

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
December 11, 2013**

CALL TO ORDER

President Bridgewater called the meeting to order at 6:00 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, Asst. Chief Charles Balke and Chief Jeff Vandevorde were present for the meeting.

APPROVAL OF MINUTES

The minutes from the regular meeting, held on November 13, 2013, 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 November 13, 2013, 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 \$9,326 paid to KME. Chief Vandevorde explained that it was for additional safety items for the new fire truck. Mr. Lindsay commended the Chief on the cost, and mentioned that the add-ons could have been a lot more. Ms. Johnson also inquired why, on the three month comparison, the health insurance was exactly \$2,000 more in October. Ms. Mimiaga was unsure and will look into it.

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 November 29 and December 6, 2013 and thank you note from Daisy Mae and Lyman Black.

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 \$22,520.82 to the district for the month of November, 2013. \$18,330.19 for the general mill levy, and \$4,190.63 for the additional two (2) mill levy.

The business money market account at 1st Southwest Bank had a balance of \$128,918.59 as of November 29, 2013 with Interest earned in November, 2013 of \$25.60, and year to date \$453.79. The annual percentage yield remained at 0.25%. The 24 month jumbo CD of \$252,500 at 0.90% earned \$195.99 on November 13, 2013. Total interest paid in 2013 is \$2,110.08 and total to date is \$4,009.88. The current balance is \$256,509.88. This CD will mature on February 14, 2014. Ms. Mimiaga will inquire about current interest rates in January, 2014, and then the Board can decide where they would like to re-invest the money. President Bridgewater asked about depositing the money in the State Farm account. We could do that until the interest rates start to increase, if we do not find anything above the 0.65% we are earning there.

The balance in the State Farm account, as of November 30, 2013, was \$989,725.15 with interest earned in November, 2013 of \$528.61. Interest earned year to date is \$5,955.55. The interest rate remained at 0.65%. The total in the reserve accounts is \$1,375,153.62.

Unemployment fell to 7.0% from 7.3% in November with 203,000 new jobs added, higher than the estimated 180,000. The labor force participation rate was stronger in November at 63%, up from 62.8% in October. The unemployment rate is still above the 6.5% level the Fed is looking for, however, it is decreasing causing speculation as to when the Fed could start to taper their quantitative easing.

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 he is working on the volunteer testing program, and the current volunteers on their shift assignments. This will help them get the best opportunity to meet their training requirements. They will be assigned to primary shifts, but this does not exclude them from responding to calls during other shifts if they are available.

Asst. Chief Balke has been working to gather information for the strategic plan. A SWOT analysis was included in the Board packets in November for the Board members to fill out and return. This will be helpful for the upcoming strategic planning meeting on January 26, 2014.

Work has also begun on the planning for Tri-State this summer. And the Annual Awards Dinner will be held next month, January 11, 2014 at Fiesta Mexicana at 6 p.m.

Two grants have been submitted to AFG. The first for \$305,000 for air packs and rit bags, and a second to replace Tender 4 due to the age of the vehicle, it has 548K miles on it, and it is a converted vehicle and is not NFPA compliant. We have been assigned a mentor, which for the AFG program means you were very close to being awarded the previous year. We are currently two cycles behind on the AFG grant, and our air packs are ten years old which are two of the criteria that needs to be met to be awarded the grant. The grants will be read beginning the end of February. If we were to be awarded both of the grants for about \$750,000, our match would be about \$190,000. We could do part through lease purchase and use some of our reserve funds.

REPORT FROM THE FIRE CHIEF

Chief Vandevoorde went over his report and list of meetings that was included in the packet. The Chief reported that he has received the contract from DOLA for President Bridgewater to sign. The grant was for \$41,959 to purchase rescue tools for the new fire truck. The match will be about \$9,000. Mr. Ertel commented on how these grants really help the District make its money go a lot further. Chief Vandevoorde added that the increase in the mil levy will help the District to be more competitive with grants, being able to offer a better match.

Chief Vandevoorde and Asst. Chief Balke drove the new fire truck back from Denver on Sunday, December 8, 2014, despite the poor travel conditions. It took over eleven hours to drive back. The truck is in the bay for the Board to look over after the meeting.

There were 127 calls during the month of November, 92 EMS, 20 fire and 15 vehicle accidents. The total calls for the year through November, 2013, is 1469. We are about 80 call ahead of last year.

We have been working with DOLA finalizing the grant for the new fire truck and should be receiving the \$112,500 grant payment soon.

Chief Vandevoorde checked with the Sanitation District regarding the rate increases, of which we are looking at about a \$500 total increase for the next year. We also met with Jim Snow about the computer charges of \$9,000 from the city. We currently pay about \$4,000 per year for the network access fees. This would be about \$13,000 per year in computer costs. We have not been budgeting for this additional \$9,000 as it has not been charged in the past, and there is no contract with the city for these fees. Mr. Snow was not sure why we received the additional bill, and did say that it is too high. These per computer fees were to be used to fund the IT department.

The First National Bank meeting room has been reserved for the strategic planning retreat scheduled for Sunday, January 26, 2014 from noon to 6 p.m. Discussion ensued about the date, if it should be on Saturday or Sunday, and it was decided to keep the meeting on Sunday. It was also discussed if we should have a facilitator, either Ken Charles from DOLA or Carol Rhan, to oversee the meeting and help the Board to keep on track. The Board did not think this was necessary for this first meeting.

The Blood Drive is scheduled for Friday, December 27, 2014, and the District is scheduled to ring the bell for the Salvation Army all day, Saturday, December 21, 2013 from 10 a.m. to 6 p.m. Any help would be appreciated.

OLD BUSINESS

The Public Hearing for the 2013 Budget Amendment was opened by President Bridgewater at 6:32 p.m. The 2013 budget needed to be amended due to unforeseen income received in 2013 from the sale of three vehicles for \$65,327, and income of \$55,848 from the deployment of personnel and equipment to the West Fork fire. Neither of these amounts were budgeted for 2013. Allocations were made to travel/training fire, an increase from \$13,000 to \$20,000, vehicle repair, an increase from \$22,000 to \$30,000, and equipment – tools and appliances, an increase from \$34,000 to \$50,000. The additional income will go into the general fund. The Notice of Budget Revision was posted and ran in the legal section of the Cortez Journal on November 26, 2013, however there were no request for or comments on the revised 2013 budget. As there was no one in attendance for the Public Hearing, President Bridgewater closed the Public Hearing at 6:36 p.m.

Lori Johnson made a motion to adopt Resolution No. 6, Series 2013 for the supplemental 2013 Revised Budget and Appropriations, Keenan Ertel seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

A new budget packet was handed out at the Board meeting. There were no changes to the 2014 budget. The estimated 2013 budget was updated to date to better show to projections for the current 2013 budget.

Keenan Ertel made a motion to adopt Resolution No. 7, Series 2013 Resolution to Adopt the 2014 Budget, Kent Lindsay seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

A new Resolution No. 8, Series 2013, Resolution To Set Mill Levies, was changed from the original sent out in the Board packets. Ms. Mimiaga was unclear as to how to show the debt service, or the Contractual Obligations, for the Certification of Tax Levies. It was necessary to meet with legal counsel to figure out how to show the lease purchase contractual obligation, but Ms. Mimiaga was unable to meet with Kelly McCabe until after the packets went out. The necessary changes were made to the Certification of Tax Levies for Non-School Governments to show the Contractual Obligations, but this does not change the total mill or revenue, only how it is reported.

Kent Lindsay made a motion to adopt Resolution No. 8, Series 2013 Resolution To Set Mill Levies, Lori Johnson seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

It was explained that the amount of money set for the General Fund for the current operating expenses is derived from the total fund revenue of \$3,703,357 less the allocated reserve funds of \$1,390,428.

Lori Johnson made a motion to adopt Resolution No. 9, Series 2013 Resolution to Appropriate Sums Of Money, Keenan Ertel seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

Resolution No. 10, Series 2013 Lease-Purchase Supplemental Schedule to the Adopted 2014 Budget shows the amount of money we will be paying for the lease purchase of the new fire truck. This will need to be passed each year as there is a yearly renewal option not to exceed twelve months.

Kent Lindsay made a motion to adopt Resolution No. 10, Series 2013, Lease-Purchase Supplemental Schedule to the Adopted 2014 Budget, Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

Discussion ensued about the designation of Reserve Funds. The reserve funds will need to be formally allocated to aid the audit process and to help with securing grant funding. It helps to show that the reserve funds are not being held onto, but are appropriated to help with the cost of several aspects of running the Cortez Fire Protection District

Lori Johnson made a motion to allocate the reserve funds as follows:

- Operational Contingency - \$600,000
- Facilities - \$300,000
- Equipment and P.P.E. - \$174,000
- Apparatus Replacement - \$250,000

Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

NEW BUSINESS

Perry Lewis from The Geeks then gave a presentation to the Board on how he could help the District with its intent to procure its own computer server and detach from the City of Cortez. He is proposing a new server, all new computers, software and switches. A turn-key system, excluding telephone, where they will build the system and provide support 24/7, windows 7 professional, Microsoft office, outlook. As for the internet service, we already have a fiber hook-up, Mr. Lewis suggest that the District use Farmers Telecom. Farmers can also be used for the telephone system, and they can keep our current telephone

number. It can be a very smooth transition from the City. Mr. Lewis explained that we would still work in Windows 7 and not Windows 8, and how the server would work and how it would better benefit the District. Cost for support is not included in the estimate of \$9,990.97. A breakdown of the cost was handed out. Support cost is \$75/hr. and we would only pay for what we needed. It can also be bought in blocks of time. Mr. Lindsay suggested we buy two blocks of ten hours each of support time for a savings of \$10 per hour. Discussion ensued and the Board thought that this would be in the best interest of the District. Mr. Perry explained that this could be up and running fairly quickly.

Victoria Peterson from The Geeks gave a presentation and overview of the new website she has created for the Cortez Fire Protection District. Ms. Peterson projected the new website for all to view, and went through it page by page. The Board commented on how much better this web-site will serve the District.

As this was the last meeting of the year, Chief Vandevoorde thanked the staff for all their hard work, and for all the support from the Board. The District is moving forward, and it could not do so without the Boards support. The safety of the department is always the Boards primary concern, and it is much appreciated.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

Having no further business to come before the board, Kent Lindsay 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 7:34 p.m.

Jim Bridgewater – President

Attest:

Kent Lindsay – Secretary/Treasurer