

**BEULAH AMBULANCE DISTRICT**  
**BOARD OF DIRECTORS MEETING No. 23**

**January 21, 2010**

**MINUTES**

The meeting of the Board was held at the Ambulance District Office in Beulah.

Board members present were: Chairman and Board President, Larry Walter (by telephone); Vice-president and Secretary Gay Davis Miller; Treasurer Ruth Ann Amey; and Board members Carol Wright and Judy Satterfield. Also attending were Assistant EMS Coordinator Tom Griggs; and community members Barring Coughlin, Lindol Amey and Norman Williams.

1. Vice-president/Secretary Gay Davis Miller called the meeting to order at 2:09 p.m.
2. Tom Griggs asked that the proposed agenda be changed to include discussion on the use of pledge funds from the Sheriff's Department under Old Business. The agenda was approved as amended.
3. Ruth Ann Amey requested correction of the minutes of the December 10, 2009 meeting regarding paragraph 3 to the effect that depreciation needed to be taken out of the 2010 budget, rather than already having been taken out. Paragraph 6 was also corrected to add the word "it" after "carried with." Judy Satterfield moved that the minutes be approved as corrected. And Ruth Ann Amey seconded the motion, which carried without objection.
4. Treasurer Ruth Ann Amey gave the financial report. It was suggested that a better balance sheet system needed to be developed, and to this end it was agreed that Ruth Ann Amey and Gay Miller would meet with attorney Tom Mullans and accountant Gwen Watkins. Tom Griggs noted the need to add receivables to the balance sheet, which had not been necessary previously. Gay Miller moved that the financial report be accepted. Judy Satterfield seconded the motion, which carried without objection.
5. Tom Griggs gave the report for the EMS Coordinator. It was reported that there had been 10 calls in December, including one call from Pueblo Search and Rescue that resulted in a 10-hour standby on Highway 78, and one call with mass casualties. Two volunteer responders were reported to have left the EMS and one new potential ALS was reported to be in the process of joining. The new recruit is a registered nurse, and Dawn Young will meet with Dr.

Weber about her training. Gay Miller reported having consulted Board attorney Tom Mullans about whether there were legal impediments to billing search and rescue for fuel expenses for the standby call. Larry Walter moved that the billing agent be asked to send the bill for the search and rescue fuel expenses. Judy Satterfield seconded the motion, which carried without objection.

6. Under Old Business it was reported that the website was up and running. Information about the website had been put on the Crawl and would be included in the next phone bill. Gay Miller suggested that the Board establish guidelines for who could make changes to the website and its content. The District has paid a set-up fee of \$200 for the website, and a "host" fee of \$19.95 for January to Nathan Anderson. It was noted that the District had budgeted \$500 for marketing and PR for 2010 and Gay Miller suggested paying Nathan Anderson \$25 per month for maintenance of the website, in addition to the \$19.95 per month host fee. It was agreed that Tom Griggs would discuss this offer with Nathan Anderson. Larry Walter wondered whether a competitive bidding process should have been undertaken, since Nathan Anderson is also an EMT. It was noted that Nathan Anderson had been contracted due to the tight time constraints of having the required transparency notice posted before mid-January.
7. In relation to the garage lease, it was reported that the only activity since the previous meeting had been that Paul Huber had asked for an electronic copy of the proposed agreement. Gay Miller had provided an electronic copy to him.
8. In relation to the long-term plan for the District, Gay Miller agreed to draft a plan for presentation at the February 2010 meeting.
9. Larry Walter reported the need to meet with the agent for more discussion on details related to how the District would go about billing.
10. In relation to the compliance calendar, it was reported that the District map had been filed, and the transparency notice had been filed with DOLA and placed on the website. Upcoming requirements included filing the budget by January 31, 2010 and the audit exemption request by March 31, 2010. The election for Board members would be May 10, 2010 (the candidate filing deadline is February 26, 2010), and Tom Mullans had agreed to be the election official.
11. Under New Business, Carol Wright presented provisions for a proposed revision to the Code of Conduct for the Ambulance Service Volunteers. It was agreed that this subject would be discussed by the Board at the next meeting.

12. In relation to elections, it was noted that four Board seats would be subject to voting in the May 2010 election. The seat held by Carol Wright does not expire in 2010. The seat held by Ruth Ann Amey is subject to election for a two-year term because she was appointed to fill a vacancy. The need to recruit candidates for Board positions was discussed. Gay Miller moved confirmation of the appointment of Tom Mullans as the election official for the 2010 election, and all Board members voted in favor. [Resolution 2009-1]
13. Treasurer Ruth Ann Amey had requested a discussion of counting issues. Her concern was how to provide for the expected \$40,000 cost of the garage. Larry Walter explained the proposal that the District build the garage with a lease agreement renewable in 5-year increments for 25 years, after which time the garage would belong to Paul Huber. In the event the District discontinued the lease earlier, Paul Huber would have ownership of the garage immediately.
14. In relation to a request that Beulah Ambulance pay the Beulah Fire Department for ½ the electric bill at their Waterbarrel Road garage for parking the second ambulance there, it was noted that for a variety of reasons it had been decided to keep the second ambulance at the office. Gay Miller proposed a one-time payment of \$75 for use of the Waterbarrel garage, and that payment was approved by vote of all Board members.
15. Discussion followed on the use to be made of the donation from the Sheriff's Office. It was suggested that the donation be used to purchase additional Carbon Monoxide [CO] detectors for the community. Tom Griggs reported an additional \$240 donation from Pine Drive Telephone Company for use on community services. It was reported that several CO poisonings calls had already been received during the current heating season. Judy Satterfield moved that the donations be applied first to purchase a CO monitor for the ambulance and the remainder to purchase CO detectors for the community. Ruth Ann Amey seconded the motion. Tom Griggs agreed to submit information on the subject to the Buzz and the Crawl.
16. In accord with legal requirement that the Board make a formal decision at its first meeting of each year concerning the locations where meeting notices will be posted, the Board adopted Resolution 2010-2 with a unanimous vote. It was agreed that, due to the poor condition of the bulletin board at the general store, meeting notices formerly posted there would be placed at the post office. The ambulance office, the coffee house and the courthouse in Pueblo were the other locations.
17. A vote was needed to approve expenditure of funds to share costs of remodeling the office for the washer and dryer. An expenditure of not to exceed \$650 was approved for this purpose.

18. Gay Miller agreed to draft employment agreements and compensation proposals for Dawn Young and Tom Griggs. Ruth Ann Amey reported having spent \$200 apiece to purchase two used desks for the office.
19. The next meeting was scheduled for February 25, 2010.
20. The meeting was adjourned at 4:37 p.m.

Gay Davis Miller  
Secretary

corrected