



**DEER MOUNTAIN FIRE PROTECTION DISTRICT
BOARD MEETING MINUTES
November 14, 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: Karen asked that Bookkeeper & Secretary be added as last item under Treasurer's report. J.R. requested to talk about emergency purchases under New Business. Elaine asked to move New Business above Old Business.

MINUTES: Crystal motioned to approve October 17, 2018 meeting minutes and November 7, 2018 special meeting minutes. Patrick 2nd. Motion carried.

PUBLIC COMMENTS: Becky announced the Thanksgiving dinner, if coming, bring a side dish and to RSVP to Becky.

TREASURER'S REPORT:

Beginning October 1st checkbook balance Bank of San Juans	\$38,532.15
Deposits this month-to-date	
County Deposit for prior month	\$1,900.70
Collins- 6272 CR 28- Oct	\$340.00
Medical Income	\$3,333.91
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
From Jack Campbell for Inclusion Hearing Notice	\$310.00
DMVFD Rifle Raffle Proceeds	\$2,140.00
State fire payment - Weston Pass	\$39,031.10
State fire payment - Fawn, Divide & Ridgetop	\$11,805.86
Total Month Income	\$171,601.55
Total Income plus beginning balance	\$210,133.70
Total Expenses	<u>\$85,524.07</u>
Checkbook Balance 10/31/18	<u>\$124,609.63</u>

Beginning October 1st checkbook balance Great Western	\$45,608.83
Deposits this month-to-date	
Medical Income	\$4,365.07
Dun & Bradstreet	\$999.00
Bank interest	\$0.15
Total Month Income	\$5,364.22
Total Income plus beginning balance	\$50,973.05
Total Expenses	<u>\$45,175.00</u>
Checkbook Balance 10/31/18	<u>\$5,798.05</u>

TOTAL CHECKING ACCOUNT FUNDS

\$130,407.68

Total Funds 10/31/18

\$203,823.01

Elaine motioned to approve the treasurer's report and ratify the engine debit account. J.R. 2nd. The debit account transactions for October totaled \$685.50. The District should be reimbursed for all but \$18.75 of the of the engine debit account transaction by the Nat'l fire incident. Motion carried

- Bills Report:

Beginning November 1st checkbook balance Bank of San Juans	\$124,609.63
Deposits this month-to-date	
County Deposit for prior month	\$3,957.50
Collins- 6272 CR 28- Nov payment	\$360.00
Medical Income	\$10.00
Remove Excess funds from Engine Account	\$1,300.00
State Fire Payments-multiple incidents	\$29,989.18
EMT-I class student payment	\$10.00
Fund Raising letter donations	\$1,455.00
Total Month Income to-date	\$37,081.68
Total Income plus beginning balance	\$161,691.31
<u>Total Expenses to Date</u>	<u>\$48,808.53</u>
<u>Checkbook Balance to date</u>	<u>\$112,882.78</u>
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Beginning November 1st checkbook balance Great Western	\$5,798.05
Credit Refund from NFPA	\$175.00
<u>Checkbook Balance to date</u>	<u>\$5,973.05</u>
Total Checking account funds as of	
11/14/18	\$118,855.83

The previous board set up an NFPA subscription to auto renew. Elaine was able to get this \$175 transaction reversed and the GW account credited this month. Elaine motioned to approve paying the bills. J.R. 2nd. Motion carried.

- **Payroll expenses:** EMS payroll & liabilities for October totaled \$7,751.01. Staff payroll & liabilities were \$2,995.00. Total October payroll & liability expenses for EMS and Staff were \$10,746.01.

- **EMS billing:** In October, only 6 runs were billed for a total billed amount of \$8,015.00. Income received in October from EMS billing was up for a total of \$7,698.98. November billing income to-date is only \$10, but the month is only half over.

- **National Fire Inc/Exp:** Fire payroll and liability expenses for November total \$40,847.66.

The District has sent and an engine to California, when they return, they will need to be paid their 95% of salary which will have a major impact on our 2018 budget which we will discuss later in this meeting. Additionally, the District received a letter yesterday from the I.R.S. Because of all national fire payrolls and the increase in total payroll liabilities, the District must start paying the payroll liabilities to the Federal government twice a month rather than just once per month.

- **Bookkeeper & Secretary:** Elaine read Karen's resignation, Karen cited personal reason for her resignation. Karen would like to stay on as bookkeeper through the end of February to finish out 2018 financial matters and prepare records for the accountant/auditor. Karen recommended that the board starts looking for a professional bookkeeping company. A company with that has multiple employees so that the District isn't counting on just one person.

Karen also needs to be replaced as Secretary. She is willing to stay through February but will step down sooner of a replacement if found.

J.R. motioned to put a committee together to find a company for bookkeeping. Patrick 2nd. Motion carried. J.R., Patrick & Karen volunteered for the committee.

CHAIRMAN'S REPORT:

- **Admin hours:** J.R. reported about 425 hours of admin

- **Approve new application(s):** J.R. motioned to approve Amanda Collins. Crystal 2nd. Motion carried.

STATION REPORTS: FIRE & EMS

- **Fire training hours & runs:** Joe reported 6 fires runs & numerous untallied, training hours.
 - **EMS training hours & runs:** There were 14 EMS calls and about 250 EMS training hours.
 - **Stations 1, 2 & 3 updates:** Joe would like the board to sell Engine 31. Elaine motioned to sell Engine 31. J.R. 2nd. Karen pointed out that the title for that truck is missing. Patrick will work on selling. J.R. will work on getting a title for it. Joe will work on stripping the truck down and winterize it. Motion carried.
 - **Purchases:** Joe would like to form a committee consisting of Joe, JR, Robert & Erik Johnson to search for a Type-3 truck. If the District had another Type-3, it would have been called to California in addition to the one that is already there. Type-3 trucks are in higher demand than Type-6 trucks. Joe explained that a Type-3 can do the same thing as a Type-6 and more. The Type-3 trucks also earn a higher hourly rate.
 - **Wildland update:** Jenn said more incidents have gone into the billing review process.
- Joe invited the board to the Fire Department Christmas party on the third Saturday of December (15th) at 6:00 pm.

COMMUNICATIONS REPORT:

- **Updates:** Patrick has completed the ID cards so now he can get Firstnet setup for the first responders and they will get a rate discount with AT&T.
- **Purchases:** Patrick purchased an I-pad to use for EMS inventory. He is also setting up a fax machine so that faxes can be received from the hospitals.

INSURANCE REPORT: Crystal reported that District's insurance company needs Indian Springs to get their own insurance policy of \$150,000 for the Indian Spring's truck to be stored in the DMFPD building at Station 3.

VICE-CHAIRMAN'S REPORT:

- **Approve 7 EMT-Intermediate contracts:** Elaine is going to redo the student contracts, so that they are rewritten with more specific details. Elaine motioned that she be allowed to spend up to \$125 for the attorney to review the contracts, if it is felt that it is needed. J.R. 2nd. Motion carried.

NEW BUSINESS:

- **Storing trailers in District buildings:** J.R. has received 3 emails from people wanting to store trailers/equipment at Station 1. J.R. made a motion that he answer the emails telling them that we cannot store the public's equipment in our facilities. Elaine second. Joe explained that it is a homeland security issue that the public cannot have access to the District's facilities and equipment.
- **Emergency purchase:** J.R. wanted to know if there is money to buy all-terrain tires for the support truck for about \$1,500. J.R. motioned to buy tires for the support, contingent upon it fitting in the budget. Elaine 2nd. There was discussion that the old tires could be sold. Motion carried.

OLD BUSINESS:

- **Station 4 SRU Update:** Karen reported that SRU application for Station 4 was approved. The BOCC did waive the hard surface handicap parking lot as, like station 3, the SRU stated that the Station is for able bodied first response personnel only. The BOCC waived the lighting plan with the understanding that the only exterior lights will be motion sensor lights over the doorways. Karen requested a waiver of the application fee in the application, the BOCC didn't not address that issue. Typically, the County Engineer reviews the plans prior to the BOCC meeting and signs off prior to the meeting. This did not happen, so the BOCC approved the SRU application contingent upon the County Engineer's approval. Lester suggested that we have our engineer, Woody, talk directly to Don Moore to see what is needed. The District will also need to get driveway permits. Additionally, Cody Park plans to make a generous donation of \$4,000 to the Station 4 project.
- **Indian Springs/Station 3:** Lester explained his position regarding the Station 4 SRU hearing on the previous day and that he was asked to represent Indian Springs (I.S.). Lester felt that BOCC made the appropriate decision regard as it was a land use issue. Lester discussed the issues regarding Station 3. Indian Springs has removed their snow plow from the old building. Lester understands the accessibility issues and insurance issues. He would like the board to think about a long term lease agreement for ISLA to be allowed to store their plow truck in the old building. He suggested a dividing wall or chain link fence in the old building to separate the fire equipment so that the I.S. personnel do not have access to District's fire truck and equipment. Joe and the board were receptive to the idea. Lester will discuss with I.S. to see if they would be willing to contribute to the cost of the fence. There was also discussion about the potential Mill Levy issue. Elaine asked Lester to relay to I.S. that if people donate funds specifically for Station 4 that she sees no reason that the Station 4 project cannot proceed using those funds. Joe explained that Station 4 is a higher priority than Station 3, as Station 3 already has a truck and there are 2 firefighters there that can respond even if the new building at Station 3 is not completed right away. Joe and the board do want to see the Station 3 building completed at some point. Lester feels that the next step in the process is to get the I.S.

truck in storage at Station 3 and then in 2019 the drainage plan/issues at Station 3 be resolved. Elaine asked Lester to find out what needs to be done to move forward with the drainage plan for Station 3.

- **2018 and 2019 Budgets:** Karen said that the 2018 budget amendment that was previously developed will need to be changed to show the transfers from the reserves account(s) to cover the expenses and payroll as a result of the fire that the District's truck and crew are presently on. The 2018 budget amendment can be adopted later in December after the fire expenses are known.

The 2019 budget must be adopted prior to December 13th. J.R. developed his own version of the 2019 budget. Karen explained a few reasons that she feels this budget will raise red flags and concerns with the Department of Local Affairs and other agencies. Changing some of the budget category titles was discussed. It was decided that since the board didn't have enough time to review J.R.'s version of the budget prior to this meeting more time was needed for review. Karen will resend the 2019 budget developed on November 2nd with the discussed category name changes and along with a column showing J.R.'s budget for comparison. Elaine will email J.R. some questions that she has regarding his budget. It was agreed to hold a special meeting to address the 2018 & 2019 budgets on Monday (November 19) at 10:00. Elaine would like \$5,000 in matching EMS provider grant funds to be included in the 2019 budget along with funds for the board members and secretary to be paid for special meetings.

Elaine motioned to hold the 2019 public budget hearing at a Special Board meeting on Dec 10th, 10:00. J.R. 2nd. Motion carried.

- **Establish 2019 pay dates:** Karen suggested that the board is going to have to figure out how to handle payroll in the future as less than 24-hour turn around will probably not be an option with a new bookkeeper. Karen is willing to continue to provide the same payroll service through February. January 2nd was established as the first pay date in 2018 at a previous board meeting. Elaine motioned that initial pay dates for 2019 be Jan 2 & 15, Feb 1 & 15, 2019. J.R. 2nd. Motion carried. Elaine is going to send an email that sometime in February or March there may a delay in payroll dates.

ANNOUNCEMENTS: Next regular board meeting Dec. 12, 2018 (2nd Wed) at 6:00 PM.

VOTE TO ADJOURN: J.R. motioned to adjourn the meeting at 07:51 pm. Patrick 2nd. Motion carried.