

**MINUTES OF THE REGULAR MEETING OF THE
ELBERT FIRE PROTECTION DISTRICT
JUNE 10, 2014**

The regular meeting of the Elbert Fire Protection District Board of Directors was held on June 10, 2014, at Elbert Fire Station No. 1, 24310 Main Street, Elbert, Colorado, at 7:00 p.m.

Attendance: Directors in attendance were:
Tim Look
Ric Poston
Dale Rosburg
Doug Rufenacht
Lee Sherman

Absent:
None.

Also in attendance:
Mike Harrower, Fire Chief
Brandon Homer, Asst. Fire Chief
Carolyn Homer, Administrative Assistant
Robert L. Tibbals, Jr., Attorney
Member of the public, as identified by their signature on the attached sheet.

At 7:00 p.m., the regular meeting the Elbert Fire Board was called to order.

Minutes: The Board next considered the minutes from the regular meeting of May 13, 2014. Director Look noted that under Chief's Report, the correct name should be "Mrs. Garrett." Whereupon motion made by Director Poston, seconded by Director Rosburg, and unanimously carried, the minutes were approved as amended.

Financial: The Board next considered financial statements provided by Ms. Homer. Ms. Homer pointed out that for the balance sheet, all accounts have correct balances through the end of April. With respect to the P&L Budget, no medical billing has been received since April 3, 2014. Under Administrative Expenses, monies were spent for bonds for the Board members and for an AED battery. She also noted final election costs totaled \$1,211.40. Under Fire Expenses, there were services for flow testing and repair of tank. Under Check Details, there were usual and customary expenditures. Ms. Homer also reported that after research, the \$500.00 donation was from an individual whose son was transported.

Whereupon by motion made by Director Sherman, seconded by Director Look, and unanimously carried, the financial reports were accepted and bills were approved.

Public Comment: Vice-Chairman Rosburg opened public comments. Ms. Edstrom noted the May minutes did not accurately capture the feeling of the meeting and that she had also asked for Director Look's resignation, since she felt he allowed access to confidential information.

Correspondence: Chief Harrower reported correspondence regarding recall of batteries for the AED unit and noted receipt of information on oil well drilling in Elbert County. The County will be assessing permit fees and the Fire Chiefs collectively determined fees for collection by Fire Districts.

He next reported that Master Magnetics had discussed plans for work on two buildings. The first was improvement to a building less than 12,000 square feet, with no sprinkler or fire alarms required, since it is grandfathered as a smaller structure and the second, planned at 45,000 square feet. The District will be billing for plan reviews on each structure and the second and largest structure would need to install a fire sprinkler system.

With respect to the well permit system, the County was developing a fee schedule per well. Fees would be \$1,500.00 per driller and \$100.00 per well with each permit good for a period of one year, renewable with additional payments due.

Chief's Report: Chief Harrower announced a walk-through of the school to ensure compliance with fire code.

Chief Harrower further reported that the fire department committees were continuing their work reviewing equipment needs, including recruitment and retention. There are three new applications for volunteers. He further noted the new sign will be put in place and grants for education are being prepared.

Chief Harrower reported there were 13 calls in the last month; 8 medical; 5 fire, with four transports.

Deputy Chief Homer reported that the District had applied for grants, including a 50% match grant in the amount of \$3,850.00 from the Department of Fire Prevention and Control and a grant from El Pomar Foundation for \$20,000.00 for wildfire activities. He also noted he would look for and provide copies of District By-Laws.

ECCA Report: Director Look reported that ECCA had voted to expend funds for an engineer to review the antenna located at the old bomb range site, since it appeared to be in a dangerous condition. He also reported the Simla Tower was up and running, Skywatch was retained for weather warnings and the Kiowa Tower IGA was still a work in progress.

Mr. Tibbals noted that there was an exchange between Douglas County Dispatch representatives and the ECCA Board regarding a certain ECCA Member's attempt to reduce expenses by failing to report all uses of the dispatch. The ECCA Board took affirmative steps to correct that action and apologized for any misconception regarding ECCA's intent to follow the IGA with Douglas County Dispatch. Mr. Tibbals noted the outcome for 2015, would likely be separate contracts between each ECCA Member and Douglas County Dispatch.

Attorney's
Report:

Mr. Tibbals noted he had and would discuss legal matters in accordance with issues set on the Agenda.

Old Business:

a. Lease Purchase of Tender: Deputy Chief Homer reported on the final documentation for tender acquisition. First Financial offered a lease purchase. The price of the tender was \$199,148.00, with two interest rates offered on the lease purchase: 10 years at 3.5%; 9 years at 3.9%. The transaction would require a \$10,000.00 down payment upon acceptance of the equipment. Delivery was expected to take 9 to 12 months.

There next ensued discussion on availability of funds. Ms. Homer reported that monies were available in the 2015 budget to make lease purchase payments, since existing lease purchase payments with Wells Fargo had been finalized. The Board reviewed the proposed impact on the 2015 budget. A question was raised regarding the down payment and Ms. Homer noted there was \$12,000.00 available from the ColoTrust account. The Board inquired as to whether there are sufficient funds for training of EMTs to increase transport revenues. Chief Harrower reported two additional EMTs would be available by July 1, 2014.

There next ensued discussion of whether acquisition of a new tender was necessary for the District's overall plan and for ISO review. Director Rosburg inquired of Deputy Chief Homer whether the expenditure of these funds for a tender was sufficient to meet ISO requirements. Deputy Chief Homer responded that, yes, ISO requirements would be met by acquisition of this equipment and following through with earlier ISO recommendations. Director Look inquired as to whether anything else was needed in the alternative, Deputy Chief Homer expressed this would take care of ISO issues.

Mr. Tibbals noted he had not received a copy of the Lease Purchase Agreement and had questions about its terms. He suggested if the Board moved to approve, that it be contingent upon final review and approval of the Lease Purchase Agreement language. Director Sherman inquired how long that would take. Mr. Tibbals responded that as soon as he was able to discuss with First Financial, he could advise Deputy Chief Homer to release documents if they were approved and signed, hopefully no more than a week.

Whereupon by motion made by Director Poston, seconded by Director Sherman, and unanimously carried, the Board adopted a Resolution approving entering into and executing the Lease Purchase Agreement with First Financial, contingent upon final approval of the language.

b. Medical Billing Reports: Deputy Chief Homer and Ms. Homer both noted that the District continues to have a poor experience dealing with Fidelis, the medical billing company. Both he and Ms. Homer repeated that bills were not being sent out for significant periods of time and that Fidelis was not securing information from the District. Mr. Tibbals stated that he had been unable to schedule a conference call since the Finance Director/legal counsel of Fidelis was out of town and he needed information from Ms. Homer, which had just been provided. After brief discussion of moving these services to a different agency and Ms. Homer's familiarity and ability to bill for such services, upon motion made by Director Sherman, seconded by Director Poston and unanimously carried, the Board directed Mr. Tibbals, Ms. Homer and Deputy Chief Homer to conference with the appropriate Fidelis officials to finalize these issues and for Ms. Homer to begin billing for medical transports.

c. Records: Mr. Tibbals and Deputy Chief Homer pointed out that the only remaining issue regarding records involved adopting the State Archivist's retention and destruction policies. Whereupon by motion made by Director Poston, seconded by Director Look, and unanimously carried, these policies were adopted.

New Business:

Board Officers: The Board determined to elect new officers. Upon motion made by Director Poston, seconded by Director Rosburg, and unanimously carried, Lee Sherman was nominated and selected as Chairman/President. Upon motion made by Director Look, seconded by Director Sherman, and unanimously carried, Doug Rufenacht was nominated and selected as Vice Chairman/Vice President. Upon motion made by Director Look, seconded by Director Poston, and unanimously carried, Dale Rosburg was nominated and selected as Secretary/Treasurer.

After brief discussion regarding minutes, whereupon by motion made by Director Poston, seconded by Director Sherman, and unanimously carried, the Board authorized Ms. Homer to re-assume acting as Recording Secretary for the Board for the purpose of taking minutes.

There being no further business to come before the Board, upon motion made by Director Rufenacht, seconded by Director Look and unanimously carried, the meeting was adjourned at 8:27 p.m.

Respectfully submitted:

Recording Secretary to the Board

Approved:

Reviewed:

By: _____

By: _____

By: _____

By: _____

By: _____