

## SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

### Minutes for October 4, 2012 Public Meeting

- 1) **Call to Order:** Chairman Calanni called the meeting to order at 7:00PM.
- 2) **Attendees:** In attendance were Board Members Sam Calanni, Anita Long, Amy Mason, Flip Boettcher and Harry Gintzer and Roberta Smith Secretary to the Board. Department members Chief Felton, Larry LePage, Joan LePage, Don Rocksted. Auxiliary members in attendance were Doug Schellenger and Don Cole.
- 3) **Approval of Agenda:** Harry Gintzer motioned to approve the October 6<sup>th</sup> Agenda and Flip Boettcher seconded the motion. Vote is unanimous.
- 4) **Approval of Sept. 6th Meeting Minutes:** Two changes were suggested by Anita Long. In the Treasurer's report "This current report covers July 1<sup>st</sup> through July 31<sup>st</sup>". In the 2013 Proposed Budget it should state "Property Assessments". Anita Long motioned to accept the minutes as amended and Amy Mason seconded the motion. Vote is unanimous.
- 5) **Directors and Chief Reports**

**Treasurers Report (See Attached Report):** Treasurer's report presented by Anita Long which included the following highlights. The opening balance in the Check Register was \$21,953.50. Received service income of \$17,177.31 from State of Colorado for fires. Checks from service income disbursed to Gene Stanley and Rita Baysinger. Net service income YTD is \$22,847.23 with several thousand of expenses still to be disbursed. Deposited \$3,329 from the Denver Foundation Grant. All payroll liabilities at 3<sup>rd</sup> Quarter end have been paid. Total General Fund on Sept. 30<sup>th</sup> was \$176,803.93 and Capital Reserve Fund balance is \$38,745.32. Total is \$215,549.25. Expenses in the three categories of Medical Supplies, Professional Fees, and Repairs are over budget. Seven categories of Insurance, Payroll, Training Supplies, Training, Travel and Meals, Utilities, and Vehicle Fuel are under budget. Capital Outlays are under budget by \$12,745 thus far this year. Chairman Calanni added that we are under budget in Salaries as we do not currently have a Deputy Chief and we are over budget on Professional Fees as we are currently paying Gene Stanley consulting fees.

**Public Relations (Fall Newsletter, Press Release):** Rita's Café was picked (from the hat) at this meeting and will be the vendor of the month in the Fall Newsletter. Flip Boettcher will write a small article on "Rita's Café" to be included in the Newsletter. The article from the Flume on the new Pumper will be included in the Newsletter. Don Felton will also provide a name to Rita Baysinger for Volunteer of the Month. Anita Long presented a potential project to gather all types of new and used, prescription and non prescription glasses for the country of Uganda. Board discussion followed and Board will proceed with this project. Sunglasses are also needed as there is an increased incidence of cataracts in children in Uganda.

**Regulatory matters (see attached schedule):** Anita Long summarized and clarified along with input from Sam Calanni The Regulatory Submissions and the Due Dates. Some highlights were that the Legal Notice of Public Meeting on 2013 Proposed Budget to be posted in the Oct. 19<sup>th</sup> issue of the Flume, on the County Clerks Bulletin Board in Fairplay, Guffey Library, Fire Station 1 and on the Web Site. The Public Meeting will be held at the Nov. 1<sup>st</sup> Board Meeting. Adoption of the Budget to be accomplished at the Dec 6<sup>th</sup> Board Meeting. Don Felton received confirmation from GIS office that there is no change in the District Digital Map. DOLA to be advised of this fact. Please see attached Schedule of Regulatory Submissions for 4<sup>th</sup> Quarter of CY2012 for additional Submissions and dates

**Chief's Report (See attached report):** Emergency calls for the month of Sept were as follows:

1 Traffic Accident; 2 Medical Calls; 1 Smoke Report, 2 Other. Total for Month was 6 Calls. Year to Date Calls were 63. The storage shed plans for Station #1 were put on hold. Ordered a motor for the Hummvee. Has a water tank which needs the pump rebuilt. Will get an estimate on paint. Lawrence Epps had gotten an estimate on the boxes for the Hummvee. Chief Felton ordered two foam systems for the Hummvee and Engine #953 at \$577.95/each and obtained ratification by phone on this purchase. Doug Schellenger will be obtaining a radio and antenna for the Hummvee. If a remanufactured radio is purchased the Dept. can save \$400. Doug is looking on the internet and on EBAY. Larry LePage and Doug Schellenger have been working on converting the radios from wide band to narrow band. There are 17 radios still needing conversion. The radios which are unable to be converted will be discarded. The primer motor for Engine #961 is not working. The cost for a new primer motor is \$1200. Discussion followed as the purchase requires ratification by the Board. Harry Gintzer motioned to ratify \$1500 for a new primer motor for #961 and Flip Boettcher seconded the motion. The vote is unanimous. Don Felton arranged for Tax Exempt status with Northern Tool. There are three vehicles in need of registration and two vehicles without a Bill of Sale. The VIN number on Engine #961 is incorrect. Don Felton will check the VIN numbers on all the vehicles. Joan LePage reported on the outstanding invoice from Lorigs for an order for Tee Shirts placed on Dec. 29, 2011. The invoice is for \$769.35 which includes \$629.35 for shirts, \$100 set up fee and \$40 for screen printing. These were purchased by the volunteers from their earned PEP POINTS. Don Felton will adjust the PEP POINTS as applicable. Joan voided any orders for hats at Lorigs. Anita Long will issue a check to Lorigs and Joan Le Page will pick up the shirts. The new Pumper Truck was tested by Jim Yoder and Kent Wierman at Fire Station #3. Pumped approx 500 gallons per minute. The Pumper appears to be working well with some adjustments required. The approx time to refill the truck with water is 8 minutes which is a marked improvement.

**Aux Report:** Dave Tilton resigned as Auxiliary President on Sept. 7<sup>th</sup>. Doug Schellenger is now Auxiliary President. On Sept. 8<sup>th</sup> one policy was changed which is that lunch can be served when Volunteers return from a call. Flowers were sent to Sam Calanni in the hospital. Auxiliary converted a locked closet with shelving units in which water, Gatorade, non-perishables and other Aux items can be safely stored in an organized manner. On Sept. 9<sup>th</sup> the Jack and Linda Lawrence pot luck luncheon was a great success. Set up was provided by the Aux for the Animal Emergency Services Fire Meeting potluck on Sept. 22<sup>nd</sup>. Aux provided snacks for driver's training. Winterized one Fire Vehicle. Aux roster was sent to Rita Baysinger. Flight for Life has rescheduled to come on Tues., Oct. 9<sup>th</sup> at 7PM. Pancake breakfast planned for Oct. 20<sup>th</sup> from 8AM to 12Noon. Fire Dept. will put on demonstrations. On Tuesday, Oct. 23<sup>rd</sup> at 4PM Aux will host a Chile dinner for Fire volunteers and spouses and Auxiliary and spouses. Dr. Ross will be speaking at 5PM and Coroner David Kintz will be speaking at 7PM.

## 6) Old Business:

**Policy Review- 030:** Harry Gintzer provided copies of updated Release of Information Policy 030. The draft was reviewed and discussion followed. The paragraph regarding medical history or condition should include "in accordance with HIPPA". Also, the abbreviation PIO for Public Information Officer needs to be clarified. Amy Mason motions to approve Policy as amended and Flip Boettcher seconded the motion. Vote is unanimous.

**2013 Proposed Budget:** The 2013 Proposed Budget was presented to the Board by Anita Long, Treasurer for review. Discussion regarding increases in total operating expenses from 2010 to 2013 were due to increases in categories such as Insurance costs, Training and Training Supplies, Repairs and Maintenance for an older fleet of vehicles, Vehicle Fuel, and Fire Fighting and Medical Supplies. Admin is remaining relatively stable. Income is dictated by County taxation and Service Income which are not within Dept. control. As there are no requested changes the 2013 Proposed Budget Page 1 only will be published on the web site, posted in the Library, posted on Station 1, Park County Clerks Bulletin Board, and Legal Notice published in the Flume two weeks prior to the Nov. 1<sup>st</sup> Public meeting. The 2013 Proposed Budget will be reviewed at Nov. 1<sup>st</sup> Public Meeting for public input and will be voted on by the Board at the Dec. 6<sup>th</sup> meeting.

**Intergovernmental Agreement- Hummvee:** The agreement has been signed by the Sheriff's Office. The agreement will be on the BOCC agenda within two weeks for approval. If approved by the BOCC then the 2012 allocated funds of \$12,700 may be spent for the Hummvee retrofit. To exceed this amount this year will require Board approval. If up to \$16,000 is required this year Anita Long states there are funds available.

**Final Report-Colorado Fire Relief Fund:** There are two requirements for the receipt of this grant. The first action item is to publicize the receipt of the grant via press release. The press release is currently published on the web site and will be published in the Fall Newsletter. Flip Boettcher will submit the press release as a Letter to the Editor in the Flume. The second action item is to submit a report by October 31<sup>st</sup>. This report is to include invoices and cancelled checks for expenditures for which the grant was allocated which will be provided by Anita Long. Sam Calanni and Don Felton will complete the final report.

**Community Wildfire Prevention Program:** Chairman Calanni thanked Amy Mason and Chief Felton for conducting this program. Amy will be completing an Excel document and Chief Felton will complete a map. The potluck was thought to have generated more interaction with the attendees.

**7) New Business:**

**Policy Review –060:** Policy 060 is a Discipline Policy. Amy Mason will email copies of 060 to other Board members and Secretary for review. This item will be tabled until the Nov. 1<sup>st</sup> meeting.

**District Digital Map:** There is no change in the District Digital Map. Sam Calanni will advise DOLA.

**Stage Area of Meeting Room:** Chairman Calanni stated he received a letter to the Board from Joan LePage regarding removal of the stage and tiling continued throughout. Joan Le Page stated the stage is a safety and health hazard and needs to be removed. Joan is requesting \$150 from the Board and \$150 from the Auxiliary. \$130 was received for the Jack and Linda Lawrence fund. This money could be used as an offset towards this project. A letter outlining the project completed in dedication would be sent to Jack and Lind Lawrence. Aux volunteers would tear down and Doug Schellenger would lay the tile. Joan has found some tile which is similar to existing tile. Anita Long motioned to remove the stage and replace with new tile and Harry Gintzer seconded the motion. Discussion followed that if the Auxiliary approves this motion then the Board will approve this motion. The vote is unanimous.

**Board Ratification of Foam Systems:** Harry Gintzer motioned to approve \$1300 for the purchase of two foam systems for the Hummvee and for Engine #953 and Anita Long seconded the motion. Vote is unanimous.

**8) Public Input/Events:**

**Music Festival:** There will be a three day Black Mountain Music Festival in Pike Trails this weekend. There will be approximately 200 people in attendance. They have obtained a burn permit which is only useable until 5PM. There have been campfires in the past. No burn permit is required for campfires provided there is not a burn ban in effect. Currently, there is no burn ban in effect. The Medical and Fire personnel need to be alerted to increased population in the area over the three day weekend.

**9) Adjourn Public Meeting:** The Public Meeting was adjourned by Chairman Calanni at 8:35PM.

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

