

**DEER MOUNTAIN FIRE PROTECTION DISTRICT – MINUTES – JANUARY 18, 2017**

Gerry Hoover called the meeting to order at 6:00 p.m., board members attending, Karen McKee, Darin Anderson, (by telephone), Mike Gonzales.

**Pledge of Allegiance**, led by Gerry Hoover.

Karen stated: In the past board members were not allowed to attend via phone because it was difficult for all to hear, plus the recorder must pick up the attendee’s voice as well. The Special District manual states that “Attendance may be via telephone conference as long as the director is able to hear and be heard, telephonic attendance satisfies the attendance requirement.” Karen made motion to allow board members to attend via conference phone, Gerry seconded. Motion carried.

**Changes to Agenda:** There were none

**Minutes:** Karen made motion to approve minutes for 12/14/16 Gerry seconded, motion carried.  
Karen made motion to approve minutes for special meeting 12/28/16 Mike seconded, motion carried.

**Public input for items not on agenda:** David Caldwell made apology to board, said he had acted without investigating the reason for the generator not working at the station during the power outage.

**Treasurers’ Report;** - Karen stated the 2017 budget along with the required documents was submitted and has been accepted by the Division of Local Government. Karen stated the Profit and Loss was under budget performance and was approx. \$29200 over budget, and expenses was approx.. \$56000 under budget

**Treasurers’ Report:**

Beginning checkbook balance for Dec.. \$122,053.64

|                               |  |           |                  |
|-------------------------------|--|-----------|------------------|
| Deposits:                     | County Deposit for Prior Month           | \$        | 6,585.14         |
|                               | Gallimore- Jan. 1, 6272 CR 28 pymt       | \$        | 361.20 Medical   |
|                               | Income                                   | \$        | 5,166.37         |
|                               | EMS Donations                            | \$        | 4,530.00         |
|                               | Reimbursement from Tx Creek for Atty. \$ | 882.76    | State            |
|                               | Fire payment                             |           |                  |
|                               | (reimb for BK radio damages at Junkins   | \$        | 242.00           |
|                               | Bank Interest                            | \$        | 1.07             |
|                               | Total Month Income                       | <u>\$</u> | <u>19,332.54</u> |
| Income plus beginning balance |  |           | \$141,386.18     |

Karen made motion to accept treasurers’ report for December 2016, Gerry seconded motion carried.

**Bills to be paid:** Karen stated for January a beginning checkbook balance of \$120,890.25, income to date is \$8761.53, expenses to be paid total \$31,406.25. Leaving a check book balance of \$97,945.53  
Karen made motion to pay bills as presented, Gerry seconded, motion carried.

**Payroll** – Karen reported December payroll and liabilities totaled \$8099. Payroll INC/EXP \$17710.06 of District Funds were used in 2016 for payroll.

**EMS billing:** November income from billing totaled \$5186.37.

| EMS BILLING | BILLED    | RECEIVED | WRITE-OFF | %of runs |
|-------------|-----------|----------|-----------|----------|
| April       | 22,581.00 | 29.94%   | 62.98%    | 15       |
| May         | 6,580.00  | 30.70%   | 64.66%    | 4        |
| June        | 14,217.00 | 22.58%   | 56.01%    | 12       |
| July        | 17,135.00 | 33.95%   | 66.70%    | 12       |
| August      | 27,05.00  | 30.65%   | 59.07%    | 18       |
| September   | 14,779.00 | 30.94%   | 33.61%    | 13       |
| October     | 11,686.00 | 23.59%   | 35.79%    | 8        |
| November    | 15,233.00 | 15.07%   | 50.15%    | 10       |
| December    | 11,747.00 | 5.20%    | 34.02%    | 9        |

Billing company has turned some accounts over to collections. The name of the Collection agency is PFC Collections. Karen stated this company will take 25% of what they collect, and if someone is taken to court, they take 40%.

**National Fire Billing:**

Karen reported we are still waiting for payments for Beaver Creek, Broadway, Berry, Beulah Hill and Junkins fires. She stated today Jan 18 she received final paper work for Beaver Creek, Broadway, and some of Junkins fire. We should be receiving payment in the next 1- 2 weeks and fire fighters will be paid at that time. We have received \$1544 payment for invoice from the BK radio broken at Junkins Fire. The Hayden Pass fire billing was corrected and we received \$417 additional this month most of which was dispersed to the firefighters.

Tender 4 was billed incorrectly for the Junkins fire . Instead of \$12,600 we will be receiving \$5000.00

**Chairman’s Report**

- Admin hours:
- Mike – 30
- Karen – 80
- Gerry – 12
- Darin – 9

**New Volunteers:**

Gerry made motion to accept new volunteers, Wendy Leyshock, Dayton Irwin, Clint Johnson. Karen seconded, motion carried.

Gerry announced the vacancy on the board, anyone interested are to contact the board members.

**Station reports:**

Training hours – 109, runs 13.

Chief Watts requested updated equipment for Engine 21, and 11. He explained in detail why the purchases were needed to provide adequate fire fighting coverage for the district. He also requested monies to install a shower in Stat. #2 –the total request is \$5436. – Karen made motion to approve this request, Mike seconded motion carried.

**Reimbursement request;** Joe requested total of \$1292.58 for wiring and repairs. Karen made motion to approve reimbursement. Gerry seconded, motion carried.

Joe also stated that the decals on the trucks must be updated.

**DMFPD incident report** – tabled at this time per Karen.

**Generator procedure** – Gerry stated they followed the instructions exactly and they were successful with each start, each time – only DMFP trained personnel will be allowed to start generator when there is a power failure. Discussion followed on hooking Building A into current system, Gerry stated it will take a lot of work but is possible.

**Wood Chipper Grants:** Darin reported it could be May or June before grants are confirmed., and has 2 grants that he is working with.

**EMS:** 34 training hours, 12 runs.

Joe requested reimbursement of \$190.53 for EMT apparel. Karen made motion to approve this request, Mike seconded motion carried.

**Section reports:**

Mike stated the Hendrickson claim has been filed, and noted there are many details that are needed.

**Communications:** Darin

Darin made motion to purchase batteries, and antenna, up to \$300. Gary seconded, after discussion, motion carried.

Karen requested reimbursement for the phone communication system of \$36, Darin made motion to reimburse Karen for \$36, Mike seconded, motion carried.

**Old Business:**

**Ambulance grant (CDPHE) status,** Mike reported there is extensive paper work, and details to complete grant paper work. Mike has requested letters of support to send with the grant Committee will meet next week to work on grant.

**Retention Program Update,** there is a committee of 8 with Karen representing the fire dept. Work is coming along and plan on asking merchants in Canon City and Westcliffe if they will support the fire dept. by offering discounts to the members of the fire dept. Planning meetings are the first Thursday of every month at 10:00 a.m.

**EMS Mailer Update:** Karen reported \$6692.47 has been received in donations. The total mailer expense was \$875.55, net \$5816.92 and was over budget. The size of the mailer was not machineable and extra postage was added.

**Inclusion Mailings, MVA/Fire:** Gerry reported contents of the mailer. He detailed why and how it is the home owner's advantage to become a member of the District. Target mailing date is April.

**Station #3 building update:** Darin reported that volunteers will be working with contractors and will report to the Board their findings.

**EMS HR Committee Update** – Different schedules were presented to the board for scheduling EMS staff at Station #2. Karen made motion to use scenario #2 effective March 1, 2017, Gerry seconded. Discussion followed, motion carried.

**Strive Grant:** Karen requested documentation from the EMT's which needs to be submitted to get Strive reimbursement. She is working with the people to get the needed paper work. She reported Galen Murray was also approved for the Strive grant. Karen met with Scott Yoder, and he agreed to repaying the DMFPD \$1700 in monthly installments of \$100 due by the 10<sup>th</sup> of each month, beginning in Feb. 2017. He also agreed that any money he may earn by working a National fire or thru Deer Mountain will be used to reduce this debt. Karen made motion to approve this contract, Gerry seconded, motion carried.

### **New Business:**

#### **Resolution #20170118-01 Agenda Meeting**

This resolution establishes the 24-hour Agenda posting location for 2017 to be the Community Bulletin Board at Station #1. Karen made motion to approve this resolution, Mike seconded, motion carried.

**Resolution #2017118-02 – Regular and special meeting posting locations.** 72-hour required posting of the Special meetings shall be at four locations:- Cotopaxi Post Office Community bulletin board at Deer Mountain, bulletin board at the entrance to Indian Springs, and with the Fremont County Clerk and Recorder, Karen made motion to approve this resolution, Gerry seconded. Discussion followed, motion carried.

#### **Transparency Notice Requirement:**

Karen reported the transparency notice was updated with DOLA, SDA, County Clerk, County Assessor, BOCC, and submitted to Elaine Foster to post on our website.

**Fremont Co Clerk Letter of Authorization**– Karen made motion to approve James (Gerry) Hoover Chairmen, Joe Watts Chief, and herself as Treasurer as agents to be allowed to present titles, new registrations, and duplicate titles, to the Fremont Clerk and Recorder. Mike seconded. This is put in letter form and Karen will present this to the Fremont Clerk and Recorder. Motion carried.

**Indian Springs Lot, Donation to District** –Karen contacted Stewart Title for \$50 they will do an O & E search which searches records to verify there are no liens on the property. Then a quit claim deed can be signed. Karen stated she could use as an example her quit claim deed. The size of the lot is 3.75 acres. Once the quit claim is signed it can be recorded at the clerk's office, this cost would be \$15 - \$20. Karen made motion to approve **20170118-03** which will allow Karen to have Stewart Title do an O & E search on the property. If no liens or encumbrances are found, she is authorized to have the current owner, Helen Olomon execute a quit claims deed. As this lot is in a trust, evidence that Helen Olomon is authorized to execute this deed will be required. Gerry seconded. Motion carried. Discussion followed about a selling price to list the property. It was agreed that asking price to the lot shall be \$9900.

**20170118-03** Authorizes Karen to get research done on the lot, get a quit claim deed, record the trust evidence and then after that is completed, she will advertise the lot for sale at a cost of \$9900. After discussion, motion carried.

**2017 Budget Amendments** – tabled until after budget meeting

**Next meeting:** Feb 15, 2017 at 1800 hours.

**Adjournment: 19:30**