

MINUTES OF THE REGULAR BOARD MEETING OF THE
ELBERT FIRE PROTECTION DISTRICT
February 10, 2015

The regular meeting of the Elbert Fire Protection District Board of Directors was held on February 10, 2015, 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:

Brandon Homer, Fire Chief
Carolyn Homer, Administrative Assistant
Robert L. Tibbals, Jr., Attorney
Mike Harrower, Department Member
Kim Homer, Department Member
Joe Marchese, Department Member
Ryan Knox, Department Member
Wanda Randall, Community Member

At 7:01pm, the regular meeting of the Elbert Fire Board was called to order.

Presentation:

Director Sherman made an insurance presentation to educate the attendees on some little known insurance items and provided a handout for people to use to evaluate their own insurance.

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 considered the minutes from the special meeting of January 29. Chief Homer noted that the title should say 'Special Meeting' not 'Regular Meeting.' A motion was made by Director Wood, and unanimously carried, the minutes be approved with the above change. The Board next considered the minutes from the regular meeting of January 13. A motion was made by Director Mulvihill, and unanimously carried, the minutes be approved.

Financials:

Ms. Homer presented the financial statements. Ms. Homer pointed out that the Balance Sheet was for February, but had not been updated for 2014 year-end adjustments, but will be by next month. The Balance Sheet reflected current

reconciled balances for the Checking and Impact Fee account through the end of December and for Colotrust through the end of January. Ms. Homer presented the Profit and Loss that reflects a property tax payment from El Paso County for December property taxes. The expenses are minimal because the meeting is early in the month. The major expense is for truck expenses for the annual SCBA flow test.

Ms. Homer stated that she and Chief Homer discussed how much money was consistently sitting in the checking account, over \$50,000. The department is not getting any interest on the checking account and although the rate isn't high the department does get interest from Colotrust and it is compounded daily. Ms. Homer recommends that \$25,000 be transferred to Colotrust to earn interest. A discussion took place considering interest would be less than \$5 annually, given current rates, and whether or not it was worth the effort to transfer money. It was determined that it was easy to transfer money and that some interest was better than none.

A motion was made by Director Poston, and unanimously carried, that the financial reports be accepted, the bills be approved, and \$25,000 be transferred from the checking account to Colotrust.

Public Comment:

None.

Correspondence:

Chief Homer stated that the department received the general liability renewal and it reflects a \$526 increase from last year, but the 2015 rate will be locked for three years. In addition, the coverage included a \$50,000 coverage increase for any data breach and an adjustment for the replacement cost of the vehicles. In addition, the department had to file a claim for door repairs that are in the process of being completed. The insurance policy has a \$500 deductible, but the department has received the check from the insurance company for their portion.

Chief's Report:

Chief Homer stated that there is one potential new member who is currently a paid firefighter with West Metro Fire Department. The taskbooks that the department received from Kiowa are being built and will be reviewed by the officers at their next meeting. He also stated that he is researching the cost of radiant heaters for the bays because the current heater is not keeping up with demand. Chief Homer reminded the Board that the department had received a donated heater and previously purchased the ducting required to put in forced air heat but has not been able to install it because it would require engineered drawings. The apparatus committee is trying to get an appraisal for the medic the Board surplus. Chief Homer is working with Joe Marchese to complete ambulance inspections by April.

Chief Homer stated that he has been told that the tender chassis has been located and is scheduled for production in March. In addition, an evaluation will now be completed after each training to allow the department to continually

improve trainings. Chief Homer has applied for a grant from Colorado Prevention and Disease Control for \$125,000. He and Kim Homer attended a conference about recruitment and retention where they learned that the department is eligible for \$5,000 to get a website and posters.

Chief Homer stated that the insurance company has approved the department's Firefighter I training be used instead of the state certification program because of cost. A discussion took place around differences between the state academy and what the department has put together. It was determined that basically the two are the same, with the exception of the specified timeline, cost, and the actual certificate. Director Mulvihill stated that he is glad that members go through a training prior to becoming full members, as it is very difficult and he wants everyone to be safe.

Chief Homer also stated that the members will be reviewing the SOP and SOG's at their meetings and he will be bringing any requested changes to the board for review and approval. He announced that the department is still waiting for the funds from the state payback program. He requested that Mr. Tibbals provide a water use agreement for the department to use with the various land owners where there could be a need to access water on their land. Finally, Chief Homer reported that there were 7 calls; 6 medical with 1 transport, 1 fly out and 1 fire call.

Director Rufenacht inquired about recent burn permits that had been issued. Chief Homer stated that there were no permits issued. A discussion took place as to a recent incident in the El Paso part of the district where a burn got out of hand. Chief Homer stated that the problem is that El Paso County does not require burn permits, so if a resident contacts the county instead of the department they are informed they don't need one, which is not the policy of the department. This is one reason that there is a desire to have a community meeting with the El Paso County residents of the district to provide them with information about the district and try to gain cooperation. Chief Homer asked if it would be possible to have ECCA request that the 911 calls from that area of the district within El Paso County go to the Douglas County dispatch instead of the El Paso County dispatch to try to improve response within that area.

ECCA Report:

Mr. Tibbals stated that all services are moving forward. They working on getting the Code Red (reverse 911) in place by early March. The next meeting is on March 2 at 6:30pm at the Elizabeth Town Hall.

Attorney's Report:

Mr. Tibbals recommended that the FPPA regular meeting scheduled after tonight's regular meeting be continued until such time that quarterly information is received so there is something to report on at the meeting. Last month the Board directed Mr. Tibbals to terminate the agreement with Wakefield & Associates and he has done so. In regards to the prior patient with an issue about an outstanding bill, Wakefield & Associates provided documentation showing that the department is not the only claimant on the

garnishment and thus the department cannot release the judgment. Currently, Wakefield & Associates has 44 pending claims for the department, Mr. Tibbals will forward the list to Ms. Homer for review. Mr. Tibbals announced that the Elbert County Sheriff, Elizabeth Fire Department and Elbert Fire Department will be putting together an umbrella organization for fire investigations. Mr. Tibbals reminded the board that tomorrow is the mil levy conference and currently Director Sherman, Chief Homer, and Mike Harrower will be attending.

Unfinished Business:

- a. Policy Manual: A work session was scheduled for March 7 at 9am.
- b. Propane Information: Ms. Homer stated that after the last board meeting she was contacted by Global Propane stating that they would provide a ten cent per gallon discount on propane if the department chooses them as the provider. She asked if this information changed the decision the board made last month to stay with Glaser Gas. It was discussed that currently Glaser stops by sporadically and fills the tank if needed and no one has to monitor the tank or call to have it filled, which is the standard. The question was raised whether Global would do the same thing or if they would need to be called and it was stated that it is unknown how the refill process would be with them. After discussion it was decided to stay with Glaser Gas because of the ease of use.

New Business:

- a. Action Item Review: Mr. Tibbals will generate a water use agreement and send to Chief Homer by February 21. Mr. Tibbals will send Ms. Homer the list of outstanding claims with Wakefield & Associates by the end of the week.
- b. Department Laptop: Mike Harrower requested to keep the department laptop that he used while Chief for his own personal use. He is willing to pay the department the cost of a replacement computer because he likes the one he has been using. He priced out the same computer, but with updated Windows at a cost of \$230. Director Sherman asked if there were other programs that would need to be purchased to put on the computer to make it the same as the one Mike is purchasing and stated that Mike would need to pay the full 'roll up cost'. It was stated that with the new toughbooks the department received from Kiowa the department doesn't really need a new computer to replace the one that Mr. Harrower wants to purchase. As such, Director Mulvihill moved, and was unanimously approved, to sell the laptop that Mr. Harrower has been using to him for \$5.
- c. Announcements: Mr. Harrower announced that he has been able to secure money for one person to become a CPR instructor. Mr. Harrower also announced that he will be attending the water and school board meetings to attempt to increase the communication between the three boards. Mr. Harrower would like the three boards to schedule a meeting to clear up any misunderstandings and come up with a plan to move forward. He recommends that they meet quarterly. The Board directed Mr. Harrower to coordinate a meeting and report back.

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 9:03pm.

Respectfully submitted:

Recording Secretary to the Board

Approved:

By: _____

By: _____

By: _____

By: _____

By: _____

Reviewed:

By: _____

By: _____