



DEER MOUNTAIN FIRE PROTECTION DISTRICT
BOARD MEETING MINUTES
November 16, 2016

CALL TO ORDER- 6:00 – Meeting called to order by Vice-Chairman Gerry Hoover

Board members present: Gerry Hoover, Mike Gonzalez, Darin Anderson, Karen McKee; absent Barry Cole

PLEDGE of ALLEGIANCE

CHANGES TO AGENDA - None

2017 BUDGET HEARING (6pm) The hearing notice to adopt the DMFPD 2017. The budget was advertised in local paper of record, the Canon City Daily Record on Nov 8, 2016. The budget was posted on the bulletin board for review since the October 19 board meeting. Karen did not receive any changes or comments regarding the proposed budget of 2017. She asked if anyone had any changes or comments regarding the budget – hearing none from either board members or public, Karen made motion to approve budget for 2017 as presented. Seconded by Darin Anderson, – motion carried. Karen then made motion to pass Resolution 20161116-01. This resolution was emailed to the board members for their review prior to the board meeting. This resolution basically states: a public hearing was held the 16th day of Nov., and the budget is in balance. Est. expenses \$346,335.24, Est. revenues; \$347,018.72. This also authorizes Karen to certify the mill levy for the District to the County commissioners. Seconded by Darin Anderson, motion carried.

PETITIONS FOR INCLUSIONS HEARING (6:15pm) Karen stated the board of DMFPD has received 19 petitions for inclusion for Lots 1-18 and Outlet A of the Amended Plat of the Reserve at Texas Creek. The hearing notice for inclusion was published in our paper of record, the Canon City Daily Record on Nov. 9, 2016, scheduling this hearing tonight Nov.16, 2016. No parties have given the Board cause in writing why such petitions should not be granted. Karen asked if anyone present had written cause as to why these petitions should not be granted. Hearing none, Karen stated she had e-mailed the Board the order for inclusion prior to this meeting for review. Karen made motion to approve the Board order for inclusion for Lots 1-18, and Outlet A, Amended Plat of the Reserve at Texas Creek, in Fremont County, Colorado. Mike Gonzalez seconded, after discussion motion carried.

MINUTES

- Approve October 19, 2016 Meeting Minutes: Karen made motion to approve minutes as presented, Darin seconded, motion carried .

PUBLIC INPUT for matters not on the Agenda. – none

TREASURER'S REPORT:

- Treasurer's Report

Beginning October checkbook balance:	\$90,009.68
Oct. deposit:	
County Deposit for prior month	\$5,872.52
Gallimore Oct. 4272 CR28	\$ 300.00
Reverse Check 3213 (Galvan) processed twice	\$1,081.50
Medical Income	\$7,780.03
Ready Set Go Grant	\$1,000.00
Transfer funds out of Brush Truck Debit Acct	\$1,300.00
Katie Smith for Active 911	\$12.00
State Fire Payments	\$1,511.99
Bank interest	\$.77
Month to date income	\$18,858.81

Total Income plus beginning balance: \$108,868.49

Total Expenses for October \$32,794.93

Ending Checkbook Balance	\$76,073.56
Other Bank Account Balances	
Emergency Reserves	\$50,354.35
Capital Improvements	\$50,410.43
Brush Truck 4 Debit Account	\$ 77.81
Medical Checking	<u>\$ 1,878.44</u>
TOTAL FUNDS:	\$178,795.59

Karen made motion to approve treasurer's report, Mike seconded, no discussion, motion carried.

- Bill Pay Approval

Beginning checkbook balance November 1, 2016 - \$76,073.56, income to date; \$53, 459.16. Expenses to date Nov. \$34,518.26. Leaving balance in checkbook: \$95, 514.48.

Karen made motion to pay bills presented except all lease payments to Community Leasing Partners this will be explained when Building Update Lease on agenda is reached; Darin seconded, motion carried.

Karen made motion to request up to \$200 for Darin to repair District laptop. He estimates the cost to be \$130-180 Seconded by Mike, motion carried.

- Building Lease update & debt payoff Resolution 20161116-02. Karen stated this project has been appraised for \$575,000 and only \$227,051 of the \$300,000 lease was used. This was due to the tremendous volunteer efforts put forth by Joe Watts, Gary Pickens, and a handful of others. This leaves \$72,962.53(including earned interest) of our building lease to pay off debts., and put toward Station #3!

The board and budget committee have previously discussed using these excess funds to pay-off/down debts, and using some of the proceeds to help construct Station #3 garage. Karen has contacted CLP regarding this matter and they have agreed to do what is contained in Resolution 20161116-02 which she sent to board members previously for review. This states that CLP (Community Leasing Partners) will use the building lease funds balance to pay off the LMTV lease that enabled us to build two brush trucks this year and our Holmatro extrication equipment leases. The balance they will use to make our other lease payments due December first and they will make our January building lease payment and a partial payment on our 2014 Brush truck. With them making these payment it will enable us to keep \$7832.01 cash in hand which we have agreed is part of the \$30000 that we have allocated in the 2017 budget for Station #2.

Karen made motion to pass Resolution 20161116-02 and void check #3354 to Community Leasing Partners. Mike seconded, after discussion – motion carried.

- Payroll expense: October payroll and liabilities totaled \$9334.49. Payroll INC/EXP is \$14,226.41 in the hole for 6.5 months a negative \$2188 per month which is coming from district funds to support payroll.

- EMS Billing – October income from billing totaled \$7780.03

EMS Billing	Billed	Received	Write-off
April	22581.00	21.44%	53.60%
May	6580.00	30.70%	64.65%
June	14217.00	17.77%	43.90%
July	17135.00	43.90%	52.70%
August	27305.00	21.90%	56l.19%
Sept.	14779.00	20.01%	27.93%
Oct.	11686.00	00.00	24.32%

- Nat'l fire billing; Karen reported personnel have been paid, but most likely won't receive income until 2017 for Hayden and Junkins fires. She expressed concern receiving payments this year for the rest of the fires. This will be discussed when we reach the 2016 budget on the agenda. Hayden and Junkins fires (Brush trucks, tender etc) will have earned approx. \$85,000 She suggested considering paying down another loan, but this can be addressed next year at the first 2017 budget amendment.

Karen reported DMFPD has received \$45,055.66 in payments in Oct. and Nov. for Cold Springs and Hayden fires. She reported that all approved invoice packets have not been received so is unable to pay everyone until the breakdowns are received. She stated as soon as the approved packets are received the billing agent has 5 days get DMFPD the final pay numbers and then she will be able to issue payments within 5 days as stated in Resolution 20160217-02 passed in Feb.

CHAIRMAN'S REPORT:

- Admin Hours – Gerry 20, Darin-5, Mike 20, Karen-100+ , Barry – none reported.
- **Volunteer approval:** Stephen Miller and Nathan Veldhuizen applications were presented – Karen made motion to approve the new volunteers, Darin seconded – after discussion – motion carried

STATION REPORTS:

Stations 1,2 &3:

- Training Hours- 48 & Runs 8
- Reimbursement & Purchase Requests –Joe requested up to \$3500 for tools so we have equipment to work on trucks, \$400 for air compressor and \$549 for sweat shirts for Nat'l firefighters.. Karen made motion to approve these purchases. Gerry seconded, after discussion – motion carried.
Joe requested reimbursements of \$1471.55 (913.16 of this was for repairs to Support 11 which was on the Junkins Fire). Motion was made to approve. Motion carried.
- At this time Joe introduced Eric Johnson as Asst. Chief. Eric has an outstanding background in firefighting, and will be a huge asset to our community
- Darin made motion to allow up to \$3000 for repairs to Tender . Mike seconded, after discussion, motion carried.
- Station 3 Roadside Mitigation Project: Darin reported there will be 5 phases to the project. Phase 1 will be to reduce the fuel loads. To date 60 loads of slash have been removed.

EMS:

Joe

- Training Hours & Runs- 150 hours – 5 runs
- Joe reported 5 in EMT classes, 2 in Paramedics
- Reimbursement & Purchase Requests None

SECTION REPORTS

Insurance:

Mike

- Worker's comp quote: Mike reported Wilson quoted \$7871.62(\$1967.90/Quarterly payment) with a savings of \$236.15 if \$7635.47 is paid in January rather than quarterly. VFIS has not returned quote as of this date.
- Water Tank coverage cost – premium would be \$420 for both for a year. Mike made motion to pay premium, no seconded was given. Motion was rescinded.
- Liability (outside groups & visitors) – Mike made motion to require proof of liability from outside groups, Darin seconded. After discussion motion was rescinded.
- Karen then made motioned that we contact the District's attorney for appropriate legal wording to put on signs for public view stating not responsible for accidents, Darin seconded, motion carried.

Communications:

Darin

- DOC radio reprogramming update – of the 25 radios received from DOC – 7 will be updated with a chip, the remaining 18 will be placed in storage and will be processed as needed.
- Replace BK Radio damaged at Junkins fire, purchase of new radio with clamshell and antenna for \$1544. Karen made motion to replace radio and antenna, Darin seconded after discussion motion carried. The Junkins fire should reimburse us for the expense after we send them the invoice.

OLD BUSINESS:

- Ambulance RETAC grant Status Dates open Dec. 15-Feb. 15 – on line application will be used. This will be used for Ambulance and equipment.
- EMS Mail Joe stated mailer is finished, cost to be near \$810. Karen made motion to approve costs approx. \$400 printing, \$390 postage, and \$20 for labels; total \$810. Approx 1200 mailers for Cotopaxi routes and Hillside route and up to 400 mailers to be mailed out district. Karen compared cost to a January '15 mailing when \$1840 on simple postcards. Motion seconded by Mike. This mailer will be a letter folded in half on heavy glossy paper. Karen set up a paypal account for the district so the recipients also have the option of donating on line on the District website. Steve Nutting. Was thanked for designing the letter and taking care of getting it printed. After further discussion, motion carried.
- Karen stated that The Reserve at Texas Creek Inclusion Expenses to Date are: Attny Sept. fees \$576.50, a public notice fee of \$306.25 for a total of \$882.75 and she inquired as to how we want to handle these fees and that there would also be recording fees. At this time Woody Byrant stated that The Reserve at Texas creek would cover the \$882.75 leaving the District with only the recording fees. Karen Motioned to accept Woody's offer. Seconded by Gerry, after discussion, motion carried.
- 2016 Budget per Karen was e-mailed to the board for review. Karen expressed concern that enough money may not be received from the State Fire income this year to cover all of the needed requirements. She stated she will adjust the budget prior to the budget amendment hearing to allocate funds from emergency reserves to cover

what has been paid, only if need be. These funds will have to be returned to the emergency fund when full payment is received.

Karen made motion to set hearing for 2016 Budget Amendments for Dec. 14 DMFPD board meeting, Mike seconded, motion carried.

- Inclusion Mailings, MVA/Fire Billing PILT: Gerry stated that we are a ways off from doing Inclusion mailings as first we must get billing and rates set up of incidents out of District. Gerry plans to meet with Wet Mountain fire chief in the near future to get his input.
- Station 3 Building Committee update: Karen motioned to pass Resolution 20161116-03– This resolution will authorize Karen McKee to complete an SRU application for Station #3, and to approve estimated \$2200 for site plan to get started. Darin seconded. After discussion, motion carried.
- Woody is an engineer and offered to complete the storm water drainage plan – free of charge. If it is needed, he has already contacted the country with questions and suggestions. Karen made motion to use Woody as engineer for the project, Mike seconded. Motion carried.
- EMS HR Darin reported project is on track, and has meetings scheduled for December

NEW BUSINESS:

- Claim that District is violating Service Plan, and agreements. Karen gave a statement (see attached)
- Mill Levy Increase Use of Funds (see attached)
- Todd still argued we are breaking Service Plan and agreements (which present board has not seen) by employing Karen motioned that she contact attorney to find out if we are breaking service plan by employing. Mike seconded. Motion carried.

ANNOUNCEMENTS: Next board meeting will be held Dec 14, 2016 at 1800 hours.

Karen made motion to adjourn, Gerry seconded, motion carried. Meeting adjourned at 19:35.

Respectfully submitted

Patti Myers, Secretary

Nov 16, 2016

CHANGES :

MINUTES: Approve Oct 19 minutes

2017 Budget Hearing: This hearing notice to adopt the DMFPD 2017 Budget was advertised in our paper of record, the Canon City Daily Record, on Nov 8th. This budget has been posted on the bulletin for review since our October 19 meeting. I have not received any changes or comments regarding the proposed 2017 Budget. Does anyone present have any changes to the proposed 2017 Budget? **As there are no proposed modifications to the 2017 budget as presented from either board members or public I motion we approve the DMFPD proposed Budget for 2017.**

Resolution 20161116-01 Resolution to Adopt Budget. This resolution was emailed to board members for their review prior to the board meeting. This resolution basically states SEE NOTES.
I motion to Pass Resolution 20161116-01.

Inclusion Hearing: The Board of the Deer Mountain Fire Protection District has received 19 petitions for inclusion for Lots 1 to 18 and Outlot A of the Amended Plat of the Reserve at Texas Creek. The hearing notice for inclusion was published in our paper of record, the Canon City Daily Record on NOVEMBER 9, 2016, scheduling this hearing for this evening at 6:15pm. No parties have given the board cause in writing why such petitions should not be granted. Does anyone present have written cause as to why these petitions should not be granted?

I preciously emailed the Board order for inclusion to board members for review. **I MOTION that we approve the Board Order for Inclusion for Lots 1 to 18 and Outlot A, Amended Plat of the Reserve at Texas Creek in Fremont County Colorado.**

PUBLIC INPUT

TREASURER'S REPORT:

- **Treasurer Report**
- **Bills to be pd:**

I motion to approve bills to be paid EXCEPT all lease payments to Community Leasing Partners I will explain this further when we get to Building Lease Update.

Request up to \$200 for Darin to repair district laptop. He estimates the coast to be 130-180

Building Lease Update: Completion Appraisal done. This project has Appraised for \$575,000 and we only spent \$227,051 of 300K lease due to the tremendous volunteer efforts put forth by especially Joe Watts, Gary Pickens and a handful of other . This leaves us \$72,962.53 (Including earned interest) of our building lease to pay off debts and put towards sta3

- The board and budget committee have previously discussed using these excess funds to pay-off/down our debts. And using some of the proceeds to help construct Sta3 garage I have contacted CLP regarding this and they have agreed to the do what is contained in Resolution 20161116-02 which I sent to board members previously for review. This states that CLP (Community Leasing partners) will use the lease funds balance to pay-off our LMTV lease that enabled us to build two brush truck this year and our Holmatro extrication equipment leases. The balance they will use to make our other lease payment due December first and they will make our January building lease payment and a partial payment on our 2014 Brush truck. With them making these payment is enables us to keep \$7,832.01 cash in hand which we have agreed is part of the 30,000 that we have allocated in the 2017 budget for Station 2.
- **I motion to pass Resolution 20161116-02 and void check 3354 to Community Leasing Partners**

Payroll – Oct payroll and liabilities totaled 9334.49 Payroll INC/EXP 14226.41 in hole for 6.5 months which equates to -2188/month that is coming from district funds to support payroll

EMS Billing – October Income from billing totaled: \$7780.03 See chart at bottom of Payroll inc/exp report for income/write-off percentages

National Fire Billing Paid personnel, but most likely won't receive the income until next year for Hayden and Junkins and I'm becoming concerned receiving payments this year for the rest of the fires – Will discuss this when we get to the 2016 budget. With the Hayden and Junkins Fires it looks like our Trucks (Brush trucks, tender, etc.) will have earned us approx \$85,000. We may want to consider paying down another loan, but we address this next year, when we do our first 2017 budget amendment.

We Received 45,055.66 in fire payments this month and last in Oct. for Cold Springs and Hayden Fires. However, we have not yet received all the Approved Invoice packets, so I'm not yet able to pay everyone because I don't have the breakdowns as to who gets what (we don't always get what we bill.) Just want everyone to be aware that after the Approved packets are received, Billing Agent has 5 days to get me the FF final pay numbers and then I have to issue payments within 5 days per Resolution 20160217-02 passed in February.

CHAIRMAN's Report:

- Admin Hours Volunteer **Approval Stephen Miller and Nathan Veldhuizen**
Station 1,2,3

- Hours & Runs Purch. request & Reimbursement requests

EMS:

- Training hours & runs Reimbursements/Requests

Insurance:

- Coverage for water tanks approx \$250/year for 60k coverage on tanks? Actual cost is \$420.

Communications:

- BK radio destroyed, must have receipt for replacement to submit for reimbursement. Need to approve purchasing new radio with clamshell and antenna for \$1544

OLD BUSINESS:

- Ambulance RETAC Grant Status Joe
- EMS Mailer **Motion to approve Costs approx 400 for printing, 390 for postage and 20 for labels Total upto: \$810** Approx 1200 for Cotopaxi routes and Hillside route upto 400 to be mailed out of district In Jan of 2015 spent 1840 on simple postcards. This mailer will be a nice letter folded in half on heavy glossy paper. I set up a paypal account for the district so that Recipients also have the option of donating online on our website. Thank you to Steve Nutting for designing the letter and taking care of getting it printed.
- The Reserve at Tx Creek expenses so far: Attny Sept Fees: \$76.5, Public Notice fee: \$306.25
- 2016 Budgets Emailed to everyone Concerns that we may not receive enough State Fire income THIS year to cover all or our disbursements. So, if I have not received more payments shortly before the 2016 budget hearing I will adjust the budget to allocate funds from emergency reserves to cover what we have paid out then we will have to put those funds back after we receive full payments.
Motion to set hearing for Dec 8 board mtg
- Inclusion Mailings/ MVA & Fire Billing/PILT
- Station 3 bldg committee **Resolution 20161116-03** Authorize Karen McKee to complete an SRU Application for Station 3 **Approve Est for Site plan of \$2200** so can get started. And it turns out that WOODY is an engineer and has graciously offered to complete our Storm water Drainage plan free of charge if it is needed he has already made contact with the county with questions and suggestions.
- HR Committee

NEW BUSINESS:

- At our last meeting during public input a citizen stated that the This District Board is violating the Deer Mountain Service Plan, ballot issues and agreements by employing personnel. I and other board members have reviewed the service agreement and ballot issues. We have found nothing in the service agreement that says that we cannot employ. The only statement in the service agreement from 1985 that I could find the least bit relevant is a statement on page 2 that states: "The firefighters will continue to be volunteers from the area". Our attorney also reviewed our Service Plan in the past and as she has guided us through putting things in place for hiring, if it were against our service plan I'm sure she would not have allowed us to do so, as she certainly put a stop to many of the ideas we had when we were trying to avoid hiring EMS personnel and/or minimize payroll expenses. Regarding the 1998 Ballot of 3.992 mil. This ballot states that these revenues collected can be spent without limits. It does not say that this District must remain all volunteer nor does it indicate that we cannot employ personnel. This 3.992 mill levy amounts to over \$97,000 of this year's revenue that we could have used for employees. As I mentioned earlier we have only used 14,226 to date. The 2012 Ballot question states that tax revenues for the increased 4 mils are to be used for operating expenses and vehicle replacement. It is my opinion that employing EMS staff is an operation expense necessary to retain an adequate number of excellent EMT's to provide a professional and reliable Ambulance service for this district. If people sent out marketing material that made statements outside of the ballot issue wording and made verbal promises in the past that is not something this board can control. The ballot question is what spells out what the people voted for. As for the accusation that we are violating any agreements, no parties involved in any agreements that were made in the past have brought us copies of those agreements and have complained that we are violating an agreement with them.

All of this being said, it this board's goal to minimize the use of this District's tax revenues to support payroll as much as possible and I think that anyone that has been attending our meetings can see this. Our goal is do our best to cover payroll and EMS expenses with receipts from EMS billing and donations and if we can't do that then there is at least no question that at least 3.992 of the mills could be used for payroll. Since employing personnel we have been constantly monitoring our expenses and income, as this, and many past meetings reflect. We do not intend to let payroll use up an excess of district funds. However, if we need to use some tax revenues to support EMS operations just as we use tax revenues to support fire operations, then we may do so. EMS is a very necessary component of this district as our run numbers reflect. We have had 227 runs this year- to-date. Over 135 of these have had an ambulance response and sometimes 2 ambulances. At least 80 of these runs resulted in transport. Since April of this year, we are often providing Advance Life Service rather than only providing Basic Life Service as in the past. And, since April we have had 2 ambulances in service in different locations of this District in an effort to improve response time to our vastly spread out District. It is my belief that all of this District's board members agree that our goal is to provide the best service, both fire and EMS, possible with our limited human resources and to do so as economically as possible.