

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
March 12, 2014**

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 and Asst. Chief Charles Balke were present for the meeting. Chief Jeff Vandevoorde was absent.

APPROVAL OF MINUTES

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

Lori Johnson made a motion to approve the minutes for the regular Board of Directors meeting held on February 12, 2014 with the correction of a typo on the bottom of page 5, Orly Lucero 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 inquired about the Bill from Rescue Tech 1, Inc. (\$4,546.96) for water rescue equipment. Asst. Chief Balke explained that it was for water and ice rescue equipment, and included the equipment we might need for a water rescue, like we have had at Totten lake.

Ms. Johnson also asked about the bill for the T-shirts (\$417.90) from the Graphic Designer in Farmington, NM.. Asst. Chief Balke explained that it was for duty shirts for the crew. Mr. Lindsay asked if there was anyone in our community that we could order from. It was explained that we are currently working with Southwest Designs to become a vendor for the company that we currently get the uniform shirts from so we can order them locally.

Ms. Johnson further inquired about the charge from Timberline Electric. Ms. Mimiaga explained that it was a charge for wiring the new phone line in Station 1 so that we have a dedicated fax line and a phone line. When the phone company came to install the second line, they would not actually do any of the wiring, so we had to have Timberline come out to wire it for us.

Mr. Ertel asked how we were doing with The Geeks, and getting our computer system was working. Everything is up and running with the computers and the server. We just received a new router for the administration building, and a new router will also be installed in Station 1. We are currently waiting on the City of Cortez to change the fiber lines, and this might happen without trenching this spring. Then we will be able to have our own separate internet service and phone system, and no longer be on the City's fiber.

Lori Johnson made a motion to accept the bills and financials including the supplemental list of bills, Kent Lindsay 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 February 14, 18, 21, 28, 2014. Also included was a thank you note from Kelly McCabe's office along with a \$100 donation to the Jack Click Memorial Fund, a thank you note from Kathy Gerlach to Chief Vandevoorde for his assistance, and an article from the Farmington Times about Bloomfield NM receiving the SAFER Grant.

Asst. Chief Balke commented that he has been working with John Moler, from Bloomfield, in writing the Safer Grant, and has just met with him to discuss the implementation of the Grant and their hiring process. He further explained that the City of Bloomfield is not as gracious as our Board in that they are not looking to guarantee the positions beyond the Grant period.

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 \$373,845.11 to the district for the month of February, 2014. \$211,305.244 for the general mill levy, and \$162,539.87 for the additional mill levy.

Mr. Lindsay inquired how this tax distribution compared to last year. Ms. Mimiaga explained that the distribution is somewhat higher due to the 2.5 mill increase passed by the voters in the November, 2013 general election. Last year we had an additional 2 mills where we now have an additional 4.5 mills with the increase. Passing the mill rate increase has helped the District considerably, despite the almost \$10 million decrease in the valuation.

The business money market account at 1st Southwest Bank had a balance of \$128,998.97 as of February 28, 2014 with interest earned in February, 2014 of \$24.74. The annual percentage yield remained at 0.25%, and the interest paid year to date was \$52.12. \$257,092.42 CD came due on February 14, 2014 and was rolled over into a jumbo CD for 3 years at an interest rate of 0.60%.

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 balance in the State Farm account, as of February 28, 2014, was \$741,263.70 with interest earned in February, 2014 of \$445.19. The interest rate remained at 0.65%. The total in the reserve accounts is \$1,377,355.09.

Ms. Mimiaga reported that the District is signing up with Triad Employee Assistance Program to provide services for our members. We had previously worked with Discovery Employee Assistance Program, but David Guy scaled back his client list and does not provide the service to the District any longer. This is a nice benefit for our members, allowing them, and their immediate family, to anonymously seek out counseling for whatever problems they may be dealing with. The counseling offers up to six sessions per incident at no cost to the member. This program will also provide a legal and financial assistance component for their benefit. John Gribben will be here for our Members Meeting on March 26, 2014, to talk about the services that are provided, and how they can be utilized.

The self-nomination forms for the upcoming election on May 6, 2014 for Directors for the Board, were due on Friday, February 28, 2014. We have six candidates running for the three open seats. The lot drawing, to determine the order in which the candidates will appear on the ballot, was held on Wednesday, March 5, 2014. They will appear as follows: Sherri Wright, James Kent Lindsay, Nick Randall, Diane Fox, Larry D. Sharp, Jerry Ayers.

Ms. Mimiaga reported that when we passed the election resolution in February, we stated that we would be holding a polling place election at the County Annex building. This was to be a coordinated election with the Sanitation District and Lewis Ariola Fire District. These two districts have since chosen to conduct a mail ballot election, despite the higher cost. The Sanitation District did inquire if we would like to coordinate with them for the mail ballot, to which we declined as it is too expensive, and the deadline has already passed to adopt the election resolution, and submit the mail ballot plan. When we had originally planned to coordinate as a polling place election, Luann

Meyer, the DEO for the Sanitation District, had already secured the County Annex to use as our polling place. Since we will now be conducting our own polling place election, it will be more convenient, and cost effective, to have the polling place at Station 1. Ms. Mimiaga will ask the County if we can use some of their voting booths and ballot boxes. We will need to secure our own election judges.

Keenan Ertel made a motion to hold the polling place election for our Board of Directors on May 6, 2014 at Station 1, 30 N. Ash St., Lori Johnson seconded. The motion passed as follows:

| | | | | |
|-------|---------|--------|---------|-------------|
| Ertel | Lindsay | Lucero | Johnson | Bridgewater |
| Yes | yes | yes | yes | yes |

Ms. Mimiaga addressed a past question about the maintenance of the parking lot at Station 1 and the Administration building. It was thought there was an agreement with the City of Cortez to share the maintenance expenses for the parking lot. All that could be found pertaining to the maintenance question was a copy of the lease agreement between the City and the District from 1987, when the Fire District was formed, and the City leased the building and land to the District. Nowhere in the lease was it addressed that the City would assist with the maintenance. The only other document that could be found is the quick claim deed showing the property being deeded to the District in 1991. Mr. Lindsay and Mr. Ertel thought commented that it could have just been a verbal agreement since the City employees needed additional parking and would use out parking lot.

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 with the purchase of the new engine with a Waterous pump, Waterous will give you three days of training (CAFS training). The CAFS was used on the Main St. fire and worked very well. At one time during the fire, the new engine pumped the ladder truck, three hand lines and a 2 ½ inch line with no problems. Nozzle flow setting testing was conducted with Akron after purchasing common nozzles. We will continue to purchase more nozzles over the next few years until all the nozzles on all apparatus are the same type.

Additional changes will be made to the web site until it flows the way it is needed. Additional work is continuing on the new computer system. New drivers have just been installed on the server so there is now a secure administrative driver to share documents between the admin staff, and staff drive to share documents with the staff. We are off the city server, and are only using their internet and digital phone system.

Of the meetings attended, one was the TIC Plan drill, a communications exercise. It seemed to go very well. Ms. Johnson added that Montezuma County has many dead spots which dispatch is working to try and fix. The School Safe System was not working as well as hoped. This is a bridge that connects Fire 21 to the School District channel as well as the 800 police channel. This is to implement good communications with the school staff in the event of an incident at the school. Work is being done to improve the quality. Asst. Chief Balke and Ms. Johnson both serve on the School Safety Committee. Additional trainings will be scheduled.

Asst. Chief Balke also joined the Southwest Incident Management Team at the Emergency Managers Conference in Loveland, Co. where he helped run the conference. Five people from our organization attended the Active Shooter Training. A group from the Denver area conducted the training, focusing on the jobs of the Police, Fire and EMS if such an occurrence should arise. The School Safety Team is planning a local active shooter training in May. It is hopeful that a regional protocol will come from the training to address how the different agencies will respond to such an incident.

SAFER has started awarding grants, mostly large awards. The total amount they have to award is unknown.

Max Fire sent their mobile technician to work on error codes for the computerized pump system of Engine 3 (Rosenbaugher).

Asst. Chief Balke has started working on the Adopt-A-School program to implement when school begins in August. He is also working with a group on a Distracted Driver event to be held at the High School April 7 – 11, 2014. Part of the event will include a scenario with an extrication of students involved in a DUI accident.

Ms. Johnson asked if Asst. Chief Balke came up with a different quote for the Strategic Plan. It is something the Asst. Chief is still working on. Ms. Johnson had some ideas she passed on to him.

Ms. Johnson also inquired how we were coming along on the Service Plan. Ms. Mimiaga explained that this is a long term project that is still being worked on. Each of the outlying parcels needs to be individually addressed, and Doug Roth at the County has been very helpful with the mapping for this project. President Bridgewater asked if we have found out how to include the parcels that are outside of the service plan. This is an issue we will need to consult with an attorney who is versed in such a situation. But before doing so, we will need to get all the information necessary. Ms. Mimiaga explained that we have parcels that are not included within the district, and parcels within our district that are being taxed for another fire district. We should identify all the questioned parcels before we consult an attorney. Ms. Mimiaga would like to have this addressed before the end of the year, and consult with an attorney to see what we will have to do to incorporate those parcels outside of our legal description, and if then included, what we will need to do to change the legal description of our service plan.

REPORT FROM THE FIRE CHIEF

Chief Vandevoorde was not present for the meeting, but submitted his monthly report that included the meetings he attended in February.

Ms. Mimiaga commented on an item that was in Chief Vandevoorde's report. She has been consulting with an insurance agent, Chris Stanton with the Rocky Mountain Agency, in Durango looking for alternative health insurance options as a way to try to cut costs. The Chief and Ms. Mimiaga met with Mr. Stanton to explore comparable policies he had looked into for us, and he also instructed them how to navigate the healthcare exchange, Connect For Colorado web site. Upon the first inquiries, it looks like we will be able to go onto the exchange and move our employee health insurance policy to a comparable one on the exchange at a considerable discount. Our policy with CEBT only increased about 4.5% this year, however group policies are always the most expensive. The deadline to sign up on the exchange is March 31, 2014. This will need to be looked into further before jumping into anything, and we will continue to explore our options through the rest of the year, and look into changing our policy next year.

There were 139 calls during the month of February, 275 total calls for the year.

Chief Vandevoorde also included a list from the City Fire Inspector of the fire inspections done for the month of February.

President Bridgewater inquired about the after action review on the Main St. fire. Asst. Chief Balke said it was very positive, and there were a couple of lessons learned regarding tactical decisions, placing apparatus, tactics used for a defensive fire, etc. The turnout for the review was good, everyone who was at the scene.

OLD BUSINESS

Personnel Policy Manuel – Ms. Mimiaga handed out a copy of the manual to each Board member at the February meeting. It was requested that each Board member look it over and bring any

questions, changes and feedback to the staff. Ms. Mimiaga asked that the Board continue to look through the manual so that the changes can be made and the revised Personnel Policy Manual be adopted at the April Board of Directors meeting. The suggestions made by Ms. Johnson have been included, and Mr. Lucero came into the office earlier with many good suggestions that will be added.

Ms. Johnson recommended that, since we do not have an HR department and there are many legal issues that can arise with the Personnel Policy Manual, we have an outside source with some professional knowledge look over our policy before it is put in place.

NEW BUSINESS

There was no new business.

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, Kent Lindsay seconded. The motion passed as follows:

| | | | | |
|-------|---------|--------|---------|-------------|
| Ertel | Lindsay | Lucero | Johnson | Bridgewater |
| Yes | yes | yes | yes | yes |

The meeting adjourned at 6:56 p.m.

Jim Bridgewater – President

Attest:

Kent Lindsay – Secretary/Treasurer