



**DEER MOUNTAIN FIRE PROTECTION DISTRICT  
BOARD MEETING MINUTES  
September 19, 2018 @ 1800 hours.**

**CALL TO ORDER:** The meeting was called to order at 1800.

**Directors present:** J.R. Niblett, Elaine Foster & Crystal Warner. (Absent: Patrick Smith, Sarah Killough)

**PRAYER:** By Elaine

**PLEDGE of ALLEGIANCE:** Led by J.R. Niblett

**PUBLIC BUDGET HEARING – 6:00 PM:** Elaine opened the hearing by explaining that an amended budget is needed due to increased income and expenses. The 2018 amended budget was presented to the board at the August 15, 2018 board meeting. The public notice of hearing was published in the Canon City Daily Record on September 4, 2018. The board received no public input or comments. Elaine explained that the reserved funds are to ensure that there are enough funds at the beginning of next year to start the year and to help pay bills and cover payroll expenses. The District's goal is to be able to carry forward \$180,000. Karen summarized the resolution to approve the budget amendments. Elaine motioned to approve Resolution 20180919-01 for Supplemental Budget and Appropriation. J.R. 2<sup>nd</sup>. Motion carried.

**CHANGES TO AGENDA:** None.

**MINUTES:** Crystal motioned to approve September 1, 2018 special meeting minutes. Elaine 2<sup>nd</sup>. Motion carried. **PUBLIC COMMENTS:** Becky Girdler pointed out the board in the back of the room reflecting upcoming events. **TREASURER'S REPORT:**

- **Treasurer's report with debit account:**

<b>Beginning August 1st checkbook balance Bank of San Juans</b>	<b>\$104,961.00</b>
<b>Deposits this month-to-date</b>	
County Deposit for prior month	\$7,375.36
Collins- 6272 CR 28- Sept pymnt	\$400.00
Medical Income	\$3,789.73
Reimbursement for Falyn Smith EMT class	\$2,201.95
State Fire Payments 416	\$77,746.33
Jeremy Warner partial payment for old Ford Support	\$600.00
Home Depot refund of tax paid on window purchase	\$21.90
US Treas. Refund of 2017 Q4 941 tax overpayment	\$1,676.92
<b>Total Month Income</b>	<b>\$93,812.19</b>
<b>Total Income plus beginning balance</b>	<b>\$198,773.19</b>
<b>Total Expenses to Date</b>	<b><u>\$118,759.84</u></b>
<b>Checkbook Balance to date</b>	<b>\$80,013.35</b>
<b>Beginning August 1st checkbook balance Great Western</b>	<b>\$42,735.89</b>
<b>Deposits this month-to-date</b>	
Medical Income	\$730.67
Remove excess funds from GW Brush truck account	\$2,800.00
Bank interest	\$0.40
<b>Total Month Income to-date</b>	<b>\$3,531.07</b>
<b>Total Income plus beginning balance</b>	<b>\$46,266.96</b>

<b><u>Total Expenses to Date</u></b>	<b><u>\$30.44</u></b>
<b><u>Checkbook Balance to date</u></b>	<b><u>\$46,236.52</u></b>
<b><u>TOTAL CHECKING ACCOUNT FUNDS</u></b>	<b><u>\$88,972.41</u></b>
<b><u>Total Funds 8/31/2018</u></b>	<b><u>\$161,103.79</u></b>

Elaine motioned to approve the Treasurer's report. J.R. 2<sup>nd</sup>. Motion carried

Sarah and Karen set up online bill pay at Great Western to transfer funds out of Great Western. Elaine motioned that Sarah and Karen are authorized to move funds from Great Western to Bank of San Juans using online bill pay.

J.R. 2<sup>nd</sup>. Motion carried.

**Engine debit account transactions:** A list of the transactions was circulated to the board for 7/15/2018 through 8/31/2018 for board review. Elaine motioned to approve the Engine Debit account transactions. J.R. 2<sup>nd</sup>. Motion carried.

- **Pay bills:**

<b>Beginning September 1st checkbook balance Bank of San Juans</b>	<b>\$80,013.35</b>
<b>Total Month Income to-date</b>	<b>\$28,801.60</b>
<b>Total Income plus beginning balance</b>	<b>\$108,814.95</b>

<b><u>Total Expenses to Date</u></b>	<b><u>\$61,782.78</u></b>
<b><u>Checkbook Balance to date</u></b>	<b><u>\$47,032.17</u></b>

The district received the refund for the 4<sup>th</sup> qtr 2017 taxes that were overpaid. Karen submitted a 941 form for the 3<sup>rd</sup> quarter of 2017 that was never filed. Last week the District received a bill for late payments in October of 2017.

Payments are supposed to be made monthly online, but the previous personnel either submitted these late or by mail resulting in penalties of \$313.00. Elaine motioned to pay the bills according to the report. J.R. 2<sup>nd</sup>. Motion carried.

Spencer Fane previously waived all District charges, but a new bill was received stating that the District owes \$200.00. J.R. motioned to authorize Karen to write a letter to Spencer Fane along with the copies of the bill. Crystal 2<sup>nd</sup>. Motion carried.

- **Payroll expenses:** EMS payroll & liabilities for August totaled \$7,335.28 Staff payroll & liabilities were \$2,827.69. Total August payroll expenses for EMS and Staff are \$9,960.36.

- **EMS billing:** In August, 16 runs were billed for a total billed amount of \$22,160.00. Income received in August from billing was \$3789.73. September income from billing to-date is \$2,488.34.

In recent months Karen has have found 10 runs that have not been billed. She and Robert are working to resolve these and a number of them are already resolved and billed. Karen requested billing access to the PCR system so that she can monitor what is being billed before the runs are over a month old. Elaine motioned that Elaine and Karen get billing access to the system. J.R. 2<sup>nd</sup>. Elaine amended her motion adding that her motion is contingent upon Joe's approval. J.R. 2<sup>nd</sup>. Motion carried.

- **Bookkeeper's pay request:** Elaine motioned to increase the bookkeeper's pay. J.R. 2<sup>nd</sup>. Elaine explained that the request is for a raise from \$375 to \$530.00 per month. Crystal asked if it would fit in the budget. It is thought there are enough funds in the payroll account. Motion carried. Elaine stated that the raise is effective 9/1/2018.

- **One driver's pay for 5 days:** Elaine explained that an ambulance driver worked a number of days while being on the board. She has resigned from the board to become a driver. Elaine motioned to pay her the driver pay as a contractor contingent upon the attorney saying that is within the law. J.R. 2<sup>nd</sup>. Motion carried.

- **National Fire Billing-**Explanation sheet, 1 firefighter-1 pay issue: Elaine made up a firefighter pay

explanation sheet that is available to anyone that would like more information as to how national fire pay is calculated. Elaine explained that a firefighter was paid at a rate that the District thought he should be paid for taking out the Tender and that the State paid him at a lesser pay rate, resulting in the firefighter being overpaid. Elaine motioned to let the overpaid firefighter keep the over payment estimated to be about \$475 particularly since another firefighter was paid this rate for doing the same job. J.R. 2<sup>nd</sup>. Motion carried.

#### **CHAIRMAN'S REPORT:**

- **Admin hours:** J.R. reports about 355 hours for the board.
- **Approve new application(s):** None.
- **Message to firefighters, EMTs and auxiliary:** J.R. reported that Robert Themel has been promoted to Assistant Chief. J.R. commended the firefighters for their response to the recent fire and for their hard work. He expressed his appreciation to the auxiliary ladies for lunch, coffee & breakfast.
- **Fire Safety Day:** J.R. motioned to spend up to \$200.00 for handouts for the children at the Cotopaxi fire safety day. Crystal 2<sup>nd</sup>. Motion carried. Funds are to be taken out of Administrative, miscellaneous account.
- **Oak Creek Grade:** J.R. informed everyone that Oak Creek grade has started their own fire department and that their members are training with Deer Mountain.
- **P Path:** Elaine has sent a letter to Planning and Zoning to separate the SRU's for Station 3 and Station 4 so that the board can proceed with both projects. The SRU for Station 4 will have to go to the Planning Commission hearing again for approval.
- **Regulations for after hours, per insurance company:** The insurance agent recommended that no one be at the station after hours without a firefighter or board member present. Nobody should be alone in the station after hours.
- **Agreement for using Station 1 hall. No meetings in other buildings:** Crystal has an agreement from the Insurance agent that she needs to customize to meet Deer Mountain's situation. As reported previously, the other stations cannot be used for meetings and VFIS will be providing training videos.

#### **STATION REPORTS: FIRE & EMS**

- **Stations 1, 2 & 3 updates:** Robert said that the windows are in upstairs of building A and updated the board on some vehicle repairs. Tender 12 is out on a fire in Woodland Park, Engine 12 is on a fire in CA, and 3 single resources are out on incidents.
  - **Fire training hours & runs:** 3 fires & 7 smoke investigations
  - **EMS training hours & runs:** 18 EMS calls
- There were 54 hours of training for EMS & Fire combined.

- **Purchases:** None.

- **EMT-I, contract** with PCC, contract with Jay, contract with students, spreadsheet: Elaine reported that the contract with PCC was as expected and has been signed. The District will need to pay PCC \$1600 for each semester. This will hopefully result in 7 EMT-Intermediates for the District.

Elaine explained the contract and his \$8325.00 fees to train seven students. Elaine motioned to approve the contract with Jay DeMay to teach the 2 semesters of EMT-I training and to pay his first payment tonight. J.R. 2<sup>nd</sup>. Motion carried.

Elaine reviewed and explained the student's contracts with the District for repayment for their EMT-I tuition and books. Each student is required to make monthly payments. Karen will track the student's payments. Elaine motioned to approve the student contracts. J.R. 2<sup>nd</sup>. Motion carried.

#### **COMMUNICATIONS REPORT:**

- **Active 911 renewal:** Elaine motioned to approve up to \$600 to pay for the active 911. J.R. 2<sup>nd</sup>. Robert explained what Active 911 is and how it assists the first responders. The 911 phone line at the station will be tested monthly and Robert will be putting a sign on it to inform users to stay on the line for service as it can take up to 30 seconds for someone to answer the call. Another system will be implemented that will allow the first responder's phones to remain active, even if the local tower goes down. Motion carried.
- **Purchases:** Elaine motioned to pay \$124 to FCC bill contingent upon Patrick discussing the charges

further with Karen. J.R. 2<sup>nd</sup>. Motion carried.

**INSURANCE REPORT:** Crystal has submitted the completed questionnaire for VFIS & Worker's Compensation insurance renewals. The District should be receiving the renewal by October 1, 2018.

**VICE-CHAIRMAN'S REPORT:**

- **Update on non-profit mailing permit & October fundraising letter:** Elaine found out that fire departments don't qualify for the non-profit mailing rates. The fundraising letter is planned to be sent out in October. Sarah is working on the mailing list. The mailing will have to be sent out at full mailing cost. Karen explained that mailings to people on the Cotopaxi routes can be sent at a reduced rate if addressed to 'Resident'.

- **Update on Letter to Zoning & Planning:** This update was provided earlier in the meeting under the P-Path topic.

**COMMITTEE REPORTS:**

- **Mill levy committee report:** Elaine is researching the process as to what needs to be done to pursue a mill levy increase.

**NEW BUSINESS:**

- **2019 budget start:** Karen said that a 2019 budget committee meeting will be held in early October. Karen received Certification of Values from the county. 2019 income from Fremont county taxes will be approximately \$225,000. This is down about \$2K from what we are receiving this year. Whereas without the Gallagher Act the District could have seen a significant increase. J.R. and Dave Nowland joined the budget committee.

- **Lawyer:** J.R. Motion that J.R. and Elaine would like to see that lawyer regarding Darcy's pay and the mill levy. Crystal 2<sup>nd</sup>. Motion carried.

- **CORA:** Karen explained that the District needs a new CORA custodian. Elaine motioned that Crystal Warner be the District's new CORA Custodian. J.R. 2<sup>nd</sup>. Motion carried.

**OLD/UNFINISHED BUSINESS:**

- **Golden Acres inclusion updates:** Karen circulated the preliminary Inclusion notice for board review. There approximately 40 petitions for inclusion. Elaine motioned that Karen submit the inclusion hearing notice in Daily Record with the hearing to be held at 6:00 pm on October 17, 2018. J.R. 2<sup>nd</sup>. Golden Acres is to reimburse the District for half of the cost. Motion carried.

**ANNOUNCEMENTS:** Next regular board meeting - October 17, 2018 at 6:00 PM. November & December board meetings will be held on the second Wednesday of the month rather than the third Wednesday – same time, same place.

**VOTE TO ADJOURN:** J.R. motioned to adjourn the meeting at 07:27 pm. Crystal 2<sup>nd</sup>. Motion carried.