

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 92  
February 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 (working late - arrived at 6:58pm), Fundraising Coordinator and Interim Treasurer Bob Thompson, member Joni Smith. Absent was Secretary Kim Toman (excused absence) Also attending were Chief Bryan Ware and Anne Moulton. Paul Huber joined the meeting at approximately 7:25pm.

*Motion was made by Bob Thompson to identify the absence of Kim Toman as an excused absence due to the cancellation of both of her airline flights from Connecticut earlier today, seconded by Joni Smith. Motion carried with no objections. This meeting was recorded. Kim will develop the minutes from that recording.*

**1. Chair and President Steve Douglas called the meeting to order at 6:37 p.m.**

**2. APPROVAL OF AGENDA.**

There were no changes to the agenda.

*Motion was made by Bob Thompson to approve the agenda as presented, seconded by Joni Smith. Motion carried with no objections.*

**3. APPROVAL OF MINUTES of January 22, 2015 meeting.**

There was one correction presented by Bryan to the list of people in attendance. The correct spelling of "Jarod Knisley" is "Jared."

*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 Bob Thompson. Motion carried with no objections.*

**4. FINANCIAL REPORT, reported by Bryan**

- a.** The December 2014 Financial Statements have not changed since there was no additional income to report.
- b.** The 2015 Financial Statements are now based on a cash accrual method.
- c.** The income line item 7700, Grant Income, includes \$48,538 for the Lowe's grant (Station 2 project: restroom and training trailer) and the Federal Emergency Management Agency (FEMA) grant (cascade system).
- d.** Expense line item 8200, Chief's Salary, is over stated because of a banking issue. Bryan receives direct deposit for his salary and this transfer takes four days to appear in his account. In January, there was a manual check written to cover what appeared to be a missing salary payment. The actual direct deposit transfer was actually made shortly

after the manual check was written, thus giving Bryan three salary payments in January instead of the normal two. For the sake of ease, Bryan will only have one salary payment in February which will bring his salary expense back in balance with the budgeted amount.

e. Expense line items 8300 and 8350, Insurance, is high because the first payment of the commercial insurance has been paid as well as the full Worker's Compensation Insurance payment, which is customary this time of year.

f. Expense line item 8415, Utilities/Propane, is high because of colder temperatures in December 2014 and January 2015. Even though the District is on a fixed rate of \$1.80 per gallon of propane, and both stations are kept at 55 degrees, the average cost was \$800 per month for 2 stations.

*Motion was made by Bob Thompson to accept the Financial Report, seconded by Joni Smith. Motion carried with no objections.*

## **5. CHIEF'S REPORT, reported by Bryan**

a. So far this year there have been 24 total responses, i.e. 18 EMS and 6 Fire.

b. The cascade system has finally arrived and was supposed to be installed today but the installation has been postponed until next Tuesday because of severe weather.

c. Engine 63 which was out of service because of an inoperable throttle control is now repaired and back in service.

d. The full scale evacuation drill in Beulah, originally anticipated for late spring 2015 has been pushed back to the Fall of 2015. Information will be presented as it becomes available. Public education regarding evacuation preparedness will still be presented throughout the Spring and Summer of 2015; just the drill will be postponed.

e. The District has finished the 4<sup>th</sup> EMT class. Nine out of the ten students passed the course. The completion of this course will bring four new members to the District. The next course being offered is the Basic Firefighter Course which will start next Saturday, March 7<sup>th</sup>. There are five students enrolled in this course.

f. The Yearly Analysis was presented. The Yearly Analysis is a summary of what happened in the District in 2014. The Jimmy Armstrong fund was used to obtain Tender 91 (actually in 2013). Brush 73 and Engine 63 were retired in 2014. The retired Engine 63 was replaced with the purchase of a newer Engine 63. A resource trailer was acquired in 2014. It is used to store and transport items such as portable water tanks, pumps, hand tools, tables, chairs and supplies. With the recent passing of Joni's father, another trailer will be donated to the District. This trailer will be used to store specialized equipment that cannot be stored on our current apparatus because of a lack of room on the apparatus. Response time in 2010 was an average of 13 minutes, with C-type incidents averaging 19 minutes. In 2014 the average response time was 8.5 minutes. This huge reduction can be partially attributed to a responder getting to a scene before any apparatus arrives, e.g. Bryan responds in the Chief vehicle and performs an assessment before major apparatus is dispatched. Trainings in 2014 were tailored more to fire training since the District is staffed with numerous EMT trained responders. The 2014 EMS budget is greatly affected by the number of people in our District without health insurance since the District only bills for calls that are covered by health insurance. Although the District's Insurance Standard Organization (ISO) ratings are getting better, they are still affected by

equipment not meeting current standards and fire stations not being manned full time. The current ISO rating was determined in 2004, i.e., before Station 2 was established. The next ISO rating should improve somewhat due to the addition of that station. The District's major capital facility and equipment needs for 2015 and the near future are the need for a new fire station (replacing Station 1), replacing Engine 62, and the replacement of Chief 1 vehicle.

**g.** The District has submitted a grant through the General Motors Foundation for the replacement of the Chief Vehicle. This request has been denied. GM did suggest that the District reapplies next year for this grant.

## **6. OLD BUSINESS**

### **a. 2014 Audit - update, by Bryan**

No inquiries from the State on the 2014 Audit. Sam DeNardo of Garren, Ross and DeNardo, is working on the 2015 Audit Exemption.

### **b. District Auxiliary - update**

**i.** The Auxiliary is still willing to help Bryan with a Pancake Breakfast. The last Kim spoke with Bryan, this fundraiser was more likely to occur in April at Station 2. Discussions will continue.

**ii.** There are still plenty of burritos, trail bars, crackers, and trail mix in the freezer. These items need to be used up. Distribution to the community through the food bank is not feasible due to liability issues since the food is not pre-packaged.

**iii.** The Auxiliary will complete an internal audit in March.

**iv.** With Joni becoming a Beulah Fire Protection and Ambulance District Board Member, Bob Thompson resigned from the Auxiliary's Board so there is no violation of state regulations regarding having more than two District Board members on the Auxiliary Board. (If we were to do otherwise, the Auxiliary Board meetings would appear to be District Board meetings, with all the associated public notice and agenda requirements). David King volunteered to fill the vacant Auxiliary Board Member slot. A Grant Writing Committee is currently being formed by the Auxiliary. Naomi Blake is also interested in becoming an Auxiliary Board Member and serving on the Grant Writing Committee.

### **c. Potential Fire Station Site and Plans – update**

**i.** Dick Sellers has asked Travis Allee to create the "plat-like drawing" for the subdivision exemption granted by Pueblo County in 1995 that involves the property that Dick proposes to donate to the District for a fire station site. That work needs to be done to meet a condition of that subdivision exemption. We can't move forward with the subdivision and donation of the property until that is done.

**ii.** F&D International will attend the March 2015 District Board Meeting to present, discuss plans, cost and moving forward with this project.

**iii.** Anne Moulton, as a citizen of Beulah not as a representative of the Beulah Fire Protection and Ambulance District, attended the February 2015 Beulah Water Works Board Meeting. She attended to ask the Water Board why a water system grant application that would potentially support a water supply system for the new fire station was rejected by the Water Board after it had given its approval for the application to be prepared. The Board replied that it seemed as though they would eventually be

responsible for financial support of the grant and that this grant was typically used for their own water supply projects and that the Water Board wanted to have it available for that purpose. Steve shared with the meeting visitors all the interactions and history between the Beulah Fire Protection and Ambulance District and the Beulah Water Works District about this grant. A key issue raised by the Water Board was that the grant in question, if approved, would provide reimbursement of expenses instead of providing funds up front. That would require the Beulah Water District to commit funds to the project they didn't have. That was a reasonable concern that was not made known before we developed the grant application. Also shared with meeting visitors was the option to have a well supply water to the new fire station. Anne also indicated that the President of the Water Board questioned whether or not the community needed a new fire station. Discussions were held regarding the amount of community involvement needed for the development of the new fire station.

**d. District Banking Options - update**

i. Next week Bryan will create a letter to USBank that will notify them that the District will be closing all accounts with them. All remaining funds in the USBank accounts will be transferred into the new Pueblo Bank & Trust accounts.

ii. All automatic payments and withdrawals are active and working within the Pueblo Bank & Trust accounts.

iii. Once a new Treasurer is selected, the new Treasurer will be added to the Pueblo Bank & Trust accounts.

**e. Election of Treasurer/Elimination of Interim Treasurer**

i. Joni Smith indicated an interest in the Treasurer position.

*Motion was made by Pat Stanifer to nominate Joni Smith as Beulah Fire Protection and Ambulance District Treasurer, seconded by Bob Thompson. Motion carried with no objections.*

ii. Bob Thompson who had been Acting Treasurer, was removed from the Acting Treasurer position and thanked for his assistance in the interim.

**f. Locations of Meeting Posting Locations - update**

i. On Friday, Jan 23, 2015, Kim was able to visit the Pueblo County Clerk and Records Office at the Pueblo County Courthouse to see actually where the meeting agenda was posted. Recall from the January 2015 meeting, she had only been told meetings were posted "in the courthouse rotunda." On Jan 23, Kim found the posting for the Jan 22 meeting on the bulletin board hanging across from the elevators, on the north edge of the rotunda. The District Agenda was posted on the left side of the bulletin board, third notice from the bottom. This is the location used by the Clerk and Recorder to post public notices in the Pueblo County Courthouse and therefore fulfills our requirement to post at the Clerk and Recorder's Office at the Courthouse.

ii. The question remains for next year is "Does the posting have to specifically reside in the Clerk and Records Office?" Shall the wording of where the agenda is posted in the Transparency Notice be rewritten to say exactly where the agenda is posted? This topic will be discussed at future board meetings.

**g. 2015 District Newsletter update and discussion**

i. A few of the newsletters were returned because of addressing issues. Before the next newsletter is mailed out, the District will ask Pueblo County for a current list of addresses for District property owners.

ii. Anne Moulton made the suggestion that rearranging the layout of the newsletter to better highlight a summary of each article would benefit readers of the newsletter, perhaps a pre-newsletter notice bulleting the items that will be covered in the newsletter.

iii. Feedback received from residents that read the newsletter was that it was very informative. The question remains, how many actually read the newsletter? That is important because it is our only report on District activities that is mailed directly to all residents and property owners in the District.

## **7. NEW BUSINESS**

### **a. Paul Huber – Station Development**

Paul Huber presented to the Board a brief overview of his architecture/engineering, construction and project management experience. He gave several examples of commercial and residential paid jobs where he successfully carried out these tasks. He also spoke of several instances where he worked closely with clients on their specific needs and how he communicated well with the clients to make sure their needs were met which included detailed documentation of any changes to design to meet these needs. In those cases he functioned as an advocate for the client, working to ensure that their needs were being met by the building contractors in a cost effective manner. He expressed his opinion that liability insurance is a contractor reimbursable expense. Paul mentioned that he does not have grant funded project experience, but he did note that he had good experience in developing project budgets.

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

Meeting adjourned at 9:12pm.

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 January 31, 2015

-Yearly Analysis

-Breakdown of Paul Huber Station Development Service