

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 85
July 24, 2014**

MINUTES

The meeting of the Board was held at the District office in Beulah, CO.

Board members present were: Vice President Pat Stanifer; Secretary Kim Toman; Treasurer, Travis Allee, Fundraising Coordinator Bob Thompson. Absent was Chair and President, Steve Douglas. Also attending was Chief Bryan Ware.

1. Vice President Patrick Stanifer called the meeting to order at 6:32 p.m.

2. THE AGENDA There were no changes to the Agenda. *Motion to approve the agenda as amended/presented was made Bob Thompson, seconded by Travis Allee. Motion carried with no objections.*

3. MINUTES of the June 26, 2014 meeting

Bryan had emailed Kim two changes to make, those changes/clarifications were made as requested:

a. Paragraph 5.e. It was confirmed that Engine 62 would be housed at Station 2.

b. Paragraph 6.c. The auditing firm name of “Garren, Ross & Denardo Inc“ was added.

Motion was made by Travis Allee and seconded by 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 Travis Allee

a. Expenses are higher than Income, so adjustments will have to be made to the 2014 Budget at the August board meeting.

b. The first draft of the 2015 Budget will be developed by Bryan and Travis in August and presented to the Board in September.

Motion was made by Bob Thompson to accept the Treasurer’s Report, seconded by Travis Allee. Motion carried with no objections.

5. CHIEF’S REPORT, Bryan reported

a. So far this year there have been 54 EMS and 40 Fire responses. EMS responses have increased in the last 6 weeks.

b. Starting on Saturday, July 26th through and including August 1, the District will be providing Fire and EMS coverage at Hudson Ranch on Highway 78 for the annual rocket launch festival. The District will be receiving a \$500 Donation for this service. The District responders serving at the rocket launch will not deplete the District of its normal responder coverage and the apparatus that will be at the rocket site can be used for a toned response if needed.

c. The new Engine 63 is almost ready to be put into service. This engine needs a few more adapters and nozzles, and lettering also needs to be completed. Everything else is completed on the apparatus. The transportation and outfitting of this apparatus cost the District approximately \$4,300.

d. The annual Arts and Crafts show is August 2 and 3rd and the District is still in need of having either Board Members or Auxiliary members sign up to help cover the information tent.

e. August 23rd is the next blood drive so please help spread the word as another 12 spots are needed to be filled for that day.

f. Priscilla Hill, the District Chaplin, and Bryan are in the process of securing a location to be utilized as an evacuation center for responder families in the event of an evacuation in the District. The Red Cross will provide the items needed at the evacuation location for the responder families.

6. OLD BUSINESS:

a. Twin Buttes Fire Water Supply - update

i. The fire water system is completely fixed and will be checked monthly by the District. Bryan will send a monthly email to Joe and the Homeowner's Association indicating the status of system, working or not working and what is not working properly.

ii. The system has already been tested and is working.

iii. Access to the water system will be for any response in the District.

iv. This is the last update provided to the Board unless the system is not working or there is a problem.

b. Red Creek Fire Department – update, by Bryan

i. Red Creek Fire Department is now running their own organization.

ii. Joe Dyjak is the current chief.

iii. This is the last update provided to the Board unless a problem arises.

c. 2014 Audit - update, by Bryan

i. The District just received a letter today from Garren, Ross and Denardo, the District Auditor, the estimate for the 2013 audit is \$6,500, max. The auditing firm will not charge the District for additional costs over the estimate of \$6,500.

ii. The 2014 Budget has allocated \$5,000 for the 2013 audit and Gwen Watkin's work for 2014. Gwen's 2014 work was estimated to be approximately \$1,500.

iii. It is recommended that the District should get a proposal every year to have an audit and then decide whether or not to have an audit completed. The good thing about having an audit done every year is the fact that discrepancies may be discovered sooner and it will take less time for an auditing firm to complete a full audit every year. The unfortunate thing about an annual audit is the yearly cost and the effect of this cost on the budget. Discussions should continue in the future about whether or not to have an annual District audit.

iv. Bryan has two weeks to provide the auditing firm with all of the information they need to perform the full audit for 2013.

v. The Board is still in consensus to move forward with the full audit as planned even though the cost is above what is allocated in the 2014 Budget.

d. District Auxiliary - update

i. The Auxiliary is now officially a 501(c)3 organization. The IRS letter of determination was received in the mail.

ii. The Auxiliary will not be able to participate in the 2014 Colorado Gives Day because it does not meet their requirements to participate. The requirements are: the organization must have been in operation at least one year and have filed at least one form 990 with the IRS for income and expense reporting; AND have at least one of the following two requirements met: (1) have had at least \$50,000 in revenue OR (2) have \$25,000 in assets. In March 2015 the Auxiliary can begin the process of registering for the 2015 Colorado Gives Day.

iii. September 13th is the Cowboy Poetry Gathering. This fundraiser will be at the Wild Turkey Ranch on 3R Road and will involve a barbeque meal and entertainment of live music and poetry reading. The fundraising will include a silent auction, donations involving dressing the firefighter.

e. Potential Fire Station - update

i. Bob Thompson had a meeting with Dick Sellers. They talked about the four proposed locations suggested by Bryan: the property on Maryknoll, which will not be an option; the property on North Creek Road which would not be an option; the property on Pine Drive which would not be an option; the

property to the east of Pete and Polly Conlon's, to the west of the Pine Drive Telephone Company, was available as an option for a new fire station.

ii. Dick would donate to the District the 6 acre parcel between Pete and Polly Conlon's and Pine Drive Telephone (Sellers parcel) with the stipulation that the District would get this parcel in the Beulah Water Works District and also extend the new water line to the Pine Drive Telephone office on Central Ave. Dick would help construct this water line by donating the equipment he has to install the water line. The District has people to run Dick's equipment.

iii. If the Sellers parcel option is pursued, Bryan has two (2) additional hydrants that would be needed on the new water line. One would be across from the Beulah School to replace the undersized line that currently exists to the hydrant there. The other hydrant would be for use for filling apparatus at the new fire station.

iv. The next task to get accomplished would be for Bob, Bryan and Steve get a proposal to Dick on the Sellers parcel.

v. An additional task would be to have Steve and Bryan talk to Beulah Water Works President, Bill Hower, about additional taps in the water district and requirements for water line extensions in the water district.

vi. Bryan will continue to work with Paul Huber on drawings for the new fire station.

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

i. It is recommended that the District consider adopting some specific attendance policies for District Board members. These policies would need to be defined and revised in the By-Laws. Board members are encouraged to review the By-Laws and Policies along with the Colorado Board meeting attendance statutes so that a discussions and/or decisions can be made at the August 2014 Board meeting and then publicized and adopted at the September 2014 Board meeting.

ii. Pat asked Travis if he is willing and able to fulfill all the duties of Treasurer as delineated in the boards bylaws and begin paying bills..."

in order to take that task off of Bryan. Travis is willing to keep his duties of Treasurer.

Bryan can enter the bills when they come in and then Travis can pay the bills. This way of entering and paying bills will allow invoices to be kept at district office in case someone requests to see a receipt. Travis can get Bryan a copy of Peachtree accounting software to help with audits. The accounting software data can be utilized by an auditing firm to prepare full audits easily.

iii. Bryan will put a 30 day notice in the Pueblo Chieftain for revisions to the 2014 Budget, 2015 Budget process announcement, and proposal for change and adoption of District By-laws.

iv. Pat will look into the State of Colorado's Revised Statutes for Special Districts to determine if there are any restrictions on the Beulah Board adopting a different attendance requirement other than what is stated in the statute".

g. District Banking Options - update

i. The Treasurer should pick the best choice based on the information Bryan gathered on different Pueblo banks.

ii. The question was raised to whether the District can use credit union or not. Travis will find the answer to this question for the August 2014 Board meeting.

iii. The District credit card issue still ongoing. Ruth Ann Amey is still the principal on the credit card account. Ruth Ann is working on getting this issue resolved.

7. NEW BUSINESS

a. 2014 Budget Amendment

i. The District had unexpected repairs for Engine 61 that totaled approximately \$10,000. In addition, the District outfitted three (3) new firefighters in full protective gear. The engine repairs were recorded in budget line 8101, Equipment and Maintenance, while the firefighter personal protective equipment expenses were recorded in budget line 8111, Personal Protection Equipment. Both of these

expenses should have been recorded in District Capital expenses. There will be a budget amendment needed to move the expenses from the equipment and maintenance lines to capital expenses.

ii. The District also expects to have an additional \$2,500 expenses in budget line 8000, Accounting expense. This \$2,500 is above the original budgeted amount of \$5,000 and is a result of the 2013 full audit.

iii. The previous Board allocation of \$10,000 for a new engine can no longer be afforded and will be put toward the capital purchases mentioned above in Agenda item 7.a.i.

iv. The District is projecting to be \$27,500 over budget for the 2014 calendar year. The reallocation of \$10,000 from capital for the new engine brings this projection down to approximately \$17,500. This \$17,500 will most likely come from reserve to cover the shortfall.

v. The budget will be revised for the last time in December and may include exceeded income for a few budget lines. For example, budget line 7005, Specific Ownership Tax which has already been met on June 30, 2014 and is expected to increase throughout 2014 as people in the District purchase new cars. It is hopeful too that line items 7300, Donations and 7100, EMS Billing will exceed 2014 budget projections.

vi. The Assistance for Firefighters Grant (AFG) application was submitted for personal protective equipment (PPE), self contained breathing apparatus (SCBA's), and a cascade SCBA filling system. This grant application was granted and approved for the SCBA cascade filling system only in the amount of \$27,000. The remaining equipment in the grant application was not approved or granted.

vii. Austin McCullah is currently at an informational meeting in Pueblo West about an upcoming State of Colorado grant that will be available for PPE. The total amount of grant funds available for PPE is approximately \$2,300,000. The District will look further into this grant for obtaining new SCBA equipment. The District's current SCBA system is now serviced by Honeywell. Honeywell no longer services our type SCBA's. This will be the basis for this grant application to receive new SCBA equipment.

b. 2015 Budget

i. Since Pueblo County gives the District the *estimated* 2015 taxes in October 2014, an estimated 2015 budget cannot really begin until after October. A best estimate for a 2015 budget can be projected in October 2014 and updated in mid to late December when the final tax figures are given to the District by Pueblo County.

ii. When discussing the 2015 budget, the Board is asked to keep in mind the larger projects that may begin on 2015 such as the construction of a new fire station.

iii. Bryan is hoping that equipment needs on apparatus have generally been met realizing that there is always some other piece of equipment that would be nice to have on an apparatus.

iv. Personal Protective Equipment, budget line 8111, and Radio Reserve, budget line 8114, are other lines that should be reviewed for 2015.

v. Bryan would like the 2015 budget presentation to be a little more formal and it may end being a longer presentation but will include actual District data regarding where the District stands at that point in time.

vi. If there is anything that the District Board would like to see different on the 2015 budget, please let Travis or Bryan know as soon as possible.

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

Meeting adjourned at 7:35 pm.

Attachments:

1. Beulah Fire Protection Ambulance District Statement of Actual to Budget Jan 1 to June 30, 2014 Tax District 6_30_14 Statements (1) (Budget Report)

2. Income/Expense Comparison by Category – YTD 1/1/2013 through 7/24/2014 (Travis’s Budget Report)
3. Banking Option flyers (Vectra Bank, Pueblo Bank & Trust, and Canon National Bank)
4. C.R.S. 32-1-905, Colorado Revised Statutes, Title 32 Special Districts, Special District Act, Article 1 Special District Provisions, Part 9 Directors – Organization of Board, Vacancies

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