

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
May 14, 2014**

Before the Board meeting was called to order, Ms. Carol Tullis, Montezuma County Clerk and Recorder, administered the Oath of Office to the three elected members to the Board of Directors, Ms. Diane Fox, Mr. James Kent Lindsay, and Ms. Sherri Wright.

CALL TO ORDER

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

ELECTION OF BOARD OFFICERS

Lori Johnson made a motion to elect Orly Lucero as President of the Board of Directors, Sherri Wright seconded. The motion passed as follows:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	yes	yes	yes	yes

Lori Johnson made a motion to elect Kent Lindsay as Secretary/Treasurer of the Board of Directors, Sherri Wright seconded. The motion passed as follows:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	yes	yes	yes	yes

APPROVAL OF MINUTES

The minutes from the regular meeting, held on April 9, 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 April 9, 2014, Diane Fox seconded. The minutes for the meeting were approved on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
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 Edraulic Spreader tool, Ram tool, charger, etc. invoiced from L.N. Curtis on April 18, 2014 for \$31,203.80, noting that the CFPD bylaws state that anything purchased over \$25,000 should come to the Board for approval, along with three (3) quotes. Chief Vandevoorde explained that the purchase was part of the DOLA Gaming Grant presented to the Board and submitted in April, 2013, awarded in November, 2013. Ms. Johnson continued that even though it was part of a grant that was presented to the Board, if a single purchase, or a sole source, is over \$25,000 it still needs to be approved by the Board. Asst. Chief Balke further explained that three (3) quotes were received and demos were also conducted by the companies for the members

over a six month period. President Lucero further explained that the Board does not have to accept the lowest bid, but can approve the purchase based on the Chief's recommendation of what will work the best for the department.

Ms. Johnson also asked what the difference was between the election judges, paid \$150 for the election day, and the election supply judge, paid \$200. Ms. Mimiaga explained that the election supply judge had more responsibility on election day, oversees the election judges, and also had additional duties prior to election day.

Ms. Johnson asked for further breakdown of the charges to the Sky Ute Casino on April 13, 2014 for the advanced firefighter training.

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:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	yes	yes	yes	yes

PUBLIC COMMENT

Mr. Perry Lewis from The Geeks updated the Board on the computers and telecommunications. Mr. Lewis explained that the new fiber has been installed so that the Fire Department can now completely come off the City of Cortez service, internet, e-mail and phones.

Ms. Johnson asked what the fiber ended up costing. The fiber installation was about \$3,800, originally estimated at \$5,000.

Farmers Telephone will be hosting the telephone and internet services for the department. The monthly fee will be about half of what we have been paying as we will no longer require the Century Link phone lines in the administration building or any of the fire stations.

Chief Vandevoorde explained to the new Board members that we have been working on switching over to our own server, computer systems, internet and phone systems from the City of Cortez so that our files are more secure and at a large financial savings. The City wanted to charge us over \$9,000 per year for the use of five (5) computers on top of the \$330 per month (about \$4,000 per year) charge for the network access fees for the internet and telephone system. We now have our own new server and new computers, and soon will have our own new phone system.

Mr. Lewis explained that the City has now completed everything we needed them to do to move off of their system, and we will be able to keep our same phone numbers.

Ms. Johnson followed up to make sure Jim Snow had gotten the City's computers back, which he has.

Ms. Mimiaga further explained that we will be paying an estimated \$350 - \$375 per month for the phones and internet access with Farmers, but we will no longer need the five (5) Century Link phone lines for an estimated savings of about \$300+ per month, which will be about a 50% savings per month.

Ms. Johnson also followed up on if the web site was up and running. Mr. Lewis confirmed that it has been up for several months, but that we are still working on updating the "forum" application of the web site. Mr. Lewis also explained that the e-mail addresses will change to cortezfire.com, but he is working with the City to have all e-mails sent to cityofcortez.com forwarded to the new e-mail addresses.

CORRESPONDENCE

Included in the packet were inclusions from the Cortez Journal from April 15, 22, May 6, 9,13, 2014. Also included was a thank you note from First National Bank of Cortez for doing business with them.

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 \$322,522.30 to the district for the month of April, 2014. \$182,273.22 for the general mill levy, and \$140,249.08 for the additional mill levy.

The business money market account at 1st Southwest Bank had a balance of \$129,052.87 as of April 30, 2014 with Interest earned in April, 2014 of \$26.51. The annual percentage yield remained at 0.25%, and the interest paid year to date was \$106.02. The 3 year jumbo CD of \$257,092.42 at 0.60% earned \$131.10 on April 13, 2013. Total interest paid in 2014 is \$249.46 for an updated balance of \$257,341.88.

The \$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. The interest on this CD is paid out quarterly and we have still not received a quarterly statement from the bank..

The March, 2014 statement for the State Farm Bank was not received in time for the March Board of Directors meeting. The interest earned in March was reported as \$409.33 with a balance on March 31, 2014 of \$741,673.03. The balance in the State Farm account, as of April 30, 2014, was \$742,069.37 with interest earned in April, 2014 of \$396.34. The interest rate remained at 0.65%. The year to date interest earned is \$1,797.69. The total in the reserve accounts is \$1,378,464.12.

The unemployment rate fell in April, 2014 to 6.3% from 6.7%. The Federal Reserve again cut the quantitative easing another \$10 billion at the April, 2014 FOMC meeting. The FOMC also voted to leave the Fed Funds rate unchanged near 0%, even though inflation remains in check.

Ms. Mimiaga reported that the election on May 6, 2014 ran very smoothly due to having very good and thorough election judges. The turnout for the election was poor, only having 167 ballots voted. We have over 10,000 registered voters in our District, not counting the property owners. The results were: Sherri Wright – 82 votes, James Kent Lindsay – 106 votes, Nick Randall – 56 votes, Diane Fox – 92 votes, Larry D. Sharp – 65 votes, Jerry Ayers – 70 votes, with Mr. Lindsay, Ms. Fox and Ms. Wright winning the three (3) open seat on the Board of Directors. The canvassers will certify the election after the required eight (8) days, but within fourteen (14) days after the election.

Ms. Johnson, due to the low turnout for the election, inquired about the cost difference between holding a polling place election versus a mail ballot election. Ms. Mimiaga reported that the current election expenses are about \$1,500, but there could be a few more expenses that trickle in. The mail ballot election we conducted in May, 2012, was over \$12,000. Coordinating with the County for the November, 2013 regular election was just over \$8,000. Both of these elections included a Ballot Question regarding a Tabor issue, in which case a mail ballot is required. The percentage of returns is a greater when there is a Tabor issue, but not substantial based on the number of ballots mailed. It would not be worth the expense incurred for a mail ballot to only elect Directors. As long as the Legislature allows polling place elections for Special Districts and Municipalities for the election of Directors, we should hold such as it is, financially, in the Districts best interest. If we do have a Ballot question in the future, we should try to coordinate with the County during the General Election as it would cost a little less.

Also included was information on the upcoming Special District Association Board Member Workshop to be held in Durango on Monday, June 9, 2014. Ms. Mimiaga explained that this is a very good training for new and continuing Board members as serving on Special District Board is different that serving on a School District, Count or Municipal Board. All Board members were encouraged to attend. President Lucero, Ms. Johnson, Ms. Fox and Ms. Wright all stated that they will be able to attend. Mr. Lindsay will be out of town on June 9th.

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 we conducted the in house Fires

Instructor I training, which we will have eight (8) people sitting for the written test at the end of the month.

Another round of volunteer firefighter testing was held on April 19, 2014. There were seven (7) applicants of which four (4) showed up for the testing, three (3) were able to complete the testing process. There will be a Company Officer course in June in preparation for promotional opportunities at the end of the year.

The Provider Grant, for the boat, is still pending. We should hear from them next month. We have made it through three (3) rounds for the AFG grant, Assistance for Firefighters Grant, with no notification. We have put in for replacement airpicks, and apparatus replacement for a pumper tender. We are using grant funding as much as possible to improve our equipment and capabilities. We will also be applying for the DOLA Gaming Grant again.

For public education, we had a booth at both the Cortez Gun Show on April 26, 2014 and at the Home and Garden Show on May 3, 2014.

Also included in the report was a graph of the monthly calls and response times for April broken down by district. The weighted average response time for the month of April, taking into consideration all districts, was six minutes, six seconds. Asst. Chief Balke explained to the new Directors that the Fire District is broken down into seven (7) districts. Each call is logged into the appropriate district and the response times are averaged over all seven (7) districts. The number of calls are also broken down for each district.

Ms. Johnson asked when both the rescue and the engine are taken to a medical call. Asst. Chief Balke explained that both are sent when there is a cardiac arrest, as additional assistance is need in the ambulance, a vehicle accident, or if there is notification that additional help is needed, i.e. a trauma call.

REPORT FROM THE FIRE CHIEF

Chief Vandevoorde went over his report and list of meetings that was included in the packet. Chief Vandevoorde welcomed the new Board members. He informed them that we have a very transparent office, and it is always open for whatever they may need, and if there are any questions or concerns to please call or come by his office.

The Chief explained that one of the projects that is being worked on is a new fire station. He spoke with Ken Charles at DOLA, Department of Local Affairs, to inquire about funds available to have plans drawn up for the new station. DOLA has a program for RFP's, and will fund up to fifty percent of the cost for the plans. The Chief met with Rick Smith from the City of Cortez and reviewed a sample RFP that the City uses. Staff will put together a Request for Proposal to present to the Board at the June meeting for their approval to send out so that we can get a better idea of what the cost will be for a new station. Mr. Lindsay stated that they had started the process to build a new station back in 2006, and met with the USDA who issued a ground definition stating that we are on good ground, i.e. little to no mitigation.

Chief Vandevoorde met with Southwest Memorial Hospital and Ms. Lori Johnson, Dispatch, regarding response to calls at medical facilities. It was thought that there were too many people responding to these facilities and their tight quarters. It was determined that if it is just a transport from one of these facilities, they will call the non-emergency number for the transport. If it is an emergency, they will call 9-1-1, and the rescue will be toned out with the ambulance.

There were 143 calls during the month of April, 112 EMS calls, 24 fire calls and 7 vehicle accidents for a total of 571 total calls for the year.

Chief Vandevoorde reported that two (2) firefighters have resigned, Mike Ptaszynski, part-time, and Nick Martinez, full-time. Mr. Ptaszynski was a stellar firefighter. He was the full time mechanic for the District for a couple of years, and was someone you could count on to help fill shifts when needed. He is a teacher at the high school, and also has about thirty (30) acres of which he farms some, as well as a young son. He will miss working here, and is doing this to spend more time with his family. Mr. Martinez has been a full time firefighter for almost a year now. He has taken a job with Gonzales construction. He has asked to be reinstated as a part time firefighter. We are now looking for a lateral firefighter to fill the position. Both firefighters will be missed.

The Chief stated that we should schedule another Board retreat/meeting in June or July for the new Board members to have a chance to go over and ask questions about the budget, updated policies and Strategic Plan and to discuss the larger projects we are looking to do. We will also have a Fiscal Affairs Committee meeting in September, 2014, to begin reviewing the budget for 2015. After discussion it was decided to schedule a special workshop for Wednesday, June 18, 2014 at 5 p.m. It was also decided that we would try to get Tami Graham to attend as well as a facilitator and for some Board training.

The Chief met previously with President Lucero, Ms. Johnson and Mr. Lindsay regarding the redesign of the District logo and patch. There is no uniformity to the logos and decals on the apparatus, printed material, patches, etc., they are all a little different. We have worked with the members and have designed a new logo and color schemes that can be used for everything. Asst. Chief Balke put together a design and received input from the members. The Chief presented the design that was agreed on by the members. The Board all agreed that they liked the design that was agreed on by the members. This will be the new design for the District. Patches, decals, printed material, etc. will be ordered.

President Lucero asked about the fire inspections done by the City, Sean Canada, and how do we know if the business passed the inspection. His concern was for the safety of the firefighters if they had to respond to a call. Chief Vandevoorde will ask Mr. Canada to include if it was a revisit and/or if they passed the inspection. The Chief reiterated how fortunate the City is to have Sam Proffer, who Mr. Canada works under, as their building inspector. Mr. Proffer is very dependable, detail oriented and works very closely with the District.

President Lucero appreciated and thanked the firefighters for participating in the City of Cortez community cleanup.

Ms. Johnson asked about a discussion from last year about county fire permits, and having the Chiefs go out when someone was going to have a controlled burn. Asst. Chief Balke explained that it was going to be done through the Sheriff's Department, which was their concern, having someone with no fire background overseeing the controlled burns. The Sheriff and the County Commissioners did not agree and are waiting on legal counsel regarding controlled burns.

OLD BUSINESS

There was no old business.

NEW BUSINESS

DOLA Gaming Grant - Ken Charles was contacted regarding the feasibility of being funded for a type 6 brush truck, which he thought we could get some funding for. The deadline for the Grant is May 30, 2014. Several vendors have also been contacted to find the average price, about \$120,000. We would ask for a 30/70% match for the grant, with the District putting up the 30%. Mr. Charles is confident that we would get some funding as not many fire departments, especially in this area, apply for the grant. We have been successful the past two years receiving funding through this grant. A motion from the Board stating that they approve the District to put in for the grant is required. Chief Vandevoorde clarified that we are not guaranteed the full amount that we request.

We had originally requested \$250,000 for the new engine, but were only awarded \$112,500. Last year we were awarded about 90% of what we requested for the rescue tools for the new engine. In the past they have had \$4 million in request, but only \$3 million to award. It is better to ask for more and be prepared to accept a little less and be able to put up more of a match if need be.

Lori Johnson made a motion to proceed with and apply for the 2014 DOLA Gaming Grant for a new Brush Truck, Diane Fox seconded. The motion passed as follows:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	yes	yes	yes	yes

President Lucero requested that the Pledge of Allegiance be added to the agenda for future Board of Directors meetings. The Board was all in agreement.

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:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	yes	yes	yes	yes

The meeting adjourned at 7:10 p.m.

Orly Lucero – President

Attest:

Kent Lindsay – Secretary/Treasurer