



**DEER MOUNTAIN FIRE PROTECTION DISTRICT**  
**BOARD MEETING MINUTES**  
**March 15, 2017**

**CALL TO ORDER:** Chairmen Gerry Hoover at 18:00.

**Directors present:** Gerry Hoover, Gary Pickens, Karen McKee, Darin Anderson, Mike Gonzalez

**PLEDGE of ALLEGIANCE** - lead by Gerry Hoover

**CHANGES TO AGENDA :** Karen stated EMS ordering and authorization is on the agenda twice. She stated this will be covered under EMS report, not in new business.

**MINUTES**

- Approve Feb 15 regular mtg. minutes & Feb 22 & Mar 3 special mtg. minutes, no changes, Karen made motion to approve the regular DMFPD meeting Feb 15, and the Special meetings held on Feb. 22, and March 3<sup>rd</sup>., seconded by Mike, motioned carried.

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**PUBLIC INPUT for matters not on the Agenda.**

- 3 minute limit/no disrupting, pursuant to § 18-9-108, C.R.S. Patti stated the Red Suspenders meet every other month – and asked invited board members to attend a meeting, either the second Saturday in May, at 10:00 a.m., or second Saturday in July, at 10:00 a.m.

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**TREASURER'S REPORT:**

- Treasurer's Report	
- Beginning Feb checkbook balance:	\$121,302.76
- Deposits to Date:	
▪ County deposit prior month	25,690.21
▪ Gallimore Feb. 1, 6272 CR28	350.00
▪ Gallimore (50% of escrow)	50.00
▪ Medical income	8,511.81
▪ EMS Donations	100.00
▪ S Yoder pymt 1 EMT class/books	100.00
▪ Ins. Claim Proceeds	3,234.50
▪ State Fire Pymts	38,577.96
▪ Bank Interest	<u>1.10</u>
Total Income to date	77,715.47
Income plus beginning balance:	\$199,018.23
Expenses to date:	<u>82,431.08</u>
Ending checkbook balance	\$116,587.15
Other Bank Acct. Balances:	
Emergency Reserves:	50,367.01
Capital Improvements	50,422.96
Brush Truck4 Debit Acct	77.81
Medical Checking	1645.96
PayPal Acct. Donations	0.00
Total Funds	\$219,100.89

Karen made motion to approve Treasurer's Report for February 2017, seconded by Gerry, motion carried

- Bill Pay Approval: Beginning checkbook balance for March; \$116,587.15, Income to date: \$62,005.42. Total income plus checkbook balance, \$178,592.57. Expenses to date: \$28,466.68. Karen stated the check for Precision Garage Doors for \$2500, is being held until SRU is closer to completions. Fire extinguisher went over budget way over budget, \$669.00. CRCA (FRECOM) has increased over 50%, cost was \$900 per quarter, now \$1422.75 per quarter. The original quote was based on 200 runs at a cost of \$18, but we had 271 tone-outs (not including all the dual tone-outs). The new rate is based on 271 runs at a cost of \$21.00. The budget will now have to be adjusted to reflect this change. Karen also pointed out the large gas bill from Acorn, stating all three tanks had been filled this month, costing \$2872.00. Century Link bill; Karen had been told the bill would be approx. \$383, the bill was received for \$424.16. Karen stated she again called CenturyLink and they have agreed to give DMFPD another \$10 discount. CenturyLink statements will now be approx. \$414.00. With income and expenses to date for March, this leaves a checkbook balance of \$150,125.89. Karen made motion pay the bills presented, seconded by Mike. Bill for extinguishers was questioned by Joe Watts, Karen stated she would hold this bill to check with company to see exactly what was done, motion carried. These items will be reviewed in the budget and adjustments made.
- Karen questioned a recent bill for 3 flashlights, the cost with shipping and tax, \$284.00 – She asked where the flashlights are if they were received. This bill will not be paid until delivery and dollar amount owed is confirmed. Motion to pay bills, approved.

Karen stated the EMS mailer has brought in \$8230 in EMS donations to date.

- Application for Exemption from Audit/Audit update: Revenues and expenses were over the \$750,000 threshold last year thus DMFPD does not qualify for an Exemption from Audit and will go thru the Audit process. The Audits will not be started until after late April, or May, and is due 07/31/17, and could be extended to 09/30/17 if necessary. Cost is to be determined by the current accountant, who will do the audit.
- Payroll expenses: Payroll and liabilities totaled \$8405.53. Use of District funds to support payroll is now averaging approx. \$2200 per month.
- EMS Billing : Feb. income from billing Totaled \$8511.81, and March 2016 to date is \$1984.
 

○ April	22,581.00	32.04%	62.98%	15
○ May	6,580.00	30.70%	64.66%	4
○ June	17,135.00	23.12%	61.93%	12
○ July	17,135.00	35.11%	66.70%	12
○ August	27,305.00	44.37%	62.39%	18
○ Sept.	14,779.00	38.77%	39.30%	13
○ Oct.	11,686.00	35.79%	39.48%	81
○ Nov	15,233.00	22.03%	54.67%	10
○ Dec.	11,747.00	22.24%	67.12%	9
2017 Jan.	11,253.00	10.92%	49.25%	9
Feb .	5,570.00	0.00%	0.00%	4
- Nat'l fire billing: DMFPD has received all payments for 2016 fires and all firefighter payments have been dispersed. The final total generated by the trucks - \$86,366.50.
- Purchasing Agent Reimbursements & Requests: Reimbursement to DMVFD is \$316.91, plus reimbursement to Garry Pickens approx. \$117.00, the total reimbursement requested approx. \$434.66. Karen made motion to pay reimbursements, Gerry seconded; motion carried.

- Purchase request form: Karen purchased New Porter cable 6 gal compressor (ebay) for \$79.00 for station 2 for vehicle brake systems. Gerry made motion that district purchase compressor from her for \$79.00 –Darin seconded, motion carried, with Karen abstaining from vote.
- Purchase request form – Tires for Brush 41, after lengthy discussion, Gerry made motion to table purchase of tires for Brush #41, for 1 month, seconded by Mike. Truck will be checked for further repairs, request was made to insure Brush #41 is not overweight. Motion carried.

#### CHAIRMAN'S REPORT:

- **Admin Hours:** Gerry – 20, Gary – 20, Darin – 12, Karen – 100, Mike - 20
- **Administrative Manager:** Gerry made motion to appoint Karen, as administrative manager, for an interim period of time. Cindy Hoover will be available to help with this assignment. Mike seconded. Discussion followed to clarify duties. Some of the responsibilities that were mentioned: insuring paper work is current, licenses are up to date, all personnel records are complete, schedules are set up, other duties that may be warranted. Motion carried, Karen abstained.

#### STATION REPORTS:

##### Stations 1,2 &3:

- **Training Hours** 119 & Runs fire 7,
- **CPR Class** has been reschedule to April 1, 8: a.m., and a 1 p.m. class.
- **DMVFD Account Authorization** – item withdrawn –after discussion it was decided decisions for this acct. would be brought before the DMVFD.
- **Training request** –Galen Murray has requested permission to attend the map class at the summer academy. Galen was approved for the Strive grant which will cover this expense. Karen motioned to approve Galen to take maps class at summer academy, seconded by Gerry, motion carried.
- **Wood Chipper update** – Darin; no update at this time.

**Assistant Chief Updates & Deployments:** Erik Johnson suggested agenda be e-mailed to everyone – not just the board, chief, secretary. Discussion followed of which fire ban to follow, State, Canon City, County, etc. It was decided that we would follow the County fire Ban and Red Flag warning.

He also reported that government licenses would be cheaper to license the units. He stated the approx. cost would be \$10 per unit.

These items were given to the board for further discussion. There were no motions made.

Erik requested an executive meeting with the board and himself in regard to the open chief's position, and the chief's duties with Deer Mountain Fire District. The board agreed to this executive meeting request – and will be held soon.

Deployment: \$8480 truck, \$378 pickup truck – Kansas deployment, \$7155, Oklahoma deployment – Karen requested from Erik all paper work, and receipts in order to be able to submit bill properly.

#### EMS:

- Training Hours 0 & Runs 12  
Congratulations to Bob Bryan upon passing his National EMT-B Exam.
- Training requests:  
Bob Bryan – IV class, this request was postponed at this time. Bob is researching where he can take this training. If he completes this before June 30 the Strive grant will cover this expense.  
Steve Nutting requested \$165 for ACLS class (Advanced Cardiac Life Support), this is required for recertification. Karen made motion to pay \$165 for ACLS for Steve Nutting, seconded by Mike, motion carried.
- Ordering authorization & Inventory control – will be discussed for procedure, with the EMS personnel. This also applies to Ambulance licensing and will be brought to the board at a future meeting.

## **SECTION REPORTS**

### **Insurance:**

- Insurance Claim – Mike stated he received a complicated e-mail involving an accident with a EMT who was responding POV to an incident. Mike stated he is working on this with the insurance company.
- Worker's comp. update on working outside of Colorado – Mike instructed everyone that is deployed and works out of state – not to file in that state, but to bring claim to Colorado and he will handle.

### **Communications:**

- Active 911 requests
- Darin made motion to approve active 911 for Clint Johnson, Mark and Sarah Anderson, seconded by Gerry. Cost will be approx. \$8.80 per person per year; motion carried.

### **OLD BUSINESS:**

- Ambulance Grant (CDPHE) Update – 03/16/17 – Mike, Karen, and Gerry will attend First hearing tomorrow in Pueblo with Southern RETAC, and then in May, will be the State review in Denver.
- Retention Program Update: A quick meeting was held last month ---- with approval of the membership cards. Next meeting will be April 5, at 10:00 a.m.
- Inclusion Mailings, MVA/Fire Billing, PILT Update – Gerry stated these are ready. But since money is still coming in from EMS mailer, another 6 weeks before these are ready to mail.
- Station 3 Building Committee Update - Contact is being worked on with the design engineer. Darin will be working in the coming week to finalize.
- Strive Grant Update: 4 student packets were submitted for reimbursement of approx. \$6200, and were being processed late last week.
- National FF employment & 2016 Soc. Sec & Medicare Reimb. Karen stated that those personnel that want to go to National fires, must sign an I-9 and a W-4, these must be submitted before the firefighter goes to the national fire.
- Reimbursement – Karen thanked Steve for his presentation of billing process for payment to firefighters working a National Fire. Karen discussed this problem with the attorney, who stated DMFPD could repay the firefighters. Karen made motion that the firefighters get reimbursed both for Social Security, and Medicare at a rate of 5% as this is the amount that the incidents were billed in 2016. Total wages paid last year \$5,7501.59 which amounts to approx. \$2875.00. Seconded by Mike. After discussion involving the percentages billed, motion carried.
- Karen made motion to bill the fires/incidents in 2017 – excluding the March fires which are under the old agreement – at a rate of 6.2% matching Soc. Sec., 1.45% for Medicare matching, 0.3% for unemployment, and 4.65% for Worker's comp., the total is 12.6%. Mike seconded. After brief discussion, Karen explained percentages came from Worker's Comp., motion carried.
- Operational Budget and Expense Prioritization; Darin presented an Operating Budget with three options available. One without EMS, showing a surplus of \$54,580.80, with EMS + Truck Lease, \$17900, creates a minus \$16,259.20, finally; a reduced EMS w/engine 12 pay off, creates a plus \$924.80. Darin made motion to schedule a meeting between the Board, the Firefighter officers, and EMS officers, seconded by Gerry. This meeting will be open to the public. The purpose of this meeting will be to review the operational budget, and create an expense prioritization list. Motion carried.

### **NEW BUSINESS:**

- EMS ordering authorization; handled under EMS section

**ANNOUNCEMENTS:** Next board meeting will be held April 19, 2017 at 1800 hours.

**ADJOURNMENT:** Karen made motion to adjourn, Gerry seconded motion carried, meeting adjourned at 20:10