

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

The regular meeting of the Elbert Fire Protection District Board of Directors was held on March 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
Isaac Christensen, Department Member
Wanda Randall, Community Member
Bob Randall, Community Member
Lawrence Caitlin, Community Member

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

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 February 10. Chairman Sherman wanted to clarify if the door repairs cost are \$500 total or if that is only part of the cost. Ms. Homer stated that the repairs are more than \$500 but that the only expense to the department would be \$500 to cover the deductible on the policy. Additionally, Chairman Sherman wanted to assure that the grants discussed in the meetings would be followed up on at future meetings to assure that the Board was kept up to date on status. Chief Homer stated that he will assure that all of the grants will be updated as part of the Chief's report. Chairman Sherman stated that if necessary grants could be added to the Task List. A motion was made by Director Mulvihill, and unanimously carried, the minutes be approved.

Financials:

Ms. Homer presented the financial statements. Ms. Homer presented an updated Balance Sheet that reflects year-end adjustments associated to the lease payments and the depreciation of the equipment. The Balance Sheet also reflects the \$25,000 transfer from the checking account to the Colotrust account that was approved at the February meeting. Ms. Homer presented the Profit and Loss for March. Chairman Sherman asked about the overage in ambulance supplies, Chief Homer stated that it reflects the full cost of the equipment that will be partially reimbursed through a grant. Chief Homer stated that the department needed to purchase the equipment in order to get reimbursed from the grant. Chairman Sherman also inquired about the Truck Repair and Maintenance and was told that the cost was associated to the SCBA testing. The budget will need to be adjusted to accommodate the expense. Ms. Homer stated that the budget in the system had not been updated to reflect the 2014 carryforward that was approved by the Board in February, but that that it will be completed by the next meeting.

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

Public Comment:

Mr. Caitlin asked for an update associated to expenses and status of changing the heating system. Chief Homer stated that item was on the agenda and asked if Mr. Caitlin would wait until that discussion item and then ask any questions that weren't answered. Mr. Caitlin also asked if the ISO review had been completed. Chief Homer stated that yes the review had been completed and that the department is waiting on the report prior to making any announcements. Mr. Caitlin finally asked about the status of the new tender. Chief Homer stated that there had been some delays but that the truck was in production and should be put into service within the next few months.

Correspondence:

Director Mulvihill asked for update on the church changes that were discussed previously. Captain Harrower stated that the county had been in contact with owner, informing them they need to get permits, and as far as he knew the delay was associated to obtaining financing. The department has no oversight or say about the situation at this point.

Chief's Report:

Chief Homer said that the department has been reviewing the membership status. The review showed that the department had 8 compliant members in the last year and meetings are being held with non-compliant members to discuss options. Two members have decided to leave instead of becoming compliant. There are currently no new potential members. The department has had one member become a certified EMT, Isaac Christensen. In addition, Joe Marchese has been promoted to Lieutenant. Chief Homer and some others are going to a training in Estes Park on recruitment and retention. Chief Homer announced that the new tender had been put into production and will hopefully be done by end of month. In addition, Chief Homer has been working with members setting goals for projects that have been identified to be completed by

the end of the year. One goal is to clean the station and storage and will be completed next weekend and invited any Board member to attend if they wanted to assist. As part of the new county fire investigation team discussed in last month's ECCA report, Chief Homer announced that two members will be joining that team. Additionally, Chief Homer will provide a copy of the department training schedule to the Board in case they want to attend. In order to keep the Board informed a text will be sent out with brief information about major things happening in the District. Finally, Chief Homer announced that there were 7 calls; 4 medical, 1 death, 1 refusal of transport, 1 Kiowa transport, and 3 fire.

ECCA Report:

Lieutenant Marchese stated that ECCA had signed a new maintenance agreement with Douglas County, starting August 2015 for 3 years. They discussed some issues with Elizabeth tower, but those issues do not currently affect the District. ECCA will be moving forward with a tower agreement with 1stNet, which will set up nationwide access and to eventually allow access to computer aided dispatching. The department will need to pay a communications network fee, which is \$100 but the department won't have to pay for the radio reprogramming.

Attorney's Report:

Mr. Tibbals recommends the Board accept resolution 15-03 to approve 2012 International Fire Code (IFC), he will provide a copy of the actual resolution to Director Sherman in next couple of days. A motion was made by Director Poston, and unanimously carried, that Resolution 15-03 be adopted.

Mr. Tibbals also stated that based on information he received he believes that the Elbert County assessed valuation may be up between 10 – 20% in some areas for 2016. Mr. Tibbals stated that the consortium of the Sherriff and all 7 fire districts in Elbert County to assure that everyone is following a regular protocol for arson investigation training will occur with the Sherriff's Office and then the individual departments will chip in as necessary. In addition, the team members will be deputized to protect them while doing the job.

Unfinished Business:

a. Policy Manual: Some Directors met and reviewed the policy manual and recommended changes. The proposed manual with changes was sent out for review. The approval is tabled until next month to allow all the Directors time to review.

b. Mil Levy: Chairman Sherman, Chief Homer, Captain Harrower, and Mr. Tibbals attended the seminar about getting Mil Levy's passed and gave an update as to some items they learned. They all feel that the only way the District would be able to access the consultant who put on the seminar is if the consultant choose to do pro-bono work. Chief Homer stated that need to look at the timeline for requirements to submit things for the election and determine if the District is able to move forward. Chairman Sherman stated one thing he learned was that there is a need to cause a buzz around the mil levy and that the department needs to find out what the community feels needs are from the

District. Discussed the need to get some key community members together to explain what the District is proposing and get one of them to be the 'campaign manager'. In addition, it was discussed to use Facebook to determine what the community feels the needs are for the District. Director Mulvihill stated that when promoting the possible mil levy increase, the department should play up that the community needs the department to keep services here vs. outsourcing to surrounding areas. An example would be if their granddaughter had an allergic reaction, the department can respond faster if there is staff during day. Mr. Tibbals asked what the Board wanted to do about going for a mil levy, considering that they have until July when they need to notify counties that they are moving forward and need to have an election. It was determined that a committee needs to be formed of two Board Directors, two staff members, and five 'key' community members. The group needs to meet regularly to get paperwork completed by end of May or first of June. It was determined that Director Mulvihill and Director Poston would be the Board representatives. A discussion took place about possible community members who should be contacted to see if they would be interested in serving on the committee.

New Business:

a. Action Item Review: Meeting with all Boards by March 31. Chief Homer will provide the Directors with a list of department trainings by March 13. Captain Harrower forward Mil Levy presentation to all Directors for review by March 13. Mr. Tibbals will send outline of items needed to prepare for a mil levy election to Board by March 20. Mr. Tibbals will send Chairman Sherman and Ms. Homer the official 15-03 resolution by March 13. Chief Homer will contact the potential community members to participate in the Mil Levy committee by March 20. Ms. Homer will review the list from Wakefield and Associates by April 14. Ms. Homer will update the budget by April 14. Chief Homer will obtain another bid for the heating system by April 14. Chief Homer will post a meeting notice for the joint meeting with the water and school Boards by March 24.

b. Heater for the Station: Chief Homer stated that the department had previously received a donated 80% efficient heater, but it doesn't have air conditioning. Last year, the Board approved the purchase duct work that would be necessary to install the heater, with the understanding that Director Look would install the heater and duct work pro-bono. A problem arose because legally there needs to be a set of engineered drawings completed prior to installation and they were not completed. Based on the research that Chief Homer has done and some discussions with HVAC professionals he is recommending to not use the donated heater and instead install a heat exchanger for 'living areas' and purchase three radiant heaters for bays for a cost of \$16,740 installed. This would get rid of the current baseboard heat, replacing it with the heat exchanger which is approximately 90 – 95% efficient. Mrs. Randall suggested that Chief Homer talk with Wayne Hinshaw at the school to discuss their use of a heat exchanger and any issues they have had with the system. Although it will take a significant amount of propane to warm up the

radiant heaters, after that propane use should go down from current levels and will cut costs of electricity by getting rid of the base board heaters. The electrician that Chief Homer spoke to also recommended upgrading the florescent lights to LED, making them brighter and more efficient with cost of \$5,000, but electricity and maintenance would go down.

A discussion took place whether now is proper time to make these changes and if this is the right priority to spend money on or if the system could be lease purchased. Chief Homer stated that this has been a topic of discussion for the past few years with the various Boards and that last year was the closest the Boards have gotten to moving forward. By not moving forward the issue has never gotten resolved and the department has continued to pay higher propane and electricity for those years, so that is the decision that must be made. Mr. Caitlin raised the idea of just getting air conditioning for now since the winter is winding down. The Board requests that Chief Homer obtain at least one more bid to install a new system.

c. SOP Policy: Chief Homer explained that currently to change any guidelines for the department is to have the members write a revision, then the members review it for three months after which it is submitted to the Board who reviews it for one month and then approves the requested change. This process takes about six months to make any change, even minor ones. Chief Homer inquired whether or not the Board needs to review the day to day policies and guidelines for the department or if the members and officers could be authorized to make those changes themselves and just keep the Board informed as to any changes made to the guidelines. Chairman Sherman stated that he felt that if there is 75% approval from members, then he would be ok having changes made without Board approval, but if no consensus could be reached then the members would need get approval from the Board. Director Mulvihill agreed that the Board doesn't need to be involved in the day to day processes.

A motion was made by Director Rufenacht, and unanimously approved, to allow the members to review and update the SOP's and just provide updates through the Chief's report.

d. Fire Marshall: Captain Harrower has reviewed the schedules of the water and school Board meetings and recommends the department host a desert for the three Boards on March 31, 2015, at 7 pm at the station to allow the Boards to meet each other and determine what common issues and tasks they have and how they can best move forward. One recommended item for discussion is the roads. Director Poston recommended that a list of concerns or discussion points be brought to the desert to help guide the discussion. Chief Homer will post a meeting notice since it is possible that multiple Board members will be present.

e. CPR: Captain Harrower announced that April 1 is the kick off for the community CPR classes. Captain Harrower has a new instructor and has

another individual lined up who wants to be instructor. Captain Harrower has identified 12 children at the school who are interested in the introduction class.

f. Auxiliary: Captain Harrower announced that he has had conversations with various departments about setting up an auxiliary. He is looking at support services members of the department to drive small trucks or the ambulance, provide food for special events, monitor any community servants, coordinate babysitters for meetings, serve as a victim advocate, and assist with paperwork. In addition, Captain Harrower is trying to identify community members to assist with these tasks.

g. Chief Compensation: Director Mulvihill explained that after some discussions with the Chief and realizing that he is putting in approximately 30 hours per week on department business, he wanted to discuss with the Board at what point they thought that the department should start compensating the Chief on some level. Mr. Tibbals stated that the Board should not do anything until the start of the 2016 budget, because there is nothing in the current budget. It was discussed that there is a need to have someone in charge of any paid staff that may come on as part of mil levy increase and that it makes sense that person would be the Chief. In addition, it was discussed that for the department to continue to move forward it is necessary for the Chief to put in a lot of hours. Chief Homer stated that he put in the hours that he felt were necessary to get things accomplished and help move the department forward and was not doing it for compensation. It was decided that this would be an item that would require more discussion, but in the meantime the Chief should be compensated for any mileage.

h. Executive Session: None.

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 9:30pm.

Respectfully submitted:

Recording Secretary to the Board

Approved:

By: _____

By: _____

By: _____

By: _____

By: _____

Reviewed:

By: _____

By: _____