



DEER MOUNTAIN FIRE PROTECTION DISTRICT

BOARD MEETING MINUTES

August 15, 2018 @ 1800 hours.

CALL TO ORDER: The meeting was called to order at 1801.

Directors present: J.R. Niblett, Elaine Foster, Patrick Smith & Darcy Themel. (Absent: Sarah Killough)

Prayer: by Patrick Smith

Pledge of Allegiance: led by J.R. Niblett

Changes to Agenda: J.R. moved Bookkeeper/Secretary requests under EMS billing.

Meeting Minutes: Darcy motioned to approve July 18, 2018 regular meeting minutes & August 1, 2018 Special meeting mins. Elaine 2nd. Motion carried.

Public Statements: Lester Limon a property owner in Indian Springs adjacent to Station 3 addressed the board. He stated that Indian Springs has formed a committee of interested property owners to help facilitate communications between the Indian Springs board and DMFPD. They (the committee) would like documentation of the next steps and time line for the progress and completion of Station3. They would like to ensure that there is a budget line item to complete Station 3. They want to ensure that there is a strategy for stormwater management and that the plan is communicated to the community. Their committee will be asking for accountability from the DMFPD board and would like to work together with the DMFPD board to ensure that the Station 3 project is completed and completed well.

Treasurer's Report: Elaine is acting treasurer as Sarah Killough is unable to attend meetings presently due to family matters. Elaine motioned to keep Sarah in her present position until the end of the year and that the issue be revisited in January. J.R. 2nd. Motion carried.

In Sarah's absence Karen gave the Treasurer's reports.

- Treasurer's Reports

Beginning July 21st checkbook balance Great Western	\$113,662.16
Deposits this month-to-date	
County Deposit for prior month (in Bank of San Juans)	
Medical Income	\$2,704.98
Bank Interest	\$0.78
Total Month Income	\$2,705.76
Total Income plus beginning balance	\$116,367.92
<u>Total Expenses</u>	<u>\$73,632.03</u>
<u>Ending Checkbook balance Great Western</u>	<u>\$42,735.89</u>

The expenses in this account are nearly all payroll & national fire expenses. Bills will no longer be paid out of this account. out of this account. It will remain open for some time until EMS direct deposit payments are converted to the Bank of the San Juans (BJS) account. these. GW checks 4551-4799 were taken to BSJ for shredding and a \$25.00 credit. Checks 4530-4550 have been retained to use to transfer funds to BSJ.

Beginning July 1st checkbook balance Bank of San Juans	\$76,917.56
Deposits this month-to-date	
County Deposit for prior month (in Great Western)	\$27,001.64
Gallimore- 6272 CR 28- payment (July & August)	\$720.00
Medical Income	\$2,227.22
Donations/hall rental	\$25.00
State Fire Payment Park Creek	\$24,084.68
Balance of Ambulance and Equipment grant (2017)	\$5,895.00
Sale of 1981 Engine 11	\$2,500.00
Reimbursement for Garage Door Deductible	\$500.00
Sell GW checks to Bank of San Juan & shred	\$25.00
Test Deposit for EMS	\$0.13

Total Month Income:	\$62,978.67
Total Income plus beginning balance	\$139,896.23
<u>Total Expenses</u>	<u>\$34,935.23</u>
<u>Ending Checkbook Balance Bank of San Juans</u>	<u>\$104,961.00</u>
<u>Ending Checkbook Balance Great Western</u>	<u>\$42,735.89</u>
<u>TOTAL CHECKING ACCOUNT FUNDS</u>	<u>\$147,696.89</u>

Other Bank Account Balances:

Emergency Reserves Bank of San Juans	\$50,429.82
Capital Improvements Bank of San Juans	\$19,839.27
Brush Truck Debit Account Great Western	\$3,170.92
Engine Debit Account Bank of San Juans	\$280.72

Total Funds 7/31/2018 **\$221,417.62**

Elaine motioned to approve the Treasurer's reports. Patrick 2nd. Motion carried.

Karen learned from the District accountant, Andrew, that the board should be ratifying all of the debit charges related to the Nat'l fires as none of these charges are or can be pre-approved. Karen provided printouts of all transactions in the Great Western Brush truck account year-to-date and BJS Engine account from 1/1/2018 – 7/15/18. Elaine moved to ratify the expenses on the reports for the two accounts. J.R. 2nd. This should be done monthly while the accounts are being used. Motion carried.

- Bills Report

Beginning August 1st checkbook balance Great Western	\$42,735.11
Deposits this month-to-date	
Medical Income	\$730.67
Transfer excess funds from GW Brush truck account	\$2,800.00
Bank interest	\$0.78
Total Month Income to-date	\$3,531.45
<u>Checkbook Balance to date</u>	<u>\$46,266.56</u>

Beginning August 1st checkbook balance Bank of San Juans	\$104,961.00
Deposits this month-to-date	
County Deposit for prior month	\$7,375.36
Gallimore- 6272 CR 28- August pymnt was paid 7/1	
Medical Income	\$2,404.58
Reimbursement for Falyn Smith EMT class	\$2,201.95
State Fire Payments 416	\$77,746.33
Balance of Ambulance and Equipment grant (2017)	
Total Month Income to-date	\$89,728.22
Total Income plus beginning balance	\$194,689.22
<u>Total Expenses to Date</u>	<u>\$85,876.08</u>
<u>Checkbook Balance to date</u>	<u>\$108,813.14</u>

A few things to note: over \$25,000 of the bills are National Fire related expenses for which the District is reimbursed and another nearly \$27,000 of the expenses are payroll & payroll liabilities related. Tallahassee Fire has reimbursed the District for Falyn Smith's EMT class expenses. The District's accountants, Garren, Ross & Denardo donated \$5220.50 to bring the bill down from over 13,000 to a little over 8,000.

The District just received the 2017 4th quarter tax overpayment refund in the amount of \$1,676.92 this is not reflected on the bills report as it hasn't been deposited.

Elaine motioned to approve paying the bills. Darcey 2nd. Motion carried.

Karen requested approval to pay the W.S. Darley bills for 8 sections of hose in the amount of approx. \$750 plus shipping charges. Elaine motioned to pay Darley the bill. J.R. 2nd. Motion carried

- Personnel Concepts Posters: Karen had a number of bills from Personnel Concepts mostly for subscriptions. Elaine motioned to only pay for the posters for \$35.00 and to cancel the subscriptions. J.R. 2nd. Motion carried.
- Payroll Expenses- EMS payroll & liabilities for July totaled \$6,396.08 Total July payroll expenses for EMS and Staff are \$9,223.77.
- EMS Billing- In July 10 runs were billed for a total billed amount of \$19,420.60. Income received in July from billing was \$4,904.33. August income from EMS billing to-date is \$3,135.25.
- National Fire Billing and Payroll: So far this year District trucks on four incidents have brought in \$55,683. The state has been billed for trucks on 6 additional incidents for an estimated income of approximately \$49,000 yet to be received. The board should be aware that the Engine 12 crew is using the debit card for meals. Typically the debit cards should only be used for fuel and lodging and firefighters use personal funds for meals as they get per diem to cover those expenses. The crew started running low on personal funds as meals are not being provide to them by any incidents as is typically the case. This will all be sorted out and the meal expenses will be deducted from their per diems so that the District is reimbursed for the meal charges. Adam Anderson has been over paid for most likely 3 incidents. We've only received final paperwork for one of the 3. Jenn billed for him and he was paid at Driver rate, but the resource order called for a firefighter 2 and so the District was reimbursed for his pay at FF2 rate. So for the 416 fire he was over paid \$278.84. It is estimated that he is overpaid for Fawn \$133.67 and \$63.16 for Divide. In the future Jenn will try to make sure the resource order for a Driver rather than firefighter 2. Elaine motioned to contact Adam Anderson and discuss the problem with him and that the board make a decision after talking to Adam. Patrick 2nd. J.R. asked Joe if he would talk to Adam. Joe agreed to do so. Elaine amended her motion to have Chief Joe Watts talk to Adam. J.R. 2nd. Motion carried.
- Bookkeeper/Secretary requests: Karen explained that as the bookkeeper she needs copies of all receipts/invoices for all expenses. She requested everyone to get receipts to her as promptly as possible so that she does not have to track them down. Karen also requested that she be contacted regarding District matters using the email address info.dmfpd@gmail.com rather than her personal email account. Karen had a purchase request for 2 rolls of stamps for \$100.00. Elaine motioned to order the stamps. Patrick 2nd. Elaine emphasized getting receipts and information to Karen promptly, so as to not create additional work for her in tracking down items. Motion carried.
- Amended Budget & discussion about funds: Elaine explained that the budget needs to be amended due to additional income and expenses. The budget committee met on 8/7/18 and the board was presented with a proposed 2017 amendment via email on 8/7/18. Elaine motioned to hold a 2017 budget amendment hearing at 6:00 at the 9/19/18 regular meeting and authorize Karen to put the notice of the hearing in the Daily Record. J.R. 2nd. The proposed budget will be posted at Station 1 for public review. Motion carried. Elaine would like online access to the bank account in the event Karen & Sarah are unavailable. She will request her own log in from The Bank of San Juans.

Chairman's report:

- Admin Hours: J.R. reported that the board had about 340 hours.
- Approve new application(s): J.R. motion to approve new volunteers William Logsdon & Michael Kristiansen. Patrick 2nd. Motion carried.
- Address the EMT's: J.R. complimented Joe and the EMTs on the excellent job they are doing and for all the responses they are handling in the middle of the night. J.R. also thanked the firefighters for their time.

Station Reports: Fire & EMS

- Station 1,2 & 3 updates: Joe had no updates.
- Fire training hours & runs: Joe reported 5 fire runs and 150 training hours.
- EMS training hours & runs: There were 18 EMS runs & 83 training hours.
- EMT-I class update: Joe indicated that Jay DeMay says it looks promising for holding the EMT-I class at Station 1.
- Purchase Requests- Joe submitted a purchase request for \$534.98 for the new support 11. The lights and siren off the old Support 11 won't work on the new truck. Patrick 2nd. Motion carried. Joe would like the board pay Erik Johnson \$10.63 (rather than the previously approved \$9.00/hour) above the Engine boss pay to take our trucks out rather Erik going out as division. This is to ensure there is personnel to take our trucks out to National Fires. Elaine motioned to pay \$10.63 above engine boss starting with the Weston pass fire. J.R. 2nd. Motion carried. Elaine said the purchase order for the new lifepack 15s will arrive in about 8 days. The lifepacks for the ambulances will hopefully arrive about 2 weeks later.

Jenn said that District Tender 12 is on the Bull Draw fire, Engine 12 is in Nevada on support/pre-position and two people are out as overhead/single resources.

Communications Report: Patrick has completed the security system. Patrick had no update on the wildland radio repairs. The new printer has been purchased and is up and running. Jenn's computer was being used while the office printer was down. Patrick motioned to reimburse Jenn \$120 for a printer cartridge. Elaine. 2nd. Motion carried.

Insurance Report: Darcy had nothing new to report.

Vice-Chairman Report:

- Collect Job Descriptions: Elaine still needs Jenn's job description.

- Non-profit mailing permit & October fundraising letter: Elaine motioned to send out and October fundraising letter and apply to the post-office for a mailing permit with a total cost for permit and mailing up to \$2,500. J.R. 2nd.

Elaine will write up the letter for board approval. Motion carried.

- Letter to Planning & Zoning: Elaine talked to Matt Koch. He needs a letter from the District, separating the two projects (Station 3 and Station 4), stating that the board has no intention of moving the Station 3 building that the SRU process could move forward for Station 4. Elaine motioned to send this letter to Planning and Zoning. Darcy 2nd. Elaine will write the letter. Motion carried.

Committee Reports:

- Mill Levy Committee report – Tabled.

Old/Unfinished Business:

- Golden Acres Inclusion Updates: Terry Stewart has received about 33 petitions for inclusion roughly 22 of the properties have structures. Terry will continue to collect a few remaining expected petitions and will get these to Karen so that she can draw up the public notice and the board order for inclusion for a public hearing perhaps to be held in October. Elaine motioned that the public notice be paid half by the District and half by Golden Acres community. J.R. 2nd. This is agreeable the Stewarts. Elaine said that if people in golden acres decide to join at a later date, they may be requested to pay the entire public notice fee. Motion carried. Karen reviewed the inclusion process.

- Billing process for fire calls outside of the District- Elaine reported that this in the works and the invoice has been firmed up.

- Old support truck update-Patrick said that he posted the truck for sale on Craig's list for two weeks and flyers were posted at the community center and the post office and only 1 bid was received. Patrick motioned to sell the truck for \$1250.00 to Otis (Jeremy Warner), as is, with a \$600 payment today and the balance of \$650 by September 3, 2018 and approve the contract. Darcy 2nd. Motion carried.

- Contract for working as a sub-contractor - Tabled

New Business:

- Lawyers: Patrick reviewed what a Special District lawyer does, - they provide representation for areas of municipal laws. Patrick recommends keeping the Special District attorney for Special District needs and look for a local law firm to handle standard items like basic contracts. Patrick called the attorney George Rowley and discussed the recent bills. The District was being billed an incorrect rate. The \$120 invoice has been dropped and the \$80 invoice reduced to \$73. Patrick motioned to Pay Spencer Fane \$73 for the review of the letter for the District audit. when the revised bill is received. Elaine 2nd. Motion carried.

- Darcy resigned as a board member. She has nearly completed her EMT basic and will be taking the EMT-I class and feels its best for her to concentrate on her education. Elaine thanked her for her help with insurance.

Patrick motioned to fill Darcy's position with Crystal Warner. Elaine 2nd. Crystal Warner introduced herself. Motion carried. The Oath and Notice of appointment will be done within 30 days. Motion carried.

Announcement: Next board meeting will be held September 19, 2018 at 6:00 PM

Adjournment: J.R. motioned to adjourn the meeting at 1925. Elaine 2nd. Motion carried.