

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 105  
January 28, 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, Fundraising Coordinator Bob Thompson (joining via telephone conference call), and Secretary Kim Toman. Also attending was Chief Bryan Ware. Absent were Vice President Pat Stanifer, and Treasurer Joni Smith.

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

**2. APPROVAL OF AGENDA.**

There were three corrections to the Agenda, all were under Item 7, New Business. Item a, Audit Exemption does not need a Resolution. Item b, Election Official Resolution, the Resolution number changed to 2016-1, from 2016-2. Item c, Adoption of 2015 Budget Version 3, the Resolution number changed to 2016-2, from 2016-3.

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

**3. APPROVAL OF MINUTES of the Combined Nov-Dec 2015 meeting.**

Track changes submitted by Board Members were reviewed and approved by all attending Board Members and Bryan. The note in the heading section was just an Auxiliary reminder for Kim and was stricken from the final minutes. In Item, Brush 72, it was clarified as to which Brush 72 tires were used for Med 51. It was the new Brush 82 tires, not the retired Brush 72 that was returned to the Jones' family. There were no other additions or corrections to the meeting minutes.

*Motion was made by Kim Toman 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.*

**4. FINANCIAL REPORT**

**a.** The Financial Report presented contains the figures for all of 2015, from January 1 to December 31. The District checking balance is \$8,486.90 and the District savings balance is \$45,007.38 for a total of \$53,494.28.

**b.** Revenue Line Items 7100, EMS Billing, and 7005, Specific Ownership Tax, both surpassed the budgeted amounts.

**c.** Revenue Line Item 7000, Pueblo County Property Tax, fell short of the budgeted amount by \$4.

**d.** Revenue Line Item 7109, Billing Processing Fee, the deduction of \$880 is for the payment of the Medicare Renewal Fee.

e. There were a few invoices from 2016 that were paid in 2015 because there was a little surplus in the 2015 budget. One of these was Expense Line Item 8110, Equipment, a big part of the \$2,021 current month activity amount is for the AED service contract for 2016.

f. Expense Line Item 8221, Volunteer On-Call/Response Payroll Taxes was under budget, but Expense Line Item 8207, Chief's Payroll Taxes was over budget. It is noted that the Chief Payroll Taxes was under budgeted for 2015. Bryan will work with Gwen to get a more accurate figure for the 2016 Budget.

g. Expense Line Item 8415, Utilities/Propane has had an unexpected excessive cost. There was a stuck valve found on the propane tank at Station 1. When Mar Gas filled propane they thought they were filling to 80%, but because of the stuck valve, the tank was found to really be at 30%. Mar Gas replaced the valve and filled the tank to 80% so the January 2016 propane bill will be a lot higher than usual.

*Motion was made by Kim Toman to accept the Financial Report, seconded by Steve Douglas. Motion carried with no objections.*

## **5. CHIEF'S REPORT, reported by Bryan**

a. A 2015 statistic informational sheet was presented. In 2015 there was a total of 199 responses, the District's busiest year ever. There were 117 transports, which is huge. These figures are included in the annual report as well.

b. As of January 28<sup>th</sup>, there have been 24 total responses; 22 EMS and 2 Fire. Of the 22 EMS responses, there were 18 transports.

c. The roof leak at Station 2 has been corrected. The leak was caused by missing insulation along the top of the wall where it meets the roof. Water dripping off the roof created ice to form which curled back under the roof eave and back to the top edge of the exterior wall. The lack of insulation allowed melting ice water to pass through the wall and into the ceiling.

d. The radiant heating system will be installed next week at Station 2. A contractor will come out to install the heating system because the District has been keeping Austin busy with work and his schedule does not have time to do this work. It is duly noted that Austin does donate a lot of repair and maintenance time to the District. The District is truly appreciative of his continued volunteer efforts and loyalty to the District.

e. Med 51 was taken out of service three nights ago. Although unconfirmed, it is believed that the issue is a result of water in the diesel fuel. Austin will be working on this issue over the next few days. In the best case, replacing the fuel filter will correct everything. In the worst case, a new engine will be needed. In the event that a new engine is needed, the District will most likely file an insurance claim.

f. The District will have 21 fire contracts in 2016. Three contracts were lost from 2015, but 2 new ones were added. The 2016 fire contracts will generate revenue in the amount of \$1,881.34.

g. There will be a Live Burn on Saturday, February 6<sup>th</sup>, 2016 at a house on Lake Avenue, across from the Post Office. Our responders will be joined by others from PCC and Rye Fire that day. ESB was invited, but had another engagement already scheduled and regrettably declined. There will be SWAT training at this same residence on Wednesday, February 3<sup>rd</sup>, 2016.

**h.** Bryan will be joining the Pueblo County Sheriff's SWAT team for EMS personnel development. He will be aware of on-call hours for both the District and the SWAT team, and ensures to the District that all of his District hours will be fully covered. The SWAT team will potentially have him on-call one week per month.

## **6. OLD BUSINESS**

### **a. District Auxiliary - update**

**i.** Jenna and Joni completed the 2016 Auxiliary Budget which includes funding for the District requests for a new set of Personal Protective Equipment (PPE), and 50% of the payment for the annual payment for the Chief 1 and Brush 72 vehicle purchase. This budget will be presented at the next Aux Board Meeting on February 15.

**ii.** The cold water rescue suits have arrived and a training on using this equipment was held at the pond at Mountain Park Environmental Center.

**iii.** Kim met with non-profit auditor, Don Bain, to discuss how to declare enough capital in order to meet the Colorado Gives Day requirements for participation. Don indicated that the best way to meet the \$25,000 in capital would be to save the year's fundraising proceeds so that would show as capital at year end. Instead of using these funds during the current year, they would be spent the following year. This will also be presented to the Aux Board at the February Board Meeting.

### **b. Potential Fire Station Site and Plans – update**

**i.** Steve let the unfinished subdivision exemption items rest so everyone involved could enjoy the Holidays. Before the Holidays, to finish the conditions of the subdivision exemption for the County, Dick Seller's attorney, John Keilbach, was working on the water rights language for severing water rights on both the Right of Way (ROW) for the Colorado Department of Transportation (CDOT) and for the parcel being donated to the District. John Keilbach wanted to see the draft subdivision plat before finalizing this language and Travis had not finished the plat. Updates to the final language are not expected for about two weeks, when Dick gets back from California.

**ii.** An updated authorization to act on Dick's behalf for business with the County has been received by the District. This updated authorization expires on December 31, 2016. The previous authorization had expired on December 31, 2015.

**ii.** Steve and Bryan have been working on the concept design and planning document. The 50-page document is an expansion of the original 9 page document given out at the Fire Station Special Informational Meeting on September 10, 2015. The document has been sent to Todd at F&DInternational and updates from Todd are expected back in two weeks. This document does not include in-kind donations because the appraisal cannot be done on the land until the deeds are finalized. The document does include current economic information and a count of residential buildings generated in 2012 by the Beulah Valley Volunteer Fire Department. An estimate of the District's population (2,300 people) is based on taking the number of residential structures (915) and multiplying it by 2.5 people per residence. This information is still the basis for the concept design and planning document sent to F&DInternational.

**iii.** The District is looking at a potential grant submittal to the Department of Local Affairs (DOLA) in August 2016. Prior to submitting that grant application, we need to demonstrate that we have raised at least 25% (\$800,000) of the estimated project costs. Bryan is also looking at submitting other grant applications in February and March

2016. Bryan has found approximately three to four grant applications to submit every month through December 2016.

**iv.** Steve Douglas would like to encourage District residents to donate to the New Fire Station Enterprise Fund. He will not ask others to do something he wouldn't do himself. Steve presented to the District a check for a donation to the New Fire Station Enterprise Fund in the amount of \$10,000. All Board Members and Bryan are very appreciative of this very kind and generous donation. Thank you, Steve.

**c. Chief Retirement Benefits - update**

**i.** Benefits are being reported and submitted to Fireman's and Police Pension Association (FPPA). Bryan has access to the website for these purposes and will train Joni on this system so she can report and submit to FPPA in the future.

**ii.** Bryan no longer has Social Security taken out of his check and he has been reimbursed for the Social Security deduction mistakenly taken out of his first check in January 2016.

**d. Brush 72 and Chief 1 Vehicle - update**

**i.** Chief Vehicle 1 is here in Beulah. It arrived early on January 9, 2016 instead of in March as anticipated, based on what the dealership had told us. We already had the funds in place to purchase it, so this did not pose a problem.

**ii.** The radios have been installed in the vehicle.

**iii.** There are two tears in the interior flooring of the vehicle and there is also an exhaust leak. Bryan is working with the Dealer to get these two issues resolved.

**iv.** The decaling has been ordered and the vehicle will be delivered to Dylan Jacketta for the installation of the emergency lights and siren.

**v.** Austin is finishing the bumper on Brush 72. The pump and water tank will not be put on Brush 72 until the Chief's vehicle comes back from having the lights and siren installed. In the meantime, Bryan will use Brush 72 in place of the Chief's vehicle.

**iii.** Decaling for Brush 72 has also been ordered and they will both be decaled at the same time.

**iv.** Government pricing will be utilized through Goodyear Tire to purchase more appropriate tires for Brush 72, thanks to Dylan sharing his contact with the District. The tires that came on Brush 72 will be put on Med 51, as mentioned earlier.

**e. Natural Hazards Mitigation Planning – update and Adoption of Plan**

**i.** Plan is done from a Pueblo County perspective and has been sent to the State of Colorado for review. Karen Ashcraft plans on presenting the Plan to the Pueblo County Sheriff and the Pueblo County Commissioners for their approval the 2<sup>nd</sup> week of February. Karen's presentation date is contingent upon getting state and federal review prior.

**ii.** The current Plan expires on February 8, 2016 and it is highly unlikely that an updated Plan will be in place by then. Steve asked Karen if this would prohibit the District from applying for mitigation grants until an updated Plan is formally adopted. Karen said that the District would not be prohibited from applying for mitigation grants since the can identify that the updated Plan is currently in the review process.

**iii.** The District cannot adopt the Plan until the County adopts the Plan. Also, there is a plan review tool that is available and if the District wants to be included as participants in the Plan, District contact names and numbers need to be provided in this form. Steve consulted with Karen Ashcraft about the District contact and it was

determined that a District Position (Chief or Board Chair) can be used, rather than a name since the Plan will be in effect for 5 years. That approach will be acceptable. It was agreed that on this form, the position of “Chief” will be used in conjunction with the “Chief” email address of [Chief@socolo.net](mailto:Chief@socolo.net). Steve will fill out the form and submit it to Karen tomorrow.

**f. Website Monitoring & Quality Control– update by Bryan**

Pat reviewed the Public Education website page and he has no changes or updates for that page.

**7. NEW BUSINESS**

**a. Audit Exemption Discussion, no Resolution**

i. The estimated cost for the Audit Exemption is \$1400. This amount reflects an hourly rate and hours spent last year preparing the Audit Exemption. Unless there have been huge changes in revenues and/or expenses in the District, this amount will remain about the same for the 2015 Audit Exemption. Sam Denardo is interested in doing this for the District again this year. Bryan has a contract in hand from Sam and will sign and return to him so the Audit Exemption process can begin. Bryan already has a list of items that will need to be provided to Sam for the Audit Exemption. All present board members were ok with Sam doing audit this year.

**b. Election Official Resolution 2016-1**

The District’s attorney, Tom Mullans, has once again been named the Election Official for this year. Pat and Joni’s positions expire in May 2016. Because of Pat’s increased work load he does not plan on rerunning for his position. Joni does plan on rerunning for her position.

*Motion to accept Resolution 2016-1, appointing Tom Mullans as the District Election Official for 2016 elections and Designating open positions, was made by Kim Toman, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously*

**c. Adoption of 2015 Budget Version 3 Resolution 2016-2**

Bryan explained all the updates on the proposed 2015 Revised Budget, Revision 3. The Budget changes were made for the final revenue and expense figures now that all 2015 figures have been compiled. All present Board Members had ample opportunity to ask questions on the budget figures presented and Bryan answered all questions that were asked.

*Motion to accept Resolution 2016-2, Adopting an amended Budget for 2015, was made by Bob Thompson, and seconded by Kim Toman. Roll call vote was taken: Steve Douglas – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously*

**d. Annual News Letter**

Bryan presented the most current revision of the draft of the Annual Newsletter. This morning, Bryan just finished his part of the write up of the Annual Newsletter and there has been no review of his portion yet. Bryan encouraged all Board Members to review his section as well as the entire document and get their revisions or corrections to him no

later than 11am this Saturday so printing of the Newsletter can begin. Bryan has volunteers coming in Monday to fold, address and stamp the copies. The goal is to have the Annual Newsletter in the mail Monday afternoon.

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

Meeting adjourned at 7:44pm.

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, November 1 to December 31, 2015
- 2015 Fire & EMS Statistics – Total Run Volume
- 2015 Budget - Beulah Fire Protection and Ambulance District: 2015 – Revision 3