



DEER MOUNTAIN FIRE PROTECTION DISTRICT BOARD MEETING AGENDA AUGUST 16, 2017

CALLED TO ORDER BY Chairman Larry 'Jake' Kincaid at 1804

PLEDGE of ALLEGIANCE was led by Larry

CHANGES TO AGENDA – Karen requested EMT funding by added to agenda under EMS, Darin requested to add resignations to be placed under new business. Jake requested motion to approve modifications – .Karen, seconded Jake, motion passed

MINUTES: Approve minutes from Special meeting a of Audit, Board meeting July 1, and July 19 – no modifications, Jake moved to approve minutes July 1, and July 19 regular meeting – seconded Karen, motion passed.

PUBLIC INPUT for matters not on the Agenda. Jake explained the procedures for the public input forum 3 minutes time limit, with no interruptions from the board or the public. No member may defer their 3 minutes to another speaker. Jake requested all letters be sent to the Board to his attention. Total time for the entire input section will be 30 minutes. Jake requested everyone act in a professional manner. Public concerns raised; actions of current board members, EMS direction, Indian Springs; landscaping/structure of Indian Springs fire dept. building, wood chipping handled by GVPOA, with 12 minutes left in the time allowed for Public input the input was closed; with the public approval.

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TREASURER'S REPORT:

- Treasurer's Report:

- Beginning checkbook balance	\$118,150.64
o County Deposit for prior month	25,820.39
o Gallimore – July 1, 6272 CR28 payment	360.00
o Medical Income	3,946.51
o Donations	25.00
o Proceeds from Sale/White Cloud lot	9,377.96
o Scott Yoder for EMT class & books	1,300.00
o Strive Grant Saw class & IV Class	525.00
o Bank Interest	<u>1.10</u>
Total July Income	\$41,356.96
Total income plus beginning balance	159,507.60
Expenses to date	<u>\$66,778.28</u>
Ending checkbook balance	\$92,729.32
Other account balances:	
Emergency Reserves	\$50,379.42
Capital Improvements	19,831.82
Brush Truck 4 Debit Account	2,035.27
Medical Checking	1,734.03
Paypal account (donations)	<u>0.00</u>
Total funds	\$166,722.43

Karen made motion to accept Treasurer's report for July 2017, seconded by Mike, motion carried.

- Bill Pay Approval:

- Beginning checkbook balance: August 1, \$92,729.32, Income to date: \$154,822.32. Total income plus checkbook balance: \$247,551.64 Expenses to date: \$62,449.81. Karen stated the only addition was Falyn's class, books, and shirts that was approved on the 14th of August. The checkbook balance to date: \$185,101.83

Karen made motion to pay bills presented for August 2017, Darin seconded, motion carried.

- **Payroll expenses** – July EMS payroll and liabilities totaled \$5909.58. Use of District funds to support payroll is still averaging near \$2000 per month.

- **EMS Billing**

- July income from billing totaled: \$3946.51

EMS BILLING	Billed	Received	Write-Off	# of Runs
April	22,581.00	34.25%	67.63%	15
May	6,580.00	30.70%	64.66%	4
June	14,217.00	30.59%	61.23%	12
July	17,135.00	36.68%	66.70%	12
August	27,305.00	45.83%	62.39%	18
September	14,779.00	51.20%	42.68%	13
October	11,686.00	52.65%	41.23%	8
November	15,233.00	29.70%	72.31%	10
December	11,747.00	22.24%	68.12%	9
January	11,253.00	27.57%	53.26%	9
February	5,570.00	17.73%	60.01%	4
March	16,522.00	36.64%	53.84%	10
April	13,895.00	32.23%	42.21%	10
May	7,679.00	27.45%	47.95%	12
June	12,072.00	0.00	1.34%	13
July	14,493.00	0.00	0.00	15

- **Nat'l fire billing** – Since the last Board meeting Engine 13 went to the Lodgepole fire. The Lodgepole incident has been billed, and firefighters will be receiving their advance at this meeting. E13 is now in California on another incident and has been out about 9 days.
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- **At this point Karen resigned from the board as treasurer.** Jake read the resignation, (attachment) Jake made motion to accept Karen McKee's resignation in which she stated she would continue to do the book work until Oct 17, if she received the information to do the reports. Gary Pickens seconded, Jake stated that it was with great sorrow that Karen resigned, Jake called for the vote; there were 3 ayes, 1 abstention, motion carried.
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CHAIRMAN'S REPORT:

- Admin Hours
 - Jake - 103
 - Darin - 35
 - Gary -150
 - Mike - 20

New Volunteer Approvals :

Donald Colvin - Cleared security check, Jake made motion to approve Donald as a volunteer fireman – seconded by Darin, motion carried.

Hadley Michael Lamoreaux – Cleared background check, Jake made motion to approve Hadley as a volunteer fireman, seconded by Gary, motion carried.

Robyn Curtis, cleared background check, Jake made motion to approve Robyn as volunteer fireman, seconded by Gary, motion carried.

Bylaws – Jake reported the bylaws for the District had been adopted 03/18/15, these bylaws will be posted at station #1, on the web site and registered with the county and state.

Training of board members – Jake is checking into ways to provide training for the Board members. Jake explained under Colorado law the 'open' meeting the board is required to follow. He explained board members can by committee do some duties of the board for example, seeking bids for contracts or managing a construction project – per the board's instructions. However, all decisions will be made public at an open board meeting.

Station Reports:

Interim Chief – Mark Mathews reported, 159 training hours 10 runs, Purchase request – for St. 2 – trash tote — with weekly pickup – Mark also requested tires for 11, and 12. At cost of \$1300 per truck — if it was noted these 2 units are ones that go to outside of area fires Darin made motion to purchase trash tote, and tires for Engine 11 and Engine 12, seconded by Jake. Jake brought to the board's attention that the maintenance budget is over budget. After discussion Darin amended motion to approve the purchase of the tires, and to approve the purchase of a trash collection...upon approval the budget will be reviewed by line items to find extra monies to place in the maintenance budget. Jake seconded, motion carried.

EMS:

- Training hours & runs – 21 runs
- Purchase/Reimbursement requests - none
- EMS Shift Hours Increase – After discussion, Jake made motion for EMS 10 hours shift start date of Sept. 1 2017, motion carried.

Jake stated \$2195 of the budget will not be used this year as one of the candidates will not be attending the class. This amount will be put into the training budget for 2018. Darin made motion to use \$700 from expansion budget to fund this EMS training for Jake Curtis, and move this item up to priority #2 on list. Jake seconded, motion carried. All in favor of providing funding for Jack Curtis say aye – motion carried.

SECTION REPORTS:

Insurance: Renewal for 2018 has been received, Discussion followed on amount to insure Station #3, Mike suggested \$80000 for this building. Jake made motion to add Station #3 to the insurance questionnaire for \$80000. Darin seconded, motion carried.

Communications: Purchase requests – Darin made motion to submit 8 handheld radios for reprogramming as well as repairs at a cost of \$2700, seconded by Mike. Motion carried

OLD BUSINESS:

- **Ambulance Grant (CDPHE)** Update; Mike reported the new ambulance should be here the first of the year. There will be a representative to discuss what options will be available. Jake appointed Rick and Mike to be on the committee as well as Jake will serve on the committee. The committee will present recommendations to the board for approval.
- **PILT (Payment in Lieu of Taxes) Funds**; this has been placed at a low priority, because of the changes in the board. When the board is stabilized this will be addressed.

- **Station 3 Building update** –Secured and ready for electrical. Darin reported a concern for drainage because of the 13 inches of rain that had been received in 1 week when normally the area receives 11 inches for the year!
 1. Drainage
 2. Ready for electrical, then insulation, interior wall, C.O. should then be available. Drainage, Darin stated costs of \$3366.90, Electrical best bid - \$6906, Darin made motion regarding expansion budget #2 line item – Brush truck – replace with drainage, electrical work at Station 3 of \$8600, seconded by Mike. Variance for the setback has been received from the county. After discussion; Jake called for the vote, 2 aye, 2 nay. Resulted in a tied vote – motion failed. Jake made a motion to approve the \$3369.00 for the storm drainage, address the electrical work, after there is an amended budget for the building, Gary seconded. Jake called for the vote ---- 3 ayes, 1 abstained, motion carried.

Chief position: With one candidate remaining, Jake made motion to approve hiring of Jason Gowdy as new Fire Chief, seconded by Mike, motion carried.

Jake made motion to approve modified Chief's Job Description, seconded by Mike, motion carried.

Jake made motion to approve employee Chief's contract agreement, Gary seconded, motion carried.

EMS Chief Position – Jake stated that at this time that an EMS Chief is not needed. The Fire Chief would be responsible for the EMS unit and could appoint who he/she wanted to handle this dept. Jason stated that he has appointed Bryan as Asst. Chief, and Rick would remain as Captain in the EMS unit. Finalization of these decisions will be tabled until Sept. Board meeting.

Purchasing Agent Process - Gary reported he is using the District credit card, up to \$500 without seeking Board approval.

Prioritization of Expansion Budget Funds – tabled for review by Committee.

NEW BUSINESS:

- **Move District Bank Accounts** – tabled until Sept. meeting
- **2017 & 2018 Budget meetings** – Jake asked for a proposed budget from the fire department for board to review.
- **Resignations** – Darin Anderson resigned from the DMFPD effective 08/16/17 (attachment). Jake made motion to accept Darins' resignation, seconded by Gary, motion passed. Mike Gonzalez stated he was also resigning, no effective date was announced. He stated he would continue to help with the insurance and the ambulance.
- Jake made motion to approve Resolution 20170719-01 removing Karen McKee from signature card at all banks, seconded by Gary. Motion carried.

Announcements: - Next DMFPD Board Meeting Sept. 20, 2017 at 1800 hours.

Adjournment: Jake made motion to adjourn, seconded by Gary, meeting adjourned at 20:05

Respectfully submitted

Patti Myers, DMFPD secretary

Deer Mountain Fire Protection District

**Meeting Minutes for Special Board Meeting Held
Wednesday August 16, 2017 DMFPD @ 17:00**

Board Directors Present: Larry "Jake" Kincaid, Gary Pickens, Karen McKee, Mike Gonzalez, Darin Anderson

Pledge of Allegiance: Lead by Chairman, Jake Kincaid

This Meeting was held to address the following:

1) DMFPD Audit Review & Approval:

Jake asked Andrew Wolf, CPA, with Garren, Ross & Denardo, Inc. to address the board to review DMFPD 2016 Audit. Andrew pointed out that this is the first time the DMFPD has had an audit. He explained that an audit is required when either District revenues or expenditures exceed \$750,000.

Andrew pointed out that District's "financial records now, are better than any records that he has seen working with the District in the last 10 years" and that it has made his job easier.

Andrew indicated that there are no compliance issues, not with the state nor with any governing payroll entities.

It was decided during the meeting that the audit would not be approved at this meeting, so that board members could have more time to review the material presented by Andrew and make any desired changes to the Management Discussion Analysis.

Andrew proceeded to review all the financial reports included in the 2016 Audit.

Karen motioned to adjourn & Mike seconded. Motion carried.

Meeting adjourned at 17:55. – Respectfully submitted, Patti Myers, DMFPD Secy

Deer Mt. Fire Protection District

Special Meeting – August 14, 2017

Meeting called to order by Larry (Jake) Kincaid at 17:04 p.m. Directors present, Karen McKee, Gary Pickens, Darin Anderson, Mike Gonzalez.

Pledge Allegiance— led by Jake

Jake announced this meeting was a no-public comment meeting.

Karen made motion to move bookkeeper contract from #2 on the agenda to #1. Karen seconded by Darin, motion carried.

Amended agenda – Jake requested a motion to approve amended agenda, Darin made motion to approve amended agenda, seconded by Jake – motion carried.

1. Services agreement -bookkeeper contract. Karen stated she was resigning from the fire dept. She stated the duties of the bookkeeper would be reduced. Changes to Scope of services; would be to eliminate to reconcile DMVFD accounts, post FD and EMS financial reports, track incidents, collect & file incident reports, enter incident reports into NFIRS Karen stated in the new contract monthly salary would be \$275, \$7.50 per employee per month, \$15. For each quarterly filing, \$10 for each 1099 and W-2 filed after each year end. Darin made motion to accept contract as presented, seconded by Mike. Jake requested a modification that the board President sign the contract in behalf of the board. Darin modified his motion that the board accept the contract as presented, and to allow the Board President to sign the contract on behalf of the board, seconded by Mike. Motion carried – 4 members voted aye, 1 abstention.

2. Final Version of Chief's position; Chief's employment agreement, Chief's Job Description. Darin made motion to establish a \$24,000 salary for the incoming chief, seconded by Jake, motion carried. After lengthy discussion regarding the employment agreement and the job description, Jake made motion to form a committee to meet with Jason to discuss both the agreement and the job description, seconded by Karen, motion carried. The committee of (2) two board members appointed by Jake, are Jake and Gary.
3. Approval of funds for candidate to PCC – Motion was made to approve the expenditure of \$2420 for candidate to attend PCC. Candidate would be required to complete and pass the course, and pass Nationals, submit a copy of certification to the Board, plus commit to a 2 year volunteer. At the end of the 2 year period – if the candidate has completed these requirements the candidates obligation to DMFPD would be completed.

Respectfully submitted

Patti Myers, DMFPD Secretary