

**BEULAH AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 51**

February 23, 2012

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; and Judy Satterfield Lietz. Treasurer Ruth Ann Amey, was absent for family emergency, excused. Also attending were EMS Chief Bryan Ware, and community member Bob Thompson

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 6d executive session to a separate item after New Business; and under New Business, add bylaws position descriptions. *Motion to approve the agenda as corrected was made by Judy Lietz, seconded by Carol Wright. Motion carried with no objections.*

3.MINUTES of the Jan 26 meeting to be corrected as follows:

- First paragraph, change Coordinator to Chief (Bryan)
- Item 6a, after Bob Thompson, add “all members of the Beulah Fire Board”
- Item 6a next paragraph, line 5 correct we provide”d”
- Item 6a, Same paragraph, last line add we “may” have to become
- Item 6a, next paragraph, add regarding hazardous “materials” response
- Item 6a, same paragraph, 3rd line, have a problem with, add “ continuing to act as a hazmat initial responder for our area, once fire becomes part of our taxing district”
- Item 6a, next paragraph, last sentence, “We later learned it will not be a mail in ballot,. Our contract states it will be a polling place election.”
- Item 6a, next paragraph, registered to vote “in Colorado”
- Item 6b, date correction, Aug 2013 re Bryan’s probation

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

4 FINANCIAL REPORT through January 31, 2012. Bryan offered the attached report provided by Ruth Ann, in her absence.

- Bryan will discuss further with Ruth Ann an apparent discrepancy resulting from having moved \$10,929 from reserves into the budget; it is not shown but it is there.
- Equipment grant reimbursement checks will be coming in
- Our legal expense for January was \$145.44, but as of yesterday we are already over what we budgeted for the year, mostly because of Tom Mullans coming to

the last meeting. Tom thought it might be appropriate to request that Beulah Fire donate to that expense. Bob Thompson says they can visit that; he can't speak for others.

- Some of the money earmarked for the election, if we don't have to use it, can be put to legal expenses. If we have more than two self nominees, we may be able to get someone to step down to avoid the cost of a ballot election.
- Bryan's expense report is through EOM, but when checks are cut can alter the balance
- Total expenses to date are \$12,706.39, appropriate for one month.

Motion to accept the Treasurers report was made by Judy Lietz, seconded by Carol Wright. Motion carried with no objections.

5. EMS CHIEF BRYAN WARE REPORTED:

- January was slower with seven responses, including a mutual aid with Beulah Fire for a structural fire.
- AMR is waiting on the title for the used donated ambulance. There will be no contract to sign. We will take off the decals to save any delay
- We have received the AEDs, and are arranging with Beulah Inn and the Songbird for training
- March 11-15, Bryan will be out of town, with Ross, Tricia and Nathan, He will schedule appropriate coverage.

6. OLD BUSINESS:

a. Update regarding Beulah Fire:

Gary Kyte has started working on the modification of the service plan, and has given his draft to Bryan and Steve. They are obtaining copies from two other fire districts and from SDACO (Special District Association of Colorado) to use as models for any revisions. They will then revise and submit a draft to the board. We should keep it simple. We will also include other modifications we had created before but not had approved. Concern was recommended by Boone, to be careful with the use of the term "all hazards" Steve comments we can include all natural, technological and human caused hazards, but the term included terrorism, so we may need to have a caveat. Natural and hazardous materials are probably ok, but not terrorism. Otherwise, great job.

b. Update on status of board election:

Tom Mullans sent changes in the IGA(Intergovernmental Agreement) between the District and Pueblo County, re language about a polling place election. The place was not identified. There are now two Self Nomination forms in, Bob Thompson and Jerry Wahl. Two others have picked up applications. Atty Mullans' office will keep us posted. Jerry said he would be willing to be Treasurer. These are all working positions and all will be so notified. Bob is willing to be Vice President.

c. Update on AMR ambulance was already covered in Bryan's report.

7. NEW BUSINESS:

a. Discussion regarding assigning the task of coordinating fund raising activities to the board member who does not hold an officer's position. Steve would like to see someone focus on fund raising for the district. Both Polly Conlon and Sherrie Howie have said they would help with fundraising, but we still need a board member to coordinate fund raising. Carol suggested we perhaps designate this person as a community liaison under which fund raising would apply. Tonight let's just start discussion, then return to this for next meeting. Should it call for a bylaws change? Should there be specific duties for the vice president beyond taking over in the President's absence? It is important that this person stay in touch with the requirements. The president has and might continue to delegate tasks to the Vice President such as attending meetings the president can't attend.

Under our current bylaws, the Vice President duplicates the President's authority. The second sentence and the last sentence of the Vice President's duties should both say "Likewise in the absence of the president". Another change needs to permit the President to be able to sign checks. Judy Lietz may currently be on the bank account signatures card. Bryan will check. We will also add that the Treasurer shall review all bills and pay them in a timely fashion (lift the specific language from the board policies and procedures.)

Steve made a motion that these language changes be adopted to bylaws. Carol Wright seconded. Motion carried with no objections.

b. Policies, Procedures and Rules of Conduct for the Board: needs to define timely payment of bills in the Treasurer's absence. Add "In the Treasurer's absence, the President, or in his/her absence, the Vice President, may review and authorize the payment of all bills in a timely fashion." Insert this after financially justified in the first paragraph. Steve Douglas made a motion to accept the language as read by Anne Moulton. Judy Lietz seconded. Motion carried with no objections.

8. PERSONNEL ISSUE, EXECUTIVE SESSION: Bryan permitted us to discuss his updates without going into executive session. Bryan provided updates on his probation and certification. Bryan's modified probation required a psychological evaluation which was completed, stating that no further evaluation or treatment was needed. Bryan will give us a copy. The case was closed per the State of Colorado Enforcement Coordinator for the Department of Health and Environment Mike Gullatte. He will E-mail us a copy which will go into Bryan's personnel file. Bryan has been meeting with Ben Whitfield as required. His probation currently goes through August 11, 2013.

9. MOTION TO ADJOURN: *was made by Judy Lietz, seconded by Carol Wright. Motion carried with no objections. Meeting adjourned at 7:51 pm.*

Anne E Moulton
Secretary, Beulah Ambulance District Board of Directors

Final