

SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Minutes for September 6, 2012 Public Meeting

- 1) **Call to Order:** Chairman Calanni called the meeting to order at 7:05PM.
- 2) **Attendees:** In attendance were Board Members Sam Calanni, Anita Long, Amy Mason, Flip Boettcher, and Harry Gintzer. Also in attendance was Roberta Smith, Secretary to the Board. Department members Chief Felton, Gene Stanley, Larry LePage, Joan LePage, and Don Rocksted. Auxiliary members Davis Tilton, Doug Schellenger, Bill Pate and Don Cole.
- 3) **Approval of Agenda:** Amy Mason motioned to approve the Sept. 6th Agenda and Flip Boettcher seconded the motion. Vote is unanimous.
- 4) **Approval of July 19, Special meeting minutes:** Minutes to be modified to include a circled 5 to be added to designate the July 5th minutes were accepted as there were two meetings in July 2012. Harry Gintzer motioned the minutes to be approved as modified and Anita Long seconded the motion. The vote is unanimous.
- 5) **Directors and Chief Reports:**

Treasurers Report (Remainder of July and full month for August. See attached report): Treasurers' report presented by Anita Long which included the following highlights. At the July 19th meeting the Treasurer's Report included financial data through July 17th. This current report covers July 1st through July 31st. There were only two large checks issued in the remainder of July one of which was to T. Charles Wilson Ins. for the Fire Pak annual insurance policy in the amount of \$12,210. Also paid was the June fuel bill to Park County in the amount of \$1,724.32. July final report accepted as submitted. The August report check register highlights include receipt of five service checks for a total amount of \$54,000. Disbursed payments to six individuals for a total amount of \$35,000 leaving an approx net Service income amount of \$19,000 the majority of which will be for the engine reimbursement. The Dept. receives larger service income when the engine is sent out. Received \$653.43 matching grant from the Forest Service for half the cost of the Honda water pump. Check #6893 to Donavon Johnson for EMT classes/certification and related tests which was a prior commitment that had been made by the Dept. if Donavon received his EMT certification. A mobile radio was purchased for \$282 for Gene Stanley. A \$786.83 check to Faricy Ford for repairs to #952. This amount will need to be ratified by the Board as it exceeds the Chief's expenditure limit. A check to Jim's Tires for \$383.54 was issued for two tires on the Chief's Truck. Did not receive a July fuel bill in August from Park County but did receive the bill in Sept. for \$1405.80. Therefore, there will be double payments for fuel to Park County in Sept. for both July and August. The income at the end of August for eight month's operation is \$28,463 more than budgeted. Expenses are \$4,418 less than budgeted. Therefore, net income is \$32,881 more than budgeted. The Treasurer's report is accepted as submitted without objection.

Public Relations (Fall Newsletter): Rita Baysinger is currently out on assignment to Idaho. She has requested that the Board remind her of items they would like included in the newsletter. Sam Calanni brought up the Snips and Snaps List for the 2012 Fall Newsletter. The Board will need to make a decision on the vendor profile. Anita will be sending out reminder invoices for advertisers. Two issues of concern to Chairman Calanni are that chimneys need to be cleaned annually. There is a totally ruined home in the Old Kathleen subdivision due to a chimney fire. The second issue is burn pit maintenance. Grass grows to the edge of the burn pit and requires maintenance as well as a burn permit. There was also a grass fire in the Old Kathleen subdivision as a result of a burn in a burn pit. Rita Baysinger had requested that a volunteer spotlight be provided. Chief Felton is assigned to

provide an outstanding volunteer. Amy Mason requested that the Animal Response Team be designated as a volunteer spotlight as they had received recognition from the Incident Commander of a wild fire. Anita Long will be providing the Advertiser spotlight by pulling an existing advertiser from a "hat". Flip Boettcher will provide newspaper articles she has written to Rita. Chief Felton will provide a copy of the Dept. Roster and Dave Tilton will provide a copy of the Aux Roster to Anita.

Regulatory matters (see attached schedule): The Schedule of Regulatory Submissions for 4th Qtr. of CY2012 was updated to include accurate dates and name of person responsible for implementation.

Chief's Report (see attached report): Chief Felton presented his report which included the following highlights. A new District Burn Ban Policy was introduced with discussion following. Chief Felton and Chairman Calanni will review further prior to publication on the web site. A total of 57 calls have been responded to year to date. The Fire Department will not wash out culverts in private subdivisions at this time. There are concerns regarding equipment being "tied up" and fire trucks will be emptied and need to be refilled. Currently, it takes approx. 45 minutes to refill a fire truck with water. Discussion with the Board followed. Burn control for the public will not be provided by the Dept. unless a Dept. Volunteer oversees the fire. In this case a donation will be requested for fuel and equipment usage. Discussion with the Board followed. More estimates are required on the storage shed as a larger space is desired. Discussion followed. The Intergovernmental Agreement regarding the Hummvee has been completed and was discussed by Chairman Calanni. The Board of County Commissioners must approve prior to completion of signatures between Sheriff's Dept and SPCFPD. No objections known at this time. CPA states the Hummvee needs to be treated as a gift. The Hummvee is valued at \$34K and the Retrofit at \$16-18K. Also, the \$700 cost of the agreement will all be treated as "Capital". There have been two Homeowners Assoc. meetings one at "Pike Trails" and one at "4 Mile Ranch". A case study of the Rodriguez fire in the "Old Kathleen" was presented. Although this property was included in the Fire District if it had not been included the cost to the property owner for this fire would have been \$24K and it would have take 24years of taxes to offset the cost. This presents a good argument for property inclusion into the Fire District. There is another community meeting scheduled at Station 1 on Sept. 22nd. A VA meeting will be held at Station 1 on Sept. 12th. The Dept. has received a grant for \$3,329 from the Colorado Fire Relief Fund through the Denver Foundation for replenishing supplies and materials to volunteer fire departments across Colorado. Recognition and credit to the Denver Foundation will be given through press/news release in the Flume and will be posted on the web site. Chief Felton with assistance from the Treasurer had prepared the successful grant application. Chief Felton submitted the number of copies made by the Dept. in August was 900. Anita Long will look into the cost to the Dept. of 900 copies. Doug Schellenger continues to work on the older radios. Narrow band is required by the end of Sept. Some obsolete wide band radios can be converted to narrow band by using an MS DOS based program. Repaired antennae in Chief's truck. Chairman Calanni noted that excess inventory can be sold or donated. Lost radios will be written off as Doug had mentioned there were several lost radios. Doug will supply Anita with an inventory count. Anita will replace current inventory with Doug's inventory. Any difference in inventory is a write off. Harry Gintzer made a brief report on DRMO (Defense Reutilization Material Organization) which will give to Military or Deserving Civilian Organizations excess inventory. Harry has tried to call to make arrangements to go to Fort Carson to look through existing inventory but has been unable to make contact. Harry would like to get some Dept. Volunteers involved to go look at excess inventory for possible use by the Dept. Chairman Calanni states we need doors and roof for the Hummvee which we were unable to obtain through another party. Gene Stanley will call some of his existing contacts to assist in this process.

Auxiliary Report: Aux Report presented by Dave Tilton which included the following highlights. There will be a Pancake Breakfast on October 20th from 9:00AM to 12:00PM in recognition of Fire Prevention Month. Six Auxiliary personnel provided food and rehab for the fire at the Old Kathleen subdivision. The Canteen was at the scene for seven hours. Chief Felton provided positive feedback from the Fire Responders to the Auxiliary. Cleaning and painting provided at Station 1 and mowing at Station 3 and the Chopper Pad. Five address signs and two camper shells were sold this month. Aux was represented at the two Homeowner's Association meeting this month. Plans made for the Jack and Linda Lawrence potluck luncheon on Sunday, Sept. 9th. Aux will provide set up for the Animal

Emergency Services and Fire Meeting potluck on Sept. 22nd. Purchased new tables for Station 1. Aux members cleaned up motorcycle victim's camp and took victim's motorcycle to Colorado Springs. Aux rewrote by laws for office terms. Chief Felton will provide a list of needs for Aux to consider providing.

6) **Old Business:**

Policy Review- 010, 020, 030 and 040: Approved Rules of Conduct Policy 010 as currently written. The Heading and Format will be changed. Policy 020 the following will be changed; Personnel are dismissed...by a majority of the Board of Directors. The change made by Chairman Calanni is as follows; "The Auxiliary will handle its own discipline and discharge per its own internal procedures". Also changed will be "Each case for dismissal shall be presented by the Chairman of the District or the District Chief". Policy 020 has been approved as modified. Policy 030 has been re-written by Harry Gintzer, however, slight re-work needed. Vote tabled until rework completed. Policy 040 is approved as written.

Ratify expenditures over \$500 (952 repairs): Anita Long motioned to ratify the payment of \$786.83 to Faricy Ford for repairs to 952 and Harry Gintzer seconded the motion. Vote is unanimous.

Ratify donation of Tables: Anita Long motioned to donate tables to 4H and Flip Boettcher seconded the motion. Vote is unanimous.

Approval of 2013 Capital Asset Management Plan: Chairman Calanni discusses changes to plan. This is an annual plan with a 5 year look forward. Anita Long provided changes for Station 2 Land was at \$23,689 (which was accomplished within budget); Radio Equipment was changed to \$43,807; Land and Buildings was changed to \$358,658; Equipment was changed to \$247,667. The purchase of the 12 Lead Heart Monitor did not occur which leaves \$15K to be reversed to apply to retrofit of the Hummvee. Unit 962 Replacement to Type 3 Wildland/Urban at no cost from Forrest Service did not occur but will be included in 2013 Plan at no cost while still relying on the Forrest Service to provide. The budgeted purchase of 10 hand held radios was changed to the actual purchase of 19 radios. We should be looking for procurement or donations of land near locations for future Fire Stations. Flip Boettcher motioned and Anita Long seconded the motion to changes as noted on 2013 Capital Asset Plan. Vote is unanimous. The Capital Asset Plan is approved as amended.

Radio Inventory: Covered in Chief's report. Doug Schellenger states they need a few adapters that go into the Battery Reconditioner. This unit actually extends the life of the batteries. The radios just come with chargers.

Copier Lease: The proposed lease provides for 750 Black/White copies and 250 Color copies. Anita will look into the actual cost comparison.

7) **New Business:**

2013 Proposed Budget: Anita Long presented report on 2013 Budget which included the following highlights. The Budget Committee has met and they are comfortable this is a good budget. Some general comparisons were made to the 2010 Budget. The Budget committee is presenting a "Zero based Budget" which means will not spend more than comes in. Increased property assessments from inclusions and new construction are approx \$24K. The 2013 budgeted amount for Administrative costs remain in line, increased insurance costs to include Hummvee, increased Fire Fighting and Medical expenses, Repairs and maintenance have almost doubled over 2010 expenses due to vehicle aging and increase in vehicles, major increase in training costs to ensure the Dept. remains well trained, increase in utilities and vehicle fuel has almost doubled. The current mill levy is 7.846 has remained the same. There is a \$10K Contingency Capital Reserve Fund. Chairman Calanni proposes that this proposed budget be reviewed with any suggestions to be made to Chairman Calanni or Chief Felton. The Budget will be discussed further at at the next meeting and finalized to present to the

Public at the Meeting on Nov. 1st. Chairman Calanni suggested that any anticipated exceptional income or expenses be considered prior to the next meeting.

Intergovernmental Agreement-Hummvee: Discussed in Chief's Report.

New Grant: Discussed in Chief's Report. We have already received a check for \$3,329.

952 Repairs: The repair expense amount is \$3,329.

8) Public Input /events:

Linda and Jack Lawrence Public Service Recognition Pot Luck: The Pot Luck will be held on Sunday, Sept. 9th. Auxiliary volunteers should come at 11:00AM to help with set-up.

Veterans Services Advocate: Wednesday, Sept 12th from 10:00AM to 12:00PM on a drop in basis. Chief Felton has been posting flyers around town.

Victims Advocates: Susan Geiger and Barbara Felton are now Victims Advocates. May provide assistance to victims of death, fire and domestic violence. The victims need to be asked if they would like Victims Advocate services. To request service call Fairplay Dispatch.

Community Wildfire Prevention Program: Sept. 22nd and is a Pot Luck.

Station 3: There are 3 old tables left at Station 3 for any meetings that are held there

- 9) **Adjourn Public Meeting and enter Executive Session (personnel issues):** The Public meeting was adjourned by Chairman Calanni at 9:12PM. The Board will enter into an Executive Session to discuss personnel matters.

Respectfully Submitted by Roberta Smith, Secretary to the Board