

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 91
January 22, 2015**

MINUTES

The original voice recording of this meeting was permanently lost before the minutes were created. These minutes have been created using the best recollection of Chief Ware and all Directors in attendance at this meeting.

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, and Fundraising Coordinator and Interim Treasurer Bob Thompson. Also attending was Chief Bryan Ware and volunteer responders Austin McCullah, Cadet Jared Knisley, Lieutenant Clara Long, Joel Outhier, Captain Kurt Thompson, and Naomi Blake.

1. Chair and President Steve Douglas called the meeting to order at 6:33p.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 Kim Toman. Motion carried with no objections.

3. APPROVAL OF MINUTES of December 11, 2014 meeting.

There was one change to Steve's edits of the December 11, 2014 meeting minutes. That change is the addition of Gwen as signor under Old Business, District Banking Options – Update, item .6f.i

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 Kim Toman. Motion carried with no objections.

4. FINANCIAL REPORT, reported by Bryan

a. The Income of the District 2014 year end statement dated December 31, 2014 was less than expected because 2 payments that were anticipated to be received by December 31, 2014 were not made. If this income is recorded in January 2015, they will be recorded in the 2014 financial reports.

b. The unspent portion of the 2014 emergency funds (\$7,115) was transferred into the District savings account and added to the reserves. This represents the total amount added to District reserves at the end of the year.

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 167 total responses, i.e. 114 EMS and 53 Fire.

b. The cascade system has finally shipped on January 21, 2015. Installation of the system should happen late in January or early February 2015.

c. Engine 63 throttle control became inoperable a week ago and the unit has been taken out of service while the necessary repairs are made. The estimated cost for parts is \$600 and will come out of the repair budget line.

d. The District has submitted a grant through the General Motors Foundation for the replacement of the Chief Vehicle. It will be a few months before it is known if this grant will be awarded or not.

e. Bryan is shooting to get the annual report out the first week of February, so if there is a topic any Board Member would like to see discussed please get the information to Bryan within the week. Steve will write the President's Letter. There will be a section on finance and a report by the Auxiliary.

f. The District is currently looking into the feasibility of conducting a full scale evacuation drill in Beulah in late spring 2015. Planning for this event will include coordination with county responders and the Sheriff's Communications Center, as well as meetings with the public. This opportunity would test the District's systems so improvements for a real life event could be put in place.

g. For 2015 there are 15 Fire Protection Contracts, no change from 2014. There are 5 contracts that were dropped but 5 new contracts were added. These 15 contracts will result in approximately \$1,500 in revenue for 2015.

h. Sworn into Office were Captain Joel Outhier and Lieutenant Austin McCullah.

i. Bryan confirmed that the 3% TABOR funds are to be used for fire, flood, tornado, blizzard, or other major emergencies. The fund is not for general operating expenses, even if they were unexpected.

j. The cost of an Audit exemption in 2015 will be approximately \$1,000-\$1,500, as quoted by Sam Denardo of Garren, Ross & Denardo. The exemption must be submitted by March 31, 2015.

k. There was a meeting held at Mountain Park Environmental Center (MPEC) today between Dave VanManen, MPEC Executive Director, Shane Ewing (MPEC), Wyatt Hosmer (MPEC), two representative from the Nature Conservancy, Chief Villars (Pueblo Fire), Deputy Chief Shelton (Pueblo Fire), Chief Ware and Steve about the feasibility of doing prescribed fires in Pueblo Mountain Park. This would be a means of managing the build-up of hazardous fuels in the Mountain Park while getting the benefits fire provides to plants and the soil. The District can use this as a training experience for its personnel. Insurance for the prescribed fires would be covered by the Nature Conservancy. Fund raising to pay costs needed to plan and perform the prescribed fires would be the responsibility of MPEC. The Nature Conservancy could help with that fundraising. Key to having prescribed fire in the Park is the support of the Pueblo City Manager and Council, and the public. If those plans go forward, it is likely that the earliest date for beginning prescribed fires in the Mountain Park is Fall 2016.

l. The District's portable and mobile radios, originally purchased and owned by Pueblo County, will soon have their ownership transferred to the District. Inventory of radios and associated equipment (batteries/charging stations) is currently being determined. It is becoming apparent that a few radios are unaccounted for because of personnel changes when the Fire Department and EMS combined into one District.

m. The 2014 budget amendment and 2015 budget have been submitted to and accepted by the Department of Local Affairs (DOLA).

6. OLD BUSINESS

a. 2014 Audit - update, by Bryan

No update on the 2014 Audit except that there has been no contact by the State to the District.

b. District Auxiliary - update

i. There still is enough food left in the freezer to supply nourishment to responders during a large scale emergency. The Food Committee will be contacted in the first quarter on 2015 to begin preparing food to replenish the freezer with fresh items. The items still remaining in the freezer from 2014 will continue to be used for trainings in the first quarter of 2015.

ii. The Auxiliary has prepared its 2015 Budget and even with \$8,500 in distributions approved in 2014 for a Generator, Personal Protective Equipment, and the match for the Cascade System, the Auxiliary projects another \$6,600 being available for support of District volunteer members in 2015.

c. Potential Fire Station Site and Plans – update

i. Captain Thompson and Chief Ware met with a company from Boulder called FD International who had created a basic floor plan concept of the new station. This plan concept was presented to the Board for comments and input. The concept drawing is just a starting point and many changes are anticipated as comments and input is gathered from Board Members as well as District Volunteer Members. A decision of which engineering firm to contract for final drawings has not been determined yet.

ii. FD International has built many governmental buildings throughout Colorado including many small town fire stations. They have worked with DOLA and feel comfortable saying that the District should expect at least \$500,000 in funding through DOLA for this project.

iii. Once the Board decides on an engineering firm, a business plan must be developed. This business plan will show potential funders the final plan and how funding for the project will be obtained.

d. District Banking Options - update

i. The District USBank accounts will be closing about mid-February once all automatic deposits have been confirmed in the new Pueblo Bank & Trust accounts.

ii. RuthAnn Amey closed out the other 3 accounts that she still had access to from previous years as a Director on the District Board.

e. Board vacancy– update (Resolution 2015-1)

i. Since there is no perceived security risk with the removal of Travis as a Director, the District has relaxed its position of changing locks and door codes. Door codes will remain the same until there is a future need to change them.

ii. The District received one inquiry into the vacant Director position. Joan (Joni) Smith submitted an email of interest to Bryan on January 21, 2015. She submitted an email because of an ongoing family emergency she was attending to. She also was unavailable for this Board Meeting because of the same family emergency. After discussions, the Board decided Joni would be a great addition to the Board.

Motion to accept Resolution 2015-1, appointing Joan (Joni) C. Smith to the Vacant Director's Position on the District's Board of Directors, was made by Steve Douglas, and seconded by Pat Stanifer. Roll call vote was taken: Steve Douglas – aye; Pat Stanifer – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

f. Station 2 – Change of Use from “Equipment Storage Facility” to “Fire Station” - update

i. Steve attended the January Pueblo County Planning Commission meeting on December 16, 2014 where this issue stayed on the consent agenda for the evening. The only requirement asked of the District was to provide copies of permits for well and septic system, once they became available. No concerns were brought up about parking.

ii. The septic system is being engineered by Laurie Clark of Clark Engineering Inc. Once that is completed we will submit that to the City-County Health Department for final approval of the septic system and then construction of that system can begin. The well permit will be submitted by our well contractor, probably this Spring when the ground dries out and mud is not a problem. Copies of those permits need to be sent to the Pueblo County Department of Planning & Development as soon as possible, as per the conditions of the change of use (to Fire Station) of the property.

g. Location of Meeting Posting Locations – update

Kim did not receive any feedback from her email requesting details of where the District Agenda was posted in the Pueblo County Courthouse. Bryan provided information that the Agendas were posted in Beulah on the Community Bulletin Board at Stompin’ Grounds Coffee Shop, the Community Bulletin Board at the United States Post Office, and on the outside of the District Office. Kim will be in Pueblo tomorrow and will check at the Pueblo County Clerk and Recorder’s Office to see if and where the Agenda is posted.

7. NEW BUSINESS

There was no new business

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

Meeting adjourned at 8:23pm.

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 December 31, 2014

-Beulah Fire Protection and Ambulance District, Compensation Waiver

-Conceptual Fire Station layout – Beulah Fire Protection and Ambulance District, January 2015, by FDIInternational, LLC, Architecture/Engineering

-Email from Joni Smith to Bryan Ware, regarding interest in vacant Board position

-Resolution 2015-1 to appoint Joan Smith to the Vacant Director’s Position on the District’s Board of Directors