

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 145
October 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 John Levar, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Absent were Vice President Steve McLaughlin and Treasurer Joni Smith. Also attending were Chief Bryan Ware and Beulah resident Steve Douglas.

Chair and President John Levar called the meeting to order at 6:29 p.m.

2. APPROVAL OF AGENDA.

There were no additions or corrections to the agenda.

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

3. APPROVAL OF MINUTES of September 27, 2018 Meeting.

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

Motion was made by Bob Thompson to authorize Secretary Kim Toman to create the final minutes based on the corrections received and discussed and to approve the minutes as amended, seconded by Kim Toman. Motion carried with no objections.

4. FINANCIAL REPORT, reported by Bryan

a. Expense Line Item 8001, Legal, there will be \$23.52 credited back to this line item for the reimbursement from the Beulah Water Works District for their bill that the District inadvertently paid.

b. Expense Line Item 8220, Volunteer On-Call/Response Pay, current month activity is \$4,031. This was paid to volunteers for response calls.

c. Expense Line Item 8250, Training & Certification, current month activity is \$1,472. This is for the hotel for two volunteers to attend the annual EMS Conference. This will be reimbursed back to the District by the EMS Council.

d. Expense Line Item 8430, Office Supply, current month activity is \$1,088. This is for the new District laptop.

e. Expense Line Item 8620, Flu Shots, current month activity is \$1,083. This is for the purchase of the flu shots. This expense will be offset by Revenue Line Item 7300, Cash Donations, when a \$15 donation is collected as a flu shot is administered.

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 192 total responses; 78 Fire/Rescue. Of the 114 medical calls, 78 have been transported.

b. The full-time temporary position has been filled by Amber Reiman. She will work as an EMT, assisting Bryan, from October 2018 through and including December 2018. Her hours will be 8:00am – 5:00pm unless otherwise directed.

c. The delivery of the two water trucks from Pueblo County should be in the next month. Pueblo County ESB will also be housing a Type 1 truck within the District. The truck will still be owned by Pueblo County but will be available for the District to use for mutual aid responses as well as an attack truck within the District.

d. There has been no action yet involving the Dotson Ranch. An action committee has been formed to establish a 501(c) 3 to obtain grant funding to relocate the homestead. If this homestead is relocated to the new fire station property, the District will not provide utilities to this historic building. The District insurance agency indicated it is acceptable to relocate the building to the new station property, but the building will have to have its own insurance policy written and paid for by an agency other than the District. There is still a concern about moving this structure to the new fire station site because it is anticipated that there will be an increase in motor vehicle and foot traffic at the new station. The question remains if this increase in traffic will interfere with the mobility of District apparatus when responding to a call.

e. The annual District Christmas party will be on December 15, 2018. Invitations will be going out in the mail to all volunteers, Hamp & Sherry Howie, the Auxiliary Board and the District Board tomorrow.

6. OLD BUSINESS

a. District Auxiliary - Update

There was nothing to report, there are no activities planned at this time.

b. Fire Station Site Plans and Activities – Update

i. Permitting and Surveys

There are a few code/inspection issues between Whitlock Construction and Pueblo Regional Building Department. These are slowly being worked through.

ii. Overall Project (Building & Water Line) Budget – Funding & Costs

The front driveway is being prepared and tentatively will be poured on Monday. Parking in front of the administrative area has been completed. Also the concrete pad outside the living quarters is complete. Donald Griggs will install a handrail on this pad. Transit Mix has agreed to donate 10 yards of this concrete. The District sends a huge thank you to Donald Griggs and Transit Mix.

According to Chuck Decker, CDOT, the allocated asphalt millings are no longer available. Bryan is working with Representative Esgar and a CDOT engineer to rectify the shortfall in CDOT supplying the millings. In the meantime, other alternatives are being explored. John has been communicating with Beltramo and will try to meet with them tomorrow to explore options.

The entryway drive has been redesigned by Beulah resident Donald Griggs, resulting in a cost savings of \$2,800. Thank you Donald.

Bryan approved a heater change in the gear room which saved \$2,000.

Kyle, Colin and Ben, from Pine Drive Telephone and Michele Anderson ran all the information technology lines. This saved the District approximately \$3,000. Thank you Kyle, Colin, Ben and Michele.

Bryan contacted Sherwin-Williams in Pueblo and asked if they would be able to help with the cost of the interior paint. Sherwin-Williams was willing to donate 80 gallons of primer. This is a savings of approximately \$500. The District sends a heart-felt thank you to Sherwin-Williams.

The flag poles have been taken out of the project. Bryan will be able to have local help in obtaining and installing flag poles. There is about \$8,400 in the construction budget for flag poles and he estimates that it will only cost about \$ to get flag poles put up. A total of \$600 will be donated toward the flag poles. There will be donations of \$200 each from the American Legion, the Elk Club and Retirement Enlisted.

There are still a few more areas where small cost savings can be achieved. Bryan will make sure any opportunity is researched fully and implemented if possible.

Despite these savings, the fire station project has had several overages, not including any new costs associated with graveling the driveway. Bryan met with Dominic from Bank of the San Juans. According to Dominic, because of the timing in voters approving the loan funding and when the District signed the loan agreement, there is an additional \$118,000 available in escrow on our loan. If the District uses these funds, there are two repayment options: carrying the loan an additional year which means the taxpayers pay for this additional amount; or the District uses some or all of the budgeted \$12,500 from the Capital Reserve line item over the next 24 years to repay this back. After discussions, Board Members decided to use the \$118,000 additional escrow to fund further fire station construction activities and repay this amount back with future budgets' \$12,500 Capital Reserve line item.

Motion was made by Kim Toman to use the extra \$118,000 in escrow from the District loan with Bank of San Juans for construction activities for the new fire station and repay this amount from the future budgets' \$12,500 Capital Reserve line item, seconded by Bob Thompson. Motion carried unanimously

v. Backhoe Services, Water Line Construction & Contract Status - Update

The final water payment has been made to Backhoe Services. The warrantee for this project started on September 1, 2018 and is valid for two years.

v. DOLA Grants

Bryan will be looking to reapply for the overage grant funds from DOLA.

vi. USDA Grant

The plymovent system was shipped today and should be received next week. Once the system is installed, a representative from the USDA will verify the system is on site and

upon their approval, the \$40,500 grant funds for this system will be released to the District.

vii. Other Grants

Bryan and the Auxiliary will still be pursuing other grants to offset some of the other items for the fire station.

c. Mitigation Preparedness & Public Education on Flash Flooding

The flood gates are installed but not operational yet. The gate still waiting on radio services and programming. The sirens are not installed yet. Bryan is waiting to hear back from San Isabel Electric to see if the monthly service fee can be waived. The Board of Directors for San Isabel Electric will decide this at their regular November Board Meeting.

Bryan is diffusing concerns about the testing of the sirens that were posted on social media. He is advising concerned residents that there will be a public meeting about the gates and sirens as soon as they are fully installed.

d. 2019 Budget – Adoption, Resolution 2018-08

Board Members were given the 2019 Draft Budget at the September 2018 Regular Board Meeting. All Board Members were given the opportunity to ask Bryan and Joni questions about items listed in the Budget. Bryan presented an updated 2019 Budget at this meeting and again Board Members were given opportunity to ask questions about the Budget. The only two updates that were made to the Budget presented tonight were increasing the expense line items associated with the hiring of a full-time temporary employee, to meet minimum wage rates, and increasing accounting expenses for a full audit for fiscal year 2018.

Motion to accept Resolution 2018-08, Adopting an 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 Kim Toman, and seconded by Bob Thompson. Roll call vote was taken: John Levar – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

e. Station 1 – Sale Update

The closing date was changed to December 15, 2018 to make sure there is enough time to move all the items from the old station to the new station. Amber will be going through the old station and disposing of items that are no longer usable. She will be packing nonessential items in preparation for the move.

f. Temporary Full-Time Employee - Approval

The temporary full time employee has been hired. The 2019 job description and position details will be ready for review by the Board at the November-December combined meeting on December 12, 2018.

7. NEW BUSINESS

a. Other

There was no new business.

8. MOTION TO ADJOURN: *Motion to adjourn was made by Kim Toman, seconded by Bob Thompson. Motion carried with no objections.*

Meeting adjourned at 7:21 pm.

Kim Toman
Secretary, Board of Directors
Beulah Fire Protection and Ambulance District
Final

Attachments

- Agenda
- Beulah Fire Protection and Ambulance District – Income Statement Compared to Budget, Jan 1 to Sept 30, 2018
- Beulah Fire Protection & Ambulance District - Construction Project Financial Summary
- Beulah Fire Protection & Ambulance District – Draft 2019 Budget