



**DEER MOUNTAIN FIRE PROTECTION DISTRICT
BOARD MEETING MINUTES
December 12, 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 Station 3 be added as the first item under committee reports for and update from Lester Limon.

PUBLIC COMMENTS:

Liasa Loyo has a personal issue that she would like to discuss with the board – she requested an executive session be held at the December 19, 2018 special meeting.

Becky announced a children’s party on December 22nd at noon and on Dec. 25 at noon there is a Christmas dinner. Let Becky know if you will be attending the dinner.

TREASURER’S REPORT: Elaine reported:

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	\$593.92
Remove Excess funds from Engine Account	\$1,300.00
State Fire Payments-multiple incidents	\$38,151.00
EMT-I class student payment	\$10.00
Uniform Warehouse credit	\$134.94
Remove Excess funds from Engine Account	\$600.00
Fund Raising letter donations	\$6,740.00
Total Month Income	\$51,847.36
Total Income plus beginning balance	\$176,456.99
Total Expenses	<u>\$77,606.22</u>
Checkbook Balance 11/30/18	<u>\$98,850.77</u>
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Beginning November 1st checkbook balance Great Western	\$5,798.05
Deposits this month-to-date	
Medical Income	\$550.74
NFPA refund	\$175.00
Bank interest	\$0.06
Total Month Income	\$725.80
Total Income plus beginning balance	\$6,523.85
Total Expenses	<u>\$0.00</u>
Checkbook Balance 11/30/18	<u>\$6,523.85</u>
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TOTAL CHECKING ACCOUNT FUNDS	<u>\$105,374.62</u>
Total Funds 11/30/18	<u>\$176,541.93</u>

The Engine debit account charges for November totaled \$2,648.02. Elaine motioned to approve the treasurer’s report and ratify the engine debit account transactions. Patrick 2nd. Motion carried

- Bills Report:

Beginning December 1st checkbook balance Bank of San Juans	\$98,850.77
Deposits this month-to-date	

County Deposit for prior month	\$11,157.21
Collins- 6272 CR 28- Nov payment	
Medical Income	\$2,227.64
Remove Excess funds from Engine Account	\$700.00
State Fire Payments-multiple incidents	\$18,863.40
EMT-I class student payment	\$190.00
Fund Raising letter donations	\$4,455.00
Sale of junk car used for training	\$1.00
Total Income to-date	\$37,594.25
Total Income plus beginning balance	\$136,445.02
<u>Total Expenses to Date</u>	<u>\$21,026.50</u>
<u>Checkbook Balance to date</u>	<u>\$115,418.52</u>
Beginning December 1st checkbook balance Great Western	\$6,523.85
No transactions to-date	
<u>Checkbook Balance to date</u>	<u>\$6,523.85</u>
Total Checking account funds as of	12/12/18
	\$121,942.37

Elaine motioned to approve the December bills. Crystal 2nd. Motion carried.

Elaine motioned to pay any additional propane more Deluca bills ask for permission to pay when they arrive.

Crystal asked if the entire premium for 2019 worker's compensation could be paid. Crystal motioned to pay the total worker's compensation premium for 2019 of \$6,489. J.R. 2nd. Motion carried.

- **Lost Check:** Karen reports two lost checks: Jeremy Warner, #4333-\$9.43, & Mark Abrahamson per diem Park Creek check, #4511-\$303.00. The payee's would like to have these checks replaced. Elaine said that if the lost check are found they should be voided and returned to the District. Elaine motioned to replace both of these checks. J.R. 2nd. Motion carried.

- **Payroll expenses:** EMS payroll & liabilities for November totaled \$7,475.70. Staff payroll & liabilities were \$2,995.02. November payroll & liability expenses for EMS and Staff total \$10,470.72.

- **EMS billing:** In November, only 7 runs were billed for a total billed amount of \$12,508.40. Income received in November from EMS billing was only \$1,144.66. December billing income to-date is \$2,227.64. There are delays in receiving Medicare payments due to the bank account change, which will hopefully be resolved soon.

- **National Fire Inc/Exp:** Fire payroll and liability expenses for November total \$20,205.23. Fire payments received in November were \$38,151.00 and this month to-date the District has received \$23,150.53 including a payment received yesterday that is not reflected on the Bills report as it has not yet been deposited. There is still approximately \$152,000 of National fire income that has been billed and not yet received.

CHAIRMAN'S REPORT:

- **Admin hours:** J.R. reported about 492 hours of admin

- **OSHA and the Fire Department:** J.R. said that to be OSHA compliant we need to cut down on the noise inside the cabs of some of the vehicles. He would like Patrick to look into the cost of wireless headsets and for Elaine to look into possible grants to cover these costs. There would be 3 needed for each cab. They are not needed for all vehicles.

- **Gallagher Act update:** J.R. reported that the supreme court upheld the law and the Gallagher Act will carry on. This reduces the amount of tax revenues that the District could be receiving.

- **Approve new application(s):** J.R. motioned to approve Stephanie White, Cindy Howard, Kenneth McNew & Leslie Parks. Elaine 2nd. All of these people are wildland personnel. Motion carried.

STATION REPORTS: FIRE & EMS

- **Fire training hours & runs:** Joe reported 6 fires runs & 170 training hours.

- **EMS training hours & runs:** There were EMS 13 calls & 230 EMS training hours.

- **Stations 1, 2 & 3 updates:** Chief Watts and Assistant Chief Themel has concerns about the Indian Springs truck being in Station 3 because other people are wanting to put vehicles in other District buildings. Elaine motioned that no vehicles be allowed in the stations outside of District vehicles – only District vehicles can be housed in DMFPD

Stations. J.R. 2nd. Elaine expressed concern that if Cody Park donates a large sum of funds and that then someone from Cody Park may want to use the station 4 building. Karen read a portion of letter from Lester laying out insurance options for the I.S. truck and the old building at Station 3 and also indicating that ISLA is willing to bear the cost of a chain-link partition in the old building at Station 3 after an agreement is in place. Elaine expressed further concerns about locking in either the DMFPD or the ISLA board of directors into long-term agreements as either board could turn over. Additionally, the approved SRU (which applies to the whole property) indicate that the property would be for fire use. Motion carried.

J.R. motioned to have the District's attorney write the letter to Indian Springs. Elaine 2nd. Motion carried.

Joe said that the life packs have to be calibrated. Joe has one 12-lead scheduled to be calibrated for March and the cost is about \$250 per unit. Physio Control charges substantially more.

- Joe asked the status of the student contracts. The contracts were approved by the board on December 10. Joe is taking care of getting the contracts signed. Elaine explained that the District did not agree to pay for the second semester books and that was laid out at the beginning of the first semester.

- Joe said he has found a couple of different options for a new Type 3 truck they are estimated to be approximately \$150,000. J.R. got a quote for a lease at an interest rate of approximately 4.9-4.14%. Community Leasing is willing to work with the District on the lease terms as the District's credit is good, they may not even require a down-payment.

- **AMR Student Ride Along Contract:** Joe recommended that the AMR contracts be signed. Elaine pointed out that the contract had blanks and prices were not specified. Joe will discuss the contract further with Jay and Elaine will discuss the contract issues with Joe.

- **Wildland update:** Leslie Parks who was approved this evening is a dozer boss and is also an instructor she be teaching classes in house to save the District training costs. Some firefighters will be attending the wildland academy in January.

- **Purchases:** Jenn will be purchasing books for the in house wildland training to be held next year.

COMMUNICATIONS REPORT:

- **Update on First Net:** Patrick said that anyone with an ID can sign up for First-Net at the AT&T store in Canon.

- **Purchases:** Robert and Patrick are working on radio purchase and repairs for next year.

INSURANCE REPORT: No updates

VICE-CHAIRMAN'S REPORT:

- **Designated election official update:** The person that was intended to be the DEO is not able. Elaine motioned to appoint Sherry Hastings as the DEO. Patrick 2nd. Motion carried.

COMMITTEE REPORTS:

- **Station 3:** Karen read the remainder of Lester's email and gave copies to the board members. Lester indicated that Woody is willing to complete the drainage plan to meet Don Moore's requirements.

- **2018 Budget Amendment:** Karen posted the proposed 2018 budget amendment inside and outside at Station 1 for public review. The budget amendment hearing notice is being published in the Canon City Daily Record on 12/13/18.

- **Search for secretary & bookkeeper:** Patrick and Karen met with two bookkeeping companies. Patrick motioned to hire Graham and Associates for the District's bookkeeping. Elaine 2nd. There was discussion about the transition.

This would not occur until next year so that the details can be worked out along with Sarah. It was discussed that EMS payroll would most likely transition to being paid every two weeks on the Friday following the two-week period. The change will most likely occur in late February or March. Motion carried.

- Elaine has posted the Secretary position on the website. Crystal will think about whether she wants to be the Secretary.

OLD BUSINESS: None.

NEW BUSINESS:

- **Board and secretary pay schedule:** Elaine motioned that the Director's are paid at the regular board meeting in the month following the month in which they attended board meeting(s). This would start at the same time as the delayed pay starts for EMS. J.R. 2nd. Motion carried.

- **Lock in LP-15 maintenance agreement:** Elaine said that LifeMed Safety will be used for the Lifepak maintenance.

- **EMS Pay Rates and Schedule:** Elaine motioned to raise the driver's pay to minimum wage and EMT's will be paid at current rate effective January 1, 2019. Patrick 2nd. Motion carried.

- **Resolution 20181212-01 24-hour agenda posting:** Elaine motioned to pass the resolution establishing the 24-hour agenda posting location to be the Community bulletin board at Station 1. J.R. 2nd. Motion carried.
- **Resolution 20181212-02 72-hour post sites:** Elaine motioned to pass this resolution designating the 72-hour posting site to be the Community Bulletin board at Station 1, the bulletin board at the corner of Copper Gulch and L Path, the DMFPD.org website and with the county clerk.
- **Resolution 20181212-03 2019 Meeting dates:** Elaine motioned to pass this resolution establishing all regular meeting dates to be the third Wednesday of each month at 6:00 PM. Crystal 2nd. Motion carried.
- **District map filing (by Jan. 1):** Karen explained that a map of the district must be filed with various entities or a letter if there are no boundary changes. Elaine and Karen will write the letter and get it filed.
- **Transparency Notice filing (by Jan 15):** Karen reminded the board of this deadline and will teach Elaine the process.

ANNOUNCEMENTS: A special board meeting will be held on December 19 at 10:00 AM. The next regular board meeting is January 16, 2019 at 6:00 PM. Merry Christmas to all!

VOTE TO ADJOURN: J.R. motioned to adjourn the meeting at 7:46pm. Crystal 2nd. Motion carried.