

MINUTES OF THE REGULAR BOARD MEETING OF THE
ELBERT FIRE PROTECTION DISTRICT
January 12, 2016

The regular meeting of the Elbert Fire Protection District Board of Directors was held on January 12, 2016, at Elbert Fire Station No. 1, 24310 Main Street, Elbert, Colorado, at 7:00 pm.

Attendance: Directors in Attendance were:

Ric Poston
Sean Mulvihill
John Wood
Irene Brown

Director Absent:

Lee Sherman

Also in Attendance:

Brandon Homer, Fire Chief
Carolyn Homer, Administrative Assistant
Mike Harrower, Department Member
Kim Homer, Department Member
Joe Marchese, Department Member
Wanda Randall, Community Member
Thomas Gresham, Department Member
Ryan Knox, Department Member

At 7:10 pm, the regular meeting of the Elbert Fire Board was called to order.

Agenda: The Board considered the proposed agenda. Ms. Homer asked that 'Approve Ryan, Gunsauls & O'Donnell to complete the 2015 Audit Exemption' be added to the agenda. A motion was made by Director Poston, and unanimously carried, that the agenda be approved with the requested change.

Minutes: The Board next considered the minutes from the regular meeting of December 8, 2015. A motion was made by Director Brown, and unanimously carried, the minutes be approved.

Financials: Ms. Homer presented a Balance Sheet that reflects reconciled bank balance for all accounts, but she stated that the year-end adjustments for depreciation and lease purchase payments had not been made yet. Ms. Homer presented the Profit and Loss for December 31, pointing out that she pulled the property tax revenue back to properly account for the year. The station supplies are for bay door repairs. The ambulance maintenance is for new batteries for the old ambulance. The credit in the supplies & expenses is associated to one of the

Department members paying for the EMT class because they left for work. The election expenses are for attorney fees and reimbursement to the counties for the District's share of the cost of the election. Ms. Homer pointed out that the ambulance supplies expenses are associated to supplies for the ambulance. Additionally, she stated that the fourth quarter member pay is reflected in the member expenses. The fuel expenses are for October through December, but still under budget for the year. Finally, the station capital outlay is to survey the two properties the Department is considering putting stations. Ms. Homer stated that the year to date deficit is \$4,912.80 through the end of December, but that is still \$26,561.20 better than budget.

Ms. Homer also presented the January profit and loss which has minimal expenses because most were pulled back into 2015. The major expense is associated to the general liability insurance for 2016. In addition there are expenses associated to repairs on Engine 231. Finally the station capital outlay is for the new heater in the bays, which is about half of what was approved. The loss for the year is \$27,650.66 because the income was all associated to 2015.

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

Public Comment: None.

Correspondence: None.

Chief's Report: Chief Homer reminded the Board that they need to give him a review as it is the first of the year. It was determined that Ms. Homer would draft a review format for the Board and that an Executive Session would be added to the agenda for February to perform the Chief review. Chief Homer announced that he is getting rid of the notify all system for calls and joined I Am Responding which will not only track the calls better, but also track the time members spend for meetings, station time, call attendance and response to calls and costs the same as the notify all. Chief Homer is submitting grants as outlined below:

Funder	Amount/Match	Purpose	Comments
Firefighter Safety & Disease	100%	Fit machine for SCBAs	Allow Dept. to not rent machine annually
AFG	50% match	Fire truck for sub-stations	Match possibly from reserves
VFA	50% match - max of \$10,000	Wildland Equipment	Use credit from sale of old SCBA
SAFER	3 yr. reduction	Salaries & Benefits	Amount reduces each year
Waste Tire	100%	Hose, foam & equipment	Replace ageing equipment

Energy & Mineral Impact	50% match – give out total of \$4.5M	Fire Station	Qtrly. Deadlines, very fast turn around
El Pomar Foundation	100%	Unknown	Open deadline

Chief Homer stated that the Department had 5 members complete the EMT class. In addition, he stated that one probationary member quit because of his job, and another probationary member didn't meet the requirements for 6 months and was let go. There is one EMT member who received their Colorado EMT license, one has become IV Certified, and 3 current members have completed the IO training with EPI. Chief Homer announced that he replaced the door seals on the bays and completed the heater installation in the bay. Chief Homer also stated that there were 12 calls; 1 motor vehicle accident, 4 medical, 3 transports, 1 lockout, 1 smoke alarm, 4 smoke investigations and 1 fire.

Chief Homer reminded the Board that on January 16 at 6:30 pm there is a Department awards dinner and the Board is encouraged to attend. In addition, Board members are asked to come on January 16 between 9 and 10 am for pictures. Also, he reminded the Board that the Department will be serving breakfast on April 24th at the hall and would like for the Board to attend. Finally, the Department will be doing 4 family nights this year on the 5th Friday of the month starting in April to encourage socialization.

Finally, Chief Homer stated that when the safe deposit box was opened the only things found were the original certificate of incorporation for the District, a copy of a CD that was previously cashed, a bill of sale for an old truck, the original tax exempt certification, a plot map for the station property and 2 QuickBooks annual backups.

ECCA Report:

Lieutenant Marchese stated there is no report except to say that they are offering a grant program for radio replacements (approximately \$18,000 total) to allow Departments to submit a proposal to receive some money to help pay for new radios. The application period is open until January 25, 2016.

Unfinished Business:

a. Banking Options: Ms. Homer stated that she spoke with Westerra Credit Union and Wells Fargo bank and presented the information she obtained. The Board stated that they felt the decision was more appropriate for the Chief and Ms. Homer to make since they would know what option would work best for the District.

b. Personnel Manual: Chief Homer stated that he and Ms. Homer went through the draft provided by the attorney to customize them for the Department. The draft has been provided to the Board for review and comments and questions. A discussion took place around the nepotism section and the best way to deal

with the issue. It was determined that the Chief will ask the attorney for an opinion and some possible help around the language.

New Business:

a. Action Item Review: Ms. Homer will send the personnel policies to the attorney, Chief Homer will check to determine if there is a different workers compensation coverage that might offer better coverage to individuals, and Chief Homer and Ms. Homer will pick a new bank.

b. Insurance Update: Chief Homer stated that the Department has been using Fire Pak for the last 10 years and they have done well but Chief Homer has been told by the broker that they are getting difficult with claims. Based on discussions between Chief Homer and the broker it has been decided to move the Department coverage to One Beacon Government Risk, who will offer a 3 year rate guarantee. The coverage is about 2-5% better and the deductible is dropping from \$1,000 to \$500 while the premium dropped \$800.

c. Review Board Election Resolution: Ms. Homer presented Resolution 16-01 which details out the Board Election guidelines and establishes a Designated Election Official. A motion was made by Director Wood, and unanimously carried, that Resolution 16-01 be approved.

d. Consider Resolution Designating Posting Location: Ms. Homer presented Resolution 16-02 identifying the posting locations of meeting information. It was determined that this was already approved in December.

e. Consider Engaging Ryan, Gunsauls & O'Donnell: Ms. Homer stated that the District needed to complete an audit exemption for 2015 and suggested that the firm of Ryan, Gunsauls & O'Donnell be engaged to complete it, since they completed the most recent audit. A motion was made by Director Poston, and unanimously carried, to engage Ryan, Gunsauls & O'Donnell to complete the 2015 audit exemption.

There being no further business to come before the Board, a motion was made by Director Poston, and unanimously approved, the meeting be adjourned at 9:00pm.

Respectfully submitted:

Recording Secretary to the Board

Approved:

By: _____

By: _____

By: _____

By: _____

By: _____

Reviewed:

By: _____

By: _____