

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 159
December 12, 2019**

MINUTES

The meeting of the Board was held at the Beulah Community Center in Beulah, CO.

Board members present were:, Vice President Stephen McLaughlin, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Absent was Chair and President John Levar, an excused absence. Also attending was Chief Bryan Ware.

Vice President Steve McLaughlin called the meeting to order at 6:33 p.m.

2. APPROVAL OF AGENDA.

There was one addition to the Agenda. New Business, Item 7.g, EMS Billing Contract, was added. There were no other additions or corrections to the agenda.

Motion was made by Kim Toman to approve the agenda as amended, seconded by Bob Thompson. Motion carried with no objections.

3. APPROVAL OF MINUTES of October 24, 2019 meeting and Special Meeting on December 8, 2019.

Attending Board Members reviewed and approved meeting minutes to both of the meetings. There were no additions or corrections either of the meeting minutes.

Motion was made by Joni Smith to authorize Secretary Kim Toman to create the final minutes for both meetings as presented, seconded by Kim Toman. Motion carried with no objections.

4. FINANCIAL REPORT

a. The District checking balance in the Bank of the San Juans (BSJ) Operating Account is \$7,310; the balance in the BSJ Savings Account is \$2,501.

b. The Property Tax Revenue Line Items were all specified as zero since the Financial Report was just obtained yesterday. There was not enough time to get the figures added into this meetings report since this meeting was so early in December. The actual 2019 figures will all be updated and finalized for the January 2020 regular board meeting.

c. Revenue Line Item 7901, Reimbursement, current month activity is \$3,287. This amount includes a reimbursement from RETAC for text books that will be used in 2020. The corresponding expense for the text books will be accounted for in 2020.

Motion was made by Kim Toman 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 251 total responses, of those 119 are fire rescue related. Of the 132 EMS responses we have transported 97 to local hospitals. Compared to this time last year, the District is at a 19% increase in call volume.

b. The District responded on a structure fire on Tuesday on Pine Drive. From the time of tone to the time the fire was knocked down was 12 minutes. The responding crew had an excellent response. Thank you volunteers!

c. Steve Douglas donated a new Stihl Chainsaw to the District so now all of our Type 6 Engines have saws. Thanks a million, Steve! .

d. During the month of November the District found that the 911 call box, fax line and second phone line had all been disconnected. Pine Drive's automatic billing system had made a mistake and disabled the lines, it was quickly corrected and all the lines are back up and running. The District has not heard of anyone trying to use the lines or devices while they were inoperable.

e. One of the County Water trucks has been delivered to the District with the goal of having the unit in place by January 1st. A tender driving program is being developed and only those who have successfully completed this program or hold a current CDL Tanker Endorsement will be authorized to operate this equipment due to its water hauling capacity.

f. Over the past four months, Bryan has been developing a Mass Casualty Incident (MCI) Plan for Pueblo County. This 43 page document was presented at the Pueblo County Chief's meeting this week. It was reviewed and voted on and ultimately, implemented. This document was needed since there was not one in existence for Pueblo County and with the charter bus rollover earlier this year and another more recently this month, there is a need to have an MCI Plan for Pueblo County to use.

g. January 20, 2020 is the due date for the District's annual newsletter mailing to Pine Drive Telephone Company. They again this year will include it in their January billing. Thank you Pine Drive Telephone, this saves the District hundreds of dollars in postage.

6. OLD BUSINESS

a. District Auxiliary - Update

The Auxiliary made the District's annual vehicle payment to Fowler State Bank. After this payment there are only three 3 more payments to be made! May 30, 2020 is the date for the annual Barn Dance and the 2020 Garage Sale will be the 3rd weekend in June.

b. Fire Station Site Plans and Activities – Update

i. Overall Project – Funding & Punch List Items

The relief cut for the driveway access from the state highway has been completed. With this task done, the CDOT highway access permit should be issued. Since winter has set in, the seed reclamation work should begin in Spring 2020.

7. NEW BUSINESS

a. 2019 Revised Budget Adoption – Resolution 2019 - 04

Bryan explained all the updates on the proposed 2019 Budget Revision 2. The Budget was based on the current revenue and expense figures for fiscal year 2019. All present Board Members and the public had ample opportunity to ask questions on the budget figures presented and Bryan answered all questions that were asked.

Motion to accept Resolution 2019 - 04, Adopting an Amended Budget for the Beulah Fire Protection and Ambulance District, Beulah, Colorado, for the Calendar Year Beginning on the First Day of January 2019, and Ending on the Last Day of December 2019, was made by Joni Smith, and seconded by Kim Toman. Roll call vote was taken: Steve McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

b. 2020 Revised Budget Adoption – Resolution 2019 – 05

Bryan explained all the updates on the proposed 2020 Budget Revision 1. The Budget was based on the current revenue and expense figures for fiscal year 2020. All present Board Members and the public had ample opportunity to ask questions on the budget figures presented and Bryan answered all questions that were asked.

Motion to accept Resolution 2019 - 05, Adopting an Amended Budget for the Beulah Fire Protection and Ambulance District, Beulah, Colorado, for the Calendar Year Beginning on the First Day of January 2020, and Ending on the Last Day of December 2020, was made by Joni Smith, and seconded by Kim Toman. Roll call vote was taken: Steve McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

c. 2020 Appropriating Sums of Money – Resolution 2019 - 06

The Resolution for appropriating the 2020 budget amounts, as approved earlier in this meeting, was presented to the Board. Board Members, who were given the opportunity to review the Resolution and ask questions. Bryan answered all questions asked by Board Members.

Motion to adopt Resolution 2019 - 06, A Resolution Appropriating Sums of Money to the General Fund in the Amount and for the Purpose as Set For the Below; For the Beulah Fire Protection and Ambulance District for the Budget Year Beginning on the first Day of January 2020, and Ending on the last Day of December, 2020, was made by Bob Thompson, and seconded by Joni Smith. Roll call vote was taken: Steve McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

d. 2020 Levy Property Taxes - Resolution 2019 - 07

The Resolution for imposing property taxes in 2020 was presented to the Board. Board Members were given the opportunity to review the Resolution and to ask questions. Bryan answered all questions asked by Board Members.

Motion to approve Resolution 2019-07, A Resolution Levying Property Taxes for the Year 2020 to Fund Costs of Government for the Beulah Fire Protection and Ambulance District for the 2020 Budget Year, was made by Joni Smith, and seconded by Kim Toman. Roll call vote was taken: Steve McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye. Motion carried unanimously.

e. 2020 District Posting Locations – Resolution 2019 - 08

The Resolution for Board Meeting posting locations for 2020 was presented to the Board. There were no changes to the posting locations from 2019. Board Members were given the opportunity to review the Resolution and ask questions. There were no questions asked about this Resolution.

Motion to approve Resolution 2019 - 08, Designating Locations for Posting Notice of Meetings of the Board was made by Joni Smith, and seconded by Bob Thompson. Roll call vote was taken: Steve McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

f. Updating the Transparency Notice – 2020

The proposed changes to the Transparency Notice was presented to the Board. The Board reviewed the proposed Transparency Notice and agreed that all necessary changes have been correctly made. Bryan would upload the Transparency Notice to the DOLA website in the next week.

g. EMS Billing Contract

Bryan presented the Board with a contract for a new, nationwide billing agency, Quitman Claims LLC (Quitman). Our current contract with EMA Consultants (EMA) has been under review this past year. For 2019, Rye Fire changed billing agencies from EMA to Quitman with positive results. EMA has only one employee, the owner, and Quitman has over a 100 employees. Given these two facts, Bryan recommends the Board enter into a new billing contract with Quitman, effective February 1, 2020. Quitman's collection fee will be 10%, a 2% increase from EMA. Quitman also can perform forensic billing, meaning they will investigate all billing statements from 2019 and rebill all those that have not been paid. The collection fee for the forensic billing is 13%. Even with these two cost increases, it is anticipated that the income received from Quitman will more than offset the increase in billing fees. The Board was in agreement that the District should switch billing agencies.

Motion was made by Kim Toman to have Bryan enter into a contract with Quitman Claims LLC for EMS Billing effective February 1, 2020, seconded by Bob Thompson. Motion carried unanimously

8. MOTION TO ADJOURN: *Motion to adjourn was made by Joni Smith, seconded by Kim Toman. Motion carried with no objections.*
Meeting adjourned at 7:35pm.

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 Nov 30, 2019

-Beulah Fire Protection and Ambulance District – 2019 Budget, Revision 2

-Beulah Fire Protection and Ambulance District – 2020 Budget, Revision 1

-Beulah Fire Protection and Ambulance District – Special District Transparency Notice 2020