

**Elbert Fire Protection District
Board of Directors
Minutes of Regular Meeting
January 14, 2014
24310 Main Street, Elbert, Colorado 80106**

I. Call to Order and Roll Call

- Call to Order at 6:59PM by Lawrence Catlin.

In Attendance

- Lawrence A. Catlin – Board President – Present
- Dennis Chamberlain – Board Vice President – Present
- Dale Rosburg – Secretary/Treasurer – Present
- Tim Look – Board Director – Present
- Doug Rufenacht – Board Director – Present
- Mike Harrower – Chief
- Brandon Homer – Assistant Chief
- Robert Tibbals – Esquire
- Carolyn Homer – Board Recording Secretary
- Ric Poston – Department Member
- Joseph Marchese – Department Member
- Tom Gresham – Department Member
- Kim Homer – Department Support
- Patrick Maloney – Department Member
- Joseph Marchese – Department Member
- Anthony Hardwick – Potential Department Applicant

II. Previous Month's Minutes and Financial Report

- Changes were requested to be made to the minutes. *Director Rosburg motioned to approve the minutes with the requested changes – unanimously approved.*
- Recording Secretary Homer has identified issues with the balance sheet that she will be working on correcting in the next month. The Board requested copies of fixed assets and any journal entries used to adjust balance sheet. *Director Chamberlain motioned to approve the financial statements - unanimously approved.*

III. Public Forum

- Tom Gresham, Department Member, stated that his son Austin, whom the Board hired last year to perform snow removal, wants to know if the Board would like him to do it for the

2014 season. His price would be \$50/hr. with an hour minimum charge for each removal, plus \$50/yr. for fuel.

- Ric Poston, Department Member, and Patrick Maloney, Department Member, asked if the snow removal should be bid out. The Board decided that Austin Gresham can continue for the next month and Bob Tibbals, Esquire, will prepare a bid. The bid will be posted at the department. Requirements will be that removal be completed if there are 2 or more inches of snow and will require cleanup within 24 hours, maximum, from the time the snow stops.

IV. Correspondence

- None

V. Chief Report – Mike Harrower

- SOP/SOG, including member committees have been updated and are now available in the main hall in binders.
- A member has been assigned to go to the School and Water Board meetings.
- The windows are in at the new school.
- A member has been assigned to be in charge of Training – for Firefighter I certificate maintenance.
- February will be busy with a majority of members taking HAZMAT every weekend through March. It would be nice to have the Board show support by showing up sometimes.
- Members will be completing Firefighter I practical on February 8.
- Working on community efforts with other organizations and non-profits in the area, i.e. Women's Club breakfast.
- Met with Water Board January 10 where plans for changes to town water system were received and then walked town to determine where hydrants need to go as part of the new system.
- Election for two new Board members coming up in May and will have the application for potential members and other appropriate information will go on the website.
- Assistant Chief Homer presented a letter about John Gresham's retirement to post on website and forward to newspapers.
- No fire calls in December.
- Provided copies of run report through December, with member attendance information to the Board.
- 5 new applicants.

VI. Medical Report

- 3 medical calls, no transports.

VII. Old Business

- 2014 Budget was presented. *Director Chamberlain moved to approve the proposed 2014 budget – unanimously approved.*

- Legal –
 - i. Resolution 1401 – Meetings and Locations of Meetings – 7PM on second Tuesday of each month at the fire station, with a Pension meeting in February and August. *Motioned by Director Rosburg to approve Resolution 1401 as written – unanimously approved.*
 - ii. Resolution 1402 – Posting Places for Public Notices – Elbert and El Paso County, fire station, Post Office, mini-mart. *Motioned by Director Caitlin to approve Resolution 1402 as written – unanimously approved.*
 - iii. Resolution 1403 – Election – Larry Caitlin and Dennis Chamberlain are up for election – designated election official, Chief Harrower – designate voting place as fire station – will do mail in ballots, if necessary – if no more nominations than positions available then no election will be necessary – deadline is February 28 at 3PM; but can still file to be a Write-In Candidate within 5 days. *Director Rosburg motioned to approve Resolution 1403 as written – unanimously approved.*
 - iv. Mike Harrower took the oath for Chief from Director Caitlin.
 - v. Notice to call for petitions – Bob Tibbals, Esquire, will post in the Ranchland News.
- ECCA adopted a regular budget and in doing so increased the amount they are subsidizing for entities. They are trying to determine if the dispatch equipment can stay in Sheriff's Office or if it should be put in the Kiowa tower. The feeling is to move it to the Kiowa tower. The general meeting is in March, the regular meeting is in Elizabeth Town Hall on the 1st Monday of each month. They don't expect to receive the first revenue stream increase from the increase in fees until March.
- Director Look has a call out to Jim Allison of Allison Engineering to have him come provide an engineering drawing for the heating system. Assistant Chief Homer is also trying to find an engineer to provide a bid.
- Director Rosburg talked to the Principal of the school about getting the tornado siren installed at the new school. He will talk to the Superintendent and the rest of the Board on Sunday at their meeting. Then Chief Harrower will talk with OEM and LEPC to see if they can share the costs of having it installed.
- To get an updated ISO rating the department needs to wait for completion of the water system by the Water District. In the meantime, the department needs to maintain what they have and push off as long as they can. In order to pass, the department needs another tender and needs to increase members. The department is looking at approximately a \$5M bond to cover all needs necessary to lower the rating. Looking at possible grants to cover needed system tanks. In order to help get a mil levy increase passed, the department will need to educate the residents of the various costs of the projects and how by completing them, lower the ISO rating. A lower ISO rating will lower resident insurance rates, thus a win/win. Currently the water departments plan will be about 40% short unless they receive the rest of the money from the county, if they receive the money, then the new system should be up by May.

VIII. New Business

- Status of audit with Carolyn Garrett. It was discussed and determined that since the department needs a certified audit in order to receive funding for a new tender, Board Recording Secretary Homer will send out an RFP to receive bids to have a certified audit completed. In the meantime, Carolyn Homer and Carolyn Garrett will work together to get the books ready for audit and will report back next month.
- Assistant Chief Homer has a copy of the master plan for ISO and will provide a copy to the Board.
- Assistant Chief Homer is reviewing past meeting minutes to determine what items still need to be resolved.
- Patrick Maloney, Department Member, was nominated by Chief Harrower to be appointed as the ECCA department representative. *Director Chamberlain motioned to have Patrick Maloney appointed as the department ECCA representative – unanimously approved.* A letter stating the appointment will be given to Director Look to give ECCA at the next meeting.

IX. Adjournment

- *Director Rosburg motioned and it was unanimously approved to adjourn at 9:39PM.*