

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
April 9, 2014**

CALL TO ORDER

President Bridgewater called the meeting to order at 6:27 p.m. in the meeting room at Station #1. Roll call followed and the board members present were Orly Lucero, Lori Johnson, Kent Lindsay, Keenan Ertel and Jim Bridgewater. Administrative Assistant Wendy Mimiaga and Asst. Chief Charles Balke and Chief Jeff Vandevoorde were present for the meeting.

APPROVAL OF MINUTES

The minutes from the regular meeting, held on March 12, 2014, were brought before the board for approval.

Orly Lucero made a motion to approve the minutes for the regular Board of Directors meeting held on March 12, 2014, Lori Johnson seconded. The minutes for the meeting were approved on the following vote:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

BILLS AND ACCOUNTS

The board reviewed the list of bills and accounts and the financials included in the Board packet. Ms. Johnson asked about the discrepancies in the gas (heating) bills. When looking at the 3 month Profit and Loss comparison, it appears the gas bills increased each month from \$200 to \$900 to \$1,000+. Ms. Mimiaga explained that the Atmos bills always come due on the last day or the first day of the month, so the three month comparison is not a true depiction of the monthly Atmos payments. The spread sheet that shows the bank drafts withdrawn between meetings show a true representation of what the total Atmos bill is for the month.

Ms. Johnson also had just a few clarifications on some charges on the credit card, car phone charger, administrative training, smoke detectors (that are used to replace those for local seniors). President Bridgewater inquired about the Districts Sanitation District charges. He was concerned about the rate increases and how they will affect the District. Chief Vandevoorde explained that the increases have already gone into effect, and what we are currently paying is reflective of the increase. Also, we had checked with the Sanitation District prior to adopting the budget so we could budget for the increases.

Mr. Lucero asked about the network access fees that are paid to the City of Cortez, and was that supposed to change. Ms. Mimiaga explained that this is the same rate we have been paying for the internet and the phones, and it has not changed. When the new fiber lines are laid, we will then switch over to our own internet and phone system, and will not be hooked up to the City any longer, and hence no longer have this bill.

Lori Johnson made a motion to accept the bills and financials including the supplemental list of bills, Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

Included in the packet were inclusions from the Cortez Journal from March 21, April 4, 8, 2014. Also included was a thank you note from Margaret Lestina, Dove Creek High School and Taylor Hankins for working with Mr. Hankins on his Senior Seminar class, and a thank you note from Cindy Irving regarding the Downtown fire.

REPORT FROM THE ADMINISTRATIVE ASSISTANT

A report of the current financial accounts was included in the packet. The county treasurers' office distributed a total of \$140,877.86 to the district for the month of March, 2014. \$81,688.55 for the general mill levy, and \$59,189.31 for the additional mill levy.

The business money market account at 1st Southwest Bank had a balance of \$129,026.36 as of March 31, 2014 with Interest earned in March, 2014 of \$27.39. The annual percentage yield remained at 0.25%, and the interest paid year to date was \$79.51. The 3 year jumbo CD of \$257,092.42 at 0.60% earned \$118.36 on March 13, 2013. Total interest paid in 2014 is \$118.36.

Also, on February 14, 2014, \$250,000 was withdrawn from the State Farm Bank and deposited in a jumbo CD, at 0.98%, for 5 years at the First National Bank of Cortez. The interest on this CD is paid out quarterly.

The statement from the State Farm Bank was not received by the time of the Board of Directors meeting, and will be reported at the next scheduled meeting on May 14, 2014. The balance in the State Farm account, as of February 28, 2014, was \$741,263.70. The total in the reserve accounts as reported on April 9, 2014 is \$1,377,500.81.

Unemployment stands at 6.7% and 192,000 jobs were added in March, 2014.

An update on the upcoming elections was included in the report. The UOCAVA ballots were mailed out on Friday, March 21, 2014, and the ballots for election day, and the absentee ballots are being printed at Cortez Copy & Print. Election judge training will not be scheduled until the week of April 21-25, 2014, as SDA is just now getting the election judge training up on their web site. The election judges have been informed of this. (*Ms. Mimiaga was scheduled to be out of the office April 14 – 18, 2014*) Applications for absentee ballots are available in the administration office, and will be available through Friday, May 2, 2014. The election notice will run in the Cortez Journal on Friday April 11, 2014 as per statute. Election day is Tuesday, May 6, 2014.

REPORT FROM THE ASST. CHIEF

Asst. Chief Balke went over his report that was included in the packet along with a list of the trainings, meetings and events he attended. Asst. Chief Balke reported that they were able to do several live fire evolutions in Farmington, as well as some burn cells in a house on CR G.2 that was donated to the District to burn down and use for fire training. Fire Investigator training was also done at the house with some of the Montezuma County Sheriffs deputies that have obtained the fire investigator certification.

We had Volunteer Testing on Saturday, March 15, 2014. We had seven (7) applicants, out of those we have three that made it through and are just pending paperwork before we put them on and they start their probationary process.

Now that we have completed the policies and procedures, we have started updating the SOP's. We have three (3) firefighters that will be attending the Advanced Firefighter Course in Ignacio, Co at which Asst. Chief Balke will be an instructor. And we will have an in house Fire Instructor course and a Company Officer course.

We have been denied for the SAFER retention grant that was submitted. They are half way through their funding, and no retention grants have been funded thus far, they have all been for new hires.

Asst. Chief Balke attended a hearing in Bayfield for the Provider Grant. It will now move up to the State level. This grant is for a Zodiac rescue boat and equipment for water rescue to be able to handle the bodies of water in our jurisdiction, Totten Lake being our main concern, and our neighbors through mutual aid.

Mr. Lindsay questioned the necessity of the equipment. He stated that the District used to have a boat that was dry rotted and given to Search and Rescue. Mr. Lindsay stated that Search and Rescue has two (2) boats, the Sheriff has a boat and Dolores Fire has a boat. This was contradictory to the research and information attained by Asst. Chief Balke. Chief Vandevoorde reiterated need for this equipment. We had a call for a handicapped individual on Totten Lake that needed medical assistance. It took quite a while to reach him not having the proper equipment. The call could have been much worse had his boat been sinking, etc. You can call Search and Rescue all you want, but it will take them time to get their people and their boats together to respond, it could be too late. Mr. Ertel commented that they are not a rapid response group. Asst. Chief Balke added that Lewis Arriola has a dive team, but they do not have a boat. The Grant is for \$10,000, and there is a partial match of \$5,000. This grant was included in the budget. Chief Vandevoorde commented that for the \$5,000 it will cost us, with the departments quick response, it would be worth it if it saves someone's life. It is a tool that will be available and used when it is needed, no different that the ladder truck. President Bridgewater added that we have enough lakes around here with many people on them, we have a need.

They have not started awarding the AFG grant. The first part of this grant is for complete replacement of all our airpicks and the second part is for apparatus replacement, a pumper tender to replace Tender 4. Last year we came very close to being awarded this grant, and were assigned a mentor this year. Mentors are only assigned to the 2% of the applicants that were within consideration. We made it to the final round last year, but were just outside the parameters for the age of our SCBA's. The AFG grant will require a 25% match.

As part of the public education, we have been participating in the distracted driver event, April 7 – 11, 2014, with the High School.

Asst. Chief Balke added that our three most active volunteers have now been promoted to part time firefighters. During their interviews all three expressed their long term goals are to become full time firefighters.

REPORT FROM THE FIRE CHIEF

Chief Vandevoorde went over his report and list of meetings that was included in the packet. Chief Vandevoorde reported that the annual Open House and Food Drive will be held in conjunction again this year with the 9 News Health Fair on Saturday, May 3, 2014.

We have had many donations come in for the Fire Pup program for fire education and prevention. The manager of Denny's Restaurant called to say they are unable to give a donation check, but they would like to sponsor and host an all you can eat spaghetti dinner on Wednesday, May 7, 2014 from 5 p.m. to 9 p.m. All proceed will go the Cortez Fire Protection District. They just wanted to do something to help. President Bridgewater offered to pay for an ad in the newspaper to help promote this event.

At the department meeting on March 25, 2014, John Gribben, of Triad Employee Assistance, came down to give a presentation to the members about the programs offered to them through Triad. Counseling, legal and financial. The program are available to the members as well as their families.

As mentioned earlier, Amanda Haukeness, Cody Rogers and Kaelee Almon were promoted from Volunteer status to Part Time status, and will now be able to sign up for shifts. They have all worked very hard, finished their rookie books and volunteer a lot to go on calls and ride time.

There were 144 calls during the month of March, 110 EMS calls, 27 fire calls and 7 vehicle accidents for a total of 421 total calls for the year.

As this was the last Board of Directors meeting for President Bridgewater and Mr. Ertel, Chief Vandevoorde presented a plaque to President Bridgewater thanking him for all his years of service.

(A plaque was presented to Mr. Ertel at the Awards Ceremony in January, 2014, thanking him for all his years of service.) The Chief added he was working with a fire investigator on several fires who had worked with fire departments for over 30 years in Salt Lake City, who commented that our department was one of the most forward moving and thinking departments he had worked with for some time. The Chief continued that this is due to our members, staff and our Board of Directors for having the forethought to move this department forward.

Ms. Johnson asked for an update on the Strategic Plan, and if it would be ready for the new Board members. Asst. Chief Balke replied that a new quote has been added to the plan, per the Boards decision to change it; *"To make a decision all you need is authority, to make a good decision you also need knowledge, experience and input."* A copy of the Strategic Plan will be given to the Board of Directors at the May 14, 2014 meeting after the new Board members are sworn in.

Ms. Johnson also asked for an update on the Service Plan. Chief Vandevoorde has spent a lot of time looking into updating the Service Plan that is on file. The plan that is on file was the plan written when the Fire Protection District was formed back in 1986. It was authorized by the County Commissioners and District Court at that time. *(note: the District was formed prior to TABOR, and thus a vote of the electors was not needed at that time.)* The service plan does not need to be updated unless there is a change. The maps that we had drafted by Doug Roth, Montezuma County GIS, are based on the actual legal description that is on file in our Service Plan. Ms. Mimiaga commented that she would like to consult an attorney regarding the parcels that are outside the legal description of the District, and how to incorporate them into the District's boundaries. The parcels that are within the legal boundary of our District, but that are being taxed to the wrong District will be easy to fix. They will just need to be identified and brought to the attention of the Assessor.

Ms. Johnson also asked for an update on Tri-State. Asst. Chief Balke reported that the group of firefighters assigned to plan for Tri-State are keeping very active on the planning, following up with the vendors, securing blocks of rooms with the local hotels, meeting with the City of Cortez and securing the Rec. Center for the events, and classroom space. Asst. Chief Balke meets with the group regularly to make sure they are keeping up on the planning process.

OLD BUSINESS

Personnel Policy Manuel – Chief Vandevoorde had Gay Hall, Human Resource Director for the City of Cortez, look over the updated Personnel Policy Manuel and look for any changes he thought might need to be made. Mr. Hall thought it was a good document and that no changes needed to be made. Ms. Johnson would like to see a definition for immediate family added to "Sick Leave", pages 88 and 89, for better clarification. Discussion ensued on what constitutes immediate family. It was decided that staff will look into what is appropriate.

Kent Lindsay made a motion to adopt the updated Personnel Policy Manuel for the Cortez Fire Protection District with the definition for immediate family added to page 89 under "Sick Leave", Keenan Ertel seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

NEW BUSINESS

There was no new business.

EXECUTIVE SESSION

President Jim Bridgewater stated that the board would go into an executive session at the request of Chief Vandevoorde for the review of the Chief, pursuant to C.R.S. 24-6-402(4)(f) to discuss personnel matters.

Kent Lindsay made a motion to enter into an executive session to discuss the evaluation of the Fire Chief pursuant to C.R.S. 24-6-402(4)(f), Lori Johnson seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

President Jim Bridgewater stated that the board would enter into an executive session pursuant to C.R.S. 24-6-402(4)(f) to discuss personnel matters at 7:24 p.m.

Lori Johnson made a motion to end the executive session at 8:15 p.m., Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

Upon adjournment of the executive session, President Jim Bridgewater stated that the board did not adopt any policy, position, resolution, rule, regulation or take any formal action.

Lori Johnson made a motion to raise the salary of Chief Vandevoorde an additional 1.5% in addition to the standard 2.5% raise given at the beginning of the year, for a total of a 4% raise for the year, Keenan Ertel seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

ADJOURNMENT

Having no further business to come before the board, Lori Johnson made a motion to adjourn the meeting, Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

The meeting adjourned at 8:19 p.m.

Jim Bridgewater – President

Attest:

Kent Lindsay – Secretary/Treasurer