

# SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

## Minutes for July 5, 2012 Public Meeting

- 1) **Attendees:** Board members present are Sam Calanni, Amy Mason, Harry Gintzer, Flip Boettcher and Roberta Smith, Secretary to the Board. Anita Long is out on an excused absence. Fire Chief Don Felton Volunteers present are Joan LePage, Larry LePage, Don Rockstedt, Jim Ivey, and Donavon Johnson. Auxiliary members present are Dave Tilton, Doug Schellenger, and Barbara Felton.
- 2) **Call to Order:** The meeting was called to order by Chairman Sam Calanni at 7:01PM.
- 3) **Election of Officers:** Chairman Calanni discussed some background information regarding Special Districts Board Members. All Special Districts in Colorado combine the Chairman of the Board and the President of the District in one position. Apparently, our District is the only district in which these were separate positions. The Chairman/President must be a Board member. The Treasurer must be a Board member.. Stated Secretary may or may not be a Board member. Roberta Smith was asked whether she was willing to remain as Secretary. Roberta responded she is willing to continue as Sec. Sam spoke with Anita Long and she is willing to serve as Treasurer if she is nominated. Amy Mason nominated Anita as Treasurer. Vote is unanimous. Harry Gintzer nominated Sam Calanni for Chairman of the Board/ President of the District. Vote is unanimous. Chairman Calanni stated these positions are good until the next Biennial Election.
- 4) **Approval of Agenda:** Station #3 Break In needs to be added to Chief's Report. Flip Boettcher motioned to adopt the Agenda as amended. Harry Gintzer seconded the motion. The vote is unanimous.
- 5) **Approval of June meeting minutes:** There are four changes that need to be made to the June minutes. Under Auxiliary report item E2 should read "Dave went to Gibeson's home and loaded a whole trailer of household goods." Item E6 should read "Flowers were donated to Deb Hotovy who was in the hospital for a week." Under Regulatory Matters item C3 should read "must be submitted to the Clerk of Courts and to DOLA". Item C4 should read "Proof of Bonding is also submitted to Clerk of Courts and to DOLA". Amy Mason motioned to adopt the June minutes as amended. Flip Boettcher seconded the motion. The vote is unanimous.
- 6) **Directors and Chief Reports: (See attached reports)**
  - Treasurers Report:** May and June Reports submitted by Anita Long, Treasurer. Chairman Calanni reviewed some highlights of the reports.
  - May 2012 Treasurer's Report:** Expenses are over budget in four categories: County Treasurer's Fees (\$321), Medical Supplies (\$1,432), Professional Fees (\$820), Travel and Meals (\$1535). Expenses are under budget in six categories: Insurance (\$704), Payroll (\$2,542), Training Supplies (\$707), Training (\$1,802), Utilities (\$519) and Vehicle Fuel (\$631). Payroll is under budget due to the fact that there currently is not a Deputy Fire Chief. The May Treasurer's Report has been accepted as submitted.
  - June 2012 Treasurer's Report:** Land acquisition total for Station #2 is \$23,645.82 which is approx. \$1500. under budget. Expenses are over in five categories: Fire Fighting Supplies (\$1,528), Medical Supplies (\$2054), Professional Fees (\$2,220), Repairs (\$6,296), and Travel and Meals (\$890).. Six categories are under budget: Insurance (\$14,204), Payroll (\$4,833), Training Supplies (\$1,007), Training (\$2,554), Utilities (\$500), and Vehicle Fuel (\$826). NOTE: Insurance due in June (\$12,210) has not yet been billed or paid. The June Treasurer's Report has been accepted as submitted.
- Public Relations (see attached "snips and snaps"):** The Snips and Snaps list are items for 2012 Fall Issue of the Newsletter. Two more items were added to the list. Item #9: Service Truck has been converted to a Canteen Truck. Item #10: One-third of the properties in District are not included.

**Regulatory matters:** All regulatory matters are currently up to date. The next item will be the Budget. Work on the Budget will be started when Anita Long, Treasurer returns.

**Chief's Report: (See attached reports)**

**Emergency calls for June 2012:**

- 4 Medical
- 2 Mutual Aid
- 4 Smoke Reports
- 1 Wildfire
- 15 calls June of last year. 11 calls June of this year.

**Slide In Package:** Reviewed three vendors specifications and cost estimates for the Hummvee retrofit package with 250 gallon water tank. The Hummvee is currently at Jim Yoder's awaiting the decision on the retrofit package. Robert Miller of Guffey is assisting Don Felton in providing a top and aluminum doors at no cost to the Fire District. Don also talked to Layton about boxes for side pockets.

**Hand Held Radios:** Chief ordered 17 radios. The company will deliver and conduct a class on radio operation.

**Burn Ban:** Burn ban is currently in effect at the District, County, State, National Forrest, and BLM.

**Engine 952:** Engine 952 is back from the Fire and is at Jim Yoder's for repairs. A new primer system had to be ordered for Unit 952. Also, front locks in Hubs are out and will be expensive to repair.

**Engine 953:** New pump motor for Engine 953 is at Jim Yoder's.

**Driver Training:** Driver training is scheduled for July 28<sup>th</sup> and August 4<sup>th</sup>. The training will be conducted by Dave Tilton.

**Mineral Grant:** Mineral grants are available again and Gene Stanley is working on it.

**Storage Shed for Station One:** Jim Ivey obtained an estimate from Sonny's for \$1500. for a 10x12 metal siding and metal roof storage shed to store miscellaneous equipment and supplies. There are double doors for locking. This shed is for Station #1 and will have exterior access. More discussion at next meeting.

**Personnel Status:** Gene Stanley is out and should return next week. Rita and Dave Baysinger remain out. Jan Breslin was out but has returned. Chairman Calanni complimented Don and his fire crew on the 1 acre wild fire.

**Printer System for Station #1:** Gobins is offering a One System Laser Printer Lease whereby one may print from home or may print from lap top or other computer at Station #1. Gobins is willing to allow a two month trial period at no cost to the District. The printer can print 60 copies per minute. The lease would include all ink cartridges and all upkeep. The monthly cost of the lease is approx. \$120 per month. Included in the lease are 250 color copies and 750 black copies. It was noted that the Fire District currently makes more copies than the allotted amount. Joan LePage states she utilizes approx. \$300 in ink cartridges. Joan also complained about the quality of the existing printers. Amy Mason requests that we get input from Anita Long. Chairman Calanni tables further discussion until the next meeting.

**Station #3 Break In June 27<sup>th</sup>:** Doug Schellenger discovered the break in. The door was found open and appears the door was "jimmied". Nothing was missing. Joan LePage states her safe was open and it had been closed. The Sheriff's Department states that his there have been break ins by homeless persons who stay for a period of time and possibly this is such an incident.

**Aux Report:** The July 4<sup>th</sup> yard sale was a success. Thanks to Larry LePage, Joan LePage, Don Rockstedt, Jay Oliver, Harry Gintzer of the Fire Department and the Auxiliary staff. Two trailer loads of items were hauled to the Senior Coalition in Fairplay. Amy Mason and Susan Geiger's trucks were used. Hawk Qwest was a success and they will be back next year. The Owl was taken through the local establishments. The Tractor drawn wagon rides through town were a success. The Canteen Truck was on display. Lunch was cooked on the Canteen Truck for the Fire Fighters and the Auxiliary members. The Auxiliary provided food, snacks and water to the Fire Fighters at the CR 71 fire. Thanks given to Flip Boettcher for the ads and coverage on July 4<sup>th</sup> activities in the Flume. Chairman Calanni complimented Dave Tilton on the Auxiliary members' quality efforts.

**7) Old Business:**

**Policy Review-020 "Personnel Policy" (revised):** "Auxiliary will handle auxiliary personnel

disciplinary matters.”

**Policy Review-030-“Communications Policy”:** Communications policy will need some revision work. The Fire District currently has a Public Information Officer which should be included. Harry Gintzer will review Policy 030 and rewrite the policy.

**Committee Report-VFIS Proposal:** The committee consisted of Treasurer, Anita Long; Chairman Sam Calanni; and Fire Chief, Don Felton. They reviewed the proposal from VFIS and concluded there was no advantage to switch from Continental Western Fire Pac Insurance to VFIS Insurance. Chairman Calanni emailed Jeff Cunningham that we would not be accepting his proposal for VFIS.

**Meeting breaks at 7:55PM. Meeting resumed at 8:05PM.**

#### **8) New Business**

**Capital expenditure review-Hummvee retrofit:** The retrofit will cost in excess of \$10,000. Currently, there is conflicting information regarding ownership. One understanding is that ownership remains with the Sheriff’s Dept. Monte Gore, Park County Undersheriff, told Don Felton that SPCFPD will own the vehicle. Gene Stanley and Don Felton will work on memo of understanding to protect our interests and investment. Once ownership is established then possible approval for retrofit may be obtained. Don will review the three retrofit proposals, cost of boxes, paint job and make his recommendations to the Board

**CW Fire Pac Insurance Ratification:** Flip Boettcher motioned to ratify the decision to renew the Continental Western Fire Pack Insurance. Motion seconded by Harry Gintzer. The vote is unanimous.

**Distribution of Policy 040- “Unlawful Discrimination and Sexual Harassment”:** Please review policy for discussion at the next Board Meeting.

**Ratify purchase of tires for unit 952:** Amy Mason motioned to ratify the purchase of six tires for Unit 952 at approx. \$2200. Flip Boettcher seconded the motion. The vote is unanimous..

**2012 Capital Asset Management Plan and property inventory:** Chief Don Felton and crew need to inventory buildings, apparatus, tools, equipment and any needed building repairs. The prepared inventory listing then needs to be presented to Anita Long, Treasurer. The pump for Unit 953 cost is \$4200 plus shipping; however this pump is not considered a Capital Asset and cannot be paid out of the Capital Assets. Therefore, with the deletion of Life Pak 12 from the Capital Asset Management Plan approx \$15,000 is left for the Hummvee retrofit which is the approx. cost of the retrofit. Change the 2011 Capital Asset Plan with the deletion of the Life Pak 12 and replace with \$15,000 for the Hummvee Retrofit. The Hummvee needs to be converted to a Type 6 Engine. Also, we need to have enough ownership for our purposes. Harry Gintzer motioned to change the Capital Asset Plan by deleting the Life Pak 12 and replace with Hummvee Retrofit at \$15,000. Amy Mason seconded the motion. The vote is unanimous.

**Vehicle registrations:** All insurance cards and applicable registrations are in Fire District vehicles. There are three vehicles that are insured but are not registered. The vehicles currently not registered are Unit 961, Osh Kosh and the Forrest Service truck. Don Felton states he has been told that fire vehicles do not have to be registered. The cost to register these vehicles is very minimal. Don states that he will call Park County Clerk and Recorder’s Office regarding fire vehicle registration. Sam Calanni stated that the Forrest Service will register the Forrest Service truck if they need it registered. Sam also requested Don inform him when the Hummvee is on the road so Sam can add the vehicle to insurance.

**9) Public Input:** None

**10) Adjourn Public Meeting:** Meeting adjourned by Chairman Calanni at 8:21PM

**11) Executive Session- Personnel Matters:** Executive Session will start at 8:25PM

**Respectfully Submitted by Roberta Smith, Secretary to the Board**