

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 123  
February 23, 2017**

**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 6:29p.m.**

**2. APPROVAL OF AGENDA.**

There was one addition to the agenda. Old Business Item 6.g Colorado Wildland Fire Conference – update was added.

*Motion was made by Kim Toman to approve the agenda as amended, seconded by Joni Smith. Motion carried with no objections.*

**3. APPROVAL OF MINUTES from Special Meeting on January 24, 2017**

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 Bob Thompson 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.*

**APPROVAL OF MINUTES of January 26, 2017 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 Bob Thompson. Motion carried with no objections.*

**4. FINANCIAL REPORT**

**a.** The District checking balance is \$13,828.83. The District savings balance is \$5,019.02.

**b.** In February, \$40,163.45 was received from the State of Colorado for payments/reimbursements from the Beulah Hill and Junkins Fires. These payments will not be shown in the Revenue section of the Financial Statement because the funds will

replace funds depleted from savings used for the refunded payments in 2016. The funds for the side-by-side ATV still have not been received. When this payment is received, it too, will be put directly into savings to replenish funds used to purchase this item in 2016.

**b.** Revenue Line Item 7700, Grant Income, current month activity is \$63,397 which was received from the FEMA Grant which was used to purchase fire equipment and boots. \$15,088 remains in funds from the FEMA grant which is a draw (reimbursement) type of grant.

**c.** Expense Line Items 8205, Chief's Health Insurance, and 8350, Workman's Compensations Insurance, are annual payments.

**d.** Expense Line Item 8300, Commercial Auto Insurance, is a quarterly payment.

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

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

**a.** So far this year there have been 24 total responses; 17 EMS and 7 Fire. Of the 17 medical calls, 13 have been transported.

**b.** The District will be conducting another Basic EMT course starting on March 6<sup>th</sup>. Six people will be taking this course. Three students will be from our District, one from ESB and there will be two non-affiliated members who will pay to attend the class.

**c.** All trucks, except Brush 71, are in service. Repair work will begin next week on Brush 71.

**d.** CDOT Operational Procedure Changes: The State has started changes in regards operations on burn ban/red flag days. Nothing official has been released yet.

## **6. OLD BUSINESS**

### **a. District Auxiliary - update**

**i.** The Auxiliary submitted an application for an El Pomar grant in the amount of \$75,000 for a water tender.

**ii.** All other fundraising activities have slowed down for the moment and will resume after a short break.

**iii.** The Auxiliary has helped the District re-organize and clean out the food bank items at Station 1.

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

#### **i. Permitting and Surveys**

There was nothing new to report on Permitting and Surveys. Travis still needs to pin the corners of the parcel as part of the surveying tasks. Dick has asked Travis to complete this but the status of the completion of this task is unknown.

#### **ii. Site Plans and Concept Design**

The Soil Report has been completed. It has been found that there are areas where the soil has too much clay and will not be appropriate for the foundation. F&D International (F&D) has revised the site plan to incorporate a lower elevation foundation so it can be based on good soil. F&D has also added an area behind the new Station to be dug out and supported by a stone retaining wall for the lower foundation elevation.

### **iii. DOLA Grant Application – Review/Discuss/Authorize**

There will be a site visit by DOLA on Monday, February 27<sup>th</sup>. The new building layout depicts a 12,700 sq-ft building which is slightly larger than the previously submitted building plan but the cost will still stay within the budget that was submitted in the grant application.

The presentation to DOLA will be in April, an exact date has not been given yet. The presentation will be in Golden, Colorado.

If a DOLA grant is not secured in this grant cycle, then the District will entertain a temporary project savings of about \$400,000 by eliminating the finishing of the crew quarters and eliminating the geo-thermal portion of the project. The geo-thermal portion of the project was originally added to meet specifications of the DOLA grant application, i.e., that the facility be LEED Gold certified.

### **iv. Fire Station Construction Loan**

There is nothing to report on the construction loan.

### **v. USDA Loan**

The USDA has very recently advised the District that an approved operating budget must be submitted for the 2018 calendar year. Given the time constraints on the USDA Loan, the Board decided tonight to adopt a Budget for the 2018 calendar year. There was not enough time to properly post the 2018 Budget for public review prior to tonight's meeting. In order to comply with state budget adopting rules, the 2018 Budget will be properly posted for public review and at next month's regular Board Meeting the 2018 Budget will be re-discussed and adopted by Resolution once again.

Bryan will finalize the loan application. Since CDOT has approved the donation of the recycled asphalt for the driveway for the new Station, Bryan will get a dollar amount of the value of the donation for inclusion in the USDA Loan. Bryan will also continue to find options for the delivery of the recycled asphalt.

### **vi. Water Line – update – Beulah Water Works District (BWWD)**

There is nothing new to report. Due to an illness, Bryan was unable to attend the February Water Board Meeting. The next Water Board Meeting is set for Tuesday, March 21. Bryan will attend this meeting.

### **c. Natural Hazards Mitigation Planning – update**

The Plan is being reviewed at FEMA level now. There has been no word on their review yet.

### **d. Public Education on Flood Potential - update**

Last week, Bryan attended a meeting between Custer, Fremont and Pueblo Counties to discuss flood preparedness. In essence, Pueblo County, including Beulah, is reasonably well prepared for fire recovery. Custer and Fremont Counties will join forces to continue their recovery efforts. Beulah, with Pueblo County, will request funding from the State for a Resilience Recovery Coordinator. This position, once approved and filled, will relinquish many of Bryan's flood preparedness duties so he can resume proceeding with his many tasks involving the new fire station.

The other funding requests to the State are for the flood sirens and road closure signage along North Creek Road; moving utility poles and acquiring RIB bags to protect the electrical substation from flooding.

It is not yet known what funding will be received from the State for these projects. As per its own rules, State funding can only be used for projects on publicly owned land. Other

avenues of funding needed projects, including those on private land, are being investigated and pursued through CO-CO, the Pueblo City-County Health Department (office supplies for distribution of information at community meetings and portable weather alert radios), NRCS, Beulah Disaster Group/Fund (sand bags) and CSEPP (more portable weather alert radios and sand bags). Pueblo County is looking into the acquisition of the sand and other local agencies will be contacted regarding the filling of the 40,000 30# sand bags (Army Corps of Engineers, National Guard, Boy Scouts, and possibly the Girl Scouts). Other local agencies are willing to donate needed supplies for flood recovery as well.

CDOT will provide the funding and upgrade to 2 culverts on Highway 78 near the Mountain Shadows Mobile Home Park.

Next week Bryan will compile site specific letters for individuals (homeowners and commercial properties) that are in potential flash flood areas. These letters will identify the specific items that need to be addressed at these properties in order to minimize the impact of a flash flood.

Tom Magnuson (NWS) did a test on the weather alert radiosignal from Pueblo to the points along North Creek Road and elsewhere in the District that now have a flash flood hazard. It was confirmed that the signal from Pueblo does communicate with all the points along North Creek Road and elsewhere in the District that would need to receive the signal.

#### **e. Annual Newsletter**

The Annual Newsletter was mailed out 2 weeks ago and only 4 were returned for non-delivery.

#### **f. Audit Exemption**

All items required for the Audit Exemption were dropped off at our auditor's office yesterday. The actual audit exemption won't be filed until the report comes back from the auditor.

#### **g. Colorado Wildland Fire Conference**

The field trip on April 18<sup>th</sup> will be for up to 40 people. The goal is to show participants the mitigation that has been completed in Pueblo Mountain Park and the shaded fuel break that has been created on 12-mile Road. Since this trip involves passing the area of the Beulah Hill Fire, it would be easy to incorporate learning about the Beulah Hill Fire and flash flood potential in that area. It would also be convenient to incorporate the North Creek Road area of the Junkins Fire into this field trip as well. The field trip is being developed to include alternatives in case of inclement weather.

Bryan, plus 2 Volunteer Responders, will be attending this Conference. \$175 is the early-bird registration fee. The field trip is an additional \$25.

The Board discussed either sponsoring the Conference with a monetary donation or to provide scholarships to community members (non-District Board or Volunteers) to attend the Conference with the condition that the recipients represent a larger group that can convey the conference information to others. After discussions, the Board decided to sponsor up to 3 scholarships up to a total amount of up to \$525 to attend this Conference. Scholarships will be awarded on a first—come-first-served basis. Bryan will email area contacts (including HOAs and water districts) to advise them of this available scholarship.

## **7. NEW BUSINESS**

### **a. 2018 Budget – Resolution 2017-02**

On February 7, 2017, the USDA indicated a requirement that the District submit an adopted 2018 Budget with its loan application. This request did not allow the proper posting of the budget for public review before adoption this evening. The budget will be properly posted to the public, re-reviewed and adopted again at the next Regular Board Meeting. Bryan presented the draft 2018 Budget which is almost a direct copy of the 2017 Budget with the difference of taking the rent expense and placing that amount in propane expense. Board Members had the opportunity to have all questions answered.

*Motion to accept Resolution 2017-02, Adopting a Budget for the Beulah Fire Protection and Ambulance District, Beulah, Colorado, for the Calendar Year Beginning on the First Day of January 2018, and Ending on the Last Day of December 2018, including a stipulation of properly posting and re-discussing and adopting the 2018 Budget by Resolution at next month's Regular Board Meeting was made by Kim Toman, and seconded by Joni Smith. Roll call vote was taken: Steve Douglas – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.*

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

Meeting adjourned at 7:57pm.

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 Jan 31, 2017
- Beulah Fire Protection District – Revised Site Plan dated Jan 30, 2017
- Beulah Fire Protection District – Revised Exterior Elevation Plan dated Jan 30, 2017
- Beulah Fire Protection and Ambulance District 2018 Draft Budget