



## DEER MOUNTAIN FIRE PROTECTION DISTRICT SPECIAL BOARD MEETING MINUTES July 11, 2018 @ 1430 hours.

**CALL TO ORDER:** J.R. Niblett.

**Directors present:** J.R. Niblett, Elaine Foster, Sarah Killough, Patrick Smith & Darcy Themel (Darcy present for a portion of the meeting.)

**Prayer:** by Patrick Smith

**Pledge of Allegiance:** led by J.R. Niblett

**Changes to Agenda:** None.

**Treasurer's Report:**

- 2017 Audit - The District's accountant, Andrew Wolf of Garren, Ross and Denardo was introduced. Andrew reviewed important highlights of the Audit report and answered the board's questions. Andrew explained that whenever either income or expenses exceed \$750,000 an audit must be done. Andrew will correct the final budget numbers to reflect the February 2018 budget amendment and send the board the updates. The board will take some time to review the audit. This matter will be revisited next week. The 2017 audit needs to be filed by July 31 or an extension filed.

- Prioritized Needs List Review - Elaine presented an initial list of financial items that the board needs to prioritize. Sarah said this list is still rough and that the board will need to establish the priorities.

**Meeting Minutes:** Darcy motioned to approve June 20 minutes. Sarah 2<sup>nd</sup>. Motion carried.

**Public Input:** None.

**Chairman's report:**

- Agreement with Sheriff's Office Update- JR reported that the agreement was signed and delivered and that the Sheriff should now be giving tickets for illegal burns. The Fremont County sheriff website explains the fire ban guidelines.

- Fire Department raffle for structure engine - Elaine reported that over \$1040 has been sold in tickets. A report must be made to the state by the end of the month. There are still approximately 300 tickets left. The raffle drawing will be held September 1<sup>st</sup>.

- New Volunteer Approval- J.R. has no applications for approval

- Falyn Smith Update - J.R. reported that possibly the DA will handle the case. They need to look at the documentation.

- Driveway to 6272 CR 28 Update – J.R. reported that he has the driveway permit. J.R. will install the culvert when he has time.

**Station Reports: Fire & EMS**

- New Structure Engine Update – The new engine will be delivered to Station 1 on Tuesday.

Sarah has the contract for the Lease with Community Leasing Partners. Interest rate is 4.29% The contract needs to be signed and reviewed by an attorney. J.R. thinks that Jay Printz in Westcliffe might review and sign it at no charge. The lease is set up an annual payment, Sarah will try to have that changed to monthly payments. Sarah motioned to have Mr. Printz review and sign the counselors part of the lease agreement with a monthly payment schedule if the leasing company will do so and that the board sign it as required. Elaine will 2<sup>nd</sup>. J.R. will find out when the \$17,000 down payment check needs to be delivered. Darcy will complete the insurance section. [Darcy had to leave the meeting.] Motion carried.

- Old Structure Engine 11 – Joe said that Oak Creek Grade has established a fire department and it was thought to donate the truck to them. Gary Pickens is interested in the truck. Joe recommended that the truck be sold to Gary after all that he has done for this District. Gary will release the District of all liability. Gary offered \$2,500 for the truck with the generator. Elaine Motioned to sell the truck as is to Gary Pickens for \$2500 except for a couple of items that will be removed. J.R. 2<sup>nd</sup>. Motioned carried. J.R. will provide the paper work to Joe showing the issues with Engine 11 and he will let Oak Creek grade know that the truck is being sold to someone in-District.

- Air Conditioner for Break Room – Joe would like an Air Conditioner (110 amp) from Home Depot for \$400.00. Elaine motioned to spend \$400 for an air conditioner from Home Depot for the break room. Patrick 2<sup>nd</sup>. Motion carried.

- Purchase requests – J.R. motioned to discuss purchasing a new support truck. Elaine 2<sup>nd</sup>. J.R. called a company in Ft. Worth that has a couple of new trucks. Support 11 has over 250,000 miles. Joe needs it to be white or red. A ¾ ton would be preferred with 4-wheel drive. Elaine will put together a comparison of potential vehicles found for

consideration. It needs to be added to the Prioritized Needs List and the priorities need to be established and approved. Motion to discuss carried.

- Keli Smith Update –Keli was given the opportunity to work off the \$500.00 expense within three months and he didn't. A bill was sent to the Smith family in June. Sarah made a motion to send a second invoice and with the invoice tell them to call Sarah to make payment arrangements. J.R. 2<sup>nd</sup>. Motion carried.

**Communications Report:** Patrick reported that he has updated the digital sign.

- The phone system has been installed and is working well. Patrick reported that one BK radio is missing two are broken.

- Patrick has two wildland radio that came back from the fires that are not working. They need to be fixed quickly. The trucks need to go out with two. A radio is also missing. Joe is short two radios. Patrick motioned to have Patrick have Communications Solutions expedite the radios to California to get them repaired for \$900. Elaine 2<sup>nd</sup>. Motion carried.

Patrick motioned to look for a radio on e-bay and other sources and purchase not to exceed \$1000. Sarah 2<sup>nd</sup>. Joe said it doesn't have to have a clam shell. Patrick will shop. Motion carried. Later in the meeting after he did some looking on Amazon, Patrick motioned to raise the max amount to purchase a radio from \$1000 to \$1500. Elaine 2<sup>nd</sup>. Motion carried. Motion carried.

**Insurance Report:**

- **Workman's Comp (Darcy left earlier in the meeting).** Elaine reported that VFIS wants to change our renewal dates. Elaine motioned to table the insurance issue until the next meeting. J.R. 2<sup>nd</sup>. Motion carried.

**Vice-Chairman Report:**

- Collect Job Descriptions - Elaine is still collecting job descriptions. If anyone has their job description turn them in to Elaine. She needs a job description for the assistant to the chief, bookkeeper and secretary.

- Grants Updates – Elaine reported that although we were notified that we have been awarded grant money for ambulance equipment, probably for LifePak 15's, we cannot buy anything until the state issues us a purchase order. She does not know when that will be.

Create Grant: The tuition and mileage were approved for two EMT-I's and one EMT-B. Books were not approved. Jay DeMay might teach the EMT-I course here if it is approved by PCC. PCC would get the grant money for the classes and they would pay Jay.

2017 Ambulance Grant Update: Sarah reported that the 2017 EMS provider ambulance grant has been finalized the district should receive a check for \$5,895 within the next two weeks for the performance load system.

- Secretary fee for Special Meeting Minutes - Elaine motioned that the secretary is paid \$35.00 for each set of special meeting minutes. Sarah 2<sup>nd</sup>. Motion carried. Sarah requested that the board members respond in a timely manner after the minutes have been distributed, so that the minutes can be posted according to the process approve at the May regular meeting.

**Committee Reports: Nothing to report.**

**Old Business:**

- Shannon Road Inclusion Update and Letter. J.R. read a draft letter addressed to the Stewarts that they requested for insurance purposes. J.R. Motioned to send the letter that he read so they can give it to their insurance company. Patrick 2<sup>nd</sup>. Sarah said that if we are going to bill a process needs to be established as soon as possible. Joe will talk to Dave Tonsing (ex-fire chief of Wet Mountain and others about rates and how they go about billing.) Motion carried.

Karen reported that she has sent the needed petition form to the Stewarts and Campbells. Karen explained the Petition process and estimated costs and she suggested that the board might want as many people in Golden Acres to petition to join in order to approve the inclusions. A fee schedule needs to be established per hour for apparatus and personnel, for responding to fires outside our District.

[at this point Patrick motioned to revised his radio expenditure – Noted above under communications.]

**New Business:** Executive Session – Security – CRS 24-6-402(4)9(d) J.R. Motioned to go into executive session according to CRS 24-6-402(4)(d). Sarah 2<sup>nd</sup>. Motion carried. The public members left the room. The board entered executive session at 4:55 pm.

The board came out of executive session at approximately 5:02 pm and the special meeting was resumed.

No vote was taken at this time regarding the executive meeting discussion.

**Adjournment:** J.R. motioned to adjourn the meeting. Elaine 2<sup>nd</sup>. Motion carried.

**Announcement:** Next board meeting will be held July 18, 2018 at 6:00 PM