

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
May 8, 2013**

CALL TO ORDER

President Bridgewater called the meeting to order at 6:04 p.m. in the meeting room at Station #1. Roll call followed and the board members present were Lori Johnson, Orly Lucero, 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 out of town for his daughters college graduation.

APPROVAL OF MINUTES

The minutes from the regular meeting held April 10, 2013 and the special bylaws committee meeting held April 24, 2013 were brought before the board for approval.

Kent Lindsay made a motion to approve the minutes for the regular Board of Directors meeting held on April 10, 2013, and the special bylaws committee meeting held on April 24, 2013, Lori Johnson seconded. The minutes for both of the meetings 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 commented on having spent 96% of the budgeted amount, \$3,000.00, for office supplies on furniture, and if it was necessary. Ms. Mimiaga explained that the furniture was in poor shape and mostly falling apart. Some of the pieces that were able to be repurposed were, but most of it was not worth saving and was disposed of. We did not purchase expensive furniture and spent about \$1,700.00 for both the Chief and Asst. Chiefs offices.

Ms. Johnson also asked if the Chief was comfortable with the overtime budget being a little over 50%. Asst. Chief Balke explained that for a brief time we were down one person and had to have the other full time firefighters pick up additional shifts.

Ms. Johnson also inquired about Tender Two and the large amount in repairs that have been spent, \$5,358.68. We have already spent over 75% of our equipment vehicle repair budget. Asst. Chief Balke explained that most of the cost for Tender 2 was from replacing all of the tires on 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

Ms. Johnson also inquired about the \$91 charge to City Market for the City of Cortez CPR class, what it was for and if the City is going to pay for it. It was explained that it was for snacks and refreshments provided during the CPR training. Mr. Ertel asked if the City pays for the training. Asst. Chief Balke explained that they do not pay for the classes, it is community outreach. We are working with the City to get as many people as possible trained in CPR to help increase survivability from cardiac arrest, and to be more eligible for community wide AED grants.

The extra cost for the copier was also brought up. It was explained that we have just upgraded our copier, as it has not been for over seven years and was requiring more service and repair calls, but the cost will remain the same except for some upfront installation costs. The new copier is also networked with all three computers in the office and has the ability to scan and print from them.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

Included in the packet were inclusions from the Cortez Journal.

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 \$249,979.59 to the district for the month of April, 2013. \$179,318.08 for the general mill levy, and \$70,661.51 for the additional two (2) mill levy.

The business money market account at 1st Southwest Bank had a balance of \$252,713.92 as of April 30, 2013 with interest earned in April, 2013 of \$66.46, and year to date \$249.12. The annual percentage yield remained at 0.30%. The 24 month jumbo CD of \$252,500 at 0.90% earned \$194.96 as of April 13, 2013. Total interest paid in 2013 is \$760.14 and total to date is \$2,659.94. The current balance is \$255,159.94.

The balance in the State Farm account, as of April 30, 2013, was \$985,960.57 with interest earned in April, 2013 of \$526.60. Interest earned year to date is \$2,190.97. The interest rate dropped to 0.65% from 0.66%. The total in our reserve accounts is \$1,493,834.43.

A check has been sent to KME for \$175,000 including the \$124,000 Districts portion of the total payment and the \$51,000 for the trade in of Engine 3. The \$124,000 has not yet been withdrawn from the reserves and transferred into the general fund. It should be withdrawn from the business money market account at First Southwest Bank.

An update on unemployment and the economy was included in the report. It was reported that the jobless rate dropped again in April, 2013 from 7.6% to 7.5% adding 165,000 jobs, more than the expected 145,000 jobs. And both February and March were revised upward indicating a better than expected job market despite the sequester. At 7.5%, the unemployment rate is at the lowest level it has been since it was 7.3% in December, 2007. GDP also expanded 2.5% in the first quarter, although it was lower than the 3.2% expansion expected. Consumer spending also increased, despite hourly wages having not increased in three years. Even with the current recovery in the housing market, this will limit individuals ability to buy new homes. Government spending declined substantially, 8.4%, mostly due to the sequestration, and could affect private industry that depends on government contracts, and ultimately the jobless rate.

Ms. Mimiaga also informed the Board that SDA will be hosting a workshop, real life problems and real solutions for special district board members and managers, in Durango on Monday, June 17, 2013 from 9 a.m. to noon.

The Colorado General Assembly has passed SB 13-025 regarding mandatory collective bargaining for firefighters. SDA is requesting that everyone petition the Governor to veto the bill. An explanation of the bill and why SDA is coming out against it was included in the packet. Most government organizations, i.e. SDA, CML, CCI, CO Fire Chief Assoc., etc., have all come out against the Bill.

The Board, at the last Board of Directors meeting, instructed Ms. Mimiaga to see if there was a water and/or sewer tap at the 928 S. Broadway property, and if they could be sold. Upon inquiry with the Cortez Sanitation District, there is a sewer tap associated with the property. Even if the tap is not in use, the property will still be charged a \$30.00 flat rate fee per month to maintain the tap, or the District can choose to vacate the sewer tap, which would result in no monthly fee. However, if the property is sold or changed, a new tap would have to be purchased, current fee is \$4,500. The tap is not transferable, and is vested with the property and cannot be sold. The same is true for the water tap with the City of Cortez. It is vested with the property, and not transferable. The District is not charged a monthly water fee if the tap is not hooked up and not in service.

President Bridgewater commented that the Sanitation District does not really know if there is a septic on the property or not. Even though the property has been hooked up to the sewer system, there still could be a septic system on the property. We will still need to look into this if we want to put in parking, or drive a truck onto the property.

Keenan Ertel made a motion to vacate the sewer tap at 928 S. Broadway, Lori Johnson seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

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 the wildland refresher class has taken place and the wildland course for the new recruits will take place this coming weekend.

Asst. Chief Balke has been asked to look into offering a hazmat tech class, through a grant program with the State, and combine with Telluride Fire, Los Pinos, Upper Pine, Durango Fire, and any other agency interested in having techs within the region.

We are looking into partnering with Mesa Verde for a Tech Rescue class, and a wildland Engine Boss/ Crew Boss class with BLM. BIA has offered to have some of our people do their task books with them, BIA, as they only have five (5) people total, so we could ride on the engine with them.

The Asst. Chief and the Chief went to Pennsylvania from April 22 – 25, 2013, to KME for the pre-construction of the apparatus, where they met with the engineer and were able to look at the CAT design and make changes as needed. Delivery is now estimated to be mid-October, three (3) months earlier than anticipated. The trip was very beneficial as we were able to make changes so the engine will suit the needs of this District, and make sure our needs, as stated in the bid documents, were followed. As far as the urea, exhaust system, NFPA lost their request to have it removed from fire apparatus, so it will be included on the new truck.

The AFG Grant is still pending. There has been no word as to when or if it will open this year. The VFA Grant has been submitted for \$2,400 for wildland gear, and the DOLA Grant has been submitted for about \$50,000 for rescue equipment to replace air bags and extrication equipment.

As for public education, the Adopt A School program, where we send firefighters to the schools on a regular basis, is still moving forward. On April 27, 2013 we hosted the Open House and Food Drive at Station One.

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, forty seconds.

We went out to bid for the Dodge Dakota Quad Cab 4X4 Sport Plus for which we received two (2) sealed bids. Don Harwood bid \$4,327 and Harold Foster bid \$4,288. The minimum bid was set at \$4,000.

Lori Johnson made a motion accept the higher bid of \$4,327 from Don Harwood, Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

Asst. Chief Balke showed a brief example of the power point he has been working on to show citizens groups and the public. Who we are, where we've been and where we're going is the theme that offers insight into the fire district and its needs. This was a first draft and more information is slated to be added

to the presentation. Additional information is being put together and will be distributed to all Board members and members of the organization so everyone will have the same information and will be able to answer questions as they arise. The Chief and Asst. Chief have also spoken with several individuals that are interested in serving on a citizens committee to present the mill levy information to the public. The final version of the power point will also be presented at the next member meeting in June, 2013, and all the retired firefighters will again be sent an invitation to attend the meeting so that they can also be presented with the information and ask questions. Dinner will be served.

Recommendations on the background and fonts were given to help make the presentation more easily viewable. Also some ideas on the placement of information within the presentation, and pointing out that we are still a combination department with volunteers, part-time and full time firefighters. The mill levy will not just be going to wages, but to the overall operation of the District.

Asst. Chief Balke also indicated that he would like to meet with Mr. Lindsay to get more information about past incidents and history to include in the presentation, and as a past firefighter and Chief and now Board member, it would be good for the District if Mr. Lindsay would accompany them on some of the presentations.

President Bridgewater inquired if there would be any information in the presentation as to how much the mil increase would equate to the tax payer. Asst. Chief Balke explained that it would not be in the actual presentation, but we will have a few separate slides that will address the subject if someone asks a question about it, as per a meeting with Chief Vandevoorde, Ms. Mimiaga and Mr. Kelly McCabe, our attorney. We can give the information about the mil levy and what it will be used for, but we cannot indicate how we would like someone to vote.

Mr. Ertel inquired when was the District's last mil levy increase. *(The District went to the voters in 1994 to increase the annual property tax \$187,837 annually from 1995 – 2003, in 1994 from 4.173 mils to 7.873 mils. In 2002 the District asked the voters to reduce the voter approved property tax from 1994 to a flat 2 mils, and allow the District to collect, retain and expend the full revenues from the 2 mils for each fiscal year thereafter.)* The District has not had an increase in the mil levy since 1994, or for about twenty (20) years. Mr. Ertel reiterated that we need to inform the public that the cost of doing business and providing services to this community has increased over the years in personnel, equipment and training.

REPORT FROM THE FIRE CHIEF

Chief Vandevoorde was absent from the meeting so Asst. Chief Balke went over the Chief's report and list of meetings he included in the packet. The Chief reported that the trip to Pennsylvania to KME was very successful, as also reported by Asst. Chief Balke.

Chief Vandevoorde and Ms. Mimiaga met with Kelly McCabe, the District's attorney, to start working on the upcoming November election and the District's proposed ballot question to increase the mil levy.

There were 129 calls during the month of April, 102 EMS, 26 fire and 1 vehicle accidents. The total calls for the year, 2013, is 505.

Two letters were included in the Chief's report. A letter of resignation from Seth Ellis, and a request for a leave of absence from Tanner Elliott. Both firefighters have been offered full time firefighter positions in New Mexico. Mr. Elliott only requested a leave of absence until he knows how the position in Portales, NM works out. He would like the opportunity to come back in good standing. Mr. Elliott was a volunteer with the eligibility to pick up reserve shifts if uncovered by a reserve firefighter. Mr. Lindsay inquired if this should be brought up to the Pension Board. It was explained that Mr. Elliott was still in his probationary year and not yet eligible to petition to be accepted into the pension.

OLD BUSINESS

A. Bylaws – President Bridgewater thanked Ms. Johnson, the head of the bylaws committee, for all the work she has put into revising the bylaws for the Cortez Fire Protection District. Ms. Johnson explained the changes that were made at the bylaws committee meeting held on April 24, 2013, for the members who were not able to attend. Ms. Johnson also explained that the Chief and Asst. Chief are currently working on the revisions to the Personnel Manual that is cited in the bylaws, and they will be presenting those changes and updates to the Board in the near future.

Kent Lindsay made a motion to accept Resolution No. 2, Series 2013 A Resolution to revise the by-laws of the Cortez Fire Protection District, Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

NEW BUSINESS

- A. Fire Chief Evaluation** – The Board decided to have a scheduled work session before the next Board of Directors meeting, June 12, 2013, to go over the evaluation for the Fire Chief. *(This will be noticed in the legal section of the Cortez Journal at least 72 hours before the work session)* The Board will then go over the evaluations with Chief Vandevoorde in an executive session during the June 12, 2013 Board of Directors meeting. Ms. Johnson requested that Ms. Mimiaga send each Board member a copy of the evaluation form, the Fire Chief's job description, salary and benefit.

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, Lori Johnson seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

The meeting adjourned at 7:26 p.m.

Jim Bridgewater – President

Attest:

Kent Lindsay – Secretary/Treasurer