



## DEER MOUNTAIN FIRE PROTECTION DISTRICT

### BOARD MEETING MINUTES

**April 17, 2019 @ 1800 hours.**

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

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

**PRAYER:** by Patrick

**PLEDGE OF ALLEGIANCE:** Led by J.R.

**CHANGES TO AGENDA:** None

**MEETING MINUTES:** Crystal made a motion to approve February 20<sup>th</sup> & March 20<sup>th</sup> minutes, Elaine 2<sup>nd</sup>. Crystal stated she never seen the minutes Karen sent, Patrick stated he received it and Sarah said it was sent out 2 days after the meeting it was stated to just accept Karens version of the February 20<sup>th</sup> minutes. Motion carried.

**PUBLIC COMMENTS:** Becky said there will be an Easter dinner it will be free, invites everyone to come. All are asked is to bring a side dish. Easter Sunday @ 12pm. Joe stated the food is being paid for by the firefighters

**TREASURER'S REPORT:** Sarah Reported

|   |                     |
|---|---------------------|
| <b>Beginning March 1<sup>st</sup> checkbook balance Bank of San Juans</b> | <b>\$304,132.01</b> |
|---|---------------------|

#### **Deposits this month**

|  |                           |
|--|---------------------------|
| County deposits for prior month            | \$18,808.72               |
| Medical income                             | \$4,159.27                |
| Medical donations                          | \$100.00                  |
| Contributions                              | \$200.00                  |
| Grant Nagel foundation                     | \$250.00                  |
| Pinnacol Wk comp- dividend Ck              | \$1,578.00                |
| GoDaddy Refund                             | \$22.16                   |
| <b>Total Month income</b>                  | <b>\$25,118.15</b>        |
| <b>Total income plus beginning balance</b> | <b>\$329,250.16</b>       |
| <b><u>Total expenses to date</u></b>       | <b><u>\$39,010.90</u></b> |

**GREAT WESTERN CHECKING****\*\*\* CLOSED 2/20/2019\*\*\***

|                                     |                     |
|-------------------------------------|---------------------|
| <b>TOTAL CHECKING ACCOUNT FUNDS</b> | <b>\$290,239.26</b> |
|-------------------------------------|---------------------|

**Other bank account Balances:**

|  |                     |
|--|---------------------|
| Emergency Reserves Bank Of San Juans   | \$50,429.82         |
| Capital Improvements Bank of San Juans | \$19,851.71         |
| Engine Debit account Bank of San Juans | \$198.22            |
| <b>TOTAL FUNDS 01/31/10</b>            | <b>\$360,719.01</b> |

Sarah made motion to accept Treasures Report, J.R. 2<sup>nd</sup>. Motion carried.

**-BILLS REPORT-**

|   |                     |
|---|---------------------|
| <b>Beginning April 1<sup>st</sup> checkbook balance Bank of San Juans</b> | <b>\$290,239.26</b> |
|---|---------------------|

**Deposits this month –to-date**

|                                |                   |
|--------------------------------|-------------------|
| County Deposit for prior month |                   |
| Medical Income                 | \$1,758.69        |
| Medical Donations              |                   |
| Contributions                  |                   |
| Grant Nagel Foundation         | \$25.00           |
| <b>TOTAL MONTH INCOME</b>      | <b>\$1,783.69</b> |

|  |                     |
|--|---------------------|
| <b>Total income plus beginning balance</b> | <b>\$292,022.95</b> |
|--|---------------------|

|                               |                    |
|-------------------------------|--------------------|
| <b>Total expenses-to-date</b> | <b>\$27,001.66</b> |
|-------------------------------|--------------------|

|                                  |                     |
|----------------------------------|---------------------|
| <b>Checkbook Balance-to-date</b> | <b>\$265,021.29</b> |
|----------------------------------|---------------------|

Sarah motioned to accept Aprils Bill's Report, J.R. 2<sup>nd</sup>. Elaine asked what the purchase of \$500 to EMStat Biomedical was. Sarah state she wasn't so sure, she looked it up and said, "It's for the calibration of the LifePaks."

**-Pay bills- new computer:** Sarah stated there was a purchase of a computer and asked what it was used for to place the correct category on it. They stated it was for the fire station's office. Sarah stated she received a bill from century link; she would like to set up auto pay for the end of the month each month, so if there is an issue she can fix it in time. Sarah made motion to pay the century link bill in the amount of \$307.02 and be allowed to set up auto pay, Patrick 2<sup>nd</sup>. Motion carried. Sarah received a bill

for the truck. Sarah stated that Robert had informed her that it's to all the parts that need to be sent to the truck. The bill is from Communications Solutions, in the amount of \$157.07. There was also a bill in the amount of \$49,000 . She stated that Karen informed her that it would be paid by the leasing company. Sarah stated that she needed to setup a budget committee; Sarah made a motion to have Chief Joe Watts, Patrick Smith, Sarah Killough, Karen McKee & Robert Themel in case Chief Watts was unable to attend. Elaine 2<sup>nd</sup>. Motion Carried. There was a letter from Bound Tree stating the license was expired or about to be expired. Sarah Anderson stated that she was waiting for the county to approve Deer Mountain on the 23<sup>rd</sup> and she will send the information to Bound Tree. There was a list from the Unemployment audit about 6 checks that were written out in 2017 and they need proof they were under contract. Sarah K. will try to get as much information as she can but if she can't find the information that the district may have to pay penalties. Sarah would like to have the purchase request forms that anticipate what they would need to spend. Patrick stated that it was voted on to spend within the budget.

**-Workman Comp Percentage:** It was already received by Crystal and Jenn rounded up the percentage.

**-Board Pay:** Crystal made a motion to change board pay from a month later to 1 or 2 weeks later, Elaine 2<sup>nd</sup>. Sarah said that board pay would be received every month like before. She said that pay for this meeting would be paid in May's meeting. Crystal withdrew her motion.

#### **CHAIRMAN'S REPORT:**

**-Approve new applications:** J.R. made a motion to approve new firemen applications and 1 EMT Christian McNew, Charles Cox (EMT), Brianne Logston, Mark Taylor. Patrick 2<sup>nd</sup>. Motion Carried. Sarah said there was a few people who filled out W4's who didn't check if they were married or not, so she will have to get with them to correct these omissions.

**-EMT-I PALS Test:** The EMTs took the PALS test a couple of weeks ago. J.R. received several phone calls from some of the EMT students who were emotional. Some of the students from other agencies had to help DMFPD EMT's with the test because they were not where they were supposed to be at for the PALS test. They informed J.R. that there were some things that they haven't gone over. J.R. contacted PCC and was informed the students were about 2-3 months behind and they weren't receiving adequate instructing. J.R. stated that PCC needs to get the EMTs up to speed. Sarah asked how much it would be, J.R. would find out an exact amount next week. J.R. made a motion to discharge Jay Demay and bring in a new instructor to teach them properly, and set aside up to \$5,000 to pay the new instructor. Patrick 2<sup>nd</sup>. Joe stated that it was brought to the board's attention before Mr. Demay had not gotten what was needed done and the EMTs were way behind. Motion carried.

**-Equipment return:** not discussed

**-Equipment/board:** not discussed

**-Equipment return/ DA:** not discussed

**-Rescue 11 pump:** the pump came in early, some firemen replaced the pump. Now just waiting on the adapter, and should be shipped. Rescue 11 should be in service very soon.

**-New Truck update:** Chassis is in and slide in ready, delivery day in May.

**-Generator update:** Old generator was given to a man named Jody to fix and donated to a church, J.R. is awaiting the new generator for station 1. As soon as J.R. is able, he will be removing the old generator and placing new generator in.

**-Old generator:** discussed above

**-Marquee Board:** had been shot. Each board on the marquee is about \$300 to repair. Patrick stated he is already looking for prices. In order for the Marquee board to be updated it would need a windows 10 system and different boards. It's unsure which marquee lights were damaged.

#### **STATION'S REPORT:**

##### **-Stations 1, 2 & 3 updates:**

**- Fire Training hours & runs:** 7 fire runs & 72hrs of fire training.

**- EMS Training hours & runs:** 16 EMS runs & 89hrs of EMS training.

**-Purchases:** Joe asked if Leslie got paid for the wild land class she instructed, the check hadn't been written out. Joe asked if it could be within the next few days so he could give it to her. Joe requested to purchase Samsung Galaxy tablet for the ambulances. Assistant Chief Themel told the board there is an app called Avenza Maps that would be beneficial for ambulance and fires. They need 2 tablets for now and 5 stands, totaling about \$600. Elaine made a motion to spend \$600 for the Samsung tablets and brackets needed to be paid out of the medical vehicle expenses or medical expenses (other). Sarah 2<sup>nd</sup>. Motion carried. Joe is requesting to purchase 1 more harness for High Angle. J.R. made motion to purchase the harness in the amount of \$550. Patrick 2<sup>nd</sup>. Motion carried. There was an employee who hasn't returned 1 pair of pants and 1 shirt the employee returned a radio with a different serial number that was not signed out to this employee. The radio is DMFPD property. It's unknown how he received this radio. This employee had a total of 2 radios in his possession and has yet to return the radio that was assigned to him. Chief Watts would just like the DMFPD's property returned.

**-Wild land update:** There are a couple of type 1 incidents, nothing else. Elaine stated the EMS provider grant needs a chart with breakdown that is needed to submit it to them. She needs the runs to be logged continuously for grant work.

#### **COMMUNICATIONS REPORT:**

**-Purchases:** Century Link was already discussed at the beginning of the meeting, Patrick stated that the paperwork for the brush truck was lost in Denver and they are requesting he does it again. Patrick had a solution of making a bill of sale with release of liability and lower the cost that was voted on from \$2800 to \$2500 as is. Patrick made a motion to sell the truck with a bill of sale and release of liability AS IS. Sarah 2<sup>nd</sup>. Motion carried. The ham radio class went well there was 9 passing the test and 1 general, Patrick will continue with the class and will have fast classes for those who have study for them to come in and take the test. In the fall there will be a 4 week book class to study and they will be able to take the test. There was a repeater that was donated to use, they will still own it. Patrick will be meeting with Red Cross for a free smoke detector program, for the residents. Patrick would like to make sure everything is setup for the Community building to be setup as a Red Cross center. Fremont County Emergency manager Michael Crone came and inspected the ambulances, and said they were perfect and very detailed and may be able to get more batteries for the 800 radios and information on grants that are out there. Sarah has worked payment for them coming out. The new website is up and active DMFPD.net. Anybody can have direct contact with Chairman Niblett with one click. Patrick made a motion to spend \$300 to pay for building the new website. J.R. 2<sup>nd</sup>. Motion carried. Patrick thanked Becky for the dinners and thanked Sherry for doing bingos.

#### **INSURANCE REPORT:**

**-Insurance billing:** none

**-Mail:** Crystal stated she had spoken on her mail being opened and requested last meeting for the mail from Pinnacol or VFIS to be opened by her, personally. The mail is still not being opened by her she

understands that there is a bill in that mail. There was mail that was recently opened even though it was C/O to her. Elaine was following the directions of Sarah while she was out of town to get any bills to the accountant to be paid asap.

#### **VICE-CHAIRMAN'S REPORT:**

**-SDA board training class in Salida June 10<sup>th</sup>:** There is a workshop for board members in June. Elaine asked to spend up to \$150 for all board members to go. (No motion was made)

**-DMFPD letterhead:** Someone has used the district letterhead. Elaine asked for the fire station to use their own letterhead and to only use the letter head if it was voted on by the board.

#### **COMMITTEE REPORT:**

**-Mill Levy update:** J.R. received a resolution that stated that 9 mills would give the district approximately an additional \$275,263 more. Sarah stated that this would take care of EMS if there is to be a wet year and the district is dependent on wild land fire. Joe stated if there is a wet season, the EMTs would go somewhere else, 1 minute responses could go to 10-15 minutes responses. It would be up to the citizens to vote for the mill levy in order for the ambulance to continue to run, if wild land doesn't go out on fires due to a wet season. J.R. made a motion to pass Resolution 20190417, and have it printed in the papers and post it on the website. Patrick 2<sup>nd</sup>. Motion carried.

**-Building money:** Station 4 can't continue with the building plan the building committee created unless the district earmarks some funds for the remainder of the project. There are some funds from Cody Park. Joe stated that Cody Park is willing to give the funds approximately \$10,000 to \$12,000 to the district for Station 4. Patrick made a motion to earmark \$100,000 for Station 4 from wild land to be placed in the budget, and to move \$17,000 so \$1,000 can be spent on engineer plans done to get the permit to be able to break ground. There was discussion. Motion was withdrawn. New motion was made to spend \$17,000 for down payment and the engineer plan. J.R. 2<sup>nd</sup>. Elaine opposed the timing, not the building. Motion carried.

#### **OLD OR UNFINISHED BUSINESS:**

**-Golden Acres:** Petition still sitting on the judge's desk, there is approximately 8 more residents needed to be contacted before the judge signs.

**-Secretary's pay (and if absent from a meeting):** A candidate asked if they weren't able to show up to a meeting what would they pay? Nothing further was discussed.

**- Secretary's contract:** Elaine modified a contract and it is a draft for the boards review and approval.

**- New Secretary:** There was a public interview for Anita Gregg; she gave a description of herself and her work background. Elaine gave Anita a copy of the contract to go over it. Sarah made a motion to accept Anita Gregg as the new Secretary, Patrick 2<sup>nd</sup>. Anita asked if there would be any training. Crystal stated she would train her. Motion carried.

**ANNOUNCEMENTS:** Next regular board meeting- May 15, 2019 @ 6:00pm

**VOTE TO ADJOURN:** J.R. made motion to adjourn the meeting. Patrick 2<sup>nd</sup>. Motion Carried.