



**DEER MOUNTAIN FIRE PROTECTION DISTRICT
BOARD MEETING MINUTES
February 20, 2019 @ 1800 hours.**

CALL TO ORDER: The meeting was called to order at 1800.

DIRECTORS PRESENT: J.R. Niblett, Elaine Foster, Sarah Killough, Patrick Smith & Crystal Warner

PRAYER: By Patrick Smith

PLEDGE of ALLEGIANCE: Led by J.R.

CHANGES TO AGENDA: None.

MEETING MINUTES: Crystal motioned to approve the January 16, 2019 meeting minutes. Elaine 2nd. Motion carried.

PUBLIC COMMENTS: Becky announced: March 17 Corned beef and Cabbage Dinner from 3-6:00.

On April 21 there will be a community Easter dinner at noon. There will also be an Open House on July 4th, 2019

TREASURER'S REPORT: Sarah reported:

Beginning January 1st checkbook balance Bank of San Juans	\$279,094.66
Deposits this month	
County Deposit for prior month	\$2,570.99
Collins- 6272 CR 28- Jan payment	\$360.00
Medical Income	\$8,991.97
State Fire Payments-S. Umpqua & Ryan	\$29,262.31
State Fire Payments-Camp Fire	\$42,061.30
EMT-I class student payment	\$50.00
Fund Raising letter donations	\$1,595.00
Donation from Sangre de Cristo Electric	\$150.00
Collins - 6272 CR 28 additional payments	\$3,000.00
Total Month Income	\$88,041.57
Total Income plus beginning balance	\$367,136.23
<u>Total Expenses to Date</u>	<u>\$144,193.89</u>
<u>Checkbook Balance 01/31/19</u>	<u>\$222,942.34</u>
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Beginning January 1st checkbook balance Great Western	\$7,070.80
Deposits this month-to-date	
Interest	\$0.07
Total Month Income	\$0.07
Total Income plus beginning balance	\$7,070.87
<u>Total Expenses</u>	<u>\$0.00</u>
<u>Checkbook Balance 01/31/19</u>	<u>\$7,070.87</u>
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<u>TOTAL CHECKING ACCOUNT FUNDS</u>	<u>\$230,013.21</u>

Other Bank Account Balances:

Emergency Reserves Bank of San Juans	\$50,429.82
Capital Improvements Bank of San Juans	\$19,839.27
Engine Debit Account Bank of San Juans	\$198.22

Total Funds 01/31/19 **\$300,480.52**

Sarah pointed out the \$50,339.20 was put down on a new type 3 truck and it was explained that the lease that has been obtained will reimburse the District for that down payment.

Sarah motioned to accept the January 2019 Treasurer's report. J.R. 2nd. Elaine asked why there was a Background check run on John Loyo on January 31st. J.R.'s response was not audible. Motion carried.

- **Bills Report:** Sarah reported:

Beginning February 1st checkbook balance Bank of San Juans	\$222,942.34
Deposits this month-to-date	
County Deposit for prior month	\$30,087.31
Collins- 6272 CR 28- (paid 3,000 in January)	
Medical Income	\$2,826.72
Gas Purchase - D. Themel	\$55.00
State Fire Payments (travel Diener & Blue Water)	\$71.00
Fund Raising letter donations	\$130.00
Grant proceeds for LifePak 15	\$28,597.86
Reverse Debit to Faricy Boys in December	\$78.57
Home Depot Fuel rewards	\$10.00
J. Loyo payment for part	\$6.30
Transfer remaining funds from Great Western	\$7,505.50
Total Month Income to-date	\$69,368.26
Total Income plus beginning balance	\$292,310.60
<u>Total Expenses to Date</u>	<u>\$39,383.77</u>
<u>Checkbook Balance to date</u>	<u>\$252,926.83</u>

Beginning February 1st checkbook balance Great Western	\$7,070.87
Credit Check #4217 (Gowdy) never cashed	\$434.59
Bank Interest	\$0.04
Close account Transfer funds to Bank of the San Juans	(\$7,505.50)
<u>Ending Checkbook Balance</u>	<u>\$0.00</u>

Sarah pointed out that the Great Western bank account was closed and the transfer of funds is reflected in the income for the Bank of the San Juans account. Sarah motioned to approve the March bills. Elaine 2nd. Motion carried.

- **Communications with Graham's office:** Sarah and Karen are meeting with Janice Graham on Friday (22nd) at 1:30. Sarah will have a better idea as to how bookkeeping and records will be handled after that meeting.

Sarah requested that she is the only person to communicate with Janice Graham. If anyone has questions, they should go to Sarah first. If Sarah cannot answer the question, she will contact Janice. If someone feels the need to meet with Janice, Sarah will set up a meeting with Janice and will also attend that meeting. This is to keep Sarah updated on all financial related matters and to avoid any confusion.

Sarah requested that everyone fills out reimbursement request forms to also put on the request what budget category the reimbursement should be taken out of. Sarah will let everyone know the deadline for turning in reimbursement requests in order to be issued a check at the board meeting. Each person should turn in just one reimbursement request form with all of their receipts for each month. For all receipts given to Sarah, the budget category should be indicated on or with the receipts.

- **State Labor Audit (Labor Dept.):** J.R. gave Sarah the State Labor Audit report to be completed for Unemployment Insurance. Sarah said she will handle the audit, and provide the information that she can find, and meet with the auditor(s) on March 26th, at 9:00 am for them to view and copy records. She has no idea how this audit will turn out as none of the board members were on the board in 2017.

CHAIRMAN'S REPORT:

- **Legal Matter:** J.R. said that the legal matter has taken care of itself.

- **Paying off something:** J.R. is interested in paying off a lease. Sarah would like more time to review present spending and the availability of funds. Sarah will take care of the registration on Engine 11 after Joe gets it weighed. J.R. is working on getting the title for Engine 31.

- **Wildland bank account:** J.R. wondered if the wildland bank account could be set up. It was explained that there is a wildland account that is attached to the debit cards that the firefighters use on national incidents – it's called the Engine account. Sarah explained that all the National Fire income goes into the general checking account and the funds go into a specific budget category.

- **Admin hours:** J.R. reported that the board had about 700 hours of admin.

- **Approve new application(s):** J.R. motioned to accept Mark Taylor. Patrick 2nd. Motion carried.

- **Electrical, rescue 11 pump, generators, tender 11 valves:**

The pump for Rescue 11 should come around the first of April from Darley.

The Generator for Buildings B & C is not working and needs to be replaced. J.R. wants to setup the generator that he purchased for Building A to run building B & C. The board previously approved up to \$11,000 for a generator setup for building A. J.R. motioned to spend up to \$8,000 for another generator for building A. Crystal 2nd. Motion carried.

Tender 11 needs 3 valves to eventually replaced at about \$500 per valve.

- **Support truck engine:** J.R. reported that the truck had DEF in the Diesel he had it towed to Lincoln Park. They found a used replacement engine with only about 27,000 miles and did repairs for \$15,203.

- **Maintenance on trucks:** J.R. is going to work with people on what to look for while doing vehicle maintenance.

- **Key's, Mail:** J.R. asked if EMS should get the mail. Sarah said she will pick up the mail so that she can be sure to get the bills in a timely manner. Elaine and Patrick offered to back up Sarah if she is away. Karen has turned over keys to Sarah.

- **Generator:** Discussed previously

STATION REPORTS: FIRE & EMS

- **Fire training hours & runs:** Joe reported 3 fires runs & 56 training hours.

- **EMS training hours & runs:** There were 17 EMS calls & 84 EMS training hours.

- **Stations 1, 2 & 3 updates:** Joe said Engine 41 is now at Station 3. Joe encouraged the board to get Station 3 finished. He would also like to see Station 4 started soon as Cody Park has about \$10-12,000 that they will put towards this building, if it is done in the near future. Estimates are being obtained for Station 4.

- **Purchases:** Joe said that the firefighters need to be drug tested in case there is an accident on a national fire incident. The test is about \$100 each. J.R. motioned to test the wildland personnel. Sarah 2nd. Motion carried.

- Joe wanted to know the status of the EMS ride-alongs. Patrick will send Joe Jay's email response. Joe wanted to know why Jay is scheduled to receive a final payment before he finishes the class. The board approved the contract previously, so it can't be changed.

- **Wildland update:** No report was given

COMMUNICATIONS REPORT:

- **Purchases:** Patrick will be updating the security system with audio. He will let everyone know when it is functional and there will be signs posted.

- Patrick is working on getting a new package for the phone lines and station 2 internet.

- Grasshopper is set up so that faxes can come in.

- There's a radio repair that is nearly complete. Two radios are still assigned to AMR – Patrick is working on resolving this. The radio for the new truck was ordered and delivered to the truck manufacturer for installation.

- Patrick or Joe will work with AT&T to get the DirecTV discount.

- There will be a free amateur radio class. Patrick has posted flyers. There is a one-time Ham radio test fee of \$7.00.

INSURANCE REPORT:

- **VFIS Audit report:** Crystal completed the worker's compensation report. Sarah asked for a copy of the report to be put in the District's records. Crystal said that the insurance company is asking for certificates of worker's compensation insurance and liability insurance from the contractors. There was discussion that there may be a release form that could be completed by the contractor. LeeAnne will send the board a copy of the release form that she has used. Crystal will ask the insurance company about using a release form.

VICE-CHAIRMAN'S REPORT:

- **Grant updates, reimbursement request, FSFP, 2019 EMS Prov:** Elaine said that the reimbursement for 90% of the Lifepak-15 came in. The performance load system has arrived (this is a grant item). The power cot should arrive next month. The District will receive 90% reimbursement for these items from the grant.

Elaine finished a fire safety grant asking for three sets of bunker gear for a about \$8,800 and should get a response soon.

Elaine submitted the 2019 EMS provider grant requesting 50% for a second Lifepak-15 and two tough-book laptops for the ambulance. The District should find out if the grant will be awarded in June and the proceeds from the grant would be about \$20,000 if awarded.

Elaine motioned to pay for the performance load system \$5,545.94, so that she can submit for the 90% grant reimbursement. Patrick 2nd. Motion carried. The District will also receive a 90% reimbursement for \$183 physio control bill payment approved at the meeting.

COMMITTEE REPORTS:

- **Mill levy, lawyer, county, EOY P&L:** J.R. motioned to talk to Dan Slater to get him started working on the mill levy. If the trucks don't go out on national fires and earn income, the present tax revenue will not cover the District's present level of EMS service. Elaine 2nd. There was discussion about the amount of the mill-levy increase, the tax budget of other surrounding fire districts and the Gallagher act. Motion carried.

OLD OR UNFINISHED BUSINESS:

- **Golden Acres inclusion:** The court thought that they didn't need to make decision regarding the filing as a court order form was not filed with the board order and petitions. J.R. motioned to have Dan Slater finish the Golden Acres inclusion. Patrick 2nd. Motion carried.

- **Secretary job description, contract, applications, insurance:** Elaine motioned to approve the secretary job description. Sarah 2nd. Sarah read the job description. Elaine amended her motion to approve the secretary job description excluding the section stating that "the secretary shall be the designated election official". Sarah 2nd. Motion carried. The secretary is paid the same as the board members up to the board member's limit of \$2,400. No one stepped forward to take the secretary's position.

NEW BUSINESS:

- **Executive session – legal matter C.R.S. 24-6-402(4)(c):** J.R. motion to go into executive session at 8:00 pm. Elaine 2nd. Motion carried.

- The board came out of executive session after 51 minutes and the public meeting was resumed at 9:05 pm. J.R. motioned that he talk to Mr. Rosch to find out what he would charge to be the District's second lawyer. Patrick 2nd. It was clarified that J.R. would just be obtaining information. Motion carried. Elaine abstained.

ANNOUNCEMENTS: The next regular board meeting is March 20, 2019 at 6:00 PM.

VOTE TO ADJOURN: J.R. motioned to adjourn the meeting at 9:09 pm. Patrick 2nd. Motion carried.