

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

CALL TO ORDER and PLEDGE OF ALLEGIANCE

President Orly Lucero called the meeting to order at 6:20 p.m. (a workshop to tour stations two and three preceded the meeting) in the meeting room at Station #1. Roll call followed after the Pledge of Allegiance and the board members present were Diane Fox, Lori Johnson, Kent Lindsay, Sherri Wright and Orly Lucero. Administrative Assistant Wendy Mimiaga, Asst. Chief Balke and Chief Jeff Vandevoorde were present for the meeting.

APPROVAL OF THE AGENDA

There were no changes or additions to the agenda for the Board of Directors meeting, November 12, 2014

Sherri Wright made a motion to approve the agenda for the November 12, 2014 Board of Directors meeting, Lori Johnson seconded. The agenda was approved on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
yes	yes	yes	yes	yes

APPROVAL OF MINUTES

The minutes from the regular meeting, held on October 8, 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 October 8, 2014, Kent Lindsay seconded. The minutes for 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, accounts and the financials included in the Board packet. Ms. Johnson asked what the "Force Machine" was that was purchased from Keiser (\$2,911.53). Chief Vandevoorde explained that it is used for physical agility testing. Ms. Johnson also noted that we are still receiving a bill from Century Link for stations two and three. These accounts have been canceled as Alpine Security has installed the cellular relays at the two stations. The multiple charges on the department credit card were also pointed out. Chief Vandevoorde explained that Jared Miller drove Engine 3 (the Rosenbauer) to Denver for repairs. He stayed three nights before he drove it back home. This is still less expensive than having them come here to pick it up (at \$50 per hour plus travel expenses). Chief Vandevoorde further explained that when Engine 3 returned, Engine 1 (KME) was taken down to Albuquerque for warranty work. Ms. Johnson further inquired about the \$686.99 charge to Thompson Information. This was for the new FLSA, Fair Labor Standards Act, reference manual. And the charges to J. Fargos's during the fund raiser. This was to pay for lunch for the volunteers that helped out all day, which included many of Lori Mott's fire science students, and dinner for the individuals who stayed late.

Lori Johnson made a motion to accept the bills and financials including the supplemental list of bills, Sherri Wright seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	yes	yes	yes	yes

Ms. Johnson noted that we are over budget on overtime, and inquired if we will need to amend the budget at the end of the year. Chief Vandevoorde explained that we will not need to amend the budget as we are still within the 'bottom line'. The budget is an educated guess of what will be expended for each line item. As long as we do not expend more than the total we have budgeted, and there are no major changes in income, we do not have to amend the budget. We have anticipated what we will do for overtime, however we have had 15 – 25 part time shifts uncovered each month that the fulltime fire fighters have been covering. This shows us over the originally budgeted line item amount for overtime, but also considerably under the budgeted amount for part time reserve salaries. Chief Vandevoorde further explained that based on FLSA anything over 212 hours in a 28 day period must be paid as overtime. Thus the firefighters starting base salary might only be \$30 thousand, but they are really making about \$33 thousand per year with the built in overtime. Ms. Johnson also pointed out that we are over on the retirement line item. Chief Vandevoorde explained that the retirement is tied to a percentage of the salary, and the Board issued an additional 2% raise, after the 2014 budget was set.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

Included in the packet were inclusions from the Cortez Journal from October 24 and November 4, 2014, and thank you notes from Barbara Cowan for helping install a smoke detector, the second grade at Manaugh Elementary for coming by during fire prevention week, and Keenan Ertel for helping with the Ken Banks scattering of ashes. It was also reported that Kinder Morgan also made a donation to the department. Donations are contributed to public education. We are trying to save up to purchase a fire costume to help promoted awareness for fire safety at public events.

REPORT FROM THE ADMINISTRATIVE ASSISTANT

A report of the current financial accounts was included in the packet. The county treasurer's office distributed a total of \$26,023.31 to the district for the month of October, 2014. \$18,792.27 for the general mill levy, and \$7,231.04 for the additional mill levy.

The business money market account at 1st Southwest Bank had a balance of \$129,215.61 as of October 31, 2014 with Interest earned in October, 2014 of \$27.43. The annual percentage yield remained at 0.25%, and the interest paid year to date was \$268.76. The 3 year jumbo CD of \$257,092.42 at 0.60% earned \$127.26 on October 13, 2013. Total interest paid in 2014 is \$1,024.75 for an updated balance of \$258,117.17.

\$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. As of August 14, 2014, the CD earned \$1,216.41 in interest for the year. The balance, as of August 14, 2014 is \$251,216.41.

The balance in the State Farm account, as of October 31, 2014, was \$744,504.88 with interest earned in October, 2014 of \$410.89, and year to date \$4,233.20. The interest rate remained at 0.65%. The total in the reserve accounts is \$1,383,0540.07.

A current update on the economy was included in the report. The jobless rate fell to 5.8% in October, adding 214,000 jobs. The average monthly employment gain for 2014 is 227,000 jobs per month. We have had fifty-six consecutive months of job growth, the longest in U.S. history. The Federal Reserve's quantitative easing came to an end in October, 2014. The Fed will start to look at raising interest rates after the first of the year.

Ms. Johnson asked about the changes in the Pension Fund investment account that were discussed with Mike McAndrew at the Pension Board meeting October 8, 2014. Ms. Mimiaga explained that would be reported at the next Pension Board meeting, but that she would send out an e-mail to the Board of Directors on the transactions that were made.

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 NFPA 1582 physicals are something that is being worked on for next year for all firefighters. Currently, the physical that we receive is extremely limited and does not cover the parameters that have been adopted by International Association of Fire Chiefs or the International Association of Firefighters. We will expand the program for next year, and make it mandatory for all firefighters as part of the prevention and wellness program we are implementing within the organization.

While at the Colorado State Fire Chiefs Conference, Asst. Chief Balke secured a \$12 thousand dollar education grant for a haz-mat tech class to be held here in Cortez. We will be able to send eight or nine of our firefighters through the course. We already have a total of twenty-four people, many from surrounding departments, interested in the class for next year.

The firefighter escorted trick-or-treating on Halloween was a big hit. Several people entered the drawing during the fundraiser at J. Fargo's, and two families names were drawn from the entrants. They were each escorted by a firefighter up and down Montezuma Ave. We also had a fire apparatus staged at Ash and Montezuma and Washington and Montezuma to hand out candy to the trick-or-treaters. We had handed out glow-in-the-dark trick-or-treat bags, with candy, and bracelets at J. Fargo's during the fundraiser to help with Halloween safety. We handed out the remaining bags on Halloween night. All of these opportunities were extremely beneficial for the organization. There were many comments on the efforts we put out for public education. Chief Vandevoorde added that we also participated in the downtown Halloween parade on October 25, 2014, setting up the engine on the corner of Ash and Main, and handing out candy to the kids while helping with safety while crossing Main St.

A graph of the monthly calls and response times for October, broken down by district, was included. The weighted average response time for the month of October, taking into consideration all districts, was five minutes, thirty-nine seconds.

REPORT FROM THE FIRE CHIEF

Chief Vandevoorde went over his report and list of meetings that was included in the packet. Chief Vandevoorde reported that we had three structure fires in October where the crews did a great job. The Chief continued that the crews are really working together much better, and it shows at the calls. They are also really coming together, and working as a family to help each other out. The Board and the Chief talked several months ago about the Chief's expectations, and Chief Vandevoorde and Asst. Chief Balke have been meeting and working with the

firefighters since then, and have seen the division between the part time and full time firefighter shrink and the camaraderie strengthen. It is a big step forward, and the Chief is working on keeping the momentum moving forward.

Corey Adamy, one of our new fire investigators, conducted the investigation at one of the fires, back past Phil's World, and received a very nice compliment on his work from the fire investigator from the insurance company, who we have worked with in the past.

Chief Vandevorde thanked everyone who helped out at the fundraiser at J. Fargo's. Lori Mott had several of her students there to help all day. They all seemed to have fun, and they did a great job. The crew made several games for the kids to play during the event. We raised over \$2,500 for the public education fund.

There were 155 calls during the month of October, 116 EMS calls, 32 fire calls and 7 vehicle accidents for a total of 1452 total calls for the year. We are currently 127 calls over this time last year. Ms. Johnson added, from the dispatch side, that many of the calls, especially EMS, come in two or three at a time.

The Station Committee met to review the seven proposals we received from the RFP, and have chosen four architects to interview. The interviews will take place on Monday, November 17, 2014 at Station One. The Chief continued that the architectural services, of the four companies we have chosen, are expensive, but we do not have to select any of them if we are not satisfied with what they offer. We need to see what is included in the cost, and what could potentially cost extra. Ms. Johnson added that Byron Maynes commented at the last committee meeting that it is the change orders that can really hurt you, and that having an architect that has experience building fire stations will help offset unforeseen costs. Asst. Chief Balke commented that having an architect that has designed multiple fire stations understands expected growth potential, and can incorporate that into the design to help cut costs later on.

The Chief reported that he received a letter of resignation from Brian Balfour. Mr. Balfour has always supported this District, and it was very hard for him to resign, but his work and family obligations do not leave him enough time for everything.

President Lucero commented that it was nice to see so many of the members working at the J. Fargo's fundraiser. He added that J. Fargo's also added extra staff for the day so everything ran smoothly, and that they are looking to do this on a yearly basis. The Chief added that for the first year we did very well, and next year we will have more time to organize and advertise the event.

Chief Vandevorde informed the Board that the department is scheduled to ring the bell for the Salvation Army at both entrances at Wal-Mart all day Saturday, December 20, 2014. Anyone who has some time to volunteer can call him to sign up.

Asst. Chief Balke added that David Furtado from The Battalion TV is back riding with and filming the crew again.

NEW BUSINESS

There was no new business.

OLD BUSINESS

2015 Budget – The Public Hearing for the 2015 Budget was opened by President Lucero at 6:55 p.m. A first reading of the budget was presented at the October 8, 2014 regular meeting of the Board of Directors, and was available for public viewing in the administration office. The Notice

of Budget was posted at all four designated posting places and in the Cortez Journal, the paper of record, on October 28, 2014, however there were no request for or comments on the 2015 proposed budget.

Chief Vandevorde explained to the Board that he would like to increase the capital outlay line item to \$100 thousand from \$50 thousand to better cover the cost of the architectural drawings for the new station, and not have to take the money out of reserves. We do have enough money we will be carrying over from 2014 to cover the increase. The Board agreed. This will be included in the final reading of the budget on December 10, 2014. There were no additional questions on the budget. Ms. Johnson commented that the Chief and Asst. Chief had done a good job explaining the budget by each line item at the Fiscal Affairs Committee meeting.

As there was no one in attendance to comment for the Public Hearing, President Lucero closed the Public Hearing at 7 p.m.

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, Diane Fox seconded. The motion passed as follows:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	yes	yes	yes	yes

The meeting adjourned at 7:02 p.m.

Orly Lucero – President

Attest:

Kent Lindsay – Secretary/Treasurer