

MINUTES OF THE REGULAR BOARD MEETING OF THE
ELBERT FIRE PROTECTION DISTRICT
August 12, 2014

The regular meeting of the Elbert Fire Protection District Board of Directors was held on August 12, 2014, at Elbert Fire Station No. 1, 24310 Main Street, Elbert, Colorado, at 7:00 pm.

Attendance: Directors in attendance were:

Lee Sherman
Doug Rufenacht
Ric Poston

Absent:

Tim Look
Dale Rosburg

Also in Attendance:

Mike Harrower, Fire Chief
Brandon Homer, Deputy Fire Chief
Carolyn Homer, Administrative Assistant
Robert L. Tibbals, Jr., Attorney
Wanda Randall, Community Member
Robert Randall, Community Member
Sean Mulvihill, Community Member
Diana Edstrom, Community Member
Hannah Griffiths, Community Member
Debra Sherman, Community Member
Dustin Jaramio, Department Member
Kim Homer, Department Member
Rob Fuchs, Department Member
Ryan Knox, Department Member
Shayna Peck, Department Member

At 7:08pm, 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 Poston, and unanimously carried, that the agenda be approved.

Minutes: The Board next considered the minutes from the regular meeting of July 8, 2014. A motion was made by Director Poston, and unanimously carried, the minutes be approved.

Financial: Ms. Homer presented the financial statements. Ms. Homer pointed out that the Balance Sheet reflected current reconciled balances for the Checking and Impact Fee

account through the end of June and for Colotrust through the end of July. With respect to the Profit and Loss Budget To Actual, a new account was added in the revenue section entitled Community Training Income to account for the CPR and any other class' that the District put on, it reflects the \$175 that was collected from participants. She noted under Pager Expense that the \$240.82 charge was mostly attributed to the purchase of new pager batteries. The new Community Training Expense isolates the expenses associated with providing the community classes, in this case it includes the license fee and snacks for the CPR class. The Building Maintenance Expense is for the new locks that were put onto the station. The Accounting Expense is higher due to the expense from the accounting firm to complete the annual exemption filing for the State. Finally, Ms. Homer noted that the expense for the quarterly firefighting payout was reflected in last month's check register and is reflected in Firefighting Expense. Overall, the Profit and Loss Financial Statement shows a Year To Date Profit of \$58,169.31.

Ms. Homer stated that the amount reflected as income under Federal Firefighting Member Income and Federal FF Pay are not the same because the amount shown under Federal Firefighting Member Income includes the amount that the department pays out as part of working the incident. This includes fuel, hotel expenses, etc. These expenses will be classified appropriately, so will not be put into the Federal FF Pay. While the Vehicle Income is the amount that the department actually 'makes' from the members participating in the incident.

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

Ms. Sherman inquired if it would be possible to have the financials displayed while they were being discussed so that the audience could more easily follow along with the discussion. Director Poston moved, and was unanimously approved, to have the financials displayed on the TV screen for public viewing while being discussed at the meeting.

Ms. Edstrom asked if there was a way to determine what the surplus would be at the end of the year. Ms. Homer explained that by making the assumption that most expenses and income will come back into line throughout the remainder of the year, based on the budget, that currently the District could estimate a \$3,500 to \$5,000 surplus.

Public

Comment:

Chairman Sherman opened public comments. Ms. K. Homer informed the Board that the refrigerator in the fire station went out and that the Firefighters Fund had purchased a new/used one at a garage sale for \$150 and wanted to know if the department would reimburse the fund for that expense. Chairman Sherman stated that the Board would discuss it under new business.

Ms. Randall inquired as to the difference between the audit exemption and a regular audit. Ms. Homer explained that a full audit entailed an outside accounting company coming to the District to review not only the reports coming from the accounting system, but also doing a 'spot' check of various invoices to verify the information in the

accounting system. In addition, they would contact outside sources to verify income and the banking information. They will review policies and procedures to see if they appear to be complete and being followed. The audit exemption only looks at the financial information from the accounting system and no verification is conducted. The cost for a complete audit will be a minimum of \$5,000 where the audit exemption is only \$600. Ms. Homer also stated that according to the Accounting Policies and Procedures the District would, at a minimum, review every three years the need to have a complete audit done.

Chairman Sherman requested that if possible he would like to see the cost of a full audit added to the 2015 budget. It was further discussed that if there was a surplus at the end of the year, money could be set aside for the audit 2015.

Director Poston announced that he and Ms. K. Homer went to a seminar in Limon about possible grants for the District and that the information would be reviewed to determine which grants should be explored further.

Correspondence:

Chairman Sherman read a letter of resignation from Director Rosburg that was received the day before. Chairman Sherman then read a letter of resignation from Director Look received at the beginning of the meeting. These resignations and next steps will be discussed in more detail under New Business.

Chief's Report:

Chief Harrower reported that there were 11 calls in the last month; 7 medical; 4 fire, with 4 transports.

Chief Harrower announced that for the CPR class he received 7 broken mannequins from which he was able to make 4 workable mannequins. He will be working on a grant request that will be used to serve the public needs.

Chief Harrower announced that he had been out of service most of July, but was back in service now.

Deputy Chief Homer stated that he found out that Douglas County and the Rampart Helicopter severed their agreement, so if the District needs the helicopter they will need to contact Rampart directly. The rate is \$1,850 per hour if dispatched.

ECCA Report:

With the resignation of Director Look a new ECCA representative needs to be assigned. Chairman Sherman moved, and was unanimously approved, that Joe Marchese, Department Member, become the representative, with Deputy Chief Homer being the backup representative. The next meeting is September 8, at 6:15PM. Mr. Tibbals will provide the necessary notices for the ECCA Board.

Mr. Tibbals reported that a MOU was established with Simila for use and maintenance of the Simila tower. He also noted that ECCA is working with the new Sherriff to get an agreement in place with Douglas County.

Attorney's
Report:

Mr. Tibbals announced that the Board should start thinking about the 2015 budget as the initial assessments for next year will be received in September.

Mr. Tibbals also announced that there was a change in the Statutes on records review allowing the hours of research accumulated to accommodate a FIOA request can be charged for at \$30 per hour with the first hour being free and that copies can be charged for at \$0.25 per page. Chairman Sherman moved, and was unanimously approved, that the District use the new fee schedule for FIOA requests as established in the new Statute.

Old Business:

a. Minutes for Work Session: Mr. Tibbals provided minutes from the 'Work Session'. They note that no decisions were made, only that the Accounting Policies & Procedures were reviewed and pulls out various highlights. Chairman Sherman moved, and was unanimously approved, to accept the Work Session minutes as presented.

b. Fee Schedule: Ms. Homer presented a proposed fee schedule for Ambulance services. 9 department's fees were reviewed and the range, average and proposed rate was provided. Director Rufenacht moved, and was unanimously approved, to accept the proposed fees as presented.

Ms. Homer presented a proposed Ambulance Billing/Collection Policy Statement, a Hardship Policy, and Hardship Application. Discussion took place as to how the recommendation for Hardship would be given to the Board and it was determined that it would be done as part of a regular Medical Billing Report and be presented as 'Patient A' to follow HIPPA. In addition, it was requested that a HIPPA statement be added to all forms presented. Chairman Sherman moved, and was unanimously approved, to accept the Ambulance Billing/Collection Policy Statement, Hardship Policy, and Hardship Application as amended.

Chairman Sherman requested that Ms. Homer start the process of completing the Medicare and Medicaid provider forms. Mr. Tibbals stated that he was still working on setting a conference call between the old billing company, Ms. Homer and himself, so that everything can be transferred over and Ms. Homer can start billing.

c. Bylaws Review/Policy Manual: Tabled until September.

New Business:

a. Audit Exemption Review/Resolution: Ms. Homer presented the 2013 Audit Exemption report completed by the outside accounting firm that will be sent to the State of Colorado. Chairman Sherman moved, and was unanimously approved to accept the Audit Exemption as presented. Mr. Tibbals will provide the resolution.

b. New Board Members: There are now 2 Board of Directors openings to complete the terms of the Directors who resigned. After the term expires, the position will be open for election as normal. Director Poston announced that previously he was approached

by Sean Mulvihill about how he could participate in the District. As such Mr. Mulvihill was informed of Director Rosburg's resignation and asked if he would like to fill the opening. Mr. Mulvihill provided the Board with a resume for review. Mr. Mulvihill has been a member of the District since 2007. He was a firefighter for 14 years in Englewood and Castle Rock. While a firefighter he served as an arson investigator, building inspector, and plans examiner. He was injured on the job and cannot be a firefighter any longer. He worked at Lockheed Martin as a security officer and is currently a part-time backhoe owner whose wife works as an ICU nurse at Castle Rock Hospital. He has been attending the Board meetings of the last few months but is not involved in all the politics.

Mr. Tibbals stated that in order to be put into office for the remainder of Director Rosburg's term, Mr. Mulvihill's residency and voter registration need to be verified and then he could be sworn into office. As the Election Official Chief Harrower will verify the information. Chairman Sherman requested that the members discuss the appointment so they are aware as to what is happening on the Board. It was moved by Director Poston, and unanimously approved that Sean Mulvihill be sworn onto the Board of Directors if Chief Harrower is able to verify his information.

Chairman Sherman announced that anyone who might be interested in the other open position provide a resume for Board review at the next meeting.

c. Bank Account: Director Poston asked if Ms. Garrett had been removed from the bank account. Ms. Homer informed him that with the resolution that the Board signed at the July meeting the bank assured her that resolution would override any letter that Ms. Garrett might still have in her possession.

d. Outstanding Donation: Ms. Homer reminded the Board of the outstanding donation from 2012 that was discussed at the April and June meetings. Ms. Homer recommended to the Board to write-off the outstanding donation of \$500 as it is unable to be tracked. It was moved by Chairman Sherman, and unanimously approved to no longer accept the \$500 donation from 2012.

e. Firefighting Fund: It was moved by Chairman Sherman, and unanimously approved to reimburse the Firefighters Fund \$150 for the new refrigerator.

There being no further business to come before the Board, a motion was made by Director Rufenacht, and unanimously approved, the meeting was adjourned at 8:47pm.