

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 112
July 28, 2016**

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 6:33p.m.

2. APPROVAL OF AGENDA.

There was one addition to New Business, Item 7.a, Middle Arkansas Wildfire Protection Partners Meeting. Other than this one addition, there were no other 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 May 26, 2016 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 Stephen McLaughlin. Motion carried with no objections.

4. FINANCIAL REPORT

a. The District checking balance is \$49,692.71. The District savings balance is \$60,013.65. \$10,050 of the Savings balance is for the Enterprise Funds.

b. Revenue Line Items 7000, 7005, and 7009, Pueblo County Property Tax, Specific Ownership Tax, and Tax Processing Fees, now include June and July's amounts received.

c. Revenue Line Item 7700, Grant Income, current month activity is \$99,666.00, reflects the amount received for the State Grand Award for the Personal Protection Equipment (PPE).

d. Expense Line Item 8002, Medical Director, current month activity is \$800.00. This was an overpayment error and should only have been a \$50 payment. The District will be paid back the overpayment amount of \$750.00.

e. Expense Line Item 8111, Personal Protection Equipment, current month activity is \$106,225.00 and is for the PPE purchased from the State Grant Award.

f. Expense Line Item 8250, Training and Certification, current month activity is a credit of \$4,622.00 and is the reimbursement by Pueblo County's Emergency Medical Services Council for training books.

g. Expense Line Item 8700, Promotional Expense, current month activity is a credit of \$582.00 which is the team's reimbursement for the mud volleyball fundraiser registration that the District originally had paid.

h. Expense Line Item 8400, Office Rent, current month activity is \$1,300.00 and reflects a double payment. There was a second payment on June 25 for the July 2016 rent. Also the Total Budget amount is shown incorrectly as \$7,560.00. This amount will be corrected to \$7,800.00 for the next Financial Report.

i. Not reflected in this Financial Report is a donation of \$5,000.00 for the Enterprise Fund. The donation has been received but has not yet been deposited in the District Savings Account. Bryan will deposit this check in the near future.

Motion was made by Bob Thompson to accept the Financial Report, seconded by Kim Toman. Motion carried with no objections.

5. CHIEF'S REPORT, reported by Bryan

a. So far this year there have been 133 total responses; 81EMS and 52 Fire. Of the 81 medical calls, 61 have been transported.

b. The next District Community Blood Drive is on Saturday, August 13.th

c. The Beulah Arts & Craft Show is on Saturday, August 6 and Sunday, August 7, 2016. The District will need Board Members to sign up to help cover the information booth for this event. The event runs each day from 1000-1600.

d. Just prior to this meeting, Bryan received a phone call from Chief Mears (Pueblo County Sheriff's Emergency Services Bureau). Next year he will be approaching the Chemical Stockpile Emergency Preparedness Program (CSEPP) about securing funding for new radios for 3 communities, Beulah, Rye and Red Creek, for new radios. Beulah and Rye currently respond to calls in the CSEPP zone and would possibly be able to receive funding from CSEPP. Pueblo County will be receiving new radios and the District would like to be able to acquire the same type of radios as Pueblo County. The current District radios in operation will be outdated in the near future and do need to be replaced soon.

e. The District has received a pre-notification award for the 2015 Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant (AFG) application. The application was submitted for Self-Contained Breathing Apparatus (SCBA's) and Structural PPE. Since the District has already been awarded similar equipment through the State Fire Program, this new grant award will be utilized for Structural PPE for those members with who were not outfitted with Structure PPE obtained through the State grant. There will be a request to use remaining grant funds for Wildland PPE instead of SCBA's as originally requested in the grant application. FEMA will not allow the money to be allocated for something outside of PPE since that was the category it was appropriated from. The goal will be to replace Wildland PPE. The grant award amount is not known until the official notification is sent, but the grant application submitted was for \$ 111,000 with the District covering 5% of the cost (\$ 5,555).

e. The State Truck currently on loan from the State of Colorado is having engine problems. The state will pay for any and all repairs required. Bryan has emails that indicate that The District can continue to have the vehicle on loan. This truck is insured and maintained by State.

f. The Twin Buttes Water Fire pump stopped working again. Bryan indicated that the Twin Buttes Homeowner's Association (HOA) is in an active lawsuit against Joe O'Brien and Ron Miller. Joe will not be handling this issue any further. Ron did get the pump working again and if there are further issues Bryan may be forced to solicit Pueblo County for help.

6. OLD BUSINESS

a. District Auxiliary - update

i. The Garage Sale had net proceeds of \$6,245.00. Joni thanked everyone for their support and donations making this event a tremendous success.

ii. The Cowboy Poetry Fundraiser will be gearing up around mid-August. The Aux will be meeting next week and discussing some of the final details since the venue is different this year. The Aux will also be applying for a liquor license as well as event insurance. So far, the Aux has received just over \$3,500 in sponsorships.

b. Potential Fire Station Site and Plans – update

i. **Permitting/Survey** – July 8th was the deadline for Travis to get material in to Jeff Woeber for the Plat. Communications were sent to Travis via phone messages and emails by Steve Douglas, and emails by both Dick Sellers and Jeff. As of July 8, Jeff had not heard anything from Travis. Dick asked Steve to wait until Monday the 11th before taking further action and Steve agreed. Jeff started his two week vacation on Saturday, July 9th. Steve talked to Planning & Development Director Joan Armstrong July 11th and she hadn't received anything from Travis either. On July 11th at noon Steve emailed F&D International (F&D) and gave them permission to come to Beulah to start the Plat process, in place of Travis' work, as discussed with Dick Sellers. Warren Ward is F&D's surveyor and he was in Beulah last Thursday and Friday (21st & 22nd). The goal was to have a new plat in Jeff's inbox by Monday of this week. The mother parcel is more complicated than the smaller plat for the new fire station and Warren's survey of the mother parcel won't be ready until next Monday. Jeff came back from his 2 week vacation on July 25th and found that he had received the revised plat from Travis on July 9. The email with the revised plat was sent only to Jeff. There was no copy sent to Joan, Steve or Dick so that is why no one was aware that the plat had been revised by Travis. In addition, Travis sent the plat in dwg format, which is difficult for Jeff to work with and Planning & Development specifically calls for plat drawings to be in pdf format. With this information, Steve called Dick for direction on whose plat to use and Dick wanted Jeff to review the plat from Travis. After review of the plat, Jeff identified a few minor typo corrections to the plat that were needed. He e-mailed Travis and asked to be sent the plat in pdf format so he could redline the corrections that were needed. Steve spoke to Jeff and as of 4:30pm today there has not yet been a response from Travis. There are still 3 survey tasks to be completed: survey the mother parcel and the fire station parcel within it; make a detail survey of the new fire station parcel to support design work which would include drainage; then survey the potential route for a new water line. Warren got most of the first 2 tasks done but did not get to the water line survey. Warren though he

would have his plat done by this Monday. The survey work is NOT part of the District's contract with F&D and will be paid separately. The design/engineering for the water line IS included in the District's contract with F&D. At this point Steve is not willing to wait two more months to get Travis' response on the minor typo corrections to the plat. Dick is aware of this. The current concern revolves around Jeff's time in reviewing two plats for the same parcel, which is not an effective use of Jeff's time. Delays in getting the plat finished are now delaying other aspects of this project. Jeff would also like the Pueblo County Assessor's Office to review language of the two recorded deeds one more time. Steve thought this was already done, but Jeff would like it reviewed one more time, so this review will happen in the near future.

ii. Site Plans/Concept Design and Funding Report – There are no changes in the Concept Design at this point. Fowler State Bank re-ran the numbers using a \$1,800,000 financing option as the Board requested at the last regular board meeting and these figures were emailed to Steve and are filed with these meeting minutes for the record. Bryan still is looking to piecemeal the funding for the new station, because it is clear that no single source will fund the entire project. For example, the exhaust system for the trucks is about \$90,000 and storage for gear will cost about \$15,000. These can be funded with Fire Grants help. Fire Grants have grant specialists for apparatus as well. They also have assistance for grant writing. Through Fire Grants, the writing of a complete grant would cost about \$3,000 and for the writing of a narrative only would cost about \$700- \$1,500. There is an option for grant research only. It has come for the time to reach out to local contractors with ties to Beulah ties for requests for assistance. Examples of those contractors are Bassett Construction, Whitlock Construction, ACORN, and Greenhorn Builders.

iii. Potential Mil Levy & Ballot Language – By July 29 Pueblo County needs to be notified that there will be a ballot issue for this fall's election. Bryan has already notified Pueblo County that the District will have a ballot issue. Next date to keep in mind is August 30 when a Memorandum of Agreement (MOA) needs to be in place identifying Pueblo County as the administrator of the election. Then by September 9 the final ballot language is due to Pueblo County. The ballot language will be written so that the collection of funds is started in 2016, payable in 2017. If Mil Levy funds are collected and the remaining funding for the new station is never secured, then there is a possibility that Mil Levy collections will be cancelled and a reimbursement to the taxpayers will happen.

iv. Department of Local Affairs (DOLA) Grant Application – The DOLA grant was submitted originally April 1, 2016. At the recommendation of Lee Merkel, the District withdrew the application with the goal of resubmitting the application on August 1, 2016. As Steve was reviewing the DOLA application for the August 1 submittal, he found a statement on their website that indicated that the August 1 submittal deadline had been postponed, with no other submittal date specified. This was a decision DOLA made because certain severance tax lawsuits were litigated and won and this impacts future Colorado funding. Lee told Steve that there may be a new application date for December 2016, but he was not absolutely sure. Clearly there will be reduced funding available. The previous maximum was \$2,000,000. The new maximum will be \$1,000,000. Bryan will continue seeking other sources of funding, obtaining "yes" votes for the ballot issue, as well as group support (letters of support from community businesses).

v. USDA/San Isabel Electric Association Loans – Bryan and Steve attended the San Isabel Electric Association’s (SIEA) board meeting on the 22nd and gave a presentation regarding our fire station project. The REDL(ine) Loan was discussed (\$1,000,000 maximum with 0% interest to be paid back in 10 yrs). SIEA went through this process with La Veta Fire and SIEA would send us a letter of support this week. Once this letter is received, the District will move forward with the application process. SIEA indicated that the application that La Veta submitted was superior and the board highly recommended that the District contact La Veta Fire for guidance on the District’s grant application. SIEA understands that the new fire station project is contingent on the results of the November election. F&D would help the District with this loan application as part of our contract with them. It is preferred by the District that the REDL Loan and USDA Loan, at 3% interest, are the way the new fire station project should be funded and further, these loans should be repaid with the Mil Levy funds. These loans would be in addition to grants and donations secured elsewhere.

vi. Water Line – update – Beulah Water Works District – Bryan and Steve attended the Beulah Water Works District Board Meeting last Tuesday. Evidently the board was confused about what the District was asking for the new fire station. Steve and Bryan clarified that the District is looking to have a new waterline installed from Catalina Drive to Pine Drive Telephone on Central, including line for a new hydrant near the Beulah School. Once the District officially owns the parcel for the new fire station, the District can ask to be included in the Water District. Anne Moulton is working with the USDA to find funding for this section of new water line.

vii. Community Meeting – review - There were about 66 people at the community meeting two nights ago. The meeting was well attended and great questions were asked, and answered. The District will gear up for the next community meeting in October.

c. Natural Hazards Mitigation Planning – update

All work and input required by Beulah is done and complete. All other entities involved are still getting their comments to Karen, hopefully they will have them all in by the time Karen gets back from her vacation. Karen Ashcraft is on vacation until August 12th. When Karen gets back to the office on August 12th she will compile all the comments and send a final revision to the State. The Plan still needs final State and complete Federal review before any other action may be needed. No other action is expected until this fall.

d. TABOR - update

There is no update to this item beside what questions to ask Kutack Rock, potentially 2 or 3 ballot questions. There should be more details available for the August board meeting.

e. 2016 Budget Revision 1 – Resolution 2016-5

Bryan presented Revision 1 of the 2016 Budget. The big change in the budget is the Grant Income increase and PPE Expense increase due to the receipt of the State Grand Award for the purchase of the much needed PPE. All other changes were minor and slight adjustments to match the actual amounts and expected amounts for year-to-date figures. The next largest change was in the Expense Line Item Repair and Maintenance. All future maintenance items need to be approved by Bryan before they are performed.

Motion to accept Resolution 2016-5, Adopting an Amended Budget for the Beulah Fire Protection and Ambulance District, Beulah, Colorado, for the Calendar Year Beginning on the First Day of January 2016, and Ending on the Last Day of December 2016, was made by Kim Toman, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously

7. NEW BUSINESS

a. Middle Arkansas Wildfire Protection Partners Meeting, held in the Lodge at San Isabel by Lake Isabel. This group meets regularly, quarterly.

The two items that were discussed of importance to the District were the shaded fuel break on 12 mile and the Wildfire Mitigation Conference. The USFS was able to add 255 acres to the existing project. Contracts have been created and signed. This is the project on either side of 12 Mile Road. When the piles are burned in winter Bryan sometimes get calls on these burns which are can either be by the gravel pit in Custer County, outside the Beulah Fire District, or closer to Beulah which is in Pueblo County. Steve asked the USFS to call the Pueblo County Burn Line prior to burning slash piles in the future. The Wildfire Mitigation Conference, which was held years ago, was suitable for various folks and covers all issues from Fire Fighter issues to Homeowners Association issues to Insurance issues. Pueblo last hosted this series in 2007. After a few years of a break, this series was re-initiated by the State three years ago. The next conference will be from April 19 – 21, 2017 in Pueblo. The main topic will be wildfire mitigation. Steve is on the planning committee for this as volunteer and has asked the Board to mark their calendars and support this effort/conference.

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

Meeting adjourned at 8:33pm.

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 June 30, 2016

-Email from Brandon McCuiston, Fowler State Bank, to Steve Douglas regarding updated financing options as requested by the District Board

-Draft Budget Revision, Beulah Fire Protection and Ambulance District