

**DMFPD Meeting Minutes
June 18, 2014**

Barry Cole called the regular meeting of the Deer Mountain Fire Protection District to order at 1800 hours at the Deer Mountain Community Center.

Present were Barry Cole, Mark Matthews, Karen McKee, Skip Moreau, Joe Watts, and several citizens.

SECRETARY'S MINUTES

Minutes were emailed to all board members. Skip made a motion to accept the minutes and Karen 2nd the motion. Motion accepted.

TREASURER'S REPORT

General Fund

Checks #2252-2277

Beginning Balance May		\$82,326.52
Fremont County Tax Deposit Apr.	\$50,045.11	
Bank Interest	\$0.98	
Sale of Tender 3	\$300.00	
Total Income May	\$50,346.09	
Net Income		\$132,672.61
Expenses		\$13,137.02
Checkbook Balance		\$119,535.59
Total funds:		\$189,953.68

Karen made a motion to accept the treasurer's report, Mark 2nd the motion. Motion approved.

Bills to be paid: Beginning June 1st balance: \$119,535.59 County Tax deposit-May: \$15,016.75

Karen stated expenses included reimbursements for Academy mileage and per diem, reimbursements to Barry, Skip, and Karen for SDA workshop, and Skip for equipment to set-up new dispatch system in Custer County.

June total expenses: \$11,038.72 Ending checkbook balance: \$123,513.62

Karen made a motion to approve bills to be paid and Joe 2nd the motion. Motion passed.

The budget and P&L reports are only accurate for medical; Station 1 is not accurate because Todd has not provided Karen with bank statements. We don't have complete accounting of the \$7800 given to Todd; Karen needs Todd to give her a receipt for Fire Hose Direct charge.

Karen mentioned that oaths of office and insurance coverage have been filed with the Fremont County Clerk and Recorder and DOLA, board contact information has been updated with DOLA, SDA, and County Commissioner. The transparency notice and board contact information has been updated on the DMFPD website and DOLA.

Barry wants a date for the \$7800 to be accounted for; Todd said the GSA order should be finalized within a couple of weeks.

CHAIRMAN'S REPORT

Barry thanked Neil, Mary, and Karen for cleaning, mowing the lawn, and cutting weeds at Station 1. He also wanted to thank all dispatchers for all their hard work; Linda is still monitoring phones for burns. Barry reiterated that the new board is here to improve the facilities

while being good stewards of the tax payer's money. The board is here to help guide the 2 fire departments and EMS with whatever their needs may be. Barry made it clear that there will be difference of opinions, but we need to maintain friendships, professionalism, and a good attitude in order to perform our jobs and move in the right direction with DMFPD.

Barry mentioned that Skip, Karen, and he attended the SDA workshop where they learned about the rules of special district and the guidelines within the state of Colorado. He clarified that the Chiefs and Captains are responsible for the operational aspect of their stations and the board members are responsible for the financial accountability and stability of the district. The board can step in and require chiefs and the captains bring their responsibilities up to par if needed. Barry emphasized that the board wants to work hand in hand; both station 1 and station 3 needs to utilize their liaisons on the board for any concerns/needs they may have.

The agendas were not being emailed to Todd, Vickie, Jim, and Steve and they would like to receive it before the monthly board meetings.

ADMINISTRATION HOURS:

Barry-33 Mark-2 Karen-43 Skip-40 Joe-12

STATION REPORTS

Station 1: Training: 36 Maintenance: 44 Administration: 40

Total calls for station 1 were 3: 2 medical flights for life, 1 straight medical, 1 MVA, 1 smoke siting, and 1 possible structure fire at 3D Ranch.

Todd reported that the grant writer quit and we are actively looking for a replacement.

He wants to purchase foam sticks at \$387.19 a case (12 per/case). Jim currently uses pro-pack.

Joe would like for Jim to look into using foam sticks. Board members decided to table this discussion because the new POS will take care of all orders.

Todd brought 4 bids for the new building at Station 1. Barry clarified that a new building project requires a whole process outlining specific steps be followed according to SDA rules. A committee needs to be formed that will be responsible for adhering to rules and the oversight of the project. Karen made a motion we form a building committee to research and develop a new building, and procure a grant writer consisting of the following people: Todd, Barry, Mark, and Karen. Skip 2nd the motion. Motion carries.

CFR: Training: 10 Maintenance: 15 Administration: 5

Cotopaxi Fire & Rescue had 3 calls.

It was recommended that Jim start a committee that will help with acquiring a new building for Cotopaxi station to house brush truck that is currently at his house. Karen spoke with Steve and it was agreed that Cotopaxi only needs to provide bank statements quarterly to treasurer, since they do not have many transactions.

Barry noticed there is a technicality with the bylaws in Cotopaxi; there was nothing about their finances. Jim is welcomed to copy DMVFD notice.

SECTION REPORTS

INSURANCE:

Vickie reported that Cee's towing claim will be worked out (approx. \$400) and worker's

compensation is taken care of.

Joe made it clear that nobody is allowed to get in our vehicles unless he/she is in the fire department; it's a liability and we open ourselves to lawsuits.

COMMUNICATIONS:

Skip has Answer Rite Telecommunications contract for the board to sign. On the new computer system we have used 300 minutes, numerous fire calls, and 18 barrel burns since June 8th.

The dipole antenna was repaired instead of having a new one installed.

Repeater in Cotopaxi (Gateway)-need 2 radios, power supply, 2UHF antennas, and ground and lightning protection- approximate cost is \$6,450.75 to link the two repeaters. In order to fund this project the following money needs to be taken from several DMFPD radio budgets. Karen made a motion that we approve \$6,450.75 to link the two repeaters as long as Todd, Station 3, and Communications Dispatch agree to give \$2000 each from their respective budgets. Skip 2nd the motion. Motion carries.

Skip spoke with Century Link and was able to drop our bill from \$450.32 to \$284.99/month by bundling services.

Skip reported that Custer County needs a phone/fax line in order to communicate with our repeater in Deer Mountain Fire Station. The cost for fax machine is \$150 (has print and send capabilities). The cost of the phone line is \$31.84/month. Skip made a motion to get fax machine with phone line for Custer County and Joe 2nd the motion. Motion carries.

Skip wants accountability for radios that are handed out to dispatchers. A log needs to be kept with peoples' names that have a radio assigned to them. Currently Patti and Gay have their radios.

Linda would like for board to pay \$10.40 on her phone bill since she is still monitoring fire calls. Joe wants board to help pay for the bill for each volunteer because they go above and beyond by monitoring lines for burn calls. Deer Mountain Fire Control currently has 3 volunteers. Skip made a motion that the board pays Linda the extra \$10.40 for unlimited texting and long distance services on her personal phone and Joe 2nd the motion. Motion carries.

MEDICAL:

Vickie reported that we got the full amount awarded on grant at 10% match for purchase of ambulance, gurney, and radios. Between July and August a purchase order for gurney and radios will be done. In addition, St. Thomas More will provide the LIFEPAK by either buying it for us or giving us a check.

Vickie will have SOP's ready and typed for Barry by next board meeting.

Joe wants for Todd to follow through when asked to bring mutual aid agreement contract to the board before being signed. Barry agrees that mutual aid agreements are the Captain and Chiefs' responsibilities and it should stay that way. Nevertheless, the board has the right to look over mutual aid agreements before it's signed and agreed upon because we are ultimately responsible for the financial accountability of the district.

An EMS committee including the original members needs to be formed so that they can go over mutual aid contract and see if any changes are needed. Skip made a motion to form an EMS committee consisting of original members: Vickie, Joe, Todd, and Skip to look over mutual aid agreement and decide if any changes are warranted. Karen 2nd the motion. Motion carries.

Todd mentioned that Brush 2 will be delivered by this Friday afternoon. The vehicle should be registered by the following Monday. Joe mentioned that we are still waiting on some equipment for Brush 2.

OLD BUSINESS:

Todd reported that John is getting him information in regards to status of water tanks and Skip looked into some cranes and prices.

Karen reported that we cannot get debit cards under DMFPD. She ordered a second card under Barry's name and one debit card for the district's checking account.

Skip made a motion we buy 2 (\$99) combination safes to weld onto trucks with one debit card each that only certain people will have access to combination and Joe 2nd the motion. Motion carries.

We need to get debit card from Jeremiah.

NEW BUSINESS:

Karen stated that Colorado Open Records Act (CORA) requires DMFPD establish a policy for open records and how we respond to open records requests that has to be posted with DOLA by July 1. Karen made a motion that we appoint Maria Matthews as custodian of records and Skip 2nd the motion. Motion carries.

Skip made a motion we pass Resolution 0618014-01 designating official custodian of records and adopting a policy on responding to open records requests and Karen 2nd the motion. Motion carries.

Ark River Rescue Survey- Skip has letter for the board to review regarding DMFPD's role in supporting Ark River Rescue when they request to use our name on any grant requests, fundraising letters, and promotional materials on a case by case basis. Skip made a motion to send letter to Ark River Rescue and Joe 2nd the motion. Motion carries.

POS Agent-We are required by the DMFPD bylaws to assign a purchase order agent; this person is responsible for obtaining board approval for all purchases. Skip made a motion to appoint Joe as purchase order agent and Mark 2nd the motion. Motion carries. Karen made a motion she will be 2nd purchase order agent and Skip will be 3rd purchase order agent as back-ups for Joe. Mark 2nd the motion. Motion carries. The board unanimously agreed that everything must have a purchase order.

Skip brought up the idea of installing a LED sign out front of Station 1. The LED light is very expensive and is a perfect target for vandalism. The board members decided more research and further discussion is needed to come up with a cost effective way to advertise for recruitment of firefighters, promote bingo, and red suspender's fundraisers.

DMFPD is looking for an attorney to represent us; hiring a firm that specializes strictly with SDA entities is our best option. Karen is currently working on getting information from Collins, Cockrel & Cole.

Karen reported that 24-hour posting of agendas is not required at all 3 locations. Board members agreed we post agendas on bulletin board at station 1 and email a copy to Jim and Steve.

Karen made a motion we pass Resolution 06182014-02, 24-hour agenda posting establishing bulletin board at Station 1 as site and Mark 2nd the motion. Motion carries.

OPEN FORUM:

No open forum.

ANNOUNCEMENTS:

The next meeting will be held at Deer Mountain Station #1 on July 16, 2014. Meeting will start at 1800 hours.

Karen made a motion to adjourn meeting and Skip 2nd the motion. Meeting is adjourned at 2030 hours.

Maria Matthews

Secretary