

SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT
Meeting Minutes for Jan. 5, 2012 Public Meeting

- 1) **Introduction of Guests:** None
- 2) **Call to Order:** Chairman Calanni called meeting to order at 7:01PM.
- 3) **Attendance:** Board Members Sam Calanni, Anita Long, Amy Mason, Harry Gintzer and Flip Boettcher. Also present were Board Secretary Roberta Smith, Chief Gene Stanley, Deputy Chief Don Felton, Aux. President Dave Tilton and Donavon Johnson.
- 4) **Approval of Agenda:** Flip Boettcher motioned to approve Agenda as modified and Anita Long seconded the motion. Motion passed unanimously.
- 5) **Approval of Dec. Meeting Minutes:** Amy Mason motioned to approve Dec minutes as modified and Harry Gintzer seconded the motion. Motion passed unanimously.
- 6) **Executive Session to discuss personnel matters:** Executive Session opened at 7:05PM and ended at 7:20PM. Board Meeting reconvened at 7:25PM
- 7) **Directors and Chief Reports:**

Treasurers Report: (reports attached) Anita Long submitted financial reports for the month of December 2011. Highlights included Company Snapshot Graph which includes historical data for comparison. Donations received from Susanne Roth and Elizabeth Baldrige totaled \$150. Certificate of Occupancy pre-inspection fee for \$75 was received from Mark and Linda Griffiths. Ending balance in checking account on Dec. 31, 2011 was \$984.46. Total General Fund at end of the year was \$103,805.10. Capital Reserve Fund balance is \$70,000. In 2011 District received \$28,160 Income from service and \$5,000. grants. Fuel costs have remained relatively flat for the last two months. Vehicle fuel for 2011 is \$5,721. over Budget.

Public Relations: The next Newsletter publication will be targeted for March or April. Amy Mason announced the prospect of conducting a First Aid Class for Pets. She passed around two Red Cross Pet First Aid Kits for Board Members to evaluate. Amy suggested she could sell the kits and the proceeds could go to the Auxiliary. Amy will research costs, etc.

Regulatory matters (Dist, Map and Inter-agency agreements): All items completed as well as request for Exemption from Audit.

Chiefs Report: (report attached)

Medical Runs were 2 and Fire Runs were 3:

Status of CSFS Type III Engine Loaner: Not forgotten but decision remains on hold.

Colorado Wildfire Academy: 10 Members will be attending the Academy in Greeley from Saturday, January 7th through Friday, January 13th. Don Felton, Deputy Chief will be attending. Members are pursuing differing Certifications. Food, lodging and tuition to be provided for all 10 members. Anita Long does not have the tuition costs yet but she is working on it in order to get the tuition paid prior to the start of the classes.

Appreciation Dinner: Dinner will be at the Bull Moose on Tuesday, January 17th. Dinner will be served at 6:30PM. Reservations needed by Monday Jan. 9th. Gratuity will be 20%. We will need to submit our Tax Exempt Certificate to Bull Moose.

Planned Meeting of Federal Responders: Date TBA in either late Jan. or early Feb. Responders have been going out without signing contracts. All Red Cards need to sign contract with the Dept. There are some personnel issues. The Contract also covers conduct. 2011 payment has been slow from Colorado State.

Tim Paupore's Expenses: Tim Paupore is now in Montana and will need to attend the meeting of Federal Responders as he is an Engine Boss. This is a one day meeting. Gene and Don recommend that Tim be reimbursed for round trip fuel and meals. No lodging is required. Gene requests that the Board authorize payment of fuel and food expenses if said expenses exceed \$500.

Federal Engine Rotation Response Meeting on Jan 24th: Chief Stanley will attend. Please see Pueblo Interagency Dispatch Center, Cooperator Engine Assignment Guidelines.

Two Pagers for #952 for National Dispatching: Recommended by Gene and Don to obtain two pagers at \$120. each plus service fee of \$84. per year. These pagers would be used for Pueblo Dispatch calls. Calls from Pueblo Dispatch have been missed by phone message which is a loss in income to the Dept. Gene will continue to investigate what would be required for adequate usage of the pagers.

Recruitment Banners: Banners may not be as visible as they may be too close to the street. Suggested Banners may be moved closer to the buildings. Gene's discretion required regarding placement of the Banners.

Tires needed for Tender #982: Four rear tires are needed. Two of the four existing tires can be used as spares. Quotations are attached for 4 brand new tires vs. 4 recap tires. Gene recommends new tires be purchased. Anita Long motions to authorize \$1500. to purchase four new tires and Harry Gintzer seconds the motion. Vote is unanimous.

C.S.F.S. Invoiced for Grant payment of \$2505.75: Grant is 50/50 split. Approx. \$1500. training and \$1000. for hose.

Resignation Letter: Please see attached resignation letter from Chief Stanley. Date of resignation will be March 31, 2012. Gene would like to work 2 days per week for the District. Chairman Calanni extended the Board's appreciation for excellent job performed. Harry Gintzer motioned to extend Chief Stanley's 2011 Employment Contract for three months. Flip Boettcher seconded the motion. The motion passed unanimously. Deputy Chief Felton has asked for a meeting with the Board. Rita Baysinger will generate a press release once all issues are settled.

Aux Report (Community Xmas Dinner/Gift Turkeys/Flagpole/Xmas Deco): The Christmas Dinner Party was successful. The Auxiliary bought turkeys for the Fire Fighters. Once the ground thaws the Flagpole will be erected. The Christmas Decoration contest winner for Business was Guffey Veterinary Clinic and Healing Arts Center and for Homes was Marsha. Five plaques and five pump pots were purchased. There will be an Auxiliary Meeting at Fire Station #1 on Friday, Jan. 27th at 7PM. A Pancake Breakfast will be planned for Heart Health Month.

8) Old Business:

Station 2 Land Condemnation: The Condemnation is on track, however, there is no update at this time. There will be more information at the next month's Board meeting..

Fuel Consumption Review: Covered under Treasurer's Report.

Volunteer Appreciation Dinner: Covered in Chief's Report.

9) New Business:

Consider By-Law change re DEO: The change to be considered is to amend Bylaws Article III (Secretary Duties) by deleting the requirement that the Board Secretary serve as the Designated Election Official and adding to Article VII (Biennial Election) "The Board of Directors shall Designate an Election Official for all biennial or any special elections." Anita Long motioned that this change be adopted and was seconded by Amy Mason. Motion passed unanimously.

Chief's Contract: Covered under Chief's Report.

Designate DEO for Biennial Election (if not already done): Chairman Calanni suggested Mary Ann Melvin. Anita Long motioned to designate Mary Ann Melvin as the DEO for upcoming Biennial Election in May 2012. Flip Boettcher seconded the motion. Motion passed unanimously.

Establish an Internal Audit Committee: An Internal Audit Committee comprised of Board members and Non-Board members needs to be established for 2012. Anita Long motioned for Internal Audit Committee to be comprised of two Board Members and two Non-Board Members. The two Board members appointed shall be Harry Gintzer and Anita Long. The two Non-Board members appointed shall be Jack Lawrence and Mary Ann Melvin. Harry Gintzer seconded the motion. Vote is unanimous.

Hat and Shirt Proposal: A letter dated December 29 was submitted to the Board by Donavon Johnson outlining a plan to provide embroidered hats and shirts to the volunteers of the Fire Dept. for purchase with Pep Points. These items would be supplied through Lorigs in Colorado Springs. Donavon state Lorigs' prices are reasonable and these products do not conflict with products offered by the Auxiliary. The prices are based on a minimum order of 20 pieces. These products are also available to the Board and to the public. The Board has no problems with this if the Chief and Deputy Chief added these products to the Pep Point options for the volunteers.

10) Public Input: None

11) Adjourn Public Meeting: Meeting was adjourned by Chairman Calanni at 8:50PM.

RESPECTFULLY SUBMITTED BY ROBERTA SMITH, SECRETARY TO THE BOARD