

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 84
June 26, 2014**

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; Secretary Kim Toman; Fundraising Coordinator Bob Thompson. Absent was Treasurer Travis Allee. Also attending was Chief Bryan Ware.

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

2. THE AGENDA

Additions under New Business are combine items 7a and 7b (Review & update of Board of Directors – Policies, Procedures and Rules of Conduct and District By-Laws - review and amend if needed) and treat as one item. Also add under item 7, other, add a new item to discuss potential for new fire mitigation grant. *Motion to approve the agenda as amended/presented was made by Bob Thompson, seconded by Pat Stanifer. Motion carried with no objections.*

3. MINUTES of the May 22, 2014 meeting

a. Bryan corrected the name of the grant to from AMG to AFG (Assistance for Firefighters Grant) in section 5.m.

b. “Well” was changed to “well house” for clarity in section 6.a.ii, sentence 8.

Motion was made by Pat Stanifer and seconded by Bob Thompson to authorize Secretary Kim Toman to create the final minutes based on the track change corrections provided and to approve the minutes as amended. Motion carried with no objections.

4. FINANCIAL REPORT, reported by Bryan in Travis’ absence. Bryan received no input from Travis, the report was based solely on information furnished to Bryan by Gwen.

a. Income, line 7100, EMS Billing, is behind. May was a busy month, so next month this line should be back on track.

b. Expense, line 8102, Repair and Maintenance. \$2,300 for sale of two trucks has not recorded in ledger yet, this should be done by Gwen in June. The monies received from the sale of these two trucks will go into the General Fund Revenue (Income) then will transfer into line 8102.

c. Expense, line 8300, Commercial Auto Insurance. There will be one more payment in this line for the rest of the year.

d. District Office Rent, line 8400, went up to \$630 from \$600, effective back in Feb or March, electric is included in rent. Only \$600 per month was budgeted for 2014. The landlord’s insurance costs went up so those costs were passed on to the tenants, one of which was the District.

e. Overall, the District has received 60% of annual allotment for property tax income already, which is to be expected at this time of the year. The District should watch EMS billing income which is used to pay responders. The District is picking up on billable calls when this time, summers, are typically slower.

f. Specific ownership tax is budgeted low and usually comes in high for the year. It appears that this will be the case for this year as well.

g. Banking fees and options, will be discussed in New Business. The District has paid \$507 in bank fees so far this year, which includes \$15 in fees per month.

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

5. CHIEF'S REPORT, Bryan reported

a. So far this year there have been 42 EMS and 32 Fire responses.

b. ISO (Insurance Standards Organization) has sent the District a packet to get completed and then sent back to them. Once that is done the District will be assigned an inspector and a day will be scheduled to evaluate District records for updated ISO scores. The District records will now show Engines that have passing annual pump tests.

c. On May 31st the District received multiple reports of smoke in the area of 7700 block of Highway 78 W which upon arrival the crews found an active forest fire approximately 1 acre in size. The location was approximately 200 yards SW of the Pueblo Mountain Park, Fire Tower, in the San Isabel National Forest. The District in conjunction with the National Forest Service, BLM, and ESB crews contained and extinguished the fire that evening. The Forest Service had a crew stay on site through the night and cold trailed the fire in the morning. The cause of this fire, named the Burch Fire, was determined to be as a result of a lightning strike. Outside of that there have been a few other lightening strikes that all have been small in nature. For the Burch Fire, water was pulled from Lake Isabel by the Type 1 helicopter assigned to the fire. Because of this, Highway 165 was closed for a portion of time for helicopter draws. This incident was handled well, but there were local resident concerns about initial notification and response through the County's Communications Center. There were numerous call to the communications center about the report of smoke in the vicinity of the Burch fire. It should be noted that if any person notifies the District Board or District Personnel about suspicious smoke, that call needs to be followed up on through the Fire Chief or designated representative as determined by the Chief.

d. This weekend is the Community Wide Garage Sale which will be on Saturday at the fire station. Please spread the word and help out where you can.

e. There was a private donation in the amount of \$17,100 made to the District for the purpose of purchasing a 1992 International Type 3 Fire Engine out of California. The unit is designed to be used in the Wildland-Urban Interface, for wildland fire fighting and structural protection. The unit was purchased through E-Bay, with research done by Chief Ware, Austin McCullah and Steve Douglas. The truck has 28K miles on it and was owned, operated and maintained by the South Placer Fire District in Granite Bay, California. There are no major mechanical issues that the sellers were aware of. It passed its last pump test in December 2013. The donation covered the apparatus which was purchased for \$16,100.01 and the travel cost of the crew to pick up the unit.

The crew left the morning of 6/26/2014, and will have the new apparatus back in Beulah either Saturday night or Sunday morning. The only cost to the District will be providing miscellaneous equipment on the new Engine, and perhaps some fuel costs associated with driving the unit from California to here. This new Engine will be housed at Station 1, Engine 62 will now be housed at Station 2.

6. OLD BUSINESS:

a. Twin Buttes Fire Water Supply - update

i. Everything was installed by Red Creek Development and Twin Buttes HOA, but when the District went to test the system, the pump at the cistern didn't work. All parties involved with the pump went to look at this pump last Friday and between the Developer and the HOA the pump should be fixed this week. Bryan hasn't heard from Joe this week but is hoping to hear from him soon.

ii. At this time the District is not able to test the system.

b. Red Creek Fire Department

i. On May 28, 2014 the Red Creek Fire Department resumed complete service of their service area. The Pueblo County Communications Center was not notified of this, but the Beulah Fire Protection and Ambulance District was mistakenly toned out on two responses. The District cancelled immediately.

ii. The Red Creek Fire Department has not hired or appointed a chief yet.

iii. The Beulah Fire Protection and Ambulance District is still available for mutual aid, on a case by case basis.

c. 2014 Audit, by Bryan Ware

Bryan reached out to Christie, Garren, Ross & Denardo Inc. who will be doing the District's complete audit, to make sure she received the District's request for a full audit. Bryan asked this morning for an update and she is aware of our deadline and can meet it, but Bryan still doesn't have a cost for the audit to be completed.

f. Steve mentioned that the Board discussed the potential for granting Bryan a mid-year salary raise when it was preparing its 2014 Budget. There were not sufficient funds available for a raise in the initial 2014 Budget, but the Board agreed to review the district's finances at mid-year to see if one would be possible for the latter part of 2014. Bryan indicated that there is no room in the current budget for him to receive a salary increase. Steve replied that it still should be reviewed by the Board. No action was taken except that the Board should review this again in September. The Board thanked Chief Ware for his fine work.

d. District Auxiliary update

i. The Taste of Beulah brought in \$793 to the Auxiliary; \$739 was one-third share for the Auxiliary and \$54 was from donations at the door. The Auxiliary was supposed to reimburse Vicki Scott for miscellaneous expenses including advertising expenses, but Vickie declined the reimbursement and wanted to donate that cost to the Auxiliary. Vickie has been officially thanked by the Auxiliary.

ii. In the freezer at Station 2 there are 134 bags of trail mix, 62 burritos, plus 6 gluten free burritos. Still coming in are 24 burritos, and 6 vegetarian burritos made by Roxanne for vegetarians. There are about 100 protein bars, an assortment of crackers, some beef jerky and 144 cookies in bags of 3. Still coming in are 76 more cookies. There are 2-5 gallon water coolers on top of the freezer at the station.

iii. The Auxiliary has decided not to have a vendor booth in the Beulah Valley Art Show. This decision was based on the fact that with Front Line Food and Garage Sale baked goods donations the Auxiliary has solicited enough volunteering from the residents of Beulah. There is also a lack of District and Auxiliary members to volunteer to staff the vendor booth.

iii. Community feedback was received by Auxiliary members, specifically Sandy Taylor, after the Auxiliary informational notice went out in phone bills. Even after all the information that was provided to Beulah residents prior to and after the formation/combination of the EMS and Fire Districts, residents are still wondering why donations are needed to support the District via the Auxiliary since tax collected is funding the District. The Auxiliary wanted to give more information to the residents but it was suggested at the last Auxiliary board meeting that providing information about the District should be done by the District Board itself. After discussions it was agreed that Bryan and Kim would get information out to the residents in the existing community information sheet that is already included in the phone bill, quarterly as a minimum. All that would be needed are a few quick facts about recent or current happenings in the District to keep the community up to date on what is going on in the District. A key point to keep in mind is that the majority of funds raised by the Auxiliary on behalf of the District is to fund capital equipment and projects, which require funds far in excess of those raised annually by the District through property tax revenue. This shortfall (and subsequent challenge) was identified before the mill levy was set and before the District assumed responsibility for fire protection.

e. Potential Fire Station update

i. Bryan emailed Dick Sellers about arranging a meeting to talk about land acquisition. Dick Sellers is not interested in subdividing any property that he owns. Bob Thompson was asked to talk to Dick about available property. Bob indicated that Dick has been very busy lately, especially with personal activities. The four property locations that we wish to talk with Mr. Sellers about are: (1) the property on Maryknoll, by the Catholic Church; (2) on Central Ave , across from Fox lane, west of the current Pine Drive Telephone office; (3) on North Creek Road, north of the CDOT facility; and (4) by the recent Seller's renovation of the old Pine Drive Telephone office on Pine Drive.

ii. Paul Huber and Bryan are working on getting a conceptual drawing with approx dimensions that are needed for a new station.

iii. Steve and Bryan found that the Conlon's house was not easily adapted for ADA accessibility. (ADA would require that all three floors of the building be ADA accessible.) As a consequence, that property was found not to be viable for a new station.

7. NEW BUSINESS

c. District Banking Options

i. Gwen got information on PB&T. USBank can't do direct deposit for the District.

ii. Bryan was not able to meet with Wells Fargo for banking options.

iii. Bryan will look into Sunflower Bank.

iv. The District will try to stay hometown to keep business local. These banks may be more receptive to local, Beulah residents than larger corporate banks. Bryan should also look at credit unions.

a (and b as these items were combined). Review and update of Board of Directors - Policies, Procedures and Rules of Conduct & District By-Laws – review and update if needed

There will be no formal action tonight, but Steve recommends that the Board first look at District bylaws and Board of Director's Policies and Procedures, Directors level of participation in District activities,(section 8 part c) and commitments made in the oath of office. The Board also should review the current bill payment policy. Bryan is currently paying the District's bills, although that is still formally a Treasurer's responsibility. That process is checked by Gwen, to a degree. There is no immediate back up for paying bills, if something were to happen to Bryan. These areas are working but are not consistent with our by-laws and should be discussed at upcoming Board meetings and resolved. For the next meeting the Board should have an answer from Tom Mullans about specifics regarding requirements for Board participation and actions to be taken if duties of Board members are not met. When the Board has the answers from Tom, discussions should continue on these items, specifically excused/unexcused board meeting absences.

d. Formatting and Content of Meeting Minutes

It was determined that the May and June meeting minutes formatting and content were adequate and will suffice for the District. This formatting and content will be continued for future meeting minutes.

e. New Fire Mitigation Grant

i. There is a current 2014 State Grant tax credit for homeowner's who complete fire mitigation on their property in 2014. This grant can cover up to \$2,500 of out of pocket expenses for fire mitigation costs for homeowner's in 2014.

ii. Bryan will email Steve a summary of the State Grant Tax Credit and a website for this information, if available.

8. MOTION TO ADJOURN: *motion was made by Pat Stanifer, seconded by Bob Thompson. Motion carried with no objections.*

Meeting adjourned at 9:02 pm.

Attachments:

Statement of Actual to Budget Jan 1 to May 31, 2014

Beulah Fire Amb BYLAWS amended 042513

Board Policies Procedures and Rules of Conduct amended 042513

Pueblo Bank & Trust Banking information sheet

Photo of eBay auction Engine

Kim Toman
Secretary, Board of Directors,
Beulah Fire Protection and Ambulance District
Final