



DEER MOUNTAIN FIRE PROTECTION DISTRICT

BOARD MEETING MINUTES

February 21, 2018 @ 1800 hours.

CALL TO ORDER: J.R. Niblett. Prayer by Patrick Smith

Directors present: J.R. Niblett, Gary Pickens, Sarah Killough, Patrick Smith & Darcy Themel

PLEDGE of ALLEGIANCE - lead by J.R. Niblett

PUBLIC HEARING – 2017 Budget Amendment – Sarah opened the hearing by stating that the hearing notice to amend the DMFPD 2017 Budget was advertised in our paper of record, the Canon City Daily Record, on Feb 9, 2018. The proposed 2017 budget amendments have been posted on the community bulletin outside and in this room for review since Feb 9, 2018. She had not received any changes or comments regarding the proposed Budget Amendments. Sarah asked if anyone present had any changes to the proposed 2017 Budget. As there were no proposed modifications to the 2017 amended budget as presented from either board members or public, Sarah motioned to approve the DMFPD 2017 budget amendments. J.R. seconded. Motion passed.

Resolution 20180221-01 was sent to the board members for review. This resolution is to amend the 2017 Budget. This resolution basically states that due to unplanned income we are increasing our income allocations from 347,018 to 1,004,922 so that we can spend the funds. Sarah motioned to Pass Resolution 20180221-01 Supplemental Budget and Appropriation. J.R. seconded. Sarah said that over \$520,000 of this additional income was from national fires and that the majority of the \$520K was spent on firefighter payroll and per diems. Motion carried.

CHANGES TO AGENDA - None.

MINUTES The following minutes were sent out to the board for review: Revised December 13, 2017 regular meeting mins; January 17, 2018 regular meeting minutes; Special meeting minutes for January 22, 26, 31 and February 3, 2018. Sarah asked if there were any changes. There were none. Sarah motioned to pass all six sets of minutes. Gary Seconded. Motion passed.

PUBLIC INPUT for matters not on the Agenda.

- **Scott Hanlon**- Scott presented himself as a concerned citizen. He discussed the reliable regularly responding firefighters of recent years and encouraged the board to take care of the volunteers to prevent further turnover and turmoil. He is pleased with the recent changes of management, the return of Joe Watts and improved training as well as the present board. Scott wishes management will stay as it presently is. He pleaded that the investment be in the LOCAL volunteer firefighters and our EMS personnel, and that new personnel be required to prove that they will stay before funds are spent on training them.
- **Elaine Foster** – Elaine brought up training grants available for EMT's: Strive [no longer available] and CREATE. She explained that the CREATE grant can provide 50% to 90% of the cost and that eligible candidates must be carefully selected to reduce the risk of spending funds on training only to have the EMT's go elsewhere. Elaine suggested that candidates should sign a contract with The District, help with fundraising and also contribute some of their own funds towards the training expense.
- **Scott Fallis** of Indian Springs – Scott and others came to support The District and to discuss Station 3. He would like to help stop the rumors and work together to put an end to the Station 3 issues.
- **Ricardo Galvan** (EMT) - Thanked the firefighters that responded to the icy scene on Copper gulch for their quick thinking and work to shovel dirt on the road so that the road could be opened up much more quickly.

TREASURER'S REPORT:

- **Treasurer's report**

Beginning Checkbook Balance January 1, 2018	194,457.00
Fremont Co Tax for prior month	4,477.86
6272 CR 28 Payment	360.00

Medical Income	2,510.78	
Donation	325.00	
Harbor Freight return	636.22	
Refund of Fire Expense funds advanced	2,056.65	
State Fire Payments	30,726.33	
Bank Interest	<u>1.52</u>	
Total Income	41,094.36	
Total Expenses	67,636.97	
Ending Checkbook Balance		167,914.39
Other Available Funds:		
Emergency Reserves	50,417.39	
Capital Improvements Reserve	19,836.82	
Brush Truck Debit Card	1,286.38	

TOTAL Available funds as of December 30,2017 **239,454.98**

Sarah motioned to approve the January 2018 Treasurer's report. J.R. Seconded. Motion Passed

- **National Fire Income Expense Update & FF payment issues** – Sarah explained how there were duplicate payments, and many unpaid personnel. After extensive time and research matters are believed to be resolved. Sarah informed everyone that as of January, all payments for the 2017 National Incidents have been received. In 2017, on 11 incidents, District trucks earned approx. \$165,000 for this District. She thanked all the firefighters that took District trucks out in order to help this District. A list of those firefighters that took District engines out to raise income will be put together. **Patrick** explained that unfortunately many mistakes were made by previous personnel and that some FF's were paid twice and some not paid that should have been paid months ago. \$1,731.73 owed back to the district and a contract is in place to make the repayment. The District has outstanding payments being made this evening of \$13,220.93. Patrick motioned to approve the repayment plan and to get the firemen paid what they are owed. Gary seconded. Motion carried.

- **Bill Pay Approval** – Sarah presented the Bill pay report.

Total Income to-date	77,636.05	
Total Expenses	119,932.03	
Ending Checkbook Balance		185,487.91

Sarah explained that there was income from sales of Med 2 and a rescue truck. She noted exceptional payments for the District's portion of the new ambulance and also a new rescue truck purchase that was approved earlier in the month. She also discussed that the phone lines and Station 2 internet service that the previous board was going to shut off or said they did shut-off didn't happen. Patrick is working on correcting the issues. It was discovered that Station 2 & Station are being heated after the last board said that Station 2 was winterized. Joe indicated there's a truck with water in Station 2 so it must be minimally heated and there is no reason to heat the old building at Station 3. Another issue is that that the Worker's Comp 2017 year-end adjustment cost over 5,000 and the last board only budget \$6,000 for worker's comp for 2018. Worker's comp. is very under budgeted and must be amended. Karen added additional bills received in last few days and explained the board policy (for new members) that all bills and reimbursements are to be to the Treasurer or Bookkeeper by the Friday before the board meeting to be included for payment at the monthly board meeting. Additional bills/credits not on the report: Credit for a class for ex FF's of \$350.00; Credit from Carquest \$20.96; Vin inspection for 3 vehicles cost \$60.00; Additional attorney fees for \$202.00; \$214 for cleaning supplies and a breakfast at FF training; 29.49 for a lock at Sat3. Sarah motioned to approve the February Bills and payment report along with additional bills presented. J.R. seconded. Motion carried

- **Payroll expenses-** Payroll expenses and liabilities for February totaled \$7,545.84.

- **EMS Billing** - In January 24 EMS runs were billed for a total amount of \$30,749.00 (5 were treat & release). Collection rate has been running right about 30% of what has been billed.
- **Purchasing Agent Reimbursements & Purchase Requests** – Gary Requested up to \$1,100.00 for a radiator for Tender 11 and \$400 for installation if it can't be accomplished in house. Also requested a renewal of the Sam's Club membership of \$45. Total request: \$1545.00. J.R. motioned to approve the \$1545. Patrick seconded. Discussion: Gary wants to get radiator done ASAP while there is snow on the ground. Motion carried.

CHAIRMAN'S REPORT

- **Admin Hours** – J.R. reported about 542 hours have been put in by the board since they were appointed.
- **New Volunteer Approvals** – J.R. motioned to approve David Nowlan as a new volunteer. Patrick seconded. Motion Carried.

STATION REPORT:

Stations 1,2 &3:

- 2 Fire runs & 107 training hours
- Joe had purchase requests of \$9,696.71 for hoses, reels & fittings for new rescue truck, Heat exchanger for Engine 12 Holmatro extrication equipment mounts, Holmatro servicing (to maintain warranty) & training at Firecamp for Nick Ophaug. Sarah motioned to approve requests. J.R. seconded. There was discussion that perhaps someone should be sent to school to learn how to service the equipment in the future to save future servicing expense. Joe will discuss with Adam to see if he would be interested. Motion carried.
- Joe also requested \$2075 for materials to complete room above office for EMS personnel. Labor will be volunteered. Patrick motioned to approve the funds for this project. Sarah seconded. Motion carried.

EMS:

- 22 EMS runs
- Joe said that EMS week is May 20-26. Joe would like the firefighters to have an open house during this week and bring in flight for life and new ambulance could be presented. There was discussion about funding this. No decision was made on funds. Joe will work on a dollar amount.
- Training Request – Joe would like to send Rick class to become a CPR instructor at a cost of \$250.00 at PCC. J.R. motioned to approve sending Rick to the class. Sarah seconded. Motion carried.

SECTION REPORTS:

Insurance – Darcy removed the two sold vehicles and added the new Rescue truck for a credit of \$517. Roster needs to be reviewed to update worker's compensation.

Communications – Patrick shopped for quotes for radio repairs and programming of 9 radios. Patrick motion to have Communication Solutions do the work for an estimated \$2,600. Sarah seconded. This includes a service call to Station 1 for Med1 and Med2. Motion carried.

OLD BUSINESS:

- **Ambulance Grant (CDPHE) Update** – Sarah said the ambulance was in getting the decals applied. No progress will be made until March 2 as the Ambulance shop is closed. \$156,602.70 is the balance due upon delivery. The District must pay this up front, then the state will reimburse the District. Sarah motioned to give her permission to write this check to time this expense with ambulance delivery and to expedite getting reimbursement from the State. Gary seconded. Motion carried.
- **Station 3 Building update** – Rob Adams gave a lengthy presentation with two costly options as to what he thinks needs to be done to remedy the Station 3 issues. Option 1 involves extending the concrete to the rear, disassembling the building and resetting it in the correct location. Option 2 involves tearing down the old building, relocating the overhead doors on new building to face the other road. Electric would still

need to be run to the building and insulating and finish work completed. Gary Motioned to table the decision. J.R. seconded. Motion carried.

Sarah motioned to form a building committee of Scott Fallis, Carl Jones, Rob Adams, Karen McKee and J.R. Niblett. Gary seconded. Motion passed. Gary thanked Rob for all of his work.

- **Chief Position Search Update** - J.R. motioned to proceed with the chief search using the job description that was in place in 2016. Patrick seconded. Motioned carried.
- **District's Legal Counsel Search** – Patrick explained that the District's previous legal counsel would not reconsider representing us but that would complete work as the District's DEO. Patrick contacted 10 different law firms that specialize in Special Districts. Only an attorney with Spencer Fane would agree to take us as a client. Patrick motioned to retain George M. Rowley of Spencer Fane LLP as District legal counsel at the rate of \$365/hour. Gary seconded. Motion carried.
Karen requested permission to discuss National Firefighter pay issues with the attorney. Patrick motioned that Patrick, J.R. & Karen discuss this with Mr. Rowley to get to know him get to know him. Gary seconded. Motion carried.
- **EMS Provider Grant Update** – Grant writer Elaine Foster updated the board. She submitted the grant for EMS equipment for two ambulances was submitted February 14. Requested amount 100,000 worth of equipment. She said that will be a teleconference on 2/27/18 that will decide if the District will be eligible for a 90% grant. \$10,200 would be the Districts responsibility if all of the equipment is approved. If final grant is approved, the District would be able to start purchasing the equipment in mid-July.
- **Forensic Audit Update** – J.R. said that forensic audit is nearly complete. There was a delay in the bank getting required information to the auditor. She received that information today after J.R. called the president of the bank. Sarah explained that this costly audit was unnecessary - the previous board would not ask Karen to explain how the reports and how Quickbooks works after she offered to help them. The Forensic auditor told J.R. that this looked like a case of a vendetta against Karen. Motives are unknown.
- **Insurance Deductible – Garage Door** – Gary explained that the garage door damage was turned into the insurance and all the costs were covered by the insurance except \$500.00. J.R. motioned to have Joe work with Keli to perform service. Gary Seconded. Sarah amended the motion to state that he will perform 50 hours of community service for the fire department/District within 3 months. Patrick seconded the amendment. Motion passed.

NEW BUSINESS:

- **EMS Class reimbursement from Falyn Smith & Chad Curtis** - Gary explained that District paid for Falyn and Chad to go to EMT school and that they both resigned on January 22 or 23. They had agreed to provide 2 years of service in exchange for the District paying for their class expenses. Cost was \$2,201.95 each. Gary motioned that someone from the board send certified letters to request them pay back the cost of the classes per the agreement that they made with the District. Sarah seconded. Discussion, if no results for letter legal action may be pursued. Sarah offered to get the letters sent. Motion carried.
- **Establish 2018 budget committee** – Sarah explained that the 2018 budget needs amendment as the expense line items didn't add up to the total expenses. Also other categories are budgeted inappropriately. Sarah motion to form a 2018 budget committee of Sarah Darcy, Karen, Joe & Elaine Foster. Motion passed.
- **Director's & Secretary Fees for Special Meetings** – J.R. presented the idea that board members and secretary be paid for Special meetings, as board members can be paid up to \$2,400/year. J.R. put it out for public input. The public was supportive and felt the board members deserving of pay for special meetings. There was no decision made and topic was dropped.

- **Letter of Authorization for Clerks Office** – Karen presented the letter of Authorization to the board for Darcy as she is not well and having difficulty talking. The letter states who is authorized to handle vehicles titles and other transactions with the clerk & recorder. Sarah motioned to approve the letter of Authorization for the county clerk. Gary seconded. Motion passed.
- **EMS Pay Clarification** - Due to continued confusion and questions regarding EMS pay rates. J.R. motioned that the pay rates that were established at the end 2017 as established by the previous board and chief are in place along with an additional 90 cent across the board raise. With a paramedic rate of \$13.35. Gary seconded. Motion carried. (Darcy abstained)
- **Engine Boss Pay November -March.** Joe explained that Erik Johnson is willing to be on call and committed from December to March 1st to take our trucks out as Engine Boss when other Engine Boss's are travelling during the winter if the District will pay him an additional \$9.00/hour on top of his engine boss rate when/if he takes District truck to the incident. Reasoning is that if Erik goes out as overhead to an incident he would get \$9/hour more than if he takes our truck out. The \$9/hour would reduce the amount that the Engine would bring in but it would also ensure that Joe remains in District to attend to Chief responsibilities and ensures that if the opportunity presents itself our truck can go out in the off season to earn funds for the District. Sarah motioned to pay Erik Johnson an extra \$9.00/hour if they take the District truck out between December 1 and March 1. J.R. seconded. Motion carried.
- **Additional Bookkeeper Pay** – Sarah explained that Karen has been working full-time sorting files, cleaning up the books, resolving discrepancies, reviewing and correcting 5 months of entries as well as assisting the board members to learn their roles. Karen will only accept payment for 40 hours of the over 90 hours that she has invested just in February to-date. Sarah motioned to pay Karen for 40 hours at the rate of \$12/hour. Patrick seconded. Gary clarified that this is a one-time payment and that her monthly rate is relatively low. Sarah expressed her trust and confidence in Karen's work. Public was supportive. Motion passed.
- **CORA Policy Resolution 20180221-02** – Karen explained for Darcy that the present CORA resolution still has Karen as well as Patti Myers as the custodians and that the custodian is responsible for ensuring that CORA requests are fulfilled. Karen indicated that in the three plus years she was on the board there were only 3-4 CORA requests and Karen is willing to assist the CORA custodian as needed. Darcy volunteered to be the custodian. Sarah motioned to approve Resolution 20180221-02 with Darcy Themel as the CORA Custodian. J.R. seconded. Motion passes.

ANNOUNCEMENTS: Next board meeting will be held March 21, 2018 at 1800 hours.

ADJOURNMENT – J.R. motioned to adjourn the meeting. Everyone seconded. Motion carried. Meeting adjourned at 8:57 pm