

**DMFPD Meeting Minutes
January 20, 2016**

Joe called the regular meeting of the Deer Mountain Fire Protection District to order at 1800 hours at the Deer Mountain Community Center. Present were Joe Watts, Karen McKee, Skip Moreau, and several citizens.

PUBLIC HEARING FOR 2016 BUDGET AMENDMENTS

2016 budget amendments were emailed to all board members on January 7 and presented at a special board meeting on January 11, 2016. The proposed amendments have been posted for public review on the bulletin board and the public hearing notice was advertised in the Cañon City Daily Record on January 14. No input has been received from the board or the public. Karen made a motion to approve proposed amendments and Joe 2nd the motion. Motion passes. Resolution 20160120-01: Supplemental Budget Appropriation- we carried forward \$63,000 more than anticipated; we will receive \$300,000 in revenues from building lease and approximately \$51,470 from lease for building brush trucks. Appropriations increased from \$253,035.68 to \$667,506.44. Karen made a motion to pass Resolution 20160120-01 and Skip 2nd the motion. Motion passes.

SECRETARY'S MINUTES

Minutes for December 9, 2015 board meeting and January 11, 2016 special meeting were emailed to all board members. Skip made a motion to approve minutes and Karen 2nd the motion. Motion passes.

INDIAN SPRINGS

Nancy Reed expressed her appreciation to DMFPD and requested financial support for the new building project at Indian Springs that will house 2 brush trucks, equipment, gear, and water. Indian Springs has received \$2,500 in donations, the land owner's association will contribute \$5000; they are requesting \$10,000 from DMFPD. Indian Springs is hoping to raise as much money as possible to help lower the loan amount needed to build the new building. The Fremont County Commissioners have approved the 1 acre subdivide. DMFPD recommended that Indian Springs form a new building committee to plan and oversee the project.

TREASURER'S REPORT

GENERAL FUND:

Checks #2842, 2881-2918		
Beginning Balance- Dec		\$61,958.36
Fremont County Tax Deposit-Nov	\$6,869.22	
Fremont County SRUP Appl. Fee 50%	\$900.00	
Donation- Reed Family	\$100.00	
HYT Radio Sale	\$740.02	
Sale of Kaiser Truck	\$5000.00	
Reimb. New Brush Truck Bills CLP	\$3,384.91	
State Fire Payment-West Fork Fish Creek	\$7,695.24	
Mad River State Fire Payments-Firefighter	\$30,344.47	
Mad River State Fire Payments-Brush Truck	\$31,942.75	
Cañon City Rental Deposit Refund	\$205.11	

Bank Interest	\$0.66	
Total Income Dec	\$87,182.38	
Net Income & Balance for Dec		\$149,140.74
Expenses		\$49,883.54
Ending Checkbook Balance		\$99,257.20
Total Funds		\$202,729.98

Karen made a motion to approve the treasurer's report and Skip 2nd the motion. Motion passes.

Beginning Jan. 1st Checkbook Balance: \$99,257.20 County Tax Deposit-Dec.: \$2,292.84
 Jan. Total Expenses: \$50,484.74 Ending Checkbook Balance: \$57,660.59

Karen mentioned the following expenses: Collins, Crockrel & Cole for research and drafting documents- land contract \$1,488.50; Stewart & Stevens brush truck \$8,525; Dirk's Truck- Med 2 alternator & battery \$1,178.17; Deluca Propane \$1,726.79; and VFIS insurance \$4,222. Internet service (approx. \$40/month) was connected at Station 2 without prior authorization from the board; we had budgeted \$350 for all phone/internet services. Karen made a motion to approve internet services at Station 2 with Century Link and Skip 2nd the motion. Motion passes.

Answer Right has not credited our account for double billing us in December - Karen made a motion that if Answer Right bills us the first part of February, Skip is to have our account credited by February 12, 2016. Joe 2nd the motion. Motion passes. Karen made a motion to approve bills to be paid and Joe 2nd the motion. Motion passes.

The 2015 budget amendments were filed in December; the 2016 budget was filed with DOLA a few days ago. Profit & Loss statements - we stayed significantly under budget for 2015 due to anticipated expenses not being paid until this year. For example, the storm water pond will be paid this year, 3rd brush truck was purchased last week, and we spent approximately \$6,000 of the \$60,000 from Capital Leasing money.

Purchase requests from Station 1 totaling \$1,699.76 - Karen made a motion to approve purchase requests for Station 1 (\$1,699.76) and Skip 2nd the motion. Motion passes. Vickie has a purchase request for light bar for her personal vehicle \$211.51. Karen made a motion to approve light bar for Vickie at \$211.51 and Joe 2nd the motion. Motion passes. Mike Gonzalez requests reimbursement of \$599 paid for a contractor to set-up the SAM & DUNS information needed to proceed with the AFG grant application. Karen made a motion to reimburse Mike \$599 and Skip 2nd the motion. Motion passes.

Application for exemption/audit will be sent to accountant this week.

Karen reminded everyone making purchases for the district needs to be using the tax exemption form and letting businesses/vendors know that DMFPD is tax exempt.

ADMINISTRATION HOURS: Joe-2 Karen-100+ Skip-40

STATION REPORTS

STATIONS 1, 2 & 3 HOURS: Training-117; DMVFD had 4 runs.

Tank & Plumbing updates - tanks are plumbed and electricity is finished inside building. We need the burp line added to allow the horizontal tanks air to flow into the big tanks to allow complete filling. Hydrant is in and can be used.

Storm Water Update - The project is done other than being drilled; Joe had an extension culvert built adding additional pipe to keep people from driving into it (approx. \$500 extra). Karen made a motion to pay \$12,500 (about 50%) when she receives invoice and pay the remaining balance once the project is finished and signed off by the engineer. Skip 2nd the motion. Motion passes.

Joe has purchase requests totaling \$7,714. Karen made a motion to approve Station 1 purchase requests totaling \$7,714 and Skip 2nd the motion. With Joe abstaining motion passes.

Brush Truck Updates - 2 brush trucks have been painted, decals placed, and winches installed. The light bars are ready for installation. One of the brush trucks will replace the GMC Rescue 21 and will be Engine 21 to be used as a multiple task vehicle.

DMFPD/EMS: Training-0; EMS had 4 runs. EMS had 80 runs for the 2015 calendar year.

Mutual aid agreements are being worked on by Skip, but he needs to change some of the wording before finalizing paperwork. Vickie informed the board that we still do not have a written mutual aid agreement with Custer County and our mutual aid agreement with Ark River is expired. Vickie officially resigned as Ambulance Administrator/Medical Captain/EMT effective immediately. She turned in her letter of resignation to DMFPD. The board decided to call a meeting regarding the appointment of a new Ambulance Administrator when more board members are available. The district with Joe and Skip's help will provide uninterrupted EMS services to the Deer Mountain community. Resolution 20160120-04: DMFPD Cañon National Bank EMS Account; DMFPD board of directors hereby authorizes the district's treasurer to remove Vickie Cline and any secondary persons authorized on account effective immediately since Vickie Cline resigned (1/20/2016). Karen McKee is authorized as signer on DMFPD EMS account with Cañon National Bank. Karen made a motion to approve Resolution 20160120-04 and Skip 2nd the motion. Motion passes. Karen made a motion that the DMFPD Chairman (Barry Cole) gets a second key to the medical records cabinet and Joe 2nd the motion. Motion passes. Joe made a motion that Vickie and Ed Cline not be allowed in the apparatus room, board room (medical records), and the medical supply room. Karen 2nd the motion. Motion passes.

SECTION REPORTS

COMMUNICATIONS:

Skip said that most 800 handheld radios are done and several mobiles need to be reprogrammed; we are waiting for Frecom to switch us to the other channels. Frecom and Skip will notify over the air once the change has been completed and ready for use. Custer County returned an 800 radio belonging to DMFPD. Skip will keep the antenna and power supply at Custer County which will facilitate running mutual aid with them. The 800 radio needed for Med-1 ambulance is over the budgeted amount of \$3,500 - Skip will get some bids to bring to the board.

OLD BUSINESS

Election update - Patti mentioned that an election column has to be published one time in the Cañon City Daily Record with our first deadline running from January 24 - February 18, 2016. We get three copies: one for the state, County Clerk, and one we keep on file. DMFPD has 3 vacancies, all are 4 year terms. Patti is requesting \$400 from the board for expenses: money will be used to provide 2 meals for election employees (ballot judge) for about 6 hours. The polling place will be at Deer Mountain Station 1, but people can call to request absentee ballot from Patti. The polling place hours will be from 7 AM - 7 PM and an EMS unit needs to

be on standby per state guidelines. Karen made a motion to approve \$400 for Patti to use for election expenses; Patti will keep records/receipts and any money not spent will be returned to the district. Joe 2nd the motion. Motion passes.

Sale of 6272 Copper Gulch Rd. - All documents have been signed and executed on land contract for property. The special warranty deed has been placed in escrow.

Boundary Line Adjustment - Officially approved and recorded.

Lease for Building - Community Leasing Partners (CLP) has been given estimates and building drawings; title work has been ordered and Karen met with appraiser today. Everything continues to move forward with lease for building project.

Building Status - We received initial drawings in December and made some minor modifications and corrections. Once we have the concrete drawings and revised building drawings we can apply for building permit. The estimated delivery date for the metal building is February 15.

CREATE Grant was approved in December to pay for 50% of EMT training for Mike and Jesse.

AFG Grant - Mike submitted application this past Friday and if approved will cover the other 50% of EMT training for Mike & Jesse. The board appreciates Mike's initiative in taking the lead with filling out application.

NEW BUSINESS

Resolution 20160120-02: DMFPD 24-hour Agenda Notice; this resolution hereby establishes the agenda posting location to be the community bulletin board at Deer Mountain Fire Station 1. Karen made a motion to approve Resolution 20160120-02 and Joe 2nd the motion. Motion passes.

Resolution 20160120-03: DMFPD 72-hour Meeting Posting Sites; this resolution hereby establishes the 72-hour DMFPD's regular and special meeting posting locations as follows: Cotopaxi post office, community bulletin board at Deer Mountain Fire Station 1, and bulletin board at main entrance to Indian Springs, and the Fremont County Clerk and Recorder. Karen made a motion to pass Resolution 20160120-03 and Joe 2nd the motion. Motion passes.

Transparency Notice has been filed with DOLA, posted on community bulletin board at Station 1, and on our website.

Incident Reporting - All district run reports need to be entered into NFIRS (National Fire Incident Reporting System) which is entered into a state and federal database. Katie Smith created a new run report form for the district. Karen made a motion that all reports need to be completed for all district incidents promptly and turned in no later than 24 hours after incident. Both the Medical Captain and the Fire Chief are responsible for completing all run reports respective to their field; fire and medical narratives need to be on one report with all times accounted for when on a common call. Skip 2nd the motion. Motion passes.

ANNOUNCEMENTS

The next board meeting will be held at Deer Mountain Station 1 on February 17, 2016. Meeting will start at 1800 hours.

Karen made a motion to adjourn meeting and Skip 2nd the motion. Meeting is adjourned at 1945 hours.

Maria Matthews

Secretary