

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 74
August 22, 2013**

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; Secretary Anne Moulton; Fundraising Coordinator Bob Thompson. Treasurer Travis Allee absent. Also attending was Fire Chief Bryan Ware.

1.Chair and President Steve Douglas called the meeting to order at 6:36 p.m.

2.THE AGENDA: no additions were requested. *Motion to approve the agenda as presented was made by Anne Moulton, seconded by Bob Thompson. Motion carried with no objections.*

3.MINUTES of the July 25, 2013 Meeting. Amendments were requested as follows:
P2, last bullet of Treasurer's report: regarding insufficient fund charges add "It was a bank error"

P3, 2nd bullet, SURF should be CRRF (Cooperative Resource Rate Form)

P3, 5th bullet, regarding Austin, strike "he works for a shop", leave "he will need his own bonding..."

P3, AST abbreviation, spell out as "at the same time"

Motion to approve the minutes as amended was made by Pat Stanifer, seconded by Bob Thompson. Motion carried with no objections

4. THE FINANCIAL REPORT was given by Bryan Ware in the absence of Travis Allee. A statement was provided through July 31, 2013.

- Gwen is now caught up, per Bryan.
- Bryan presented a handout specifying why certain expenses are high including:
(1) the need to outfit (using used equipment where possible) 12 new firefighters in both structural and wildland fire gear, at an average cost per individual of \$2853 for structural and \$1290 for wildland; (2) the purchase and equipping of Tender 91 at just under \$40,000; (3) outfitting 3 brush trucks and 3 structural trucks to meet NFPA and NWG standards, at a cost of \$23,833; (4) one-time cost of \$995 out of office supplies of software for fire reporting; (5) repair of two garage door openers (one was the result of after-market excess weight of insulation added before we took ownership) at a cost of \$1200; (6) workout area added to the station to improve health and activity level of members at a cost of \$280.
- US Forest Service will give us a Type 6 truck fully loaded provided we loan it back when needed (with no personnel). Bryan will look into this further.
- The July 31 statement does not contain all of the expenses for tools; about \$2500 was not yet paid as of that date.

- On the income side we are above budget on special ownership tax, cash donations, and grant income.
- There is confusion about bank fees and charges being \$581 over budget. Bryan will ask Travis.
- Our utility bills were overpaid so we are currently living on credits.
- The proceeds from our BBQ will repay promotional expense under Public Outreach. The fee for our participation in March of Dimes volleyball tournament likewise has been covered. Bryan expects that to end up in the positive.
- The payment to the three firemen who went out on the response to the West Fork fire will be reimbursed, along with the fuel used.
- Hopefully both the grant reimbursement as well as the deployment checks will be in by end of year.
- Bryan has on his records, payments issuing in July, which are not shown on this statement.
- We are at about 50% of our expense budget, at 7 months into the year.
- We have some pieces of used equipment we need to recover from retired volunteers. Steve commented that it is ok to pass on used equipment if it has been inspected, cleaned and fits properly.
- We have had tremendous growth in attracting new volunteers, with related expenses but great benefit to the community. Hats off to Bryan from Steve and all. Bob Thompson commented that our new district has done a great job getting new equipment, while updating and repairing the existing equipment and vehicles.
- There is a line item ledger in the office open for viewing.

5.FIRE CHIEF BRYAN WARE REPORTED:

- We have had 53 EMS and 54 Fire responses. A breakdown of those fire responses will be presented at the next meeting, with only 2 actual structure fires and 2 wildland fires. To date we have 22 less EMS transports (35 vs. 57 transports last year).
- Bryan presented a handout about vehicle maintenance and repair, with other special expenses such as pump tests. Engine 62 could not draft and Engine 61 failed the 100% and 70% pump test, passed at 50%. They are still useful for firefighting, but the issue will come when we get the ISO updates. We will check the history, work on both and obtain estimates with a pump certified mechanic. We may need to budget for repairs next year. Various ponds are discussed to use for pump testing.
- Our capability to test is affected by our not having a pitot gauge. We can use Rye's, and trade with them if we have a test gauge. Bryan has questioned if the poor test result is a result of incorrect gauges. That might be an item for next year's budget.
- Our third Basic EMT class will begin October 15th. We currently have 6 interested. Bryan just finished submitting a grant to pay all but \$600 of the expenses for this class.
- MPEC asked if we would come wash out culverts at the Mountain Park. Since we are both governmental agencies, we can do an IGA (Inter-Government

Agreement) with them. We can't waste District materials, so Bryan gave them a rate for the use of our people, materials. We can use it to do pump and draft training for some of our new members. That money will become a trade for the rental of the lodge and food for our end of year appreciation dinner.

- Pat Stanifer informed us that there is money left on the table for state EMS grants. Bryan will explore that.
- Bryan reminded us that we have 8 slots to fill for the upcoming Blood Drive. Please tell friends and neighbors.

6. OLD BUSINESS:

a. Twin Buttes Fire Water Supply - Update. Bryan spoke with Daryl Voss, asking if he had heard from Joe of Red Creek Developers. He had no information. There is a meeting of the Twin Buttes HOA in September. Bryan will go, or if not able, will obtain more information by then.

b. Second Wildland Fire Mitigation Grant – Update. This 37 page grant is due Oct 18 to FEMA. It is uncertain when the date is for initial review by the state, late September to early October. There is up to a 75% match with in-kind and cash match both allowable. Steve spoke with Ken Brink of Colorado division of Emergency Management; the state developed a useful primer for the grant application. There were some holes in the information on requirements at this time. Nationwide it offered \$23,000,000. The detail required for the application is itself approximately the same as the state grant for this and next year (with the state offering \$9,000,000), ie which property, acreage to be treated, what the plan of action is (D space or shaded fuelbreak), and the expected cost/acre. This is a higher requirement than in previous grants. We will need sufficient people in moderate to high risk properties to step up with specifics in time. We have about 500 properties in that range. We treated 42 in the 2003 grant, leaving at least 400. Steve recommended finding at least fifty property owners to make the grant worthwhile. He submitted a Notice of Interest for up to 100 properties. Ownership in the community needs to be adequate to make the grant worthwhile. At this time we have only three volunteer neighborhood coordinators for fire mitigation. High hazard expensive trees, that have to come down, require a licensed and bonded tree service such as Coco's or Ian Gordon's, to protect the property owner from damage. Each property will have different needs and expenses. Folks need to understand that to be part of this type of grant, they will need to meet written state guidelines for defensible space or shaded fuelbreak, in order to be reimbursed. (The recent work at the Mountain Park meets the requirements of a shaded fuel break). Anne offered to attempt to organize for and write this grant, recognizing the extreme short fuse, with the intent that we get some energy moving now. After discussion about the considerable difficulties, *a motion was made by Steve Douglas, and seconded by Pat Stanifer, to accept Anne's offer to make the attempt to get this grant together or if nothing else to do foundation work toward the next grant. Motion carried with no objections.*

c. Smith Barney Account. A handout was provided showing past returns on the money invested by the Beulah Valley Volunteer Fire Department, and answers to some of our questions. In 2008 there was a loss of \$28,000 but all other years showed a positive

return. Our Estimated return is \$695.55 for this year. The funds have been invested in stock, mutual fund and money market accounts, the latter paying only .01%. There is a cost of \$95 per year for maintenance. Transactions are based on a percent of the account value, so it would cost approximately \$3000 to change over all investments to global mutual funds. We are advised that public funds can only be in certain types of investment. They will do the research and advise us about what is legal. Any investment is not secure except for money market or CD with very low interest. Jim will come to a meeting to make his recommendation and answer additional questions. We also will continue to discuss with Tom Mullans. In the meantime we will not make any changes.

d. Contract with Austin for vehicle/engine repair. This will be tabled until more information on liability insurance is available from Austin.

7. NEW BUSINESS:

a. August 2013 District Valuation figures from Pueblo County. These are not available yet; this item will be tabled. This information will be shared with the board by E-mail when it comes in. We expect about a 10% reduction, perhaps \$15,000. Home property assessment went down, but ranchland went up. There is some building but not a lot.

b. District Fund Raising projects, goals and suggested opportunities. We received and discussed a handout listing primary goals:

- (1) acquisition of land for future construction of a central fire station;
- (2) funding for that construction;
- (3) replacement of vehicles as they age/can't meet standards; and
- (4) replacement of fire gear and SCBA's.

A meeting was arranged with Bob Thompson, Bryan and Naomi Blake for September 18th at 10 am to consider fundraising plans. We can also encourage folks to name the District in their will. A station site should not be on a flood plain or in an area of high fire hazard; there are other siting concerns. Water supply was discussed. A water tap plus a cistern would be desirable for rapid filling of trucks. If offered an existing parcel, we can allow donation of land which could be sold for money to buy what we do need. A donation would be tax deductible. It needs to be centrally located. The cost of surveying and subdivision may be an issue for donation of a portion of an existing parcel. It is a plus for everyone if it is an existing separate parcel. We also need to consider zoning and subdivision exemptions. Pueblo County GIS and the Planning Department can help with these issues. Bryan will obtain an estimate of the cost of plans and construction including a description of floor space requirements from Paul and explore grants available. Steve requested the skeletal work be done for early October, so we can have specifics for all of the above goals to present to donors and to support fund raising ideas.

c. 2013 4th Quarter Budget Amendment. For the September meeting we will be advertising as required to announce this process. Bryan provided a rough draft of a proposed budget amendment. On the revenue side, we dropped the Billing income to \$30,000, increased cash donations to \$3966 in response to donations near that amount that are already recorded with more to be entered. Investment income is low at this time

so it was dropped to \$100. Grant income was increased because we do have money coming in from the fire volunteer grant. Special ownership tax was increased to what we have received as of end of July. Our total revenue was therefore slightly decreased to \$289,312.

Under Professional expenses we were able to drop the physical and drug testing to fit with current expenditures, assuming no issues through the end of year. Bank fees were increased to just above those already expended. EMS billing processing was decreased to match decreased income. Under Department Expenses and Supplies, radio maintenance is less than expected to date permitting a decrease to \$2,000, leaving us about \$1500 to manage anything that might come up for the rest of the year. The radio reserve item was reduced to \$0; the 40+ batteries ordered were paid from the 2012 budget, but have not yet been received. Bryan expects some pluses in other items by end of year and would like to put any extra into next year's budget. The tools were the big increase we needed to cover, due to bringing our fire-fighting capacity up to date; that item was increased to \$24,000. Hazmat and Grant Medical Equipment should be done with for the year, so those were decreased. We were able to decrease the expense of the fire truck purchase from the expected \$40,000, and we are done with that, so it is now \$39,400. Under administrative, we were able to drop the mileage figure to \$0; we will take any remaining mileage expense under the category it serves. The volunteer response pay is expected to come in lower with decreased call volume, but we didn't want to alter it at this time. Recruitment and retention budgeted expense has already been surpassed, with the fitness equipment and new patches on some donated jackets, so we increased that amount to \$2,000. The board payment was reduced to \$2,000 to offset that appreciation line since the appreciation activity is what the board voted to have their income applied to. The contingency payroll line was reduced to \$0 since there would be salary to cover that through the end of year; it still needs to part of next year's budget. The insurance total did not change, but it shifted from one line item to another. In the future it will be from one insurance company with a single line item. Utilities and propane were increased with people working in the fire stations doing repairs. The item under flu shots is expected to be high with many donating for their shots, but any remainder can be applied to radio reserves for next year. The contingency line was intended to fill our voids and so has been reduced to accomplish that.

Bryan asked that the Board please review and return comment before our next meeting. Travis also has a copy. Hopefully at end of year we will be able to put away some of the required DOLA Emergency Reserve. We need some info from Gwen about what we have as a reserve for the beginning of the next year or what we may need to remove from the current Morgan Stanley account for that purpose. We will have that for our next meeting.

d. 2014 Budget planning. Bryan will check the bylaws about the formation of the budget committee. It has largely been between him and the Treasurer to create an initial draft. Bryan will E-mail a draft of the 2014 Budget for our review. The initial budget must be presented to the Board by October 15 as required by law, then can be revised

until Dec 15 by which time we will receive final figures for tax revenue. It will be appropriately advertised as open for public comment prior to that time.

Note: Please save the date for the volunteer appreciation Xmas party on Sat. Dec 14th.

8. MOTION TO ADJOURN: *was made by Anne Moulton, seconded by Bob Thompson. Motion carried with no objections. Meeting adjourned at 8:56 pm.*

Anne E Moulton
Secretary, Board of Directors,
Beulah Fire Protection and Ambulance District

Final