

**BEULAH AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No 53**

April 26, 2012

MINUTES

The meeting of the Board was held at the Beulah Community Center in Beulah, CO

Board members present were: Chairman and President Steve Douglas; Vice-president Carol Wright; Secretary Anne Moulton; Treasurer Ruth Ann Amey; and Judy (Satterfield) Lietz. Also attending were EMS Chief Bryan Ware, responder Captain Tricia Anderson, community members, Gary Kyte and Cathy Halcomb, and future board members Travis Allee, and Jerry Wahl. Later arrivals were Pete and Polly Conlon and Bob Thompson.

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

2. AGENDA: amended to include under New Business, DOLA DLG online report filing. Motion to approve the agenda as amended was made by Judy Lietz, seconded by Carol Wright. Motion carried with no objections.

3. MINUTES of the 03/22/2012 meeting to be corrected as follows:

Item 4, 1st bullet, prefer to be “underspent” instead of behind

Item 5, 5th bullet, Bryan’s award came “from St. Mary Corwin”

Item 6a, 2nd paragraph, need for “using reserve funds from the Fire Department”

Item 6a, middle of paragraph on p. 3, change to “If we are audited for the radio project it is likely to be within 5 years

Next sentence, replace - then radios belong to agency with “after 5 years Pueblo County will give the radios to the agency”

Next sentence, statewide, agencies are seeing about ... breakdown/year

Later in sentence, “so we are budgeting to approximate statewide experience” (not standards)

Next paragraph, ... “2 state patrol HAZMAT responders to cover the five county area including Pueblo County” then “Gas pumps at the general store are not in their response area”

Last paragraph, same page, sliding scale for responder pay is dependent on...

Page 4, 4th line, correct spelling of cross trained, f/b Steve suggest shifts may initially have 3 members on call.

Item 6b, last sentence, Beulah Fire Department paid that part of Atty. Mullans bill that dealt with changing the service plan and having a November election

Item 6e, 2nd line, a vote “center”, not centered, election

Item 7a, 3rd line, eliminate all about Carol said and re the pastor

Motion to approve the minutes as amended was made by Ruth Ann Amey, seconded by Judy Lietz. Motion carried with no objections.

4.TREASURER RUTH ANN AMEY GAVE THE FINANCIAL REPORT through March 31, 2012

- This was a good month with tax income coming in
- We are a little ahead by 3% in projected revenue
- Professional expense has a posting adjustment with election legal consulting costs moved from legal to election fees line item, so we now have \$1400+ left for legal expenses.
- We are a little overspent in disposable medical supplies with only 47% left. We will receive reimbursement on Equipment
- Postage is high but there are no large mailings expected
- Total expenses in March were low so we are right back on target, with 25% spent. Ruth Ann prefers to see us underspent
- Bryan just purchased the second computer which will post in May, so that month may be a bit higher
- There are big expenses at end of year, so take care
- The exemption from audit from the CPA was submitted on time
- We have Tom Griggs and Tricia Anderson's final expenses for paramedic training to pay in May but it will be reimbursed
- Next month we will adjust posting for fuel which comes from Pine Drive Telephone Company but should not have ended up under the telephone line item

Motion to accept the Treasurer's Report was made by Carol Wright, seconded by Judy Lietz. Motion carried with no objections.

5.EMS CHIEF BRYAN WARE REPORTED:

- We responded on 7 incidents in March, bringing our year total to 25 as of March 31st.
- The AMR donated ambulance has been received and placed in service. We have ordered a magnetic name plate for the sides of the ambulance instead of having decals put on with a potential name change in January 2013. We are looking into the possibility of donating the old Ambulance 2 to PCC or St. Mary Corwin for their education programs. Red Creek does not want it back. It is currently being stored in Fire Station 2.
- The group from Parkview was great to work with for the Community Health Fair. We ended up with 14 participants for the day.
- June 12th at 6:00 pm will be the next community education event, which will cover Advanced Directives and Do Not Resuscitate Orders.
- June 2nd will be the Community Blood Drive at the EMS Office. Please call to schedule.
- Next Wednesday, May 2nd the 5 EMT students will be completing their National Registry Skills testing which the Mountain Park is hosting for us. We now have 26 on the roster, two of whom come in from outside the District (they use the radio kept in the office).
- Just a note for those who have been in the office and seen that the medication room is unlocked; none of the medications that are accessible are controlled

substances. They do not need to be secured except from the general public by locking the front door. The narcotics which are stored on site are secured in a safe bolted to the floor, with a combination system.

- 10 of our members will be participating in the S130/190 wildland fire training course this weekend that the Pueblo County Sheriff's office is hosting in Pueblo.
- Save the date: May 19th will be the Fire Department Garage Sale Fundraiser. Joanie Tague is retiring and donating most of what she had at the Uncommon Market
- Bryan will not be at the next meeting, while attending a family graduation. He will participate by phone if needed. Captain Anderson will be there in his place.

6.OLD BUSINESS

a.Budget and Service Plan for a combined EMS/Fire District

Bryan and Steve have met with the Citizen's Committee several times since our last board meeting. We want to pass the budget and service plan documents on to Atty. Mullans so we will need a special meeting if we do not finish today. It is important to get it right, have a consensus.

Re the Service Plan:

- Strike FORWARD under the title
- Map will maintain the same boundaries but will have a new title block for Beulah Fire Protection and Ambulance District. Atty Mullans approved that name; the words Fire Protection are required, and it is permissible to add other words.
- We have entered the 6.5 mill levy in the document, but will discuss and, if agreed, approve that figure later in this meeting
- On p. 2 Atty. Mullans added the last paragraph, specifying terminology
- The action plan currently in place is for Beulah Ambulance District. We will need to revise and collectively update this plan with our new board and as needed.
- p.3 shows the budget, based on a combined mill levy of 13.5 mills
- 2nd paragraph, we are projecting \$29,900 as the net billing income for EMS
- Cathy Halcomb suggested we clean up format moving the \$ sign to the next line connecting it to 29,900, which we will do
- Total revenue is estimated to be \$209,621 in 2013 including all sources, not just the mill levy
- We removed the language about taxes coming in. Regarding the need for a reserve fund, currently better than half is required to get through the first part of the year (about \$17500/month for 2-3 months). We need to plan never to draw the reserve below \$40,000.
- Current assets, item 8: we used the number most unaffected by new revenue for the year; we had February figures in the prior draft. This number reflects assets as of January 1, 2012
- Item e: there is no proposal for short term indebtedness. We intentionally stayed quiet re long term indebtedness but did state the need for a new facility. We hope to pay for a facility with grant/savings/donations, but need to leave the door open for long term indebtedness which would have to go to voters for approval even if it did not involve an increase in mill levy.

- Item f: Beulah Fire Department records were more trusted as up to date than those from GIS, so we used the former here for the number of houses. We will change the numeric date at the end of this section, writing it out.
- Item g: Pete suggests we clarify that with a new facility we would still keep station 2 in service.
- Under Closing Remarks we will change the opening line to “Currently the donation-funded, non-profit” (omit incorporated)

Re the Budget and attached line item descriptions (see attached)

- Billing income is based on a changeable number of calls. If we don't transport, we don't bill. The collection rate for an average run, billed at about \$1300, produces about \$600
- Property tax revenue dropped about \$5200 as a result of the last property assessment. We asked what the county was told to expect. Next year it is expected to remain level at best or possibly decrease more, which will impact tax revenue through 2015.
- All agree now that the 6.5 mill request is tight and inflation affecting expenses is also possible
- Cash donations are a wild card. People tend to donate less with added taxes. We used this line to even out revenue vs expenses in the budget
- Investment income is generated by our reserves
- Grant income is unknown and usually involves a match that is an expense
- We want to make sure all know we don't want to bring fire on to support the ambulance service. Actually in some areas it is the opposite
- Gary Kyte comments: if a new district does contract fire service to those outside the district, that may be a source of income, but there would be operating costs for any response to those areas. We have presented as a suggestion to some parties to charge 6.5 mills of their property tax. We wouldn't decide this until the voted decision for a combined agency. Some agencies charge 1.5 times that amount. The landowners to our East (Boggs Flat area) are still asking about having a fire truck (Beulah Fire Departments's Engine 5). There are issues with liability concerning their own use of the truck or other fire department activity, but a truck stationed there could be considered a mobile water resource. The Fire Department has invited people in that area to train with them at a First Responder level.
- The Fire Department's current vehicles are well maintained but all vehicles have the potential for needing repair. It is increasingly difficult to find a volunteer to maintain them, and also is a liability if they are not maintained by trained mechanics
- The Fuel figure is just a guess with fuel prices rising and very high use of fuel by these vehicles
- The HAZMAT expense line is changed from the prior draft. Jerry, Travis, Bryan and Steve discussed this and decided not to try to go to technician level (technicians in full personal protective equipment work in the hot zone). The HAZMAT committee thinks we should train to operations level including a 20 hour course which is a requirement for fire fighters at the national level. They could be first on scene, perform an evaluation, assure safety, dam a leak, assist

with decontamination. \$1000 is budgeted for materials, supplies. Bryan is looking for Pueblo County to host an operations course in Beulah in June. Thanks to Travis for his input.

- The position of the chief of Rye Fire Protection District is posted with a salary of \$60,000/year.
- Volunteer pay reimbursement comes from billing for the EMTs, but within this split EMS/e budget, fire volunteer pay must come from the property tax. We will set a fair scale across the board so there will be no difference between the two areas of activity. The Chief takes a lot of calls, so this brings down the cost of on-call and response pay. He receives no additional pay, and tries to balance administrative hours to avoid too much comp time. All on the roster will take a share of the calls as we try to balance the skill set re fire and EMS. This is tightly budgeted.
- The Board stipend: historically many don't take their stipend which is added to the reserves. It is important to do volunteer recognition activities, so we decided by a vote last month to apply our stipends to that area
- Insurance: we are keeping the current numbers at this time, but hope it will be improved next year. We won't know until December.
- There is change (compared with prior draft) in the contingency line which we added for EMS, taking it from the medical supplies category. This is only a 2% contingency, and may only pay for inflation or decreased property assessment for taxes
- We consider this a tight budget. There is concern whether it is sufficient but also awareness we need the vote of the citizens
- It may be hard to add to capital reserve in the next few years. We hope this will improve.
- The DOLA reserve is required by the Tabor Amendment. If we don't have to use the contingency or DOLA funds, the unspent amount can go into reserves. We are not required to spend them.

Gary comments that one year ago today the BVVFD asked for a citizen's committee to study the future of the Fire Department. He wants to thank this committee for all they put together. He thinks their recommendations are best for the community. Steve agrees that many things would have been missed without their input. We have arrived at something to hang our hats on. He would like to see a community meeting before this goes to the county commissioners.

Travis asks what happens with the fire service if there is a problem with the ambulance service as occurred in another community. We have the advantage that we will still rely largely on volunteers. We also need to try to leave the impression that we still need donations. If this ballot issue passes, the agency is all together, not two separate agencies. To prevent a major and expensive litigation issue, we must have good personnel, training, proper equipment, and good insurance. Other areas of concern move slower and can be worked with over time. The new VFIS insurance policy provides a higher \$10,000,000 limit on liability.

Steve Douglas made a motion that we approve the proposed 2013 budget and associated narrative, and the service plan (revised today) for a Beulah Fire Protection and Ambulance District, and forward it to the County Commissioners through Atty. Mullans. Carol Wright seconded. Motion carried with no objections.

Anne Moulton made a motion to approve Resolution 2012-5 to submit the revised Service Plan to the Pueblo County Commissioners. Judy Lietz seconded. A roll call vote is recorded with individual ayes from Steve Douglas, Carol Wright, Anne Moulton, Ruth Ann Amey, and Judy Lietz. Motion carried.

b. Update on donation of ambulance from AMR was covered in the Chief's report,

c. Discussion of establishing an Auxiliary to support District fund raising efforts.

We have a question for Atty. Mullans about using the same 501 c3 as the Fire Department or getting a new one. Polly Conlon has said she will assist with fund raisers, help with food etc., or be involved in District activities. Sherrie Howie may also be interested in that type of thing. We need a board member tasked with providing a liaison to assure communication between the board and any fund raising efforts.

7. NEW BUSINESS:

a. 2012 Beulah Arts and Crafts Fair: we will provide security detail for the art tent, and help set up and tear down as last year. We plan a shared Fire/EMS booth. We will schedule fire, ambulance and citizen's committee people.

b. Website contract renewal: our previous contract with Anderson Agencies was self renewing, but had unclear language. To be effective as of this past January, \$500 will be paid for design, editing, maintaining files, and correcting any problems with the site, in a contract that is now self renewing. We haven't paid since Jan 1, and need to pay to date and then for the rest of year. This is a lower price/month than the old contract. Other contractors usually charge well into the thousands for this service. Steve asks that all new information about the service plan etc be added immediately. Bryan will arrange this tomorrow. *A motion was made by Anne Moulton and seconded by Judy Lietz to accept this contract as written. Motion carried with no objections.*

c. DOLA DLG online report filing. Steve asks if there a read only access category. Anne will find out. We will wait until another meeting to decide who needs access.

8. Personnel matter update was performed out of executive session per Bryan's permission. We discussed whether there is any need to deal publicly in our community with a new wave of rumors that are being heard. Bryan felt that, with contact to disseminate correct information to some individuals having been made, there is no noise at the present. Steve provided a history of this situation for newly elected board members.

9. MOTION TO ADJOURN: was made by Carol Wright, seconded by Judy Lietz. Motion carried with no objections. Meeting adjourned.

Anne E Moulton, Secretary, Beulah Ambulance District Board of Directors Final