

MINUTES

BEULAH AMBULANCE DISTRICT BOARD OF DIRECTORS MEETING No. 61

October 25, 2012, 6:30 pm
Beulah Ambulance District Office
Suite A, 8870 Grand Ave

1. CALL TO ORDER

6:36 pm called to order by Steve Douglas.

Present board members Steve Douglas, Jerry Wahl, Robert "Bob" Thompson, Travis Allee. Absent Anne Moulton. Chief Bryan Ware present & Captain Trish Anderson. Joined by Nathan Anderson.

2. APPROVAL OF AGENDA

- Change 6a- instead of "community liaison" change title to "Fundraising Coordinator".
- Change lettering in 6. Old Business to be alphabetical
- 7 b, Change "Review Draft" to "Review and approve draft"
- 7e Add EMS Chief 2012 Performance Evaluation.

*Motion was made by Travis Allee and seconded by Bob Thompson to approve the agenda as amended.
Motion carried with no objections.*

3. APPROVAL OF MINUTES OF SEPTEMBER 27, 2012 AND OCTOBER 4, 2012 MEETINGS

- Bryan brought up changing minute format. More overview of meeting- not word for word. Board discussed and likes idea.
- Amendments to minutes presented in track change format, attached.

Motion to approve the minutes of the Sept 27 meeting as amended was made by Jerry Wahl, seconded by Bob Thompson. Motion carried with no objections.

The minutes of the Oct 4 meeting stand as read with no additions or corrections.

4. FINANCIAL REPORT THROUGH SEPTEMBER 30, 2012 presented by Travis Allee

- Budget will have to be resubmitted on Dec 15th due to increased revenue.
- Some items were not paid due to credit card being moved to new account without Travis' knowledge. Next month might show increase spending due to this issue.

Motion made by Jerry Wahl, seconded by Bob Thompson, to approve the financial report. Motion carried with no objections.

5. EMS CHIEF BRYAN WARE REPORTED

- We responded on 10 incidents in September, bringing our year total to 103 as of September 30th.
- The Fire and EMS BBQ is schedule for this Sunday at the Pueblo Mountain Park. If any board members would like tickets to purchase or sell we still have them available.
- Med 2 has been returned from Rye Fire (which they waxed while they had it) and is now back in service at Beulah Fire Station 2.
- Flu Vaccines have been going well; we have administered 105 shots and have recouped \$ 890 through those who have been able to pay for their flu shot.
- The new backboards are here and in service. Pending the approval of the revised 2012 budget this evening, we will be purchasing the one wheel cot (mule) for mountain rescue which is part of the 2012-2013 State of Colorado EMS Grant.
- We are looking into options for this year's Christmas dinner and I will be emailing the board and our responders soon with a save the date.
- I have started a draft work plan that I have provided each Board member with a copy of. This is just a starting point for me, but I know that the Board has a meeting tentatively scheduled for November 15th; if we have a positive vote for the levy on the 6th, to discuss the transition. I just wanted the Board to be in the loop with my thought patterns on this from the operations side of the desk.

- I have been asked to speak at an EMS Conference in Fremont County on Saturday, so I will be over there this weekend. Reminder that I will be leaving for vacation on November 7th, returning November 14th.

6. OLD BUSINESS:

a. Revised set of official duties for the Director serving as Fundraising Coordinator

- Board agrees to Fundraising Coordinator as official title of this position.
- Keeping board member job description template as presented was agreed upon. Taking existing job descriptions from previous policy to create all board member positions.
- #6 on draft copy- Identify unmet community fiscal needs and finding funding opportunities (bike helmets being example).
- Chief Ware will work on language and final drafts for all board member positions.

b. Update on Citizens Committee presentations to local groups to discuss proposed changes in district service plan and mill levy.

- Steve was unable to get update from Pete & Polly prior to tonight's meeting. Gary has been involved with other matters. Bob states Citizens Committee has talked to SRDA lunch, historical society, exercise class, coffee shop, and general store, as well as book club. Signal Mountain has been talked to previously by Jerry as well. Unknown if church groups will be talked with.

c. Review status of tasks in Intergovernmental Agreement between the District and Pueblo County regarding November 6th election responsibilities.

- Duties of the district: we have done all we needed to do on time. Steve will ask Tom Mullans about item C under district responsibilities to see if that has been done.
- We are current on responsibilities. Check list (provided by Tom Mullans) has literally been completed

d. Review descriptions & comments on Ballot Question 5A published by Pueblo County and the League of Women Voters.

- No surprises on county ballot language. League of Women Voters still has no information posted as of this afternoon. Unknown if hard copies are out. Steve will follow up with Rita Simms about it.

e. US BANK Rewards program

- Money was transferred over after approval of last meeting. Still a residual amount \$350 in account.

f. Resolution 2012-10 Revision of 2012 budget

- See attached copy of revised budget
- Drug policy is clarified as drugs testing will be done at hospital instead of here at office.
- Change on 2nd page the "\$28.72 savings" is actually a \$971.28 INCREASE
- Motion made by Bob to accept 2012 budget as amended. Jerry 2nd. Resolution read- Roll Call:

Steve Douglas- Yes

Jerry Wahl – Yes

Travis Allee- Yes

Bob Thompson- yes

Anne Moulton- Absent

g. Executive Session as per Section 24-6-402(4)(f), C.R.S. for update on personnel issue.

- Chief Ware didn't want to go into executive session. Chief Ware advised that effective October 12, 2012 the Huron, Ohio Courts terminated his probation. He advised that he has sent a copy of the court termination to the State of Colorado Division of EMS.
- Steve asked if information would be provided to District 70 as well.
- Captain Anderson will still continue to be in charge of Cadet program

h. Other: none

7. NEW BUSINESS:

a. Discussion of 2013 budget and potential December 2012 meeting date.

- EMS Billing, Property tax, and grant income were the only change in revenue. The increased expenditures were disposable medical and grant medical equipment.
- Dec 11th is the date posted in the paper for next board meeting, due to the proposed budget 2013 notice having to be given to public.
- IF Nov 6th election passes (Fire joining EMS) new proposed budget will be sent out to board members.

b. Review draft of potential job description of the combined Fire/EMS Chief

- See attached Position Description, both "original and updated draft"
- Steve wanted to ensure that we didn't "lower the bar" with the EMS/Fire Chief having less than a ALS certification.
- Will add "Required Qualifications" as well as "Preferred Qualifications"

c. Discuss the need for a Special Meeting of the Board November 1, 2012 regarding the potential process for selecting a combined Fire/EMS Chief. Review draft agenda for that meeting.

- Board will formally address the question on how to fill position if ballot passes. 2 ways to do this: 1. look at Chief Ware and see if he meets the job description and offer to continue contract/promotion. 2. Open up job description nationally for job interviews
- Chief Ware recommends opening the applications to outside parties.
- Draft agenda for that meeting is reviewed
- Choose Search committee at that time as well if job will be posted. Someone from fire board plus Steve Douglas and another community member. They will do advertising, job search, interview, and suggestion as to who to hire for board approval.
- Board sets meeting date for November 1, 2012 at 6:30 pm.

d. Determine need for November 15 Special Meeting of the Board, if the ballot passes, to begin preparation for the transition. Create initial plan/list of items for that meeting.

- Tom Mullens states date for start of this transition will be set by board. Agreement will have to be reached by both Fire and EMS Boards.
- Jan 1, 2013 will be acceptable start date for district according to Tom.
- Work session meeting to work with transition issues.
- Meeting is ONLY held if there is a "yes" vote on ballot issues
- Board agrees to this meeting.

e. EMS Chief 2012 Job Performance Evaluation

- Either in November or early December.
- Discussion of what is the standard for board to do this evaluation. List of questions for full board.

- Chief Ware invited the members that don't know him as well or haven't worked as long to come in and ask questions.
- Similar evaluation done as last time, sending out "pre-made" form that was used previously.
- Work out exact date in first or 2nd week of November

8.MOTION TO ADJOURN: *was made by Jerry Wahl, seconded by Bob Thompson Motion carried with no objections. Meeting adjourned 9:10 pm.*

Recorded by Tricia Anderson, formatted and corrected by Anne Moulton, Secretary, Board of Directors, Beulah Ambulance District

Final