

SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

MINUTES FOR DECEMBER 6, 2012 PUBLIC MEETING

- 1) **Call to Order:** The meeting was called to order at 7:08PM by Chairman Calanni.
- 2) **Attendees:** In attendance are Board Members Sam Calanni, Anita Long, Amy Mason, Flip Boettcher, Harry Gintzer and Sec. to the Board Roberta Smith. Department Members Chief Larry Le Page, Joan Le Page, Jim Ivey and Aaron Mandel. Auxiliary Members Doug Schellenger and Don Cole also in attendance.
- 3) **Approval of Agenda:** Anita Long motioned to approve Dec. 6, 2012 Agenda and motion seconded by Amy Mason. Vote is unanimous.
- 4) **Approval of Nov. 15 Special Meeting Minutes:** Anita Long motioned to accept the Nov. 15 Special Meeting Minutes as submitted and Harry Gintzer seconded the motion. Vote is unanimous.
- 5) **Directors, Chief, and Committee Reports:**

Treasurers Report: Anita Long, Treasurer reported on highlights of November 2012. \$1700 in donations was received (\$1445 for Felton Memorial and \$255 in "thank you" donations). Received two Forest Service checks totaling \$19,977.24 and issued three checks to wildfire participants Breslin, Burkhardt and Mandel for \$12,470.98. Net Service Income YTD is \$44,665.02. Paid Park County Road and Bridge for Vehicle fuel for Sept. and Oct. 2012. Two invoices for the Don Felton Memorial Service which were \$240 for memorial folders and \$207 for Porta Potty rental. Ending balance in checking account at Nov. 30th was \$5,723.35. Total General Fund on Nov. 30th was \$185,137.77. Capital Reserve Fund balance is \$31,717.40. Anita has added the \$20K Hummvee donation and related expenses of \$7027.92 to Fixed Assets: Apparatus H1 Hummvee. The YTD Income at end of November is \$54,843 more than budgeted. YTD Expenses are \$11,333 less than budgeted. YTD Net Income is \$66,176 more than budgeted. After booking the donation and expenses related to the Hummvee, Capital Outlays are \$14,283 over Budget and are projected to be over budget by \$22,255 by 12/31/12. Expenses are over budget in four categories and are under budget in eight categories. Sam Calanni noted that the \$20K donation of the Hummvee shows up as Income in November and the CPA Firm states this is the proper way to handle this under general accounting rules. Additionally, Sam commented on the Felton Memorial Fund stating that Barb Felton mentioned the best memorial for Don would be the repair and maintenance of vehicles. Sam stated he would like to talk with Dave Tilton about some type of memorial for Don Felton at the base of the Flagpole. Anita Long has submitted a Resolution for Supplemental Budget and Appropriation. The District has received a donated vehicle valued at \$20,000 and 3 Grants totaling \$6,266.18 which were not included in the original 2012 Budget. In other words in order to stay within budget the budget needs to be amended. We have to have income to justify increased expenses. Anita Long motioned to adopt the Resolution for Supplemental Budget and Appropriation and the motion was seconded by Flip Boettcher. Discussion followed. Vote is unanimous. Anita also submitted for review and discussion the 2013 Budget and Five Year History General Fund and Capital Reserve Fund which shows a five year continual increase in the General Fund and Reserve Fund. Chairman Calanni noted that the SPCFPD has had increases in tax revenues due to increase in property inclusions into the department as well as increases in service income. He also stated that the SPCFPD is financially in healthy condition.

Public Relations (Fall Newsletter, PIO Award): The Fall Newsletter has been distributed and again Rita Baysinger has done a great job. SPCFPD Public Information Officer, PIO has been nominated for PIO of the year for small venues. Anita Long will be attending the Dec. 13th awards ceremony with Rita Baysinger. Pictures on Don Felton's Memorial Service may be viewed on the Blog Page of the Web Site.

Regulatory Matters (see attached Schedule): Schedule of Regulatory Submissions reviewed. Sam

Calanni noted that SPCFPD was in good shape for submission requirements. One difficulty with Interagency Agreements is that we cannot find our mutual aid agreement with Hartsel Fire. A letter from our Legal Firm stated All Board Members and Dept Members who are doing business with the District should annually file a Disclosure of Potential Conflict of Interest with the Colorado Secretary of State. Chairman Calanni stated he would further research this requirement for further clarification.

Chief's Report (see attached report): Interim Chief Larry LePage conducted the Chief's Report. In October there were 4 Medical Calls; 3 Traffic Accidents. In November there were 5 Medical Calls; 1 Structure Fire (chimney). YTD Nov. 2012 there have been 76 calls completed. Larry conducted a rough survey of all calls for the past two years and observed that in the summer the Dept was busier on weekends from Friday to Monday. The times would vary other than calls for smoke detector or propane leaks which occurred on swing or night shifts. There were none of these calls noted during day shift. Gene Stanley was assigned to the Fern Lakes fires in Estes Park on Dec. 2nd for two weeks. Larry has been working with Lawrence Epps to get access to the Defense Logistics Agency system to acquire parts for the Hummvee. The Sheriff's Office may have to get involved since the Hummvee was acquired from the Sheriff. Aaron Mandel and Jim Yoder are scheduled to leave for Montana early Sunday morning. They are scheduled to inspect the Unimog Truck on Monday and to return to Guffey on Monday evening. Gene Stanley has requested a call tonight regarding board approval of his proposal. The training this month will be for winter problems, chimney fires and scene lighting. Next Tuesday Medical will sponsor Communicable Disease Training which is an annual requirement. In January Aaron will be conducting the Wildfire Refresher. We are in the process of revamping the Driver Training Program along the lines of the Colorado commercial driver's license which Jim Ivey is working on. This past year we were busy with unattended deaths and the very busy wildfire season.

Aux Report (Christmas Community Potluck): Auxiliary President Doug Schellenger presented report. Aux meeting Friday, Dec. 7th for election for Vice President and Treasurer. The Christmas Community Potluck will be held on Sunday, Dec. 16th at Station 1 starting at 4:00PM. Santa will arrive at 4:30PM and the Potluck at 5:30PM. We are getting some phenomenal gifts for the fire fighters such as a Denver Nuggets T-Shirt signed by all the players. Passes to Cog Railway and several restaurants are providing dinners. There is a small PA System for playing Christmas music. Kent Wierman is Santa Claus and Amy Mason's children will be Santa's elves. Aux needs a list of volunteers to receive plaques for January appreciation dinner. We are in process of updating Aux members files to include insurance card, point of contact and correct address. We have sold one address sign. Seth is in the process of creating an Auxiliary Section on the Blog. District 8 donated 42 cases of water to the Aux. Waters which are left over from wildfires are generally donated. Kent Wierman is performing Santa at the school on Thursday, Dec. 20 at 2:00PM. Bill Pate's father has donated belt buckles and bolo ties to the Aux. to be used at the Aux. discretion.

Fire Chief Search Committee Report: Flip Boettcher reported on prices for Ads. She has contacted the Flume, Salida and Buena Vista papers for Ad costs. The Ad was placed on the Web Site and the Fire Chief Publication. Two contacts from Georgia and Illinois have responded. The Denver Post's best quote for Ad placement is \$500. A committee meeting to be held next week. Harry Gintzer will be making the decision for Ad placement.

Policy Review-030: Amended Policy 030 submitted to the Board for review. Some discussion followed. Amy Mason moved to approve the amended Policy 030 and was seconded by Flip Boettcher. Vote is unanimous. Harry Gintzer did a good job in amending Policy 030.

Policy Review-060: Policy 060 SPCFPD Disciplinary Policy submitted to the Board for review. Policy 060 tabled. Amy Mason volunteered to rewrite the Section called Justifiable Discipline and Discharge for more appropriate language usage.

Storage Shed: Jim Ivey reported on planned storage area. Larry LePage would like to build a platform storage off of the walk way. Jim has provided a platform design and a materials list for review. The top will remain open. Lighting and heat will be available. Larry LePage will provide the shelves.

Labor will be performed by Jim Ivey. Harry Gintzer motions for Board approval to spend up to \$1000 for construction of internal storage area at Station #1 and Flip Boettcher seconds the motion. Discussion follows. This storage is for smaller items such as boxes. Time frame for construction would start in January. Vote is unanimous.

Ratify Med 91 repair costs: Joan LePage reported that the ambulance is ready. Joan thinks the cost for repair to be approximately \$3000. Amy Mason motioned to approve expenditures up to \$3000 for the repair of Med 91 and Harry Gintzer seconded the motion. Discussion follows. Sam relays the comment from the repair company that SPCFPD should be looking for a replacement ambulances as the parts are becoming very difficult to find. Approximate replacement costs are 16K-20K. Anita Long mentioned Brindlee Mountain Fire Apparatus who retrofit old equipment bringing them back up to date. Vote is unanimous.

Ratify Chief's Truck repair costs: The costs exceeded the Chief's expenditure authority. Doug Schellenger stated the bill was approx \$1420 which included two new front tires, a front end alignment, a rear axle seal, two new calipers on the rear, pads on the rear, two new rotors on the rear, and two new pads on the front. Harry Gintzer motioned to ratify up to \$1500 for expenditures already incurred on Chief's Truck and Anita Long seconded the motion. Vote is unanimous.

6) New Business:

Resolution to Approve 2013 Budget: Anita Long motioned to adopt the 2013 Budget and Amy Mason seconded the motion. Some discussion followed. Adopting the Budget the Public had the chance to Review. Vote is unanimous.

Resolution to Approve Mill Levy: Anita Long motioned to adopt a Resolution to Approve Mill Levy to set mill levy at 7.846 mils per thousand of assessed value and motion was seconded by Harry Gintzer. Discussion follows. Vote is unanimous.

Resolution to Appropriate Sums of Money: Anita Long motioned to adopt a Resolution to Appropriate Sums of Money (\$207,027) and Flip Boettcher seconded the motion. Vote is unanimous.

Resolution to Approve 2013 Public Meeting schedule: Meeting schedule is the first Thursday of every month except for July which will be on the second Thursday. Anita Long motioned to adopt the 2013 Public Meeting Schedule and Flip Boettcher seconded the motion. The Meeting Schedule will be posted at Station #1, Station #2, Station #3, Guffey Post Office, Guffey Library and the Web Site. Anita will mail to Park County Assessor's Office, the Clerk and Recorder and DOLA. Anita will provide Seth with appropriate copies. Vote is unanimous.

Replacement of Structural Engine 962 (\$80,000): See Gene Stanley's Proposal. Replace with Mercedes Benz Unimog for \$80K. providing for a Wildfire and Structural Engine. Gene states this is the type of Engine the District needs and Gene recommends we procure this Engine at \$80K. The Engine is listed at \$85K. The law states that the District cannot incur a debt from year to year. If this vehicle was purchased on time we would need a lease that we could cancel at Dec. 31st each year. If we wanted to go multiyear we would have to bring to a vote of the electors of the District. The method this District has used is lease purchase with option to cancel at year end. The lending institutions are familiar with this device and are accustomed to doing this. Larry LePage agrees with Gene's proposal. States it is a good truck and fully equipped. Aaron states this Engine would just be for "In District". He states it is a cross between a Brush Truck like #953 and a Structure Truck like #962. Engine #952 has another season 2013 then #952 will have to be retired. Forest Service will not let a truck out nationally that is more than 10 years old. After 2013 we will have to look at purchasing an ambulance and a Type 6 Engine. Engine #952 should be retained and housed at Fire Station #2 as a light rescue vehicle. Aaron has difficulty staffing the #952. Sam made a preliminary legal inquiry that it is common practice lease to purchase option. There are Banks that do this routinely. There is no major legal cost to do this. Amy Mason moves to accept Gene Stanley's proposal to purchase the 1986 Unimog Engine to replace Engine #962 contingent upon satisfactory visual inspection and acquiring of

appropriate financing and Anita Long seconds the motion. Vote is unanimous. Jim Yoder and Aaron Mandel will travel to Montana to inspect said vehicle and the Board will await their report.

Volunteer Appreciation Dinner: The Board has budgeted for this. The date selected is Tuesday, January 15th. The Bull Moose states they can host 40 to 50 people. Flip Boettcher motions to sponsor the Volunteer Appreciation Dinner and Harry Gintzer seconded the motion. Discussion followed. All volunteers and department member dinners will be paid. The Auxiliary and the Board are invited but will have to pay their own dinners unless they are members of the Department. Seniority pins went over well last year. The Chief's will have to designate Volunteer of the Year. The Auxiliary will need that information as well. Vote is unanimous.

Vehicle insurance issues: Collision insurance was left off of two vehicles Engine #962 and the Forest Service Truck. Sam contacted the insurance company and we are continuing to carry liability on the #962. The two collision insurances have been added to the #940 and the Hummvee. There is a possibility that Chris Downare may want to purchase the #962 and Sam will look into this.

Set up Internal Audit Committee: Anita would like to set up the Internal Audit Committee. Jack Lawrence and Mary Ann Melvin would like to be part of the committee. Harry Gintzer would also like to be part of the Internal Audit Committee.

7) **Public Input /events:** None

8) **Adjourn Public Meeting:** The meeting was adjourned at 9.24PM by Chairman Calanni.

Respectfully Submitted by Roberta Smith, Secretary to the Board