

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
December 10, 2014**

CALL TO ORDER and PLEDGE OF ALLEGIANCE

President Orly Lucero called the meeting to order at 6:00 p.m. in the meeting room at Station #1. Roll call followed after the Pledge of Allegiance and the board members present were Diane Fox, Lori Johnson, Sherri Wright and Orly Lucero, Kent Lindsay was absent. Administrative Assistant Wendy Mimiaga and Chief Jeff Vandevoorde were present for the meeting, Asst. Chief Balke was absent.

Lori Johnson made a motion to excuse Kent Lindsay from the December 10, 2014 Board of Directors meeting, Sherri Wright seconded. The motion was passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
yes	absent	yes	yes	yes

APPROVAL OF THE AGENDA

There were no changes or additions to the agenda for the Board of Directors meeting, December 10, 2014

Sherri Wright made a motion to approve the agenda for the December 10, 2014 Board of Directors meeting, Lori Johnson seconded. The agenda was approved on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
yes	excused	yes	yes	yes

APPROVAL OF MINUTES

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

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

Fox	Lindsay	Wright	Johnson	Lucero
Yes	excused	yes	yes	yes

BILLS AND ACCOUNTS

The board reviewed the list of bills, accounts and the financials included in the Board packet. Ms. Wright inquired about the \$1,523.64 charge on the Wal-Mart credit card bill. It was explained that it was for three (3) tablets that were purchased, one for each shift, for the firefighters to use for their daily routines. *(It was noted that the invoice for purchase of the tablets had been cut off when copied and included in the packet.)* Chief Vandevoorde further explained that \$3,600 had been budgeted for two computers (MDT's) for the chiefs' cars, but that this was a better use for the money, and helps make the daily routines of the firefighters more efficient and easier. Ms. Wright also questioned the Visa charge for the Holiday Inn in Cortez. This was for an instructor that was brought in for training. Ms. Johnson asked about the Amazon charges on Asst. Chief Balkes' Visa

card. These were for various wireless accessories for the new tablets, a dash camera for the Chiefs' car, and ISP cards. The Chief explained that there is already a dash cam on the new engine, and will also be installed on the Asst. Chiefs truck and Rescue 2. These help in training and re-evaluating a scene. The engine has to be positioned to best work on the scene, where the Chief and Asst. Chief can park to get the best view of the scene so that the tapes can be used for later training purposes. Ms. Johnson also noted that the fuel bill was much higher due to sending one engine to Denver for repairs, and Engine 1 to Albuquerque for repairs. Ms. Johnson also pointed out that with the adoption of the purchasing policy, and the Board having to approve purchases over \$10,000, why is there a check included for hose for \$13,650 in the bills list, when it is not yet been approved. It was explained that it has to be included in the bills list due to the accounting program, however, the check has been held out for signature until the hose is approved under New Business. The hose has not been received, however the invoices needed to be sent and paid before the end of this budget cycle.

Lori Johnson made a motion to accept the bills and financials including the supplemental list of bills, Diane Fox seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	excused	yes	yes	yes

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

Included in the packet were inclusions from the Cortez Journal from November 18, 28, and December 5, 2014,

REPORT FROM THE ADMINISTRATIVE ASSISTANT

A report of the current financial accounts was included in the packet. The county treasurer's office distributed a total of \$26,401.41 to the district for the month of November, 2014. \$19,092.77 for the general mill levy, and \$7,308.64 for the additional mill levy.

The business money market account at 1st Southwest Bank had a balance of \$129,240.39 as of November 28, 2014 with Interest earned in November, 2014 of \$24.78. The annual percentage yield remained at 0.25%, and the interest paid year to date was \$293.54. The 3 year jumbo CD of \$257,092.42 at 0.60% earned \$131.56 on November 13, 2013. Total interest paid in 2014 is \$1,156.31 for an updated balance of \$258,248.73.

\$250,000 was deposited in a jumbo CD, at 0.98%, for 5 years at the First National Bank of Cortez on February 14, 2014. As of August 14, 2014, the CD earned \$1,216.41 in interest for the year. The balance, as of August 14, 2014 is \$251,216.41.

The balance in the State Farm account, as of November 30, 2014, was \$744,897.63 with interest earned in November, 2014 of \$392.75, and year to date \$4,625.95. The interest rate declined to 0.64% from 0.65% in November. The total in the reserve accounts is \$1,383,603.16.

A current update on the economy was included in the report. The jobless rate held at 5.8% in November, but added 321,000 jobs. We have averaged 241,000 jobs added to the economy per month in 2014, adding over 2.6 million jobs. The average hourly wage also rose 0.4% in

November to \$24.66. Wages are only up 2.1% for the past twelve months. This rate has not increased very much since the recovery began in 2009, however, a sustained increase is needed for the the economy to achieve higher growth. With the job growth on the rise, there will be more upward pressure on wages. As wages increase, consumer spending will also increase, thus boosting the overall economy. Consumer spending accounts for more than 2/3's of the country's economic activity. This speculation is still that the Federal Reserve will not raise the federal funds rate until the middle of 2015.

REPORT FROM THE ASST. CHIEF

Asst. Chief Balke was not present for the meeting, but included his report in the packet along with a list of the trainings, meetings and events he attended. Chief Vandevoorde stated he could answer any questions the Board may have on Asst. Chief Balkes' report. There were none.

A graph of the monthly calls and response times for November, broken down by district, was included. The weighted average response time for the month of November, taking into consideration all districts, was five minutes, fifty-four seconds.

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 he has a very good relationship with the Cortez Building Department, and meets regularly with Sam Proffer and Sean Canada, and the Fire District is kept apprised on all inspections, and work together on many inspections and plans.

President Lucero inquired about the meeting with the City Manager, Shane Hale, and the Building Department. The Chief explained that this was specifically about the Bridge Shelter. The shelter requested a safety inspection, which was done with Mr. Canada, and many violations were discovered which include no fire alarm system, long narrow hallways with locked egress doors, up to forty seven clients with only two volunteers, etc. It could turn into a real disaster. The building is owned by Montezuma County. It was decided to present a list of improvements to the Director of the shelter who will then present the findings to the County Commissioners. The improvements should not be too costly. It was explained that the City and the Fire District know about the violations, and they need to be conveyed to the County. If they are not, and something happens, the City and the District could be held liable. The building is within the City's jurisdiction. Mr. Hale is in full agreement.

Chief Vandevoorde included a list of equipment we have been able to purchase over the past few years due to the grants we have received. This shows just how important grants are to this department. We have been able to purchase over \$240 thousand in safety equipment for the firefighters. It was noted, and appreciated, by the Board that a lot of work goes into acquiring and managing these grants, and that we are able to do a lot because of them.

There were 157 calls during the month of November, 127 EMS calls, 23 fire calls and 7 vehicle accidents for a total of 1602 total calls year to date. At the time of the Board meeting, December 10, 2014, we had a total of 1667 calls, 55 calls over the total number of calls for 2013 (1612 calls).

The District will be ringing the bell for the Salvation Army all day, from 10 a.m. to 6 p.m. on Saturday, December 20, 2014 at both entrances at the Wal-Mart. And we will be hosting a blood drive on Tuesday, December 23, 2014 beginning at 1:30 p.m. at Station One.

Also included was a list of inspections from the Fire Inspector, Sean Canada.

NEW BUSINESS

The following items need to be approved by the Board of Directors based on the Purchasing Policy, adopted September 17, 2014. The amounts to be spent exceed \$10,000.00.

Hose purchase – Chief Vandevoorde reported that we need to replace more hose, 10 sections of 1 ¾", 16 sections of 2 ½", and 10 sections of 5" for a total cost of \$13,650.00.

Lori Johnson made a motion to approve the purchase of the hose, Diane Fox seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	excused	yes	yes	yes

SCBA purchase – The District was awarded an AFG Grant for \$284,050.00 to replace all of our SCBA, Self Contained Breathing Apparatus, and purchase three RIT, Rapid Intervention Team, packs. Our match for the grant is expected to be \$14,000.00. We will be able to purchase forty new SCBA units, three RIT packs and eighty cylinders. We have demoed packs from three different companies, and will probably purchase the packs from Scott, as they are what we currently use, they are very good packs and they are compatible with the packs used by the surrounding volunteer departments. Our old SCBA's will be traded in, less a few we will keep for training purposes. Ms. Johnson asked if we had to pay for the equipment up front and then be reimbursed. It was reported that we can request the money in advance to pay for the packs, but there is a time constraint. The AFG grant is managed very similarly to the SAFER grant. Ms. Johnson was concerned that we may not have the funds up front.

Lori Johnson made a motion to approve the purchase of the SCBA, Diane Fox seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	excused	yes	yes	yes

Dual Band Radio purchase – We are looking to purchase six dual band radios to better improve our communications capabilities. They will be placed in each of the Chief's vehicle, the engine and the rescue. Ms. Johnson informed the Chief that money is available in the Homeland Security Grant for Cortez Fire to acquire additional dual band radios.

Lori Johnson made a motion to approve the purchase of the dual band radios, Sherri Wright seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	excused	yes	yes	yes

Contract for architectural services – The station committee reviewed seven proposals submitted for a new fire station, then interviewed four of the architectural firms on Monday, November 17, 2014. After the interview process, the committee chose and offered the project to Pacheco Ross Architects in Voorheesville, New York. Pacheco Ross has submitted a contract that has been reviewed by our attorney, Kelly McCabe. Mr. McCabe felt the contract was adequate. Chief Vandevoorde pointed out that on page 5, article 6, compensation, sub-section 6.1, the cost is stated at \$30,000 excluding the LEED services and travel. This will be an additional \$10,000 for a total for the contract of \$40,000. We want to include LEED in the design now as it could cost more to add it later. Ms. Fox commented that she appreciated their expertise, but was there anyone local who could have done the job. Ms. Johnson, who is a member of the station committee, mentioned that she liked the architect from Durango that was interviewed, and was impressed by his presentation; however, he has never fully designed a fire station. Ms. Johnson conveyed that the committee feels that Pacheco Ross can save the District a lot of money up

front, and in the long run, with their background in only designing fire stations. Ms. Fox agreed that there is a lot to be said for experience. Chief Vandevoorde further explained that Pacheco Ross know and are up to date on all the NFPA requirements for stations, they also incorporate a lot of training opportunities within the design, and also many additional design elements that were not even considered.

Diane Fox made a motion to accept the contract for architectural services with Pacheco Ross, Sherri Wright seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	excused	yes	yes	yes

OLD BUSINESS

2015 Budget – Chief Vandevoorde had two (2) changes for the proposed 2015 budget. The first was to add the \$30,000 that was estimated, and not used, for Capital Outlay in 2014 to the 2015 budget, thus increasing the Capital Outlay for 2015 to \$150,000. This will be used to help pay for the contract with Pacheco Ross in 2015. The second is to move \$100,000 from the general fund and deposit it into the State Farm account, to the reserve fund for facilities, thus increasing the facilities allocation to \$600,000. This is possible due to the grants we have received and being able to free up some funds, and careful management of the budget. This will still give us adequate funds in the general fund for the first of the year until the tax disbursements begin to come in.

Diane Fox made a motion to approve the budget, Resolution No. 6, Series 2014, Sherri Wright seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	excused	yes	yes	yes

Lori Johnson made a motion to set the mill levy, Resolution No. 7, Series 2014, Sherri Wright seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	excused	yes	yes	yes

Sherri Wright made a motion to appropriate the sums of money, Resolution No. 8, Series 2014, Diane Fox seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	excused	yes	yes	yes

Lori Johnson made a motion to approve the Lease Purchase supplemental schedule to the adopted 2015 budget, Resolution No. 9, Series 2014, Diane Fox seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	excused	yes	yes	yes

Designation of reserve funds – It is recommended by Heidi Trainor, CPA, who executes the yearly audit for the District, to appropriate the money in the reserve funds to designated categories. This also helps when applying for grants. It shows that there is a future plan for the reserve funds and they are designated as such. This does not restrict the funds, only allocates them, the Board can re-designate the funds as they see fit. Ms. Johnson inquired about the Tabor funds, and if

they are not included since they are restricted funds. This is correct; the Tabor funds are designated by statute.

Sherri Wright made a motion to allocate the reserve funds as follows: Operational Contingency \$400,000, Facilities \$600,000, Equipment and P.P.E. \$168,000 and Apparatus Replacement \$250,000, Diane Fox seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	excused	yes	yes	yes

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

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

Fox	Lindsay	Wright	Johnson	Lucero
Yes	yes	yes	yes	yes

The meeting adjourned at 6:48 p.m.

Orly Lucero – President

Attest:

Kent Lindsay – Secretary/Treasurer