

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 83
May 22, 2014**

MINUTES

The meeting of the Board was held at the District office in Beulah, CO.

Board members present were: Chair and President Steve Douglas; Vice President Pat Stanifer; Secretary Anne Moulton; Fundraising Coordinator Bob Thompson. Absent was Treasurer Travis Allee, Also attending were Chief Bryan Ware; community members Dennis Rowland, Board Member of Twin Buttes Home Owners Association; Joe O'Brien of Red Creek Land Company; incoming Board member Kim Toman.

1. **Chair and President Steve Douglas called the meeting to order** at 6:37 p.m.

2. THE AGENDA

Installation of new Board members and Election of Officers will be completed after the approval of the April 2014 minutes. Additions under New Business are potential fire station site, capital line items and Red Creek Fire Department, *Motion to approve the agenda as amended/presented was made by Anne Moulton, seconded by Pat Stanifer. Motion carried with no objections.*

3. MINUTES of the April 24, 2014 meeting

Page 4 Engine 62 is in service but not used for Initial Attack because the water level in the engine cannot be monitored. Replace "units" with "engines" in this section. *Motion was made by Bob Thompson and seconded by Pat Stanifer to authorize Secretary Anne Moulton (transferred to Kim Toman) to create the final minutes based on the track change corrections provided and to approve the minutes as amended. Motion carried with no objections.*

INSTALLATION of New Board Members

a. Oaths of office were administered, in this regular election year, to Pat Stanifer, Bob Thompson, and Kim Toman by President and Chair, Steve Douglas. The oath of office was administered to Steve Douglas by Bob Thompson, Notary. Steve will deliver oaths to Tom Mullans on Friday, May 23, 2014.

b. Elections of Officers of the Board:

i. President of the District and Chair of the Board (President and Chair):
Motion was made by Pat Stanifer and seconded by Bob Thompson to nominate Steve Douglas as President and Chair of the Board. Steve Douglas accepted the nomination. There being no other nominations, Steve Douglas was elected as President and Chair with no objections.

ii. Vice President: *Motion was made by Bob Thompson and seconded by Steve Douglas to nominate Pat Stanifer as Vice President of the Board. Pat Stanifer accepted the nomination. There being no other nominations, Pat Stanifer was elected as Vice President with no objections.*

iii. Secretary: *Motion was made by Steve Douglas and seconded by Bob Thompson to nominate Kim Toman as Secretary of the Board. Kim Toman accepted the nomination. There being no other nominations, Kim Toman was elected as Secretary with no objections.*

iv. Treasurer: *Motion was made by Steve Douglas and seconded by Pat Stanifer to nominate Travis Allee as Treasurer of the Board. There being no other nominations, Travis Allee was elected with no objections.*

v. Fundraising Coordinator: *Motion was made by Pat Stanifer and seconded by Steve Douglas to nominate Bob Thompson as Fundraising Coordinator of the Board. Bob Thompson accepted the nomination. There being no other nominations, Bob Thompson was elected as Fundraising Coordinator with no objections.*

4. TREASURER'S REPORT was postponed until later (waiting for Treasurer Travis Allee to join the meeting)

5. CHIEF'S REPORT, Bryan reported

a. So far this year there have been 34 EMS and 24 Fire responses.

b. On May 2 the second annual Bicycle Safety Rodeo was held at the Beulah School. Lt. Clara Long coordinated and ran that event, helmets given out to kids 48 participants. There has been great feedback from community members about this event so it will be continued in 2015.

c. On May 25th the 3rd annual Community Health Fair was held at the Beulah Community Center. There were 23 participants that stopped by in the 3hrs of the event. Since the number of participants doubled over last year this event will be held again next year in conjunction with another event such as pancake breakfast.

d. Bryan has been in touch with the ISO (Insurance Standards Organization) to see if they will come and reevaluate insurance ratings. ISO has a minimum 5 year wait period before coming back to an area. 2004 is the last time ISO was in Beulah to update ratings. The ratings from that visit were anywhere from 7-10. There is a maximum of 50 points available for the Fire Department. Communications is one aspect that is projected to see an improvement from the 2004 rating. Bryan is projecting receiving a rating of 10 out of a possible 10 points in this area. In 2004, Communications received a rating of 9.2. Community Involvement is another area that is looked at by ISO. There is a maximum of 15 points available. Community Involvement includes fire mitigation, inspections and education. Bryan projects receiving a rating of 15 in the Community Involvement aspect. Water is the area that is expected to receive a low rating since only 10% of the response area is served by fire hydrants. All in all there is hope that with a better ISO rating, home insurance rates will drop for area citizens.

e. Last Saturday a Low Angle Ropes Rescue training session was conducted with Pueblo County ESB and Rye Fire members that allowed all three agencies to work together in a simulated vehicle accident involving occupants being ejected into a ravine located on the Allee property at the bottom of Rock Creek Hill. The session went well and helped identify what equipment is needed to effectively handle such situations. On this type of rescue, the ropes are in need of being updated to current standards.

f. On Saturday, June 7th from 8:30-12:30 Bonfils will come for our first of two blood drives this year. Please help pass the word that we need donors.

g. Bryan is looking into conducting a Beulah Valley evacuation drill in 2015. He will be working with Pueblo County ESB Chief Mark Mears and Karen Ashcraft on the details of this drill. This event will take buy-in by residents and extensive planning but will truly test our capabilities and the EOC abilities to function in a large scale event.

h. Bryan stated a reminder that starting next Thursday, May 29 through June 10, he will be out of state. Captain Kurt Thompson will be acting Chief in his absence. Office time is covered as well as all shifts. Bryan will have his cell with him and will return to Beulah if a large event breaks out.

i. Pat Stanifer needs to know when Bryan would like the AdvELS course to take place. Preferably sometime after July 4. Other area agencies are welcome to attend as well.

j. All vehicles are in service and running. Both Engine 63 and Brush 73 have been sold. That money will be deposited in the District's bank account this month.

k. Bryan is still working with the Forest Service to get a Type 4 or Type 6 brush truck through the Forest Program. Bryan is looking daily for another brush and engine apparatus to replace those that have been sold.

l. The apparatus in Commerce City that was recently looked at broke down while driving through the parking lot, so that apparatus is out of the picture. The Forest Service is the best bet for an apparatus, that we know of now.

m. The AFG (Assistance of Firefighter Grant) grant application submitted is for PPE and SCBA. Because of our population this grant is a 5% match. Only 2 Colorado departments have been awarded this grant so far.

n. State grants in Colorado are usually a 50% match but can go down to a 30% match with hardship. There are not many fire grants available in the state. Most fire grants are Federal.

o. Bob Thompson inquired if an ESB fire unit could be stationed in Beulah. Bryan reported that Dylan Jacketta put in a grant application for the purchase of a new 4,000 gallon water Tender that can filter drinking water out of a non-potable tank. The Tender would filter at the rate of 10 gallons/minute. He is hopeful that FEMA will fund this apparatus. Realistically, what we have is what we have.

p. Kim Toman asked Bryan if he was supposed to be providing monthly reports on where his time was spent. Bryan clarified that he provides those reports directly to Steve not the Board. (As the Board Chairman, Steve is the Chief's supervisor.) These reports are available upon request to Board Members. Those reports show both hours worked and leave taken, annual and sick. He also gives the Chief's monthly report verbally to the Board monthly.

6. OLD BUSINESS:

a. Twin Buttes water supply

i. Steve noted that it was apparent that it was time for the District, Developer, Joe O'Brien, and the Twin Buttes HOA to discuss the status of the fire water supply and who is responsible for what and look at the whole package.

ii. Joe O'Brien commented: In the beginning of the project there was money dedicated to the Ambulance and Fire Departments. The Developer allocated \$18,000 for the building located on the property. That agreement changed a little bit from when it was first started from both sides: the Fire Department and Developer sides. The fire

protection well is on the Twin Buttes property and the fire apparatus is over there (not on the Twin Buttes property). Over the years, from the original agreement, Joe understood that the Fire Department would maintain the well which is dedicated to fire protection. Prior to Bryan being Chief, nothing was done to maintain the well and the well was not fully working before Bryan became Chief. The well is located on grazing ground and the Developer understands it cannot be used for anything else. At some point in time, someone other than Twin Buttes persons was going into the well house. The Developer had no control of the system and some items went missing. Recently, the Developer did do some maintenance of the cistern.

iii. Moving forward, Joe proposes this new agreement. Red Creek Development owns the well and will take care of the well and cistern and is still grazing that land. The HOA will take over some parts of the open space, but a major part of the land will stay in an agricultural lease with grazing on it. The fire protection well is at the end of the water supply line and there is a stock tank on that line as well. Joe will make sure the Fire Department has water at the cistern if the District will have the well inspected every 30 days. If the pump is run every month it shouldn't break down like it has in the past. (It apparently froze up due to lack of use.) Joe will take care of the pump if it fails. The District will take care of monthly system checks, Joe will take care of the fire water system (well, pipeline, cistern, pump, valves, electrical, etc.) if it goes out. He doesn't have control over someone going out every month to test system. .

iv. Issues with cistern and/or pipeline settling have been resolved.

v. Discussions continued about reporting and in the end Bryan said he would happily email a monthly report to Joe and the Twin Buttes HOA the date the system was tested and the outcome of the test. Bryan will contact Joe directly if any complications arise from the testing. No exact dates will be set for testing. Dates for testing will be by availability of District personnel.

vi. Out of pocket expenses will be the responsibility of Joe and/or the Twin Buttes HOA through their own discussions.

vii. The new pump has been installed and electricity will be done by this Friday. Joe would like it if District personnel are out there when electricity is connected. Joe would also like one of his representatives there with the District personnel.

viii. Bryan questioned about the future ownership of the well. Joe said that with the grazing aspect of the land, he is not willing to give up ownership and maintenance of the well. Joe will take care of the access road to the well also.

ix. Joe will write up an agreement with the District and send to Bryan Ware.

x. Steve Douglas added that in the agreement, the use of that well should be for fire response throughout the District, not just within the Twin Buttes Subdivision. All agreed with that stipulation. He also added that it is extremely important that the well is exercised monthly.

xii. When all the repairs are complete, Bryan Ware will go out and test the system as well as exercising the District's fire equipment. The water drawn from the well will not be wasted.

xiii. Bryan Ware has no problem with the stock tank being filled off the system provided there is enough water available for the fire protection cistern. It was agreed that this use of the fire well water for filling the stock tank can also be considered acceptable exercising of the system.

xiv. The fire protection cistern pump produces 15 gal/min, realistically, which equates to about 9,000 gallons filled in a short amount of time. (At that rate, the cistern could be completely filled in 10 hours.) The well is deep, Dennis (HOA representative) was pretty quiet the entire time.

b. District Auxiliary Update

i. The Government has received the application and cashed the application payment. It will be about a year before the Auxiliary hears on the determination of the non-profit status.

ii. June 14th is the Taste of Beulah event. Flyers went out in recent phone bills. Joni Smith is on the Planning Committee. This event is in conjunction with the Arts Council and the Beulah B.E.S.T Committee and is themed around Flag Day, an International celebration. District members will be responsible for helping with setting up and tearing down. Ruth Ann Amey, Joni & Mike Smith, Carol Kyte and Ross Marsh, Bryan and many others will be providing international meals for this event. Adult tickets are \$15 each. The Auxiliary will receive its 1/3rd share of proceeds from this event.

iii. June 28 is the garage sale. Items have been collected and are stored around the valley. There will be breakfast burritos and baked goods donated to sell with the garage sale items. Joni, Austin, and Carol Kyte will work on pricing items on Thursday, the day before the event.

iv. August 2-3 will be the Beulah Valley Art Show. The Auxiliary will have a food concession stand at the show for both days. Items to be sold will be brats, hamburgers, veggie burgers (since there were many local requests for these) non-alcoholic beverages and condiments available. Kim volunteered to research permits for this event for sales tax as well as Health Department licensing.

v. September 13 is the Cowboy Poetry Gathering at Hamp and Sherry Howie's. This fundraiser will enlist the help of a firefighter to be "dressed." Donations will be taken to "dress" the firefighter. Once enough money is raised for a shirt, the firefighter will be allowed to wear a shirt. More details on this event will be announced closer to the date of the event.

vi. The Auxiliary is still looking for a freezer to hold Front Line Food for Wild Fire season. The Auxiliary hopes to have a working freezer by June 13th and to have the freezer stocked with Front Line Food that will include 100 burritos, 200 cookies, and 100 bags trail mix (1 cup of trail mix in each bag).

vii. Steve recommends contacting the Red Cross/Salvation Army for suggestions about what foods to include since they have the experience in feeding wildland firefighters. Bryan will email Kim the contacts for these agencies. Steve adds that wildland firefighters consume about 6,000 calories per day while fighting a wildland fire.

viii. There were 21 people fed by the Auxiliary at the May training. There was more food provided than needed. Each time the Auxiliary feeds the volunteers being trained it saves the District about \$400. It was recommended that food not be labeled "vegetarian" and labeled with its actual contents instead. This food is most appreciated by the District and the people providing the food enjoy cooking for the volunteers.

ix. Bryan advised that the June 21 training had been cancelled. Kim will notify Elaine.

x. There are two District Board Members on the Auxiliary Board. Since two District Board Members does not constitute a quorum for the District, the District Board

is ok with having two, and only up to two, District Board Members on the Auxiliary Board.

c. Record Keeping Regarding Emails

Bryan Ware will take forwarded emails, unless emails contain discussions about him. Discussions about him can be printed out and stored in a file. Bryan will store and efile all other email communications. Bryan Ware will acknowledge to the email sender that he got the electronic copy. Bryan can sort by day/subject/board member and everyone should include a subject in the subject line. The need is to assure saving citizen to board member emails where Bryan is not copied. In this situation, just forward the email to Bryan and he will file.

d. AUDIT Update, tabled to later (waiting for Treasurer Travis Allee to join the meeting)

7. NEW BUSINESS

a. Capital Line Item Dual Requirement

i. Language was developed using Pueblo County and Colorado City Metro District policies regarding cost and life span of Capital Equipment, except for electronic equipment which will always be capital for accountability of equipment.

ii. It was determined that capital items will have a dollar value greater than \$1,000 AND a life span greater than one year of age, with the exception of computer equipment which will always be considered capital.

iii. Property tags on capital equipment should be looked into as part of the District inventory process. Bryan Ware will look into this, so capital items can be tracked but not to the point it is too much of a burden. Steve highly recommends that radios be distinguished as capital.

iv. Steve Douglas recommends that capital equipment inventory accountability must somehow be included in an annual report to the Board. Bryan is willing to provide an annual accountability report.

b. Red Creek Fire Dept

i. Bryan reported information only. There is no decision to be made by this Board. Last Friday, after several conversations with agency members, Bryan learned that the Red Creek Fire Chief, Jesse, had resigned. Mark Mears (ESB Chief) called Bryan and informed him that Red Creek Fire was down to 3 members. About a month ago, we agreed to do a single engine mutual aid for structure protection with Red Creek Fire. Mark and Bryan determined that Red Creek Fire was determining if they were going to disband or try to rebuild their group of responders. Mark and Bryan agreed that for a two week period that ends next Friday, ESB and the Beulah Fire Protection and Ambulance District will be toned for Red Creek fire and auto wrecks, as well as remaining Red Creek Fire members.

ii. Since then, Bryan met with Leonard Davidson, who was Vice-Chair, and now is acting Chair for Red Creek Fire Protection Board. The Red Creek Fire Board had a meeting last Saturday night to see if Red Creek could get back some members that may have left because of personality issues.

iii. As of Monday morning, Red Creek Fire had 5 members. As of next Friday, Red Creek Fire will either take back full operations or turn operations over to ESB. Next Friday is when the mutual aid agreement ends.

iv. Annexation of Red Creek to the Beulah Fire Protection and Ambulance District has been discussed among Bryan, Mark Mears, and Red Creek. It is Bryan's opinion that if Red Creek decides to disband and Red Creek homeowners want to annex, the Red Creek homeowners should do the homework to get the annexation done. An approximated additional 100 sq miles would be added to our district. Maps of the Pueblo County, Beulah and Red Creek areas were provided at the beginning of the meeting.

v. In the three year period from 5/1/11 - 5/1/14 there were 37 fire and 27 EMS responses (64 calls in a 3 year period) in the Red Creek area. There were 21 calls over the past year.

vi. Red Creek has an assessed tax base of \$3,103,681 which at a 13.5 mil levy would bring in about \$54,000 for an additional 24 calls per year.

v. Red Creek has a station, three trucks, no structure equipment, no PPE, no SCBA's, and they have difficulty recruiting members.

vi. If Red Creek were to be annexed into our District, the earliest reasonable election date would be in November 2015. If Red Creek does disband, according to their bylaws, the fire equipment they have would be donated back to area departments. to take over operations and keep one vehicle in Red Creek, as some ESB responders live in Red Creek. We may be able to acquire a brush truck or possibly a four wheel drive Tender, if they disband. The Tender has a 1,300 gallon poly tank. Red Creek's Tender does have a front end problem between 52-55 mph. (Steve knows the unit because it was purchased when he was Pueblo County's emergency management director. It has since been donated to Red Creek by Pueblo County.) Red Creek does not have an engine.

vii. AMR currently covers EMS in the Red Creek area; transporting patients to area hospitals, as needed. If they do annex into our District, we would cover fire and EMS. We have one automatic response to a house outside our District, having a resident with significant medical problems. Because of our response time (compared to AMR's) we respond to that house. Calls to this location are a hard bill when we respond.

viii. If we hear that Red Creek wants to annex, Bryan should put numbers together to see if the district wants to go that direction. Using the recent Hatchet Ranch annexation into the Rye Fire District as an example, Hatchet Ranch was initially required to come up with approximately \$2,000,000 in order to be annexed into that district, to cover the costs of a station and equipment to serve that area. That stopped negotiations for a few years. Steve is not sure what transpired in the end to get Hatch Ranch annexed into the Rye Fire District, but we should look at that aspect of an annexation of Red Creek into our District. Red Creek has a decent existing structure but our District is stretched thin enough and we would be almost doubling our area.

ix. Anne recommends that if we continue to hear that Red Creek wants to annex, we should see what a rough budget would look like to see if we would be willing to annex them into our district.

x. There will be a Red Creek community meeting but a date has not yet been set. Bryan will attend this meeting for support. Red Creek is required to have a chief.

xi. Red Creek volunteers have long been invited to Beulah's trainings but rarely do they attend.

xii. In order to accept Red Creek annexation, Steve would look for homeowner buy-in as well as an ample number of volunteers to serve that area.

xiii. If this goes to ballot, Steve suggests having two separate questions on the ballot. The first question would allow all current district voters to vote yes or no on the annexation of Red Creek into our District. The second question would allow Red Creek homeowners to vote yes or no to the annexation of Red Creek into our District.

4. FINANCIAL REPORT, by Bryan (in the absence of Treasurer Travis Allee)

a. Both the Repair and Maintenance and Equipment lines are over budget. Repair and Maintenance is over budget because of the Engine 61 repairs. That line will be reappropriated later. The money from the sale of Brush 73 and Engine 71, \$2,300, will go into general reserves initially. Our next budget amendment will probably add funds to the Repair and Maintenance line to make up the shortfall. The Equipment line is over because of wildland and structure equipment purchases for new members that were brought in over the winter.

b. Health Insurance Gwen missed. She will be adding that in.

c. There was a large tax revenue deposit made. Specific Ownership tax is currently about \$4,000 when \$6,000 was budgeted. That line seems to be on track. EMS Billing is a little low for April because of the slow period that we had but seems to be picking back up. At this time no problems with this line are anticipated.

d. There is a recording issue in the Chief's Salary line. There was an extra check sent to Bryan that was not cashed because of an error. The check has been sent back to Gwen.

e. Revenue and expenses for this time of year seem normal. Expenses are higher than revenue because January and February expenses have to come out of savings because there is no revenue for the year yet. This is all normal and expected.

f. First quarter we rely on our reserves to operate. On average, we spend about \$20,000 /month. If we look at reserves, for the first quarter, before any revenue comes in, we need about \$60,000 in reserves just to operate. With that figure in mind, looking at the actual amount available in reserve, there's pretty much nothing left for other things that may come up, other than in emergencies, for which there is a budgeted line item.

g. Bryan now has bank login info and is paying all bills through USBank in a timely manner. Steve Douglas feels that we are getting nickled and dimed by USBank for fees so Bryan will look into switching banks. Gwen will send Bryan Ware information on Pueblo Bank & Trust. Bryan will look into that bank.

Motion was made by Bob Thompson to accept the financial report, seconded by Steve Douglas. Motion carried with no objections.

6d. 2014 AUDIT, by Bryan (in the absence of Treasurer Travis Allee)

a. Bryan asked that Steve follow up with Travis on these items. Steve acknowledged affirmatively. We received a list of approved auditors from the State. Gwen gave her recommendation to Bryan on auditor to use for our full audit. We have to get an audit extension approved with the state as well as making contact with an auditor. To Bryan's knowledge none of this has been done yet. Steve Douglas will follow up with Travis on the extension for our audit, selecting auditor and getting contract with auditor started.

Steve will also have Travis follow up on a \$300 credit from Jerry Brown's office for work they did to prepare an exemption to audit, which is not what we requested.

b. We must file for extension of audit immediately. The extension for the audit must be completed and accepted by state by June 30. The deadline for audit is June 30. The District has until July 31 to submit the audit to the State. The extension gives us two more months on these deadlines.

11. POTENTIAL FIRE STATION SITE

a. Steve Douglas asked permission from the Board for Bryan and him to have discussions with the Conlon's about their property. One criteria of site selection is being defensible from a wildfire. The Conlon's site is north of the school between Maryknoll and Pine Drive Telephone and is defensible from a wildfire.

b. Bob Thompson suggested talking to Dick Sellers for his property east of the Conlon's property. Also considered was the Seller's property between Maryknoll, Grand and Central. The Board agreed that these too would be good sites for a new fire station and should be looked in to as well as the Conlon's property. Bob also mentioned site location should take into account the difficulty of apparatus making a turn onto Fox Lane from Central Ave.

c. Steve reminded the Board that if the Conlon's property is a good fit for a new fire station and we don't talk to them now, they may enter into a contract with another party and we would lose the opportunity to bid on the Conlon's property. Steve Douglas reiterated that he and Bryan would like to just look at the property and see if it meets site criteria, which includes ADA compliance and water availability.

d. After discussions, the Board agreed that it would be good for Steve and Bryan to look over the Conlon's property to see if it would be feasible to have a new station there.

e. When Bryan returns to Beulah in June, he and Steve will talk to Dick Sellers about his property.

f. Steve Douglas reminded the Board that he would be out of the state, in Minnesota, for the July meeting, but he will be here for the June meeting.

RECOGNITION of Anne Moulton's service to the District, by Steve Douglas and Bryan Ware

a. Steve recognized Anne for ALL of her roles: as Volunteer EMT, Coordinator of formation of district, a two year project, serving on the Board for four years, all of which were not paid positions or jobs. Even when she was offered a stipend, she turned that back over to the District. Steve further acknowledged Anne for being so caring, giving and knowledgeable and just being around for a long time. Steve ended by saying "Thank You" for we wouldn't be where we are without you.

b. Bryan continued by acknowledging Anne for housing him when he first moved to Beulah and without her drive and passion we wouldn't be here now. Bryan presented a beautiful glass plaque to Anne as a token of appreciation.

8. MOTION TO ADJOURN: *motion was made by Anne Moulton, seconded by Bob Thompson. Motion carried with no objections.*

Meeting adjourned at 8:57 pm.

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