

**BEULAH AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 46**

October 27 , 2011

MINUTES

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

Board members present were: Chairman and President Steve Douglas; Vice-president Carol Wright; Secretary Anne Moulton; Treasurer Ruth Ann Amey; and Judy (Satterfield) Lietz. Also attending were EMS Coordinator Bryan Ware, responder Nathan Anderson and community member John Russell

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

2.THE AGENDA: additions were requested of, under Old Business, move new business item c to be included in old business item b.

Motion to approve the agenda as corrected was made by Carol Wright, seconded by Judy Lietz. Motion carried with no objections.

3.MINUTES of the September 22, 2011 meeting to be corrected as follows:

- Item 4, 2nd bullet: Special Ownership Tax income instead of Sheriff's office tax income
- Item 4, 3rd bullet: "following our inquiry", "approximately" \$3500
- Item 5, 1st bullet: total.. add "for 2011"
- Item 5, 10th bullet: "In cooperation with Beulah Fire...."
- Item 7c: we've reflected an extra \$6000 "from special ownership tax" (instead of from county taxes)
- Item 7e, 1st bullet, spell out FUTA

Motion to approve the minutes as amended was made by Carol Wright, seconded by Ruth Ann Amey. Motion carried with no objections.

4.TREASURER RUTH ANN AMEY GAVE THE FINANCIAL REPORT for September 30, 2011:

- This statement incorporates the revisions we approved last time
- Total expenses of \$12,499.89 for September are more than usual because of the \$3400 in tuition, to be reimbursed upon completion; also, both August and September rent checks were cashed in September. Excluding these, we are in a comfortable area of spending
- Ruth Ann is uncomfortable with office supplies expenses which are already above the figures in the revised budget. She will increase this category for the 2012 budget. Bryan asks if the copier rental is in that category by mistake
- Bryan states that there should be a check for \$18,000+ from Medicare shortly.

- Both responder pay and billing income are a bit shorter than expected, so it should work out well. Our call load has been higher than expected; also Bryan has been on call frequently, for no charge above his salary. Overall it is good to have estimated this closely per Steve
- Ruth Ann will meet with Gwen Watkins next week to see how we are doing taxes on volunteer pay. Steve states that only \$600 or more requires a form 1099, but thinks it is good to treat all amounts the same
- Pueblo County property tax income is down by 7% not yet received. Some residents may pay when delinquent taxes are published but with the economy, we should not be surprised if people don't pay
- We are over in the donations category.

Motion to accept Treasurers Report was made by Anne Moulton, seconded by Judy Lietz. Motion carried with no objections.

5.EMS CHIEF BRYAN WARE REPORTED:

- We had 9 calls for a total of 102 through September 2011, and are now at 111 as of today. This is our highest year ever
- The BBQ is this Sunday at Pueblo Mountain Park pavilion area from Noon to 3 pm. Bryan will be out of town, but Captain Anderson will be on site.
- Electronic reporting, initiated on October 1, is going really well.
- Our insurance company has advised that they will have final quotes for renewal by mid November to present at the next meeting
- In November we will be conducting annual competency training for our responders to ensure that each is proficient in our equipment, procedures and medical skills
- The Huber family has donated a home to our agency and Beulah Fire for multiple training sessions. We have written up waiver of liability forms for all parties involved as per NFPA 1403. Over the next few months personnel from both agencies will be participating in rescue trainings at that location. Then we will demolish and carry away the building. There was no asbestos that they could find but we are getting expert advice re requirements and will publicize. Steve asks that we contact the landfill before taking any material there.
- We have registered Beulah Fire and our agency with the Knox Box company. They offer a secured key box for commercial and residential locations; the property owner can secure keys to their property in the box. The only way the lock box can be opened is by a key, which both EMS and fire will own, that opens all boxes. Depending on funding, Bryan would like to purchase two portable Knox Boxes for loaning to elderly residents who use our services often due to declining health. These two boxes would remain owned by Beulah Ambulance District. Key use will be documented, with keys stored in a secure location like drugs. We will push for use by commercial buildings as well. It is cheaper to purchase these @ \$170 for residential, which can be used for commercial as well. The system only works in our district. There is no monthly maintenance; boxes are owned by the purchaser.
- The AED's are in; we are partnered with a company called AED Authority to service and improve AED access throughout our community. They are currently

located at the Mountain Park, Signal Mountain and Ambulance 2. Bryan proposes we increase to a total of 7 units with adding the Community Center, the EMS Office and the Songbird Café. To complete this project we will need to purchase two additional AEDs for a total cost of \$3100. Then each will be on a maintenance program costing \$195/year/unit for a \$1365/year service contract. Bryan feels with our potentially delayed response times, this will improve the chances for survival from sudden cardiac arrest. Since there is no money in the budget, Bryan will try for grants next year. He arranged with the company to start for free, which will either continue or AEDs will be returned. This program requires at least 5 people per location trained in their use. For example, at the Community Center, they could require at least one person from each organization using the facility. Retraining is required each two years. One unit should also be in the office so Bryan can take it to the scene when he is not driving the ambulance. It is suggested that the Beulah Inn be included which would increase the cost.

- Pueblo County ESB (Emergency Services Bureau) Chief Mark Mears said they have a 96 Tahoe to donate, which will need inspection, registration, radio installation and painting. Bryan would like a microphone front and back, Cost would be \$5600 for installation, or \$3100 for a simple single microphone. He will ask Chief Mears if they have a radio to provide. Bryan will also ask for an additional toughbook for this vehicle. He will get further figures to us prior to our next meeting.
- The annual Xmas dinner is set for December 10 but we need to change the time to 6 pm appetizers and 7 pm dinner because of the Parade of Lights.
- Capt Anderson has been cleared for duty by her physician, but Bryan has not cleared her completely and will put her on the schedule with 2 BLS responders. We hope she will be back to full duty by mid November
- Beulah EMS is collecting non-perishable food to help support the growing food shortage need in our community. We will be working with area churches to either support their operation or to host our own food donation system.
- Bryan will be out of town November 8-10 to teach at a state conference in Virginia. He has coverage in place.
- There was a CISD (Critical Incident Stress Debriefing) for a recent accident. Steve asks if there were any problems. Bryan says everyone did well. The only help for these currently is ACOVA; they are working to get more available.

6.OLD BUSINESS:

a. Chief's Contract: is offered with track change over the original version. It is compared with the chief's position description. See attached. Re page 2, Bryan is working now to burn comp time by leaving the office around 2 pm. Steve reinforces that if at all possible he should avoid accumulating comp time; there is no budget for paying this. Steve would like to put a cap on comp time of 120 hours similar to the cap on vacation/personal time. Also it is to be put on a 1 to 1 hourly basis. With regards to dates for payment, Ruth Ann recommends we pay the chief's salary on the 14th and 28th of the month. We need to correct the statement that any amount over 120 hours will be lost. We need to change the specific payout for vacation, etc. to the hourly rate incurred

at that time. We will change the position description to read that the chief abides by the SOG description of job requirements for the chief. We will compare the SOG description with the position description to combine both under the SOG document.

b. Update re Beulah Fire community meeting: Gary Kyte couldn't come tonight. He tells us that the committee is not ready for the Nov 9th meeting announced at the community meeting; it will be delayed. Steve was pleased with all the good listening, comments, and presentation. There was a comment from John Russell about the insurance rating being affected by the status of the fire department. Steve emphasizes how well the Fire Department volunteers have done, with a great commitment of time. The subscription idea would not work, has no legality per Atty. Mullans. Budgets for the various options had not been reviewed by the committee by meeting time, so were not put forward. Carol recommends that the public see an organization chart related to costs. The committee does plan to see how their straw vote turns out, then complete budgets, and organization charts. After the meeting, Tom Mullans gave advantages to option 4, a combined EMS/Fire district: two vs. one accountant, legal advisor; better service than if there were two separate departments. We will support a merger if that is the Fire Department's decision, but it must be a two way street. Bryan says that operations with the Fire Dept has swung very positively. They have asked if we want to put ambulance one in their heated garage. Bryan was concerned about the security of the ambulance: they will change the locks. Bryan wants to get ISO (Insurance Service Office) standards regarding fire; he figures to see that rating change for a savings to residents. Steve recommends we don't make promises we can't keep, especially for those outside a 5 mile radius. We discuss concerns about the northern and eastern residents that are in the Fire Dept's response area and not in ours. It is about 20 minutes drive to Rock Creek Road, with Bergemann Road a few miles beyond. We need to be honest about what we could and couldn't provide with taxes added from that area. They may need to commit to providing property/building for a station as well as volunteers out there. The Fire Dept has already shrunk their area previously and may need to do so again. Steve feels that the better boundary is ours. It is possible for there to be a separate contract for fire if we use a contract system out there. Regarding our own northern and eastern edge, around Rock Creek Rd, Nathan will go after First Responders for that area.

A motion was made by Anne Moulton to direct Steve to speak with the committee regarding our willingness to annex areas but with additional requirements and/or limitations to be discussed clearly in advance. Carol Wright seconded. The motion carried with no objections.

7. NEW BUSINESS:

a. Budget year 2012 statutory property tax revenue limitation: There is a 5.5% Limitation Waiver. They still recognize our waiver established at the time of our formation. The notice we received is a clarification of the Tabor Law: Tax Payer Bill of Rights.

b. Use of the Beulah EMS name: Gary Kyte has been asked to use Beulah Ambulance District. It is our formal name. We can use dba (doing business as) Beulah EMS per Bryan.

We return to old Business item delayed for convenience of attendees.

6 c&d: Personnel matters regarding Chief Bryan Ware and regarding prior members: (only board members and Chief Ware present)

A motion was made by Judy Lietz to enter into executive session per CRS Section 24-6-402(4) (f) to discuss these personnel matters. Motion carried with no objections. After discussion, a motion was made to adjourn executive session at 9:15 pm by Carol Wright, seconded by Judy Lietz. Motion carried with no objections.

Actions: Chief Ware was directed to set up a special board meeting on November 13th with said prior members Karl and Kelly Potestio.

Bryan announces: the Sheriff's Department has food for families. Grandview Baptist has a food pantry for needy families to do food shopping. Our EMTs will help and have year round drop off in our office. Our EMTs will sponsor a family with food/children's gifts. We can donate. Bryan will check with other churches re families served so there will be no duplications. Please, no home prepared, perishable or outdated food

MOTION TO ADJOURN: was made by Judy Lietz, seconded by Carol Wright. Motion carried with no objections. Meeting adjourned at 9:25 pm.

Anne E Moulton
Secretary. Beulah Ambulance District Board of Directors

First draft