

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 135
January 25, 2018**

MINUTES

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

Board members present were: Chair and President Steve Douglas, Vice President Stephen McLaughlin, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Also attending was Chief Bryan Ware.

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

2. APPROVAL OF AGENDA.

There was one addition and one correction to the Agenda. A new Item 7.d was inserted in New Business, Adoption of Election Official, Resolution 2018-3. New Business Item 7.c was corrected from 2018 Budget Revision 5 to 2018 Budget Revision 4.

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

3. APPROVAL OF MINUTES of Combined Nov-Dec Meeting on December 7, 2017

Track changes submitted by Board Members were reviewed and approved by all attending Board Members and Bryan. There were no other additions or corrections to the meeting minutes.

Motion was made by Joni Smith 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 District checking balance in the Pueblo Bank & Trust (PB&T) account is \$25,613; the balance in the Bank of the San Juans (BSJ) Operating Account is \$20,756; the balance in the BSJ Savings Account is \$44,196. The balance in the New Station Enterprise Fund is \$33,581.

b. The BSJ Construction Account balances are as follows: Escrow: \$1,788,780 (left to write checks against); Loan Balance: \$1,988,314 (left to pay back to the bank); Note Account: \$117,997

c. The total Fire Station Expenses paid from inception is \$199,534.

d. Revenue Line Item 7700, Grant Income, current month activity is zero and the income line did not meet the Budget Amount. The Budget Amount was not met because the DOLA grant funds awarded in 2017 were not received or spent in 2017. These funds will be received and spent in 2018. The funds are for the new fire station's steel package (structural, siding & roof).

Motion was made by Kim Toman to accept the Financial Report, seconded by Stephen McLaughlin. Motion carried with no objections.

5. CHIEF'S REPORT, reported by Bryan

a. In 2017 there were a total of 208 total responses; 133 EMS and 83 Fire. Of the 133 medical calls, 99 have been transported. As of today there have been 16 responses for the 2018 year, of those 5 are fire rescue related.

b. The District received 13 Fire Contracts for 2018. All of the contracts were renewals from 2017.

c. Since January 1st Engine 61 has been sent to the City of Pueblo for repairs. The repairs are complete and Engine 61 has been returned to service. Med 51 also was sent for repairs and is back in service. Tender 91 was also sent for repairs, was returned today and now Med 52 is in the shop. So far approximately \$8,000 has been spent to get the District fleet back to working condition.

d. Bryan spoke with the State area Fire Management Officer today and Bryan was reminded that the State's intention is to keep a Type 6 in our District. There is a great chance that the State will donate a Type 6 truck to our District in the future.

e. Bryan has had security cameras installed at both stations. In order for the systems to work properly, internet has been added at both station locations. The cost for the associated equipment was \$2,113.20. There will also be a recurring expense for the monthly internet fee at both stations.

f. Starting January 1, 2018, Blue Cross Blue Shield has begun to allow billing for non-transport care. This indicates the beginning of an acceptance of a community paramedic in the insurance industry.

g. Bryan reported on the recent structure fire in Beulah. From time of first tone until the fire was under control was officially 22 minutes. There was talk from residents in the community that the total time from when our first unit was on-scene to when the fire was out was 16 minutes. This response time is extraordinary especially since the original call came in at 3:30 in the morning. Both Rye Fire and ESB were called and responded for mutual aid.

h. Bryan presented the 2018 Training Schedule and invited all Board Members to observe any of the training sessions.

i. In the near future, Bryan will be submitting a FEMA grant application for a new Tender. This grant application is the same as the new Tender grant application from 2017. The 2017 grant was not awarded, hopefully it will be awarded this year.

6. OLD BUSINESS

a. District Auxiliary - Update

The Auxiliary is planning new fundraisers for 2018. There will be the Barn Dance on May 12 and the Garage Sale at the end of June. There will be no Cowboy Poetry event in 2018. The remaining 2018 fundraisers will be smaller than those in the past. The Barn Dance will be held in conjunction with the Arts Council. The work, expenses and revenues will be split between the Auxiliary and the Arts Council.

The Auxiliary has paid for and ordered the drone for District use. The drone includes an infrared camera and the total cost was approximately \$5,000. The drone will be used for

various responses in the District. The Auxiliary has also agreed to make the District's 2018 annual payment for the two vehicles (the Tahoe and brush truck).

b. Fire Station Site Plans and Activities– Update

i. Permitting and Surveys

There was nothing to report.

ii. Site Plans and Station Design

In the near future, Bryan and Steve will be talking with Whitlock Construction about cost savings changes to the site plans as well as other design changes/alterations that will result in cost reductions for the new station.

iii. Steel Package Delivery

The steel package was delivered on Monday. Bryan, Todd from F&D International (F&D), and Whitlock Construction were there to unload the steel and cover it with tarps. This was not the complete steel package. It did not include the roofing material and some other parts were missing. The manufacturer has been given the list of missing parts. The Whitlock storage container is on site already; their work trailer will be arriving on site tomorrow. Kyle Levar, from Pine Drive Telephone, will be working on getting the phone and internet services to the work trailer.

iv. Site Work

There was nothing to report.

v. H.E. Whitlock Bid Revisions, Contract, Legal Review, Discussion and Potential Award

The District's General Contractor contract is still being developed. F&D has developed a contract for the District while Whitlock Construction prefers a standardized contract. Discussions have been occurring trying to come to agreement on a single contract. Both party's General Counsel are reviewing and discussing the contracts as well.

vi. DOLA Grant

This week, Bryan will be submitting the paperwork to DOLA for the \$95,000 reimbursement for phase 1 of the new station. The remaining \$5,000 will be reimbursed when the building has been erected. A Phase 2 application will be submitted in the near future. The next application deadline submittal is April 2018.

vii. USDA Grant

USDA has not received notification of their available grant funds for 2018. The current government shut-down has caused a delay in their receiving this notification. Grants cannot be applied for until the USDA receives information about available funding. This applies to our \$40,500 grant for the station exhaust system.

viii. Water Line Construction Request for Bids - Status

Todd at F&D expects that next week the bid information will be available for review.

c. Mitigation Preparedness& Public Education on Flash Flooding

Bryan is working with Mark Mears, from Pueblo County, to get the easements needed from 5 property owners for the placement of poles on their property for the Flash Flooding equipment. This equipment must be installed by May 2018, the new deadline.

7. NEW BUSINESS

a. 2017 Audit Exemption

Bryan has contacted Sam Denardo's office about the 2017 audit exemption. The audit exemption will cost approximately \$1,500. Sam has given the District a \$1,000 in-kind

donation off the cost of the audit exemption. Thank you, Sam. Bryan has received the list of items needed by Sam for the audit exemption and will begin gathering those next week.

b. Adoption of 2017 Budget, Revision 2

Bryan explained all the updates on the proposed 2017 Budget Revision 2. The 2017 Budget was updated now that all the revenue and expense figures were obtained for the fiscal year. 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 2018-1, 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 2017, and Ending on the Last Day of December 2017, was made by Kim Toman, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

c. Adoption of 2018 Budget, Revision 4

Bryan explained all the updates on the proposed 2018 Budget Revision 4. The Budget was based on the final revenue and expense figures for fiscal year 2017. One additional Expense Line was added for 2018 Office Rent. The Expense will be offset with Revenue Line 7005, Specific Ownership Tax and Revenue Line Item 7300, Cash Donations. 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 2018-2, 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 2018, and Ending on the Last Day of December 2018, was made by Joni Smith and seconded by Steve Douglas. Roll call vote was taken: Steve Douglas – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

d. Adoption of Election Official, Resolution 2018-3

Being an election year, The District must select an Election Official. Board Members determined that Tom Mullans, the District's Attorney, would be the best selection. Bryan had previously asked Tom if he was interested in being the District Election Official and he responded positively.

Motion to accept Resolution 2018-3, Designating an Election Official (Tom Mullans) for the Beulah Fire Protection and Ambulance District, Beulah, CO for the 2018 District Election was made by Bob Thompson and seconded by Stephen McLaughlin. Roll call vote was taken: Steve Douglas – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

e. Annual Newsletter

Bryan handed out the preliminary copy of the District's annual newsletter. Bryan announced that if any Board Member has comments to please get them to him by this Saturday morning. The final version will be printed Saturday and the Auxiliary will fold and address the newsletters next Tuesday.

f. 2018 Board Election

John Levar has expressed interest in a vacancy that will need to be filled in May. Bryan has been explaining to John the responsibilities of a Board Member. John will be attending the February meeting and wishes he could have attended this meeting but had previous commitments.

8. MOTION TO ADJOURN: *Motion to adjourn was made by Joni Smith, seconded by Stephen McLaughlin. Motion carried with no objections.*
Meeting adjourned at 7:52pm.

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 Dec 31, 2017
- 2018 Training Schedule
- Draft Copy of the Annual Newsletter