

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT  
BOARD OF DIRECTORS MEETING No. 94  
April 23, 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, and Fundraising Coordinator Bob Thompson. Secretary Kim Toman was in attendance by phone. Also attending was Chief Bryan Ware.

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

**2. APPROVAL OF AGENDA**

There were no changes to the agenda.

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

**3. APPROVAL OF MINUTES of March 26, 2015 meeting**

After edits by all Board Members there were no additional corrections to the March 26, 2015 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 Joni Smith. Motion carried with no objections.*

**4. FINANCIAL REPORT**

**a.** The District checking balance is \$52,646.45. The District savings balance is 45,002.87. Accounts Receivable has a balance of \$1,316.40 which is an adjustment for the withholding on Bryan's salary overpayment. There is also an additional \$17,963.00 in expected property taxes coming in to the District. These balances are in the Pueblo Bank & Trust accounts. To date the USBank accounts all have a zero balance.

**b.** Expense line item 8250, Training and Certification, a check in the amount of \$985.00 was received to offset the RETAC training.

*Motion was made by Pat Stanifer 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 51 total responses; 41 EMS and 10 Fire.

**b.** The septic system for Station 2 has been engineered. The permit for the septic has been issued by Pueblo City/County Health Department and it has been forwarded to Planning and Development. Next week updated proposals from the well drilling companies will be requested by the District.

c. About two months ago, the land that is occupied by Twin Buttes has been sold by Joe O'Brien to Ron Miller. It was discovered that the well pump that supplies the fire water tank had been turned off. Bryan contacted Mr. Miller and discussed the legal aspect behind the water tank system located on County Rd 224 and he advised he was not made aware of this during the sale but fully understood and would do anything that was needed to keep the system operational.

d. Tony Serfling has asked if he could utilize the District office space once a week for a group meeting for the Wounded Dove organization. He would have approximately 10 people here at a time. It was suggested that he first try to schedule his meetings at the Community Center.

e. The Pueblo County Fire Code Advisory Board is working through the 2015 IFC and 2015 IWUIC looking for County wide adoption by August of 2015. Once the Advisory Board completes its reviews and recommendations Bryan will bring it to the District Board for discussion and formal adoption.

f. A reminder that Thursday, May 7<sup>th</sup> from 0900-1200 will be the Beulah Community Health Fair, please help spread the word.

g. This Sunday the District will be hosting our annual Wildland Fire Refresher class with a tentative live burn exercise on Waterbarrel and County Road 224, weather permitting. County Road 224 will be closed during this exercise.

h. Med 52 unit is still out of service and the radiator has to be replaced. This unit has broken down due to overheating twice this year while on responses. Bryan has spoken with AMR to see if they would have another unit to donate or sell and at this time they do not. Med 51 had a regulator go out on it which has been replaced and Rescue 81's fire pump had an electrical issue that has been repaired. The estimated cost for all three of these repairs is \$950 which will come out of the budgeted lines. It is anticipated that the District will have to rework this Budget line item as the year progresses.

i. The District will be hosting a table top exercise on June 10<sup>th</sup> at the Beulah School that will include 5 surrounding counties. This exercise will be the dry run for the full scale Beulah Evacuation Exercise that we will conduct on September 26<sup>th</sup>. Bryan will keep the Board up to date on these events as details are developed. Bryan encourages all Board members to attend the June 10<sup>th</sup> table top exercise at 1800 hrs.

## **6. OLD BUSINESS**

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

A \$1,400 bill has been received by Garren, Ross and DeNardo for the 2014 audit exemption. This bill has been paid in full by the District.

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

i. The Auxiliary has filed an amendment with the Charitable Solicitations Section of the Secretary of State. The amendment was needed to change the 2014 estimated revenue and expense figures with actual ones for 2014. In 2016, when the Charitable Solicitation is renewed there will be no amendment filed, an actual financial document will be filed instead. This amendment has been accepted by the Secretary of State.

ii. The annual taxes for the Auxiliary have been filed with the Internal Revenue Service.

iii. The pancake breakfast, originally planned for April 2015, is still scheduled for the Fall of 2015.

iv. The Cowboy Poetry sponsor letters, separate letters for previous sponsors and potential new sponsors, have been created and are scheduled to be mailed out in May. Anyone wishing to contact a particular business is encouraged to do so by phone prior to the letters being mailed out.

v. The remaining burritos at Station 2 are scheduled to be used for lunch at a District training on April 26, 2015. It is anticipated that most of the food in the freezer will be used during this training. Pam Kubly will be coordinating the lunch.

vi. PayPal donations have been transferred to the new Auxiliary savings account.

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

i. The “plat-like” drawing is still being developed by Travis Allee. It should be in Dick Sellers’s hands by this Friday. Best case scenario is if the plat like drawing is done by tomorrow, then it will be another 60 days before all the action items are done to acquire the land for the new station. If Travis does not produce the “plat-like” drawing by tomorrow because of time constraints, other surveyors will be contacted to complete this task.

ii. Dick will be out of town and unavailable throughout May and June, except the second week of May. In order for his absence not to interfere with progress of transferring the land to the District, Dick has kindly created a letter authorizing the District to act in his behalf to get the land transfer tasks done. A copy of this letter was given to Steve by Dick today and it appears that a few additions to meet Planning and Development requirements and a few minor changes need to be made to the letter before Dick departs in May. In addition, proof of ownership of the property will need to be presented with the “plat-like” drawing. Steve mentioned this to Dick and Dick will find out the details of what will need to be included in the proof of ownership documents.

iii. Concepts for the source of water for the new station will have to developed for inclusion in the applications for sub-division exemption and rezoning of the property. Drilling a well on the property is most likely not feasible due to unavailability of ground water on site. This is based on information from Dick Sellers about dry holes drilled on adjacent properties. The most likely scenario for the property right now is to install a cistern onsite and haul water to it. Another possibility also involves a cistern, with water piped to it from an offsite well. A third, long-term option involves connecting to a community water supply (such as Beulah Water), but a significant grant will be needed to support that option. The District will keep this option open for future consideration.

iv. Once these initial tasks have been completed, the next set of tasks to do will be to create a Business Plan, finalize plan/draft drawings and get a good estimate of funds needed to get detail drawings. The District will require a roof design that doesn’t unload snow in front of the doorways, and a good explanation of how the financial figures were obtained. It will be expected that financials will include Local, County, State or Federal examples and further include anticipated inflationary increases. The anticipated cost for this step is \$2,500. The District will consider getting at least one other quote from another construction firms in order to compare F&DInternational’s quote, before a contract for this phase is awarded.

v. The Left Hand Fire Department is also looking to build a new station and received a quote from F&DInternational. Bryan has communicated with the Chief there, who has a construction background, to find out more on the business dealings of F&DInternational, who has done Phase 1 (initial design, cost estimates, siting and

financials) for them. The Left Hand Chief's only concern is that he felt the estimate for concrete flat work seemed high. The Left Hand Chief also recommended that the District inquire with the Mayor of Jamestown.

**vi.** The Mayor of Jamestown had a fire station built by Faurot Construction and utilized different contractors throughout the project. The Mayor never contacted F&DInternational for any of the work.

**vii.** Bryan has also reached out to Craig Fire but has not been able to connect with them yet. Craig Fire did contract with F&DInternational on a fire station project and the District is waiting to hear on the performance of F&DInternational on that project.

**viii.** Bryan's biggest concern about selecting a contractor for this project is communication. The contractor must have good communication with the District. So far communication with F&DInternational has been positive.

**ix.** One other concern about choosing a contractor is the contractor's relationship with the Department of Local Affairs (DOLA). The District will be looking for a favorable relationship between the contractor and DOLA. Bryan will contact the District's DOLA contact and see if that person has any comments about F&DInternational.

**x.** Bob will approach an appraiser to have the land appraised so the District will have a value of the land Dick is donating to the District.

**d. District Banking Options - update**

The USBank accounts are closed and funds have been transferred to Pueblo Bank & Trust. The problems with closing the USBank accounts were that the paper records did not match online records. Steve worked with USBank to resolve these issues and was able to get the USBank accounts closed. He deposited two cashier's checks (closing our checking and savings accounts) from US Bank into the District's checking account at Pueblo Bank & Trust. There should be no more bank fees from USBank.

**e. Evacuation Planning – Public Information - update**

**i.** Custer County was awarded a FEMA multi-agency/multi-regional disaster training grant in the amount of \$13,000 for evacuation planning. Bryan met with a total of 5 counties that surround the District. The District will be holding a table-top exercise on June 10 which will be a practice, dry run of the full scale evacuation exercise planned for September 26. This table-top exercise will be held at Beulah School at 6pm and Bryan encourages all District Board Members to attend. Food will be provided. The table top scenario will be that a fire breaks out in Custer County and operations surrounding this incident will be moved to Beulah. The table top is initially to work out details for officials before the full scale evacuation exercise takes place.

**ii.** The full scale, volunteer, live evacuation exercise will be a test of emergency notification by the Pueblo County Sheriff's Communication Center, homeowners ability to fully evacuate, road systems, opening the evacuation centers, animal shelters and use of the State Fair grounds.

**iii.** On Tuesday, May 26 at 6pm in the Beulah Community Center the District will host the annual Wildland Fire Mitigation/Evacuation Preparedness Community meeting. At this meeting the September 26 full scale evacuation will be presented to the community.

iv. Through the FEMA grant, the mailing of information about these events will be covered. This expense is usually paid for by the District. This grant will also cover the printing of any material.

## **7. NEW BUSINESS**

### **a. Retirement of Engine 62**

i. Engine 62 is a 1981 Ford that came to the Beulah Valley Volunteer Fire Department from the City of Pueblo Fire. It had an original tank of 500 gallons that was changed to 1,200 gallons and couldn't pass pump tests. Filling the tank with 1,200 gallons of water overloaded the vehicle, so the load was limited to 500 gallons. It still can't pass pump tests. Work has been put into trying to get the Engine to pass pump tests, but it still isn't sufficient. At this point, it is not worth spending any more money to get this apparatus up to standards. In its current state, this engine would not be useful in wildland or structural fires.

ii. This engine should be retired, insurance cancelled. The District will look for another affordable apparatus to replace this one, but it is not a top priority at this time.

iii. The District only has a certificate of origin for Engine 62, no other title papers are available. These papers were not available from the City when Beulah Fire acquired the apparatus or when it was transferred to the District in 2012.

iv. The Engine will be considered for donation to PCC after all District-usable equipment is removed from the apparatus.

*Motion was made by Joni Smith to approve the donation of Engine 62 to Pueblo Community College if they so accept, seconded by Pat Stanifer. Motion carried with no objections.*

### **b. Chief 1 Vehicle**

i. The Chief 1 vehicle has 260,000 miles on it and is almost at the end of its usable life. This vehicle has had small mechanical issues come up recently that has cost the District money to repair. Bryan anticipates that there may be larger issues that will soon come up that will cost large amounts of money to repair. Bryan encourages the District to entertain the thought of whether or not to continue repairing this vehicle or replacing the vehicle in the future.

ii. A brand new Tahoe properly equipped for the District's use would be approximately \$31,000 which is lower than the price of a good, used 2013 Tahoe which is not properly equipped for use as an emergency response vehicle. This does not include the cost of new emergency response equipment (lights, siren, etc.), which would add another \$8,000-\$9,000 to the cost.

ii. If the Chief 1 vehicle does need a major repair, the short term fix is for Bryan to use his personal vehicle with the District paying him mileage. This option would not be considered for long term use. Bryan will look into the possibility of getting a used Tahoe from Pueblo West Fire Department.

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

Meeting adjourned at 8:18pm.

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 March 31, 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