



**DEER MOUNTAIN FIRE PROTECTION DISTRICT
BOARD MEETING MINUTES
March 21, 2018 @ 1800 hours.**

CALL TO ORDER: J.R. Niblett. Prayer by Patrick Smith

Directors present: J.R. Niblett, Gary Pickens, Sarah Killough, Patrick Smith (Darcy Themel absent).

PLEDGE of ALLEGIANCE - lead by J.R. Niblett

CHANGES TO AGENDA - None.

MINUTES - 3/21/2018 minutes were sent out to the board for review. Gary motioned to approve the minutes. J.R. seconded. Motion passed.

PUBLIC INPUT for matters not on the Agenda – None.

TREASURER'S REPORT:

- Treasurer's report

Beginning February 1st checkbook balance	\$167,914.39
Deposits this month-to-date	
County Deposit for prior month	\$31,644.98
Gallimore-July 1, 6272 CR 28- payment	\$360.00
Medical Income	\$9,845.05
Sale of Med 2 Ambulance	\$6,500.00
Sale of Rescue Truck	\$13,500.00
Sale of unused 1099 forms	\$19.99
Donation	\$100.00
State Fire Payment CSR Prado & Thomas fires	\$77,636.05
Refund of Officer training class fees	\$350.00
Sale of Wood Chipper	\$10,000.00
Bank Interest	\$1.65
Total Month Income to-date	\$149,957.72
Total Income plus beginning balance	\$317,872.11

Total Expenses to Date **\$122,940.23**

Ending Checkbook Balance **\$194,931.88**

Total Funds **\$266,472.47**

Sarah motioned to approve the February 2018 Treasurer's report. Gary Seconded. Motion Passed

- **Bill Pay Approval** – Sarah presented the Bill pay report. She mentioned that of the \$156,602.70 paid the District should be reimbursed \$150,707.70 from the state was spent for on the Ambulance. Karen added additional bills recieved since the Bills reports was sent to the board members.

Beginning Checkbook

Total Income to-date	57,103.10	
Total Expenses	187,051.57	
Ending Checkbook Balance		64,983.41

Sarah motioned to approve the March Bills and payment report along with additional bills presented. Patrick seconded. Motion carried.

- **Payroll expenses-** EMS Payroll expenses and liabilities for February totaled \$6,798.90. Total payroll and Liabilities for February including staff and final Nat'l fire payments = \$21,921.64

- **EMS Billing** - In February 12 EMS runs were billed (4 were treat & release). Total amount billed in Feb=\$15,136.60. The District received \$9,845.05 in billing income in February. \$922.18 was turned over to collections due to non-payment.
- **Purchasing Agent Reimbursements & Purchase Requests** – No Requests. Gary indicated that last month \$1300 was approved for a Radiator for Tender 11, he found one for \$640 and it was installed by volunteers.

CHAIRMAN’S REPORT

- **Admin Hours** – J.R. reported about 265 hours in by the board over the last month.
- **J.R. Introduced** and welcomed our new legal counsel Mr. George Rowley.
- **J.R. discussed** the recent arson fires and indicated that the suspected arsonist is in custody. Bond is \$25,000. He suggested that people push for a higher bond as it is extremely low.

STATION REPORTS:

Stations 1,2 &3:

- 5 Fire runs & 140 training hours
- Joe had purchase requests:
 \$1764 for 5 accountability boards. J.R. motioned to approve the request. Patrick 2nd. Motion carried.
 \$750 for Decals for T12 & T11. Joe is getting T12 setup to be able to go on national fires. J.R. motioned to approve. Sarah 2nd. Motion carried.
 \$1500-Generx propane backup generator for Bldg A. J.R. Motioned to approve, Patrick 2nd. Motion carried.
 \$415 for Booster line for Tender 12. Sarah motioned to pay for Booster Line when the bill arrives. J.R. 2nd. Motion carried.
 Joe asked that Chip Foster and Otis Warner be reimbursed \$100 for their wildland boots. Chip was already reimbursed as this policy was approved by a previous board. Karen requested the receipt from Otis to cut the check.

EMS:

- 17 EMS runs; 64 training hours
- Training Request – Sarah made a motion to pay \$250.00 for Sarah Anderson to take the CPR instructor class at PCC. (Rick Galvan who was previously approved for the class will not be attending). Gary 2nd. Motion carried.

SECTION REPORTS:

Insurance – In Darcy’s absence, Karen reported that sold trucks have been removed and new trucks added. Karen found that the LMTV Truck that was sold last October was never removed from the insurance. Gary did a bill of sale that the insurance company will accept, so the District will be credited back to the date of sale. There is a worker’s comp claim – Darcy has been collecting information and turning it over to insurance co.

Communications – Patrick has been working with **Centurylink**. Station 2 internet can’t be disconnected as that is our primary line under which we get a package rate. The District has a contract with Centurylink until Jan. 24, 2019 at which time we can renegotiate. Patrick will run a phone line to Building A to get a phone hooked up. The 911 line (3703) has been repaired. Patrick motioned to put Sta2 phone line and internet on vacation and disconnect 942-9612 for a total savings thru the end of the year of approximately \$585. Gary 2nd. There was discussion regarding the number of lines available in the event of a Nat’l fire and also about potentially disconnecting the fax line that hasn’t been used for over a year. Patrick will work on the PA system and discuss faxing with grasshopper. Motion carried.

Radio reprogramming and repair. The mobile radios will be reprogrammed on 3/26. Patrick has been working with Jill who took Steve Morrissey’s place. Jill will see if she can get a few radios fix and has put the District on the list to get spare batteries.

OLD BUSINESS:

- **2018 Election** – Patrick reported that the election has been cancelled. He thanked the 3 citizens that decided to withdraw for saving the District thousands of dollars. The DEO has sent notice to county and it should be in paper tomorrow. Karen filed the notice with DLG. J.R. Niblett (2 year), Sarah Killough (2-year)

Patrick Smith (4 year) and Elaine Foster (2 year) have already been declared elected. There is a vacant 4-year term. The vacant position will be filled by appointment after the elected board takes office. Patrick thanked Gary, who will not be on the new board, for everything that he does working here frequently and for what he has done on the board!!

- **Ambulance Grant (CDPHE) Update** – The new ambulance arrived on Friday the 9th, is being equipped and will be inspected on the 26th. Final payment was made. The District will be reimbursed \$150,707.70. This is not the full reimbursement (of \$156,602.70) because Jason Gowdy decided to omit a retention system, that the state had agreed to be paid for. The grant has not been officially closed so Sarah and Elaine are going to try to work with the state to receive the balance of the grant funds for the needed equipment by end of June. Sarah motioned to set aside \$655 to receive the potential additional \$5,895 of grant funds. J.R. 2nd. Motion Carried.
- **Station 3 Building update** – J.R. said there is a meeting on the 27th with the county to discuss what the District needs to do. Indian Springs board members plan to attend as well. Karen met with the surveyor at Station 3 to plot the present situation on our original SRU site plan. He has provided the updated drawings. Karen explained that whether the building stays or goes or is moved, that the site will need to be reworked with proper drainage, a pond and rehabilitation of the ground to prevent everything from washing away. Karen suggested that since the site must be reworked, it would most likely be the most economical choice to redo the plan with a building integrated into the plan.
- **Chief Position Search Update** - J.R. said there was only one applicant. He posted the final applicant list but it went missing. He will repost and the board can vote on the new chief next meeting.
- **EMS Provider Grant Update** – Sarah reported that Elaine & Karen had a successful financial waiver hearing so if Deer Mtn. is awarded the ambulance equipment grant the District will only have to pay 10% rather than 50% of the equipment costs (\$10,000). Elaine & Joe attended the regional grant interview and feel that it went well. The District should know if the grant will be awarded around the end of June.
- **Forensic Audit Update** – J.R. said that the forensic audit is final and everything came back clear. Total cost of the audit amounted to \$8,739.75. Sarah asked Karen to discuss the auditor's suggestions. A separate login will be created for Sarah for Quickbooks. Prior to the last board no one but the bookkeeper ever logged in to QB, so there was no reason for a separate account login. (This was the case prior to Karen as well.) 1) The 2016 journal entries weren't done the last board/bookkeepers after the 2016 audit was finalized. 2) Karen got the journal entries from the accountant in early Feb and made the entries. 3) The auditor questioned if the paypal account was appropriate and it may not be as it wasn't set up as a public fund account. 4) Karen said the paypal account received very little use. J.R. motioned to close the paypal account. Sarah 2nd. Motion carried.
5) A separate login will be created for Sarah for Quickbooks. Prior to the last board no one but the bookkeeper ever logged in to QB, so there was no reason for a separate account login. (This was the case prior to Karen as well.) It was pointed out that Karen has been cleared of all false accusations.
- **EMS Class reimbursements** – Sarah reported that the letters are ready to be sent.
- **2018 Budget Amendments** – The budget committee met on March 9th and the proposed budget amendments were presented to the board. There was discussion about the fact that an audit is in the budget as a full audit is required to be done by our accountant when either income or expenses go over \$750,000 (this was the case in 2017). Sarah motioned to hold budget hearing at the April 18 board meeting. J.R. 2nd. Motion carried.

NEW BUSINESS:

- **National Firefighter pay** - As authorized previously approved by the board, Karen posed a question to the District's new legal counsel, George Rowley, asking if we must pay 100% of FF wages shortly after return from incident. The problem is that paying 100% upfront before the billing is approved by the state could result in overpaying Firefighter's wages. George explained a couple of options and the associated risks involved and suggested whichever option is chosen that it be in writing with each firefighter. Sarah

motioned to ask the FFs that go on Nat'l fires/incidents to sign a contract with the District saying that they will accept 95% within 30 days after their service and the remainder of the pay after the state reimburses the District. of their pay that they will sign a contract with the District within 30 days. J.R. 2nd. Motion carried.

- **Proposed By-Law Change** – Sarah suggested that the by-laws be changed so that only one signature is required on payroll checks over \$500.00, because these checks must be issued on a timely basis twice per month and there is concern that there may not be 2 signors available on the required dates. Sarah motioned to change the bylaws to require only one signature on payroll checks. J.R. 2nd. Discussion: Sarah pointed out that payroll is an obligation that the board has already agreed to and that all transactions are now being itemized, so the board is transparent. After discussion Sarah amended her motion to change Section 8.j so that only EMS and staff payroll requires only one signature. (Nat'l FF paychecks will still require two signatures.) J.R. 2nd. Motion carried.
- **Define Board Member Roles** – Patrick suggested that in addition to following what is laid out in the by-laws that each of the board members fill out a form describing each member's roles. So that everyone knows who is handling what duties. Sarah pointed out that this could be useful when board members change, so that the new board member would have a start at knowing their responsibilities. It would also be good for the public to know each person's role as well.
- **Joe requested to discuss another topic** – Joe would like to see a committee established to try to obtain more funds from the public to help pay EMS staff, before we have a wet year. National fire revenue can't be relied upon to fund EMS payroll. It was decided that this is to be an Agenda item for the April meeting.
- **Elaine requested to discuss additional items that didn't make the agenda.** – Elaine wants to start a grant for Jerry St. John and she emailed a contract for Jerry to the board. Elaine requested permission to contact Business Options and PFC (the collections agency) directly. Sarah motioned to use the contract that Elaine developed for Jerry St. John to take the EMT classes. J.R. 2nd. Motion carried. Jerry is to pay 10% of the class and is also responsible for other incidentals. With the CREATE grant Elaine will again ask for a waiver to receive a 90% grant vs. 50%. In Elaine's contract she is asking for \$300 to write the grant. Elaine's hopes to raise the \$300. Tuition and books for the class is estimated to be under \$2500. Sarah motioned that Elaine start the grant at a fee of \$300. With exact dollar figures due in April. Patrick 2nd. Discussion: Elaine's contract includes that she will do all the follow up reports and anything associated with making a successful grant. Jerry's contract states that he will repay the District if he doesn't complete the class. Motion carried.

Sarah motioned to allow Elaine to contact Business Options directly. J.R. 2nd. Motion carried.

- Patrick thanked everyone for all their hard work on the library.

ANNOUNCEMENTS: Next board meeting will be held April 18, 2018 at 1800 hours.

ADJOURNMENT – J.R. motioned to adjourn the meeting. Everyone seconded. Motion carried. Meeting adjourned at 8:05 pm