

**BEULAH AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 65  
December 11, 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 Jerry Wahl, Secretary Anne Moulton; Treasurer Travis Allee; and Fundraising Coordinator Bob Thompson. Also attending were EMS Chief Bryan Ware, responders Tricia Anderson and Barring Coughlin, and community members Gary Kyte (Beulah Fire Board) and Polly Conlon.

**1. Chairman and President Steve Douglas called the meeting to order** at 6:35 p.m.

**2. THE AGENDA:** additions were requested of, under Old Business, move items d) and e) regarding Chief's selection to the beginning of Old Business shifting a) and b) to d) and e), table item c) Board Member Position Descriptions until January, add item c) Chief's Contract for 2013 including FLSA concerns, add items f) Update on Fire/EMS Merger, g) Draft Letters to Residents, h) Update on Election Results, and under New Business, add a) Resolution 2012-15, b) 2013 responder pay scale, and c) patch design. *Motion to approve the agenda as amended was made by Bob Thompson, seconded by Jerry Wahl. Motion carried with no objections.*

**3. MINUTES of the October 25, November 1, 15 and 29, 2012 meetings,** to be corrected as follows:

*Motion was made by Jerry Wahl, seconded by Bob Thompson, to have non substantive corrections (there being none which are substantive except a date correction) to these minutes given to Anne in written form and to approve the minutes as amended. Motion carried with no objections.*

**4. TREASURER TRAVIS ALLEE GAVE THE FINANCIAL REPORT through November 30, 2012:**

- Statement includes revised budget figures, so all is as written (see attached).
- Health insurance was paid for 2 months. We now stop paying Bryan for Health Savings Account. Confusion with automatic payment set up previously has been resolved. Travis should be getting notices now.
- Increased Billing income will be dealt with in our discussion of the revised budget.

*Motion to accept the Treasurers Report was made by Jerry Wahl, seconded by Bob Thompson. Motion carried with no objections.*

**5. EMS CHIEF BRYAN WARE REPORTED:**

- We responded on 11 incidents in October, 10 incidents in November, bringing our year total to 124 as of November 30, 2012.
- Please start working on the Annual Report so we can send it out by the end of January. Kindly let Bryan know of any suggestions for material to go in this report, beyond the usual Treasurer's and President's reports. Bryan will supply material covering last year's accomplishments with an interim report on our transition.
- Rachel Guinn, an intern from Intellitec Colleges of Pueblo, will be with us for three weeks starting next week, assigned to do office work, and a mapping project. She has completed her training as a medical assistant. The College provides each student with their own liability insurance and guidelines to which tasks she can perform.
- Our Holiday dinner will be this Friday at the Horseshoe Lodge, starting with hors d'oeuvres at 6 pm, dinner at 7 pm.
- On November 7<sup>th</sup>, school custodian at Beulah School Dottie Maerean was alerted to a child who was choking on food. She successfully performed a Heimlich maneuver which immediately cleared the child's airway. Dottie was recognized by the school at last month's School Board meeting. We will also be presenting her with a life-saving award. Bryan will order the award and let us know the date so we can present this to her.
- Two families have been adopted by us for the Christmas Holidays, and will receive food, and gifts on December 18<sup>th</sup>.
- Wednesday December 19-27, Bryan will be going to Ohio. All shifts are covered, and Captain Anderson is in charge.
- Bryan provided handouts detailing comp hours for 2011 and 2012, We are required by law to consider 1 ½ hours return on each hour of comp time, per FLSA (Federal labor Standards Act). We may owe him back pay for an additional 1/2 of his comp time hours. This is a first look, so we can then work it out. Doug Peirsel at Atty. Mullans office gave us this information.
- Bryan provided a handout regarding options for the Chief's health insurance. The budgeted \$300/month is adequate to cover any of the options presented. Steve asked that we include a 10% cushion in case there is a change during the year.

## **6. OLD BUSINESS:**

**a. Selection Committee's Chief's Position Staffing Recommendation:** The selection committee, composed of Steve Douglas, Polly Conlon and Jerry Wahl, held two interviews, with Bryan Ware and Jon Pairett, then met to make a final decision the next day. The result was that the selection committee recommended that Bryan Ware be offered the position starting on Jan 1, 2013.

Jerry prepared a spread sheet based on the job description and the qualifications of each candidate. On paper the two were similar. They had been involved with Fire service the same amount of time, and both were paramedics. Jon had somewhat more wildland experience but his department is under contract to the Los Alamos National Laboratories and is not allowed to respond to fires outside the county. As for wildland fires within their jurisdiction, if they are in areas where it is difficult to get fire equipment (brush

trucks), those fires were often fought by aircraft (water drops), and/or allowed to burn until it became close enough to get apparatus/water on it. In other words, they generally didn't send wildland crews on foot to fight fires. That is not an approach that would be acceptable here. That was one concern; there were some others. The benefit of Bryan was that with which he has been involved in his 27 months here, including detailed knowledge of the District, budgeting, management of resources, community relations, and connections with the larger Emergency community in the county/state. This was a good process done in a short time. We did have nationwide coverage with the position application materials, and received six applications, three from within Colorado, and three from out of state. Half the applicants didn't meet required standards. The committee performed telephone interviews and reference checks on all three of the qualified candidates. One declined to continue with his application.

**b. Board selection of chief:** *After discussion a motion was made by Bob Thompson and seconded by Travis Allee to accept the recommendation of the search committee and offer the position of the Chief to Bryan Ware. The motion carried unanimously.*

**c. Chief's contract:** Steve recommended the "exempt status" as the best choice among those permitted by FLSA. He emphasized that it was important not to burn out the Chief and to make good use of time management, volunteers. Bryan will need to effectively develop his command staff so we can be comfortable regarding coverage. It is suggested he not go to all the regional meetings himself. Bryan said he would keep time records as we do now to keep track but with no recording of comp time. We recommended offering the maximum salary of \$50,000, which is around the bottom of the scale in Colorado but is within the budget. We need him in place January 1. In the contract we will reference the job description rather than include it. *Motion was made by Anne Moulton and seconded by Jerry Wahl to authorize Steve to write the contract subject to legal review, and sign the contract with Bryan Ware for the position of chief. Motion carried with no objections.*

**d. 2012 Revised Budget:** We expect to put more into the emergency reserves than is shown. We will purchase some office supplies this year that are needed for next year. Billing income and tax dollars should remain the same. The SO special ownership tax is better than expected. There is no need for additional final revisions as long as we are not over the totals.

*A motion was made by Jerry Wahl, seconded by Bob Thompson, to approve Resolution 2012-14, Adopting an Amended Budget ...for 2012. Roll call was taken: Steve Douglas Aye, Jerry Wahl Aye, Anne Moulton Aye, Travis Allee Aye, and Bob Thompson Aye. Motion carried with no objections.*

**e. 2013 Budget Approval:** Two versions were presented. The difference is that the prior reserve of \$5000 is used in version b to make name changes on the Ambulance and Fire Trucks, logs etc. Insurance may change, so we are waiting on quotes. If there is any decrease, the remainder will go into the contingency fund.

*Motion was made by Travis Allee, seconded by Bob Thompson, to accept version b of the 2013 Budget. Motion carried with no objections.*

*Motion was made by Anne Moulton, seconded by Jerry Wahl, to accept Resolution 2012-11 Summarizing Expenditures and Revenues... and Adopting an Approved Budget for the Calendar Year...2013. Roll call was taken: Steve Douglas Aye, Jerry Wahl Aye, Anne Moulton Aye, Travis Allee Aye, and Bob Thompson Aye. Motion carried with no objections.*

*Motion was made by Anne Moulton, seconded by Jerry Wahl, to accept Resolution 2012-12 Appropriating Sums of Money to the General Fund... for 2013. Roll call was taken: Steve Douglas Aye, Jerry Wahl Aye, Anne Moulton Aye, Travis Allee Aye, and Bob Thompson Aye. Motion carried with no objections.*

*Motion was made by Anne Moulton, seconded by Travis Allee, to approve Resolution 2012-13 Levying Property Taxes for the Year 2013... Roll call was taken: Steve Douglas Aye, Jerry Wahl Aye, Anne Moulton Aye, Travis Allee Aye, and Bob Thompson Aye. Motion carried with no objections.*

**f. Update on Fire/EMS Merger:** Gary Kyte has been working with Atty. Mullans. The Fire Department needs to take action at next Wednesday's December 19<sup>th</sup> meeting, to finalize the transfer of the Fire Department. This is not the annual meeting so requires a change of that verbiage in the agreement. They have prepared an updated inventory of trucks, materials on the trucks and in the stations. Thanks to Bob Thompson and Karl Potestio for their assistance. The Fire Department plans to complete the sale of the retired fire truck and transfer the money to the District. There is no title for Engine 6. Atty. Mullans thinks a letter and picture would suffice at this time; it is a lengthy costly process to get a new title. Gary will address asking Atty. Mullans about registering it without a title. Deeds on properties will also be forwarded to Atty. Mullans.

Bryan plans to sit and discuss goals/concerns with each member immediately, starting with Steve Belport. Gary suggested discussing chain of command and coverage. Gary is asked to please tell everyone at the Fire meeting that all their fears of getting fired are not true.

We discussed recycle plans for their copier/computer, old electronic equipment.

Engine 7 is in the shop, to get a tune-up, injectors, and valves, then see if it performs well. The fire department is trying to turn over the equipment in good shape according to Gary.

Atty. Mullans will take the formal name change to court by December 31 he hopes.

**g. Letters to residents outside the District boundaries:** (See attached). Steve provided a structure-only version vs entire-property version of the proposed letters. SOCom's mapping will clarify what residents are in these contracts. There is no law requiring us to do hazmat responses. Under Colorado's Designated Emergency Response Authority (DERA) Law, the Colorado State Patrol is responsible for hazmat services in

the right-of-ways of all public roads within incorporated areas. Incorporated areas such as the city of Pueblo, Town of Rye and Town of Boone are the DERAs within their corporate limits. All of the remainder of unincorporated Pueblo County (except Fort Carson and the Pueblo Chemical Depot) is covered by the Pueblo County Sheriff acting as DERA for the county, leading and coordinating hazmat response. Our responders will respond, and need to be hazmat awareness trained, but we are not required to mitigate a hazardous materials release.

There was a question to resolve about multiple parcels with the same address. We are working to mail out these letters before the first of January. Steve recommended we send the letter only to people with structures. Jerry agreed it doesn't make sense to offer contracts on land only which has wildland fire suppression covered for free by the Pueblo County Sheriff's Emergency Services Bureau (ESB). We will also send to properties across the road only for those roads contiguous to the prior Fire Department covered area. This is a one year contract so we can change the terms next year (for example we can consider 2X the tax levy amount as is done in other districts). Atty. Mullans will write the draft contract, with the goal of our reviewing and approving it at our next meeting. *Motion is made by Anne Moulton, seconded by Jerry Wahl, to send the structure only version of the two letters. Motion carried with no objections.*

**h. Election results update:** The canvass board, including district representation by Polly Conlon and Steve Douglas, met with Pueblo County Clerk Ortiz. Errors were made at the polling place with some not receiving the correct ballot. Forty seven errors were made in Beulah and forty eight in the whole district with question 5a left out. Because of overall yes vote, the result is not affected. There were 509 yes votes and 267 no votes.

## **7. NEW BUSINESS:**

**a. Resolution 2012-15 Designating Locations for Posting Notice of Meetings of the Board:** We amended the resolution presented, to delete the name and refer only to the District, except for the reference in the title.

*Motion was made by Anne Moulton, seconded by Jerry Wahl, to approve this Resolution 2012-15 with the amendments noted. Roll call was taken: Steve Douglas Aye, Jerry Wahl Aye, Anne Moulton Aye, Travis Allee Aye, and Bob Thompson Aye. Motion carried with no objections.*

**b. Responder patch design:** We decided to change "medical" to EMS. Bryan will still run the patch by the Fire members. These will be paid for under the transition expense item.

**c. Proposed Volunteer Pay Scale:** See attached presented by Bryan. This scale is designed to encourage people to go further with training. The minimum allowable training for fire is a 36 hour course. Any member who shows up for an emergency response earns the minimum pay of \$20.00. We are also looking at a recognition program for additional efforts, training. On call will be a minimum of one responder who is cross trained, and one EMT. The fire trained individual may check out controlled burns, smoke, CO calls. Then there will be a general call out as needed for emergencies.

The goal is eventually to have all members cross-trained. There may be a third person to cover the above fire duties if there are two EMT-only responders currently on call. We will use the radios to request the right number of responders given the situation. The cost of this plan is covered within the budget except if we experience a major emergency event. Law allows us certain emergency procedures for that event.

***8.MOTION TO ADJOURN:*** *was made by Bob Thompson, seconded by Jerry Wahl. Motion carried with no objections. Meeting adjourned at 9:15 pm.*

Anne E Moulton  
Secretary, Beulah Ambulance District Board of Directors

First draft