



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Board of Directors' Meeting

August 7, 2014 @ 7:00 pm

1) Introduction of Visitors

Bill Betz
Eugene Farmer

Donovan Johnson
Joan LePage

Lawrence LePage
Roberta Smith

2) Attendees:

Board members present:

Steve Wilson – Acting chair
Flip Boettcher
Mike Parrish
Sandy Rucker – Treasurer
(Mike Brandt - Secretary to the Board)

Department members present

Acting Chief Aaron Mandel
Davis Tilton, Chief Engineer
Scott Elmore
Don Rocksted
Wendy West

Board members excused:

Ken Thomas - Chair

3) Call to Order:

Meeting called to order at 07:01 PM by Acting Chairman Steve Wilson.

4) Approval of Agenda:

Amendments to the agenda: Add *Payment of Chief Engineer* to Old Business, add *Changes to Core Documents* to New Business. Ms. Rucker moved to approve the amended agenda, second by Mr. Parrish; motion carried.

5) Approval of Minutes

Corrections to the draft of 2014.07 meeting minutes were requested and accepted. Ms. Rucker moved to approve the minutes as corrected, second by Ms. Boettcher, motion carried. 0:10:21

6) Board Correspondence:

Insurance Policy Payments: Premium for Workmen's Comp policy effective from 5/1/2014 to 5/1/2015 is \$9,908.00. Ms. Rucker moves to accept and pay the invoice, Second by Mr. Parrish, motion carried.

Premium for accident and disability policy: Premium for policy effective from 5/1/2014 to 5/1/2015 is \$1754.00. Ms. Rucker moves to accept and pay the invoice, Second by Mr. Parrish, motion carried.

Workman's Comp audit for previous year: Audit was \$10,695.00. Ms. Long had estimated and paid \$8,819.26 previously, and balance of \$1,875.74 was approved at a previous meeting. The premium of 9,908.00 was just approved and will be subject to a new audit. Ms. Rucker moves to accept and pay the invoice, Second by Ms. Boettcher, motion carries.

7) Director's, Chief's and Committee Reports

Treasurer's Report (see report on SPCFPD website at www.guffeyfire.net).

General fund is \$154,685.00, reserve \$32,800, petty cash is 300.00. Net income is \$5,388.38. Estimated ~\$21,000 more from tax income. Donations from earlier will be credited. Ms. Rucker believes that the expenses from earlier this year will continue to affect the budget and will leave the district at a negative income for the year.

Still to come are the fuel bills from the county although they haven't been received yet. They are to be submitted monthly by the county so that Mr. Mandel can compare it to the fueling logs. As each month is affected by the county's cost of fuel, the bill can't readily be estimated. To date, the fuel budget is still ~\$17,000 ahead of expenditures. There are no other outstanding bills of which Ms. Rucker is aware. Mr. Mandel and Ms. Rucker will ask the county again for the past due billing. 0:21:30

State of Colorado letter approved the exemption for audit for the District financing but noted that the listing of equipment was missing. As the audit was accepted this is not a deficiency. No request for extension was asked for nor required. 0:24:30

Regulatory Matters

Special District Assoc. of Colorado (SDA): reporting requirement (August 25 deadline) for Assessor to clarify to all tax entities and the division of total assessed value and real property values of all taxable property and the amounts of various factors used to complete the statutory property tax revenue limit and the constitutional property tax revenue limit. It appears that the Assessor must make this report to the District. Any extension must be requested prior to July 30th, and none was requested. Mr. Parrish will contact Mr. Wessel and insure the process is underway. No requirements for September apply. 0:28:20

Chief's Report

<u>Incident Responses:</u>	<u>Month</u>	<u>Year to Date</u>
Traffic Accidents	0	8
Medical	3	11
Wild Fires	1	4
Smoke Reports	1	4
Structure Fire	0	0
Other	3	5
Total Calls	8	32

“Other” incidents included a flood, a truck fire and a search and rescue call.

Fixed Med 92 ignition

Mr. Mandel will meet with the owner of the radio tower site to clarify changes to the agreement and will perform the mitigation plan for the site. Once the plan is completed and signed off, the operations required by the department will be completed.

County credentials – will pick up credentials this month. Process was delayed due to adding new individuals. County has asked that it be done as seldom as possible, and if Mr. Mandel can give as complete a list as possible it aids their process. The credentials work with a tracking system at an incident to allow the responders to be scanned in and identified at incidents as they occur and will show their qualifications, This allows the scene commander to have full view of the personnel on-site, their department and their qualifications. The system works, but depends on responders having the cards with them. The county encourages use of the system to vet responders. 0:34:30

Brush 9-2 (Humvee) has a crack in the water tank and is out of service. This is a department-manufactured tank and has no warranty. The tank will be pulled and will give the engineer time to repair it over the winter. As the tank is coated, the tank has to be cleaned to be repaired. It can be used as a light rescue vehicle through the winter.

Radio licensing has to be accomplished.

NOMEX grant – no response to date on the request for \$1,000.00, but Brenda believes it will be answered by August 15th.

Expenditure requests for equipment in excess of \$500.

- From Darly and company: New turn out gear, 2 5 gallon barrels of foam, axe. Turn out gear set was burned in training (melted). While in the last years Mr. Mandel has been able to obtain used gear in his size from local agencies. At present they don't have extras we can acquire that will fit Mr. Mandel. New gear will be complete and hemmed to size with NOMEX thread. Axe (\$70) was sent on truck that was sold. Motion to approve \$2,000 expenditure by Ms. Rucker, second by Mr. Parrish, motion carried.

- Medical gear: Portable suction unit is broken and needs to be replaced (\$600), saline and needles as well as other items expire this month and need to be replaced. Total expenditure requested is \$800 and funds remaining will be \$324 in medical supplies and may not cover all expiring material for this year. If there are a lot more runs there may be a request for replacement material. For next year, there are more materials that will have to be replaced and the budget will require review and likely will increase for 2015. Motion to approve \$800 expenditure by Ms. Boettcher, second by Ms. Rucker, motion carried.

2 new members – Eugene Farmer has joined and a new volunteer is EMT and red-carded but is brand new. It's likely that his job in Colorado Springs will end this winter. Mr. Mandel will have copies of his certs this weekend.

Purchased radio batteries were \$6.00 in excess of his allowed expenditure limit purchasing 4 chargers and 4 batteries. Motion to approve by Ms. Rucker, second by Mr. Wilson, motion carried.

0:48:15

Compensation for Mr. Cole – the Board requested that Mr. Mandel track his hours for a month – and came up with 104 hours last month in cleaning, working around the station, checking for material out of place and general maintenance. He has been compensated by 2 tanks of fuel per month at 22 gallons per fill up. His aid is well worth the accommodation. If the Board chooses to alter the agreement, please let Mr. Mandel know.

0:51:15

The low-boy trailer fire incident was managed by Mr. Elmore – Mr. Mandel praised his work on the scene in obtaining resources – both locally and stand-by support from Hartsell - and in managing the incident.

Joy Oliver is now a state certified EMT; still awaiting state document review for Ron Oliver.

Team “Money” – grant team – is aided by Ms. Long who has financial knowledge and experience writing grants.

0:54:30

Fire extinguisher grant is still underway – a list has been made of all extinguishers (both building and apparatus) and Mr. Mandel is now obtaining prices for all extinguishers in the department.

Ambulance grant process: Paul Madsen (chief of South Park ambulance district) gave good information suggesting we look at financing for a new ambulance and that there is an

emergency grant program with the state that can be matching grants. Must show it is an emergency and that it was unforeseeable. Will note that unforeseeable costs for the last 3 years on other equipment failure has depleted the capital budget.

A review by Eric Schmidt (RETAC) has helped in writing of the grant. He recommended we maximize our matching funds. Must have a targeted piece of equipment and one retailer has a remanufactured box on a new Chevy 3500 chassis. Estimate submitted to the Board for \$138,200 with logo and stripes. May have to buy a portable suction and a new radio and strip all other equipment from the old ambulance. It may be able to operate on supplied all-weather tires. Depending on winter conditions, it may need new snow tires.

Other used ambulances reviewed were remanufactured or used beyond acceptable service limits and costs. Need to have an available ambulance to demonstrate emergency need.

If the grant application is approved by the Board it can be submitted promptly. The state should respond within a week on the proposal. There is \$20,000 in the capital expenditure fund for new equipment. The old ambulance can be sold or traded in, there is a \$2,000 offer on the ambulance now.

There are 2 different warranties – one on the box from the remanufacturing company, Arrow, the second is from GM and covers the Chassis. 01:11:27

Recessed from 8:13 to 8:22 to print out warranty information for Board review.

Warranty from Arrow was reviewed and includes one year warranty under normal use and service. General wear on replaceable item (tires, light bulbs, etc.) are excluded. Chevrolet chassis is 3 years / 36,000 miles, and 5 year /100,000 miles on drive train. Maintenance is included for 2 year, 24,000 miles.

Price includes added striping and DOT reflective striping on the back of the ambulance. A radio is not included but either will be salvaged from existing unit or purchased new. There will be a charge for the radio programming table. 01:27:30

Minimum matching funds is 10%, and Mr. Schmidt noted that maximizing our matching funds may aid in the application. Mr. Mandel had a verbal review with the head of the grant agency, and was told that it might be a bit of a long shot but was possible and allowed us to start the process. Mr. Schmidt had also called Jean Marie (head of the grant agency) prior to Mr. Mandel's call and pled our case.

In Mr. Mandel's opinion, this is the highest priority for equipment in the department. We have some redundancy in fire equipment, and the old ambulance is failing. Next priority is the chief's truck, but it is not an immediate need. Mr. Mandel is trying to get rid of the Dodge truck and the Army 2 ½ ton truck (once the pump equipment is pulled). From an insurance standpoint we will shed 3 vehicles (Med 91, Dodge and the 2 ½ ton) and add one. No price has been obtained from the agency.

Mr. Parrish noted that EMS is a key priority for the community along with fire protection.

Mr. Mandel had reviewed the situation with Cripple Creek and South Park ambulance agencies and they have encouraged him to obtain reliable service that will allow us to rely less on their agencies for transport. He also noted we can't begin billing for service until we have the ability to transport and other agencies may not always be able to continue transport service. We need to be able to transport with reliable

equipment and enough EMTs. We are not an area that the other agencies feel would generate enough income to allow them to take over our service – with or without improved equipment. It would allow the department to supply EMS mutual aid to Fremont County as well. There are support letters from Mr. Schmidt and from Gene Stanley. We are waiting for an endorsement letter from Cripple Creek.

Ms. Rucker moved that we move forward with the grant request at an 80/20 ratio, that the Board President has expressed agreement in the past, and that we authorize the expenditure of \$27,800 in matching funds (20% in matching funds). There is \$32,840 in funds available as of this date. Second by Mr. Wilson, motion carried. 01:44:30

The 2015 budget will identify money for future acquisition – next priority

We have 3 people on fire assignment in Oregon and have received 4 calls requesting us to make our engine available. If we continue to have calls for our engine – is it possible to find an engine boss to support our availability this year? *Not likely we can find someone. Engine boss qualified people are already on the line.* Is it possible to supply the truck and let another crew use our equipment? *Mr. Mandel would not support this for this year as it would be out of our control. Another crew may not have the buy-in and accountability for the truck and its crew. He would not be willing to recommend we rent the truck out to an experienced crew.* Can we plan to put a truck/crew for the next season? *Yes, but it should be under our control. We won't have control over the selection of the boss/crew without prior selection. New volunteers, regardless of experience, are paired with Mr. Mandel during their probationary period so he can assess their capabilities.* 01:50:30

Mr. Elmore has been instrumental in gaining recognition and donations for a new ambulance. He has garnered donations of \$127 from the go funding site on Facebook and a donor of \$2,000 earmarked for an ambulance or to equip an ambulance. This money was donated to the auxiliary and will be funded to the department for the ambulance fund. 01:52:00

Auxiliary Report – Dave Tilton

July 4th yard sale and ice cream social was successful – remaining material was donated to charities in Canon City and Station 1 was cleaned up.

Pot luck dinner was held for the training session on July 22nd.

The auxiliary voted at the meeting in July to donate \$2,800 earmarked for a new ambulance and Mr. Tilton presented a check to the board this evening.

More fundraisers are planned for the coming months and may include dinners, breakfasts, barbecue contest and perhaps a barn dance. . 01:54:30

8) Old Business

Radio Site License Agreement Status: reviewed by Mr. Mandel in chief's report.

FCC Radio License: It will cost approximately \$900.00 to obtain an updated license and must be submitted by September 1st. If we supply the payment authorization the supplier will obtain the license for 1 year. It may be paid by credit card but our policy is that there is a \$500.00 limit.

Moved to approve an exception to the policy to allow a one-time \$900.00 payment via credit card to Business Radio licensing to obtain the license. Moved by Mr. Parrish, seconded by Ms. Rucker, motion carried.

Motion to approve the expenditure of \$900.00 to Business Radio Licensing by Ms. Rucker, second by Mr. Parish, motion carried.

Letter concerning in vs. out district tax code: Letter to realtors and mortgage agents had been sent out last year, and it will be updated and resubmitted to same for next year so that all documents will come to any new property purchaser as closing. 02:01:00

Chief Position: Mr. Parrish reviewed requirements with Mr. Thomas, and Mr. Thomas reviewed the position with Mr. Toussaint. His notes indicate Mr. Toussaint advised that the Chief can be appointed by the Board. Mr. Parrish had received a different opinion from other districts. There may be a special meeting called to address personnel issues prior to the next regular meeting. Mr. Mandel noted that other departments had appointed a chief without a search. This process will be reviewed at the special meeting.

Chief Engineer: Request for the Chief Engineer, Mr. Tilton, to receive \$45.00 per 8-hour shift was discussed but awaited approval. Pay period will be the normal period in use for the department. It will not have to be consecutive hours, nor will it be limited to 8 hours; the extra hours can be carried over to the next shift period. This is for repairs, not for PM, which is performed by other personnel. Expectation is that there will be 16 hours to 40 hours per month. Motion by Ms. Rucker, second by Mr. Wilson, motion carried. 02:08:20

9) New Business

Revision to June Meeting Minutes: at the request of Gordon Grosslight, Tallahassee VFD Fire Chief, asked to correct the June minutes which stated: *Tallahassee is having personnel difficulties and has very limited resources. There is no mutual aid agreement with Tallahassee.* Mr. Grosslight asked that the minutes be corrected by adding:

It was brought to our attention that information posted in our June 6, 2014 meeting notes regarding Tallahassee VFD is inaccurate. The correct information is:

TVFD currently has 5 engine bosses and sufficient staff to assist neighboring departments for deployments if needed. They currently have 33 volunteers on their roster, one engine/crew available 24 hours a day/365 days a year for national incident deployments, and maintain a minimum staff on call each day for in-district responses. TVFD is finishing construction of their new main fire station and are successfully managing to their budget and on track to deliver against their five year strategic plan. If you would like additional information about TVFD, you may contact them at 719-275-3058 or 800-316-8233

Motion to change the June 5th minutes to reflect by Mr. Parrish, second by Ms. Rucker. Motion carried. Secretary is to mark up the existing minutes and send it out to the Board for review. If no changes are returned, the amended minutes will be published. 02:10:30

Funding for Ambulance: covered in Chief's report section above.

Subdivision Association Meeting Involvement: Mr. Mandel, Ms. Rucker, Steve Wilson and Mike Parrish met with Cover Mountain to describe the Department activities and were well received. Pike Trails will meet with Scott Elmore presenting and 3 Board Members on Saturday the 23rd. Scott will describe the planning for burn plans. On the same day there will be a meeting with 4-Mile/2600 at 4-mile community center and Mr. Mandel, Ms. Rucker and Mr. Parrish will attend. Old Kathleen Ranch Association will be on the 30th at the Bull Moose and Ms. Rucker and Mr. Parrish will accompany Mr. Mandel.

The Board is going to the homeowner association meetings to educate them about the department and solicit volunteers. Mr. Wilson is writing a new letter to send to non-participating property owners about the District and its activities. At present, 176 properties with dwellings and 533 parcels of vacant land are not included in the District. In addition, the Board has held one community meeting and plans another to gain participation and input from the community. If people from outside the homeowners associations want to attend the meetings to hear the

presentation they can ask the president of the associations to see if they can attend. The future publication of the town-hall meetings will note that the presentation will be made at the meetings.

02:18:00

Colorado Open Records Act (CORA) Policy: After review with our counsel, Mr. Toussaint of Toussaint and Coty, a resolution [[Attachment 1](#)] stating the District CORA policy has been presented to the Board to adopt the policy. Motion by Ms. Rucker, second by Mr. Parrish, motion carried.

10) Public input:

Experience in Medical is important although the availability of experienced medical personnel is limited. *Experienced volunteer personnel will be welcomed – this is the policy of the Board and the Chief. If there are concerns about how volunteers are treated, please address this directly with the Board. Have volunteers meet with Mr. Mandel to discuss the department's needs.*

11) Adjourn meeting:

Motion to adjourn was made by Mr. Wilson. Meeting adjourned at 9:26 p.m. by Acting Chairman Wilson.

Attachment 1 –

**A RESOLUTION TO ADOPT COLORADO OPEN RECORDS ACT (CORA) POLICY
ON RESPONDING TO OPEN RECORDS REQUESTS**

Resolution # _

WHEREAS, the Southern Park County Fire Protection District ("District") is a quasi-municipal corporation and political subdivision of the State of Colorado and a duly organized and existing special district pursuant to Title 32, Colorado Revised Statutes; and

WHEREAS, the Board of Directors of the District fully supports, and complies with, all Federal and State laws relating to the-retention, protection, and disclosure of the District's records including, but not limited to, the Colorado Open Records Act, Title 24, Article 72, Par 2, C.R.S, ("CORA"), House Bill 14-1193, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and the Privacy Rule promulgated by the U.S. Department of Health and Human Services which interprets and implements HIPPA; and

WHEREAS, it is the policy of the District that all public records, as defined by CORA, shall be open for inspection by any person at reasonable times, except as provided by law.

NOW THEREFORE BE IT RESOLVED by the Board of Directors of the Southern Park County Fire Protection District, as follows:

Section 1. The District's general policies concerning the release of public records, as defined by CORA, are stated in the District's RESPONSE TO OPEN RECORDS REQUESTS POLICY, which is attached hereto and which may be amended from time to time.

Section 2. Recitals Incorporated. The recitals to this Resolution are incorporated herein and into the attached policy as if set out fully herein and therein,

Section 3. Effective Date. This Resolution shall take effect as of July 1, 2014, and said policy shall be enforced immediately thereafter and shall supersede any previous policy or resolution related to Open Records Act, This Resolution shall be implemented and administered by the District to conform generally with the requirements of the Open Records Act (CORA), as modified from time to time.

The foregoing Resolution was approved and adopted this 7th day of August , 2014.

/s/[Ken Thomas]

President

ATTEST:

/s/[M. K. Brandt]

Secretary

**COLORADO OPEN RECORDS ACT (CORA)
POLICY ON RESPONDING TO OPEN RECORDS REQUESTS FOR THE
SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT**

It is the policy of the Southern Park County Fire Protection District ("District"), that all public records shall be open for inspection by any person at reasonable times, except as provided by law.

Public records are defined by CORA as all writings made or maintained by the District, regardless of the format or medium of the records, subject to certain exceptions. Public records expressly include e-mail communications. The District maintains an archive of all e-mail messages for emergency backup purposes only; such archived e-mail communications are not individually retrievable and are specifically not intended to create a public record.

By action of the Board of Directors of the District, Ken Thomas is hereby designated as the official Custodian of Records responsible for the maintenance, care and keeping of all records of the District. The official Custodian of Records shall have authority to designate such agents as he/she shall determine appropriate to perform any and all acts necessary to enforce and execute the provisions of this policy.

District's general policies concerning the release of records:

Section 1. Requests by any person, entity, Federal or State agency, subpoena, Administrative or Court Order, or other legal process, to inspect and/or copy any District record (collectively referred to as a "Records Request") shall be considered received by the Custodian of Records when submitted in approved format and is accompanied by a deposit in an amount to be determined by the Custodian of Records.

Section 2. If any question arises as to the propriety of fully complying with a Records Request, the Custodian of Records shall immediately forward it to the District's legal counsel. The District's legal counsel shall determine the District's obligations under the applicable Federal and/or State law(s). If the District is permitted to comply with the Records Request in whole or in part, the District's legal counsel will so notify the District's Custodian of Records, who will assemble the disclosable requested documents for inspection and/or copying in accordance with applicable Federal or State law(s).

Section 3. If the District's legal counsel determines the District is not permitted by Federal or State Law(s) to comply with the Records Request in whole or in part, legal counsel shall provide a written response to the party submitting the Records Request stating the legal basis upon which the Records Request in whole or in part is being denied.

Section 4. The Custodian of Records may set the time during normal office hours and the place for records to be inspected and require that the Custodian of Records or a delegated employee be present while the records are examined. Pursuant to CORA, all records must be made available for inspection within three (3) working days from the date of receipt, unless extenuating circumstances exist. The deadline may be extended by seven (7) working days if extenuating circumstances exist and the requesting party is notified of the extension within the statutory period.

Section 5. A person or other approved entity granted the right to inspect District records will also be furnished copies requested at a cost not to exceed \$.25 per page in standard size and format. The charge for providing a copy, printout or photograph of a public record in a format other than a standard page will be assessed at the actual cost of production. Additionally, in those cases where the location or existence of specific documents must be researched and the

documents must be retrieved, sorted or reviewed for applicability to the request, and such process requires one or more hours of staff time, the District may charge a research and retrieval fee not to exceed \$30 per hour, and no charge shall be made for the first hour of time expended in connection with the research and retrieval of public records. Any fee charged for the research and retrieval will be the same for all requesting parties, whether the person requesting the records is an individual, a representative of the media, a public or private entity, or a for-profit or nonprofit entity.

Section 6, Upon request for records transmission by a person seeking a copy of any public record, the custodian will transmit a copy of the record by U.S. Mail, other delivery service, facsimile, or electronic mail. No transmission fees will be charged to the records requester for transmitting public records via electronic mail. Within three days of receiving the request, the custodian will notify the record requestor that a copy of the record is available but will only be sent to the requestor once the custodian has received full payment for all costs associated with records transmission and for all other fees lawfully allowed, unless recovery of all or any portion of such costs or fees is fully covered by the deposit amount that accompanied the form request.

Section 7. When practical, the copy, printout, or photograph of the requested record will be made in the place where the record is kept, but if it is impractical to do so, the Custodian of Records may allow arrangements to be made for the copy, printout, or photograph to be made at other facilities. If other facilities are necessary, the cost of providing requested records will be paid by the person making the request.

Section 8. This policy shall supersede any previous policy related to records requests.

ADOPTED this 7th day of August, 2014.

/s/[Ken Thomas]

President

ATTEST:

/s/[M. K. Brandt]

Secretary

**COLORADO OPEN RECORDS ACT (CORA)
REQUEST FOR OPEN RECORDS OF THE
SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT**

Person Requesting Records:

Name: _____

Address: _____

Phone: _____ Email: _____

Itemize each document or piece of information being requested. Be specific as to Document Title, Dates and District personnel and/or other persons involved in the requested documents and communications.

- 1.
- 2.
- 3.
- 4.
- 5.

Fees Charged for Documents Request:

For the research, location, and retrieval of documents, there will be a \$30.00 per hour charge, with the first hour at no charge.

Copies in standard size and format will be charged at the rate of \$0.25 per page. Copies for a format other than a standard page (such as photographs, large maps, printouts) will be charged at the actual cost of production.

A DEPOSIT IN THE AMOUNT OF \$_____ FOR THE ABOVE CHARGES SHALL ACCOMPANY THIS FORM. YOUR REQUEST SHALL NOT BE CONSIDERED RECEIVED UNTIL BOTH FORM AND DEPOSIT HAVE BEEN SUBMITTED.

Please indicate how you would like transmission of the requested records:

inspect only. The Custodian of Records will contact you to set a time and place during normal office hours and the place for the requested records to be inspected

Transmitted via: U.S. Priority Mail email

For Custodian use only:

Request (completed form and deposit) received: _____

Requestor notified: documents ready for inspection/transmission: _____

Requester notified on _____ that deadline for inspection/transmission is extended to: _____