

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 70
April 25, 2013**

MINUTES

The meeting of the Board was held at the District office in Beulah, CO

Board members present were: Chair and President Steve Douglas; Secretary Anne Moulton; Fundraising Coordinator Bob Thompson, Director Pat Stanifer (elected this date as Vice President). Absent, excused for work was Treasurer Travis Allee. Also attending were Fire Chief Bryan Ware, and community members Alan Neff and John Russell.

1. Chair and President Steve Douglas called the meeting to order at 6:32 p.m.

2. THE AGENDA: additions were requested of, under Old Business, add Policies and Procedures to Bylaws under item b, add new item g. Resolution 2013-3 correction. *Motion to approve the agenda as amended was made by Bob Thompson, seconded by Pat Stanifer. Motion carried with no objections.*

3. MINUTES of the March 28, 2013 Meeting:

- Item 6f: after “configuration approved by Pueblo County” add “as part of the conditions of subdivision approval”
- Item 6f: add “Rick” Clark “(of Red Creek Land Development)”
- Item 6f: add “in a separate issue” before “Gary Kyte explained...as houses were built”
- Item 6f: that responsibility “to maintain Station 2” is passed on to our district. “Gary mentioned that funds from Red Creek Development to build Station 2 were not linked to the fire water supply system.”
- Item 6f: \$5000 per lot is incorrect, change to \$50 per lot
- Item 6f: we recently learned that John Russell’s statement last month is only partially true in that only certain aspects of the development have been handed over to the HOA

Motion was made by Bob Thompson, seconded by Steve Douglas, to authorize Secretary Anne Moulton to create the final minutes, based on the above and on additional non substantive track change corrections provided by Steve and Bryan, and to approve the minutes as amended. Motion carried with no objections.

4. TREASURER TRAVIS ALLEE (absent) provided a statement through March 31, 2013 and sent an E-mail to Steve and Bryan with comments.

- Travis and Bryan will be doing an amended budget for next month, with recommendations from Accountant Gwen Watkins for the best approach.
- Please send E-mails to Travis at aculink.net, his other comcast address doesn’t work

- Our spending is up because of new PPE and fire equipment on which Bryan will brief us.
- We are starting to receive tax income, \$51,113 this month
- Major expenditures this month under the \$12,000 medical grant were made for a Lifepak 12 for Med 52, and a carbon monoxide upgrade on our Lifepak 15 for Med 51; the 50% match of \$6,000 has already come in and been put into the account.
- Entry under line item 8800, contingency line, should be coming out of the transition category; Bryan will discuss this with Gwen
- The office rent listed as \$300, should be \$600 (it is \$600/month), which Bryan will discuss with Travis
- Revision of the budget, though typically done near end of year, per DOLA needs to be done each time we have major line item changes as has occurred with both new fire related income and new purchases from that income.
- Otherwise our statement shows normal levels of operating expenses
- Some PPE expenses under that line item will be increased as we purchase necessary equipment such as boots that meets specs for responders for wildland and house fire activities. We have been able to find them for nearly 50% of the usual cost. If the individual wishes to have better quality, it will be their own responsibility.
- Steve asked about line item 8260; it is the cost of our SDACO (Special District Association of Colorado) membership
- EMS billing income will be down because our run volume is down; the fee charged for the billing is 8% of whatever we collect, not what we bill.

Motion to accept the Treasurer's Report as provided was made by Pat Stanifer, seconded by Bob Thompson. Motion carried with no objections.

5.FIRE CHIEF BRYAN WARE REPORTED:

- Our run volume is down: 23 EMS responses, 17 fire responses
- We just finished our basic firefighter course bringing our total to 2 level 2 firefighters, 5 level 1 firefighters, and 11 basic firefighters, with 5 continuing their training as basic firefighters. Everyone, fire or EMS, has to be S130-190 Wildland Fire certified, which will be completed this weekend.
- Last weekend Bryan went to the RETAC board meeting for grants. We are requesting a total of \$30,000 with a 50% match so \$15,000 will be ours. This is for lighter weight (41 versus 77 pounds, safer) and updated extrication equipment that will function on the new technology appearing in vehicles now. (Cost of repairing and upgrading our old equipment would be about \$26,000, with no improvement in the weight). If approved next month, (notified in June) those items will be purchased within a year, so the 50% match will be a next year's budget item.
- Pat asked about our goal regarding number of firefighters. Bryan replied we will be working to move all basics up to level one, with individual training by our instructors. Realistically, probably half of them will do so. Steve thanked Bryan for his fine job bringing the training level up.

- We will be having another health fair at the Community Center with Parkview Community Health on May 10, 7 am to 9 am, followed by speaker Dr. Jim Smith speaking about his work in Haiti at 9:15 am. To increase participation, Bryan is donating a flat screen TV to give away.
- In board packets there are updates to our SOGs, including one not previously included, regarding notification to the Water Boards about fire hydrant use.
- Barring Coughlin and Bryan are working on a project for the 3R Road area, to find donated land and donations to build a single truck fire house (without any District investment) to improve the ISO ratings in that area. In Signal Mountain residents are seeing over 100% increases in their insurance. There is a possibility of property at Oldham Road and 3R Road owned by Signal Mountain.
- Steve's insurance agent (State Farm) used a different criteria of a 10 mile distance to nearest fire station, versus a 5 mile road distance used by ISO and many insurance companies, a situation in flux. It makes sense to look at an additional station as long as we are not diverted from our priorities. We need an appropriate vehicle and responders available. Engine 63 would go to this station, if it can pass the pump test. We need to be careful not to build up false hopes. Bob asked if it picks up a reasonable range to Burnt Mill Road. Bryan says yes, and will have GIS make a map to illustrate road distances to current or proposed station locations.
- Attendance for trainings has been very good, with 17 at the last meeting.

6. OLD BUSINESS

a. Election of Board Officers. After brief discussion, *motion was made by Bob Thompson, seconded by Steve Douglas, to have Pat Stanifer fill the vacated Vice President's position. The roll call vote: Steve Douglas-Aye, Pat Stanifer-Aye, Anne Moulton-Aye, Bob Thompson-Aye. Motion carried with no objections.*

b. Approve Bylaws with revised position descriptions, and Policies and Procedures. Policies and Procedures: on p. 3, under review and approval of district expenditures after "payment of all bills in a timely fashion", add "This authority is expanded, if needed, to the remainder of the Board along the line of succession described in Section 8 of the District Bylaws". Other minor edits were provided by Steve in track change format. Update the voting board and titles.

Motion was made by Pat Stanifer, seconded by Bob Thompson, to approve the Policies and Procedures as amended. Role call vote: Steve Douglas-Aye, Pat Stanifer-Aye, Anne Moulton-Aye, Bob Thompson-Aye. Motion carried with no objections.

Bylaws: Section 6 d, strike as unnecessary (all non- regular meetings are special meetings) "and whose date was not established at the previous meeting of the Board".

Under treasurer correct chairman to chair. Update the voting board and titles

Motion to accept the Bylaws as amended was made by Bob Thompson, seconded by Pat Stanifer. Role call vote: Steve Douglas-Aye, Pat Stanifer-Aye, Anne Moulton-Aye, Bob Thompson-Aye. Motion carried with no objections.

c. Twin Buttes Fire Water Supply - Update. Last week Steve, Bob, Bryan, Daryl Voss from the HOA (Twin Buttes Home Owners Association), and Rick Clark from Red Creek Developers all met at the office to talk about fixing/maintaining the Twin Buttes fire Water supply system, which is broken. Nowhere is it documented who is responsible. Conditions, of the Pueblo County sub-division approval for the Twin Buttes Sub-Division, require that the water system be installed. From that, it could be implied that maintenance of the system falls to the HOA when Red Creek Developers sign everything over to the HOA, but it has not yet done so. Rick asked us to obtain two quotes for the needed repairs and submit them to Red Creek Developers for approval. He asked if we would take over maintenance. We said the District would not be responsible for long term maintenance, but we would check the system monthly, run the pump, and flow water. If we find problems with the system, we will report them to Red Creek Development or the HOA, as appropriate. We can use the water as we test it. We are obtaining quotes for excavation, line to and from the tank and a float valve or other system. Options include using a sleeve rather than a flex pipe. An HOA representative would observe since they will eventually absorb responsibility for long term maintenance of the system. Bryan will attach a letter delineating our discussions about who is responsible and obtain signatures. County approval regarding the design is between the HOA and the subdivision, not our responsibility. Rather than a release of liability in case the system doesn't work when needed, Bryan will only affirm with the date, "at this time" it works. We will open the top to check how full the tank is and we will have a check list. Bob would like involvement regarding the float valve and attached wires/electrodes, as he has personal experience in that regard. If there are no notes clarifying how the tank is bedded, it is not our responsibility, but it should be asked of the installer. There is still a question between the HOA and Pueblo County about the tank history. We hope to obtain bids, have Red Creek Developers accept the bids, and have it fixed quickly. We set the goal to have it completed by June 1, 2013.

d. Fire Tender - Update. We offered \$30,000 for the tender under consideration as approved at the March board meeting; our offer was accepted. Ross and Austin will fly out May 9th. If the tender meets approval, they will deliver the check and drive the tender back from New York.. It will be insured in advance. They expect to take three 10 hour days to bring it back 2000 miles, with one night spent with family, then one night possibly in a motel, and arrival here Sunday night. There will also be expenses for gas, food, turnpike tolls. The tender will need some retrofitting for carrying a portable pond, adding a radio and decals. It will be housed at Station 2 (too big for station 1), will hold 1250 gallons of water and has a 1250 gallon/minute pump to support structural firefighting efforts. It has an enclosed cab which is a requirement now. (We will also have to add gates to our Engine 62 for safety to meet those same requirements). The new truck will carry 5 personnel. Though it is a 1990 vehicle, it has just under 18,000 miles on it, low hours on the pump, good maintenance records, and was well cared for. It does everything we want it to do. We will have a christening ceremony in June recognizing the money for this truck as coming from the Jimmy Armstrong fund. Steve would like to formally thank the New York department for this. Thanks also to Kurt for a lot of time he put into finding this unit and to the well qualified crew sent to drive it back. Jimmy

Armstrong Fund at last reading had \$60,000, so in addition to other fire equipment approved previously, the fund will be mostly used on completion of this project.

e. FIREWISE meetings in Beulah – Update. We had 67 and 35 people at the two meetings. There were good questions asked, good interactions. Three signup sheets were passed around. We had 22 individuals sign up for a fire mitigation assessment of their properties; our department has done six this week. Eight people signed up to host the field portion of a Sawyers class, to learn to drop trees. The third signup sheet was for neighborhood coordinators (three signed up with Corky added as a fourth later). This ongoing process will continue annually, with a goal expressed by Bryan to be recognized by Firewise as a firewise community in around 5 years (we are nowhere near that at this time). People have been calling for the Colorado State Forest Service pamphlet on mitigation. We requested and received 500 free color copies of that document (which would have cost us \$700/100 to print) because the Colorado State Forest Service had a grant to print them for public distribution. Additional copies can be purchased from the State for \$.35 each.

Bryan handed out an assessment sheet created by Lieutenant Geanetta, which is being used in our property evaluations. We keep a copy and send one to the homeowner with a thank you letter. Every person we have gone to has started some form of mitigation. We advise individuals to take before and after pictures. We hope the interest will spread from neighbor to neighbor and gain some momentum, overcome inertia. Bob asked if we could return for a second evaluation to have a paper to show their insurance; yes, we would be willing. Pat asked if a person can attend training to assist with these; several went with Steve for the first few assessments and we hope to expand this. We can put a reminder in the phone bill and the crawl around June, to catch summer people. Steve and Bryan emphasize that even if we don't do a lot of tree thinning, cutting ladder fuels and branches that can be reached, then removing the slash, is key to reducing hazardous fuels this year. We have no funds to support chipping, so property owners will have to be responsible. Any grant funding will be well in the future, with potential for grant funding increased by good efforts already shown.

f. Contracts for 2013 fire service outside the district. We have completed 20 parcel contracts, with income of \$2056.39. These properties have been added to the GIS maps and at the COM Center, with ESB advised. Revenue is somewhat balanced by our attorney fees last year for creation of the contract.

g. Resolution 2013-3 correction. Rather than correct that resolution, it is proper to create a new Resolution, numbered 2013-4. Amendments provided by Anne and others were read, regarding changes in our name, dates, directors present, with a note explaining our new/old name and status. *A motion was made by Anne Moulton, seconded by Bob Thompson to replace Resolution 2013-3, with this amended Resolution 2013-4. Roll call vote: Steve Douglas-Aye, Pat Stanifer-Aye, Anne Moulton-Aye, Bob Thompson-Aye. Motion carried with no objections.*

Note added at this time: Board member business cards will be created to give out when meeting people. Bryan asked if we should have our officer title included. Steve requested just board member, with district address and phone, not our personal information. All agreed to this approach.

NEW BUSINESS.

a.E-mail to Pat Stanifer from Dave Pettinari. Pat received an E-mail from Dave. Pat responded by inviting Dave to the next meeting. Dave declined. The E-mail stated that Chris Huggins (who works at the General Store) told Dave, that until about 2 months ago, Bryan used the District credit card to purchase \$2,000/month in food to be donated to the poor, with comments about “if this is true” then fraudulent etc.

Pat asked do we bring all such comments to the board and do we address this in a board meeting. Steve answered yes, as representatives of the community we are obligated to take input, and also obligated to follow up to see if there is a real concern. If action is needed, take it, and follow up with a response to that individual. If the answer is already in our documents, refer them to our documents. Our minutes are publically available. Travis has responded, as did Steve, that this report of expenditures at the General Store does not fit what they have seen in our statements and records. Bryan was asked if there is a way to keep cash donations, to the food pantry, out of our accounting. He felt that taking donations personally without running them through the books would be even more of a problem. In 2012 money donated went into the same line item it came out of. Other purchases of food for individuals in need were made from Bryan’s own personal credit card, not from the District funds. Steve requested that we write on the donation receipt what it was intended for. We may consider a new line item for the Food Bank.

Chris was spoken to by Anne who asked if he did say these things to Dave. Chris then called Bryan saying he wouldn’t have access to information about what was spent by Bryan or the District, and was perhaps misunderstood. Chris said he would call Dave. Our books are available to anyone who wants to check. Our response to Dave is in these minutes which are on the website for anyone to read. Steve asked Pat to speak with Dave.

John Russell asked if District credit card records were available to see. Yes, they are public record, and could be made available if someone requests. Bryan asked Steve to talk with Debbie Rose. Travis has each receipt for the time he has been treasurer. Bryan will ask Travis to make copies for 2012. The food bank for needy families didn’t start with us; it started with the churches and we took over this service in late 2011. Steve will talk with Debbie after obtaining written materials. Pat agreed that transparency will deal with this type of accusation. Steve stated that we take very seriously the stewardship of public funds.

8. Motion to adjourn was made by Bob Thompson, seconded by Pat Stanifer. Motion carried with no objections.

Meeting was adjourned at 8:44 pm.

Anne E. Moulton
Secretary, Board of Directors, Beulah Fire Protection and Ambulance District

Final