



**DEER MOUNTAIN FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING MINUTES
6181 COUNTY RD. 28, COTOPAXI, CO 81223
October 16, 2019 at 6:00 PM**

CALL TO ORDER: The meeting was called to order by JR Niblett at 6:02 PM.

DIRECTORS PRESENT: JR Niblett, Elaine Foster, Patrick Smith & Sherry Hastings

DIRECTORS NOT IN ATTENDANCE: Crystal Warner

PRAYER: Led by Patrick Smith.

PLEDGE of ALLEGIANCE: Led by JR Niblett.

CHANGES TO THE AGENDA: Request by Elaine Foster to switch the order in the agenda under Treasurer's Report of the 2020 Budget and the 2019 Budget Q4.

MINUTES: Motion by JR Niblett to approve the September 18 regular meeting minutes.

Second by Elaine Foster.

Discussion: none

Vote: Unanimous - motion carried.

MINUTES: Motion by JR Niblett to approve the minutes from the September 24 and 30, 2019 special meetings.

Second by Patrick Smith.

Discussion: none

Vote: Unanimous - motion carried.

TREASURER'S REPORT: *see attachment #1*

-	Checking account balance as of September 1, 2019	\$ 254,452.67 (Bank of the San Juans)
	Month of September deposits	\$ 13,338.73
	Expenses for September	\$ 36,423.27
	Balance at the end of September	\$ 231,368.13
	Emergency Reserves	\$ 50,429.82
	Capital Improvements	\$ 19,839.27
	Engine Debit Account	\$ 1,698.22
	Total funds available (9/30/2019)	\$ 303,335.24
-	Bills Report:	
	Checking account balance as of October 1, 2019	\$ 231,368.13
	Income thus far in October	\$ 8,163.36
	Expenses thus far in October	\$ 50,529.93
	Current balance	\$ 189,001.56

Motion by Elaine Foster to approve the September treasurer's report and pay the bills.

Second by Patrick Smith.

Discussion: none

Vote: Unanimous - motion carried.

- 2020 Budget by Elaine Foster - *see attachment #2*

The proposed budget was reviewed. Some budget points of note:

- In order to qualify for tax income in 2020, the district must submit a budget to the state and county by December 2019.
- There are line items with \$0 such as capital outlay and fire station communications for example.
- There are categories that are fixed such as lease payments and dispatch fees for example.

- Categories that have some flexibility are apparel and maintenance for example.
- The only way to fund categories currently with \$0 is with funds from the flexible categories or when the fire truck is called out to a National fire. This would be done through the budget amendment process.
- Carry forward and reserve amounts assure obligations are paid. (payroll= \$100,000, lease payments=\$46,993.56)
- County tax income will likely not change.
- Total expected Income plus Carry Forward is \$429,830.84. (see lines 1-26)
- Total expected 2020 Net Income is \$404.44. (line 159) This must be a positive amount.
- Expected payroll is \$150,000. Note that current pay for medical staff is about minimum wage.
- Capital outlay (see lines 56-62) is \$0.
- County Treasurer fees expense has no change.
- The board budget for Director's fees is \$12,000 - includes 8 special meetings. (line 66)
- Medical expenses (see lines 67-73) have no change from 2019.
- Admin expenses (see lines 74-86) have some flexibility. Website expenses may go down to \$0.
- Insurance amount is fixed. (see lines 87-90)
- Professional fees include accounting, election and legal fees.
- Lines 110 -133 encompasses janitorial, maintenance, utilities, etc for all stations, building and grounds.
- Fire fighting supplies at \$15,500.
- There are no funds allocated for fire training.
- Vehicles expenses (including fuel) at \$30,500.
- Total expenses are \$429,426.40.

If funds from the California fires or the Decker fire come in 2019, they will be part of carryover. If these funds come in 2020, they will be part of National fire payments. The payments for the use of a fire truck is \$109/hr guaranteed at 10 hrs a day.

Motion by Elaine Foster to move forward with the 2020 budget as written, so that the resolution can be passed next month at the November 20, 2019 meeting. An advertisement must appear in the newspaper approximately one to two weeks prior to the board vote.

Second by Patrick Smith.

Discussion: none

Vote: Unanimous - motion carried.

- 2019 Budget - Motion by Elaine Foster to have an open, public budget workshop on Thursday, October 24 at 10:00AM.
Second by JR Niblett.
Discussion: Members of the public can phone in or provide written input. Sharyn Baker cannot attend in the morning, but is available in the afternoon. She will provide figures on actual expenses in 2019 and predictions for expenses in 2020.
Vote: Unanimous - motion carried.
Revised motion by Elaine Foster to have an open, public budget workshop on Thursday, October 24 at 2:00PM.
Second by JR Niblett.
Vote: Unanimous - motion carried.
- Raising Robert Themel's pay while performing the duties of the fire chief.
Motion by Elaine Foster to give Robert Themel a \$3/hr pay increase while he is on EMS duty and fulfilling the duties of acting fire chief effective the day he began this role on September 24, 2019. Robert Themel will have use of the support truck. If EMT staff get a pay increase in 2020, Robert Themel will not receive an additional pay increase at that time.
Second by JR Niblett.
Discussion: Robert Themel's job title is Acting or Interim Fire Chief.
Vote: Unanimous - motion carried.

PUBLIC COMMENTS:

Todd Bell comments - *see attachment #3*

Elaine Foster inquired - Q: What is the best way to notify the public about a big project? A: Word of mouth, website, piece of paper, wooden signs, email blast etc. Additionally, a meeting held during the day on the weekend with a meal provided would be helpful. For many, it is difficult to drive at night.

Sarah Killough commented that planning in advance is essential.

Mike Kevilus commented that building community is important.

Inge Cosby commented as president of the Cody Park Property Owners Association. Having received a copy of the October 16, 2019 letter from Ultimate Carports & Buildings (*see attachment #4*) from Patrick Smith, it now appears that Station 4 is not viable. CPPOA donated \$10,000 earmarked for this project and now must recall those funds until the future of the project is certain.

Dave Schermani commented: The newsletter should be brought back into publication.

Karen McKee commented that the DMFPD board did not publish the newsletter. The fire chief and staff authored the newsletter. The newsletters stopped about 5 years ago and communications moved to the web.

Public comment: The audio files of meetings should be provided on the website for members of the public who cannot attend.

Sarah Killough commented that the P Path project should be stopped.

Todd Bell commented that there are problems with the fire call procedures and maps used. JR Niblett commented that Robert Themel can provide accurate procedures and processes for response.

Mike Kevilus commented that the community is small, but spread out. Inquired if there was a list of specific health problems of community members available for the department. JR Niblett indicated a list maybe a HIPAA violation.

Sharyn Baker is the point of contact about community medical needs.

Jerry St John commented that hard copy maps are used when training new drivers. Water tanks and safe helicopter landing areas are noted on maps.

Dave Schermani commented about a water tank that has been empty for years.

CHAIRMAN'S REPORT:

- Approve new applications

Motion by JR Niblett to approve Matthew Brown and Phil Stephens.

Second by Elaine Foster.

Discussion: What about Darcy Themel?

Amended motion by JR Niblett to approve, Matthew Brown, Phil Stephens and Darcy Themel.

Vote: Unanimous - motion carried.

- Generator update

Building A did without a generator for four years. There is \$9260 left in the budget after the generator has been paid for. JR Niblett requests to return \$8260 from the generator line item back into the budget. The remaining \$1000 to be used for permits and plumbing for a bathroom. Labor and materials would be donated.

Motion by JR Niblett to move \$8260 back into the 2019 budget.

Second by Elaine Foster.

Discussion: none

Vote: Unanimous - motion carried.

Motion by JR Niblett to use the \$1000 for permits for the private bathroom, and to purchase box and connectors.

Second by Elaine Foster.

Discussion: none

Vote: Unanimous - motion carried.

- Type 3 truck

The vehicle is currently in Salina, Kansas for repairs. All damages are covered by insurance. However, money was lost at a rate of \$1290/per day since the truck was disabled. The specific loss amount will be determined when the firefighters return. VFIS will assist with a letter to USAA to request lost income.

Motion by JR Niblett to pursue USAA insurance to cover the lost revenue due to the accident.

Second by Elaine Foster.

Discussion: none

Vote: Unanimous - motion carried.

- Rumor that the district is going under
The State of Colorado will not be taking over DMFPD.
- Firefighters and wildland fires
Currently, we have 5 firefighters out. There were two incidents. One problem was a fuel leak that was repaired. The second concern was a broken recirculating valve valued at \$70. This cost will be covered. Firefighters may either go back to the Decker Fire or back to California. The firefighters will go where needed most.
- Anti-harassment training
This will be a mandatory, supervised training for all staff and members of the board.
- Donation
A neighbor, David Mesch, donated \$500 to the department as a thank you for fighting a fire at this home. The check was given to Sherry Hastings to be used for what the department needs.
- Batteries for radios
The battery cost is anywhere from \$30 to \$50/unit on Amazon. Northrup may be able to get them at \$18 each or provide batteries as a donation to the department.

STATION REPORTS: FIRE & EMS updates by JR Niblett and Sharyn Baker

At this time, JR Niblett is acting Fire Chief. He acknowledged those who recently responded such as Jerry St John, Steve Nutting, Sharyn Baker, Shawn Logdson, the Smith family and others. They deserve our thanks. EMS staff have been outstanding.

Fire training hours & runs: 9 hours of training - 68 fire runs and 31 ambulance runs. Currently, the department is ahead of the total runs made last year.

EMS training hours & runs:

- Sharyn Baker noted there is a severe fall hazard outside the community hall due to the slick paint. She suggested that this should be corrected as soon as possible.
- EMS is understaffed. Quantity and quality of equipment is tremendous! However, there are not enough qualified/certified staff to run this equipment. Without EMTs and paramedics, the equipment is useless. In recent years, EMS has changed to include critical care and community care. Attracting and keeping qualified EMS staff here in DMFPD requires a wage increase. Those interested in becoming an EMT should see Sharyn Baker.
- Medical supplies can be purchased through a buying consortium where Sharyn Baker is a member.
- Sharyn Baker is compiling data that can be used to reduce costs. Data to include number of runs, times of runs, staffing on runs, distance, response time, supplies used etc.
- Inventory for both ambulances and the medical store room are being taken to determine current state.
- FDA regulations now require full case purchases. We can no longer buy in small amounts as needed. Sharyn Baker is working together with other, small fire departments to perhaps share purchases.
- Medically related runs to date are 202 (144 were solely medical and 25 were MVA.) 84% of all calls are medical. Better reporting is essential. Billing accuracy is important. Sharyn Baker invites members of the board to ride along on medical calls.
- Both short term and long range goals are being set for EMS. The grant that was recently awarded for the new LifePac and computer replacement was a 50/50 grant. This is a matching grant where the board assures that 50% of the funds are available. We have only until June 30, 2020 to take receipt of the equipment. However, the board does not have these matching funds of approximately \$19,000. Sharyn Baker strongly recommends that the board advise the state now, so they can allocate their funds elsewhere. Sharyn Baker recommends that a letter of thanks and information about the financial state of DMFPD should be sent as soon as possible. Elaine Foster requests Sharyn Baker not notify the state until the board has made a decision.
- A job description is ready for an EMT. Elaine Foster will place an advertisement for the position in the newspaper.
- EMR (emergency medical responder) 8-week course is ready to begin. It is recommended for all firefighters. The course will be held on Saturdays from 10AM to 3PM. Eight people are enrolled. Two community members are taking and paying for the class. A test should be taken following the coursework at a testing center in Colorado Springs. The exam, by the National Registry of Emergency Medical Technicians, costs \$75. A background check costs about \$40. Note that participants must be 18 years old to be certified.

- Grievance, Disciplinary and Personnel Manual Policies Update - The table of contents for the Deer Mountain Fire Department Manual is ready. This standard operating procedure manual is a big project that is well underway. The manual will be made available in the station. Training on this manual will be available to staff.
- It was Sharyn Baker who provided the information on the free website through the State of Colorado. This new website should be the tool used to speak with one voice.
- GIS maps are available and will be mounted in the firehouse covered by clear plexiglass. These comprehensive maps will be used to plot out travel, response, resource locations, etc. Active 911 should be used to it's best advantage to plot information. The GIS maps will be divided into quadrants for effective use. Sharyn Baker invites anyone to stop by and view.

Patrick Smith commented that he would like to learn and ride along on runs. The board had voted on August 21, 2019 to spend \$1560 on books. Motion by Patrick Smith that the funds coming in from the EMR class in the amount of \$700 be used to pay for books.

Second by Elaine Foster.

Discussion: The savings (\$1560 - \$700) be put back in the budget. The course requires two books - one costs \$116 and the other CPR books costs \$15.50. The test costs \$75, the CPR card costs \$10, and the background check costs \$39.50.

Vote: Unanimous - motion carried.

- Purchases: One tire and front-end alignment for the ambulance.

COMMUNICATIONS REPORT:

- Battery purchase: Motion by Patrick Smith to purchase 12 Motorola batteries from Amazon at \$37 each at a total cost of \$444.

Second by JR Niblett.

Discussion: Batteries through Northrup may take several weeks. Finding a grant for new radios is needed in the future. The current radios in operation are outdated. Parts and batteries are now hard to find. The radio batteries were likely purchased at the same time and are all reaching their lifespan. It was noted that non-working firefighters with radios must return them.

Vote: Unanimous - motion carried.

- Cleaning person or company: A cleaning service is needed for the Community Center. Elaine Foster to put an advertisement in the newspaper or other areas and define the scope of work. Three bids are requested. Payment is at a rate of \$100/month plus cleaning supplies.
- Red flag days and fire ban: Patrick Smith has been working with Sharyn Baker. The answering service is not listening to Frecom. Sharyn Baker called the answering service every time so that there would be no burning on that day. The link to fire ban information in Fremont County is on our website. We are currently under Stage II Fire Ban and a Stage II Fire Ban sign is needed. The Red Flag sign is very heavy and in need of redesign. October 17 is a Red Flag day.

INSURANCE REPORT: Crystal Warner is not in attendance.

Insurance update and DVDs from the insurance company update already addressed.

VICE-CHAIRMAN'S REPORT:

- Money back from P Path building: Jerry St John commented that the downpayment money (\$15,576) on the project was to lock in the excellent pricing. Suggested that the Amish community members may be willing to provide labor. He noted that 10 firefighters are closer to P Path than to Station 1. Patrick Smith reminded the board that the pricing included insulation and installation. What is needed is dirt work, foundation and doors. 75% of calls come from the southern part of the district.
- Election Official needed: An advertisement will be put in the newspaper. The position pays \$500.

COMMITTEE REPORTS:

- Station 3 Indian Springs - Two survey bids were received. Crown Point Land Services was the least expensive. Motion by Elaine Foster to hire Crown Point to survey the land at Station 3.
Second by JR Niblett.

Discussion: Patrick Smith clarified cost to be between \$1200 to \$1500. An alta survey includes a soil test. A soil test is not required. The civil engineer will then design a drainage plan at no cost. Brush cleanup can be completed. The cost of these three items (survey, engineering and cleanup) are not to exceed \$2500. There are no funds available for dirt work this year. \$9,500 will revert back into the 2019 budget.

Vote: Unanimous - motion carried.

The board will wait till the return of Robert Themel to approve the cost of the brush cleanup. There was a \$900 bid for removal. However, Robert may use the cleanup for fire mitigation training and/or controlled burn training.

- Station 4 P Path: Already discussed.

OLD OR UNFINISHED BUSINESS:

- Motion by Patrick Smith to sign the contract and/or contracts for the state sponsored website and to begin the transition of information from the district's current website. (*see attachment #5*)

Second by Elaine Foster.

Discussion: The transition will take place after January 1, 2020. There may be a second state contract required and should be signed as well.

Vote: Unanimous - motion carried.

Patrick Smith suggested that the old email addresses need to remain to maintain communication. Elaine Foster would have to give up the **dmfpd.org** domain email addresses. She could sign a release and get a confirmation number. Then, go to the GoDaddy website and enter the confirmation number. This will transfer the emails to GoDaddy. Patrick Smith will pay the \$7 charge and take between two and seven days. Elaine Foster identified a problem in that the annual GoDaddy cost is \$170. Additionally, the annual cost of the domain name is \$19.75. These costs would remain. Elaine Foster's understanding is that the state does not provide email addresses. However, Sharyn Baker believes there is a way to get email addresses through the state and not use GoDaddy. Sharyn Baker is confident that she can define this process and is the point of contact for the new website. She can be reached at 719-313-8787. The benefit is that the emails will be archived. She suggests that there are grants available to archive all paper documents.

Patrick Smith suggested a quarterly newsletter be made available again. These would not be mailed but printed and available for pick up here in the community room.

- History records update: A light is needed in the basement so that records can be effectively reviewed. No records have been destroyed.

NEW BUSINESS:

- Sharyn Baker inquired about salaries. Sherry Hastings provided that only Robert Themel's salary would be increased at this time. After January 1, 2020, the board would revisit the EMT hourly wage. At this time, starting wages for an EMT is \$11.25.

ANNOUNCEMENTS: Next regular meeting is November 20, 2019 at 6:00 PM.

ADJOURNMENT

Motion to adjourn by JR Niblett.

Second by Sherry Hastings.

Vote: Unanimous. Motion carried.

Meeting adjourned at 8:52 PM.

Respectfully submitted,
Anita Gregg, secretary

(Supporting documentation to these minutes available upon request.)