

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 95
May 28, 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, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Also attending was Chief Bryan Ware. Vice president Pat Stanifer was absent, an unexcused absence due to personal activities related to his thesis.

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

2. APPROVAL OF AGENDA

Added under new Business was item 7.b, District Office Lease.

Motion was made by Joni Smith to approve the agenda as presented, seconded by Bob Thompson. Motion carried with no objections.

3. APPROVAL OF MINUTES of April 23, 2015 meeting

After accepting all submitted edits by Board Members, there was one additional correction in item 6.c.vi, Potential Fire Station Plans - update. The construction company name utilized by the Mayor of Jamestown was clarified as being Farout Construction.

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.

4. FINANCIAL REPORT

a. The District checking balance is \$41,538.34. The District savings balance is 45,002.87.

b. Revenue Line Item 7000, Pueblo County Property Tax, current month activity is \$48,378. This is the amount of property tax that was received by the District in April.

c. Expense Line Item 8000, Accounting Expense, current month activity is \$1,400. This cost is the expense of the audit exemption and the bill has been paid in full.

d. Expense Line Item 8111, Personal Protective Equipment (PPE), current month activity is \$10,587. This amount was for the purchase of 2 sets of Structural PPE, 5 sets of Wildland PPE and some gloves for members (responders) of the District.

e. Expense Line Item 8300, Commercial Auto, current month activity is \$2,479. This amount is for the quarterly auto insurance payment. The insurance for Engine 62, which has recently been removed from service, will be refunded next month.

Motion was made by Steve Douglas to accept the Financial Report, seconded by Bob Thompson. Motion carried with no objections.

5. CHIEF'S REPORT, reported by Bryan

a. So far this year there have been 65 total responses; 52 EMS and 13 Fire.

b. Arkansas Valley Drilling has been given the contract for the water well drilling at Station 2 with a price of \$21 per foot which includes casing. Currently the well application has been sent to the State of Colorado with a 6-8 week estimated time for approval.

c. The Pueblo County Fire Code Advisory Board has approved the 2015 International Fire Code as printed and the 2015 International Wildland-Urban Interface Code with the removal of Chapter 6 (Fire Protection Requirements) and Appendixes from the final approval. The County will adopt these codes as stated on August 1st. Bryan will prepare and present the Resolution for the July board meeting for District approval.

d. All are reminded that next Saturday, June 6th is the community blood drive so please help spread the word to fill the vacant slots for blood donations.

e. Med 52 has received a new water pump, radiator and thermostat to attempt to correct the overheating problem. It has been determined through a dye process that the head is cracked and needs replaced. The cost for parts alone to purchase heads (a set of aluminum heads) is between \$4,000-\$5,000. Bryan does not feel that putting this type of money into the unit is reasonable and would like to remove the apparatus from the District fleet. The District has already made contact with AMR regarding purchasing a unit or having a used unit donated to the District. AMR, Rye Fire and Pueblo West Fire will keep an eye open for a unit for the District. In the event of a secondary medical call, the District will still respond to stabilize the patient while awaiting mutual aid or AMR for an ambulance to transport.

f. On May 19th the District 2.5" of rain in an 8 hour period causing 2 sections of Northcreek Road to be washed away resulting in a "no-access" situation for any residence beyond the 5207 Northcreek address. Mutual aid was contacted for automatic response for fire and EMS to those areas, as well as establishing a landing zone in Debi Geller's front pasture. The Anderson's (Trish & Nathan) were given medical equipment as they were on the other side of the first road washout and would be able to provide initial care until mutual aid arrived. The roadway remains closed to the public but one temporary lane has been created for use by residents of the area and emergency personnel. A permanent repair is approximately 8 weeks away since the order for 8 foot cement culverts is waiting for arrival. Until those final repairs are made the District will keep the landing zone established in the event that the road access would be lost again. There are nine properties along Northcreek Road that we are aware of that lost their personal access due to flooding. Those repairs are the property owner's responsibility. They may receive disaster funding to help with those repairs, but that depends on whether or not Pueblo County can demonstrate enough flood-related losses to qualify for that aid. Also, as a result of the flooding there is a multitude of areas with standing water which raises the concern for mosquitoes and the diseases they may carry, so the District has been in contact with the Pueblo County/City Health Department and will be having our area monitored and sprayed for mosquitoes control, as it creates a public health concern.

g. Other weather related incidents have been flooding on Davis St (off of Central Ave.) that has a collapsing bridge. The District has coned off the bridge access while the District awaits Pueblo County Road and Bridge to take action. The first step is for Pueblo County to determine if the roadway has been vacated. The District also appears to have had a

microburst on Monday night on Highway 78 causing a vehicle to go off the road and broke posts along the highway.

h. Swift water rescue equipment and PPE has been ordered. The District has no such equipment at this time, but present or future flooding on North Creek and other waterways in the District could call for it to perform a rescue. The Sheriff's Emergency Services Bureau has that type of equipment and responders trained to use it, but their response time to the District could be problematic if a rescue were required. Training on this new equipment will begin once the equipment arrives.

6. OLD BUSINESS

a. 2014 Audit - update, by Bryan

On May 14, 2015, the District received a letter from the State of Colorado stating that the 2014 District audit exemption has been reviewed and accepted by the state. There is no new news on the 2013 audit.

b. District Auxiliary - update

i. Fundraisers: The Taste of Beulah will be held at the Beulah Community Center on June 13, 2015. The Annual Garage Sale will be on Saturday, June 27, 2015 and will be for one day only. The Auxiliary is asking for donations, and bake sale volunteers; breakfast burritos again will be sold. Lastly, the Auxiliary is in the beginning of the planning for the Cowboy Poetry Event in September. Music and poets are being sought out for this exciting event. Sponsor letters for past and new sponsors are ready to be mailed out.

ii. The 2014 burritos that remained in the freezer at Station 2 have been fully used. The training these burritos were supposed to be used for was cancelled due to weather. Since the burritos were already thawed at the time the training was cancelled, the burritos had to be used. These burritos were given to community members or were utilized by District members. 60 Burritos are being made to restock the freezer at Station 2. If possible premade lasagna will also be stored in the freezer for use by the District for any training or emergency event.

c. Potential Fire Station Site and Plans – update

i. Steve will go to Stewart Title tomorrow morning to sign a contract with them to start the Title Search for the property for the new Fire Station. Steve will see Travis tomorrow at 9:30am for a meeting at Pueblo County Planning and Development (with Jeff Woeber). The purpose of the meeting is to better understand and coordinate the various permitting tasks associated the property. He will also find out a better status of the project from Travis Allee, who has indicated that he would volunteer his efforts on the survey work for the District. There were three different descriptions used on the Subdivision Variance granted for the parcel back in 1979. The one used by Travis when he prepared the plat-like drawing was not the most recent one, so Pueblo County is requiring that the plat be corrected before it is accepted and recorded. That amendment to the plat-like drawing, is needed as soon as possible in order to be ready for the June 10 Pueblo Board of County Commissioners meeting. Also Dick Sellers needs to formally merge two parcels (as per a condition of the Subdivision Exemption granted in 1997). The six acre property he is considering donating to the District for a fire station is part of that property. Travis has agreed to prepare the required deed merging those two parcels for Dick's signature. Once that is done and recorded with Pueblo County, a new parcel number will be issued. That new parcel number is needed in order to submit the three applications needed to subdivide and rezone the fire station

property. All of this will need to be done in June to meet the July 1 deadline to be on the agenda for the August Planning Commission meeting and the agenda for the Commissioner's September meeting.

ii. There are three applications that need to be submitted: The Subdivision Exemption, Change of Zoning, and Public Use Review. All are lengthy applications, but can be easily completed.

ii. If Travis is unable to follow through with the surveying of the 6-acre parcel, Steve would like board approval to hire another surveyor to get the much needed work done. Hiring another surveyor would cost the District a few thousand dollars to have the remaining survey work done. Even if Travis continues to complete the survey work, he would only represent the District through the survey process. It would not be necessary for Travis to represent the District in the hearings to be held.

Motion was made by to Kim Toman for Steve to contract with a local, licensed surveying firm to perform the needs of the District for surveying if Travis is not able to meet time requirements of the District in order to move forward on the fire station project, seconded by Joni Smith. Motion carried with no objections.

iii. Bob will approach Dan Hanratty for a quote for an appraisal of the property for the proposed fire station. The parcel must be formally subdivided and a new parcel number obtained before an actual appraisal can be done. The parcel number is expected to be available in September or October of this year.

iv. F&DInternational is in good standing with Special District Association (SDA). Bryan reached out to the Department of Local Affairs (DOLA) for any input on F&DInternational. Bryan did not receive a response from DOLA. In addition, Craig Fire responded favorably regarding their work and interactions with F&DInternational. The only potential negative response that was obtained while researching F&DInternational is that their concrete estimate seemed to be high. In light of all the responses obtained about F&DInternational, the District voted on a motion to contract with F&DInternational for \$2,500 to perform Phase 1 of the potential new fire station project. Those tasks have been discussed in previous District meetings and include tasks such as general building design, site layout, descriptions of the District (financial, demographic, etc.), cost estimates, etc.

Motion was made by to Steve Douglas to authorize Bryan to spend \$2,500 to contract with F&DInternational for the Phase 1 for the new fire station project with a start date of July 1, 2015 or later, seconded by Joni Smith. Motion carried with no objections.

v. The concept for a water supply will be needed with the applications to be submitted. It is recommended that at a minimum the water for the new fire station will be an on-site cistern with water hauled to the cistern as this is the most reasonable and feasible option for water at this site at this time.

d. Evacuation Planning – Public Information - update

i. The final preparations are being made for the Table Top Exercise on June 10, 2015. Bryan is working on a final head count for catering as well as obtaining definite attendance confirmation for Pueblo County Commissioners.

ii. There will be another Every Door Direct Mail mailing before the September evacuation drill to try to get more community members involved in the evacuation drill. The more people that are involved with the evacuation drill, the better the District's Standard Operating Policies are tested.

iii. There were 35 community members at the first Public Information Evacuation Planning Meeting on May 26, 2015 at the Beulah Community Center. It was a good informative meeting, and the only recommendation was to include ESB as a presenter in the next meeting.

e. Retirement of Engine 62 - update 1:38.49

i. Bryan and Jared Knisley will work on getting the rest of the usable equipment off the apparatus tomorrow.

ii. Bryan talked to Alan at Pueblo Community College (PCC) and PCC is willing to accept this engine for donation to them. Bryan also asked Alan to check into the feasibility of moving the Engine to their property until the transfer of ownership paperwork is ready.

iii. When the engine has been moved to PCC the District will remove this apparatus from the District commercial auto insurance policy and there will be an anticipated rebate of \$500 in auto insurance.

iv. This engine was given to Beulah Fire by the Pueblo Fire Department and was subsequently transferred to the District. It served the community's needs for a long period of time and is much appreciated by the District. Unfortunately, it is now time to retire this engine because it has passed its useful life. In its retirement the engine will now serve as a teaching mechanism. A media release will be done upon the transfer of ownership.

f. Chief 1 Vehicle - update

This item will be tabled to next month because Bryan is talking with the USDA about a 0% interest loan on 2016 vehicles & other loan options. Also Pueblo West Fire may have a chief vehicle that they would be willing to sell or donate to the District when they replace one of their vehicles, but so far that does not seem to be in their budget for 2015. Bryan will check on this next week with Brian Caserta.

7. NEW BUSINESS

a. Grant Writer

i. Paige Verceline is a professional grant writer, she worked for the Sangre de Cristo Art Center as a grant writer. She approached Bryan about what grants the District had been applying for and she was impressed that the District was on the right track for applications.

ii. It is presumed that grants will need to be applied for to obtain funding for the potential new fire station. Knowing that grant writing is usually the one area that gets set aside when there are many tasks to be performed, there is potentially a great need for a grant writer for the District during the potential new fire station development process.

iii. Bryan and Paige discussed whether a grant calendar existed for the District or not. After determining that a grant calendar did not exist, it was presumed that a grant calendar would be a great place to develop the grant writing for the District.

iv. Bryan then inquired to Paige what the cost to develop a grant calendar would be. After determining the requirements, it was found that developing a grant calendar and writing and submitting four grants, a total of 69 hours, would cost \$2,070.00, if the District hired Paige. This cost would potentially come out of the Capital line item because the grants would pertain to the potential new fire station.

v. The proposed contract presented to the Board for this contract had a few corrections to be made regarding the number of contracts to be written, contract start/end date, contract cancellation terms and exceptions clarifications, and finally payment terms so the Treasurer and Bryan have enough time to review any invoice submitted. Also the Board requested more background information about Paige's grant writing experience as well as her resume before entering into a contract. Bryan will get all this information and propose the contract corrections to Paige then present findings to the Board at the July Board Meeting.

b. District Office Lease

Since the District office lease expires on June 1, 2015, Bryan presented a new lease from the landlord to the Board for review. The proposed new lease would run from June 1, 2015 to December 31, 2016. The new lease amount does not change, the only items in the lease agreement that are changing are items 13 & 14. Both items pertain to electrical usage. The current lease includes all utilities. The new lease allows for a monthly electric payment, based on actual usage, instead of a generic monthly increase in the lease. The monthly electric usage would be charged to the District at 11 cents per kilowatt hour. This rate is offset by the solar credit amount that the District already sees in the contract. Based on previous usage, it is anticipated that the District would see about \$220 per year in new utility electrical charges as the new lease is written, instead of a global increase in monthly rent. The new electrical charge arrangement did not present any problems with any Board member.

8. MOTION TO ADJOURN: *Motion to adjourn was made by Kim Toman, seconded by Bob Thompson. 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 April 30, 2015
- Timeline: Actions Relative to the Proposed Fire Station Site, with associated application costs- Proposed contract with grant writer, Paige Verceline
- proposed Contract for District office space lease