

MINUTES OF THE REGULAR BOARD MEETING OF THE
ELBERT FIRE PROTECTION DISTRICT
December 9, 2014

The regular meeting of the Elbert Fire Protection District Board of Directors was held on December 9, 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
Sean Mulvihill
John Wood

Also in Attendance:

Mike Harrower, Fire Chief
Brandon Homer, Deputy Fire Chief
Carolyn Homer, Administrative Assistant
Robert L. Tibbals, Jr., Attorney
Kim Homer, Department Member
Ryan Knox, Department Member

At 7:03pm, the regular meeting of the Elbert Fire Board was called to order.

Agenda: The Board considered the proposed agenda. Deputy Chief Homer requested to add Surplus of Equipment to the agenda. A motion was made by Director Poston, and unanimously carried, that the agenda be approved as amended.

Public 2015 Budget
Hearing:

Ms. Homer presented the proposed 2015 budget in the state approved format and explained that it includes the actual figures for 2013, the current approved 2014 budget and the proposed 2015 budget. In addition, the state format does not break the income and expenses out by Fire and Medical and includes the required Fund Balance and Contingency information for each year. Ms. Homer walked through the proposed budget line by line and explained any variances between the current year budget and the proposed budget for 2015. Overall, the proposed budget is balanced, meaning that it is not expected the department needs to access any of the Fund Balance to meet the expenditures.

A motion was made by Director Mulvihill, and unanimously carried, to approve Resolution 14-07 that approves the proposed 2015 budget and it's submittal to the state. A motion was made by Director Mulvihill, and unanimously carried, to approve Resolution 14-08 to appropriate \$126,931.98 for 2015. A motion was made by Director Poston, and unanimously carried, to approve Resolution 14-09 to adopt the mill levy of 4.575 per dollar of assessed valuation for 2015. A

motion was made by Director Mulvihill, and unanimously carried, to authorize Ms. Homer and Mr. Tibbals to finalize the budget process for 2015.

The Public Budget Hearing was closed at 7:24pm.

Minutes: The Board next considered the minutes from the regular meeting of November 11, 2014. A motion was made by Director Poston, and unanimously carried, the minutes be approved.

Financials: 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 October and for Colotrust through the end of November. Ms. Homer pointed out that the money listed under Ambulance Income is for the November billing to the school for the ambulance to be at the home football games, but that income has not been physically received to date. In addition, the expenses include the annual safe deposit box rental and the renewal of the accidental death and dismemberment policy. The Medical section includes expenses associated to the purchase of the oxygen bottles, the filling of the new bottles, and the final month of the old oxygen bottles rental. The Fire portion of department has currently contributed \$16,668.32 to the operations of the Medical services. Ms. Homer pointed out that there is a Capital Outlay expense for a butterfly valve for the new tender, which will be added to the fixed asset value of the tender on the financial statements at the end of the year. Overall, the Profit and Loss Financial Statement shows a Year To Date Profit of \$46,757.26.

A motion was made by Director Wood, and unanimously carried, that the financial reports be accepted and the bills be approved. A motion was made by Director Rufenacht, and unanimously carried, to approve Resolution 14-10 identifying Director Sherman, Director Rufenacht, Director Mulvihill, and Ms. Homer as the authorized signers on all of the Bank of the West accounts.

Public Comment: None.

Correspondence: Chief Harrower reported that he received a call from Dr. Giffard to check how the district was doing implementing the new M1 policy.

Chief's Report: Chief Harrower reported that the department received 3 new applicants last month. There were 8 calls; 4 medical with 1 transport and 4 fire. In addition Chief Harrower announced that the county is considering altering what and how they charge for special events, which may impact how many community events are done each year. He also informed the board that the Elbert County Fire Chiefs are discussing how to implement and establish guidelines to implement the proposed M1 policy. The department is hosting a Fire Prevention Day on December 14, 2014, for various school classes.

Deputy Chief Homer stated that he had 95% of the ISO paperwork completed and that the review will be in January 2015. He also stated that he found out

that ISO's policy is that if the property lies 5 miles away from a station that has an engine and tender their rating will be a 10. In order for the district to cover approximately 95% of the area right now they would need approximately \$4M to get lower ratings because of the buildings and equipment necessary. As such Deputy Chief Homer stressed the need for the department to come up with a 5 year plan to cover as much of the district as possible given the limited resources.

Deputy Chief Homer also announced that the chassis for the new tender has not showed up at the factory, thereby delaying the completion of the tender. Finally, he announced that he and Ms. Homer found out that the district has \$2,491.08 in unclaimed money through the Great Colorado Payback Program and that he will be submitting the form requesting to have the money forwarded to the department.

ECCA Report:

Mr. Tibbals stated that ECCA adopted their 2015 budget. He also stated that an IGA (Inter-Governmental Agreement) was established with Rattlesnake Fire for the use and hosting of a server for backup of ECCA data. ECCA is asking all departments for a letter of authorization to use any frequency. Director Poston moved, and was unanimously approved, to ratify the letter that Mr. Tibbals signed at the meeting for the department because the authorized representative was absent.

Attorney's Report:

Mr. Tibbals stated that he circulated a memo with his comments about the proposed bylaws and the change necessary to be compliant with state law about Director absenteeism from meetings and ultimate removal from the Board. In addition, he announced that Elbert County Fire Chief's and the Sherriff's Department are working to pull together an arson team, with representatives from each department, so that suspicious fires can be investigated more thoroughly. Once established an IGA will be presented to each department.

A motion was made by Director Poston, and unanimously approved, to ratify the bylaws.

Unfinished Business:

a. Policy Review: The Board set a work session on January 24, 2015, at 10:00am at the fire station for policy manual review.

New Business:

a. Chief Evaluation Survey: Ms. Homer announced that a survey was put online for members to complete an annual evaluation of the Chief, Deputy Chief, and Captain. Although the board can only officially review the Chief it was determined that the board would review the evaluations of the Deputy Chief and Captain. The survey will be closed on December 16, 2014, and the information will be given to the board in January 2015 and will discuss the results in Executive Session. Both Chief Harrower and Deputy Chief Homer authorized the board to discuss their review in Executive Session without them present. Ms. Homer was asked to follow up with Captain Fuchs to verify his

decision about the board reviewing the results in Executive Session without him being present. The board discussed that the survey would be taken into consideration during the Chief's review and that if desired they could have access to the 6 month reviews for each officer for comparison.

b. Propane Information: Tabled until January 2015.

c. Action Item Review: Ms. Homer will contact Captain Fuchs to determine if he authorizes the board to review the survey in Executive Session without him being present by the next board meeting. Ms. Homer will contact at least 3 propane companies to get quotes for service.

d. Surplus of Equipment: Deputy Chief Homer stated that the department has 2 ambulances, a 2002 and a 1993. The maintenance costs associated to the 1993 ambulance are rising and he would like the board to consider surplus the ambulance to save money. 33% of the current year medical calls included a transport, but because the department currently has limited EMTs' they do not currently use both ambulances at the same time. Deputy Chief Homer estimates that the department could save as much as \$10,000 per year if they surplus the 1993 ambulance in addition to receiving between \$18,000 and \$20,000 for the ambulance itself. The department could then set aside that money and ask the State EMS for a matching grant to help purchase a new ambulance as the department increases the number of transports and staff.

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 8:32pm.

Respectfully submitted:

Recording Secretary to the Board

Approved:

By: _____

By: _____

By: _____

By: _____

By: _____

Reviewed:

By: _____

By: _____