



**DEER MOUNTAIN FIRE PROTECTION DISTRICT
BOARD MEETING MINUTES
May 16, 2018 @ 1800 hours.**

CALL TO ORDER: J.R. Niblett.

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

PRAYER by Patrick Smith included the Firefighter's and EMS prayers

PLEDGE of ALLEGIANCE – led by J.R. Niblett

CHANGES TO AGENDA – Karen requested that “2017 Audit” be added under New Business.

J.R. motioned that the first three items under New Business be addressed next. Patrick 2nd. Motion carried.

Instate New Board/Administer Oaths: J.R. administered the Oath of Office to Patrick Smith, Sarah Killough and Elaine Foster. Patrick administered the Oath of Office to J.R. Niblett.

Vacant board positions: J.R. motioned to appoint Darcy Themel to the board. Elaine 2nd. Motion carried.

J.R. administered the Oath of Office to Darcy Themel.

Board member Roles: J.R. motioned that the board members retain their present position and that Elaine be vice-chairman. Patrick 2nd. Motion carried.

MEETING MINUTE APPROVAL - Darcy motioned to approve 4/18/18 meeting minutes. J.R. 2nd. Motion carried.

PUBLIC INPUT for matters not on the Agenda –

Chyreise Marentette asked why everyone is getting paid now when they were volunteers months ago? She provided no examples. She asked to be on the Agenda next month.

TREASURER'S REPORT: Sarah presented the Treasurer's report

Beginning April 1st checkbook balance	\$66,514.94
Deposits for April	
County Deposit for prior month	\$17,735.46
Gallimore- 6272 CR 28- payment	\$360.00
Medical Income	\$7,087.76
Propane reimbursement from ISLA	\$228.63
Grant reimbursement for 2018 Ambulance (Med 2)	\$150,707.70
Hall Rental	\$225.00
Sale of Med 3	\$6,500.00
Sale of Gurney	\$500.00
Bank Interest	\$1.79
Total Month Income:	\$183,346.34
Total Income plus beginning balance	\$249,861.28
Total Expenses	<u>\$54,223.90</u>
Ending Checkbook Balance	<u>\$195,637.38</u>
Total Funds	<u>\$267,919.43</u>

Sarah Motioned to accept the April Treasurer's report. Elaine 2nd. Motion carried.

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

Beginning Checkbook Balance	\$195,637.33
Total Income to-date	\$ 53,391.90
Total Expenses	\$ 31,262.99
Ending Checkbook Balance	\$217,766.24

Sarah mentioned that the expenses include 95% pay to firefighters of \$2909.76 for the MM117 fire and 3 incidents that single resources went on which totaled \$7,032.13. This, nearly \$10,000, should be reimbursed to the District by the State. Expenses also include \$2,280 for nine firefighters to go to the Summer Fire Academy. Sarah motioned to approve the May Bills Report. J.R. 2nd. Motion carried.

Sarah motioned to pay DirecTV bill of \$91.99 that just arrived. J.R. 2nd. Motion carried.

Sarah that the Engine income from the MM117 fire should be \$5,831.50. Jenn VanKekerix, who does, wildland billing, said that the state should be paying for National Incidents in about 28 days now.

- **Payroll expenses-** EMS Payroll expenses and liabilities for April totaled \$6,219.42 Total of all payroll and Liabilities for April = \$8,594.42
- **EMS Billing:** In April 10 EMS runs were billed (1 was treat & release). A total of \$14,775 was billed in April. \$7,087.76 was received in April for EMS billing. May-to-date EMS income is \$1,593.63.
EMS billing rate increases: Elaine presented the District's Current billing rates compared to other ambulance services and proposed new, higher rates. Elaine said these increases would be good report in her Grant hearing the next day. Elaine's amended motion was to approve the following new rates:

	New Rate	Old Rate
ALS Emergent	1,200	950
BLS Emergent	950	900
ALS 2 Emergent	1,400	1,100
Mileage	24	22
Treat and Non Transport	200	175
ALS Disposable Supplies	100	75
BLS Disposable Supplies	80	65
Heart Monitor	70	70

Sarah 2nd. Discussion: these changes won't increase what the District receives from Medicare and Medicaid. The increased revenue will come when auto or private insurance companies are billed. Carried. Elaine mentioned that there were 161 EMS runs in 2017 and already 73 runs this year as of mid-may. In 2017 total billed was approx. \$146,000. So far this year approx. \$102,000 has been billed.

- **Purchasing Agent Reimbursements & Purchase Requests:** None.

CHAIRMAN'S REPORT

- **Admin Hours** – J.R. reported about board hours of about 400 hours of Admin.
- **Volunteer Approval** – J.R. motioned to approve new volunteer Scott Randolph. Patrick 2nd. Motion passed.

STATION REPORTS:

Stations 1,2 &3:

- Chief Joe Watts reported 9 Fire runs (2 were structure) & 220 training hours
- Purchase requests: Joe would like to have Rescue 11 chips in windshield repaired for \$55.00. Sarah motioned to do the repair on Rescue 11 for \$55. J.R. 2nd. Discussion: Darcy said the insurance company will reimburse the District. Motion carried.
- Joe mentioned that there are 3 SCBA harnesses that need to be repaired and that it will be expensive.
- Training Captain, who is a full time F.F. for Dillon department, Tom Adams would like to return. He resigned under the previous administration. Elaine motioned to reinstate Tom. Sarah 2nd. Motion carried.

EMS:

- Joe reported 14 EMS runs; 130 training hours
- Joe would like Paramedic, Rick Galvan, to be reinstated. The officers met with Rick and are comfortable with his return. Elaine motioned to reinstate Rick. J.R. 2nd. Carried.
- Jeremy (Otis) Warner, Jenn VanKekerix, Ty Moore and Darcy Themel all got into a summer EMT basic class. Otis and Darcy's fees are covered by VA benefits. Jenn would like the District to pay \$2,360 and she will pay the District back \$150/mo. Elaine motioned that the District will advance Jenn \$2,360 and Jenn is to pay back \$150/mo until paid off. Payments to start June 30, 2018. Patrick 2nd. Discussion: Sarah will draw up the contract with no interest. Motion carried.
Jenn and Robert Themel will be taking the EMT-I class in the fall. Jerry St. John

COMMUNICATIONS: Patrick reported that Centurylink changes went into effect and bill is reduced.

- Patrick and Elaine changed the digital sign and are working on learning how to do it.
- The wildland BK radio is finally repaired and working.
- Gary cut an access hole to the conduit in order to run phone wire to building A

- Patrick motioned to purchase 500' shielded CAT 5 phone wire for \$120. Darcy 2nd. Motion carried.
- Patrick motioned to purchase a power supply, for the in house radio to have 4 speakers rather than one, from Amazon for \$63.99. Elaine 2nd. Motion carried.

INSURANCE: Darcy had nothing to report.

OLD BUSINESS:

- **Station 4 and SRU Update** – Karen reported that she closed on the P-Path property on 4/30/18. Total cost: \$8,861.80 plus \$9 charge for a cashier's check. The recorded deed has been received. The SRU application was submitted on 4/23/18 with \$1,800 fee, which she requested that the County waive. The Site Plan surveyor was paid \$948 deposit and \$275 was paid to Sangre de Cristo to start the Electrical engineering. Total expenditures to-date on the property and proceeding with the plan to move building are \$11,913. With regards to the SRU permit, the stormwater portion of the SRU application was completed today, 5/16. The plan was drawn up without a retention pond and the SRU application requests that the grading plan be followed and retention pond waived.
The county neglected to send the SRU deficiency letter. It was received today, 5/16, via email. The SRU packet in response to the deficiency letter was due today, 5/16. An extension has been granted until 5/17. Karen will revise and submit the SRU packets on 5/17. Planning commission meeting should be June 5th and the BOCC meeting will most likely be June 26th. Karen reviewed the stormwater plan.
Elaine motioned to appoint Rob Adams to the Building committee. Patrick 2nd. Motion carried.
Patrick reviewed the results of the meeting with Sangre de Cristo and the electric pole location. There will be temporary power to use during construction. Cost will be around \$4,000. Sangre de Cristo will be asked to waive or discount the fee. The transformer will be replaced.
- **Revenue Committee Update** – No update at present.
- **Gallagher Act Update** –The 2018 General Assembly decided to do nothing about the RAR being reduced again in 2019 from the present 7.2% to 6.11%. This will result in the District losing roughly \$30,000 in 2019.
- **EMT contracts for training** – Elaine read the EMT Basic and EMT-I contracts for training.
Elaine motioned to approve both contracts. Sarah 2nd. Motion carried.
Elaine motioned to authorize J.R. to sign recommendation letters for Jenn VanKekerix and Robert Themel's for their EMT-I application based on the students approval of the content. Sarah 2nd. Motion carried.
- **Bank Change** – Two banks were considered. Sarah motioned to move the District bank accounts to Bank of The San Juans. J.R. 2nd. Discussion: There are no fees. Debit cards are printed on site. Motion carried.
Sarah motioned that Sarah and Karen handle and coordinate the transfer. Elaine 2nd. Motion carried.
Sarah motioned to purchase checks for the new account after 3 bids are received. Elaine 2nd. Carried.
Sarah read Resolution 20180516-02 to authorize Joe Watts, Eric Moore, Eric Johnson, Mark Abrahamson and Charles (Chip) Foster on the new Engine account only. Sarah motioned to pass the resolution. Elaine 2nd. Motion carried.
Sarah read Resolution 20180516-01 authorizing J.R. Niblett, Elaine Foster and Sarah Killough on all of the new District accounts. Sarah motioned to pass the resolution. Elaine 2nd. Motion carried.
- **Garage Door deductible** – Joe reported that Keli Smith has not done any work to reimburse the District for the \$500 deductible. Sarah motioned to send a bill to Kelvin Smith for \$500.00. Patrick 2nd. Carried.
Elaine will look into whether the collection agency can handle things like collecting from the Smiths
- **Falyn Smith** – Falyn responded to the letter sent by the District. J.R. talked to a lawyer. Because this is tax payer money the judge will most likely be in the District's favor. There was discussion as to the next step to take. Patrick motioned to send Falyn a demand letter for full payment by June 15, or she will be taken to court. Sarah 2nd. Discussion: Darcy will develop the letter. Motion carried.
Sarah motioned that if Falyn responds and wants a contract that J.R. is authorized to handle and make a decision. Elaine 2nd. Motion carried.
- **Legal Documents from old attorney** – J.R. motioned to have the District's legal documents held at Collins, Cockrel & Cole, sent to the District. Sarah 2nd. Discussion: Patrick will handle. Motion carried.

NEW BUSINESS:

- **Instate New Board/Administer Oaths** (Addressed earlier in the meeting.)
- **Vacant board positions** (Addressed earlier in the meeting.)
- **Board member Roles** (Addressed earlier in the meeting.)
- **Purchasing Agent** – Gary no longer wants to be purchasing agent. J.R. motioned to appoint Darcy as purchasing agent. Sarah 2nd. Discussion: Patrick is willing to help. Joe said that the tires approved at the last meeting have been ordered by Gary. Elaine wants Gary to be thanked for all the work he has done. Sarah motioned to add Darcy to Resolution 20180516-01. J.R. 2nd. Motion carried.
Sarah emphasized that the Purchase Request forms must be filled out and 3 bids, when possible, attached. The board is accountable for the tax payer’s dollars. Everything spent should be pre-approved by the board unless it is an emergency. Sarah wants these requests submitted the Friday before the meeting so that she has time to review the budget. And, just because funds are in the budget does not necessarily mean the funds have to be spent. Sarah would like to see a needs list created and prioritized.
- **2017 Audit** – Karen received two letters today from the accountant that J.R. signed. These go to both the old and new attorneys requesting that information regarding any litigation and are required for the audit. The accountant also needs a copy of the Forensic Audit. Elaine motioned that Karen be allowed to send the accountant the required documents. Sarah 2nd. Motion carried.
- **Grants** – Elaine reported that she has the third audit interview by phone tomorrow, 5/17/18. If all goes well, it is hoped to receive the grant for the EMS equipment. The CREATE grant must be submitted by May 25th, the District will find out a few weeks later if awarded. The CREATE grant funds awarded to the District would be for approximately \$10,000. The students will be reimbursed for mileage after the District receives the funds from the CREATE grant.
- **Committees, Assignments- By-Laws** say that there must be a permanent Audit committee. By-Laws may need to be changed. This will be looked in to. Elaine would like a grant committee. Sarah volunteered. Elaine made a motion to form a grant committee consisting of Elaine and Sarah and members of the community that would like to join. J.R. 2nd. Motion carried.
- **Televising board meetings-** Elaine motioned to test out/try live streaming the board meetings. J.R. 2nd. Discussion: it could be used to attend the board meetings. Sarah motioned to table the topic. Darcy 2nd. Tabling the topic carried.
- **Agenda creation to vice chair-** J.R. motioned to have Elaine handle the creation of Agendas. Patrick 2nd. Motion carried.

ANNOUNCEMENTS: Next board meeting will be held June 20, 2018 at 1800 hours.

ADJOURNMENT – J.R. motioned to adjourn. Sarah 2nd. Motion carried. Meeting adjourned at 20:33