

**CORTEZ FIRE PROTECTION DISTRICT  
REGULAR BOARD MEETING  
January 9, 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 Lori Johnson, Kent Lindsay, Orly Lucero and Jim Bridgewater. Keenan Ertel was absent. Administrative Assistant Wendy Mimiaga, Asst. Chief Balke and Chief Jeff Vandevoorde were present for the meeting.

Lori Johnson made a motion to excuse Keenan Ertel from the meeting, Orly Lucero seconded. The motion passed on the following vote:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Absent	yes	yes	yes	yes

**APPROVAL OF MINUTES**

The minutes from the regular meeting held December 12, 2012 were brought before the board for approval.

Orly Lucero made a motion to approve the minutes for the meeting held on December 12, 2012, Lori Johnson seconded. The minutes for the meeting were approved on the following vote:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Excused	yes	yes	yes	yes

**BILLS AND ACCOUNTS**

The board reviewed the list of bills and accounts and the financials included in the Board packet.

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
Excused	yes	yes	yes	yes

**PUBLIC COMMENT**

Stephanie Carver – Western Group Insurance – Ms. Carver was the agent for the general liability insurance for the district, we now have a new carrier. Ms. Carver stated that she understands the concerns of the district and some of the things that may have been proposed by other companies. These are things that she feels she, as an agent, can remedy. Ms. Carver went on to inform the Board that she offers a good liability package. Cortez Fire went with the Fire Pac package based on the coverage's, not based on premium. She can offer a liability based on general averages, most other companies do not go that high. This is something specifically designed for fire departments. She also explained that the management practices liability on their policy has a \$10 million limit, in an occurrence based form, not claims based. She is pretty sure that our current company is claims based not occurrence based. Her concern is if a claim comes up from the past, that we will not be covered by our current insurance company. If the claim is not made during the policy period, the coverage could be questionable. This is why an occurrence form is the most sought after policy, and an important coverage point we do not want to miss.

Ms. Carver left immediately following her presentation. Chief Vandevoorde commented that it would have been beneficial if Ms. Carver had come and addressed the board, and himself, much

earlier. We did not receive a final policy until the week before the new year. We have had many questions and have needed changes in the policy since last spring, mostly regarding vehicle coverage. Jeff Cunningham of VFIS went through all of our vehicles last year and explained how, and why, each should be insured. VFIS also offers assistance with HR and legal questions. We can see how it goes this year, and we can always change our carrier if necessary.

Mr. Lindsay commented that the agent for VFIS in the past was not helpful or present and that was why the district had changed insurance providers. Mr. Lindsay also mentioned what a large contributor VFIS is to the Colorado Firefighter Academy.

Ms. Johnson mentioned that she had spoken with VFIS at the SDA Conference and commented on all the training, legal and HR advice they offer to fire districts.

Ms. Mimiaga added that Mr. Cunningham has made multiple trips to Cortez over the past year to meet with us, and has helped with explaining, and questions regarding our insurance policy. VFIS and Mr. Cunningham work primarily with fire departments throughout the state and are well informed on how fire departments work and therefore their needs. Mr. Cunningham continually keeps us up to date with issues going on around the state and at other departments so we know what to look for, what to avoid and how to handle certain issues if they arise. Mr. Cunningham and Sue Silverthorn, who is our workman's comp agent at VFIS, are always in contact with us and updating us with current information. Mr. Cunningham put the numbers together that we needed to re-do our vehicle liability insurance. We had been asking Western Group to figure out the correct numbers for vehicle liability since last spring. I finally sent the numbers to them that VFIS had put together for us, and that is what Western Group used for our renewal. It would have been helpful if they had taken care of the problem when it was recognized, instead of continually putting it off.

Ms. Johnson commented that you really do not know how good your insurance is until you have a claim.

Chief Vandevoorde responded that Western Group had always handled our claims very well and in a timely manner.

Mr. Lindsay commented that you are buying the whole package, that all aspects should be handled well.

Mr. Lucero also mentioned that communication and follow through are very important.

## **CORRESPONDENCE**

Included in the packet were several inclusions from the Cortez Journal and a thank you letter from the Blue Star Moms.

## **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 \$ 9,310.13 to the district for the month of December, 2012. I did confer with the County Treasurer as I thought it was unusual that no taxes were collected in December, 2012, only SO taxes. Historically we have always has some small amount of taxes collected, even just a few hundred dollars, but never zero. The treasurer explained that the tax sale was in November, 2012, and the last of the taxes were collected then and distributed on December 1, 2012. This puts our total income from the county (including property tax - \$951,732.59, SO tax - \$86,822.15, delinquent tax - \$3,202.45, and current - \$4,503.95 and delinquent - \$1,419.42 interest) at \$1,028,432.79 for 2012. We had budgeted a total of \$1,042,263.00. The treasures fees for 2012 were \$19,247.77, we had budgeted \$25,000.

The business money market account at 1<sup>st</sup> Southwest Bank had a balance of \$252,464.80 as of December 31, 2012 with Interest earned in December, 2012 of \$64.32 and year to date of \$1,385.43. The annual percentage yield remained at 0.30%. The 24 month jumbo CD of \$252,500 at 0.90% earned \$188.11 as of December 13, 2012, and year to date of \$1,899.80. The current balance is \$254,399.80.

The balance in the State Farm account, as of December 31, 2012, was \$983,769.60 with interest earned in December, 2012 of \$583.10 and year to date earnings of \$7,300.43. The interest rate remained at 0.70%. The total in our reserve accounts is \$1,490,634.20.

It was reported that there was concern at the Federal Reserve's policy meeting last month regarding the continued re-purchasing of treasuries, operation twist. Several board members are leaning toward the slowing or stopping of this process by or before the end of 2013. They are concerned that it could lead to inflation and speculative buying of risky assets. This is one mechanism the fed has to help control interest rates, to keep long term rates low. The fed is planning on keeping interest rates at record lows. The fed funds rate has remained near zero since December, 2008. The fed is forecasting the economy to grow between 2.3% - 3%.

### **REPORT FROM THE FIRE CHIEF**

*(Chief Vandevoorde gave his report prior to Asst. Chief Balke as he was responding to a call.)*

Chief Vandevoorde went over the report and list of meetings he included in the packet. He reported that he has received back from DOLA, the signed contract for the \$112,500 granted to the district from the Limited Gaming Impact Grant to purchase a new fire truck.

He now has the specifications for the new fire truck. A meeting has been set for Friday, January 18, 2013 to meet with manufacturers here at station one. The Grant is for this year, 2013, but we can get a three month extension if the truck is not delivered this year.

There were 141 calls during the month of December, 105 EMS, 28 fire and 8 vehicle accidents. The total calls for the year, 2012, is 1530. We had 1585 calls last year, 2011.

Chief Vandevoorde thanked all the members who participated in several holiday events last month, December 2012. They delivered toys and food with Santa to eleven families on Christmas Eve, December 24, 2012. On December 22, 2012 we drove Santa Clause to Market and Main and helped the VFW hand out toys, and we also covered both entrances at Wal-Mart all day, 10 a.m. – 6 p.m., ringing the bell for the Salvation Army.

We should have the final, 2012, budget numbers for the next board meeting in February. With the SAFER Grant and the money we received from the wild land deployments we will have approximately \$200,000 to carryover to 2013. This should cover our operating expenses for the first three months of 2013. We have figured that we will need a minimum of about \$150,000, not including the small amount of tax revenues we will take in the first two months, to cover our expenses.

Chief Vandevoorde and Asst. Chief Balke are revising the five-year plan. We have done well and accomplished many of the goals in the plan. The revised plan will be ready for review at the next board meeting. Many of the goals in the new plan will be fund driven, so we will need to readdress an increase in the mill rate this year. We will need board support and participation. We need to see where we want to go. If the board does not want to pursue this, we will need to reevaluate the direction we take. Mr. Lindsay noted that it is not an election year. *(It is not an election year for Special Districts, however we can coordinate with the county for the November 5, 2013 election.)*

The certified mill levy for 2013 is 6.89 mills, 4.86 mills for the general operating expense, and the voter approved 2 mills. *(and 0.031 mills for refunds and abatements)* We would ask for a 3.5 mill increase again.

Chief Vandevoorde also explained that he is looking into restructuring the personnel categories. They would include full time, part time, instead of reserve, and volunteer. We have volunteer testing coming up next Saturday, with eight (8) individuals schedules to test. With the issues we are having with the pension and the volunteers also working as reserves, the new structure allow you to start as a volunteer and work toward a pension, or advance to work as a part time firefighter, but not both.

As we currently do not have officers, we have asked Justin Lindsay to be the Volunteer Coordinator. He will be responsible for overseeing and tracking the volunteers progress, and making sure they are showing up and participating. He will also be the person the volunteers might be more comfortable working with and going to with questions and concerns. He will also sit down with them on a quarterly basis and go over their progress and responses, and make sure they are keeping up with their training. Currently we have four (4) volunteers, and eight (8) testing.

Chief Vandevoorde handed out an EMS Automatic Aid Dispatch Procedures between Southwest Memorial Hospital and Towaoc to each board member. This was sent to him last month by John Trocheck, Chief, Ute Mountain Ute EMS. This evolved from a past 10-50 call that involved a car and a deer at County Road C. Chief Vandevoorde responded as it was close to his home. Upon arriving on scene, and determining there was only a minor injury, he canceled Towaoc. It was brought up at a meeting that Towaoc was offended that someone would cancel them since the accident involved a native american, even though it was not in their district. Chief Vandevoorde is meeting with Dr. Turpen, Medical Director for Montezuma County, on Friday to discuss the policy, and the fact that the Cortez Fire Protection District was excluded.

### **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 throughout the month. Asst. Chief Balke has made arrangements with the Sheriff's Office to be part of their training calendar, and they will be part of ours. We will provide CPR training to them, and a basic understanding of what they can do upon arrival to a fire scene. They will come in and do more clandestine lab training and hostile individual recognition training with us.

We are also working on an Officer Development Program and a formal Intern Program. Asst. Chief Balke will be meeting with Ed Rice and the advisory committee to go over the new proposed intern program, that includes an academic portion where the interns will be required to write a research paper and do several projects during the course of the internship. Asst. Chief Balke is also in the final phases of finalizing the driver operator program and the Adopt a Firefighter program.

Asst. Chief Balke was contacted to do a site assessment for the Mancos Composting Facility through the recommendation of the Mancos Fire Department as they did not have anyone available to do it. Asst. Chief Balke gave them some basic information regarding safety concerns.

We have just passed round seven (7) for the AFG grant.

Also included in the report was a graph of the monthly calls and response times for December broken down by district. The weighted average response time for the month of December, taking into consideration all districts, was six minutes, twenty six seconds. The national average is eight minutes or less in the immediate area, fifteen minutes in the surrounding areas. We are well below the national average.

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

There was no new business.

### **EXECUTIVE SESSION**

There was no executive session.

**ADJOURNMENT**

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

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Excused	yes	yes	yes	yes

The meeting adjourned at 6:43 p.m.

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Jim Bridgewater – President

Attest:

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Kent Lindsay – Secretary/Treasurer