

**MINUTES OF THE REGULAR MEETING OF THE
ELBERT FIRE PROTECTION DISTRICT
APRIL 8, 2014**

The regular meeting of the Elbert Fire Protection District Board of Directors was held on April 8, 2014, at Elbert Fire Station No. 1, 24310 Main Street, Elbert, Colorado, at 7:00 p.m.

Attendance: Directors in attendance were:
Lawrence Catlin
Dennis Chamberlain
Tim Look
Dale Rosburg

Absent:
Doug Rufenacht (excused)

Also in attendance:
Mike Harrower, Fire Chief
Brandon Homer, Asst. Fire Chief
Carolyn Homer, Administrative Assistant
Robert L. Tibbals, Jr., Attorney
Member of the public, as identified by their signature on the attached sheet

At 7:00 p.m., the regular meeting the Elbert Fire Board was called to order.

Minutes: The Board first considered the minutes from the regular meeting of March 11, 2014. Director Chamberlain inquired about a reference on page 4 to “Station No. 1.” It was noted it should merely be the “Station.” Whereupon motion made by Director Rosburg, seconded by Director Look, the minutes were approved as amended.

Financial: The Board next considered financial statements provided by Ms. Homer, who explained all of the updated methods used in reporting the District’s current financial condition: Check details, Ms. Homer noted many of the checks were entered after April 2, 2014. Two checks were voided and the first quarter payment to FPPA was added, ECCA was paid and Austin Gresham was paid for snow removal; Balance sheet, Ms. Homer noted all accounts were updated and reconciled through March 2014. She also explained the requirement of GASB 34 regarding inclusion of depreciation; Profit and Loss: Ms. Homer noted District had started to receive property taxes for 2014 with year-to-date net income of \$24,168.00.

She also noted better tracking between all financial accounting reports. Whereupon motion made by Director Rosburg, seconded by Director Look, and unanimously carried, the financial reports were accepted and bills were approved.

Public Comment: Mr. Ric Poston expressed his concern regarding being handed papers after the last Work Session regarding a request for records, which he forwarded to Ms. Homer for forwarding to Mr. Tibbals. He expected a response immediately due to his concern, but did not receive a response until prior to this meeting. In Mr. Poston's opinion, it was a problem and he suggested the Board discharge Mr. Tibbals. Mr. Tibbals reported that the issue of records request did not affect Mr. Poston as an individual and that the issue was taken care of as promised. Mr. Tibbals' cell phone number was available from Ms. Homer or Deputy Chief Homer, as it is placed on his e-mail.

Lee Sherman also expressed concern regarding rumors and innuendo about his business and asked the Board to take action regarding spreading of rumors, which could damage or destroy business. Mr. Sherman also requested that Director Look take steps to "control" his wife's actions. Mr. Sherman also suggested that based upon circumstances, Director Look should resign his position.

Mr. Tibbals explained that the Board has extremely limited powers and cannot act to create any prior restraint on speech of any individual protected by the US and Colorado Constitutions. To do so, would be in violation of their Oaths of Office.

There ensued considerable discussion and debate regarding rumors and means of curtailing same among those present.

Correspondence: Chief Harrower reported correspondence regarding Elbert OEM and the Elbert County Sheriff's Office. Deputy Chief Homer reported correspondence with Rampart Helicopter regarding potential use of helicopter service for initial wild land fire response. Mr. Tibbals reported he had developed a contract with Rampart for another fire district that could be adapted by Elbert Fire.

Chief's Report: Chief Harrower reported that the fire department committees were working right now reviewing equipment needs, improvements to the Station and other department matters, as reports become available, they will be delivered to the Board. Chief Harrower also reported there were two EMTs finishing up school, who would be available for response by the end of the month.

Chief Harrower reported there were 17 calls in the last month; 11 medical; 6 fire with no transports.

As DEO, Chief Harrower reported the Election Notice was posted in four places throughout the District, in Kiowa and in El Paso County.

Deputy Chief Homer reported that the Apparatus Committee was evaluating the need for purchase of approximately \$22,000.00 to \$24,000.00 worth of equipment for ISO purposes. Chief Homer also reported that final ISO review was scheduled for February 2015. There ensued discussion concerning Department assistance with the Women's Club Breakfast and a Red Cross Workshop to assist with expired certifications for first responders.

ECCA Report: Mr. Tibbals noted that ECCA was continuing in the process of upgrading infrastructure and negotiating with the County to secure additional tower space.

Attorney's Report: Mr. Tibbals noted he had discussed legal matters in accordance with issues set on the Agenda.

Old Business: a. Financial Committee/Reports: Ms. Homer reported she had updated the District's financial reports and records for 2012 and 2013 and had found certain deficiencies, certain deposits were made, for which no records were kept, including a November 2012 deposit for \$970.00, which was eventually deposited. There was also notation for a check in the amount of \$500.00 for a donation from "Parlier" which could not be located. Duplicate checks had been issued to Elbert Country Store for \$416.00 and \$318.00 to Bound Tree, as duplicate payments. The latter was being credited to the District, but the Country Store went out of business and those funds cannot be recovered.

Ms. Homer also explained there was \$1,644.00 in outstanding checks. After consideration, it was the consensus of the Board to not issue "Stop Payment" on those checks.

Ms. Homer further noticed balance sheet items have been rearranged and the categorization of expenses have been corrected to make reporting more efficient and easier to understand. The Volunteer Pension Fund was separated out as a separate and distinct part of the budget. It was noted those funds are handled and invested by FPPA, with sufficient funds to cover future pay-outs.

After review, updating and organizing the District's financial documentation from January 1, 2012 to the present, Ms. Homer reported District currently had a surplus fund balance of approximately \$53,800.00.

b. Elections: Chief Harrower requested approvals of expenditures of up to \$4,000.00 to cover election costs. Whereupon motion made by Director Look, seconded by Director Rosburg, election expenditures up to \$4,000.00 were approved.

c. Records: Chief Harrower expressed concern about certain District financial records which were held by Carolyn Garrett, as part of her accounting assistance effort. Mr. Tibbals suggested that based upon the work performed by Ms. Homer, the District's financial records had been placed in much better condition, such that Ms. Garrett's volunteer work was no longer necessary and that she be given a letter on behalf of the Board thanking her for her service, advising her that her services are no longer necessary, that she would be removed as a party authorized to review bank records and asking her to return to the District all records in her possession. Upon motion made by Director Rosburg, seconded by Director Look, and unanimously carried, the Board authorized Mr. Tibbals to prepare such a letter.

d. Medical Billing Reports: Ms. Homer reported the medical billing company had not provided the reports requested, but instead was requesting additional information. She would be contacting them for updated information and to discuss better ways of reporting. Mr. Tibbals stated he would assist her by contacting the principals of the billing company.

e. Snow Removal: It was the consensus of the Board snow removal would continue as provided.

New Business:

Chief Harrower noted the website continues to be updated and would include postings of all meetings and agendas as they become available.

Kim Homer noted that on the Volunteer Time Reports, the Board should note all time by volunteers in addition to just call responses.

There being no further business to come before the Board, upon motion made by Director Rosburg, seconded by Director Chamberlain and unanimously carried, the meeting was adjourned at 10:27 p.m.

Respectfully submitted:

Recording Secretary to the Board

Approved:

Reviewed (N/A):

By: _____

By: _____

By: _____

By: _____

By: _____