

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 87
September 25, 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, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Absent were Vice President Pat Stanifer and Treasurer Travis Allee. Also attending was Chief Bryan Ware.

1. Chair and President Steve Douglas called the meeting to order at 6:32 p.m.

2. APPROVAL OF AGENDA. There were no changes to the Agenda. Later in the meeting it was requested, and approved, to reverse the order of Old Business items h and i. *Motion to approve the agenda as presented was made by Kim Toman, seconded by Bob Thompson. Motion carried with no objections.*

3. APPROVAL OF MINUTES of August 28, 2014 meeting

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

4. FINANCIAL REPORT, reported by Bryan on behalf of Travis

a. Noted in the Revenue is the Specific Ownership tax, Budget line 7005, which is \$4,736 over the total budgeted amount. This overage will be reflected in the proposed, updated 2014 Budget revision which will be presented later in this meeting.

b. Noted in Expenses is the increase in the Commercial Auto Insurance, Budget line 8300. The increase of \$750 is for the addition of new Engine 63 and the reduction of removing old Engine 63 and removing Brush 73 have been included in this revision. *Motion to accept the Financial Report (previously called the "Treasurer's Report" in the motion acceptance section but duly noted as now called the "Financial Report" since this report is compiled by the accountant not the Treasurer) was made by Kim Toman, seconded by Bob Thompson. Motion carried with no objections.*

5. CHIEF'S REPORT, reported by Bryan

a. So far this year there have been 70 EMS and 47 Fire responses.

b. Brush 71 is back in service and all the necessary repairs have been completed. The total cost for these repairs was \$1,175

c. Bryan is still waiting to hear back from Lowes about the grant for the Station 2 improvements for the bathroom, cistern, septic and upgrades to the trailer at station 2 to make it a search trailer. Bryan should hear by the end of October on the outcome of this grant request

d. The Beulah Fire Cancer T-Shirts have arrived and the District has begun to sell these shirts throughout the community. 50% of the proceeds will go to the American Cancer Society the other 50% of the proceeds will go to the District

e. The District will begin administering flu vaccine shots on October 1st and as in past years will be requesting \$10.00 per flu vaccine

f. The cascade system that was awarded to the District from the FEMA Assistance to Firefighter Grant has started to arrive and should be fully installed by the end of October

6. OLD BUSINESS:

a. 2014 Audit - update, by Bryan

i. The audit has been time consuming on the District office. Improvements are going to be recommended by the Auditors to the District. The audit is not completed just yet as there are a few more adjustments to be made by the auditor due to some minor assumptions that needed to be made to complete the audit because of lack of previous audit/financial information. The District audit will still be to the States office by September 30th. The auditor offered any willing and able District board member to the auditor's office to review the audit documents before they are sent to the State. Steve, Bob Thompson and Kim offered to go to the auditor's office on Monday, September 29 to review the audit documents before they are submitted to the State. The time for these board members to meet at the auditor's office is set for 10am.

ii. The District should plan on a 1 hour presentation by the auditor at the October 2014 board meeting.

b. District Auxiliary - update

i. September 13th was the Cowboy Poetry Gathering. An estimate of over \$8,740 net total was raised at this event. Gross sales from sponsors, ticket sales, silent auction items and beer/wine was approximately \$9,400. Expenses are estimated at about \$1,700. Suggestions were made for improvements for next year's event. Specifically, offering responders half-price tickets since they already volunteer for the District.

ii. The District training scheduled for September 20 was cancelled due to lack of participants.

iii. Bryan recommended that the Auxiliary contact Clara Long to see if the burritos at Station 2 can be used for the EMS/Fire Kickball Event Scheduled for October 17th. Kim will contact Clara about this.

c. Potential Fire Station - update

i. Dick Sellers is back from vacation and Steve, Bob and Bryan will schedule a meeting with him over defining the actual details of the land donation to the District for a new fire station.

ii. Bryan handed out a preliminary sketch of the new fire station that was submitted to Williams and Williams architects for review and recommendations and pricing. Discussions were held about various things to consider when designing the new station. The major idea was thinking about the roof design so winter snow does not fall off the roof into doorways, especially apparatus bay doorways.

d. Discussion – establishing a minimum level for District Reserves as of January 1, 2015

i. Based on the Money Reserve attachment provided at this meeting by Bryan, Bryan recommended establishing a minimum level of District Reserves as \$40,000.

ii. After discussions on estimated income and expenses for future first quarters, the District recommends a minimum operating reserve of \$50,000 in 2014 dollars to be used to temper future fiscal choices.

Motion to accept a minimum operating reserve of \$50,000 in 2014 dollars to be used to temper future fiscal choices was made by Steve Douglas, seconded by Bob Thompson. Motion carried with no objections.

e. 2014 Budget amendment

i. Revisions were made to the 2014 Budget Revision presented in August based on current actual figures.

ii. In December, the final 2014 Budget will be presented based on actual figures from 2014.

iii. Discussions on various line item amounts were held.

Motion to accept Resolution 2014-2, adopting the amended budget as submitted, was made by Bob Thompson, and seconded by Kim Toman. Roll call vote was taken: Steve Douglas – aye; Bob Thompson – aye; Kim Toman- aye. Motion carried unanimously.

f. 2015 Budget

i. There were no line item revisions to the 2015 Budget that was presented in August.

ii. In December, the final 2015 Budget will be presented based on actual figures from 2014.

iii. Discussions on various line item amounts were held.

Motion to accept Resolution 2014-3, adopting the amended budget as submitted, was made by Kim Toman, and seconded by Bob Thompson. Roll call vote was taken: Steve Douglas – aye; Bob Thompson – aye; Kim Toman- aye. Motion carried unanimously.

g. District Banking Options - update

iii. Bryan reported that USBank does not charge us saving or checking account fees, they did charge us \$6.95 per report that was run for audit purposes. Bryan would like a comparison done between USBank and Pueblo Bank and Trust to evaluate interest income and bank fee charges.

ii. The District still has an active Ambulance District credit card that needs to be closed.

iii. The question still remains if the District can use a credit union for banking purposes. This question needs to be investigated.

i. Planning for Chief Ware's 2014 Performance Evaluation [at this point in the meeting, Bryan requested to reverse Old Business items h and i. Steve approved the change]

i. A special meeting is tentatively scheduled for October 19, 1-4 pm, for Bryan's annual performance review. This date is pending on Travis and Pat being able to attend. Alternate dates are October 20, and October 21.

ii. Bryan's responses to the review questions will be due to board members by October 15, 5pm.

h. Review and update Board of Directors – Policies, Procedures; Rules of Conduct; and District By-Laws

i. Pat found out from Tom Mullans that the District cannot adopt stricter board member attendance policies than state statutes dictate.

ii. Pat also learned that “subscribing the oath of office” means taking the oath of office.

iii. Finally, Pat learned that the board can request a board member to resign, but the board member is not obligated to do so. A recall can be utilized to remove a board member for non-performance.

iv. The current By-Laws and District Policies, Procedures; Rules of Conduct do not specify the state statute that addresses the grounds of removal of a board member for three consecutive absences. This item should be clarified at some point in a future meeting this year.

7. NEW BUSINESS. There was no New Business

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

Meeting adjourned at 8:53 pm.

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 August 31, 2014
- Sketch of building dimensions and layout of potential new fire station
- Money Reserve (Expenses for Quarter and Jan/Feb 2013 and 2014)
- 2014 Budget, Revision 1
- draft Resolution to adopt the revised 2014 budget
- 2015 Proposed Budget – August 2014
- draft Resolution to adopt the 2015 proposed budget
- email dated 9/4/2014; communication between Pat Stanifer on Tom Mullans regarding board questions about board member attendance policies
- CRS 32-1-905
- Summary from Pat Stanifer regarding board member attendance questions