



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT Board of Directors' Meeting

2018.02.07 @ 7:00 P.M.

1) Introduction of Visitors

Bill Betz

Donna Rodriguez

2) Attendees:

Board members present:

Ken Thomas - Chair

Denny Gibeson

Mike Parrish

Sandy Rucker – Treasurer

Steve Wilson

(Mike Brandt - Secretary to the Board)

Department members present

Chief Eugene Farmer

3) Call to Order:

Meeting called to order at 07:00 PM by Board Chair Ken Thomas.

4) Approval of Agenda:

Mr. Thomas moved to delete the April 30th inclusion court order from the regulatory matters, second by Mr. Wilson, motion carried. Remainder of the agenda approved the agenda as published, second by Ms. Rucker; motion carried.

5) Approval of Minutes

Motion to approve the minutes from the 2018.01.04 meeting by Ms. Rucker, second by Mr. Thomas; motion carried.

6) Director's Chief's and Committee Reports

a. Treasurer's Report

Treasurer's report is available at www.guffeyfire.net

No extraordinary items to report this month. Have not yet received fuel bills for January. There are no requests for payment to review and approve.

b. Regulatory Matters

Prior to March 31st Application for Exemption from Audit is due to Colorado State Auditor, task performed by our CPA firm. Ms. Rucker is in contact with the CPA.

March 2nd is the deadline for self-nomination, and March 5th for write in candidates.

c. Chief's Report

Incident responses

	Month	Year to Date
Traffic Accidents	3	3
Medical	7	7
Wild Fires	1	1
Smoke Reports	0	0
Structure Fire	0	0
Mutual Aid	2	2
Other	1	1
Total Calls	14	14

Water usage:

Kitchen: 958 gallons Fire Dept. other: 1475 gallons Fire suppression: 2050 gallons
 Road & Bridge: xxx gallons Community Center: xxx gallons

Summary

1. Equipment status.
 - a. Engine 9-3, working steering issue – may need new steering box at a cost of approximately \$4,000. Chief Farmer requested permission to obtain repairs at that cost. Ms. Rucker moved to approve this expenditure, second by Mr. Thomas, motion carried.
 - b. Continue working Med 9-3 fuel leak before it is sold after receipt of the new ambulance.
 - c. Letter and check dropped off for 2005 ambulance. A letter was received noting that if the new ambulance breaks down in the interim the purchase can be voided. It is expected to arrive by the end of this month and should be in service in March.
 - d. State truck needs alignment – if services beyond alignment are needed Chief Farmer will pursue reimbursement by the state.
 - e. Command truck will need brakes in the near future.
2. Personnel status: 22 on roster, 18 active
3. Department T shirts update.
4. Working grant for medical – asking for refurbishment of the box and lights. Grant is 50% matching and expenditure will be approximately \$10 to \$15,000.
5. Working grant for fire to obtain more SCBAs.
6. Satellite service for ambulance update. No news or cost estimate. Issue is closed.
7. Fire billing update. A letter will be sent to the affected homeowner requesting payment or directing a lien will be filed.
8. Training update. Extrication training will be done in Nevada for \$450 each for 2 people. Chief Farmer requested that they be allowed to attend and reimbursed for the course and lodging. Ms. Rucker moved to pay for the class and lodging, second by Mr. Thomas, motion carried. More extrication equipment will be donated allowing 3 sets to be available.

9. Update on Firearms policy – training and qualification may be available through the Sheriff's office.
10. DOLA is expecting changes in the tax rate via TABOR and anticipates the next cycle will lower rates in the 2019-2020 cycle. New rate may be 6.11 which would reduce tax revenue by ~15%. Mr. Thomas will follow up on finalization with our counsel.

d. Auxiliary Report

Auxiliary will contribute \$5,050 for the new ambulance.

7) Old Business

Water Well Update – the water advisory board approved our grant request and will pass on their recommendation to the Board of County Commissioners for their decision of a grant request for \$42,000 for 1 acre foot and up to \$25,000 as a 50% matching grant for an expenditure of up to \$50,000 for water storage. Proposal may be discussed at the Board of Commissioners in the first part of March. As the department is barred from obtaining a loan for a period of more than 12 months the funding must be established.

Capital Improvements Program 2018 ([Attachment 4](#)) Approved by acclamation.

8) New Business

Resolution Designating Posting Locations ([Attachment 1](#)). Approved by acclamation.

Resolution to Appoint Designated Election Official ([Attachment 2](#)). Approved by acclamation.

Resolution for Regular District Election ([Attachment 3](#)). Approved by acclamation.

Discussion on Park County Veterans Memorial: Mr. Betz requested the department consider donating land for the proposed veterans memorial on the north side of Station 1. Chief Farmer noted the area in question is the only area where the bay could be expanded in the future and also would be used for proposed water storage. Land is constricted in this area and water requirements may change. No fixed plan is in place and the department needs flexibility in planning.

9) Public Input

The propane tank project on Mr. Betz' land was approved by the Board with a contingency that there would be contributions to the department for any added services or training needed to make the department capable of containing any fires and having access to the site. Mr. Betz wanted to see what was going to be needed and Chief Farmer will review the plans and training needed.

10) **Adjourn meeting:** Meeting adjourned at 8:25 p.m. by Chairman Thomas.

Attachment 1: Resolution to Designate Posting Location



STATE OF COLORADO)
)ss BEFORE THE BOARD OF DIRECTORS
COUNTY OF PARK) OF THE SOUTHERN PARK COUNTY
 FIRE PROTECTION DISTRICT

**RESOLUTION TO DESIGNATE POSTING LOCATION
Resolution #2018/2-7 A**

HEREAS, pursuant to 24-6-402(2)(c), C.R.S., the Board of Directors of the Southern Park County Fire Protection District, Park County, Colorado is to designate public places within its boundaries for official postings prior to holding of meetings;

NOW THEREFORE, be it resolved by the Board of Directors of the Southern Park County Fire Protection District, Park County, Colorado that:

- 1. The following are the SPCFPD posting locations;
 - (a) County Clerk and Recorder Office in Fairplay, CO
 - (b) Fire Station One in Guffey, CO
 - (c) Post Office in Guffey, CO
 - (d) Public Library in Guffey, CO
 - (e) SPCFPD Website; www.guffeyfire.net

ADOPTED and APPROVED this 7th day of February, 2018, by the Board of Directors of the Southern Park County Fire Protection District, Park County, Colorado

Board Chair, Kenneth C. Thomas

CERTIFICATION

The undersigned certifies that the foregoing Resolution is a true, complete and correct copy of a Resolution of the Board of Directors of the Southern Park County Fire Protection District duly and regularly entered by the Board at its regular public meeting held on 7 February 2018.

Signature
Michael K Brandt / Secretary to the Board of Directors
Printed Name / Title

Attachment 3: Resolution for 2018 Regular Election



STATE OF COLORADO)
)ss BEFORE THE BOARD OF DIRECTORS
) OF THE SOUTHERN PARK COUNTY
 COUNTY OF PARK) FIRE PROTECTION DISTRICT

**RESOLUTION FOR 2018 REGULAR ELECTION
Resolution #2018/2-7 C**

WHEREAS, pursuant to 32-1-804(2), 1-13.5, C.R.S., the terms of office of Directors Sandy Rucker, Steve Wilson and Kenneth Thomas shall expire after their successors are elected at the regular special District election to be held on May 8, 2018 (“Election”) and take office; and

WHEREAS, in accordance with the provisions of the Special District Act (“Act”) and the Colorado Local Government Election Code (“Code”), the Election must be conducted to elect three (3) Directors to serve for a term of four (4) years; and

NOW THEREFORE, be it resolved by the Board of Directors of the Southern Park County Fire Protection District, Park County, Colorado that:

1. The regular election of the eligible electors of the District shall be held on May 8 2018, between the hours of 7:00 A.M. and 7:00 P.M. pursuant to and in accordance with the Act, Code, TABOR, and other applicable laws. At the time, three (3) Directors will be elected to serve a four (4) year term.
2. There shall be one polling place at the following location: Guffey Community Center situated in the County of Park, State of Colorado. The polling place located at 1625A County Road 102, Guffey, CO 80820 shall also be the polling place for disabled electors and for eligible electors not residing within the District.
3. Applications for absentee ballots may be filed with the Designated Election Official at the address indicated on the Call for Nominations, no later than the close of business on the Tuesday immediately preceding the Election Day (May 1, 2018).
4. The Designated Election Official, Donna S. Rodriguez, is hereby authorized and directed to proceed with any action necessary or appropriate to effectuate the provisions of this Resolution and the Act, Code, or other applicable laws. The Election shall be conducted in accordance with the Act, Code, and other applicable laws. Among other matters, the DEO shall publish the call for nominations, appoint election judges as necessary, appoint the Canvass Board, arrange for the required notices of election, and printing of ballots, and direct that all other appropriate actions be accomplished.
5. Self-Nomination and Acceptance forms are available at the DEO’s office at 263 Meadow Lane, Guffey, CO 80820 or on the SPCFFD website at www.guffeyfire.net . All Candidates must file a Self-Nomination and Acceptance form with the DEO no earlier than January 1st, nor later than the close of business (5:00 P.M.) on Friday, March 2nd, 2018.
6. If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 6th, 2018, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than March 5th, 2018, the DEO shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code. The Notice and this resolution, signed by the Board Chair, shall be filed with the Division of Local Government.
7. Pursuant to Section 1-11-203.5, C.R.S., any election contest arising out of a ballot question election concerning the order of the ballot or the form or content of the ballot title shall be commenced by petition filed with the proper court within five (5) days after the title of the ballot question is set.

8. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board’s intention that the provisions hereof are severable.

9. Any and all actions previously taken by the DEO or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.

10. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

ADOPTED and APPROVED this 7th day of February, 2018, by the Board of Directors of the Southern Park County Fire Protection District, Park County, Colorado

Board Chair, Kenneth C. Thomas

CERTIFICATION

The undersigned certifies that the foregoing Resolution is a true, complete and correct copy of a Resolution of the Board of Directors of the Southern Park County Fire Protection District duly and regularly entered by the Board at its regular public meeting held on 7 February 2018.

Signature
Michael K Brandt / Secretary to the Board of Directors
Printed Name / Title

Attachment 4: Capital Improvements Program

CAPITAL IMPROVEMENTS PROGRAM SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT For Budget Year 2018

APPROVED:

Kenneth C. Thomas, Board Chair SPCFPD

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1. PURPOSE

In the interest of complying with Colorado laws and fulfilling its responsibilities to the SPCFPD community, the Board of Directors of the SPCFPD hereby adopts this Capital Improvements Program.

More specifically this program will:

- Create a roadmap for disciplined spending of taxpayers' money
- Focus on community needs and the District's capabilities
- Assist in Compliance with Colorado State Law
- Assure the legally required annual inventory of property is completed
- Maintain the District's eligibility for Federal and State Grant Programs

2. DURATION OF PLAN and RESPONSIBILITIES

The Plan has been prepared based on a rolling 5 year cycle and will be reviewed and updated annually consistent with preparation of the District's Annual Budget Submission and Annual Property Inventory.

Specific milestones:

- Complete the Annual Inventory of the District's Capital Assets by September 1st of each year
- Perform a condition assessment of these assets as a part of the Inventory
- On a priority basis, determine the immediate needs of the District for improvements and for extending the useful life of these assets

- Recommend possible funding sources for these needs
- Submit the revised Plan to those responsible for preparing the District’s budget by September 1st
- The Fire Chief and Executive Staff will be responsible to the Board of Directors for the timely execution of this program
- The Board of Directors will be responsible for designating and setting aside the appropriate funds for Capital Asset Improvements as part of the annual budget submission
- The Board of Directors will be responsible for designating a Plan Administrator for each plan year

3. PLAN ADMINISTRATION

The Plan Administrator will be responsible for the identification of District’s needs and for the implementation of the Plan. For plan year 2018, the designated Plan Administrator is Fire Chief Eugene Farmer.

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4. BASELINE OF CURRENT CAPITAL ASSETS

The following lists are the Capital Assets currently included in the financial records of the SPCFPD and their current Book Value. Together with the Condition Assessment this forms the baseline of Capital Assets at the time of the budget submission.

Capitalized Asset Listing Book Value

Apparatus

C9 Chief’s Truck / 2002 Ford	14,982.26
M91 Ambulance / 2001 Ford	27,000.00
M92 Ambulance / 1992 Ford	8,000.00
M93 Ambulance / 1998 Ford	2,126.93
B91 Brush Rescue / 2005 Ford	57,502.14
B92 Brush Rescue / 1986 Unimog	85,611.56
B93 Brush Rescue / 1990 Chevy	44,074.36
E91 Pumper / 1993 Navistar	123,536.69
E92 Pumper / 1985 GMC	8,490.00
E93 Pumper / 1993 Pierce	9,000.00
T91 Tactical Tender / 1985 Freightliner	53,619.21
T92 Tactical Tender / 1988 Kenworth	51,742.16
T93 Tactical Tender / 1995 Osh Kosh	76,973.70

Total Apparatus **\$578,661.94**

Building and Land

Station 1 Building / Amenities	157,765.48
Station 1 Land	10,000.00
Station 2 Building / Amenities	60,256.55
Station 2 Land	23,689.32
Station 3 Building / Amenities	87,087.15
Station 3 Land	22,500.00

Total Building and Land	\$361,298.50
Equipment	
Fire Equipment	133,352.06
Medical Equipment	44,251.00
PC and Software	8,511.09
Radio Equipment	46,278.98
Radio Towers / Communications	20,304.99
Tools	5,796.39
Total Equipment	\$258,494.51
Total Capital Assets	\$1,198,454.95

SPCFPD Capital Improvements Program - Page 5 of 5

5. IDENTIFICATION OF NEEDED CAPITAL IMPROVEMENTS

Routine repairs and maintenance of Capital Assets will be performed using operating funds and are not to be included as a part of this Capital Improvement Program. During the annual inventory and condition assessment (performed in August) and throughout the year the need for new capital improvements (i.e. equipment, major building additions/improvements, computers, radios, etc) shall be documented and prioritized. This list will be submitted to the Board of Directors for funding consideration for the next budget cycle. This list will be part of the public budget review conducted each year. Funding sources must be identified and available for each capital improvement item.

The approved Capital Improvement Items list will be shown in part 6 of this plan. Part 6 will be divided into 3 sections. Section 1 will summarize actual accomplishments of the approved projects for the previous plan year. Section 2 will show the approved projects list for the current plan year. Section 3 will show the anticipated capital needs for years 2 through 5 and beyond.

6. APPROVED PROJECTS LIST

Section 1: The following projects were approved or added for Fiscal Year 2017 (Jan-Dec).

- Replaced Command Vehicle C9. Old Command Vehicle was sold for \$2,500 and newer Command Vehicle cost \$14,982.
- Remodeled the kitchen and training room as well as created a day room upstairs for the volunteers.

Section 2: The following are the approved Capital Asset purchases for this current 2018 plan year. □ An amount of \$59,800 has been set aside to be used for Capital assets not yet identified.

Section 3: The following are projected Capital needs for plan years 2015 through 2020 and beyond.

- Phase out older Apparatus and replace with newer multiple purpose Apparatus. Specific details will be detailed in future Capital Improvements Program.
- Improvements to Fire Station #1 to include installation of exhaust ventilation system, replace/repair overhead doors and convert manual doors to powered.
- New Fire Station at County Road 71 approximately 3 miles north of CR 102. Population density does not yet justify this station but may in the future.
- Provide water storage at each station.

