

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 96
June 25, 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 (arrived at 6:35 pm), Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Also attending was Lieutenant Austin McCullah in Chief Ware's absence.

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

2. APPROVAL OF AGENDA.

Two items were added under Item 7, New Business, Natural Hazards Mitigation Planning Update and Dave Balsick.

Motion was made by Joni Smith to approve the agenda as presented with the two additions, seconded by Bob Thompson. Motion carried with no objections.

3. APPROVAL OF MINUTES of May 22, 2015 meeting.

After accepting all the edits from Board Members, there was only one correction to be made to the edits of the May 22, 2015 meeting minutes. This change was in the motion description in Item 6.c.iv, Old Business – Potential Fire Station Site and Plans – update. It was clarified that the motion did include the start date of July 1, 2015 or later. This start date remained in the motion description.

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 Joni Smith. Motion carried with no objections.

4. FINANCIAL REPORT

a. The District checking balance is \$79,257.39. The District savings balance is 45,002.87.

b. The Current Tax Collections not Distributed line in the right column of the Statement of Actual to Budget is the amount that Pueblo County has received for District taxes but has not yet distributed to the District. This is the amount that will be distributed to the District next month by Pueblo County. For example, the \$18,738.36 figure in the current Statement of Actual to Budget was received by the District and deposited on June 10, 2015 and will be reflected in next month's Statement of Actual to Budget, Jan 1 to June 30, 2015.

c. Expense Line Item 8630, Public Outreach - Fire Prevention & Mitigation, current activity is \$261 and was for the Bike Rodeo. This amount will be reimbursed to the District.

d. Expense Line Item 8113, Radio Maintenance, is for the purchase of 5 Bendix-King radios. This is actually a capital expense and will be moved to capital expenses. Joni will have Gwen make this correction.

e. Joni will also ask Gwen to assign an expense line number to the new line item, New Station. There will be expenses paid that will be applied to this line item next month so the line item should be given its appropriate numbering. Expenses will be seen here next month for the application for subdivision exemption, and the F&D International contract, at a minimum.

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 Austin

a. As of June 19, 2015 there have been 75 total responses; 58 EMS and 17 Fire.

b. The District has been awarded a State EMS Grant in the amount of \$3,104 which will allow us to update our cot in Med 51 to accommodate a physically larger person more securely and comfortably. The remaining funds will be utilized to replace some of our outdated pediatric equipment. The District is responsible for the 50% match for these projects and will be funded in either 2015 or the first half of 2016.

c. With Clara Long taking a year-long leave of absence, the District interviewed two candidates for the open Lieutenant position last week and has chosen Kyle Levar as the newest Lieutenant. With Chief Ware's absence from this meeting the swearing in of Lt. Levar will be conducted at the July meeting.

d. This weekend will be the annual garage sale, if you have items that you would like to donate please drop that off on Friday, June 26th at Station 1.

e. The NorthCreek Road closures are still open to one lane with an unknown repair time frame. Pueblo County is still waiting to hear from the Federal Emergency Management Agency and the State of Colorado about monetary coverage for these repairs.

f. The District will be obtaining a new, four gas monitor that has been purchased by the Pueblo County HazMat Team. Also approved for purchase by Pueblo County is gas for zeroing out the meter, called bump gas.

6. OLD BUSINESS

a. District Auxiliary - update

i. Fundraisers: The Auxiliary's share of the proceeds from the Taste of Beulah was \$535 after being reimbursed \$140 in expenses. Even though the numbers weren't as high as last year the Auxiliary will be interested in being involved in this event again next year. The Garage Sale is coming along well. Items to sell are being donated, burritos will be sold again this year as well as bake sale items, and it looks like there will be plenty of help on Friday. Additional help will be needed for the clean up on Saturday afternoon. Backpacks and tents that are donated to sell, are in decent shape and end up not being sold, will be donated to Posada. The Cowboy Poetry event has brought in about \$2,000 in sponsorships, with a goal of \$3,000 in sponsorships. Secured so far for entertainment is one real cowboy poet and some of the music entertainment. Tickets again will be \$30.

New this year, discounted tickets for volunteer District members will be \$15. Children are not encouraged to attend this event since alcohol will be served.

ii. There are 50 new burritos at Station 2. The cookies left over from 2014 will be sold at the garage sale this weekend. After the Garage Sale, new cookies will be requested to replenish the stock. In addition, a larger lasagna will be requested to be frozen for use as the District needs, possibly for training.

b. Potential Fire Station Site and Plans – update

i. Updates on the legacy items that were in need of getting done prior to the donation of the land to the District by Dick Sellers: First, regarding the 1979 subdivision variance, the plat-like drawing is done and the Pueblo County Commissioners have approved recording of the plat-like drawing. County planner Jeff Woeber asked Travis to make a couple of corrections and put the drawing on mylar. This mylar just needs to be brought to Jeff, who will then have it recorded. The filing fees have already been paid and will appear on next month's financial report. These fees should be Dick's fees, but in his absence, Steve paid them with a District check. The District feels it can incur these fees in consideration of Dick's donation of the parcel to the District. The second legacy item needing to be completed is merging the two parcels and having a deed showing the merge of the two parcels. The deed has been completed and just needs to be signed by Dick upon his return from a trip, and then officially recorded at the County Courthouse, with a copy being provided to Planning and Development, as called for in the 1997 Subdivision Exemption.

ii. In order to meet the new subdivision exemption application deadline of July 1 Bryan needs to provide Steve with the estimated water usage figures-normal water usage and septic usage as well. There will need to be three cisterns on the property. The first cistern will be used for an overhead sprinkling system. An overhead sprinkler system is needed because of the size of the building. This system will be fed from a dedicated cistern whose size will be determined with the assistance of F&DInternational, and will potentially be filled from various sources. A second cistern, about 2,000 gallons in size, will be used for potable water throughout the building for water fountains, showers, toilets, and sinks. This water will be hauled to the station with approved potable water transport trucks. Fire apparatus are not approved to carry potable water and thus cannot be used to fill this cistern. The third cistern will be for truck washing and occasional truck refilling and will potentially be filled from various sources. District apparatus will mostly likely be filled from various hydrants throughout the District or Dick Seller's well, but this cistern can also be used to fill apparatus when needed. Bryan will determine the water requirements for this cistern. There is a long range desire for the District to eventually connect the new station to either the Beulah Water Works or Pine Drive Water. The question on the application for subdivision exemption that must be answered is "What is the source of water supply?" The finished survey also needs to be done for this application. Travis felt he could have it done by now, but he is still working on it.

ii. On June 4th Kyle Levar, Dennis Allee, Travis, Bryan and Steve met with F&DInternational to discuss the site, plans and needs for permits. For permitting, a plot plan is needed showing where buildings, cisterns, septic system and access will be located. The map amendment application the plot plan as well as a letter from Pueblo City-County Health Department stating that the site is suitable for an on-site septic

system. It makes sense to have F&DInternational help with those items, so the start date was bumped up from the original resolution from the May meeting, indicating a contract start date of July 1. The contract between the District and F&DInternational was signed on June 4th as initiated by Bryan. No board member present at this meeting saw any problems with the earlier start date. Travis needs Dick's approval on the current water and cable easements before the plat is finalized. Title work was needed for subdivision exemption. The title work can be no more than 30 days old. The title work, originally showed an effective date by Stewart Title as June 1, which made it one day too old to use in a July 1 application. Stewart Title has updated that title work, effective June 17th and will be valid until July 16th for application purposes. Steve hopes to have the subdivision exemption application in by July 1. July 13th is the latest he hopes to have it in by.

iii. As the schedule stands currently, it will be October 2015 before the county subdivision, zoning and land use permits are in place for the new station.

iv. There is an application fee for the subdivision exemption. This fee is \$550, and is what the District has been expecting since last fall. There may also be User Impact Fees to pay for services such as schools and fire protection. Steve will get a clarification from Planning on exactly which if any User Impact Fees will have to be paid by the District.

c. Evacuation Planning – Public Information - update

The District had the Table Top Exercise on June 10, 2015. It was a great exercise; participation level was good with about 58 participants. This exercise will lead up to the full exercise of a partial evacuation of the Beulah Valley. The full report will be tabled to next month when Bryan returns.

d. Retirement of Engine 62– update

Pueblo Community College (PCC) is trying to find a title for this vehicle. The apparatus will stay in District possession until PCC obtains a title.

e. Chief 1 Vehicle - update

At this time there is no update on this item. The vehicle is still running.

f. Grant Writer - update

This item was tabled to next month, per the May District Board Meeting Minutes. Grant Writer documents were presented to Board Members. Board Members are encouraged to review these documents for the July 2015 Board meeting.

7. NEW BUSINESS

a. 2015 Pueblo County Assessed Valuation

Letters from the County went out regarding 2015 assessed valuations, and it looks like valuations could go up about 5%. These assessments are done every 2 years, and will affect the 2016 & 2017 District budgets. Actual numbers from the Assessor's office are not expected to be in until late July or early August for incorporation into 2016 budgets. This increase offers a slight offset to the recent decrease in assessments seen in 2014 & 2015.

b. Natural Hazards Mitigation Plan - update

i. Federal, State and Local Emergency Management agencies encourage the development of natural hazards planning, including, but not limited to fire, flood, or other natural hazard mitigation. Local divisions of government such as incorporated cities, metropolitan districts, special districts (such as our District) and even home owner's

associations are encouraged to participate in that planning process. If they participate in that process and formally adopt the County's Natural Hazards Mitigation Plan, then that entity may apply for natural hazard mitigation grant funds. If a local political subdivision did not adopt the County's plan, then it is possible for the County to apply for grant funds on behalf of that entity, but that adds another layer to the process and calls for additional work by Pueblo County.

ii. Pueblo County has an approved Natural Hazards Mitigation Plan, but it needs to be updated every five years. The District did not adopt the existing plan. The current Pueblo County Natural Hazards Mitigation Plan needs to be updated, approved (State and Federal) and adopted on or before February 8, 2016. The lead entity involved with this Plan is Pueblo County Emergency Services Bureau (ESB). The District is participating in the current planning effort, including the goal of adopting it.

iii. In Pueblo County there are two Metro Districts (Pueblo West and Colorado City), and various Special Districts (such as Water Districts and our District) that could participate in the planning process and adopt the Plan when completed. It is in the Districts best interest to be involved with the planning process as the ESB Plan is updated by February 8, 2016. Planning meetings are scheduled from July until October 2015 on the fourth Thursday of each month from 9am – 11am. There will be a public meeting on September 22, 2015 in the evening.

iv. To meet that deadline a final draft of the revised plan needs to be complete by the end of October. Sherriff Kirk Taylor will be sending out a letter next week inviting all appropriate agencies in this planning process.

v. The Board is encouraged to think about and identify any natural hazard mitigation projects would benefit the District. For example, Bob Thompson suggested we list the need for improvements to Oldham Road as an emergency access and evacuation route.

c. David Balsick

Steve shared with the Board, the unfortunate passing of Dave Balsick. He was a long-time friend and invaluable asset to emergency services and the community at large. He was extremely involved with the radio systems we have relied on for decades. The loss of his friendship, dedication and support will be missed by all.

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

Meeting adjourned at 8:08pm.

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, 2015

-Proposal for Contracted Services, Paige Vercelline, Grant Writer