

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 110
June 23, 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 (arrived at 7:20 pm from an all-day, work-related training in Longmont), and Fundraising Coordinator Bob Thompson. Also attending were Chief Bryan Ware, Alex Knettel and Todd Ficken from F&D International, Bill Wheeler from Beulah Water Works District, and arriving during the Financial Report were Jonathan Fox, Brandon McCuistion and Scott Jensen from Fowler State Bank.

Chair and President Steve Douglas called the meeting to order at 6:33 p.m.

2. APPROVAL OF AGENDA.

There were no additions or corrections to the agenda.

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

3. APPROVAL OF MINUTES of May 28, 2016 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 Bob Thompson. Motion carried with no objections.

4. FINANCIAL REPORT

a. The District checking balance is \$52,090.96. The District savings balance is \$55,011.51; \$10,050 of this amount is for the Fire Station Enterprise Fund.

b. Revenue Line Items 7000, 7005 and 7009, concerning Property Tax, there is no current month activity because at the time the financial statement was prepared by Gwen, these figures were not available. Gwen subsequently was on a vacation out of the country when the figures came in and was not available to revise the financial statement. The figures for May will be included on the financial statement that is through and including June 30, 2016 and will be reflected as \$16,470.00, total for all lines 7000, 7005 and 7009, for May 2016.

c. Expense Line Item 8130, Tools, current month activity is (\$467.00), which was a posting error from March, caught in June.

d. Expense Line Item 8250, Training & Certification, current month activity is \$3,539.00 and is for another semester for Naomi's paramedic training.

e. Steve and Paul Huber, the District landlord for the Grand Ave office space, discussed the potential for an extension of the lease for office space into 2017, considering the building is currently for sale. The lease will be looked at by both parties as this situation unfolds, either by the end of the year with the current landlord, or when the building in fact sells. In either case, the District will be in need of office space until the 3rd quarter of 2017 at a minimum, given the new fire station proceeds without complications. Steve made a point of telling Paul that we were not asking that a lease extension be part of any sales contract he may develop for the property, as that might limit a potential sale.

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

5. CHIEF'S REPORT, reported by Bryan

a. So far this year there have been 108 total responses; 71 EMS and 37 Fire. Of the 71 medical calls, 51 have been transported.

b. The District has received a notification from the State Auditor that the 2015 District Audit Exemption has been approved.

c. The State soon will be revising the Inter-Governmental Agreement for the District to keep the Type 6 Engine longer.

d. The new Self Contained Breathing Apparatus (SCBA) and Structural Personal Protective Equipment (PPE) that the District purchased through the State Fire Grant has been received and placed in service. The older equipment that no longer served a purpose to the District was donated to Walsh Fire Department.

e. Captain Ross Marsh has accepted a job offer from the South Metro Fire Department. He will not need the paramedic training in his new position, so he will not be attending the upcoming paramedic class. Bryan will work with Chief Bennet from Rye Fire to figure out how to repay the portion of Ross's paramedic schooling in trade for the ambulance that the District acquired from Rye Fire.

6. Fowler State Bank– discussion on potential funding

Jonathon Fox stated that the Fowler State Bank is willing to provide options for funding for the new fire station. He feels that the funding for the lease/purchase of the two new apparatus for the District went smooth and would like to support the new fire station project. The funding he presented was based on a line of credit where interest only accrues on actual amounts of funds when they are drawn from the line of credit. This line of credit would be paid back with the funds collected from the passing of a Mil Levy. An Option Sheet was presented indicating various Amortization lengths, loan amounts, interest rates and associated annual payments. Also discussed were the tasks involved in the application process and potential timelines in the application process as well as financing lengths and terms. Jonathon was also willing to use the District's land appraiser, Dan Hanratty, for the land appraisal, at a minimum, as well as the complete package appraisal needed for the financing of the new fire station. Fowler State Bank also does not charge loan originating fees or impose penalties for early repayment.

7. OLD BUSINESS

a. District Auxiliary - update

i. The Garage Sale starts tomorrow and the goal is to raise \$5,000 over the course of two days.

ii. The Cowboy Poetry is set for September and the musicians and poets have been lined up for the event. So far \$2,850 has been received in sponsorships.

b. Potential Fire Station Site and Plans – update

i. **Permitting** – no action to report

ii. **Site Plans/Concept Design and Funding Report**– no changes in the Concept Plan at this time. The improper language in the two deeds has been fixed and the corrected deeds have been recorded. The redline corrections for the subdivision exemption plat have been in Travis’s hands for two months now and the District is still waiting for these red line corrections to be made by Travis and submitted to Jeff Woeber. The delay of this task is at the point where it is now delaying progress on the new fire station project. Discussions were held about possible attempts available to get Travis to finish this task and alternatives to have the task completed if Travis does not get it done. F&D International (F&D) was present to answer questions of the Board about the possibility of F&D completing this task in an appropriate time frame if needed. The Board was satisfied with the responses from Todd at F&D and agreed that F&D should take on the completion of the subdivision exemption plat if Travis does not have it completed by July 8, 2016. We can use the draft plat created by Travis and Jeff’s requested corrections of it as a reference, but F&D’s surveyor would be required to re-survey the property and create his own plat for submittal to Pueblo County. Jeff will be on vacation for two weeks, starting July 9th. The goal discussed with F&D was to have the survey done and new plat ready for Jeff to review when he returned to work July 25th. Todd felt that they could accomplish that. Between now and July 8th, Steve will continue to attempt to have Travis finish the plat and get it to Jeff for review and acceptance.

iii. **Engineering & Management Agreement**– the Board reviewed this Agreement last month, comments were taken into consideration and the Agreement was given to Tom Mullans, the District’s Attorney, for review. There were concerns raised by Tom about the insurance limits between F&D’s corporate liability insurance and limits of liability in the Agreement so the language was revised to tie the liability limits with F&D’s corporate insurance to meet everyone’s specifications. Steve discussed Tom’s concerns with him. At the end of that discussion, Tom indicated that he felt it was ok for the District to enter into the agreement with F&D. Discussions were held between Board Members and F&D to the extent that the Board was ready to enter into this Agreement with F&D.

Motion to accept Resolution 2016-4, Summarizing Agreement for Professional Services with the Beulah Fire Protection and Ambulance District, Beulah, Colorado, and F&D International, LLC, Boulder, Colorado, was made by Kim Toman, and seconded by Joni Smith. Roll call vote was taken: Steve Douglas – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

iv. Potential Mil Levy & Ballot Language- no update at this time. The District still will seek a Mil Levy increase to fund a portion of the costs of the new fire station.

v. Department of Local Affairs (DOLA) Grant- there is no update on this topic. There are no new changes to the April Grant Application for the August Grant Application submittal.

c. Natural Hazards Mitigation Planning – update

The County received the State's comments and has asked jurisdictions for help in incorporating these comments in the Plan. Karen Ashcraft has submitted the revised Plan to the State. Once the State accepts the revised Plan, the Plan will go to the Federal Emergency Management Agency (FEMA) for review. The District may see a final Plan for adoption in mid to late summer. There is no action that the District needs to take except to wait to hear on the status of the Plan from Karen.

d. New Vehicles (Chief & Brush 72) Lease/Purchase - update

The lease-purchase agreements incorporating the needed TABOR language have been finalized and signed. The only action needed now from the District is to pay the annual payment that is due each December.

e. TABOR - update

The question still needing answered is if the District is fully de-bruced or not. Tom Mullans was asked to find out the answer. Tom did some research and inquired with TABOR consultants, and the consultants don't know the answer because the court has never been challenged on this. Steve has asked this question of Lee Merkel who in his position with DOLA is close to these issues. Although Lee cannot give legal advice to the District, he could give great insight into this. There were discussions on whether or not to have the de-brucing language included on the fall election ballot. A decision is pending clarification from Lee.

8. NEW BUSINESS

a. 2016 Budget Amendment 1 - Presentation

Joni presented the Revised 2016 Budget and explained all the major changes to the Budget. The revisions were mainly to include the \$99,000 PPE grant that was received and associated equipment purchased in addition to the loss of Captain Ross Marsh in the paramedic training. All other revisions were minor and self-explanatory. By year's end, there is expected to be a significant increase (up to \$15,000) in expenses to Line Item 8181, New Station. This will be covered in the year end budget amendment

b. July Fire Station/Mil Levy Public Meeting - Planning

Items that need to be discussed at this Meeting are grant status, loan opportunities from the USDA and Fowler State Bank. In addition, the design and construction steps will be discussed. A Question/Answer session will be included as well. Steve encouraged the Board to keep an eye out for emails with status updates on various issues and be active in the community to be able to answer questions they may have about the new station.

9. MOTION TO ADJOURN: *Motion to adjourn was made by Kim Toman, seconded by Stephen McLaughlin. Motion carried with no objections.*

Meeting adjourned at 9:22pm.

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 May 31, 2016

-Beulah Fire Protection and Ambulance District – Amortization options for New Station Financing from Fowler State Bank

-Beulah Fire Protection and Ambulance District Proposed New Fire Station Bond Costs per year Based on Home Values