



## DEER MOUNTAIN FIRE PROTECTION DISTRICT BOARD MEETING MINUTES MAY 20, 2020 @ 1800 HOURS

**NEW BOARD MEMBER OATHS:** Patrick- We are going to swear in everyone all at once. Everyone will say their name individually, then the oath will be recited together. (Attachment 1: 10pgs)

"I [Carl Jones], [Sharon Zuidema], [JR Niblett], [Joe Watts], [Sherry Hastings], will faithfully support the Constitution of the United States and the state of Colorado, and the laws made pursuant there to, and will faithfully perform the duties of the Office of Director of Deer Mountain Fire Protection District, upon which I am about to enter." Patrick congratulated everyone.

**CALL TO ORDER:** JR Niblett called the meeting to order

**PRAYER:** Patrick lead the prayer- Dear God, father in heaven, thank you for all of us that came today. We pray that you help each and everyone of us to always make good decisions for the district and the community. We pray that you will watch over all of us in the Deer Mountain community and beyond, and protect us from harm, and be with us as we serve the community. We pray this in Jesus name. Amen.

**PLEDGE OF ALLEGIANCE:** JR lead pledge of allegiance.

**CHANGES TO AGENDA:** JR would like to elect the board positions. The board normally selects positions of board members. JR opened up the discussion for board positions. Patrick Smith would like to recommend Sharon Zuidema for Vice Chair. There was a discussion that Joe thought Sharon wanted the Communications position, Sharon thought Joe wanted it. Sharon did not want the Communications position. Joe said it didn't matter to him.

### **Board positions:**

**Board Chairman:** Sherry Hastings **made a motion** to make JR Niblett Chairman. **Second-** Joe Watts. **Discussion-**none. **Vote-**unanimous, JR **abstained**. Motion carried. JR Niblett is the Board Chairman.

**Vice Chairman:** JR **made a motion** for Sharon Zuidema to be Vice Chairman. **Second-** Sherry Hastings. **Discussion-** none. **Vote-**unanimous, Sharon **abstained**. Motion carried. Sharon Zuidema is now the Vice Chairman.

**Communications:** JR Niblett **made a motion** for Joe Watts to be Communications. **Second-** Sherry Hastings. **Discussion-** Patrick volunteered his time to help Joe in anything he may need; Joe thanked him. **Vote-** unanimous, Joe **abstained**. Motion carried. Joe Watts is the Communications officer.

### **Treasurer:**

**Insurance:** Sherry Hastings **made a motion** to make Carl Jones insurance. **Second-** JR. **Discussion-**none. **Vote-** unanimous, Carl **abstained**. Motion carried. Carl Jones is now the Insurance Officer.

**MINUTES:**

**Approve minutes:** April 15, 2020 board meeting: JR Niblett **made a motion** to approve the minutes. **Second-** Joe Watts. **Discussion-**none. **Vote-**unanimous. Motion carried.

**TREASURER’S REPORT**

**Treasurer’s Report:** Sherry **made a motion** to approve the treasurer’s report and the bills report. **Second-** Sharon. **Discussion-** Sherry thanked everyone for watching their spending. **Vote-** unanimous. Motion carried. (Attachment 2)

<b>APRIL 2020 TREASURER’S REPORT</b>	
March 1 <sup>st</sup> beginning balance	332,629.34
Month deposits	31,384.80
Income plus beginning balance	364,014.14
Total expenses to date	29,876.13
Total checking account funds	334,138.01
Emergency reserves	50,429.82
Capital improvements	19,839.27
Engine debit account	405.04
Total funds 04/30/2020	404,812.14

**Bills Report:** (Attachment 3)

<b>MAY 2020 BILLS REPORT</b>	
Beginning checkbook May 1, 2020	404,812.14
Total month income	25.00
Total income plus beginning balance	404,837.14
Total expense to date	11,758.95
Checkbook balance to date	393,078.19

**PUBLIC INPUT:** 3 minutes/ No disrupting pursuant to CRS 18-9-108 & DMFPD Bylaws.

Input only. If issue is not on this agenda, it may be placed on next meeting’s agenda.

**Becky-** Glenn Vista wood chipping: **June 6<sup>th</sup>, July 25<sup>th</sup>, August 22<sup>nd</sup> from 7:00 am -11:30 am \$5** per load for non-member fees. Trash day **June 13<sup>th</sup>, 7:30am-11:00am** anything around house can be taken in for **\$15** per load (non-member): electronics are unknown. Veterinarian **June 10<sup>th</sup> 10:00 am- 12:00pm**. Prices are posted on Facebook. A **mask is required** and will not be given out on-site, 6 ft social distancing. Sherry and Becky will be there to maintain order. If this does not go well, the Vet will not be back. 4<sup>th</sup> of July open house may occur. A backyard sale will be occurring sometime in the end of June, this has been approved by JR as chief. It will be outside. There are large items being sole such as a chest freezer, swamp coolers, etc. Joe reminded the board that they have a swamp cooler that was donated to the fire department that is not used. All buildings are equipped with forced air. Jerry verified it is in building C and unused. JR is allowing the sale of swamp cooler. Sharon would like the previously mentioned dates in order to add to the new website. Becky stated that the new calendar will be printed up and placed in the community building. Becky asked about the dinner Saturday. JR stated that there will be

wildland training, for the officers. There will be approximately 10 people. Becky will be making baked chicken, mashed potatoes, gravy. Questions can be directed to JR, Sherry, Sharon, Carl, Bree, or Joe.

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

**New volunteer/EMS applications** (Charles Carlin, Chase): JR stated that the background check came back clear. JR Niblett **made a motion** to accept Chase as an EMT. **Second-** Sherry. **Discussion-**none. **Vote-** unanimous, JR and Joe **abstained**. Motion carried.

**Employee handbook changes complete:** JR has completed the editing of the employee handbook. Copies have been sent to all new board members prior to meeting. He asked if anyone had any questions or changes that they would like to make. JR Niblett **made a motion** to accept the employee handbook. **Second-** Sherry Hastings. **Discussion-** a copy of the completed handbook will be posted and put out to the employees tomorrow. **Vote-**unanimous, Joe and JR **abstained**.

**Title to engine 11:** We now have the title to engine 11. We are now waiting for an appointment in Canon City in order to get the license.

**Title and license to engine 14:** We have the MSO and nearly all the paperwork except for the copy of the contract from Lacy which needs to be provided to the state. This was all done previously, but cannot be found.

#### **VICE-CHAIRMAN'S REPORT:**

**Burn barrel/red flag days:** Frecom and Patrick Smith (previous Communications) have been notified that there is **NO BURNING** allowed at this time. We are dryer here than in Canon. JR tested the flammability by striking a piece of metal to a grinder in quarter inch grass. One strike caused the grass to smolder.

Jenn has been sending out information to the firemen regarding emergency management. She is also up to date on the new rules regarding wildland.

Joe will take a truck out as engine boss in order to gain \$109/hour with a guaranteed 10 hours per day.

There is no longer catering or per diem given en route to a wildfire. MREs are now supplied. 10 feet between crew. Several spike camps will be created to accommodate for social distancing. Jen will provide Joe with the new rules. The new rules will be posted.

**Communication as a department:** Jenn is sending out all reports to all firefighters.

**COMMUNICATIONS REPORT:** Due to the previous month being completed by Patrick Smith, JR requested his input.

**Radio communications update:** We will have three (3) sources for communication: Frecom, the Kenwoods, and the new HAM radio.

**Ham radio repeaters:** Has been installed. An emergency procedure will be set up for operators. There are about thirty (30) people in the community who have tested and are now licensed to

operate HAM radios. More people within the fire department are interested in becoming licensed as well.

**State website update:** The state website will be the one (1) website set up for the district. Sharon has done a lot of the IT work building the website. Patrick showed the website while Sharon spoke.

Sharon: The State of Colorado, in order to help out special districts, offered to build websites through the state system. They maintain all of the hardware and software. We create the website. She has spent about 6 weeks building it. Because it is a state environment, once it gets moved over to production, it will be moved over on June 2<sup>nd</sup> pending vote. At that point it is in production and will follow all IT rule on updates. (Attachment 4) There will be a regularly scheduled monthly maintenance window for non-time-sensitive material. There will be a scheduled weekly update on weekends or Mondays for time sensitive updates. All time sensitive updates must be received by Friday at Midnight to be included in the update. Special meetings will be added immediately. A minimum of 7-10-day lead time will be necessary to have events added. Emergency alerts will be issued as well. Colorado state has a monthly maintenance, which will be issued, and Sharon will update accordingly. A link on the old site will take visitors to the new site. The old site will no longer be updated following the production of the new site. Sharon needs a list of people for the list of emergency alerts. Becky can contact Sharon for events. Sharon Zuidema **made a motion** to approve the website policy and procedures. **Second-** Joe Watts. **Discussion**-none. **Vote**-unanimous. Motion carried.

Patrick Smith- showed the website sections, headings, and links to other agencies. He also provided his volunteer application.

Sharon Zuidema **made a motion** that Patrick Smith stays on as backup for the web team official for updating. **Second-** JR. **Discussion**-Jenn asked for the website in order to post to the Facebook page upon request. Patrick and Sharon noted that it is not live yet, but they will give it out following state approval after June 2<sup>nd</sup>. **Vote**-unanimous. Motion carried.

## **INSURANCE**

**Insurance updates, virus-** The state is going to put out an application for grants. We will need to create grants. Sherry stated that we did receive a \$1200 stimulus check from Pinnacle.

## **COMMITTEE REPORTS**

**Oversight committee-** Rachel not present.

**Station 3&4 updates-** Station 3 survey was completed last year. When everything opens up, we can begin sending out for bids. We have not received anything back from Dan Slater, whom is trying to get paperwork from a previous board member.

Carl Jones commented on the retention pond. He does not believe the money needs to be spent because of the way the creek runs behind the building, it will not be overflowing like the surveyors think it is. We have also cut the ditch to divert the water from the building. Joe stated that many of these surveys are based on the one-hundred-year floods. Carl also stated that we already have one retention pond. JR stated that when we get the paperwork back, we can

argue these points with the county. Carl asked what was left in order to set up occupancy. JR stated that we have to take care of the water, plumbing, and electrical. A permit is required to move the propane tank. A county code person must give a blue tag in order to use the propane following the plumbing. A propane company must construct the plumbing up to the building. The ditch must be dug prior to installation.

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

**Fire training hours & runs:** Jon-Training 0 hours, 4 smoke and fire runs

**EMS training hours & runs:** Jon-Training 50 hours, 11 runs

**Wildland update:** Jenn-Fires are going in Florida, Arizona, and New Mexico, with a predicted very bad season for California and Oregon. It's not a matter of if we go out, but when. We have one truck filled, and working on a second truck. One person is out on medical leave and one leaving on vacation. She is currently looking for firefighters to fill the second truck. Second truck only has an engine boss. First truck consists of Joe Watts, Howard Dixon, and Jessica Britt. Tender is off the board until Adam is available again.

**Urinalysis:** Jenn- four (4) people are still waiting to complete. Joe and Howard are still waiting to get theirs done. They will be doing them as soon as they are available.

## **OLD OR UNFINISHED BUSINESS**

**Mill Levy-** JR sent a letter to all of the board members notifying them that he had notified the county that we will be putting a mill levy on the ballot. The mill levy is needed to cover EMS. We currently depend on wildland money to cover expenses. We almost went into the red this last year. We would like to have EMS covered independently of wildland money. Currently we only pay EMTs one dollar above minimum wage. If we are going to have an ambulance service, we need to pay them; we need to be able to retain them.

Joe: When we started this department, EMS was covered by wildland. Wildland has paid for EMS the entire time. If we don't go out on wildland, then the district doesn't make money. The money has taken away from the fire side, to be put toward the EMS side because the citizens need EMS. If we don't have EMS, then they are coming from 45 minutes away. If the mill levy pass, and we have another wet season, then we won't have the money to pay EMS.

Sharon: we should do a cost analysis of the area and figure out what we need. She understands that people don't want to put more money on the mill levy, but what you are balancing this with, is people's lives if we don't have the money for EMS. We are not going to maintain people without paying a decent wage. It needs to at least match up to the districts surrounding us.

Joe and Sharon have put forth the necessity for a committee to determine the mill levy based on cost analysis.

JR stated that there are 5 time lines in order to add the levy to the ballot. We are currently adding approximately \$98,000. Joe and Sharon stated that's not nearly enough. When wages are increased, and the possibility of overtime occurs, then that money is going to be depleted quickly and we will be going back to the wildland money.

Sharon stated that part of the analysis should include all of the EMS calls and how many people were on the calls so that we can analyze the cost of each call. Then we can see what the monthly cost versus the budget is. Joe stated that this information can all be gathered from the billing company. Sherry requested an email stating what information Sharon wanted. Sherry would then send it to the billing company and get it back to Sharon. After analyzing, we should decide what the mill levy should be. Do we want EMS here or not? That is the bottom line.

Question from Carl: what is our money coming in from our insurance companies when we do make a run? Joe stated that when he was Chief, it was \$0.28 on the dollar. Carl asked why the insurance isn't being billed after runs. Joe stated that we have to go through the billing service, who then charges the various entities. JR is going to start billing the motor vehicle accidents (MVAs). The vehicle insurance can be charged. We tried to get this done two years ago, but it fell through.

Sharon also requested an analysis of what is uncollectable. Sherry stated it is now about 21%. JR stated that we are not reimbursed appropriately by insurance. Medicare pays millage. Sharon asked if a waiver is available from the insurance companies for the rural area.

Carl stated that each entity should be putting in for reimbursement and does not understand why the money isn't coming into us. Joe stated that it is not just us, it's all EMS services. We do not have the tax base. We get \$240,000 per year, and Wet Mountain gets \$600,000. The board should have put the levy up much sooner. For some reason, people in this area don't like the fire department unless they need them. We don't charge for putting out fires at homes because taxes are paid. Golden acres wanted to be added to our fire district. Because they don't pay taxes, we can charge up to \$28,000. We are going to start going after billing throughout the district. The county should be paying for mutual aid when we go beyond our tax district. The biggest problem is getting someone to bill them. We do not have billing for fire.

A committee needs to get together to visit Florence, Wet Mountain, or rural areas to do the analysis. Many times, the department of labor can provide this information.

They initially decided that Carl, Joe, Sharon would be on the committee. Shawn Logsdon was also added. The ballots will be printed in August. We have approximately 6 weeks to submit it.

Sharon **made a motion** to put together a committee of Shawn, Patrick, Joe, Sharon, and Carl to analyze the cost analysis of running EMS in order to add to the mill levy. **Second**-Sherry.

**Discussion:** It was mentioned by a citizen that 3 board members would be a quorum. Joe took his name off of the committee. Sharon **changed her motion** that Shawn, Patrick, Sharon, and Carl on the committee. **Second**-Sherry. **Discussion**-none. **Vote**-unanimous. Motion carried.

## **NEW BUSINESS:**

**Transition to new board members:** JR asked if there were any questions. Within the next week everyone should be able to log onto the SDA website. Sharon noted that there is a link to the SDA website provided in the new website.

**Update on new fire chief:** JR stated that we have had one applicant so far. The position is still open.

**Wild land overhead fire fighters:** Jen said that the overhead are the people that are not on the engine such as a task force leader or division supervisor. They are part of the incident management team. They go out representing us, and we do make money off of them. Leslie does training. Mike does radios. We need to get more people involved and engaged. We need firefighters to engage, as they are not responding to calls. The call from the previous night pulled 3 firefighters and one EMT. Flight was called, and no one responded to land flight. JR was upset that no one responded, while he waited even though they have enough firefighters. If you are a volunteer, you should be responding. Howard, Mat, and Jerry assisted. JR asked: why did you volunteer? It's to help people. That is what we are here for. We don't make a dime. We give our time to help. Also, wildland depletes the force on the mountain. We need all available people to engage. JR stated that if there is a problem with him, please come talk to him. JR thanked Joe, Patrick, Howard, Jerry, and Shawn for their service.

**Community center:** is open for up to four (4) people. Disinfection must be done before and after use by those using the center.

Sharon questioned if we made a motion to make the website go live. Patrick stated that we had not. Sharon **made a motion** to approve the website to go live June, 2, pending State approval. **Second-** JR. **Discussion-**none. **Vote-**unanimous.

**ANNOUNCEMENTS:** Next regular board meeting- June 17, 2020 at 6:00 PM

**VOTE TO ADJOURN:** JR **made a motion** for the meeting to be adjourned. **Second-**Sharon. **Discussion-** Becky thanked all the firemen and everyone who goes out on fires. She wishes we could show them more, how much we appreciate them. **Vote-**unanimous. Meeting adjourned.

*(Supporting documentation to these minutes available upon request.)*