

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 144
September 27, 2018**

MINUTES

The meeting of the Board was held at the Beulah Community Center in Beulah, CO.

Board members present were: Chair and President John Levar, Vice President Steve McLaughlin, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Also attending was Chief Bryan Ware.

Chair and President John Levar called the meeting to order at 6:30 p.m.

2. APPROVAL OF AGENDA.

There were two changes to the Agenda. Added to the Agenda was New Business, Item e., Chief Annual Performance Review. Removed from the Agenda was New Business, Item c, 2018 Revised Budget Presentation. There were no other changes to the Agenda.

Motion was made by Steve McLaughlin to approve the agenda as presented, seconded by Kim Toman. Motion carried with no objections.

3. APPROVAL OF MINUTES of July 26, 2018 Meeting.

Changes submitted by Board Members were reviewed and approved by all attending Board Members. There were no other additions or corrections to the meeting minutes.

Motion was made by Joni Smith to authorize Secretary Kim Toman to create the final minutes based on the corrections received and discussed and to approve the minutes as amended, seconded by Bob Thompson. Motion carried with no objections.

APPROVAL OF MINUTES of August 23, 2018 Meeting.

Changes submitted by Board Members were reviewed and approved by all attending Board Members. There were no other additions or corrections to the meeting minutes.

Motion was made by Kim Toman to authorize Secretary Kim Toman to create the final minutes based on the corrections received and discussed and to approve the minutes as amended, seconded by Joni Smith. Motion carried with no objections.

4. FINANCIAL REPORT

a. The District's balance in the Bank of the San Juans (BSJ) Operating Account is \$71,384. The balance in the BSJ Savings Account is \$44,206. The balance in the New Station Enterprise Fund is \$115,715.

b. The BSJ Construction Account balances are as follows: Escrow: \$815,744 (left to write checks against); Loan Balance: \$1,988,314 (left to pay back to the bank); Note Account: \$119,898.

c. The total Fire Station Expenses paid from inception is \$1,172,580.

d. Expense Line Item 8001, Legal, current month activity is \$23.52. This is for a public notice in the local paper, The Pueblo Chieftain, for the Beulah Water Works District. Our District was mistakenly billed for this and it was accidentally paid in error. The Beulah Water Works District will be paying our District back for this.

e. Expense Line Item 8111, Personal Protection Equipment, current month activity is \$7,973.02. this is for 2 new sets of turn out gear. The District will receive approximately \$4,000 from a grant award by the State of Colorado to help defray the cost of this important equipment.

f. Expense Line Item 8230, Recruitment, Retention & Recognition, last month activity was \$500. This was for the purchase of 25 \$20 gift cards to be used as incentives for volunteers to attend trainings. For example, a \$20 gift card is awarded when one volunteer attends 3 consecutive trainings. (This was the item that was skipped at the August Regular Meeting).

g. Expense Line Item 8250, Training & Certification, current month activity is \$2,712.95. This is for a yearly membership in Target Solutions, a professional online training system. Enrollment allows for 2 trainings per month for all District members. Trainings can be assigned to each member by the authorized District Representative. Trainings are all online and can be done at the volunteers own schedule. These trainings are recorded and tracked by Target Solutions meet the District requirements for cognitive trainings. This takes

Motion was made by Bob Thompson to accept the Financial Report, seconded by Kim Toman. Motion carried with no objections.

5. CHIEF'S REPORT, reported by Bryan

a. So far this year there have been 173 total responses. 71 were Fire/Rescue. Of the 102 medical calls, 74 have been transported.

b. The 2 Water Trucks from Pueblo County will be ready for delivery to the District around Thanksgiving. These 2 trucks are being donated by Pueblo County and will need minimal work by the District to get them ready for service.

6. OLD BUSINESS

a. District Auxiliary - Update

Net proceeds from the Beulah Reunion were approximately \$5,000. \$4,000 from the raffle, \$500 from the beer and wine sales, and \$500 from miscellaneous donations. Since this was an event organized by multiple Beulah non-profits, the non-profit, Homecoming Committee donated \$2,000 of it's profits to Leta Langdon, a long-time Beulah resident undergoing medical treatments.

b. Fire Station Site Plans and Activities – Update

i. Permitting and Surveys

There is nothing new to report on permitting and surveys.

ii. Overall Project (Building & Water Line) Budget – Funding & Costs

Previously the District Board had approved the funds from the sale of Station 1 to be put toward a new vehicle. With the addition of the 2 water trucks donated by Pueblo County, Bryan asked for Board Approval to allocate those funds to the new station project so a

few more items can be completed on that project. After discussions, the Board agreed that those funds should be put toward the new fire station.

The Whitlock Construction total project cost has resulted in a savings of approximately \$17,000. This savings will most likely be put toward the painting of the interior of the office space.

The Plymovement System has been ordered. This system and the gear grid (equipment lockers) are being funded by the USDA grant award.

iii. Site Work

The Colorado Department of Transportation (CDOT) has allocated the millings for the new station elsewhere. Brian Thompson, CDOT, is working on finding millings for the new station from another source.

iv. Backhoe Services, Water Line Construction & Contract Status - Update

The labor portion of the project is complete. The only thing left is to post a calling for subcontractor payment in the Pueblo Chieftain. Bryan will have this done soon. Once the calling is finished, final payment can be made to Backhoe Services.

v. DOLA Grants

The DOLA Overage Grant request for \$63,000 was not approved.

vi. USDA Grant

There is nothing new to report.

vii. Other Grants

Bryan has submitted the Home Depot grant application. He has also submitted the Lowe's grant application which, if awarded, would cover the cost of the kitchen. The Lowe's grant and the kitchen cost are not included in the Financial Summary because the grant will be reviewed around November 1st. The grant application requested \$21,000 for this portion of the project.

Bryan also has four other grants he will be applying for in the near future. The Auxiliary is also applying for grants for the fire station project.

c. Mitigation Preparedness & Public Education on Flash Flooding

The three automatic flood gates are in place but they are not tied into Pueblo County's Emergency System yet. Dylan Jacketta was able to get Ron Scanlon's permission for the last siren. Edward James has finished the surveys for the siren parcels. Mark Mears was approved for one more extension of the project. The new project completion date is December 31, 2018. Bryan will hold a public meeting for residents, specifically residents on North Creek Road, explaining the testing and use of the siren warning system.

d. 2017 Audit – Review & Resolution 2018-07

By email vote, District Board Members all approved the 2017 Audit presented by Andrew Wolf at the August Regular Board Meeting. Be it now, the Board officially accepted the Resolution to approve the 2017 Audit.

Motion to accept Resolution 2018-07, approving and Audit for Fiscal Year 2017 for the Beulah Fire Protection and Ambulance District, State of Colorado, was made by Joni Smith, and seconded by Kim Toman. Roll call vote was taken: John Levar – aye; Steve McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye; Kim Toman - aye. Motion carried unanimously.

e. Station 1 – Sale Update

There were no new Station 1 Sale updates. The prospective closing date is still December 1, 2018.

7. NEW BUSINESS

a. Contract Employee 2019

Bryan presented claims to why the District needed a paid position. In September 2018, there were 21 of open shifts that needed to be filled. In October there are 19 open shifts that need to be filled. The majority of these shifts are weekday shifts. These shifts came open because the two people that normally covered these shifts recently took on regular jobs outside of Beulah and were not available for weekday coverage anymore. It has become increasingly difficult to cover these weekday shifts. This position would be a person that would actually work in the District office under the direction of Bryan. The position would have a flexible schedule to cover after hours work activities. After Board discussions, it was agreed that it would be in the best interest to our community to hire a temporary EMT/IV employee to cover these shifts. The only other option would have been not being able to respond on calls in the District coverage area. Bryan would finalize a contract and job description for this position with the intent to fill the position by mid-November. Potential funding sources for this position are the savings from rent from both the move to The Host and the final the move is made to the new station. Also considered for funding this position is the \$1,700 credit from Tom Mullan's office for legal expenses. This credit is still held by Tom's office. Possible funding sources for fiscal year 2019 is a SAFER grant which, if awarded, would cover a portion of the personnel cost for hiring a new fire fighter. This grant opportunity is not yet available, but is anticipated for the beginning of 2019. The grant covers the personnel cost (wages and benefits) for a 3-year period. The anticipated portion of personnel costs covered by the grant are: 75% the 1st year, 75% the 2nd year, and 35% the 3rd year. These projections are based on last year's portion of coverage.

b. 2019 Draft Budget Presentation

Bryan presented the 2019 draft budget. One change for 2019 will be the combination of the Repair and Maintenance Parts and Repair and Maintenance Labor lines. Bryan will update the Budget to include the cost of a full audit for the 2018 fiscal year. The only other noteworthy point is Expense Line 8250, Training & Certification. This expense figure includes the cost of an EMT class that begins in January 2019. The class already has 7 students, all of which are from outside the District, so they will be paying for their class creating revenue for the District.

c. 2018 Revised Budget Presentation

This item was removed from the agenda.

d. Nov/Dec Combined Meeting

The Board discussed potential dates for the November/December Combined Meeting and the date and time of for this meeting will be December 12, 2018 at 6:30pm and will be held at the new fire station.

e. Chief Annual Performance Review

The Board discussed potential dates for the Chief Annual Performance Review and the date and time set for this meeting will be December 2, 2018 at 1:00pm and will be held at the new fire station.

8. MOTION TO ADJOURN: *Motion to adjourn was made by Joni Smith, seconded by Kim Toman. Motion carried with no objections.*
Meeting adjourned at 7:37 pm.

Kim Toman
Secretary, Board of Directors
Beulah Fire Protection and Ambulance District
First Revision

Attachments

- Agenda
- Beulah Fire Protection and Ambulance District – Income Statement Compared to Budget, Jan 1 to August 31, 2018
- Beulah Fire Protection and Ambulance District – Statement of Fund Balance – Modified Cash Basis August 31, 2018
- Beulah Fire Protection & Ambulance District - Construction Project Financial Summary, September 27, 2018
- 2019 Draft Budget
- Letter to Board from Bryan, dated September 27, 2018, regarding the consideration of hiring an employee.