

MINUTES OF THE REGULAR BOARD MEETING OF THE
ELBERT FIRE PROTECTION DISTRICT
January 13, 2015

The regular meeting of the Elbert Fire Protection District Board of Directors was held on January 13, 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, Excused Absence
Ric Poston
Sean Mulvihill, Excused Absence
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
Joe Marchese, Department Member
Robert Fuchs, Department Member
Thomas Gresham, Department Member
Wanda Randall, Community Member
Bob Randall, Community Member

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

Presentation:

Tabled until February.

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 December 9, 2014. A motion was made by Director Wood, and unanimously carried, the minutes be approved.

Financials:

Ms. Homer presented the financial statements. Ms. Homer pointed out that the Balance Sheet was for January, but had not been updated for 2014 year-end adjustments and won't be until probably February to assure that all adjustments have been completed. The Balance Sheet reflected current reconciled balances for the Checking and Impact Fee account through the end of November and for Colotrust through the end of December. Ms. Homer presented the December

2014 updated Profit and Loss to account for expenses that were pulled into 2014. A contribution was received for \$150, in addition to the payment from the school for the ambulance services provided at the home football games. The SOT from Elbert County is \$10,000 over what was budgeted. The El Paso county property tax is only inclusive through November because of the delay in payments. The expenses include the utilities that were for the December time frame, the second lease purchase payment of the year, 4th quarter member call pay, and purchase of equipment for the new tender. The year-end surplus for the department is \$30,555.05.

Deputy Chief Homer presented the following suggestions as to how the surplus could be designated: 1. match for the VFA grant of \$1,875; 2. match for the EMS grant of \$7,999; 3. \$10,000 for the down payment of the new tender; 4. \$5,000 for the audit; 5. \$500 for the election committee; 6. \$600 for a new TV and paint for the station; and 7. \$4,500 for election expenses.

Ms. Homer then presented the January 2015 Profit and Loss which, she explained had limited activity since some activity was pulled back into December. Ms. Homer explained that the main expenditure in the statements is for the 2015 workmans compensation premium.

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

Public Comment: None.

Correspondence: None.

Chief's Report: Chief Harrower reported that there were 11 calls; 9 medical with 3 transports, 2 deaths and 2 fire calls. Chief Harrower announced that he received notice of a Mil Levy Conference on February 11 in Broomfield which will discuss ways to layout, explain, and setup going after a mil levy. If Directors want to attend, let Chief Harrower know. Chief Harrower announced he is working on his goals for the year. The goals include expanding the CPR community class, as such he will work with the Red Cross to apply for grants to obtain 2 or 3 licensed/certified trainers. His goal is to take "CPR into everyone's living room." Chief Harrower announced that the department was given 2 tough books from Kiowa. One will be placed in the ambulance and one placed in the tender. Ms. Homer will write a thank you note to Kiowa for the tough books for the Board to sign.

Deputy Chief Homer announced that the ISO review was completed on January 6. The department will receive the new rating within the next 3 months. The reviewer stated that he was very happy with changes the department has put into place and stated that the rate should improve significantly from current rating. Deputy Chief Homer announced that the tender has been delayed

because the chassis has been misplaced, but he is following up regularly with the company to get status reports.

ECCA Report:

Mr. Tibbals stated that there was only an executive committee meeting this month and that everything is currently working based on the new implementation.

Attorney's Report:

A motion was made by Director Sherman, and unanimously carried, to approve Resolution 15-01 setting the meeting time at 7pm at station 1 on the second Tuesday of each month. A motion was made by Director Poston, and unanimously carried, to approve Resolution 15-02 designating the official posting places as the school, the station, the mini mart, the post office, and the county clerk's office. The transparency notice needs to be posted by January 15. Deputy Chief Homer announced that it was already posted.

Mr. Tibbals announced that the department was contacted by a prior patient stating that Wakefield & Associates had entered a judgement for the department associated to a 2008 bill, operating per an agreement signed off by EMA Services, that they felt was inappropriate since they were not previously contacted about the bill. Discussion took place as to how the district wanted to proceed, given the date and limited information currently available about the claim. Mr. Tibbals recommended that the department keep the judgement in place but release the garnishment, which would provide the department with the option of seeking payment in the future. A motion was made by Director Sherman, and unanimously approved, to terminate the agreement with Wakefield & Associates. Mr. Tibbals will request that Wakefield & Associates send any information on file in regards to the claim in question and that they send a list of any outstanding collections for the department. Mr. Tibbals was authorized to terminate the agreement with Wakefield & Associates and work with them to obtain the requested information.

Unfinished Business:

a. Policy Manual: The work session scheduled in January to discuss was cancelled. A new work session date will be set at the February Board meeting.

b. Propane Information: The department owns the propane tank, so the department only has the cost of the propane. Ms. Homer obtained 6 quotes for propane and based on those quotes the current provider, Glacier Gas, is very close to the best cost per gallon. The Board determined that since there is not a significant difference in cost that the department would stay with Glacier Gas. Director Sherman stated that if cost of propane rises then the department should put off filling tank if possible. The current tank is at least 10 years old and is 500 gallons. The cost to replace the tank would be approximately \$1 per gallon of tank.

c. Surplus of Equipment: Deputy Chief Homer stated that in the last 2 years there have only been 3 calls where the department needed 2 ambulances. Deputy Chief Homer determined that the savings associated to surplus the

ambulance would be approximately \$1,000 on insurance, in addition there would be savings on supplies and annual certification. Deputy Chief Homer is getting a company to review the ambulance which can help sell it for a 10% fee of the selling price. Deputy Chief Homer stated that the department could apply for an EMS grant in future, as the need arises. The annual grant comes out in May which could assist the department to get a demo ambulance which could be delivered within 2 months of order. If the ambulance is surplus the supplies will be absorbed into other ambulance, cutting down on supplies cost. A motion was made by Director Poston, and unanimously approved, to declare Medic 230, 1993 ambulance, as surplus equipment. A motion was made by Director Sherman, and unanimously approved, to allow Deputy Chief Homer to proceed in surplusing Medic 230.

New Business:

a. Action Item Review: Mr. Tibbals will follow up with Wakefield & Associates in regards to the 2008 claim and determine what claims they have for the department. In addition, he will terminate the current agreement with Wakefield & Associates by the end of January. Chief Harrower will review what CPR certification grants are available by the next meeting. Ms. Homer will notify Director Mulvihill and Director Rufenacht that the January work session has been cancelled by January 18.

b. Board Evaluation: Director Sherman stated that the members had evaluated the Chiefs/Officers and the Board would like to have members evaluate them. He would like to have this completed by June 2015. The Board will draft questions to ask, but will take suggestions from members for questions.

c. Announcements: Director Poston announced that the flagpole and flag were lost in the recent windstorm, but the department has replaced them and will use old flagpole as parts. Director Poston requested that proper name plates for the Board and Chiefs be purchased at an estimated \$15 for each plate, which would be removable. It was agreed to purchase the name plates.

Executive Session:

A motion was made by Director Sherman, and unanimously approved that the Elbert Fire Protection District Board of Directors now go into Executive Session pursuant to C.R.S. Section 24-6-402(3), and (4), Subsection (b), to discuss personnel matters, and that all or a portion of the discussion will constitute privileged communications at 8:30pm.

Unanimously approved that the Elbert Fire Protection District Board of Directors will now come out of Executive Session. No formal action was taken by the Board, including, but not limited to, any proposed policy, position, resolution, rule, or regulation or formal action in contravention with C.R.S. Section 24-6-402(4). Not further record was kept of this Executive Session at 10:30pm.

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 10:30pm.

Respectfully submitted:

Recording Secretary to the Board

Approved:

By: _____

By: _____

By: _____

By: _____

By: _____

Reviewed:

By: _____

By: _____