

**DMFPD Meeting Minutes
August 20, 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. Karen made a motion to accept the minutes and Joe 2nd the motion. Motion passes.

TREASURER'S REPORT

General Fund

Checks #2307-2328		
Beginning Balance July		\$123,233.36
Fremont County Tax Deposit-June	\$21,083.80	
Bank Interest	\$1.14	
Century Link refunds	\$36.70	
Fuel Reimbursement	\$355.00	
Total Income July	\$21,476.64	
Net Income		\$144,710.00
Expenses		\$18,054.50
Checkbook Balance		\$126,655.50
Total funds:		\$220,512.94

Karen reported that we had a refund from Century Link and fuel reimbursement and she included medical checking account on total funds. Karen made a motion to accept the treasurer's report and Mark 2nd the motion. Motion passes.

Bills to be paid: Beginning Aug 1st balance: \$126,655.50 County Tax deposit-July: \$7,945.24

Aug total expenses: \$10,138.65 Ending checkbook balance: \$124,946.95

Karen mentioned that our Century Link bill is too high- We added two additional lines so it will be higher than the \$250 we originally thought, but she will be checking into why there is \$100 charge in taxes. We had Worker's compensation invoice refund-\$464.86 and Home Depot paint rebates- \$20. Karen obtained a detailed GSA order report for the \$7800 by calling the phone number on the invoice after not receiving report from Todd.

Todd requested reimbursement from the board for \$444.12 for rescue gear purchase. Karen mentioned that \$99.47 was still owed to the district from a previous purchase made by John. The board unanimously decided to write a check for \$444.12 to reimburse Todd for rescue gear and Todd will write a check to the district for \$99.47 for personal purchase made by John. Karen made a motion to approve bills to be paid and Skip 2nd the motion. Motion passes.

CHAIRMAN'S REPORT

No Report.

ADMINISTRATION HOURS:

Barry-15 Mark-8 Karen-43 Skip-30 Joe-5

STATION REPORTS

Station 1: Training: 44 Maintenance: 46 Administration: 42

Total calls for station 1 were 10: 1 assist on an over turned kayak, 6 medical, 1 lightning strike wildland, 1 campfire, and 1 MVA.

Todd mentioned that station 1 has a new mechanic and he feels he will be a good fit. Todd brought the fire protection contract renewal form that needed to be signed by Barry. The 2 year contract is through Eden West Ranch (previously Children of the Sun).

CFR: Training: 32 Maintenance: 6 Administration: 2

Cotopaxi Fire & Rescue had 4 calls.

Steve reported that he ordered \$7000 in hand held HYT radios. This was previously approved and he and Jim feel that Cotopaxi needs the radios ready for personnel. Cotopaxi's goal is to increase the number of volunteers from 12 to 24 members per their current recruiting efforts. Indian Springs is also actively recruiting volunteers. Steve agreed to transfer \$2000 from training back into communications budget. Karen made a motion that CFR transfers \$2000 from their training budget to communications budget and Skip 2nd the motion. Motion carries. Board members clarified that from now on, any purchases over \$500 needs to be approved by the board, regardless if it has been budgeted for the year.

Karen made a motion that we approve radio purchase order that Steve already placed and Joe 2nd the motion. Motion carries.

Furthermore, Steve was concerned with the way CFR was being dispatched. Cotopaxi was not getting toned-out; he wanted to add both his cell and home number to the system. Skip apologized for the oversight and Steve will be added to the system.

SECTION REPORTS

INSURANCE:

Mark mentioned that he's working on two bids for liability insurance coverage for the district. He will present the bids to the board at the next meeting so that a decision can be made before current policy expires in October.

COMMUNICATIONS:

Skip reported that the FCC license is in and the installation of the Cotopaxi repeater pairing should be done within the next 2 weeks. Steve had a question on whether it would reach Texas Creek; Skip is hoping it will, but will not know until it gets installed. Skip is still negotiating with BLM in regards to placing a repeater behind the Cotopaxi store.

MEDICAL:

Vickie has ordered refurbished LIFEPAK with blue-tooth capabilities (\$8999) that was purchased by an endowment from St. Thomas More. She received an email in regards to the new ambulance status; currently there is a hold-up due to a software update that needs some glitches worked out. In addition, the computer purchase and training for Toughbooks will be scheduled now that Skip and Joe are back.

Brush 2: Barry, Joe, and an engine boss from Tallahassee fire department went to a Washington state fire where the truck made \$13,300 for the week.

Barry mentioned that Todd put him in charge of all brush trucks and personnel, therefore he wants the password to the ROSS system so that he can efficiently check the status of our resources and trucks without having to call Pueblo every time. Joe LoBiondo's email to Barry clearly states that having access to the ROSS log-in information would simplify the process with no need to call Pueblo. Todd will check on giving out the ROSS password to Barry and get back to him. According to the rules only one to two people from each station are allowed to have the password.

Barry would like to take this time to clear any rumors that Tallahassee didn't supply us with an engine boss on first order.

OLD BUSINESS:

Todd needs to schedule a meeting with the New Building Committee to discuss the bids and present their decision to the board. He was unable to proceed because Barry and Joe were called to the Washington fire. Now he can move forward and set up a meeting. Cotopaxi needs to be notified of the meeting date so that they can attend as well.

Karen reported that the EIN committee met on July 22 and put together a list of questions and concerns that were sent to the attorney (Kathryn) and accountant (Andrew). Kathryn consulted with Andrew and sent back her results on August 11 which was forwarded to all committee members, board members, Jim, and Steve. Skip stated that he sent a copy of the district and station by-laws along with a letter to the attorney in regards to some questions and concerns he feels still need to be addressed. The committee will meet again to further discuss situation and bring their feedback to the board.

Steve clarified that Cotopaxi Fire Rescue has an EIN number effective since 2000. In addition, he has a letter from the County Commissioner stating that Cotopaxi is a viable department. Steve is now on the EIN committee. Skip will schedule a meeting tentatively for next month. POS system- Karen just wanted to remind everybody that any purchase over \$500 needs to be approved by the board.

Skip mentioned that the seminars for grant writing are \$50/class if you are not a member; his wife Darlene decided to pay the \$125 for half year membership. Board members along with station 1 and Cotopaxi can sign up for the discounted classes. Karen made a motion to reimburse Darlene \$125 for the ½ year membership fee and Joe 2nd the motion. Motion carries.

NEW BUSINESS:

2014 Budget and Amendments- Karen took a class on budget and auditing last month where she learned that we have broken a lot of rules. We are not allowed to spend any money that has not been appropriated. We need to file a budget amendment by holding a budget public hearing at next month's board meeting that has to be announced on the Cañon City newspaper. Karen feels there is a strong possibility we will be audited this year (audits are done if revenue or spending exceeds \$500,000) and she wants to make sure our budget is correct. She provided the board members, station chiefs, and captains with a copy of the revisions and proposals for the budget. Furthermore, she said there is \$5000 left for this year's firefighter supply and equipment

purchases.

Board members agree that it's not wise to budget any income for Brush 2 since we do not get the money until the following year. Karen will speak with Vickie and get her opinion on the medical portion of the budget. There was also an oversight on her part in regards to the carry forward balance: It only included the district checking account balance, did not have the medical portion which adds an additional \$13,000 and she took out the \$5000 for Brush 2. Karen will fine tune the budget and present it at the public hearing next month. Karen made a motion that at next month's board meeting we hold a public hearing to amend our budget and Mark 2nd the motion. Motion carries.

Steve and Jim would like to take Tender 2 to the Cotopaxi station, but do not want this to change the fact that they need a new brush truck in the near future. The board unanimously agreed that Cotopaxi Station can have Tender 2 for now. Steve and Jim will further discuss Tender 2 and will get back to the board.

2015 Budget- Karen gave board members, Station 1, and Cotopaxi a budget worksheet to fill out with their respective fund needs for 2015 and bring back to the next board meeting for further discussion.

OPEN FORUM:

No open forum.

ANNOUNCEMENTS:

The next meeting will be held at Deer Mountain Station 1 on September 17, 2014. Meeting will start at 1800 hours.

Karen made a motion to adjourn meeting and Mark 2nd the motion. Meeting is adjourned at 1925 hours.

Maria Matthews

Secretary