

SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Minutes for November 7, 2013 Public Meeting

- 1) **Introduction of Visitors:** Elisa Simpson.
- 2) **Attendees:** Board members present are Sam Calanni, Anita Long, Amy Mason, Flip Boettcher and Roberta Smith, Secretary to the Board. Harry Gintzer is absent. Department members in attendance are Chief Mike Simpson, Aaron Mandel, Mike Parrish, and Gordon Scott. Auxiliary President, Doug Schellenger also in attendance.
- 3) **Call to Order:** Meeting called to order at 7:06PM by Chairman Calanni.
- 4) **Approval of Agenda:** Amy Mason motions to accept the Agenda as submitted and Anita Long seconds the motion. No discussion. Vote is unanimous.
- 5) **Approval of Minutes from Oct. 3 Public Meeting and Oct 14 Special Meeting:** Flip Boettcher motioned to approve the October 3rd Meeting Minutes and Amy Mason seconded the motion. No further discussion. Vote is unanimous. Amy Mason motions to accept the October 14th Special Meeting Minutes as submitted and Anita Long seconds the motion. No further discussion. Vote is unanimous.
- 6) **Directors, Chiefs and Committee Report:**

Public Relations (Fall Newsletter): Anita Long sent the proposed budget to Rita Baysinger for inclusion into the Fall Newsletter. Doug Schellenger will be submitting a general article on the Auxiliary matters and functions. Sam will be submitting an article on EMS status and clarification of any medical misunderstandings. Chief Simpson will be submitting an article. Anita Long requests all articles be submitted by next week.

Regulatory Matters (list of required submissions): Certification of mill levy by Dec. 15th and Anita states it will be certified at the December 5th Meeting and will be mailed on December 6th. Anita Long will take responsibility to update the Transparency Notice and will update in the first week of January 2014. By January 1st we must record with the County Clerk's Office an accurate map of the District's boundaries in hardcopy and digital form. Sam will send the hard copy and will ask Gene Stanley to submit the digitized copy. Sam addressed and stepped through the Notice to Electors C.R.S. 32-1-809. Anita Long states that the Transparency Notice is essentially the Notice to Electors. The Election Official will need to be identified, where to pick up self nomination forms, where self nominations forms are to be mailed and the date the forms must be returned by the first week in January. A copy of the Transparency Notice will need to be mailed to the County Clerk's Office. The December 5th Agenda should include the Schedule for the 2014 Public Meetings and the selection of an Election Official for the 2014 District Election.

Treasurers Report (See Report): Anita Long, Treasurer presented the financial highlights for the month of October 2013. The opening checking balance on October 1st was \$8435. Two checks for Newsletter ads totaling \$60 were received. Five checks for Service Income (CO-DPS) totaling \$78,823.27 were received. Eleven Checks (plus W/C payable) were issued to responders totaling \$70,620.50. Net Service Income for October is \$8,202.77; YTD Service Income after adjustments is \$19,696.95. Two checks for donations were received; one for \$1800 and \$20. Check for \$1,975 was paid to Clarity CPR, LLC for five EMR @ \$350 (First Responder) and 5 BLS CPR @ \$45. A check for \$943.49 paid to Park County for September vehicle fuel usage. Ending checking balance on October 31st was \$15,874.39. Total General Fund on October 31st was \$190,378.14. Capital Reserve Fund balance is \$7,278.88. Increased W/C Insurance Payable by \$3,921.29 to new balance \$8,819.26. YTD Income at the end of October is \$213,650 which is \$22,548 more than budgeted. YTD Expenses

are \$136,730 which is \$34,394 less than budgeted. Net Income is therefore \$75,920 which is \$56,942 better than budgeted. Capital Outlays are \$15,721 over budget (\$12,721 when adjusted by \$3000 grants received). Donations, Grants, Service Income, District Tax and Interest Income are all higher than budgeted. Expenses are over in six categories: Advertising/Public Notices, Insurance, Office Supplies, Postage, Professional Fees and Repairs /Maintenance. Nine categories are under budget: Fire Fighting Supplies, Medical Supplies, Miscellaneous, Newsletter, Payroll, Training Supplies, Training, Utilities, and Vehicle Fuel. The graphic expense summary for January through October 2013 shows that Payroll Expenses, Insurance and Repairs equal approx 50% of all Expenses. The Treasurer's Report is accepted as submitted.

Chief's Report (See Report): Calls for the month of October are as follows:

Incident Responses	Month	YTD
Traffic Accidents	1	12
Medical	3	28
Wild Fire's	0	5
Smoke Reports	1	15
Structure Fire	0	3
Other	1	6
Total Calls	0	69

Highlights of the Chief's report starting on October 14th are the BOD voted to hire Aaron Mandel as a part-time paid employee in response to Aaron's proposal to the Board. Aaron has been given the title of Captain/Wildland Coordinator. On October 19th prior to training a badge pinning ceremony was held for Captain Mandel. On October 26th prior to training Medical Coordinator Jan Breslin was promoted to the rank of Captain along with a badge pinning ceremony. The Fire Department escorted the Guffey School on their Halloween Parade. On November 3rd Memorial Services were held at Station #1 for Wendy West's husband Sheriff Deputy Joseph Hamilton. Mike thanked the Auxiliary for their preparation, food preparation and participation in the Memorial Service. The ceremony went well and was well attended. Chief Simpson reviewed Policy 080 as to the Reserve Members application and background check requirements. Chairman Calanni stated the BOD would be reviewing the policy. Mike reported that he did not find any policy or procedure that mandates how personnel numbers are assigned. Anita Long requires information on the Department Roster who is active and who is inactive to compute workmen's compensation. Chief Simpson along with Gordon Scott will be attending a Recruitment and Retention Class for Volunteer Fire Departments on December 6th and 7th in Keystone, CO. All expenses are reimbursable through the Assistance to Fire Fighter's Grant. After attendance they provide the papers to apply for reimbursement. Wildland Fire Report given by Aaron Mandel. Today, Nov. 7th Aaron met with Brenda from CO-DPO. There will be a change in notification policy. The Chief will be the agency representative to be the emergency contact who will then in turn notify next of kin. Also, possible change in the ROSS Dispatch will dispatch through the County which is Fairplay Dispatch. Aaron needs to contact Marie at Dispatch to see how they may want to handle this possibility. Aaron has offered to host a Chain Saw Certification Class (S212) in May for our Department and for any other agency that will need to attend. Brenda will bring the Instructor for the class. Aaron would like to be recertified so he can teach the course. Aaron will be attending a meeting at Pueblo Dispatch for laying out the State's New Program for Proscribed Fire and identify the qualifications. Essentially, if we operate within the State Protocols we could have governmental immunity. Through State Department of Health Division of Air Pollution we can apply for a burn permit for \$100 which would be enable us to do proscribed fires again. Colorado has started a Proscribed Fire Council and Aaron will look into what is required to become a member. Brenda also mentioned Park, Chaffee and Lake Counties are looking to form a strike team of engines and would we be interested in being a part of the team. Aaron mentioned the possibility of starting up a County wide initial attack module. Brenda states the State would support us in that endeavor. Aaron briefly mentioned to Brenda the possibility of getting a pick up from the State. Doug Schellenger as COM officer states we need a secure channel. Our 800's have a secure channel in them. Doug contacted Maria. Doug asked what their policy is and it is at the Chief and COM Officer's discretion. We received the radios back from Officers that have left and have rescinded numbers. These are the radios from the Sheriff's Department.

Aux Report: Doug Schellenger reported the chili dinner went well. We supported fire fighters on two separate calls feeding a total of 11 fire fighters. Doug attended the fire safety training at the school and presented information on the address signs. Assisted with the Memorial Service for Joseph Hamilton. The Aux provided popcorn and candy for the Halloween parade. Elisa Simpson handed out popcorn and assisted at the Memorial Service. Aux meeting will be held next week to plan the Christmas potluck and set a date. Submitted an application for Toys for Tots for Christmas party and were approved. The Aux has a line on a couple of Santa Clauses but one has not been selected. Doug will not be available from December 19 through January 5. Mike Brandt will be the acting aux president in Doug's absence.

7) Old Business:

Review Financial Control Policy #110: Anita Long presented changes to the policy. Anita Long motions to approve the changes to Policy 110 and accept as submitted and Flip Boettcher seconded the motion. No further discussion. Vote is unanimous.

Formalization of changes to By Laws: The By Laws were formerly approved. Copies have been made by Anita and have been passed out. The last item of formalization is to change the web page so that the changes to the By Laws will be reflected on the web page. Anita will send Seth copies of both the Policies and the By Laws.

Inclusions: The 36 Inclusions were submitted to the Court. The judge approved our motion. It has been recorded with the County Clerk. The Assessor will be given an advanced copy via email by Sam Calanni. Assessor's official way to pick up those 36 new taxpayers is by the County Clerk's recording. There was a \$21 receipt which should be in Anita's box. There are two new additional properties for first quarter of next year.

8) New Business:

Public Hearing on 2014 Proposed Budget: The proposed Budgets have been available at the Library Station #1, and the District web site for the past month. The notification of this meeting was published two weeks ago in the Flume legal section. At 8:26PM the Public Hearing on the Budget is open. There is no public input on the 2014 Proposed Budget at this time. The public may provide input until the Dec. 5th Public Meeting. At 8:27PM the Public Hearing on the 2014 Proposed Budget is closed.

9) Public Input:

Guffey Gorge Meeting on Saturday, Nov. 16 at 9AM and 1PM. Must RSVP.
Annual Christmas Party/Guffey School Fundraiser at Mike and Linda Parrish's Home on Dec. 5th @6:00PM. Potluck.

December 5, 2013 Public Meeting will be moved up to 4:30PM to allow for attendance to Annual Christmas Party/Guffey School Fundraiser.

Three letters have been received complimenting the Chief and others from the Department on their support of the school and the community. One of the letters is anonymous and the Board has not accepted anonymous letters in the past. Therefore, two letters will be filed in the Chief's Personnel File with a letter of commendation from the Board.

10) Adjourn: The meeting is adjourned at 8:40PM by Chairman Calanni.

Respectfully submitted by Roberta Smith, Secretary to the Board