



DEER MOUNTAIN FIRE PROTECTION DISTRICT
BOARD MEETING MINUTES
April 19, 2017

CALL TO ORDER at 6:00 p.m. by Chairman Gerry Hoover. Directors present; Gary Pickens, Karen McKee, Darin Anderson, Mike Gonzalez.

PLEDGE of ALLEGIANCE –Lead by Gerry Hoover

CHANGES TO AGENDA –no changes to agenda

MINUTES

- Approve March 15 regular mtg. minutes and Mar 21 special mtg. minutes. Karen made motion to approve minutes as presented, Darin seconded motion carried.

PUBLIC INPUT for matters not on the Agenda.

- 3 minute limit/no disrupting, pursuant to § 18-9-108, C.R.S.
- Ken Barton requested letter from fire board stating the need for opening of 18 trail from 'G' to 'I'.
- Representatives from Cody Park requested a representative from the Board be present at the Cody Park annual meeting July 22 at Tony's Pizza to speak about fire safety. They also suggested having 2 10,000 gallon tanks in Cody Park to aid in firefighting. These requests will be placed on the Board agenda for May.

TREASURER'S REPORT:

- Treasurer's Report	
- Beginning March check book balance	\$116,587.15
Deposits to date:	
County deposit prior month	57,770.85
Gallimore-Mar 1, 6272 CR 28 payment	360.00
Medical Income	9,873.32
EMS Donations	265.00
Donations to District	550.00
S.Yoder (2) payment for EMT class & books	100.00
Reim. For Ace charges from Red Suspenders	63.69
Workers Comp refund for 2016	436.80
Transfer funds back from Brush debit card	00.00
Home Depot – return door	207.00
Gary Pickens reimb. Accidental purchase	177.01
Bank Interest	<u>1.24</u>
Total Income:	70,704.91
Total income plus beginning balance	\$187,292.08
Expenses to date:	101,758.70
Ending checkbook balance	\$ 85,533.36
Other Bank Acct Balances:	
Emergency Reserves	50,379.42
Capital Improvements	50,435.40
Brush Truck 4 Debit Acct	85.77
Medical Checking	1,633.97
Payroll Acct. (Donations)	<u>0.00</u>
Total funds:	\$188,067.92

Karen made motion to approve Treasurers Report for March 2017. Darin seconded, motion carried.

Karen passed out P & L quarterly budget. She reported more income then what was budgeted for medical billing. Payroll expense has been over budget. Medical supplies have been over budget, one factor was equipping the third ambulance. Training is under budget Equipment purchases over ½ of allotted budget has been used in the 1st quarter, equipment maintenance is also over budget. Trucks repair and maintenance must be reviewed also.

- Bill Pay Approval: Beginning checkbook balance for April; \$85,833.36. Income to date; \$55,961.92. Income plus checkbook balance; \$141,496.28. Expenses to date: \$33495.20, With income and expenses to date for April, this leaves a checkbook balance of \$10800.08. Karen stated this report includes 65% fire fighter pay. Taxes were withheld, and this income will be reported to the firefighters on their W-2 as previously decided. Since the report was sent out to the Director's an additional expense paid to Fremont County for \$80, for the license fee and there was an additional \$500 EMS donation, and a \$25 donation do the District since the bills report was sent out. Also Karen reported that the Strive grant funds were received on Tuesday. \$1700.00 of this was reimbursement to DMVFD for Themel EMS class and books. She reported that a number of items were ordered to gel all ambulances equipped for the inspection. Karen made motion to pay the bills for April 2017, Mike seconded, motion carried.
- Payroll expenses- Karen reported March payroll and liabilities totaled \$6853.92. Karen also reported the use of District funds to support payroll is now averaging approx. \$1900 per month.
- EMS Billing Karen reported the March income from billing totaled: \$9873.32. She also stated that 3 months of EMS billing had reached over 40% of the amount billed and the long term outlook was improving.

	EMS BILLING	BILLED	RECEIVED	WRITE-OFF	# OF Runs
	April	22,581.00	32.02%	62.98%	15
	May	6,580.00	30.70%	64.66%	4
	June	14,217.00	30.59%	61.23%	12
	July	17,215.00	35.70%	66.70%	12
	August	27,305.00	45.83%	62.39%	18
	Sept.	14,779.00	51.03%	40.31%	13
	Oct.	11,686.00	52.65%	39.48%	8
	Nov.	15,233.00	22.69%	60.14%	10
	Dec.	11,747.00	22,24%	67.12%	9
2017	Jan	11,253.00	10.92%	49.25%	9
	Feb.	5,570.00	14.14%	39.90%	4
	March	16,522.00	10.86%	17.92%	10

- Nat'l fire billing – Karen report the incidents for Kansas and Oklahoma fires, and the first incident in Florida have been billed.
- Purchasing Agent Reimbursements & Requests: Gary Pickens presented a request form totaling \$3,510.00 (Med 1 floor mats at \$70.00 was on the request twice) Gary explained the need for a Crossfire tire equalizer systems for B12, B13, Med 1, Med 3, and R11. This will be a big help with maintenance for the 5 vehicles - cost \$56.50 per unit – at a cost of \$565.00. Total cost of purchase request is \$3510.

o Cross fire for 5 vehicles	\$575.00
o Support 11-4 new tires	565.00
o Brush 41 – 4 new tires	600.00
o Brush 41 – Brake work	500.00
o Med 2 – 2 new tires	300.00
o Med 2 – Steering Gear	300.00
o Med 1 – front floor mats	<u>70.00</u>

Total requested \$3510.00

- Darin made motion to approve purchase request form for \$3510, Gary seconded – motion carried.

CHAIRMAN'S REPORT:

- Admin Hours
- Gerry 5, Mike 5, Darin 25, Karen 170, Gary 150
- Volunteer approval: Paul Rasmussen, Gerry made motion to approve Paul as volunteer for District, Mike seconded, motion carried.

Stations 1,2 &3:

- Training Hours & Runs, Training Hours – 190, and 10 runs
- Purchase/Reimbursement requests - Mark total reimbursement, \$722.98 Karen made motion to approve reimbursement – Darin seconded – motion carried. On the purchase request form Mark requested items totaling \$833.00. Karen made motion to approve purchases totaling \$833, Darin seconded, motion carried. Mark suggested buying ballistic vests that has EMS printed on vests for protection and identification for the safety of EMS staff when on duty. A least two quotes will be obtained, with complete description of the vest given. Information will be given to Gary Pickens on a purchase request form, and will be placed on May agenda for discussion.
- Support 11- Karen made motion to use Support 11 to be used by volunteers on volunteer duties for the district locally and not go on National fires. Vehicle was reported to have 280,000 miles on it. Gerry seconded. Motion carried.
- Training request- Bob Bryan wants to take IV class for a cost of \$275.00. He has been approved for the Strive grant. Karen made motion to approve \$275 to Bryan to get IV certification, seconded by Gerry. Motion carried.
- Sarah Anderson wants to become intermediate EMT. This is contingent on her being approved by Create grant, that will pay 50%. Karen made motion to approve up to \$2100 for Sarah Anderson to become an intermediate EMT, this is contingent on Sarah being approved by the Create grant, and passing the course. Darin seconded, motion carried.
- Station 2 fuel; Karen reported that the fuel tanks at Station 2 should be secured. After discussion, Gary will check to see the cost of a meter. This will allow monitoring of fuel used.
- Wood Chipper Update Fees & Requests
Darin made motion to accept the donation of a Wood Chuck Hyroller 1200 Wood Chipper with an overall valuation of \$12,225.00 from Joan Adair. DMFPD will reimburse Ms. Adair \$2000 for the unit, with the remaining balance being donated (and tax deduction for Ms. Adair) Karen seconded the motion. Motion carried.
Darin presented a General Rental Protocol for the chipper:
Rental rate includes the chipper, delivered on site, as well as a single DMFPD operator to operate that chipper while there.
Operator is compensated as an employee, similar to DMFPD EMT's.
For workdays exceeding 4 hours a 30 minute lunch is included.
Per rental:
 - o One time \$30 equipment delivery/Return/Maintenance Fee (paid to operator.
 - o Per Hour \$50 for equipment/operator (see breakout below) and \$7 for diesel fuel
 - o Minimum: 3 hour rental

Scenarios:

Experienced operator (single): of the \$50 rate, \$20 payable to the Operator, remainder to DMFPD for maintenance/liability/payroll expenses.

Inexperienced Operator (overseen by Experienced Operator) Of the \$50 rate, \$20 payable to the Experienced Operator, \$10 payable to the inexperienced Operator, remainder to DMFPD for maintenance/liability/payroll expenses.

Experienced Operator can ultimately sign off on Inexperienced Operator who will then become an Experienced operator and able to run the chipper solo.

DMFPD does not have responsibility for chip disposal. Slash will be chipped in place or into a vehicle proved by the renter.

The potential scope of usage; Immediately: Indian Springs chipping of roadside mitigation project.,

Various home assessment mitigations within district, working with HOA's with in district.

Darin made motion to approve initial rate structure as presented , seconded by Gerry, motion carried.

Darin presented a purchase request form totaling \$158.00, seconded by Karen. Items on this request; grease gun and grease tubes, shovel, 5 gallon gas can, clipboard, colored laminated copy of operation instructions, 50 rental forms, bungee cords, 2 quarts of oil. After discussion, – motion carried. During the discussion Karen suggested a minimum down payment of \$180.00 for rental of chipper.

Darin presented a Rental Record for the chipper; which includes address and info on the person renting the chipper, and a maintenance point check that must be completed by the operator when the day is finished.

EMS:

- Training Hours & Runs, 0 training hours, 8 runs.
- Purchase Requests: - none
- Training requests: none
- Ambulance licensing: Ambulance inspections were done on April 19, and except for a few small items everything looked good. April 25 is meeting of the BOCC for the approval of the ambulances licenses.

-

SECTION REPORTS

Insurance: - Nothing new to report

Communications:

- Active 911 requests – Adam Anderson & Galen Murray. Darin made motion to allow him to approve these requests without coming to the Board. Karen seconded, motion carried.

OLD BUSINESS:

- Ambulance Grant (CDPHE) Update – nothing new to report.
- Retention Program Updated: Patti state that the project will be tabled for the time being.
- Inclusion Mailings, MVA/Fire Billing, PILT Update – Gerry reported the letter is ready and will be mailed soon.
- Station 3 SRUP Application Update was submitted in March. DMFPD has received deficiency letter, the all site plan, and application changes were resubmitted. Certified letters were mailed last week, and the SRUP notice sign was installed last week. County Engineer, Don Moore’s stormwater plan concerns were addressed. Karen will be attending a Planning and Zoning meeting on May 2, and then the BOCC meeting on May 23rd – where approval could be granted.

NEW BUSINESS:

- Donations: A person has left her estate to DMFPD, however Karen stated that with the reverse mortgage, realtor expenses, attorney fees, DMFPD may receive something. However, if the offer for the home is not accepted the bank will take possession.
Karen stated Dick Cook donated architectural metal that she has at her home. Karen will try different venues for selling the items to see if there is any interest in the metal.

ANNOUNCEMENTS: Next board meeting will be held May 17, 2017 at 1800 hours.

ADJOURNMENT: Karen made motion to adjourn at 19:36, seconded by Gerry, motion carried.