



**DEER MOUNTAIN FIRE PROTECTION DISTRICT  
BOARD MEETING MINUTES  
October 17, 2018 @ 1800 hours.**

**CALL TO ORDER:** The meeting was called to order at 1800.

**Directors present:** J.R. Niblett, Elaine Foster, Crystal Warner & Patrick Smith (Absent: Sarah Killough)

**PRAYER:** By Patrick

**PLEDGE of ALLEGIANCE:** Led by J.R.

**CHANGES TO AGENDA:** J.R. motioned to add, under New Business, Station 3 committee. Elaine 2<sup>nd</sup>. Motion carried.

**INCLUSION HEARING** – Last month the District received 41 petitions to include properties located in the Golden Acres area into the DMFPD. The public notice of hearing was published in the Canon City Daily Record on October 11, 2018. The board received no public input or comments. Elaine motioned to approve the board order for inclusion. J.R. 2<sup>nd</sup>. Motion carried.

**MINUTES:** Crystal motioned to approve September 19, 2018 meeting minutes. Patrick 2<sup>nd</sup>. Motion carried.

**PUBLIC COMMENTS:** Becky Girdler announced that Thanksgiving dinner will be held on Thanksgiving at noon. If you plan to come, let Becky know for planning purposes. Bring a side dish. Turkey, ham, potatoes, and rolls will be provided.

Terry Stewart thanked Karen and Jack and Beck Campbell for their work on the Golden Acres area inclusions. Terry said the petitioners will pay the whole cost of the newspaper inclusion hearing notice even though it was previously agreed that the cost would be split with the District.

**TREASURER'S REPORT:**

**- Treasurer's report with debit account:**

<b>Beginning September 1st checkbook balance Bank of San Juans</b>	<b>\$80,013.35</b>
<b>Deposits for September</b>	
County Deposit for prior month	\$8,169.42
Collins- 6272 CR 28- Sept pymnt paid in August	
Medical Income	\$3,647.50
Jeremy Warner Balance Due for Ford Support Truck	\$650.00
State Fire Payments 416 & HorsePark (both E. Johnson)	\$17,493.84
Void Check# 5023 6/20/18	\$100.00
Remove excess funds from Engine debit account	\$3,000.00
<b>Total Month Income</b>	<b>\$33,060.76</b>
<b>Total Income plus beginning balance</b>	<b>\$113,074.11</b>
<b><u>Total Expenses to Date</u></b>	<b><u>\$74,541.96</u></b>
<b><u>Checkbook Balance to date</u></b>	<b>\$38,532.15</b>
<b>Beginning September 1st checkbook balance Great Western</b>	
	<b>\$46,236.52</b>
<b>Deposits for September</b>	
Medical Income	\$0.00
Remove all funds from GW Brush truck account	\$370.92
Bank interest	\$0.39
<b>Total Month Income to-date</b>	<b>\$371.31</b>
<b>Total Income plus beginning balance</b>	<b>\$46,607.83</b>
<b><u>Total Expenses to Date</u></b>	<b><u>\$999.00</u></b>
<b><u>Checkbook Balance to date</u></b>	<b><u>\$45,608.83</u></b>
<b><u>TOTAL CHECKING ACCOUNT FUNDS</u></b>	<b><u>\$91,845.35</u></b>
<b><u>Total Funds 9/30/18</u></b>	<b><u>\$165,135.98</u></b>

Elaine motioned to approve the treasurer report. J.R 2<sup>nd</sup>. Motion carried

Karen previously circulated the engine debit account transactions for September to the board for review. The charges totaled \$1,469.83. All but about \$25 of these should be reimbursed by the Nat'l fire incidents. Elaine motion to approve the Debit transactions. Patrick 2<sup>nd</sup>. Motion carried.

**- Bills Report:**

<b>Beginning October 1st checkbook balance Bank of San Juans</b>	<b>\$38,532.15</b>
<b>Deposits this month-to-date</b>	
County Deposit for prior month	\$1,900.70
Collins- 6272 CR 28- Sept pymnt paid in August	
Medical Income	\$1,503.68
Active911 refund for too many subscriptions purchased	\$233.50
State Fire Payments Scenic Loop (Miller)	\$5,793.38
Transfer funds from Great Western Checking	\$45,000.00
Ins. Refund for old E11 & old S11 vehicles	\$127.00
State fire payments: 416, 416-2 Spring, Lake Christine	\$61,586.10
<b>Total Month Income to-date</b>	<b>\$116,144.36</b>
<b>Total Income plus beginning balance</b>	<b>\$154,676.51</b>
<b>Total Expenses to Date</b>	<b><u>\$66,664.13</u></b>
<b><u>Checkbook Balance to date</u></b>	<b><u>\$88,012.38</u></b>

<b>Beginning October 1st checkbook balance Great Western</b>	<b>\$45,608.83</b>
Medical Income	\$3,053.00
Credit Refund from Dun & Bradstreet	\$999.00
Transfer funds to Bank of the San Juans	(\$45,000.00)
<b><u>Checkbook Balance to date</u></b>	<b><u>\$4,660.83</u></b>

Total checking account funds as of Oct 17, 2018 = \$92,673.21.

The previous board set up a Dun & Bradstreet subscription to auto renew last month. Elaine was able to get this \$999 transaction reversed and the GW account credited this month.

As approved by the board in Sept., \$45,000 has been transferred from the Great Western account the Bank of the San Juans. It is still too early to close the GW accounts as some electronic medical income deposits have not yet been switched to the Bank of the San Juans. Elaine motioned to approve the bill pay report. Crystal 2<sup>nd</sup>. Motion carried.

Printouts of the P&L Budget report as of the end of the 3<sup>rd</sup> quarter were provided for the public. These are provided after the end of each quarter.

- **Payroll expenses:** EMS payroll & liabilities for September totaled \$7,997.13 Staff payroll & liabilities were \$3,130.31. Total September payroll expenses for EMS and Staff are \$11,127.44.

- **EMS billing:** In September, 16 runs were billed for a total billed amount of \$21,337.60. Income received in September from billing totaled \$3,647.52. October billing income to-date is \$4,216.68. Karen indicated that EMS billing issues of recent months have all been resolved.

Right now EMS billing income is falling short of covering payroll expenses by about \$2,400 per month this year. Up until a few months ago this shortage that has to be covered by other income such as tax and fire revenues, had been running at about \$2,000 per month. Karen said this increased shortage is due to the increase staffing hours and more EMT's on shifts versus drivers raising payroll expenses. In addition to increased payroll expenses EMS income has been down the last 3 months – this may partly be due to delays in receiving income due to the bank transition. In previous years the District had been receiving about 30% of what is billed. This year the District has only been receiving about 25% of what is billed.

- **National Fire Inc/Exp & Resolution 20181017-01-** Elaine explained that the resolution is to allow a FF that was paid more than the State paid the District to keep the additional pay as he was paid the same rate as other have been paid for the position he was in. Elaine motioned to approve Resolution 20181017-01. Patrick 2<sup>nd</sup>. Motion carried.

Karen spent much time analyzing the National fire billing, payroll and expenses along with the 2018 and 2019 budgets. Karen explained that to date the District has billed \$508,594 for 60 personnel and trucks on 29 incidents. To-date the District has only received payment for \$221,457, less than half of what has been billed. The District has advanced firefighters \$115,400 in gross wages not to mention paying approx \$11,700 in payroll liabilities and about

\$8,700 of other expenses such as fuel & meals for which we have yet to be reimbursed. She explained that the District will be reimburse for the vast majority of the expenses, but Karen has real concerns that the District won't receive all of the remaining ~\$287,000 expected this year as payments for incidents in June/early July are just now arriving. Payments at this point appear to be taking about 3.5 months to arrive. This is not unusual based on previous year's experiences. At the beginning of this year the District received over \$108,000 for 2017 incidents. We had heard that the system was going to improve this year, but it seems not to be the case. She said that this complicates our ability to produce accurate budgets.

**-Budgets:** Karen explained that 2018 budget must be amended by the end of the year and the 2019 budget must be adopted by early December. The board must file the certification of mill levies with the Board of County Commissioners by December 15<sup>th</sup> which is a Saturday and they are closed on Friday's which means it must be filed by the 13<sup>th</sup>. By law, the District must adopt the 2019 budget PRIOR to certifying the levies to the county. There is a financial penalty if the budget is not adopted by the certification deadline.

Karen feels that there are too many unknown factors to proceed with either the 2018 or 2019 budget as they presently stand. Not only are National fire income and expenses an issue but the 2018 EMS provider grant that we thought would be received a couple months ago is still pending. The effect of more fire deployments this year must also be taken into consideration. Karen has some ideas as to how to handle the situation, but thinks more time is needed to see what fire income arrives and get a feel for the balance of the fire season. Karen recommended to the board that the budgets be tabled for so that budget committee can work on both budgets. Elaine thinks that board members should be involved in the budget committee meeting. It was decided that a special meeting would be held on Nov. 7<sup>th</sup> at 10 am. Karen will distribute more details for review prior to the meeting. The goal is to develop the 2018 budget and to produce a viable 2019 budget for presentation to the board for the November 14 regular meeting.

#### **CHAIRMAN'S REPORT:**

- **Admin hours:** J.R. reports about 310 hours of admin

- **Approve new application(s):** J.R. motioned to approve Brandon Kruckman, Howard Dixon, Oren Bivens. Patrick 2<sup>nd</sup>. There was discussion as to how driver records will be obtained for current and new personnel. Joe suggested that people that are joining that will be paid should be paid for their own driver records check and that the District should pay for the driving records for volunteers. Howard offered to bring a copy of his Driver record. Motion passed. Joe will check to see if the sheriff deputies will run driver record checks. Elaine motioned that if Joe cannot get the sheriff deputies to run the driver record checks that the board pays for the volunteer driver record checks and that people to be employed will pay for their own driver record check. Patrick 2<sup>nd</sup>. Motion carried.

- **Advice from Lawyers/Letter to Indian Springs:** J.R. and Crystal met with the insurance risk agent. J.R. Motioned to approve a letter to Scott at Indian Springs addressing issues regarding issues learned from the agent and with advice from the attorney. Elaine 2<sup>nd</sup>. Motion carried. The letter was given to Lester Limon of Indian Springs since he was present at the meeting.

#### **STATION REPORTS: FIRE & EMS**

- **Stations 1, 2 & 3 updates:**

- **Fire training hours & runs:** Joe reported 8 fires runs & 50 training hours.

- **EMS training hours & runs:** There were 10 EMS calls and 84 EMS training hours.

Joe requested that \$1,000 be moved from the National fire category to Fire training to cover the cost of 6 people are scheduled to attend a sawyer class. Elaine motioned to move \$1,100 from National fire expenses to Firefighter training. J.R. 2<sup>nd</sup>. Motion carried.

Joe presented a check to the district for \$2,140. These are the rifle raffle proceeds to help cover expenses of equipment on the new engine 11.

Joe went to Station 3 to check on the doors. There is no way to put a keypad lock on the old building, so that lock can be put on the new building at station 3 and a combination padlock on the old building.

- **Wildland update** – Jenn reported that 2 firefighters just returned from incidents. The engine made two trips to California and they have been billed. The Klondike fire in Oregon has blown up and the engines are ready for deployment.

- **Purchases:** None. Elaine said that if purchases fit in the budget that pre-approval is not needed.

#### **COMMUNICATIONS REPORT:**

- **Updates** – Patrick is looking into running a wire from the outside marquee sign to the computer inside the building so that changing the sign can be done inside.

Firstnet is a free service for FF's with AT&T that will provide emergency responders priority phone service in emergency situations. But the personnel must prove that they are emergency personnel. He would like to proceed

with getting the id cards created. Patrick worked on the loud speaker issue in building A, but the rheostat didn't work, so he's ordering a new rheostat.

- **Purchases**- No requests.

**INSURANCE REPORT:**

- **Motor vehicle records – new applicants/current personnel**- There was discussion regarding checking of present personnel driver records. Lester Limon recommended that the personnel complete a form certifying that they haven't had any violations. Crystal motion to check current personnel driver records once per year. Elaine 2<sup>nd</sup>. Motion carried.

Crystal recommended that Becky be allowed to be in the Building B Community Hall after hours for cleaning purposes. The board seemed to agree to make an exception to the insurance agent's recommendation, that no one be in the buildings after hours without fire personnel present, so that she can get her cleaning done as needed. The board informally turned the matter over to Joe to handle.

**VICE-CHAIRMAN'S REPORT:**

- **Approve 7 EMT-Intermediate contracts**- Elaine tabled this as she has not received all completed copies.

**COMMITTEE REPORTS:**

- **Mill levy committee report**- Elaine and J.R. discussed the mill levy with the attorney and he recommended that that process be started in January. Elaine will add the mill levy discussion to the special meeting for the budgets. Elaine stated that a Frequently Asked Questions list is being started and will be added to as new questions arise.

**NEW BUSINESS:**

- **Station 3 Committee**- J.R. indicated that he would like to see a Station 3 building committee. Lester Limon, the head of the Indian Springs committee, talked about the benefits of establishing a District Station 3 committee to start fresh and open discussions and build relationships to advocate the completion of Station 3. This would enable Lester and the committee to have a clear channel of communication between the boards. Lester is willing to serve on both committees. Joe volunteered to be on the committee. Joe and Lester are the present committee members.

**OLD/UNFINISHED BUSINESS:**

- **CORA Resolution 20181017-02**: Last month the board approved changing the CORA custodian to be Crystal Warner. To implement this change J.R. motioned to adopt resolution 20181017-02, spelling out the District's CORA policies. Elaine 2<sup>nd</sup>. Motion carried.

- **Station 4 SRU**- Elaine indicated that the BOCC SRU hearing for Station 4 will be in November. Elaine motion to have Karen complete the required tasks that need to be done prior to the hearing and send at least one board member to the hearing. J.R. 2<sup>nd</sup>. Patrick will go with Karen to the hearing and help her erect the sign.

**ANNOUNCEMENTS:** Next regular board meeting Nov. 14, 2018 (2<sup>nd</sup> Wed) at 6:00 PM.

**VOTE TO ADJOURN:** J.R. motioned to adjourn the meeting at 7:23 pm. Elaine 2<sup>nd</sup>. Motion carried.