGLAS CALLED THE MEETING TO ORDER at 6:51 p.m (awaiting board member delayed by snow storm, who was needed for a quorum).

2. THE AGENDA: additions were requested of, under Old Business, item g, fire contracts; and under New Business, include under item a) a letter authorizing our treasurer to have total access to district accounts, and add Item c. recall petition. *Motion to approve the agenda as amended was made by Bob Thompson, and seconded by Anne Moulton. Motion carried with no objections.*

3. APPROVAL OF MINUTES OF JANUARY 24 AND FEBRUARY 5, 2013: Correction to January 24: Pete and Polly Conlon were not present, Peter signed in must be another Peter. Track changes are provided for other nonsubstantive corrections to both sets of minutes by Steve Douglas. *Motion was made by Bob Thompson and seconded by Steve Douglas to authorize Secretary Anne Moulton to create these final minutes based on those corrections and to approve the minutes as amended. Motion carried with no objections.*

4. FINANCIAL REPORT, PROVIDING A STATEMENT THROUGH JANUARY 31, 2013, WAS GIVEN BY BRYAN WARE IN THE TREASURER'S ABSENCE.

- Questions are in to Gwen Watkins (accountant) re: Uniforms are put in under administrative, should be under personal protective equipment; tax processing fee appears to be incorrect since there was no tax income during January, may be from December or probably from EMS Billing. Bryan will forward the correction when Gwen provides the information.
- In January we spent \$15,000 which is high but essential for getting transition activities done. We brought in \$6,000 as is normal this time of year; we are living off last year's reserves. Tax revenues do not start to come in until March. We plan for reserves to cover this time period so we don't do any deficit spending.
- The only concern may be the line item for utilities. We had to fill both propane tanks to keep stations at 55 degrees. We are looking at alternative energy with

solar power and grant funding, but won't be even applied for, for at least a few months.

Motion to approve the Treasurer's Report as submitted was made by Anne Moulton, seconded by Bob Thompson. Motion carried with no objections.

5. FIRE CHIEF BRYAN WARE REPORTED:

- We responded on 7 fire calls and 5 EMS calls during January of this year.
- Our annual report was mailed out on Wednesday, February 26. Steve complements all who put out the annual report. Thanks for the help of the Anderson kids.
- The final patch design was completed and is in production right now. We are waiting for the designs and quotes to come back for vehicle decaling.
- We are still researching a used tender to meet our needs. We will need to use a portion of the Jimmy Armstrong endowment to pay for this. With our area served by the water districts for only 12-15 square miles, the remaining 100+ square miles have no hydrants. We need more capacity to carry water; timing is everything in terms of fire suppression. Discussion followed with board and participants. We hope to find a good unit within our budget. The tender will need pumping capability and preferably a large diameter dump gate. We met with Beulah and Pine Drive water districts two weeks ago. Both have located some alternative water sources where we can do some drafting. Bill Hower asked could one of our pumps be loaned? Yes, it is better if they are exercised. We are looking for 1500-2000 gallon capacity tanker and discussed pros and cons on possible units. There are concerns about volunteers driving standard shift vehicles, and a need in some cases for the CDL (commercial driver's license) requirement. Bryan contacted Twin Buttes Home Owners Association, then Red Creek Developers about the fill station there, regarding problems with tank settling, and a pipe broken from tank to pump. They are working to get that in service before the fire season. Joe O'Brien has said the fire pump aspect was a Fire Department responsibility, but the contract online shows the installation was by Red Creek Developers, and the maintenance is the responsibility of the Home Owners Association. Bryan has asked for a copy.
- New firefighters are still training. We will combine with Pueblo County for their S130/190 (Wildland Firefighter) training in April at Pueblo West Fire. Dylan is working on getting us a transport van.
- Boone Fire donated 14 SCBAs (self-contained breathing apparatus), older version. Dylan has put us in contact with the Colorado State Prison who may also donate some. We currently have six SCBAs, though one is broken at this time. All need to be tested in June. We are waiting until then to see what we will need. We will send a thank you to Boone.
- With Kevin Fern's resignation, Naomi Blake has accepted responsibility as the community's Animal Evacuation Coordinator. She will sit on the Pueblo CART (County Animal Response Team).
- We have purchased Firehouse software, to allow us to manage our fire responses, for \$900.

- The extrication tools we have are older, heavy, won't cut some of the newer materials used in vehicles today. It would cost \$15,000 to repair what we have, about \$18,000 as a 50% match for a grant, to buy new tools. Bryan has put in a grant application with the Colorado EMS Division for a 50% match for new extrication equipment. We will need to budget for our share next year.

6. OLD BUSINESS

a. Vacancy on board created by Jerry Wahl's resignation: State law encourages us to fill this vacancy within two months by appointment. If we do not fill the position, the Pueblo County Commissioners are authorized by state law to do that for us. That person will remain in that position until the next regular election in May of 2014. It is required that all board members be residents of the district. There is a self-nomination form which identifies that. Steve asked each of the current self-nominees to give a brief introduction on why they are interested, what experience and availability for meetings and additional work they have. He explained that everyone has a job, a specified set of duties. We need people who have interest, time and skills, with their own opinion but able to work together to find consensus. Some situations require additional board time.

Pat Stanifer: RN, St. Mary Corwin Director of Emergency Services, stroke team and psychiatric services for 5 years. He has worked with EMS council, RETAC, SEMTAC, and has 20 years of experience in emergency medicine. He was a member of Beulah EMS. He described having administrative skills including budgeting, handling people, (including having to say no to physicians at times), teaching classes on Emergency management, mass casualty. He feels he could bring skill and experience in EMS, some connection with fire, but would need to learn more about the fire component. He was first on scene at a motor vehicle rollover which burned. Having been involved with Beulah Ambulance over the past several years, he was very impressed with the agency's huge improvement under Bryan's leadership. He has the 4th Thursday available, but also a lot of flexibility in his own work schedule, and is his own boss to a point. He only has one specific Wednesday evening committed, but we seldom meet then.

Amy Martin: a prior volunteer (EMT) for Beulah EMS, secretary for that agency, a long term Beulah resident, a park ranger at the reservoir. After she took a demanding job with schooling on the side, she resigned, but has missed emergency service. She currently works for the Pueblo Library District in the adult literacy program, special collections, community services, children's services, project management, strategic planning, and grant writing. She knows how to deal with difficult people but also how to be compassionate and work as a team member. She will become the branch librarian in Colorado City/Rye in 2014 when they build a new branch library there. She believes in the vitality of communities, and sees how this service has grown in just a few years. She would like to be part of the future of this organization, provide a positive role model for the young people of the community with whom she has a strong connection. Her work is generally 8-5 in Pueblo, but with a lot of flexibility. She would have to miss the May meeting, when she will present at an international library conference in Bulgaria but she could participate by phone. She understands a lot of time is required, and she thrives on challenge. She feels she could bring a fresh perspective.

Corky Outhier has applied, is currently out of town traveling. He has been an EMS responder for over 30 years and was president of Beulah EMS.

Alan Neff: a Beulah resident since December 2008, with a strong belief in being active in the community he calls home. He has no experience in EMS or Fire. His background has been in sales and marketing, and as a store manager. He has knowledge of advertising, PR, has done and knows the importance of budgets, loves interacting with people, has a lot of energy. He is currently unemployed, and actively looking for a job to finish his career. He just completed his CDL (commercial driver's license) today, and will submit a bus driver application for Beulah. He has a lot of time and is here to stay. He has been on three church building committees, can assure that is difficult. It was a learning experience, definitely involved budget and interpersonal issues.

Steve recommended we wait until our next meeting so Travis can be informed and vote, discuss, listen to recording of this meeting, if desired. All of candidates would be very valuable to tap into even if not a board member. We may need help with an auxiliary organization per Bob Thompson. We need to see if the old Beulah Fire 501c3 non-profit can be transitioned into a District auxiliary after the Fire department's taxes are completed. Travis could look into it, find out if we can change the mission and keep the 501c3.

Anne asked what positions individuals would prefer: Pat wouldn't be a fundraiser; other positions are ok. Amy said she is not best for treasurer but good at organization so prefers Secretary or Fundraising. She asked for a description of the Vice President position. Alan felt he is best at fundraising. Bryan will send drafts of the job descriptions.

John Blackman congratulated us on our process of finding board members to appoint; it is refreshing. Beulah Water Board has difficulty finding applicants. Steve described the legal process for elections or appointments, and the freedom to alter officer positions mid-term. Pat Stanifer offered any help possible from Corwin.

b. Compensation to Chief Ware for comp time: See prior minutes for the history on this legal requirement. Travis and Bryan have figured the hours we need to reimburse (see attached) resulting in 127.25 hours for which we owe a total of \$2447.02. This action was approved by the board at the last meeting. Our new contract with Bryan is FLSA (Federal Labor Standards Act) exempt so there will be no future compensation for overtime. There will be a deduction for taxes. Bryan takes call shifts and responses outside of his paid time. Bryan was present on approximately 2/3 of all calls last year, which saved the district the cost of volunteer stipends for response of about \$5000. Bryan offered to refuse receiving compensation for past overtime worked, but we are told this is not legal per the attorney. In response to questions re comp time, Bryan had taken his comp time in time off previously, but at a 1-1 ratio which is not legal. A 1.5 reimbursement is required. This action (compensation) will meet the District's legal obligation to Bryan for overtime worked prior to January 1, 2013.

c. Status on all changes relative to Beulah Fire services added to the District:

Bryan is getting people caught up on trainings. Travis will need to put the District name on the Jimmy Armstrong fund and change the bank account names. Bryan will handle the state, IRS, billing, Medicare, Medicaid name changes. We are waiting on prices for decaling. We will discuss under New Business bringing our fire equipment up to national standards. Transfer of equipment, titles and assets are in progress, most to be completed within two weeks. We give hats off to Beulah Fire Board on the care that was given during the transfer, especially the outgoing board including Gary Kyte, Bob Thompson, Jerry Wahl and others.

d. Board member position descriptions: are tabled to March for a full board discussion of the positions. We need to describe a line of succession from the President, past the Vice-President and on to other board members. We would generate the descriptions and draft of the Bylaws, then post and vote them in April after one month. The descriptions will be then included in a revised set of Board Bylaws which have been sent out revised for name and other transition concerns.

e. Board Bylaws: tabled to March.

The old Code of Conduct (COC) was put into SOG format to be added to that document by Brian to avoid a separate document. Edits made included the following. In SOG 104.0 “employees” was changed to “members” as requested by our attorney (when individuals are not paid enough to be a wage, it is called a stipend for being on call and responding to emergencies, paid at end of year, not enough to call a wage). We pay an average of \$1000/year per volunteer for a total of ~\$20,000/year. OIC will be written out as Officer in Charge. In C, last paragraph, we added language from the District COC violation document stating that between the time of suspension and board action, the member may be suspended. We then added the language from the Board process. Bryan will make another section 104.1 based on the reinstatement procedure attached to the COC. In 111.0 c, last paragraph, we added the word medical to county protocols.

Motion was made by Anne Moulton, seconded by Bob Thompson, to eliminate the prior Code of Conduct which is now superseded by SOGs 104, 104.1, 111, 111.1, 111.2. with the stated amendments. Motion carried with no objections.

It is noted these are living documents, available to be revised as needed.

g. Update on water resources with respect to Pine Drive and Beulah Water Districts:

is moved forward in the agenda to benefit our guests John Blackman and Bill Hower from the Beulah Water District: They informed us that right now we are full at 700,000 gallons in storage, giving, with restrictions, 30-45 days of water supply if there is no water to input. To date this year, the creek has not ever fully stopped running. Right now fire trainings could be done using some of that water. Bryan stated that for training, we have been using well water with rust inhibitor, bleach and fabric softener added. When there is a fire, the Beulah Water District board may not know about it. They would appreciate knowing about which hydrant was used and when. Bryan will keep them

informed and also about approximately how much. Steve asked Bryan to develop a protocol about the use of water and send a draft to the Water District to assure it is right. John said there is an agreement between the water districts to alternate between the districts when serving for instance the North Creek area. They will provide a copy of that agreement. Steve stated when possible we would use untreated water. Bob stated the phone company has a well, which fills quickly, with a pipe across the creek to the well, (not operational yet). When asked, Bryan stated we have equipment and do train to open the fire hydrants fully, in a manner that doesn't damage the hydrant. The hydrant at the Fire department is not metered. It is not needed at this time; the water district's equipment can tell what is used. They asked that we please avoid washing trucks during a drought. Bryan would like to move the water valve to the inside of the station. Bryan will call Pine Drive for the same overall discussion. If a hydrant is out of service, it will be tagged by the water district, but they will notify us. All are currently working. A pump test will be coming up for ISO ratings sometime this spring. It could be done in Pueblo, but Bryan recommended that we draft raw water out of the runoff pond by the water tanks and return it.

f. Adoption of a fire code: Bryan has presented a Resolution to adopt a fire code. He has the International Fire Code 2009, and the International Wildland Urban Interface Code 2009 (IWUIC). Pueblo County has adopted these but made some changes. Bryan recommended we keep some of the changes but not all.

108.1 refers to establishment of a Board of Appeals panel, who cannot include employees, but must be qualified by experience and training to pass on matters pertaining to hazardous conditions and fire protection systems. Bryan recommended having three rather than five members. Our attorney would sit on that board. Bryan would attend but not vote. There are only a handful of people who meet these qualifications in this District, which would include Kenny Montoya, Travis Allee, John Switzer and Bob Roberts. We don't need to decide on the board of appeals tonight, but should name them after we pass the Resolution and annually by Resolution. The Appeals Board will rule if there is an appeal of the terms required to rectify a violation of fire code.

109.3 refers to violation penalties. We would keep the County's schedule of fines but just change the word ordinance to code. Law enforcement would be called to enforce this. The individual could fight the fine in a small claims court.

111.4 keeps the same language but fills in a referral to 109.3 schedule of fines rather than specific numbers. This section refers more to new building which would fall under Pueblo Regional Building Authority's standards, so we don't expect to be involved in this much. Steve asked Bryan to check with the County about how they define second and third violations (more than one violation at the same time or repeated incidents of violations at the same location).

Bryan hopes not to have to use fines. He intends to work with the owners and give them 30 days to work on the violations. If they are working on them, he may give another 30 days, unless they are not responsive. Steve commented that we are not in this for the

income, but for safety. Bryan has been a fire inspector for 12 years. He will have an inspection form that relates to the code. Most of the code refers to commercial buildings that would have to be inspected annually. A part of the code refers to residential properties. It adopts the national property maintenance code. Bryan plans to defer those issues to the Pueblo Regional Building Authority, though if it deals with safety he may call them in, for instance for abandoned buildings.

We will keep the IWUIC with the same verbiage and changes as county. Bryan would delete chapter 3 which would require mapping and updating the wildland-urban interface areas within our district. Pueblo County has created these maps for the southwestern portion of the county in GIS. There is really no need to duplicate that effort, since our district is all in that interface. Chapter 602 requires an approved sprinkler system in all new buildings including residences, also deleted, like county, as not something we want to enforce. We, like county, would adopt only Appendices A, B, and C as useful, not the others which might stand in the way of our efforts in wildland mitigation. We would also adopt the same language as county about Immunity. The owners are responsible ultimately for what they do and cannot hold us liable for any lack of action on their part. The Post Office is exempt, as a federal agency. We can ask if they want an annual inspection. Bryan is congratulated for doing a good job.

Motion was made by Anne Moulton, seconded by Bob Thompson to adopt Resolution 2013-2 adopting the fire code as presented, for the Beulah fire Protection and Ambulance District. Roll call vote: individual ayes are recorded for Steve Douglas, Bob Thompson and Anne Moulton.

Bryan provided a copy of a Fire safety inspection form that is used by Pueblo West. Bryan will send out this form with a cover letter, then set a date to go out and do an inspection. The main new concept is that all commercial structures must have at least one fire extinguisher, of specific minimal size depending on the class hazard, serviced annually.

He also provided a draft Open Burn Permit to read, adopt later. There are a lot of phone calls to us, which are being referred to the county at this time. Currently individuals can enter controlled burns online or phone the burn line. COM center is supposed to check that and know of all controlled burns when people call in to report smoke etc. Though they have not always gotten to all reports of burns, it is better than before, a work in progress. Please send Bryan feedback so we can approve the permit at the March meeting. We can use our radio to let responders know of controlled burns. Steve has a protocol for controlled burns in the Park which is more involved.

h. Public information regarding wildland fire mitigation: the fire captain and two lieutenants have been appointed to work on wildland fire mitigation with Steve's assist. There are two public meetings with scheduled dates in the annual newsletter. See the attachment regarding a Firewise General Notes draft from Steve, to be covered in our April community meetings. There is a map in the office identifying segments/neighborhoods (from a prior grant Steve worked on). Whether we use this division or some other, it will encourage a neighborhood approach, with a coordinator to

provide leadership. It is difficult to get people to do mitigation even with grant money. There is no 100% grant money available right now for mitigation, not even 50% match grants right now, so we need to give people digestible pieces to act on. The biggest hazard here is usually on property developed for years rather than new properties with regards to access and defensible space. The Mountain Park is an example of what you can do with grant support. Creating defensible space around a home can be as simple as just trimming up a tree, minimizing ladder fuels. Many don't want to remove trees for a variety of reasons. We can come into play in helping people know how to start. We can help develop some local resources like high school kids, eagle scouts, to help those who can't do their own mitigation work. Much can be done without a chain saw. We can find answers re what to do with the slash, perhaps help organize slash piling, chipping, preferably without the District taking liability. We can consider a central drop spot, perhaps work with the quarry to drop there and have a controlled burn there. We might help resolve mutual liability concerns for individuals willing to cut on other's property. The greatest concern is to stop fire from spreading (for example from a house fire), to keep smaller fires from becoming neighborhood fires (as Beulah Fire did on many occasions). A large fire is less controllable; sometimes all you can do is get out of the way. The goal is to reduce hazardous materials, create defensible space and safe access. We can find handouts online and print them. Many of these documents are on our new website Beulahfireambulance.org. Please encourage folks to come to the April meetings.

i. Fire contracts: We have contracts coming into the office. Bryan asked the board to authorize him to finish fire service contracts with residents from outside our District. He will look over the math to see it is correctly filled out, do a drive by to make sure there is access, see if a deeper inspection is needed. On the attestation line, we agree it is ok to use a person in the office; a board member is not needed. Steve requested Bryan to follow up per Atty. Mullans to obtain free descriptions of properties from a title company, which may be more accurate than what is on the tax bill.

7. NEW BUSINESS:

a. A letter authorizing Travis to have access to accounts, including Smith Barney, and change the District name on those accounts: (see attached).

Bob Thompson made a motion to approve this letter, Steve seconded. Motion carried with no objections.

b. Equipment purchase: Bryan has checked what improvements the fire trucks will need to meet the NFPA 1901 standards which will be considered by ISO when they inspect us, and those needed to meet Wildland standards. There is an estimated expense of \$18,000 (three quotes obtained), which is all fire related. Can we use the Jimmy Armstrong account? It is not yet known how much will be transferred, between \$50,000 to \$60,000. Equipment includes hand tools, ladders, hoses, adapters, new generation wildland shelters now required, (around 200 total pieces of equipment). Bryan will take a few things out of line items already in the budget; then around \$15,500 remains which we would need to take from the Armstrong fund. If we outfit two engines we plan to keep, and hold off on one we may want to replace, then we are down to \$13,500 to \$14,000. On the other hand the equipment from the older truck can be moved to a replacement. It

is mentioned that at one time last December, the oldest engine was the only one working. Though ISO doesn't require a minimum number of trucks, they give points for each truck, up to standards, available. We will need to fundraise to pay for a structure as well as truck replacement (can run at least \$20,000 for used equipment, \$200,000 for new trucks).

Motion was made by Steve Douglas, seconded by Bob Thompson, to authorize Bryan to spend a maximum of \$18,500 to bring 3 engines and 3 brush trucks up to national standards. Motion carried with no objections.

Bob commented that there is serious potential for fire this year; we need to have everything in order, good equipment, good training. Steve commented on the importance of properly equipping responders. This is an example of our concern for safety. The Armstrong fund will also probably be needed toward the tender we are currently researching.

c. Recall petition: We are told that an individual has been asked if they would sign a recall petition, unknown against whom. We have had several requests for bylaws, checks to see if they are posted correctly. The legal process for a recall was described, and should include immediate notification to us if a recall process has been properly initiated. It appears the district, ie tax monies, would have to pay for the recall election. We will address that if and when it happens. We have too much other business to take care of. At that time it would become a campaign process.

8. MOTION TO ADJOURN: *was made by Anne Moulton, seconded by bob Thompson. Motion carried with no objections. Meeting adjourned at 10:31pm.*

Anne E Moulton
Secretary, Board of Directors,
Beulah Fire Protection and Ambulance District

Final