

MINUTES OF THE REGULAR BOARD MEETING OF THE  
ELBERT FIRE PROTECTION DISTRICT  
August 11, 2015

The regular meeting of the Elbert Fire Protection District Board of Directors was held on August 11, 2015, at Elbert Fire Station No. 1, 24310 Main Street, Elbert, Colorado, at 7:00 pm.

Attendance:                      Directors in attendance were:

Lee Sherman  
Ric Poston  
Sean Mulvihill  
John Wood  
Irene Brown

Also in Attendance:

Brandon Homer, Fire Chief  
Carolyn Homer, Administrative Assistant  
Mike Harrower, Department Member  
Kim Homer, Department Member  
Joe Marchese, Department Member  
Ryan Knox, Department Member  
Chantel Price, Auditor, Ryan, Gunsauls & O'Donnell, PC

At 7:04pm, the regular meeting of the Elbert Fire Board was called to order.

Agenda:                              The Board considered the proposed agenda. A motion was made by Director Wood, and unanimously carried, that the agenda be approved.

Audit Presentation:              Ms. Homer introduced Chantel Price a Senior Auditor from Ryan, Gunsauls & O'Donnell, PC, the firm that completed the 2014 audit. Ms. Price pointed out that page two of the report reflects a clean opinion. She pointed out to the Board that the audit includes all the requirements, unlike the previous audit completed for the District. In addition, Ms. Price provided a summary of the audit and some charts that reflected a comparison of revenues and expenditures. Chief Homer asked if any concerns were raised from the fraud questionnaires that were completed by staff and Board. Ms. Price stated that she felt that they reflected the fact that many changes have been made, including implementing checks and balances and policies and procedures. Chairman Sherman asked when the District should have the next audit completed and Ms. Price responded that her recommendation was in two years. Director Poston asked if there were areas that the Board should pay special attention to or watch and Ms. Price stated that as long as the District continues to follow the implemented policies and procedures.

A motion was made by Director Poston, and unanimously carried, to approve the audit as presented.

Minutes: The Board next considered the minutes from the regular meeting of July 14. A motion was made by Director Poston, and unanimously carried, the minutes be approved. Next the Board considered the minutes from the July 28 special meeting. A motion was made by Director Mulvihill, and unanimously carried, the minutes be approved.

Financials: Ms. Homer presented the financial statements. Ms. Homer presented a Balance Sheet that reflects reconciled bank balances for all accounts. Ms. Homer presented the Profit and Loss for August, indicating that per the request from the last Board meeting, she has broken out the Reimbursable Income and Expense, but they net each other out. The dispatch is a quarterly payment made based on last year's call volume. In addition, there are election expenses associated to El Paso County's requirement to make a deposit with the filing of the Intergovernmental Agreement of half of the anticipated election expenses. Ms. Homer pointed out that the vehicle registration is for the new tender plates. Finally, she pointed out that the quarterly member pay was paid for the second quarter. Ms. Homer stated that the year to date surplus is \$33,274.97 through the end of August.

A motion was made by Director Brown, and unanimously carried, that the financial reports be accepted and the bills be approved.

Public Comment: None.

Correspondence: Chief Homer stated that he had received a letter from the Ben Kelly Airpark thanking the department for participating in the annual fly-in breakfast.

Chief's Report: Chief Homer announced that there were 18 calls; 12 medical, 6 transports, 3 smoke investigations, 1 brush fire, and 2 motor vehicle accidents. Chief Homer announced that the department is doing a benefit dinner on August 22 from 5 to 10pm for Cody Tweedy, a member who was in the hospital for complications of his diabetes and will be out of work from 2 to 6 months. He also announced that the department is hosting EMT class for surrounding Districts to try to reduce costs to the department for hosting because there are four or five members who are wanting to take the class, along with approximately 15 students from surrounding Districts. Finally, Chief Homer stated that the new tender is going to be restriped, which will be paid for by Freedom Fire (the company who built the tender).

ECCA Report: None.

Unfinished Business: None.

New Business: a. Action Item Review: none.

b. Bank of West Lease Purchase Review: made an action item for January 2016.

c. Mill Levy: Chief Homer stated that the ballot question wording was changed slightly and as such he presented an amended resolution authorizing the calling for the November 3, 2015, special election. A motion was made by Director Poston, and unanimously approved, to accept the amended resolution authorizing the calling for the November 3, 2015, special election. Chief Homer also noted that Ms. Homer was appointed Deputy Designated Election Official to assist Captain Harrower in the election.

d. Director Positions: a discussion took place whether or not it makes sense to elect a new Treasurer since the bank is requesting new signature cards. Director Brown was nominated by Chairman Sherman to be the Treasurer, while leaving Director Mulvihill as the Vice-Chairman. A motion was made by Director Wood, and unanimously approved, to elect Director Brown as the Treasurer.

There being no further business to come before the Board, a motion was made by Chairman Sherman, and unanimously approved, the meeting be adjourned at 8:10pm.

Respectfully submitted:

\_\_\_\_\_  
Recording Secretary to the Board

Approved: \_\_\_\_\_

Reviewed: \_\_\_\_\_

By: \_\_\_\_\_