



**DEER MOUNTAIN FIRE PROTECTION DISTRICT
BOARD MEETING MINUTES
April 18, 2018 @ 1800 hours.**

CALL TO ORDER: J.R. Niblett.

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

PRAYER by Patrick Smith

PLEDGE of ALLEGIANCE - lead by J.R. Niblett

BUDGET AMENDMENT HEARING: Sarah stated that the 2018 Budget Amendment Notice was in the Canon City Daily Record on April 5, 2018 and that the proposed budget has been posted on the community bulletin board and in the community room since that date. Sarah did not receive calls or input regarding the budget. Sarah asked if anyone had any changes to the budget. There was no response. Sarah motioned to approve the proposed 2018 budget amendments. J.R. 2nd. Motion carried.

Sarah read Resolution 20180418-01 Supplemental Budget Appropriations. Sarah motioned to approve this resolution. J.R. 2nd. Motion carried.

CHANGES TO AGENDA - None.

MINUTES - 3/21/2018 regular meeting minutes and 4/6/18 & 4/13/18 special meeting minutes were emailed to Directors for review.

Darcy motioned to approve 3/21/18 minutes. Patrick 2nd. Motion carried.

Darcy motioned to approve 4/6/18 minutes. Sarah 2nd. Motion carried.

Darcy motioned to approve 4/13/18 minutes. Gary 2nd. Motion carried.

PUBLIC INPUT for matters not on the Agenda – David Nowland asked if the board planned to pull out of Indian Springs all together. It was decided to address this under Station reports.

Elaine pointed out the Performance loading system would not be installed in 2 week but rather in about 8 weeks.

TREASURER’S REPORT:

- **Treasurer’s report**

Beginning March 1st checkbook balance	\$194,931.88
Deposits this month-to-date	
County Deposit for prior month	\$54,450.80
Gallimore-July 1, 6272 CR 28- payment	\$360.00
Medical Income	\$2,667.17
Transfer excess funds from Brush Truck Acct	\$1,200.00
Bank Interest	\$1.12
Total Month Income to-date	\$58,679.09
Total Income plus beginning balance	\$253,610.97
<u>Total Expenses</u>	<u>\$187,096.03</u>
<u>Ending Checkbook Balance</u>	<u>\$66,514.94</u>
<u>Total Funds</u>	<u>\$136,870.42</u>

Sarah Motioned to accept the Treasurer’s report. J.R. 2nd. Motion carried.

- **Bill Pay Approval** – Sarah presented the Bill pay report.

Beginning Checkbook	\$ 66,514.94
Total Income to-date	\$174,008.65
Total Expenses	\$ 36,099.99
Ending Checkbook Balance	\$204,423.60

Sarah motioned to approve the April Bills Report. Patrick seconded. Motion carried.

- **Payroll expenses-** EMS Payroll expenses and liabilities for March totaled \$6966.86. Total of all payroll and Liabilities for March = \$9533.08
- **EMS Billing** - In March 23 EMS runs were billed (2 were treat & release). A total of \$34,556.20 was billed in March. \$2,667.17 was received in March for EMS billing. April-to-date EMS income is \$4,976.86.
- **Bank Change:** Sarah motioned to look into changing banks. Gary 2nd. Sarah discussed some of the problems that the District has had with the present bank. She would like to change banks and handle the changing of the signature cards in June after the new board is in place. Motion carried.
- **Gallagher Act:** Sarah explained the Gallagher Act and how it reduces the District's tax revenue. It reduced 2018 income by about 20,000 and could result in another reduction in 2019 of an additional 30,000. It could reduce our tax revenue 25% over the course of 4 years. She would like the community to write our county commissioners and state representative to extend the present RAR for 4 years. Elaine & Sarah will work on making up a form letter that people could send.
- **Purchasing Agent Reimbursements & Purchase Requests** – Gary said that Department is running low on bottled water and supplies. He'll be going soon to Sam's to stock up on paper towels and such. Chyriesse will talk to Home Depot about getting the water donated.

CHAIRMAN'S REPORT

- **Admin Hours** – J.R. reported about board hours of about 475.
- **Volunteer Approval** – J.R. motioned to approve new volunteer Jeremy Baxley. Gary 2nd. Motion passed. Jeremy introduced himself and gave a bit of his background.
- **Chief Position** - The Chief finalist list has been posted for about a month. There was only one applicant. J.R. motioned to appoint Interim Chief Watts as Fire Chief. Patrick 2nd. Motion carried. J.R. administered an oath to Chief Watts and passed down his bugles to Chief Watts. The Chief's Contract was signed.

STATION REPORTS:

Stations 1,2 &3:

- Chief Joe Watts reported 6 Fire runs & 320 training hours
- Fire extinguishers are due for testing. Joe will get quotes.
- Purchase requests:
Fire extinguishers are due for testing. Joe will get quotes.
\$200 for hats and repair of shirts. Sarah motioned to approve \$200. J.R. 2nd. Motion carried.
Tender 12 passed DOT inspection to go on National Fire. Tender 11 didn't pass the DOT inspection and needs some repairs. Gary wants to bring a person from Pueblo to do the repairs. This person did repairs for us in the past at a reasonable rate. There are some other vehicles need work as well. Sarah motioned to repair Tender 11 for up to \$1,000 as soon as possible. Discussion: Gary would like this guy to fix other issues on other trucks while he is here. Sarah amended her motion to bring the person up to repair the fleet for up to \$2,000. Gary 2nd. Motion carried.
Joe saved about \$700 on the cost of the accountability boards.
Gary was able to order decals from the prison for about \$200 rather than the \$750 that was approved.
Joe answered Dave Nowland's question stating that there have been no discussions of pulling out of Indian Springs. Presently there are only 2 F.F.'s in ISLA the trained one is moving away and the other person still needs training. It is a liability to have only one person running a truck and fighting a fire.
- Chief's Assistant: Jenn Van Kekerix is moving back into the District. Joe would like to bring her on as his assistant to relieve Karen at the rate of \$250/mo. Jenn has been doing Fire Billing for the District for a number of years. Sarah motioned to hire Jenn at \$250/mo as Joe's assistant. Patrick 2nd. Jenn had been hired by past chairman with no approval by the board. It was clarified that Jenn gets paid by incidents for Fire billing. Now she will be doing more than just billing and she also does IQS and ROSS. Sarah amended her motion to include the stipulation that Jenn will be paid starting May 1st if she is moved here or to be pro-rated according to when she does move. Gary 2nd. Motion carried.

EMS:

- Joe reported 18 EMS runs; 62 training hours
Robert is on a fire and Joe is helping to cover Robert's shifts.
Westcliffe EMS is short personnel, so Deer Mtn has had more runs in that area.
- EMT Training – Elaine said there are two people that would like to become EMT Intermediates. The EMT's are willing to go to Pueblo for the training if need be. There is one person that wants to become an EMT Basic. Elaine presented a contract for her to write CREATE grants for EMTs at the rate of \$300 for the first one and \$250 for each additional student. She will apply for the 10% waiver. Sarah motioned to approve Elaine's contract to write and submit CREATE grants. J.R. 2nd. Discussion: She will not charge unless the grants are submitted and they won't be submitted unless the students sign an agreement with the District. Elaine will also do all the follow up work that is required after grants are awarded for well into the next year. Elaine needs to submit the grants in May. The student contracts are to be written up and signed by the students and presented for approval at the May board meeting. Elaine is quite sure that the grants will be awarded perhaps not for 90% but at least for 50%. Elaine has never submitted a CREATE grant that was not awarded. Motion carried.

SECTION REPORTS:

Communications – Patrick is still working with Centurylink to get the changes done. It hasn't been simple. Patrick is working with the answering service so firefighters will get texts notifying them of barrel burns. Radio reprogramming and repair- Jill (who took Steve Morrissey's place) activated 4 radios that had been shut off and is returning those along with batteries and extra batteries.

Karen gave Patrick basic initial training on programming the digital sign and he's made some changes to contents on the sign.

Insurance- Darcy had nothing to report.

NEW BUSINESS:

- **Falyn Smith** – Sarah said the a certified letter went to Falyn Smith requesting repayment for her EMT class that the District paid for as Falyn resigned before full-filling her contract with the District. Falyn responded to Steve Nutting that she would like to work as an EMT for the District. Sarah pointed out that this could create issues with her being re-hired. Sarah made a motion that Falyn cannot be re-hired and to ask her to pay back what she owes the District in monthly payments of \$91.75 over a two year period. Patrick 2nd. There was much discussion regarding the potential risks and liability of allowing her to return. There is a written letter of resignation from Falyn. She broke her contract and did not follow the terms of the agreement. The District has no obligation to bring her back. Motion carried.
- **Committee to Increase Revenues** – A Committee is needed to try to figure out how to increase revenues, such as by increasing the mill levy. The District and the EMS service will be in trouble if the trucks don't go out on Nat'l fires and the Gallagher Act could significantly impact income. Sarah asked for volunteers to be on the committee. Sarah, Joe, Patrick, Scott Randolph and Fred Gerhke volunteered.

OLD BUSINESS:

- **Station 4 and Station 4 Committee** – Karen indicated that closing for Station 4 property would be around the end of the April. Gary had motions for this but a fire call came in and he left. Sarah made the motions for Gary. Sarah motioned to appoint Joe, Gary, Karen and Patrick to be the Station 4 building committee. J.R. Seconded. Discussion: Joe, Gary and Karen handled Station 1 building and are familiar with the process. No more than 2 board members should be on the committee so that special meetings do not have to be called in order for the committee to meet. Patrick agreed to be on the committee and just finished putting up his own building. Motion carried.
Sarah motioned that the committee be authorized to take needed actions and proceed with the project as needed if all committee members are in agreement. If all committee members are not in 100% agreement on issues and actions, those topics would need to be brought to the board for approval. Darcy 2nd. Karen explained that this was how Station 1 was handled to avoid constantly having special board meetings. Patrick explained a little bit about the lot and the site plan layout. Motion carried.

- **SRU** – Karen was authorized on April 13, 2018 to do the SRU application. Karen explained that the SRU application due date is Monday the 23rd. If that date is not met the next due date is May 21 and that would sent the project back a month. George Hall worked hard to get the site plan drawing done quickly and completed by the 17th and sent it to the Woody Byrant, the stormwater engineer. Karen will be able to get the application completed this week to meet the Monday deadline, but Woody could not get the stormwater plan done by Monday even if he didn't have a full-time job. Karen called Matt Koch, head of Planning and zoning to see if the SRUP application could be submitted on Monday with the stormwater portion being submitted at a later date. Matt agreed to work with the District on this and that the deadline for the stormwater plan to be submitted would be May 9. Woody said he would get it done by May 8. Karen explained that the next step would be going to the planning commission meeting on June 5th for their approval. Karen should be able to meet the publication deadline and get the sign posting and mailings done to meet the June 26, 2018 BOCC hearing date.

ANNOUNCEMENTS: Next board meeting will be held May 16, 2018 at 1800 hours.

ADJOURNMENT – J.R. motioned to adjourn the meeting. Darcy 2nd. Motion carried. Meeting adjourned at 7:59 pm