



## SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

### Board of Directors' Meeting

2015.01.08 @ 7:00 p.m.

#### 1) Introduction of Visitors

Don Cole  
Mary Curtis  
R. Keith Duncan

Lawrence Epps  
Karen Frerichs  
Donovan Johnson

Jim Yoder

#### 2) Attendees:

##### Board members present:

Ken Thomas – Chair  
Flip Boettcher  
Mike Parrish  
Sandy Rucker – Treasurer  
Steve Wilson  
(Mike Brandt – Secretary to the Board)

##### Excused Board Member:

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##### Department members present

Acting Chief Aaron Mandel  
Davis Tilton, Chief Engineer

#### 3) Call to Order:

Meeting called to order at 07:07 p.m. by Board Chair Ken Thomas.

#### 4) Approval of Agenda:

Mr. Thomas requested the addition of approving the Capital Improvements program to old business. Mr. Thomas moved to approve the agenda as amended; second by Mr. Wilson; motion carried.

#### 5) Approval of Minutes

Mr. Thomas moved to approve the minutes (as corrected) for Special Board Meetings on 2014.11.17, 2014.11.26 and 2014.12.22 and regular Board Meeting of 2014.12.03. Second by Ms. Rucker; motion carried.

#### 6) Directors, Chief and Committee Reports

##### a. Treasurer's Report

The Treasurer's report is available at [www.guffeyfire.net](http://www.guffeyfire.net). For the month of December, a net operating loss of \$62,730.81 was reported, driven by moving equipment around, changing assessed equipment values affected by recent sales. Will have to re-evaluate all equipment values and deduct for depreciation to make the valuations current.

Approval was requested to pay the following invoice: Mr. Thomas moved to pay the \$14,532.06 invoice from Rita Baysinger for service on fire (note that the Department is reimbursed by the state for her services), second by Mr. Parrish, motion carried.

##### b. Regulatory Matters

Designate the “official” posting places for agenda and notice of meetings. At present we’ve posted the minutes at the Post Office, Library, Station 1, website and the Park County office. Mr. Thomas recommended we move the library posting to the Guffey Community Center because the library is limited in operating hours. The bulletin board at the Guffey Community Center is always available. Motion by Mr. Thomas to establish the Guffey Community Center bulletin board, Station 1 and the post office as designated posting sites, replacing the library as a designated site within the bylaws, second by Ms. Rucker; motion carried. 0:15:44

Special District Transparency Notice due prior to Jan. 15<sup>th</sup> – Ms. Rucker did accomplish this electronically and will generate the notice as a hard copy and send it in.

Submit Local Government Contact Information due prior to Jan. 15th. - *Complete*

Submit listing of Mutual Aid or Intergovernmental Agreements as of Dec. 31st [due prior to Feb. 1<sup>st</sup>]. Mr. Mandel does not have copies of all documents and believes they are stored in the Board files. He has reviewed the agreements in the past with Park County but hasn’t seen the agreement with 4-Mile. Mr. Thomas will get together with Mr. Mandel and get copies for him this weekend.

Submit report of outstanding public securities as of Dec. 31st of prior year due prior to March 1<sup>st</sup>. Ms. Rucker will investigate and report back at the February meeting. [May only be required if requested by DOLA DLG.]

Renew SDA Membership due prior to March 1st to obtain discount – Ms. Rucker will accomplish this.

Application for Exemption from Audit (prepared by our CPA firm) is due prior to March 31<sup>st</sup>. This will be accomplished by Ms. Rucker. 0:20:00

c. Chief’s Report

<u>Incident Responses:</u>	<u>Month</u>	<u>Year to Date</u>	
Traffic Accidents	7	17	23.0%
Medical	3	34	45.9%
Wild Fires	0	7	9.5%
Smoke Reports	0	8	10.8%
Structure Fire	0	1	1.4%
Other	0	7	9.5%
<b>Total Calls</b>	<b>10</b>	<b>74</b>	

Review of the calls from 2014 shows medical and traffic accidents are 69% of all calls so the Department will set the training priorities on medical and rescue for 2015 on this basis.

Summary:

1. New cots in service – operate in a different fashion for loading than old cots and are great.
2. RX Burns - Finished Bill Harpers, 7 more to go – depends on weather.
3. Roster: Flip Boettcher & Maria Mandel moved to reserves. Will review shift planning to give time to those missing active work to keep them current. Issued radios to the reserves based on current availability.
4. Life packs (heart monitors) – received 1<sup>st</sup> unit back from calibration at the quoted price and sent the other off for calibration. Dr. Dewall wants a change in medical reporting protocol.
5. Emailed Gordon Grosslight – Tallahassee fire chief re: Memorandum of Understanding. Will continue process to negotiate one as he becomes available. Will also review the Annual Operating Plan (AOP) for the county and present it to the Board once completed. 0:29:00
6. Med 92 – Went down with fuel leak, fixed promptly by Dirks & is back in service.

7. Sent letter to BLM about Department position on HAMET. Received a response e-mail from BLM rep.
8. Service income for 2014 - \$1,718.97 – much less than the projected \$16,000. This is less than expected due to a light fire season and not sending a wild land truck out. One more outstanding bill for Rita’s service but this won’t be paid until 2015.
9. Tender 93 back in service. Repaired drive shaft, 4X4, and tank leak. Rusted tank may be an ongoing problem chasing pinholes. Will revisit in the spring to determine the best option. This is the only 4-wheel drive tender and is the most valuable tender asset. An option may be to strip and line the tank – new lining materials come with guarantees against leaks or R&R with a poly tank. Considerations are weight of liner system vs. time/cost of replacing the metal tank with poly. Other tenders may also be used with pumps to supply water on site.
10. Engine 91 needs CAFS (out of service) and 4x4 fixed, looking for a shop to send it too. Pump works but the compressor pop-off valve keeps stopping the foam system. Need a local service rep for the system if we can’t fix it. 0:36:30
11. Humvee tank is here, just need to install it. Will submit the bill to the County ES council. Custom Composites were helpful and had a sense of urgency getting it here.
12. Appreciation Dinner – 28<sup>th</sup> of January at the Rolling Thunder Cloud Café.
13. UniMog – In the process of listing with Fenton Fire. Fenton had all the information from the sale to our District – needs photos and mileage. Will submit Friday and list at \$79,900 initially.
14. Winter snow removal – Eugene Farmer (Station 1) and Eric Kellogg (Station 3). The snow emergency in Park County caused all equipment/operators to be active in the north end of the county – we need a method to activate volunteers to help clear roads under emergency conditions. Jim Yoder plowed Station 2 out of the goodness of his heart – Thanks, Jim! May be a better idea to consider in the capital budget adding a plow to the chief’s truck and replacing the truck with a smaller, gas driven vehicle for the chief’s day-to-day use. It is not the department’s responsibility to keep volunteer’s driveways open, but it would be good to have a plan if we get hit with a massive storm.  
  
The storm last week caused emergencies in the northern part of the county and wasn’t typical. May need to understand how planning is done by the county for snow emergencies. Hartsel has added snow rescue equipment (snowmobile and toboggan). 0:46:00
15. New Ambulance – Price and availability review postponed – data hasn’t arrived.
16. Need to order propane. We have no contracted service. Mr. Mandel will call MarGas and previous supplier and order propane.
17. New training program & HAZMAT class this weekend. Training is now on Wednesday nights to allow for combined training sessions with other departments. Currently our adjacent districts’ training has been on Tuesday nights as well. 0:20:00

d. Auxiliary Report

Christmas party was successful and well attended. Thanks to everyone.

A \$3,000 donation from Mr. and Mrs. Rinker to the capital fund for the ambulance was received and was handed over to the Board for the Department tonight.

Planning a Valentine’s Day breakfast.

7) **Old Business**

**FEMA Payouts** – Mr. Parrish reported that there has been no action on FEMA payouts from Region 8. This has aged 14 months since initial form submission.

**Duty Officer/Medical Coordinator Job Description** discussion– the document was reviewed and there was a question on the hours for the medical director on site. Latest version shows on-site hours from 9:00 to 15:00 (6 hours) during the weekend rather than on site for 8 hours on each day. While still on call for the full 48 hours the duty officer would not necessarily be on site at Station 1. The 6 hours on-site is consistent with the proposed hours for the chief being on site (9:00 to 15:00) during weekdays. Pay rate is based on salary rather than hourly wage. Mr. Thomas moved to accept the job description as written, second by Ms. Rucker; motion carried 4-1. Mr. Parrish voted no.

**Affiliation Agreement** for continuing education with Centura Health-Penrose St. Francis Health Services – If volunteers are doing continuing education at the hospital, the Department is responsible for them and not the hospital. Mr. Thomas moves to accept the agreement, second by Mr. Parrish, motion carried. Mr. Thomas will complete, sign and submit the agreement. 1:18:00

2015 Capital Improvement Program: Document had been reviewed previously, but was not voted on and accepted. A correction was made to the value of Med 93 from \$2,000 to \$2,711.62 and the new engine 93 went from \$11,000 to \$9,000. Ms. Rucker moved to accept the program as amended, second by Mr. Thomas, motion carried. 1:20:00

## 8) New Business - Property Inclusion

Mr. Wilson reviewed the tax roles 133 properties that are under mixed use/mobile home are not included as well as 589 agricultural, vacant and commercial properties that are not included in the district. Potential income on properties with dwelling on the mixed use properties is on the order of \$14,000 – if we get 50% it would be \$7,000 added income.

Mr. Wilson proposed a mailing by mid-February highlighting the cost:benefit ratio based on the assessed value with an application form printed on the back of the letter. He'll bring a draft to the February meeting for review and planning. 1:40:00

Mary Curtis noted the form must be notarized to be submitted and volunteered to do so for free for anyone filing for inclusion!

## 9) Public Input

Background check costs: Mr. Mandel to review what is included and if cost can be reduced.

Capital Improvement Program – based on 5 year plan, re-evaluated annually.

Vehicle replacement plan deficit – has been reported annually – values hadn't been depreciated consistently. Will review the system with the CPA during the annual review and determine if a better depreciation scheme could be established.

BLS transport – consumables are generally restocked by receiving agency.

## 10) Adjourn to Executive Session

Mr. Thomas moved to adjourn and move into executive session for the discussion of personnel matters pursuant to CRS Section 24-6-402-4(f), second by M. Parrish, motion carried.

Meeting adjourned to executive session at 9:10 p.m.

Convened executive session at 9:22 p.m..

Reconvened meeting at 11:05 p.m.

## 11) Adjourn meeting:

Motion to adjourn was made by Ms. Rucker and seconded by Mr. Parrish. Meeting adjourned at 11:06 p.m. by Board Chair Thomas.