



**DEER MOUNTAIN FIRE PROTECTION DISTRICT  
BOARD MEETING MINUTES  
June 20, 2018 @ 1800 hours.**

**CALL TO ORDER:** J.R. Niblett called the meeting to order at 18:03

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

**PRAYER** by Patrick Smith

**PLEDGE of ALLEGIANCE** – led by J.R. Niblett

**CHANGES TO AGENDA** – Karen requested that District Printer be added under New Business.

**MEETING MINUTE APPROVAL** - Patrick motioned to approve 5/16/2018, 5/22/2018 & 06/06/2018 meeting minutes. Elaine 2<sup>nd</sup>. Motion carried.

- **Posting of Meeting Minutes:** Elaine motioned to post the minutes on the website after each board member has submitted their changes to the secretary and the changes have been made. Patrick 2<sup>nd</sup>. Motion carried.

**PUBLIC INPUT for matters not on the Agenda – None.**

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

<b>Beginning May 1st checkbook balance</b>	<b>\$195,637.33</b>
<b>Deposits for Month</b>	
County Deposit for prior month	\$51,458.27
Gallimore- 6272 CR 28- payment	\$340.00
Medical Income	\$3,278.27
Transfer from Capital Improvements reserve	\$19,839.27
Transfer from Emergency Reserves	\$50,429.82
Amazon Prim membership cancelled	\$12.99
Bank Interest	\$1.79
<b>Total Month Income:</b>	<b>\$125,360.41</b>
<b>Total Income plus beginning balance</b>	<b>\$320,997.74</b>
<b><u>Total Expenses (includes transfers)</u></b>	<b><u>\$158,259.65</u></b>
<b><u>Ending Checkbook Balance Great Western</u></b>	<b><u>\$162,738.09</u></b>
<b><u>Ending Checkbook Balance Bank of San Juans</u></b>	<b><u>\$50,000.00</u></b>
<b><u>TOTAL CHECKING ACCOUNT FUNDS</u></b>	<b><u>\$212,738.09</u></b>
<b><u>Total Funds 5/31/2018</u></b>	<b><u>\$286,992.48</u></b>

Sarah Motioned to accept the April Treasurer's report. J.R. 2<sup>nd</sup>. Motion carried.

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

<b>Beginning Great Western Checkbook Balance</b>	<b>\$163,810.40</b>
<b>Total Income to-date</b>	<b>\$ 14,980.73</b>
<b>Total Expenses</b>	<b>\$ 37,870.28</b>
<b>Ending Checkbook Balance</b>	<b>\$140,920.85</b>
<b>Beginning Bank of the San Juans Checkbook Balance</b>	<b>\$ 50,000.00</b>
<b>Total Income to-date</b>	<b>\$ 45,446.25</b>
<b>Total Expenses</b>	<b>\$ 21,627.15</b>
<b>Ending Checkbook Balance</b>	<b>\$ 73,819.10</b>
<b>Total amount in both checking accounts</b>	<b>\$214,739.95</b>

Sarah discussed that check number 5019 for \$441.40 (ink for a personal printer) was not submitted for board approval. Sarah motioned to approve the June bills reports excluding check number 5019. Elaine 2<sup>nd</sup>. Discussion: purchase request forms need to be utilized. The printer will ink bill will be looked into. Motion carried.

- **Payroll expenses-** EMS Payroll expenses and liabilities for May totaled \$6,614.92. Total of EMS & Staff payroll and Liabilities for May = \$9,239.92
- **Bank Change Update:** Sarah indicated that the changes are underway, but that Great Western Bank checking account will need to remain open for some time until the EMS billing income is direct deposited and it will take time to get all of those switched to Bank of the San Juans. Sarah would like to have a couple of additional cards for when firefighters are out on Nat'l incidents. Sarah motioned that she be allowed to have a couple of extra debit cards made up. Elaine 2<sup>nd</sup>. Motion carried.
- **Engine Boss Reimbursement:** Sarah just recently learned that Mark Abrahamson was on an incident last year in Montana and had to replace a tire that was damaged on the incident. He paid for it with his personal account. The last board did not reimburse him. It happened on the incident and the incident should have been billed for it. Sarah motioned to discuss this with Mark and reimburse him for the tire. Patrick 2<sup>nd</sup>. Motion Carried.
- **EMS Billing:** In May, 11 EMS runs were billed (zero treat & release). A total of \$20,063 was billed in May. EMS income of \$4,528.85 was received in May. June-to-date EMS income is \$4,212.69.
- **2017 Audit:** Karen indicated that the audit deadline is July 31 and that the audit report must be approved by the board prior to submittal. She suggested that a special meeting be held to review the audit. Then if there are any changes, the accountant can make the changes and submit them for board approval at the July regular meeting. Elaine motioned to hold a Special Meeting with the accountant on July 11, 2018 at 2:30 to review the audit. Patrick 2<sup>nd</sup>. Motion carried.

#### CHAIRMAN'S REPORT

- **Admin Hours** – J.R. reported that board members have about 341 hours of Admin.
- **Old Engine 11/New engine** – J.R. reported that he had the starter replaced and the old Engine checked out. It was found that the motor runs then it quits. The front end is shot, the axle bearings are worn out loose, the front springs are completely flat (no arc), tires are cupping & axle is leaking. Not safe to drive. Turns out that it has 105,000 miles rather than 5,000 miles. Truck is 38 years old. In order to take it anywhere else it would have to be hauled. J.R. called McCandles Truck service. They need 3-5 weeks of notice prior to bringing it to them. They aren't sure they can get parts for this old of a truck. Rough estimate of \$20,00 for repairs not including addressing the pump engine. The pump engine was installed when the tank was not installed. It will be difficult to remove the engine the way the tank was built around it. Pump engine has over 200,000 hours on it. Elaine made a motion to replace Engine 11 as it has too many issues. J.R. 2<sup>nd</sup>. Discussion: There's too much investment to repair this old of a truck. We are already looking at roughly \$60,000 and there could be more that the District won't know about until they get into repairing. Motion carried.
- J.R. discussed the replacement engine – he's been researching trucks for a few weeks. The best option is a 2001 Freightliner. The truck will be U.L. certified. All fluids will be changed, all gauges will be operating. Emergency scene lights will be in working condition. It will have a one-year warranty on major components (pump, engine, transmission etc.). Undercarriage has been undercoated. The truck will be delivered. It has a 1,000 gallon poly tank. The pump has 431 hours on it and pumps 1000 GPM. Asking price was \$139,000 and they've come down to \$100,000. J.R. doesn't think we can find a better deal with a warranty. Elaine motioned to purchase the truck and to let them know the District wants it. J.R. 2<sup>nd</sup>. Motion carried.
- Sarah reviewed the financing option for the structure truck purchase through Bank of the San Juans. She thinks the District will qualify for lease-purchase at a rate of 4.4% for 7 years. Max rate would be 5.4%. No pre-payment penalty.
- Elaine researched the USDA & Sangre de Cristo options and could get any firm information. Either of these options would take a long time to get and feels they won't fit the District's needs in a timely manner.
- **Agreement with the Sheriff's Office** – J.R. motioned to complete the Intergovernmental agreement he presented. Without this the S.O. will not write tickets for fires. Patrick 2<sup>nd</sup>. Motion carried.

Elaine motioned to authorize J.R. to sign the contract after the contract is revised to be pertinent to DMFPD. Sarah 2<sup>nd</sup>. Motion carried.

- **Fire Department's raffle for new structure engine** – Elaine said that the firefighters agreed to hold raffles to buy equipment to put on the new (used) structure truck or to put the profits towards the purchase of the truck.

#### **STATION REPORTS:**

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

- Captain Robert Themel reported 48 hours of training. There were 24 runs, 18 of those were EMS and there were 15 transports. There were 6 smoke investigation with no actual fires.
- Elaine and Robert and others discussed the drilling of a hole in the ambulance for wiring.
- Elaine motioned to authorize Robert get Med 2 driven to Atencio Glass to get the chip/cracked windshield repaired. J.R. 2<sup>nd</sup> Motion carried.
- No Purchase requests.
- **Station 3** – Nancy Reed presented the Variance Application, for the new building at station 3, to the Board. Elaine passed out financial information to the public for reference. Elaine motioned that J.R. sign the Variance application. Patrick 2<sup>nd</sup>. No discussion. Motion carried.  
Elaine presented a budget for the new building at an estimate of \$26,000 to complete Station 3. Elaine indicated that the \$750 fee for the variance application is not affordable for the District at this time and she reviewed the list of the District's spending priorities and she reviewed the handout showing that the District has already spent \$53,569.64. She asked Indian Springs if they had suggestion as to where the \$750 could come from. Elaine also suggested that some fund rising take place. Nancy Reed suggested that the board sell the P-Path property. There was much discussion about past events related to the new building at Station 3, which have been documented in prior minutes.  
There Jim Potter and Nancy Reed debated with Elaine regarding the District's ability to pay the variance application fee. J.R. asked Mr. Potter & Ms. Reed to sit down and speak in a normal voice. Ms. Reed continued yelling and screaming at the board, repeating history. After 24 minutes of listening to Mr. Potter and Ms. Reed's yelling, screaming and crying Sarah motioned that the board pay the \$750 application fee with the stipulation that the board does not have to be yelled at, at every meeting and that calm discussion takes place next time. J.R. 2<sup>nd</sup> Motion carried. Elaine stated that the board is not going to be bullied into anything else. A check was written and given to Ms. Reed so she could submitted the variance application the next morning.
- After the communications report the SRU 17-002 Annual review was addressed. Karen read her proposed response to the Annual review questions. Sarah motioned to authorize Karen to complete and submit the annual update form as read. J.R. 2<sup>nd</sup>. Motion carried.

#### **COMMUNICATIONS:**

- Patrick has been working on getting a telephone hooked up in the other building. Centurylink came and verified that the phone line is live. Patrick motioned to purchase a phone with answering machine and three handsets for \$230.79. J.R. 2<sup>nd</sup>. Motion carried.
- Patrick reported that he gave Jill radios. She turned on 3 radios and returned them to the District. One is irreparable, the other two are being repaired under the previously approved repairs.
- The board returned to the topic of Station 3 as the SRU Annual review was over looked.

**INSURANCE:** Darcy was not present. Nothing reported.

#### **VICE CHAIRMAN:**

- **Collect Job Descriptions** – Elaine is collecting the job descriptions
- **Grant Updates** – Elaine said that the District will find out if both grants are awarded (the Equipment grant and the CREATE grant for EMT schooling) within the next two weeks. The Financial requests for both grants were approved so that the District will only pay 10% of the total costs if the grants are awarded.
- **By Law Changes** – Karen made changes to the Annual Audit section of the By-Laws and circulated to the board for review. Elaine motioned to approve the bylaw changes. Sarah 2<sup>nd</sup>. Motion carried. Elaine motioned to approve both contracts. Sarah 2<sup>nd</sup>. Motion carried.

**Guest Speakers: 1:51:30 into the meeting the board invited the Guests speakers to speak next so they did not have wait any longer.** Terry Stewart and Jack Campbell from the Golden Acres area of Texas Creek (Shannon Road) have realized that they do not belong to a Fire Protection District and were interested in learning how their area could be included into D.M.F.P.D. Jack was under the impression that he was included in 2010 because he completed a petition for inclusion, but that inclusion was never completed. They would like to work with their community to be included. Karen has worked on a few inclusions in the past and will review the process to refresh her memory on the process. She said that each property owner would have to complete a notarized petition for inclusion. Karen will provide the form to Terry and he will work on contacting the homeowners to get as many of the petitions completed for the Golden Acres area as possible.

**OLD BUSINESS:**

- **Falyn Smith** – Falyn was sent a letter to repay her class costs. The District has received no response. Elaine will research the paperwork that needs to be filed in small claims court and the cost of filing.
- **Driveway to 6272 C.R. 28, culvert, permit** – J.R. motioned that he be authorized to complete and submit the Permit application for the driveway. Patrick 2<sup>nd</sup>. Motion carried. The culvert has already been delivered to the property.

**NEW BUSINESS:**

- **Guest Speaker** addressed earlier in the meeting.
- **District Printer** – Karen showed an example of how poorly the District printer is printing after toner cartridge change. Karen and Patrick will research trying to fix this and if not reasonably repairable will research a replacement laser printer.

**ANNOUNCEMENTS:** Next board meeting will be a Special Meeting July 11<sup>th</sup> at 14:30. The next regular meeting will be July 18, 2018 at 1800 hours.

**ADJOURNMENT** – J.R. motioned to adjourn. Patrick 2<sup>nd</sup>. Motion carried. Meeting adjourned at 20:24