

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 131
September 28, 2017**

MINUTES

The meeting of the Board was held at the District office 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 6:31p.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 August 24, 2017 meeting.

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 Kim Toman. Motion carried with no objections.

4. FINANCIAL REPORT

a. The District Pueblo Bank & Trust (PB&T) checking balance is \$9,942. The balance in the PB&T savings account is Zero since the account has been closed. The balance in the Bank of the San Juans (BSJ) operating account is \$54,560 and the BSJ savings account balance is \$44,193. The balance in the Fire Station Enterprise Fund is \$32,580.

b. Expense Line Item 8001, Legal Expense, current month activity is \$1,668. This expense was for the District's Attorney's closing costs for the new station construction loan paid to Tom Mullans. The closing costs were pre-paid on an estimated cost; the actual cost was lower than paid so the District has a small credit with the Attorney's office. The exact amount of the credit is unknown at this time but will become known in the near future.

c. Expense Line Item 8181, New Station, current month activity is \$69,363. This figure is not correct and the District accountant has not been available for consultation on this issue. This issue will be cleared up by the next regular Board Meeting in October and will be so reflected on the next Financial Statement.

d. Expense Line Item 8200, Chief's Salary, current month activity is \$7,098. This amount includes the first September payment made on August 31. Direct Deposit is being made into the Chief's bank account and since September 1st was on a weekend, the payroll deposit was made on the last business day before the 1st, which reflects the typical way payroll is paid by business entities.

e. Expense Line Item 8250, Training & Certification, current month activity is \$2,339. \$2,000 of this expense will be reimbursed by Jones & Bartlett, the publishing company for training materials, because of training schedule changes that were made by the District. The training schedule changes were made because of the lack of training space due to the need to move to a temporary office location.

f. Expense Line Item 8430, Office Supply, current month activity is \$1,043. This amount is for 4 months of copies on the new copier. Typically copies are paid monthly, but with all the credit card fraud issues, the monthly payments have not been made. Gobins now has the current credit card number and now all copy payments are current and up to date.

g. Next month, Expense Line Item 8800, Contingency, will have a current month activity of \$13,510. This amount was a recent check written to pay for cages around San Isabel Electric. COCO-CUSP will be reimbursing the District the full \$13,510. In addition, the \$8,510 that is being donated by Catholic Charities will be placed in this Line Item as well. These funds can be used by the District as needed for flood recovery/flood mitigation efforts.

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 154 total responses; 92 EMS and 62 Fire. Of the 92 medical calls, 69 have been transported.

b. This Saturday from 8:30am to noon, will be the District's final blood drive for the 2017 year.

c. The temporary District office key box combination remains the same. All of the other door locks in the District have been changed to a new code.

d. The State loaner brush truck will remain in the District and there is great potential for this truck to reside permanently in the District. Brush 71 has been sold as-is for \$500. The fire equipment will be removed from the truck and put in storage before the transfer is made to the new owner. There currently are 2 Type 6 brush trucks in the District.

e. This past week of rains has brought fuel moisture levels in the District up to a comfortable level. One hour fuels are at 14% (up from 4%), 10 hour fuels are at 18% (up from 7%), 100 hour fuels are at 27% and 1,000 hour fuels are at 20%. The District will be lowering the fire danger to "Moderate" this week.

f. Chief Mears, ESB, and Bryan will meet next week to continue with the acquisition of the flood gates and sirens within the District. These items need to be purchased and installed by the end of 2017 in order to be funded with grant awards. Both of these items will be sole sourced. The 3 gates will cost approximately \$58,000 and the 6 sirens will cost approximately \$142,000.

g. Bryan will be on vacation Monday through Wednesday next week. Appropriate coverage in the District has been arranged.

6. OLD BUSINESS

a. District Auxiliary - Update

i. The Cowboy Poetry event profits were about \$10,500. There is still one invoice to pay. This invoice has not been received yet. This year ticket sales were down but there were more folks from outside the Beulah area in attendance; most likely these were people following the bands. Attendance by Beulah residents was low, probably due to the recent similar fundraisers that were held at the Barn prior to this event. District Members stepped up and worked hard at this event, many thanks to these Members from the Auxiliary. At the next Auxiliary Board Meeting a discussion will be held to see what fundraising will be pursued in 2018.

b. Fire Station Site Plans and Activities– Update

i. Permitting and Surveys

There is nothing new to report in regards to Permitting and Surveys.

ii. Site Plans and Concept Design

Bryan is working with F&D International (F&D) on the smaller details of the station including, but not limited to, air drop lines and exhaust piping layout.

iii. Site Work

The preliminary excavation work has been completed but the foundation work still needs to be done. With the donated equipment and labor it is estimated that \$87,000 was saved in construction costs. These savings may be realized by decreasing the total amount of special tax collected for the construction project, thus decreasing the life of the construction loan. 24,000 cubic yards of dirt was moved during the preliminary excavation work. 10,000 cubic yards of the total were exported off site for use on public roads and private property, with transport being done by the interested parties, including Pueblo County Road & Bridge. The rest was saved for site reclamation or repurposed and kept on site. There is still a \$3,000 bill to be paid for fuel and round trip delivery of equipment from 4Rivers. Equipment rental was donated by both United Rentals and 4Rivers.

iv. Bid Documents & Price Quotes

Bryan and Steve have been reviewing the extensive bid document package. The majority of the details in the bid package are standard for bids and are for protection of the District. There are only a few things that actual suppliers look at in order to prepare a bid for submittal to the District. It will probably be mid-October before the bid process begins and mid-November before bids are actually opened.

The water line bid documents have yet to be submitted to the District by F&D.

v. DOLA Grant

The District is still on track to submit a DOLA Grant Application for the December 1, application deadline.

vi. Fire Station Construction Loan – Bank of the San Juans

There is nothing new to report. This item will be removed for the October Meeting agenda.

viii. Water Line –Beulah Water Works District

The Beulah Water Works District has sent out the public notice required for annexation. The Beulah Water Works District will be voting on this issue at their October Board Meeting.

c. Mitigation, Preparedness & Public Education on Flash Flooding

This was previously covered in the Chief's Report. Bryan will follow up on the status of the reporting/monitoring of the current weather stations at Jed Blackwell's place on Northcreek Road, previously Deb Geller's place, and Bill Croley's residence on Northcreek Road. There are station location issues that need to be resolved in order for the District to receive the information from these two stations.

7. NEW BUSINESS

a. Office

i. Existing Office Lease

The District is moving out of the current location. The final electrical read will be done this Saturday right after the close of the blood drive. Next Thursday, Bryan will give Paul Huber, the landlord, a final check for the utilities. Bryan will research to see if there is a security deposit that was made at move in that may be refunded.

ii. Temporary Office Location

The District temporary office location is at the Host. The new rent is \$600 per month including propane. The new rent is \$50 per month less than previously paid. Bryan paid the rent and propane for October and November. Bryan will arrange to have the driveway snow-plowing moved from the old office location to the temporary location. Phones, internet and cable all have been relocated to the temporary location. "We've Moved" signage will be placed at the old location. During the move, Bryan's desk fell apart. A new desk was purchased for \$119. Due to inadequate radio broadcasting, a booster will need to be purchased so radios will work in the dead-area of the new office location.

iii. Temporary Meeting/Training Room Plans

With the \$50 per month rent savings, \$50 per month will be donated to the Beulah Community Center for rental space for District Board Meetings. Trainings will be scenario based and will be held on-site at various locations throughout the District. If actual classroom training space is needed, the Beulah School will be considered for this training space.

iv. Formal Notification of Office Location Changes

The change in District office location has been posted on the Beulah Crawl and at both the old and new offices. A notice will also be put on the Pine Drive Telephone Bill Advertising insert. The new location will also be noted on the meeting agendas.

b. 2017 Budget – Revision

Bryan presented the revised 2017 Budget and provided explanations for all changes and revisions. All meeting attendees were offered opportunities to ask questions. All questions that were asked were fully answered by Bryan. The Board is encouraged to consider all the changes and be ready to adopt the revised Budget by Resolution at the next Board Meeting.

c. 2018 Budget

Bryan presented the Draft 2017 Budget and provided explanations for the individual line items. All meeting attendees were offered opportunities to ask questions. All questions that were asked were fully answered by Bryan. The Board is also encouraged to consider

the 2018 Budget items and be ready to adopt the Budget by Resolution at the next Board Meeting.

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

Meeting adjourned at 8:08pm.

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 Aug 31, 2017

-2017 Budget – Latest Revision with proposed Revision

-2018 Draft Budget