

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 109  
May 26, 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, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Also attending were Chief Bryan Ware, incoming Board Member Stephen McLaughlin and PJ Howe of the USDA in Canon City, CO.

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

Oath of Office Inductions: Chair and President Steve Douglas completed the Oath of Office and official Swear-In to the District Board for Joan (Joni) Smith and Stephen McLaughlin since the formal election was over and complete.

**2. APPROVAL OF AGENDA.**

There were four changes to the agenda. New Business Item a., United States Department of Agriculture (USDA) Funding Options, was moved right before Old Business. Old Business Item c, Natural Hazards Mitigation Planning – update, Resolution???, “Resolution” was removed since there will not be a Resolution made this month. New Business Items b, ISO Inspection Results, and c, Election of Officers, were added.

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

**3. APPROVAL OF MINUTES of April 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 Kim Toman. Motion carried with no objections.*

**4. FINANCIAL REPORT**

**a.** The District checking balance is \$14,942.93. The District savings balance is \$55,011.51, of this \$10,050 is for the Station Enterprise Fund. Joni and Bryan still need to open a new account for the Enterprise Fund.

**b.** Expense Line Item 8000, Accounting Expense, current month activity is \$1,450 and is for the audit exemption.

**c.** Expense Line Item 8001, Legal Expense, current month activity is \$1200.00 and is for Attorney Fees, which does not include Steve and Joni’s meeting with Tom Mullans

about TABOR issues. The attorney fees for the TABOR meeting with the attorney is expected to be \$1300.00 which will be reflected in next month's Financial Statement.

**d.** Expense Line Item 8200, Chief's Salary, current month activity is \$6825.00, which is higher because the May 1<sup>st</sup> payroll fell on a Sunday so the bank processed the payroll on the previous business day, Friday, which was April 29<sup>th</sup>. This will all balance out in next month's Financial Statement.

**e.** Expense Line Item 8250, Training and Certification, current month activity is \$2983.00 and about \$2800.00 is for Naomi's fall tuition at PCC.

**f.** It was noted that Paul and Laurie Huber, the landlord of the District's office, have put the building up for sale. The current lease is in place through the end of 2016 but can be terminated by either party with 30 day notice. It is duly noted that if the building does sell, the rent for the District office space may change.

**g.** Revenue Line Item 7100, EMS Billing, is at about 70% collected for the year and there are only 4 months accounted for so far this year. The District is expected to meet and exceed the Budget for this line item.

**h.** Because of the significant increase in EMS calls and transports, Expense Line Items 8106, Disposable Medical, and 8103, Fuel, are expected to increase also.

*Motion was made by Kim Toman 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 87 total responses; 59 EMS and 28 Fire. Of the 59 medical calls, 44 have been transported.

**b.** Ross has been accepted to the St. Anthony's paramedic program in Denver. His training is 40 hours a week for the months of July through January. The District will be down one responder during the weekdays, but it will be great to have him as a Paramedic Responder in the District when he completes his training.

**c.** Austin and Jared are Swift Water Rescue Certified after successfully completing the Swift Water Rescue training offered through CSU-Pueblo last week. Having members trained in Swift Water Rescue will be useful for flood situations within the District.

**d.** Ross and Bryan have both successfully completed the Pre-Hospital Trauma Life Support (PHTLS) Instructor training last week at PCC. This will save the District about \$3000.00 by being able to offer the course to the District's Responders in-house rather than sending them out of the District for training.

**e.** Bryan will be out of town on annual leave from June 8 – June 19.

**f.** Just a reminder that the District is still in need of donors for the blood drive on June 4, please sign up and pass the word around.

## **NEW BUSINESS, Item a, USDA Funding Options, presented by visitor, PJ Howe.**

PJ presented four different USDA Funding Options that are available to the District. Two of these funding options are available for New Fire Station funding, while the other two funding options are available to applicable community members. These funding options are identified below:

**a. Rural Economic Development Loan & Grant (REDL) Program, available for the New Fire Station**

This program “provide(s) funding to rural projects through local utility organizations. Under the REDL program, USDA provides zero interest loans to local utilities which they, in turn, pass through to local businesses (ultimate recipients) for projects that will create and retain employment in rural areas. The ultimate recipients repay the lending utility directly. The utility is responsible for repayment to the Agency.”

If this grant is applied for right now, it can be funded March 2017. The benefit of this program is that there is assurance of funding. This program, if applied for and awarded, can easily be held over until next year if the 2016 Mil Levy Ballot is not passed. PJ suggested that this program be applied for as soon as possible because of the length of time it takes to receive the monies from this program.

**b. Community Facilities Direct Loan & Grant, available for the New Fire Station**

This program “provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings.”

This program provides funding quicker than the REDL program but is for equipment only. This program too, if applied for and awarded, can easily be held over until next year if the 2016 Mil Levy Ballot question is not passed.

**c. Rural Energy for America Program – Renewable Energy & Energy Efficiency, available for applicable District Community Members**

This program “provides guaranteed loan financing and grant funding to agricultural producers and rural small businesses to purchase or install renewable energy systems or make energy efficiency improvements.”

**d. Single Family Housing Repair Loans & Grants, available for applicable District Community Members**

This program “also known as the Section 504 Home Repairs program, ... provides loans to very-low-income homeowners to repair, improve, or modernize their homes or provides grants to elderly very-low-income homeowners to remove health and safety hazards.”

e. Anyone wishing to obtain more information on any of these programs is free to contact Bryan or PJ. PJ’s contact information is available at the District Office.

**6. OLD BUSINESS**

**a. District Auxiliary - update**

i. A little over \$1300.00 was made at the Barn Dance. There were over 400 attendees.

ii. The Garage Sale is June 25<sup>th</sup> and the Aux is gearing up for that.

iii. The Cowboy Poetry sponsor letters were sent out. So far over \$2,000.00 has been received in donations along with several silent auction items. Musicians and poets have been lined up already.

**b. Potential Fire Station Site and Plans – Update**

i. Permitting: There has been no action from Travis Allee in regards to correcting the Deeds or Plat since the last meeting, in spite of phone calls and emails between Steve

and Travis up to and including today. This has not delayed the project, yet, but has created a lot of unnecessary, wasted time. It is the goal of the Board that Travis has all permitting issues resolved and closed by the next meeting in June. Once Travis' work is complete, Steve would like the District to provide an in-kind donation receipt to Travis for the value of the work he has done for the District.

**ii.** Concept Design and Funding Report: The Report stands as submitted.

**ii.** Engineering & Management Agreement: About three weeks ago this Agreement was sent to all Board Members as well as the District's attorney, Tom Mullans. Various discussions were held and all Board Members brought up their concerns with this Agreement. Steve took corresponding notes and will be sure the concerns presented will be addressed with F&D International (F&D). It was noted that there are a lot of areas where the budget can easily be overrun. It is extremely important to make sure that this project is managed so costs are not overrun. All Board Members are concerned about and dedicated to keeping project costs to a minimum. An updated version of this document was projected to be in-hand today, but that has not happened. Todd with F&D has the proposed changes and will complete them, but has not created the final document yet. Once the final document is received, Steve will have Tom Mullans review it one more time having him look at specific areas of the Agreement carefully.

**iii.** Potential Mil Bond & Ballot Language: September 9 is the deadline to have the Ballot Language finalized and submitted to Pueblo County. The final ballot language will have to contain the purpose of the Mil Levy as well as how much and how long the Mil Levy will be established for. Before this date there are two other important deadlines to meet. July 29 is the date to notify Pueblo County that the District would like to have an issue on the Ballot. Also, August 11 is the deadline to sign a Memorandum of Agreement (MOA) with Pueblo County for it to administer the election.

Jonathon Fox of Fowler State Bank will be at the next Board Meeting to discuss potential funding options. A public meeting about this project with potential Mil Levy will be held in the first half of July 2016. A second public meeting will be scheduled for this Fall, around October (before the election), to inform the community about the actual ballot language and urge voters to support funding for the New Fire Station.

**iv.** Department of Local Affairs Grant: The Grant application still stands as is and will be reviewed prior to the August 1, 2016 submittal date.

**c. Natural Hazards Mitigation Planning - Update**

In the last month-month and a half, the Plan Committee has been addressing the comments from the State, in essence detailing how hazards affect Pueblo County. The Federal Emergency Management Agency (FEMA) may have additional comments after their review. A final plan for adoption by the District will not be ready by next meeting.

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

The purchase, via loan, of these vehicles has been converted to a lease-purchase. This TABOR issue was originally flagged by Sam Denardo in his audit of the District and confirmed by the District's attorney, Tom Mullans. Fowler State Bank has already made change in the annual appropriations section of the agreement and the District is now waiting for a copy in the mail for Steve to sign and return.

**e. TABOR - Update**

Tom Mullans has consulted with a Denver attorney very well versed in TABOR but the District does not have an official answer back from Tom. The issue that is being addressed is “Are any State grants that the District received outside TABOR limits, specifically the \$99,000 Personal Protective Equipment Grant?” This answer should be obtained by the July Board Meeting.

## **7. NEW BUSINESS**

### **a. ISO Inspection Results – initial, but unofficial, out-brief by inspector**

**i.** The official Insurance Standard Organization (ISO) results will be in by the election. The initial brief from the inspector is that the inspection of the District went well.

**ii.** When the official results are published, homeowners are encouraged to make insurance carriers aware of the new ratings.

**iii.** It has also been noted that if the District were to obtain two 3,000 gallon Tenders, ISO ratings will drop. It is also stated now that more Tenders can NOT be obtained by the District until adequate housing for them is established.

### **b. Election of Officers, 2 year terms**

**i.** Steve Douglas indicated an interest in the President position.

*Motion was made by Kim Toman to nominate Steve Douglas as Beulah Fire Protection and Ambulance District President, seconded by Bob Thompson. Motion carried with no objections.*

**ii.** Stephen McLaughlin indicated an interest in the Vice President position.

*Motion was made by Joni Smith to nominate Stephen McLaughlin as Beulah Fire Protection and Ambulance District Vice president, seconded by Kim Toman. Motion carried with no objections.*

**iii.** Kim Toman indicated an interest in the Secretary position.

*Motion was made by Bob Thompson to nominate Kim Toman as Beulah Fire Protection and Ambulance District Secretary, seconded by Steve Douglas. Motion carried with no objections.*

**iv.** Joni Smith indicated an interest in the Treasurer position.

*Motion was made by Steve Douglas to nominate Joan C. Smith as Beulah Fire Protection and Ambulance District Treasurer, seconded by Bob Thompson. Motion carried with no objections.*

**v.** Bob Thompson indicated an interest in the Fundraising Coordinator position.

*Motion was made by Kim Toman to nominate Bob Thompson as Beulah Fire Protection and Ambulance District Fund Raising Coordinator, seconded by Joni Smith. Motion carried with no objections.*

**8. MOTION TO ADJOURN:** *Motion to adjourn was made by Bob Thompson, seconded by Kim Toman. Motion carried with no objections.*  
Meeting adjourned at 9:05 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 April 30, 2016