

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 104
December 9, 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, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Also attending was Chief Bryan Ware.

Chair and President Steve Douglas called the meeting to order at 6:36 p.m.

2. APPROVAL OF AGENDA.

There was one addition and one update to the Agenda. A new item was added under Item 7.d, New Business, Transparency Notice. The update was to item 6.c, Chief Retirement Benefits - Update, there is no resolution on this item.

Motion was made by Pat Stanifer to approve the agenda as presented, seconded by Kim Toman. Motion carried with no objections.

3. APPROVAL OF MINUTES of October 22, 2015 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 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.

APPROVAL OF MINUTES of November 12, 2015 Special 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 Pat Stanifer 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.

APPROVAL OF MINUTES of November 30, 2015 Special 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 Pat Stanifer. Motion carried with no objections.

4. FINANCIAL REPORT

a. The District checking balance is \$69,113.02. The District savings balance is 45,007.38.

b. Accounts Receivable – due from Bryan Ware is still outstanding due to confusion on the accountant’s part. This item has been resolved but mistakenly still shows on the Financial Report. It will be fully cleared by the end of 2015.

c. Revenue Line Item 7005, Specific Ownership Tax, current year total is \$10,768. This amount, which is through and including October, does not include additional revenues that have been received already in November. The District’s Revised Budget, which will be presented later at this meeting, has already been exceeded for this line item.

d. Revenue Line Item 7100, EMS Billing, current month activity is \$4,263. There has already been approximately \$12,000 in revenues received since the printing of this report and these additional revenues will be included in the revised District Budget presented later in this meeting.

e. The District Responders were paid for their service on December 1 and this expense, as well as their payroll taxes, is not reflected in this Financial Statement.

Motion was made by Kim Toman to accept the Financial Report, seconded by Joni Smith. Motion carried with no objections.

5. CHIEF’S REPORT, reported by Bryan

a. So far this year there have been 188 total responses; 153 EMS and 35 Fire. Of the 153 Medical Responses, 109 have been transported. This shows a 20% increase in total responses compared to 2014 at the same point in time.

b. The roof at Station 2 developed a leak during the last snow storm. The leak seems to be originating from the area above the new restrooms. The exact origination of the leak has not been determined, but the insulation will be pulled down from that area of the roof and the roof will be watched for leaks during the next weather front.

c. Med 51 is back in service after removing the emissions standards equipment that had begun to malfunction. Removal of the system is allowed in the State of Colorado. The tires on Med 51 are going to need to be replaced in 2016. Since the new Dodge Brush 72 truck needs more aggressive tires and its current tires are in good condition, the Brush 72 old tires can be used for Med 51.

d. The radiant heating system for Station 2 has arrived and will be installed once time is available.

e. Reminder of the Parade of Lights is this Saturday and the Yule Log event is this Sunday.

6. OLD BUSINESS

a. 2015 Revised Budget – update & adoption, Resolution 2015-7

i. Bryan explained all the updates on the proposed 2015 Revised Budget.

iii. Discussions were held about the revisions to the 2015 Budget, Revision 2. Board Members asked questions and all questions were fully answered by Bryan.

Motion to accept Resolution 2015-7, Adopting an Amended Budget for the Beulah Fire Protection and Ambulance District, Beulah, Colorado, for the Calendar Year Beginning on the First Day of January 2015, and Ending on the Last Day of December 2015, was made by Kim Toman, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Pat Stanifer – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

b. 2016 Budget – update & adoption, Resolution 2015-8

i. The final valuation from the County Assessor’s Office was received for 2016 and it has decreased by \$201 from 2014/2015.

ii. Bryan explained all the updates on the proposed 2016 Revised Budget.

iii. Discussions were held about the updated 2016 Budget. Board Members asked questions and all questions were fully answered by Bryan.

iv. Steve asked that any line item with a zero value be filled in with the number zero, to avoid the interpretation that a value had been left out.

Motion to accept Resolution 2015-8, Summarizing Expenditures and Revenues for General Fund and Adopting an Approved Budget for the Beulah Fire Protection and Ambulance District, Beulah, Colorado, for the Calendar Year Beginning on the First Day of January 2016, and Ending on the Last Day of December 2016, was made by Bob Thompson, and seconded by Pat Stanifer. Roll call vote was taken: Steve Douglas – aye; Pat Stanifer – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

c. Chief Retirement Benefits – update

i. Bryan has completed all of his Fire and Police Pension Association (FPPA) documents needed to enroll in FPPA.

ii. Bryan is now obtaining the District login information in order to report and submit payments to FPPA, which start on January 1, 2016.

iii. Bryan is considering buying back his years from his service in Ohio for FPPA and will work out those details with FPPA. He will request back what has been paid in to Social Security in order to pay for the buyback years of service. Bryan will also ask if the District is eligible for a refund of those Social Security monies paid in to the US Government.

iii. Bryan still needs to go over with a Board Member on what needs to be done in the case of an absence due to an illness or injury. This will be scheduled in the near future.

d. District Auxiliary - update

i. Two new people were interested in joining a committee: Judy and Mary Howard.

ii. Approved at last Monday’s meeting were Bryan’s request for the purchase of the following items: \$1,900 for rope rescue gear; \$2,400 for cold water rescue gear; and up to \$10,000 for outfitting the District’s two new vehicles with needed accessories.

iii. 50-60 burritos have been restocked at Station 2 for future use.

iv. Fundraising efforts will resume in January 2016.

e. Potential Fire Station Site and Plans – update

i. The District area demographics are being finalized. When complete, the demographics will be sent to F&D International so they can create and finalize the Business Plan.

ii. As grants are awarded and donations are secured, the District will still need to provide the remaining funding for the new station. The District needs to begin thinking about where the non-grant funding will come from: loans and/or a mil levy. If a mil levy is desired, this decision would need to be made by June 2016 in order to make the deadline to be on the November 2016 ballot. This funding needs to be secured in order to enter the second phase, final design and construction.

ii. The subdivision plat still needs to be approved, and previous conditions still need to be completed before the final approval by County Planning. These conditions are tied to both the Zoning Change and Use Permit. First, the 30' right of way (ROW) deed to the Colorado Department of Transportation (CDOT) needs to be finished and accepted by CDOT. Travis is working to finalize the deed language with CDOT. The surface water issue will be resolved with language to be provided by Mr. Seller's attorney. That language will be included in the ROW deed to CDOT and the land deed of transfer from Wisdom (Seller's Family) to the District. Once these two tasks have been completed, the subdivision plat needs to be put on mylar, signed by Dick Sellers and sealed by Travis, then presented, accepted and recorded by Planning and Development.

iii. When the above tasks are completed, a parcel number can be generated for the 6.2 acre Fire Station parcel and an appraisal can be obtained for a valuation of Dick's donation. This will not be fully completed until early 2016, which is still fine with Dick.

f. Retirement of Engine 62 - update

Engine 62 has been delivered to Pueblo Community College (PCC) and is no longer property of the District. The District received a thank you letter from PCC. This item is now finished.

g. Brush 72 & Chief 1 Vehicle - update

i. The Chief 1 Vehicle, Tahoe, has been ordered and is due for delivery in March 2016.

ii. Brush 72 has been received and radios and equipment boxes have been installed. Brush 72 still needs emergency lights, siren and decals in order to be able to put it in service. The lights, siren and decals will be added soon. Bryan is working with Dylan Jacketta to get the lights and siren, and with Signs by Scott to get the decals.

iii. Steve and Bryan went to Fowler State Bank today and Steve signed off on all the loan documents for these vehicles. A check in the amount of \$14,852 was given to the bank by the District for the purchase of these two vehicles. The annual loan payment to be made by the District on or before December 9 is approximately \$11,000. This is a seven year loan. As stated in the loan paperwork, the collateral for this loan is the vehicles.

h. Med 52 - update

i. Med 52 now officially belongs to the District. The final payment to Rye Fire has been made. Insurance has been obtained and it is in service.

ii. Once summer comes, the two Medical units will be rotated monthly between Station 2 (heated) and the Beulah School garage (unheated). Although Med 52 is not equipped to keep medications from freezing during the cold winter months, it still will be used as the District back-up Medical Unit.

i. Natural Hazards Mitigation Planning - update

i. Pueblo County has had ongoing delays with submitting the Plan to the state. The Plan still needs numbers from GIS and the language still needs some rework. The District has completed all the necessary tasks associated with being a participant in this Plan, except for adopting it, which can't occur until the plan has been approved by FEMA and adopted by Pueblo County.

ii. Pueblo County is now a month and a half late in making the initial submission of the Plan. The updated Plan still needs to be adopted by Pueblo County on or before February 8, 2016. The question remains is how long will it take for updated Plan to be accepted by the state (review and any needed changes or updates completed) and then accepted by FEMA. The very last step for Pueblo County would be to adopt the updated Plan, hopefully the first week of February 2016.

iii. It is most likely that if this Plan has not been fully adopted by Pueblo County and the District, the District would not be able to successfully apply for mitigation grants until it is fully adopted by both entities.

j. Website Monitoring & Quality Control - update

This item is tabled to next month.

7. NEW BUSINESS

a. Resolution Levying Property Taxes 2015-9

The Resolution for imposing property taxes in 2016 was presented to the Board. Board Members were given the opportunity to review the Resolution and ask questions. There were no questions asked about this Resolution.

Motion to approve Resolution 2015-9, A Resolution Levying Property Taxes for the Year 2016 to Fund Costs of Government for the Beulah Fire Protection and Ambulance District for the 2016 Budget Year, was made by Kim Toman, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Pat Stanifer – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

b. Resolution Appropriating Funds 2015-10

The Resolution for appropriating the 2016 budget amount, as approved earlier in this meeting was presented to the Board. Board Members were given the opportunity to review the Resolution and ask questions. There were no questions asked about this Resolution.

Motion to adopt Resolution 2015-10, A Resolution Appropriating Sums of Money to the General Fund in the Amount and for the Purpose as Set For the Below; For the Beulah Fire Protection and Ambulance District for the Budget Year Beginning on the first Day of January 2016, and Ending on the last Day of December, 2016, was made by Joni Smith, and seconded by Pat Stanifer. Roll call vote was taken: Steve Douglas – aye; Pat

Stanifer – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

c. Resolution Posting Location 2015-11

The Resolution for Board Meeting posting locations for 2016 was presented to the Board. There were no changes to the posting locations from 2015. Board Members were given the opportunity to review the Resolution and ask questions. There were no questions asked about this Resolution.

Motion to approve Resolution 2015-11, Designating Locations for Posting Notice of Meetings of the Board was made by Kim Toman, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Pat Stanifer – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

d. Transparency Notice

The 2016 Transparency Notice was presented to the Board Members. The only changes to the Transparency Notice were three updated dates on the Transparency Notice. Steve indicated that his positions listed on the back side of the Transparency Notice were incorrect. His positions were corrected to: President of the District and Board Chair. There were no other changes to the Transparency Notice. No resolution is needed to accept the updated Transparency Notice. The Transparency Notice will be reviewed again after the May 2016 elections. Within the next week, Bryan will submit the updated Transparency Notice to all the official entities required.

8. MOTION TO ADJOURN: *Motion to adjourn was made by Joni Smith, seconded by Kim Toman. Motion carried with no objections.*

Meeting adjourned at 8:36pm.

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 October 31, 2015
- Pueblo Bank & Trust Rate Disclosure
- Beulah Fire Protection and Ambulance District Budget: 2015 – Revision 2
- Beulah Fire Protection and Ambulance District: 2016 Proposed Budget
- Beulah Fire Protection and Ambulance District, Special District Transparency Notice - 2016