

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
November 13, 2013**

CALL TO ORDER

President Bridgewater called the meeting to order at 6:02 p.m. in the meeting room at Station #1. Roll call followed and the board members present were Orly Lucero, Lori Johnson, Kent Lindsay, and Jim Bridgewater. Keenan Ertel was absent. Administrative Assistant Wendy Mimiaga, Asst. Chief Charles Balke and Chief Jeff Vandevorode were present for the meeting.

Kent Lindsay made a motion to excuse Keenan Ertel from the meeting, Lori Johnson 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 on October 9, 2013, were brought before the board for approval.

Ms. Johnson inquired about the web site. In the minutes it had stated that it would be up in two weeks from the October 9, 2013 Board meeting, but is still currently not up and running. Asst. Chief Balke explained that more information had to be gathered and sent in to be included on the site, and a little more work still needs to be completed.

Orly Lucero made a motion to approve the minutes for the regular Board of Directors meeting held on October 9, 2013, Kent Lindsay 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.

Ms. Johnson asked about the Sam's Club membership fee. Ms. Mimiaga explained that it was paid for by the firefighters fund and is issued as the Cortez Fire District so any of the firefighters can use it when needed.

Ms. Johnson also inquired about using the credit card for meals out of town, and if we are issuing per diem checks. It was explained that a per diem check is not always issued. For some trainings, most meals are included and the firefighters take a district vehicle with them. Using the credit card is easier as it is needed for hotel check in, fuel for the vehicles, and they are informed as to how much is allocated to them to use for meals.

Ms. Johnson also asked how the Affordable Health Care Act will affect the District. As we have less than fifty employees we are exempt.

President Bridgewater asked about the electric bill and if it was consistent with last October, 2012, as it seems to be high. It is in-line with the average of the past three months as shown in the three month comparable profit and loss list. The cost for electric has increased in the past year.

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 excused	Lindsay yes	Lucero yes	Johnson yes	Bridgewater yes
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PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

Included in the packet were inclusions from the Cortez Journal from October 11, 15, 18, 22, 25, 29, November 5, 8, 2013 and thank you notes from IFA and the Ute Mountain High School Rodeo Club.

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 \$24,641.22 to the district for the month of October, 2013. \$19,119.64 for the general mill levy, and \$5,521.58 for the additional two (2) mill levy.

The business money market account at 1st Southwest Bank had a balance of \$128,892.99 as of October 31, 2013 with Interest earned in October, 2013 of \$27.36, and year to date \$428.19. The annual percentage yield remained at 0.25%. The 24 month jumbo CD of \$252,500 at 0.90% earned \$189.53 on October 13, 2013. Total interest paid in 2013 is \$1,914.09 and total to date is \$3,813.89. The current balance is \$256,313.89. This CD will come due soon. It looks like interest rates will continue to remain very low. Ms. Mimiaga will start calling banks after the first of the year to see what CD rate are available.

The balance in the State Farm account, as of October 31, 2013, was \$989,196.54 with interest earned in October, 2013 of \$545.93. Interest earned year to date is \$5,426.94. The interest rate remained at 0.65%. The total in the reserve accounts is \$1,374,403.42.

Unemployment rose to 7.3% in October with 204,000 new jobs added. No changes on the economic outlook. The Federal Reserve will continue with its quantitative easing by purchasing \$85 billion each month in Treasury and mortgaged backed securities.

President Bridgewater thanked the staff for all the extra work that went into the election. *(On election day the unofficial results showed the District ahead by twenty-one votes on the mil levy increase.)* Ms. Mimiaga reported that Wednesday, November 13, 2013 was eight days after the election and was the deadline for electors who had failed to sign the affidavit on the outside of the ballot envelope, or electors who's signatures needed to be verified by the County Clerk, to do so. The Clerk reported there were about seventy of these ballots. It was also the deadline for military ballots to be received. As of today, the deadline, about ten of these ballots have been rectified. There is also about twenty-five ballots that are randomly held out to be counted after the eight days. This is done so that if only one ballot is able to be counted after the eight days, it can be included with the twenty-five held separately so that it will remain anonymous. These ballots will then be counted and the Canvassers will certify the election on Tuesday, November 19, 2013.

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 three firefighters were sent to the Colorado Firefighter Academy in Pagosa Springs October 17 – 20, 2013. Hazmat training was also done in conjunction with the Colorado State Patrol, and a fire training was done with the MCHS students in Lori Motts fire science class.

The web site and its design are still being worked on to make the site more user friendly. Asst. Chief Balke is also working with SCCC, Southwest Colorado Community College, on a partnership to provide additional EMS training. The annual Awards Dinner is slated for January 11, 2013 at Fiesta Mexicana.

AFG opened on November 4, 2013 and will close on December 6, 2013. Asst. Chief Balke is currently writing the narratives for replacement SCBA, RIT Packs, turnout gear and replacement of a tender. Due to the age and condition of Tender 4 we have a good opportunity to have it funded through a replacement program. We have been assigned a mentor through AFG. Mentors are only assigned to the top five percent of candidates that were almost, but not, awarded a grant the previous year. This increases the confidence that we have a very good chance of being awarded this time.

The repairs to the Aerial are complete, at half the cost estimated. The bolts for Tender 4 are also being replaced.

Fire Prevention Week was October 7 – 11, 2013. This was overseen by Nick Martinez, who did a good job making sure all the schools and students had a good interaction with the crews.

Also included in the report was a graph of the monthly calls and response times for October broken down by district. The weighted average response time for the month of October, taking into consideration all districts, was seven minutes, twelve seconds.

Asst. Chief Balke also reported that we have been awarded the Gaming Grant, through DOLA, for \$41,959. This will be used to purchase rescue equipment for the new Rescue Engine. The original request was for \$49,000. President Bridgewater commented that he accompanied Chief Vandevoorde and Asst. Chief Balke to Durango for the presentation of the grant, and that Asst. Chief Balke gave a very professional presentation to the board.

REPORT FROM THE FIRE CHIEF

Chief Vandevoorde went over his report and list of meetings that was included in the packet. The Chief reported that the unofficial election results show that the mil levy increase passed by twenty one votes. We will have to wait until the canvass, scheduled for Tuesday, November 19, 2013 for the official results. Chief Vandevoorde thanked the staff and the Board members who went out and addressed the public, and who worked very hard to get the question to pass.

The crew, Jay, Chad, Jarred, Staton, did a great job on the live fire training for Lori Mott's High School Class on Friday, October 25, 2013. They took their time and explained how a fire works, spreads, ventilation, etc.

There were 128 calls during the month of October, 100 EMS, 19 fire and 9 vehicle accidents. The total calls for the year, 2013, is 1339.

The new engine will be delivered to Denver, Western Fire Truck, the week of November 11, 2013. All new tools have been ordered and will be shipped to Denver so they can be installed on the new engine. Chief Vandevoorde and Asst. Chief Balke went to KME to review the truck before its completion to make sure all was as ordered. They were able to drive it, flow the lines check all cables and valves, and make sure everything was in operating order before being sent to Denver. A few changes needed to be made, which KME was able to fix. Both the Chief and Asst. Chief will go to Denver upon completion to drive the truck back.

OLD BUSINESS

The Public Hearing for the 2014 Budget was opened by President Bridgewater at 6:30 p.m. A budget was presented at the October 9, 2013 Board of Directors regular meeting, and was available for public viewing in the administration office since. Chief Vandevoorde reported that the Notice of Budget was posted, however there were no request for or comments on the 2014 proposed budget. As there was no one in attendance for the Public Hearing, President Bridgewater closed the Public Hearing at 6:32 p.m.

Discussion continued on some additional changes that were made to the budget. Chief Vandevoorde reported that all changes have been highlighted on the budget, and that the line item for

administration communication and computers was increased \$20,000 from \$8,000 to \$28,000. We have just received a bill from the City of Cortez for \$9,000 for our computers. We have only paid \$330 per month over the past several years, and have budgeted for such. Now we are being told we owe \$1,900 per computer per year, of which we have five. The Chief will meet with Jim Snow about the charges.

Ms. Johnson commented that it was her understanding that the \$2,000 per computer for the City was a standard charge, and the \$330 per month was for something else.

Ms. Mimiaga commented that the \$330 per month is listed as network access fees. This is all we have ever been charged, about \$4,000 per year. When the Chief met with the City Finance Office, it was explained to him differently, that this charge was for two computers. This was the first time we have received this additional bill. Ms. Mimiaga further explained that when she first started working for the District, we never received a bill from the City. There was a substantial credit for the Fire District that the fees were subtracted from. There were no files to explain the credit. When the credit was exhausted, Ms. Mimiaga met with Kathi Moss at the City of Cortez to discuss. The Network Access Fees are all we have been charged. It is still unclear what the \$9,000 charge is for.

The staff is looking into establishing our own server for the District. It has been ascertained that this would be a much better value for the District. Board discussion was favorable for this. Mr. Lindsay suggested that we talk to Geeks on Grand since we are already working with them, and also a company out of Durango called Fast Track. He also suggested that we get a letter from the City stating what their fees are, and what they will be charging us, as we have nothing like that from the City.

Chief Vandevoorde continued that the extra \$20,000 expense for the admin. computer was taken out of station repair and maintenance, \$5,000, \$65,000 lowered to \$60,000, and lease purchase, \$15,000, \$50,000 lowered to \$35,000. Overall, there is no total change in the budget. The estimated first year computer expense will be around \$12,000+. Chief Vandevoorde requested that any additional changes to the budget the Board would like to see should be submitted prior to the next Board meeting December 11, 2013, where the 2014 budget will need to be approved. All budget documents must be submitted to Montezuma County by December 15, 2013.

Ms. Johnson verified that the wages for 2014 included a 2.5% increase for all employees.

NEW BUSINESS

Ms. Johnson included a resolution to appoint a records clerk and state the financial cost for requested records. This was highly recommended in a legal class Ms. Johnson attended at the SDA Conference. This is especially important for the destruction of executive session tapes after the ninety day holding period.

Kent Lindsay made a motion to adopt Resolution No. 5, Series 2013 appointing a records clerk, Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
excused	yes	yes	yes	yes

Ms. Johnson also submitted information to schedule a Board retreat to formulate a strategic plan for the District. The Board will need to set the initiatives for the District, and then the Fire Chief to set the goals and objectives to meet the initiatives. Asst. Chief Balke has already done a SWOT analysis, strengths, weaknesses and opportunities, for the members, and has included a form for the Board of Directors to fill out, and will ask several members and leaders in the public to also fill out. Asst. Chief Balke has already started a draft document for the Chief to review.

Ms. Johnson would like to have this done in a professional manner. The planning process needs to be started, then we will need to include the members of the District and the public.

The retreat will need to be longer than the regular meeting, and should be scheduled for a Sunday afternoon. It was decided that Sunday afternoon, January 26, 2013 would be a good time. This will also need to be a posted work session. Staff will look into finding an appropriate location.

Ms. Johnson also brought up the fact that the board needs to start looking into the possibility of building a new station. This is something that will be discussed at the retreat. It was brought to her attention at the SDA Conference, in conjunction with the ADA accessibility requirements, that, even though we post

that individuals with access needs can call to have the meeting relocated, this can still open up the District to liability issues. This is an important issue that needs to be addressed. Station One is an outdated building and has many issues including accessibility. In the meantime a new location for the monthly Board meetings will be researched.

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
excused	yes	yes	yes	yes

The meeting adjourned at 7:12 p.m.

Jim Bridgewater – President

Attest:

Kent Lindsay – Secretary/Treasurer