

MINUTES OF THE REGULAR BOARD MEETING OF THE
ELBERT FIRE PROTECTION DISTRICT
October 14, 2014

The regular meeting of the Elbert Fire Protection District Board of Directors was held on October 14, 2014, 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:

Mike Harrower, Fire Chief
Brandon Homer, Deputy Fire Chief
Carolyn Homer, Administrative Assistant
Robert L. Tibbals, Jr., Attorney
Wanda Randall, Community Member
Diana Edstrom, Community Member
Shayna Peck, Department Member
Dustin Jaramio, Department Member
Kim Homer, Department Member
Joseph Marchese, Department Member
Ryan Knox, Department Member

At 7:01pm, 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 September 9, 2014. A motion was made by Director Rufenacht, and unanimously carried, the minutes be approved.

Chairman Sherman suggested that an action item list be put into place in addition to the minutes that would include: due dates, person responsible, and status. The rest of the Board agreed.

Financial: Ms. Homer presented the financial statements. Ms. Homer pointed out that the Balance Sheet reflected current reconciled balances for the Checking and Impact Fee account through the end of August and for Colotrust through the end of September. With respect to the Profit and Loss Budget To Actual, it is

broken out between Medical and Fire for both revenue and expense. The Fire portion of department has currently contributing \$12,030.47 to the operations of the Medical services. Ms. Homer pointed out that the expenditures for the month were just the basic expenditures as the Chiefs' are trying to save money for year-end projects. Overall, the Profit and Loss Financial Statement shows a Year To Date Profit of \$60,531.11.

A motion was made by Chairman Sherman, and unanimously carried, that the financial reports were accepted and the bills were approved.

Discussion took place about the consistent three or four department members not cashing their firefighting check and how the checks should be handled. A motion was made by Director Poston, and unanimously carried, that member checks distributed will be valid for 90 days from date of issue and then they will be voided.

Public

Comment:

Chairman Sherman opened public comments. Mrs. Randall wanted to compliment board on the improved communication with public.

Correspondence:

Chief Harrower announced that the State has accepted the audit exemption.

Chief's Report:

Chief Harrower reported 10 calls last month; 8 medical, 2 transports, and 2 fire. Chief Harrower announced that the number of standbys and M1 calls have dropped due to the Sheriff's office being more aware of when the District is needed instead of just automatically calling. Director Sherman asked how a call is handled if the patient needs to be transported but refuses. Chief Harrower stated that the police would then step in, based on the recommendation from the medical advisor and the attorney.

Chief Harrower announced that on Halloween night the department will have a haunted hall from 5 to 8pm and the Board is welcome.

Deputy Chief Homer discussed moving forward with ISO prep, including the new tinder which should be delivered in late November or December and he has ordered new radios and new hose for the tinder. Deputy Chief Homer announced that members are working hard to get things ready for the ISO visit in January.

ECCA Report:

Mr. Tibbals announced that ECCA almost has the Kiowa and Simla tower agreements in place. The Simla tower is now up to state requirements. Mr. Tibbals also announced that currently there is not an ECCA representative from town of Simla.

Attorney's

Report:

Mr. Tibbals stated that there needed to be a formal motion to ratify the new members. A motion was made by Director Rufenacht, and unanimously approved, to ratify the two new Board members who are up for election in May 2016 for a 4 year term, and can be elected for two terms. Mr. Tibbals

announced that the preliminary budget needed to be approved by October 15 and then made available at the station until the December 9 board meeting where it will be open for public comment. After the public comment on December 9 the Board will approve budget and accept mill levy for 2015.

Mr. Tibbals is preparing a list of grant agencies that the District is eligible for and will provided by end of next week.

Old Business:

a. Medical Billing Switch: Mr. Tibbals contacted Vicki Paskowitz after last meeting who said that she would provide the requested information within a week. After not receiving the information, Mr. Tibbals repeatedly called her with no response. Mr. Tibbals then contacted the attorney of the company who stated that the department should have access to the information, but when Ms. Homer checked the access was denied, so he will contact the attorney again to gain access.

Deputy Chief Homer announced that the information on transports is being reviewed for accuracy prior to billing. The Board approved to not send four bills out due to the circumstances. Ms. Homer will be billing for seven bills currently. Ms. Homer provided an update on becoming Medicaid and Medicare designated provider.

b. Bylaw/Policy Review: Tabled until November. Director Poston moved, and unanimously approved, to have a work session to discuss the bylaws on November 1 at 9am.

c. Treasurer Election: Chairman Sherman moved, and unanimously approved, to have Director Mulvihill as Vice Chair and Director Rufenacht as Treasurer.

New Business:

a. Medical Supplies: Deputy Chief Homer stated that currently the District is paying \$177 per month for oxygen cylinder rental, a total of \$2,100/year. He stated that he found a new company where the District can purchase the cylinder and only pay for oxygen refill at \$15 – \$20 per cylinder. This would save approximately \$130/month. Director Mulvihill asked if the company goes out of business, could the department take the cylinders to another company to be filled and about hyperstating. Department Member Marchese explained that the company has been around for a very long time and that if issues arise with a cylinder, then the department can trade out the cylinder for free. Deputy Chief Homer stated that the purchase price of the cylinders will be between \$1,200 – \$1,500 to purchase the bottles. The cylinders will need to be filled for a total initial cost of approximately \$1,700.

b. 2015 Budget: Deputy Chief Homer provided initial budget for review. Fire Supplies and Expenses and Truck Repairs and Maintenance were lowered based on the current year spending. Director Mulvihill commented that this year was a mild fire season and don't know about next year and wanted to assure that there was enough money in the budget. Deputy Chief Homer stated that he will continue writing grants to help with any possible increases next year and to

obtain additional equipment and training as needed. Ms. Homer will send the budget to the webmaster for posting.

c. Mill Levy Increase: Deputy Chief Homer discussed research he has done about possibly increasing the Mill Levy 4 Mill's which will give the department an additional \$100K per year. The increase will pay for part-time personnel, a cistern project, and update equipment. The personnel will provide coverage 8am – 5pm Monday – Friday, which is necessary because the number of calls is increasing during the day. By installing additional cisterns the District will be able to improve ISO rating. Equipment upgrades are needed within the next couple of years.

Director Mulvihill pointed out that need a paid Chief for chain of command, Deputy Chief Homer stated that by adding daytime staff there should be more medical transports which will provide more money to the department which will pay for a Chief or other officer. Director Mulvihill suggested that the cost of an advanced EMT and other training be considered as a possible option within the Mill Levy increase.

A discussion took place about pros and cons to seeking a mill levy increase and what would need to be done in order to get a mill levy increase, including being clear as to need and benefits to community. Mr. Tibbals outlined the rules around seeking a mill levy increase based on the current statutes. Discussion about need for committee of key community members to vet the idea and help move forward, also the need to have accountability and a time table put in place as part of plan. Chairman Sherman stated that need to be clear what surrounding districts actual mill levy is so people can compare. Mrs. Randall pointed out that school mill levy was voted down three times before it was passed, so need to keep momentum and need facts that are very detailed. It was determined that a rough estimate of the cost for election would be \$10k to \$15k. The consensus of the Board was to explore the possible mill levy increase.

There being no further business to come before the Board, a motion was made by Chairman Sherman, and unanimously approved, the meeting was adjourned at 9:11pm.

Respectfully submitted:

Recording Secretary to the Board

Approved:

By: _____

By: _____

By: _____

By: _____

By: _____

Reviewed:

By: _____

By: _____

By: _____

By: _____

By: _____