



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

**Board of Directors' Special Meeting
May 19th, 2014 at 5:00 p.m.**

1) Introduction of Visitors

Bill Betz
Betty Cain
Sam Calanni
Don Davis
Marshall Dunn
Lawrence Epps
Jennifer Felton
Theresa Felton
Susan Geiger
Bonnie Gibeson

Denny Gibeson
Joan LePage
L. J. LePage
Harlan Long
Leanna Mahuka
Emily Mason
Ryan Mason
Sandy McConnell
Bruce Mohr
Yvonne Mohr

Linda Parrish
Mary Reppard
Donna Rodriguez
Joe Rodriguez
Jim Smith
Roberta Smith
Randy Stewart
Sonia Sullivan
Alfred Webster
Jim Yoder

2) Attendees:

Existing Board members:

Amy Mason - Chair
Flip Boettcher
Jim Ivey
Anita Long
(Secretary to the Board – Mike Brandt)

Board members elect:

Mike Parrish
Sandy Rucker
Kenneth Thomas
Steve Wilson

Excused

Nancy Harper

Department members:

Aaron Mandel – Acting Chief
Dave Tilton – Chief Engineer
Dave Baysinger
Rita Baysinger
Tim Rucker

3) Call to Order:

Meeting called to order at 05:01 PM by Chairwoman Amy Mason.

4) Approval of Agenda

Motion to approve by Ms. Long, second by Mr. Ivey, motion carried.

5) Approval of Minutes

March 21st meeting minutes were corrected by Ms. Mason and submitted for approval. Ms. Mason moved to accept, second by Mr. Ivey, motion carried.

Minutes for the meetings of April 3rd, April 17th, and May 1st, 2014 were reviewed. Ms. Mason moved to approve, second by Ms. Long, motion carried.

6) “WATCH OUT” Aaron Mandel

Change of leadership should be treated as a Watch Out incident; using the transition period for the outgoing team to be forthcoming with all information as openly and completely as possible while the incoming team works to get all the information.

7) Insurance update – Ms. Boettcher

Last meeting the VFIS property and casualty proposal was approved by the Board, but the motion required concurrence and approval by the new board which will need to address the issue after being seated. If not completed tonight, Ms. Mason recommended the new board schedule a special meeting to accomplish this as the existing policy expires May 31, 2014.

8) Don Felton memorial -

Motion by Ms. Mason to dedicate the new radio tower to Don Felton, second by Ms. Long. Discussion: Money that was gathered for the memorial get together could be used for completing the new tower. Mr. Mandel noted that obtaining better communication was of great interest to Mr. Felton and he worked hard for this. Money that was given to the district in addition to the money raised for Ms. Felton was \$2,000. Board would like to allocate up to \$2,000 of the money gathered for Mr. Felton’s memorial to the new tower. Motion amended to offer up to \$2,000 to the new tower project as a memorial to Mr. Felton. Motion by Ms. Mason, second by Ms. Long, motion carried.

A plaque dedicating the tower to Mr. Felton was presented to Ms. Felton.

9) 18 Toes 4H Club presentation to District

Emily Mason presented an animal resuscitation kit as a gift to the District from the 4H district club. ([Attachment 1](#)).

10) Workshop & Orientation presentation for new board members. See the New Member Orientation Package list ([Attachment 2](#))

Break at 6:17 p.m.– upon completion of the orientation presentation Ms. Mason took the Board – elect to show them the board office and files.

Meeting reconvened at 6:38

Plaques of appreciation were presented to Ms. Mason and Ms. Long by the department for their years of service to the Board and the community as directors.

11) Oath of Office - New board members

Ms. Mason administered the oath of office to the new board Directors: Kenneth Thomas, Sandy Rucker, Steve Wilson and Mike Parrish. The oath documents were signed by each new board member after the meeting. Ms. Boettcher continues as a Director.

The new board then convened the meeting to continue District business.

12) New Chairman and New Treasurer selection

Treasurer: Motion by Mr. Parrish that **Ms. Rucker** be appointed as District Treasurer, second by Mr. Thomas, motion carried. Ms. Rucker accepted the appointment.

President of the District and Chairman of the Board of Directors: Motion by Mr. Wilson that **Mr. Thomas** be appointed, second by Ms. Rucker, motion carried. Mr. Thomas accepted the appointment.

Mr. Thomas accepted the gavel from Ms. Mason and continued the meeting.

13) District insurance

Ms. Rucker made a motion to accept the insurance proposal from VFIS presented at the last meeting, second by Mr. Parrish, motion carried.

14) Completion of beneficiary forms

All forms and signatures were accomplished.



15) New board ... announce time of the next meeting

Meetings will continue to be on the first Thursday of the month at 7:00 pm as shown on the www.guffeyfire.net site.

16) Adjourn meeting:

Motion to adjourn was made by Mr. Wilson and seconded by Mr. Parrish. Meeting adjourned at 6:49 p.m. by Chairman Thomas.




Attachment 1 – Presentation from Animal Angels Resource Foundation




Southern Park County Fire Dept's B.A.R.K. kit is sponsored by 18 toes 4-H Dog Club. Their caring donation for the B.A.R.K. project has made the ability to save the lives of animals caught in disaster a reality in your community.

Animal Angels Resource Foundation is dedicated to providing fire and rescue personal with special resuscitation kits that can save the lives of family animal companions in communities across Colorado. The B.A.R.K. project's success comes from caring people like you and the support of community helping community.


Together We Made A Difference



Animal Angels Resource Foundation
Keeping Pets and Their Family together
P.O. Box 61003
Colorado Springs, CO. 80906-1003
www.aarfhelp.org



AARF is a 501(c) (3) charitable & all volunteer non-profit
Your contribution is tax deductible



Attachment 2 – New Board Member Orientation

Copies of:

1. SDA (Special District Association) Board Member Manual
2. Emergency Medical Services Rules (6 CCR 1015-3) from CO Dept of Public Health
3. County Resolution 2013-11 (Regulation & Licensing of COUNTY Emergency Medical Services)
4. Colorado Sunshine Law
5. Compliance Calendar

SPCFPD Information (available at www.guffeyfire.net):

1. Policies
2. By-Laws
3. Capital Improvements Program (under *Directors and Document* menu)
4. Budget
5. Transparency Notices (under *Statutory Postings* menu)
6. Mission Statement
7. Code of Ethics
8. Petition for Inclusion (under *Forms & Documents* menu)
9. Newsletters – Rita Baysinger, Editor (under *Newsletters* menu)
10. Secretary to the Board: Michael Brandt and Board Minutes (under Meeting Minutes menu).

Topics for discussion

1. Sources of income
2. Banking information
3. How and why properties get *included* into the District
4. Brief review of HIPAA (Health Insurance Portability and Accountability Act of 1996) Handout
5. What exemption from audit really means and show copies of *Independent Accountants' Compilation Report*". Importance of annual internal audit.
6. Existence and meaning of "Agreement for Physician Advisor Sponsorship" dated Nov, 2006.
7. Existence and meaning of "Legal Representation Agreement" dated August 8, 1996.
8. Interagency agreements
9. Service plan dated April 20, 1986 which chartered our district
10. SPCFPD's relationship to the Department of Local Affairs (DOLA), Division of Local Government (DLG) & Board of County Commissioners (BOCC)
11. Relationship with the Auxiliary
12. Website operation (Seth Stahlman, webmaster) and importance as related to C.R.S. 32, Article 1 and Senate Bill 09-087 (related to mailings vs. linking our website to DOLA/DLG website) and importance as a means of communicating with ALL interested parties.
13. Emergency phone at Community Center and SPCFPD ownership
14. Emergency supplies at Community Center (MRE's, cots, etc.) and SPCFPD responsibility
15. Radio arrangement at Dick's Peak, and other radio issues.
16. How our Capital Improvements Program relates to eligibility for "Minerals Grants" and importance of annual inventory of all apparatus and equipment.
17. Ownership and responsibilities for Service Truck (on loan to Auxiliary), Forest Service Truck (on loan from State) and Humvee (on loan from Park County).
18. Drinking water policy for community, adjacent County Facility and the Community Center

19. Why we license our apparatus (\$0.27 per vehicle)
20. Election of May 7, 2002 which abolished term limits (should by-laws be changed to include?)
21. Election of November 2, 1999 which “de-Bruced” our tax revenue and increased our mill levy rate
22. Policy inconsistency re: Chief’s Contract/Employment Agreement and “employment at will”.
23. Computerized event locator system
24. Insurances (general liability, auto, property, inland marine, workers’ compensation, bonding, and accident/sickness and who is covered).
25. When in doubt go to C.R.S. Section 32 (for Special Districts) or SDA Board Member Manual.