

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 93
March 26, 2015**

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 Pat Stanifer, Treasurer Joni Smith, Fundraising Coordinator Bob Thompson, and Secretary Kim Toman. Also attending were Chief Bryan Ware, Captain Kurt Thompson and F&D International Representatives Sheri Binkley and Todd Ficken. Paul Huber joined the meeting at 7:00 pm

1. Chair and President Steve Douglas called the meeting to order at 6:30 p.m.

2. APPROVAL OF AGENDA.

There was only one addition to the Agenda that was presented. This would be a possible addition under New Business depending on Paul Huber's attendance and meeting time constraints. This additional item would be: Paul Huber, District office rent and utilities. (It is now noted, afterward, that this item was not discussed at this board meeting but should be discussed at a future board meeting).

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

3. APPROVAL OF MINUTES of February 26, 2015 meeting.

After edits by all Board Members there were two additional corrections to the February 26, 2015 meeting minutes. The first correction effected item 5.f, Chief's Report. This correction was changing the wording from "C-Type" to "scene time". The second correction was in item 6.c.2, Old Business. This correction was to note that only F&D International would be presenting at the next board meeting, not F&D International AND Paul Huber presenting. Paul would be attending the next meeting as a citizen.

Motion was made by Kim Toman 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 Joni Smith. Motion carried with no objections.

4. FINANCIAL REPORT

a. The Cascade System has been paid for and this expense is reflected in the Pueblo Bank & Trust account balance as well as Expense line item 8180, Grant Medical Equipment.

b. It was noted that last month there was a significant increase in Revenue line item 7000, Pueblo County Property Tax. This reflects how much has been paid in to the County for property taxes so far. As residents pay their property taxes, the proportionate amount is distributed to the District.

c. The Expense line item 8200, Chief's Salary, still reflects the extra salary payment made in January. The original correction for this, one Chief's salary payment in February 2015 instead of two salary payments, will actually be completed in April 2015. Subsequently, this line item will not be in balance until the May board meeting in which the financial activities encompassing all of April will be reflected.

d. Expense line item 8415, Utilities/Propane, is down from last month due to the warmer weather and a reduction in propane use. It was suggested to reduce the Station's temperatures down to 45 degrees to reduce propane use. The thermostats at the Station's may need to be replaced in order to set temperatures down to 45 degrees. If the Station were to be used by personnel, the thermostats can be temporarily increased while occupied by them.

e. The District will be obtaining a credit card in order to build credit. In the past the District has been denied credit opportunities with creditors because of a lack of credit history. Previous credit cards held by the District were under the former name(s) of the District.

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

5. CHIEF'S REPORT, reported by Bryan

a. So far this year there have been 38 total responses; 31 EMS and 7 Fire.

b. The septic system for Station 2 has been engineered by Clark Engineering so the next step will be to get the septic permit from the Pueblo City/County Health Department and then begin the construction process. Once the winter weather is over the well permit will be obtained and the well installation will begin. Fees from Clark Engineering have not been included in the current budget.

c. The District has applied for a grant with the State Division of EMS for rescue air bags and a new rail and harness system for the primary cot to accommodate obese patients more securely. A decision on the grant award should be known in May. This would be a 50% matching grant and would cost the District approximately \$3,000 if the grant were awarded.

d. The District has started the Structural Basic Firefighter course. Six members are enrolled in the course and the course will be completed in May.

e. Bernie Toman has resigned from the Fire Department due to limited physical abilities. His service to the District is appreciated by all.

6. OLD BUSINESS

a. 2014 Audit - update, by Bryan

Sam DeNardo of Garren, Ross and DeNardo, is working on the 2014 Audit Exemption. Signatures from Board Members are needed to finalize the audit exemption. Audit exemption details were presented in document form for review by board members. Depreciation values have been finalized and documented in the Audit Exemption in Part 6 – Capital Assets. Previously, for the 2013 full audit, these depreciation values were closely estimated due to lack of information available. The District has not yet received a bill for Sam's services.

Motion to accept Resolution 2015-2, approving the filing an audit exemption for the fiscal year 2014, was made by Joni Smith, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Pat Stanifer – aye; Kim Toman – aye; Joni Smith – aye; Bob Thompson – aye. Motion carried unanimously.

b. District Auxiliary - update

- i.** The Auxiliary has completed its internal audit. There were no major issues discovered, just a few minor suggestions were made by the Audit Team to reduce financial risk for the future.
- ii.** The pancake breakfast, originally planned for April 2015, has been rescheduled for the Fall of 2015.
- iii.** The next Cowboy Poetry event has been scheduled for September 13, 2015.
- iv.** Completing the annual taxes is the next slated task to be done as well as renewing online with the Secretary of State Charitable Solicitations.
- v.** An idea was proposed at the last Auxiliary Board Meeting that the remaining food at Station 2 can be used in a burrito/bake sale outside the General Store one weekend morning. Kim will lead the event and there is no expected involvement from the District. A concern was raised about the potential liability of selling burritos prepared last year.
- vi.** David King and Naomi Blake are now official Auxiliary Board Members. Naomi is the Chair for the Grant Writing Committee.
- vii.** Joni and Kim will be meeting soon to update the Cowboy Poetry sponsorship letter.

c. Potential Fire Station Site and Plans – update

i. The “plat-like” drawing is still being developed. This important step must be completed and filed before Dick Sellers can begin to subdivide his property to donate the 6-acre parcel of land to the District. Once this has been completed, the District’s next steps, which all should be paid for by the District, are: have a survey completed and apply for subdivision exemption for the 6-acre parcel through the County; have the 6-acre parcel appraised for non-cash donation aspect; transfer the 6-acre parcel from Dick to the District; have the parcel zoning changed from A-3 (agricultural) to S-1 (public use) through the County; and apply for a public use review establishing the property’s use as a fire station. The anticipated application fees associated with these tasks will be approximately \$1,800.

ii. The Pueblo County GIS map of the new station location with 4’ contours was presented. It was recommended that all board members drive down the western access road on the parcel and take a look and see what this parcel has to offer the District.

d. District Banking Options - update

i. The USBank accounts are still open and funds still remain in the accounts. Since the District is having difficulty closing these Steve will work to get them closed within the next week.

7. NEW BUSINESS

a. F&D International – Fire Station Project

Sheri Binkley, Director of Design, and Todd Ficken, Senior Engineer, gave a presentation with handouts that gave information on the history and experience of F&D International.

Meeting attendees had ample opportunity to ask questions and clarify any issues. Sheri and Todd answered all questions completely. Their presentation was greatly appreciated.

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

Meeting adjourned at 8:43pm.

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 February 28, 2015
- Exemption Audit Packet from Garren, Ross and DeNardo
- Draft Resolution 2015-2, Resolution to approve filing a request for an exemption from audit for fiscal year 2014
- Pueblo County GIS map of new station location with 4' contours