

**DMFPD Meeting Minutes
February 17, 2016**

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, Joe Watts, Karen McKee, Skip Moreau, and several citizens.

CHANGES TO AGENDA

Karen- move building and building lease update from Treasurer's Report to end of Old Business; Barry- add new firefighter approval to Chairman's Report; Darin- wildfire protection plan for Station 3 under Station Reports; Skip- operation procedures under EMS.

SECRETARY'S MINUTES

Minutes for January 20 board meeting and January 26 special meeting were emailed to all board members. Skip made a motion to approve the minutes and Karen 2nd the motion. Motion carries.

TREASURER'S REPORT

GENERAL FUND:

Checks #2919-2965		
Beginning Balance- Jan		\$99,257.20
Fremont County Tax Deposit-Dec	\$2,292.84	
Downpayment-6272 Copper Gulch Sale	\$5,000.00	
Patient & Ins. payments	\$809.95	
Trf. Medical VA Income from EMS Checking	\$1,186.19	
Background Check Refund	\$29.99	
½ Payment of Escrow fees- 6272 Lot Buyers	\$88.50	
Bank Interest	\$0.72	
Total Income Jan	\$9,408.19	
Net Income & Balance for Jan		\$108,665.39
Expenses		\$85,751.18
Ending Checkbook Balance		\$22,914.21
Total Funds		\$129,100.08

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

Beginning Feb. 1st Checkbook Balance: \$22,914.21 County Tax Deposit-Jan.: \$27,700.72

Feb. Total Expenses: \$15,659.29 Ending Checkbook Balance: \$36,999.96

Karen mentioned one change to report- payment to Gagliano Engineering for the new building foundation. Karen made a motion to approve bills to be paid and Joe 2nd the motion. Motion carries.

The 2016 budget amendments had an error regarding the allocated funds for the storm water pond- the amended budget showed \$24,738 unallocated and with the correction now we have \$16,553 that can be allocated at a later time. The amount approved for the storm water pond was \$28,000 and we went over by \$185.

CHAIRMAN'S REPORT

Barry mentioned that Scott Yoder applied as a volunteer firefighter through the Volunteer Firefighters Organization website (volunteerfirefighters.org) which took care of doing the background check. DMFPD will use organization for future volunteer applicants to save the district doing background checks; volunteers are eligible for a college tuition grant by signing up through the volunteer organization after 2 years of service. Barry made a motion to accept Scott Yoder as a new firefighter for the DMVFD and Joe 2nd the motion. Motion carries.

ADMINISTRATION HOURS: Joe-2 Karen-100+ Skip-30 Barry-10

STATION REPORTS

STATIONS 1, 2 & 3 HOURS: Training-44; DMVFD had 3 runs.

Darin mentioned that a wildfire protection plan for Indian Springs is in the initial phase; Stevey Morrissey is setting up contracts with BLM and RCS to put together a complete wildfire protection plan report for the Indian Springs subdivision. The report will be used to apply for future grants to purchase equipment necessary for mitigation work.

Tank & Plumbing Updates - Joe installed pipe and valve to orifice; he is filling tanks 500 gallons at a time and should be completely filled before fire season arrives.

Storm Water Update - Has been signed by engineer and waiting on permit for new building.

Brush Truck Updates - The 2 new brush trucks are being worked on by Barry and Joe; should be complete by spring and ready for the fire season. The 3rd brush truck intended for Indian Springs will be worked on next and the first 2 skid units will arrive tomorrow.

Joe has reimbursement requests totaling \$1,405.35. Joe made a motion to approve reimbursement requests totaling \$1,405.35 and Karen 2nd the motion. With Joe abstaining motion carries. Joe made a motion to approve the purchase and installation of 3 garage door openers to include 3 remotes and re-doing of weather stripping totaling \$2,400. Karen 2nd the motion. With Joe abstaining motion carries. Joe said we had two brush trucks go out this year; we have BK radios for only one brush truck. Joe would like to purchase 3 more BK radios with accessories totaling \$5,000. Karen made a motion to approve the purchase of 3 BK radios with all accessories at \$5,000; the money will come from the non-allocated funds (\$16, 553) and Barry 2nd the motion. With Joe abstaining motion carries. Joe made a motion to purchase 4-40lb weight vests for pack test totaling \$250 and Barry 2nd the motion. With Joe abstaining motion carries. Joe made a purchase request for toolboxes for the 2 new brush trucks- Karen said that we had allocated \$15,000 for the 3rd brush truck and passed motion that any money left would be utilized to build the 3rd brush truck, brush 12 toolbox will come out of the firefighter equipment fund. Karen made a motion to purchase the additional toolboxes to save us \$800 dollars in future shipping with the money coming out of above mentioned accounts. Barry 2nd the motion. With Joe abstaining motion carries.

Joe reminded everyone that fire department equipment and records are to be kept at the station at all times. Joe requested that DMFPD pay for volunteer's meals that will be helping with the new building project. Joe made a motion that DMFPD pay Red Suspender's \$5/person for meals for the working volunteers and Karen 2nd the motion. With Barry abstaining motion carries.

DMFPD/EMS: Training-34; EMS had 6 runs.

The ambulance is to leave station for calls only unless permission/authorization has been

granted from Chief Joe Watts. The EMS council is requesting \$100/month from DMFPD for the Medical Director Agreement. Karen made a motion to approve paying the \$100/month fee and Barry 2nd the motion. Motion carries. Joe made a motion to sell red ambulance (out of date, 2wheel drive) and Barry 2nd the motion. With Joe abstaining motion carries. Skip said that the owner's manuals for all equipment and vehicles are in the storage building. The carport that Vickie had ordered has been cancelled since the ambulance is now housed at Station 2 barn; this will save the district \$2,200. Todd was given \$236 to be used as down payment and money needs to be requested from him- Skip will contact Todd about down payment.

Joe took the time to update everyone regarding EMS since he took over last month: 6 months ago the board had requested that all the PCR's be housed at the station which was not followed through by Vickie. Furthermore, she had not entered any of the PCR's for 2015 and currently we have approximately 25 runs that have no PCR's completed. Karen entered 80 PCR's in a 2 week span which are crucial for grant applications and is state mandated. Mutual aid agreements have not been done and Ark River was not renewed before it expired; Joe is currently working on getting all paperwork for the mutual aid agreements. The billing company (EMA consultants) had no Medicaid application from us which prevented us from receiving payment from all Medicaid patients for the last 2 years- Karen has filled and sent application. The EIN number with EMA and VA direct deposit changes were not completed in 2014. The master agreement has been changed to authorize Joe & Karen to make changes and a new EFT agreement has been completed and mailed. 3 Tough Books purchased from Custer County for input of PCR's had not been installed- Joe said they are now up and running. SOG's in computer format have been requested via email from Vickie with no response to date; we need a volunteer to help with typing the SOG's. The EMS post office box has been closed and all mail will be coming to the district mailbox; Joe has secured all medical files and supplies.

Skip discussed operational procedures regarding Joe Watts' outburst at him after an EMS call this morning. DMFPD's role is to oversee and ensure the Chief is held to the utmost professional standards when dealing with personnel issues; Skip feels Joe needs to be reprimanded for the way he has treated him. Barry recommends that Skip request this matter be added to the next month's meeting agenda either under executive or open session.

SECTION REPORTS

INSURANCE:

Karen said the district paid \$313 for insurance coverage on the 3rd brush truck.

COMMUNICATIONS:

Skip has one bid for the Med 1 radio at \$5,084.75- the board agreed to install an 800 mobile (we already have) for the driver and continue using an 800 handheld for the EMT to save money. Frecom will have us change over to the new channel on March 2nd and announcements will be made over the air.

OLD BUSINESS

Indian Springs - Darin said they are finalizing the bid process; the USDA prefers having one general contractor estimate/bid doing the entire building project. Once USDA receives the complete project plan, it will make a decision as to how much and in what manner it can help with either loans/grants. Indian Springs is looking into alternative ways in case USDA cannot help with building project; one of the options would be for Indian Springs to deed the 1 acre

subdivide to Deer Mountain. Darin wanted to present this option so the board can decide if it is a viable option.

AFG Grant - The grant will be reviewed on February 22 and we should find out results by end of March; the grant is only available once a year in the month of September.

Resolution 20160217-02: 65% Advance Fire Fighter Pay for National/State Incidents; firefighters are eligible to receive 65% of their pay, after returning from incidents for which they were hired, from DMFPD in advance of DMFPD receiving payments from the state. Karen made a motion to pass Resolution 20160217-02 and Joe 2nd the motion. With Barry abstaining motion carries.

Missing Truck Titles - Records search for the 2 missing truck titles stated that no records were found; we have to get appraisals done and then purchase bonds in order to get titles. Karen made a motion to approve purchasing the bonds once we have the appraisals so we can move forward with getting the titles. Barry 2nd the motion. Motion carries.

Building & Lease Update - Karen applied for a 30 day line of credit with Rigid which was granted this morning. The lease company will pay Rigid directly; currently the lease approval is proceeding as planned. Lease Exhibit D Resolution: Real Property Lease with Option to Purchase Agreement dated 3/1/2016, and entered between Community First National Bank and DMFPD. Karen made a motion to pass Lease Exhibit D Resolution and Barry 2nd the motion. Motion carries.

NEW BUSINESS

Reimbursement Resolution: Intent to reimburse oneself for expenditures made by lessee. Karen made a motion to pass resolution to reimburse ourselves from CLP and Barry 2nd the motion. Motion carries.

Resolution 20160217-01: Authorizing Lease-Purchase Financing. Karen made a motion to pass Resolution 20160217-01 and Barry 2nd the motion. Motion carries.

Resolution 20160217-03: Application for Building Permit; at a regular meeting of the DMFPD on February 17, 2016 the board of directors approved applying for a building permit for the district's new apparatus building. The district authorizes Karen to complete the permit application and approves payment of the application fee of approximately \$1,750. Karen made a motion to pass Resolution 20160217-03 and Barry 2nd the motion. Motion carries.

District Laptop - The district received the laptop from Cotopaxi last year when management resigned. Karen upgraded the laptop with Windows 10 and installed Microsoft Office and QuickBooks. The laptop has all the documents, forms, and work done by Karen for the last 2 years which will facilitate personnel/management transition in the future.

ANNOUNCEMENTS

The next board meeting will be held at Deer Mountain Station 1 on March 16, 2016. Meeting will start at 1800 hours.

Barry made a motion to adjourn meeting and Karen 2nd the motion. Meeting is adjourned at 1938 hours.

Maria Matthews

Secretary