

SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Minutes for September 5, 2013 Public Meeting

- 1) **Work Session to discuss Individual spending limit policies vs. open meeting restrictions:** The meeting was called to order by Chairman Calanni at 6:05PM. Board members Sam Calanni, Anita Long, Amy Mason, Flip Boettcher and Department members Chief Simpson, Mike Parrish and Aaron Mandel are in attendance. Board member Harry Gintzer is on an excused absence. The work session ended at 6:55PM. A 15 minute recess followed.
- 2) **Board Meeting Call to Order:** The Board Meeting was called to order at 7:10PM by Chairman Calanni.
- 3) **Attendees:** Board members in attendance are Sam Calanni, Anita Long, Amy Mason, Flip Boettcher and Secretary to the Board Roberta Smith. Department members in attendance are Mike Simpson, Aaron Mandel and Auxiliary President Doug Schellenger.
- 4) **Approval of Agenda:** Amy Mason motioned to approve the Agenda as submitted and Anita Long seconded the motion. The vote is unanimous. The Agenda is approved as submitted.
- 5) **Approval of Minutes from Aug. 1 Public Meeting and Aug. 10 and Sept. 1 Special meetings:** Flip Boettcher motioned to accept the August 1, 2013 Public Meeting Minutes as submitted and Anita Long seconded the motion. Vote is unanimous. August 1 Meeting Minutes accepted as submitted. Anita Long motioned to accept the August 10th Special Meeting Minutes as submitted and seconded by Amy Mason. Vote is unanimous. Aug. 10th Special Meeting Minutes accepted as submitted. Anita Long moved to accept the Sept. 1st Special Meeting are accepted as submitted and seconded by Amy Mason. Vote is unanimous. Sept. 1st Special Meeting Minutes are accepted as submitted.
- 6) **Directors, Chiefs and Committee Report:**

Public Relations: The Fall Newsletter will not be published in September as originally planned. Rita Baysinger has been in Texas for the birth of a grandchild. Rita has been called out on a wildfire upon her return to the area. The new target date for the Newsletter is mid to late October or beginning of November. Anita gave a brief report on her solicitation of ads from Canon City. Jabberwocky Farms will be the featured advertiser in the Fall Newsletter. The Department will choose a volunteer to be featured in the Newsletter.

Regulatory Matters: All regulatory submissions are around the budget, revised budget and mil levy are due from now to the end of the year.

Budget Committee Report: The Budget Committee met on Aug. 21st and discussed all categories and made changes to a preliminary worksheet. The committee will present their recommendations to the Board under New Business at this meeting for further discussion. The October 3rd Public Meeting will be officially posted. The Budget is required to be published and available by October 15th, however, Anita Long will officially present the proposed Budget to the Board at the October 3rd Public Meeting. Copies of the proposed Budget will then be made available to the public at Station 1, the Guffey Library and posted on the District Web Site. A Public Meeting will be held on November 7th for discussion of the Budget by the public. The Budget will then be officially approved at the December 5th Meeting. The Internal Audit Committee will be meeting in January. The attendees at the Budget Committee were Sam Calanni, Anita Long, Mike Simpson, and Mike Parrish as an observer for familiarization purposes. The ad hoc committee is suspended.

Treasurers Report (see report): Anita Long, Treasurer presented the financial highlights for the month of August 2013. The opening checking balance on August 1st was \$4,624.09. Received three

checks for Newsletter ads totaling \$90. Three checks for Service Income (CSFS) totaling \$85,173.43 from which 12 checks were issued to responders totaling \$66,751.45 with a gross service income for August of \$18,421.98 before workmen's compensation insurance and a NET total of \$14,613.47 after insurance of \$3,808. Each check received from the State includes a 7% bump for workmen's comp insurance. The State of Colorado reimburses the District for the workmen's compensation for each wildfire responder which is currently being accrued by the Treasurer in a W/C Payable Account to be paid by the District next year. The District actually keeps approx \$2.14/hour for each responder working through the District. Aaron is currently charging \$41/hour for doing the billing which is profit to the District at this time. The billing was previously done by Gene Stanley who was being paid by the District. The Engine sent out by the District is paid \$65/hour with a guarantee of \$565/day. A check was received for \$500 from the State for the 50% matching grant (toward the \$1,099.80 Wildfire Program radio). Two checks were issued to Kent Wierman prior to his resignation. A check for \$870.22 was paid to GSA for the Wildfire Program Crew's Nomex Gear. A check for \$503.09 was issued to the Auxiliary as reimbursement for printer, ink and supplies. July's fuel was paid to Park County for \$1,552.91. Check paid to VFIS \$1,511 for D&D coverage for 7/6/13-7/5/14 policy year. Ending checking balance at the end of August was \$18,808.62. Total General Fund at month end was \$188,288.75. Capital Reserve Fund balance is \$7,278.88. YTD Income at the end of August is \$202,849 which is \$20,418 more than budgeted and YTD expenses are \$123,421 which is \$21,178 less than budgeted. Net Income is \$79,428 which is \$41,596 better than budgeted. Capital Outlays are \$15,721 over budget (\$12,721 over when adjusted by \$3,000 grants received). Expenses are over budget in six categories which are Advertising/Public Notices, Insurance, Office Supplies, Postage, Professional Fees and Repairs/Maintenance. Expenses are under budget in 10 categories which are Fire Fighting Supplies, Medical Supplies, Miscellaneous, Newsletter, Payroll, Training Supplies, Training, Travel and Meals, Utilities, and Vehicle Fuel. Currently there are 33 petitions for inclusion into the District pending with an estimated annual income to the District of \$2,777. Treasurer's Report accepted as submitted.

Chief's Report (see report): For the month of August there were 2 Medical with a YTD of 23 calls; 3 Smoke Report with a YTD of 14 calls; 1 Structure Fire with a YTD of 2 calls. Total Calls for the month were 6 with a YTD of 59. No calls noted for Traffic Accidents, Wild Fire, Haz Mat, or Other. Chief Simpson and Doug Schellenger attended the Emergency Services Council meeting in Fairplay regarding communications. There are improvements with radio communications and procedures within our District, however, the systems are still a work in progress. Aaron and Chief met with State official which Aaron will report on. Computer based mapping systems are also being upgraded. Mike Parrish volunteered for the Deputy Chief position but has stepped down. Mike will assist in an administrative capacity but will not be responding to incidents. Station and equipment inventories for 2013 have been completed. State Vehicle 940 is out of service and Mike will contact the State to schedule repairs. Tender 982 needs 2 front tires and cost has been submitted for approval. The cost is just under \$1,000. Flip Boettcher motioned to approve up to \$1,000 for replacement of two tires on 982 and seconded by Anita Long. Jim's Tires will come up to replace the tires at Station 1 which is included in the cost. Vote is unanimous. On August 24th Chief Simpson attended the Pike Trails HOA meeting and discussed with the membership fire mitigation and road maintenance. Chief assisted the Auxiliary at the community coffee break. First Responder training scheduled starting September 15th at Four Mile Department at a cost of \$250 per student plus texts at \$50 to \$80 per text. Anita Long motions to provide up to \$3,000 for First Responder Training including retention of books and motion seconded by Amy Mason. Vote is unanimous. Nine members had volunteered to attend. CPR class is scheduled for Sept. 11th and Chief Simpson and Flip Boettcher will be attending. The class will be held at Divide Fire. The annual Guffey school inspection is scheduled for September 10th and the Department will be providing escort for the annual Pet Parade on September 14th at 11:00AM. Aaron Mandel reported on the Wildland Program. The S130/190 class is completed and everyone graduated. Two members Wendy West and Brian Brightenfeld passed the pack test and have been Red Carded. They will be available to do National Fire Fighting with the Wildland Crew. Red Card is the Federal Qualification to be a Fire Fighter. There was a meeting with Brenda from the CO State Dept of Fire Prevention and Control and is Aaron's contact. There is a probable audit on the Wildland records which Aaron is putting together. Some records for a previous class from April of 2011 have not yet been located. The Engine went out to the Red Canyon Fire for four days which has been invoiced.

Dave Baysinger is back, Rita Baysinger is out, Kale Casey is back from Alaska and the Engine is available with a crew of two. Aaron put on a Basic Fire Fighter Class and 131 Advanced Fire Fighter and all did well. Will Burkenhart is on his way to being a squad boss. Sadie Kubick and Kevin McNamara have taken the class but due to lack of experience aren't going to start their task books yet. Through these two classes we have added five qualified fire fighters and have saved approx \$3000 by training in house. Mike brought up the possibility of reimbursement for Aaron for teaching the class. Chairman Calanni states the Board has not discussed this thoroughly as this has not been the precedent. A discussion followed regarding PEP POINTS in lieu of pay. A PEP POINT is equivalent to \$1.00. A question arose regarding utilizing PEP POINTS to purchase groceries. Further research by Anita will need to be done if PEP POINTS are utilized for non related business uses. This issue will be tabled until the next meeting.

Auxiliary Report: Report given by Doug Schellenger. Rehab was provided by the Aux on the structure fire off of CR 71. The Aux helped pull Tender out when it was stuck. Rehab was provided at Station 1 on the Guffey Gorge Medical Call as the responders had to hike in and hike back. The Chief and Sam Calanni gave reports to the Auxiliary which the members appreciated. Don Rocksted resigned as Vice President. Mike Brandt was nominated to be the Vice President. Mike has been a tremendous help to Doug with computer and communication skills. Voted to upgrade Rehab equipment in the Service Truck with a command radio with a portable base antenna which allows for better coverage on site. This does not go through the repeater and will not bother Fairplay. Labor Day Coffee Break was a great success and Doug thanked Scott Elmore for bringing the Unimog down and helped served coffee. Doug also thanked Amy Mason for helping. On Friday we had seven people who participated and on Monday fifteen people participated. Aaron Mandel's picture is the profile picture for the Auxiliary Facebook Page. The Service Truck can be on the road within 30 minutes. There will be a training exercise for all Aux members to see how everything on the Service Truck works. Chairman Calanni thanked the Aux for doing such a good job.

7) Old Business

Billing for non-included property: Sam Calanni sent a notification to the property owners saying that 10 days after their receipt of the letter that we will be filing a lien. We received the return receipt today. The 10 days will end on Sept. 16th and a lien will be filed with the County Clerk. This is the procedure that has been utilized in the past.

Donated Land Parcels: This is an open item as the owners still want to donate the property when the ownership is legally finalized.

Status of 2013 unprocessed inclusions: There are currently 33 petitions and based on the current assessed values the estimated income is \$2777 but may be lower as the assessed values have come down. The legal notice will be published on the 20th of September and the October 3rd Meeting will be the public hearing and then petitions will be processed through the Court.

2014 Capital Asset Management Plan: The Inventories are on file with the Treasurer. Sam Calanni went through and explained the projects which were approved or added for FY 2013. He also reiterated that an amount of \$20,000 has been set aside to be used for Capital assets not yet identified for the 2014 Plan Year. Amy Mason motions to approve the Capital Improvements Program as submitted and the motion was seconded by Flip Boettcher. No further discussion. Vote is unanimous and the Capital Improvements Program is approved as submitted.

Approval of revised Billing Policy 070: Flip Boettcher motions to accept the Policy 070 as revised and Anita Long seconded the motion. It is noted in the policy that there will be no charge for fire, medical services or motor vehicle accident responses provided to properties or property owners that are included in the SPCFPD and are services performed by SPCFPD. However, other Advanced Life Support Agencies that may provide medical services such as "Flight for Life" will bill in accordance with their own policies. The same services provided by SPCFPD to non included properties or

property owners will be billed at the current rate of \$250 per hour per each responding apparatus with a minimum charge of one hour per unit. This rate will remain in effect until a different rate is approved by the SPCFPD Board. The SPCFPD Policies are posted on the District Web Site. The vote is unanimous. Fire and Medical Billing Policy 070 is approved as revised. The next policy to be reviewed is Policy 110.

Distribution of newly formatted Policies: There are copies in a binder for each Board member and Chief Simpson. This is the new format that will be used. Anita will continue to change the policies and put them into one PDF file and ask Seth to replace the old Policy Manual with this new one. Seth will also be notified that each time a policy is revised a new Policy Manual will be provided for posting on the District Web Site.

8) New Business

Budget presentation to BOD: Anita Long, Treasurer presented the Proposed 2014 Budget to the Board. Due to the lower property assessments the projected income from property taxes is approx \$14K less than last year. The County will provide us with final figures for property taxes on Nov 22nd and if the figures are different than our projections we will have to change the figures. This year approx \$14, 680 from Service Income will be budgeted to adjust the deficit from the lower income from property taxes. In prior years Service Income was not utilized in the budget but based on history the approx \$14K is reasonable. Anita states that the budget is tight for 2014 but is workable. No comments for changes were submitted from the Board at this time.

Appointment and duties of Deputy Chief (if not covered in Chief's report): Chief Simpson had commented that the "dust needs to settle" before he is prepared to comment on the appointment and duties of a Deputy Chief. Anita motions that the non paid person that prepares the invoices for the Wildland charges be paid directly the amount that is charged per hour for this administrative fee if the State reimburses this fee. Amy Mason seconded the motion. The vote is unanimous. The motion is passed. Anita requests that she be able to consolidate these charges monthly for payment. Aaron states in the meeting with Brenda, South Central FMO, it was made clear that it should not cost us to be responding to wildland fires and that we have other options such as a 10% admin fee if we need to. Aaron states our rates are well below others. He states his inputs have to be in on January or February but he will confirm this date with Brenda. Anita states she can do an analysis in Jan/Feb time frame. Aaron states he can submit an amended invoice.

SDA Membership: Anita Long attended a DOLA workshop for Small Local Government Entities. She spoke with other fire districts and discovered that SDA has an attorney on staff who will answer generic legal questions. The Executive Director of SDA offered SPCFPD free membership for the rest of the year as well as 50% off on next year's membership which is approx \$295. Anita joined for the rest of the year which was free. Anita Long motions to join the SDA at quoted rates (approx \$295 next year) and the motion was seconded by Flip Boettcher. Discussion follows and a few of the primary benefits are the free generic legal advice, training for new Board members and informative meetings. The vote is unanimous. SPCFPD will become a member of the SDA and will retain membership annually.

Distribution of new Board Manual: Each Board member and Chief Simpson received a new SDA Board Member Manual updated May 2013. Colorado Firefighter Safety Act was also distributed. This Act basically states Fire Districts with two or more paid employees entitles the employees the right to collective bargaining. We have 1.5 employees. Our law firm is looking into how our district is affected by this law. When we receive feedback from the law office Chairman Calanni will share it with the Board and Department.

Miscellaneous: Anita Long has researched phone systems. It is determined through discussion with Chief Simpson and Aaron Mandel that a dedicated fax line is required as Dispatch communicates via fax. A dedicated fax line will cost approx \$30/month or \$360/year. Anita Long motions to obtain a separate fax line for less than \$400 year and Anita can make the changes to the Budget. Amy Mason

seconds the motion. Vote is unanimous. A separate fax line will be obtained and Anita may make the change to the Budget. Amy is proposing that the Chief meet more frequently with the Board. Anita proposes that between now and Dec 31st that Mike prepares a semi monthly report for a Public Meeting with the Board for an hour during the normal workday. Mike suggests the third Thursday of the month from 8:00 to 9:00AM.. Sam will publish the schedule for the special meetings through the rest of the year.

- 9) **Public Input:** Pet parade on Sept. 14th at 11:00AM. The organizers of the music festival did not pull a permit. Aaron will be attending in case they need someone who is medically trained
- 10) **Adjourn:** Meeting adjourned by Chairman Calanni at 9:25PM.

Respectfully submitted by Roberta Smith, Secretary to the Board