

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
October 8, 2014**

CALL TO ORDER and PLEDGE OF ALLEGIANCE

President Orly Lucero called the meeting to order at 6:00 p.m. in the meeting room at Station #1. Roll call followed after the Pledge of Allegiance and the board members present were Lori Johnson, Kent Lindsay, Sherri Wright and Orly Lucero. Diane Fox was absent. Administrative Assistant Wendy Mimiaga, Asst. Chief Balke and Chief Jeff Vandevoorde were present for the meeting.

Kent Lindsay made a motion to excuse Diane Fox from the October 8, 2014 Board of Directors meeting, Lori Johnson seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
absent	yes	yes	yes	yes

APPROVAL OF THE AGENDA

There were no changes or additions to the agenda for the Board of Directors meeting, October 8, 2014

Sherri Wright made a motion to approve the agenda for the October 8, 2014 Board of Directors meeting, Lori Johnson seconded. The agenda was approved on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
excused	yes	yes	yes	yes

APPROVAL OF MINUTES

The minutes from the regular meeting, held on September 17, 2014 and the Fiscal Affairs Committee meeting held of September 15, 2014 were brought before the board for approval.

Lori Johnson made a motion to approve the minutes for both the regular Board of Directors meeting held on September 17, 2014, and the Fiscal Affairs Committee meeting held on September 15, 2014, Sherri Wright seconded. The minutes for both of the meetings were approved on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
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 congratulated the firefighters on raising \$3,762 for MDA during the fill the boot fundraiser. Ms. Johnson inquired about the phones at stations two and three, thinking that we were going to get rid of them. Chief Vandevoorde explained that we are still waiting for the cellular relays to be delivered to Alpine Security for them to install. When they are installed, we can then cancel the telephone service at both of the stations.

President Lucero asked about the multiple purchases and high balance on the department credit card. Chie Vandevoorde explained that two firefighters, Jared Miller and Staton Moreford, were in Denver for two weeks for a haz-mat class (last minute). The amount spent on the card was less than the amount of the per diem rate. All receipts were accounted for, and no money was spent on alcohol. Ms. Johnson commented that if we have a travel policy, we should follow it and issue per diem checks and not use the credit card, and she did not understand how a two week class could be a last minute thing. Asst. Chief Balke explained that the class was free, and our firefighters were on the waiting list, and did not get approval until just before the weekend they had to drive up to Denver. Ms. Johnson also asked about a charge on the Asst. Chiefs card to Forestersho for \$269.75. Asst. Chief Balke explained that it was for chain saw chaps.

Ms. Johnson also asked about the checks that Chief Vandevoorde is signing, under \$500 that only require one signature, and if they have already been paid. Ms. Mimiaga explained that any checks that are sent off prior to the Board of Directors meeting are included on the 'Checks Written and Bank Drafts Withdrawn Between Meetings' list included with the financials. All other checks are listed on the Bills and Accounts list.

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
excused	yes	yes	yes	yes

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

Included in the packet were inclusions from the Cortez Journal from September 19, 23, 2014, and a thank you letter from IFA for the Districts participation in their Pet Paloose on September 27, 2014.

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 \$24,509.19 to the district for the month of September, 2014. \$17,846.15 for the general mill levy, and \$6,663.04 for the additional mill levy.

The business money market account at 1st Southwest Bank had a balance of \$129,188.18 as of September 30, 2014 with Interest earned in September, 2014 of \$28.31. The annual percentage yield remained at 0.25%, and the interest paid year to date was \$241.33. The 3 year jumbo CD of \$257,092.42 at 0.60% earned \$131.43 on September 13, 2013. Total interest paid in 2014 is \$897.49 for an updated balance of \$257,989.91.

\$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 September 30, 2014, was \$744,093.99 with interest earned in September, 2014 of \$397.42, and year to date \$3,822.31. The interest rate remained at 0.65%. The total in the reserve accounts is \$1,382,488.49.

A current update on the economy was included in the report. The jobless rate fell to 5.9% in September from 6.1% in August, adding only 248,000 jobs, higher than the estimated 215,000. This is the first time unemployment has fallen below 6% since July, 2008.

The Federal Reserves quantitative easing will come to an end this month, October. It has been ramping down since last spring, so there should not be an immediate shock to the stock market, however, there could be a correction in the future with the decrease of \$80 billion a month from the Federal Reserve not being injected into the economy. The Fed still feels the economy will not be strong enough to raise short term interest rates until the middle of next year.

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 Company Office class has started in preparation for promotions next year. The same class is being taught to each shift so no overtime has to be paid to have people come back for the classes. This equates to twenty one classes for seven different sessions. One of the projects associated with the officer training is the Officer Development Program. We will have some outside instructors, which we will compensate, and some we will trade services, they will come here to teach and Asst. Chief Balke will then go to their departments to teach.

Included in the meetings list was the All Hazards Incident Management Team Conference for the State, where Asst. Chief Balke was nominated and selected by the State committee to attend the National Conference in December, 2014, in Fort Worth, Texas, which will be paid for.

We are still waiting to hear back from the DOLA Gaming Grant. We presented the grant, to the committee, earlier in the month. There is \$4 million available and \$5 million in request. The AFG grant will be coming out again this month or next, which we will try for apparatus replacement for Tender 4. There is a 25% match. Asst. Chief Balke's name has been submitted again to sit on the AFG Grant Panel. This is helpful in learning what the panel is looking for when submitting grants. SAFER will come out after the first of the year, we will put in for retention.

For the AFG grant we were awarded for new air packs, we have to allow demos. The first company has brought a demo pack. It is a little different than what we are currently using, but it is the same vendor and manufacturer with the newest standard safety features. Information has been sent to other vendors to be compliant for the grant, but they were told that the units have to be 2013 edition and the vendors have to have their certifications. Some of the vendors do not have their certifications, and therefore will not be considered. We also cannot consider less than a 2013 standard as we can only be two standards behind. We will be replacing every air pack for all the riding seats on structural apparatus and three RIT packs, Rapid Intervention Team, to rescue downed firefighters. Currently, we are the only department that has a RIT pack.

The crews are currently visiting all of the schools this week for Fire Prevention Week, October 6 – 10, 2014. J.Fargo's Restaurant has approached the District to host a fundraiser for us on Sunday, October 26, 2014 for public education. It will be Tip A Firefighter. Several of our firefighters will be serving lunch from 10 – 4. All the tips and 10% of the food sales will be donated to the District. We will also be handing out glow in the dark Halloween trick or treat bags and bracelets, there will be kids games, and the fire apparatus set up for the public to view. We will also have a drawing for two families to win a firefighter escort for trick or treating on Montezuma Ave. J.Fargo's would like to make this an annual event. We will also be set up in two locations on Montezuma Ave. on Halloween night to hand out candy and trick or treat bags to children.

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

'G' listed next to four of the districts. Asst. Chief Balke explained that was to help keep track of the number of calls regarding the Gaming Grant.

Mr. Lindsay inquired how many individuals attended the member meeting. Asst. Chief Balke said sixteen were in attendance. Ms. Johnson commented that the Chief had requested in the past that the Board try to attend part of the member meetings, but was unaware as to how to find out when the meeting was scheduled. Asst. Chief Balke explained that he is trying to figure out how to send alerts from the web site, but until then it is posted on the calendar on the web site. We will also start to send an e-mail to the Board members.

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 eight proposals submitted from the RFP. A Station Committee is being put together which will consist of one or two Board members, three fulltime firefighters, one per shift, a part time firefighter, and one person from the community. The first meeting will be October 14, 2014 at noon in Station One. The proposals will be given to each member of the committee to review. The committee will meet again on October 28, 2014 to review and rate the proposals to determine who will be contacted for interviews.

The quarterly department meeting was held on September 29, 2014. There were sixteen members in attendance. The Chief went over and explained the budget to them so they have a better understanding of the budget, and answered any questions they had.

Ranger Jessie Farias from Mesa Verde National Park has submitted a Memorandum of Understanding to the Cortez Fire Protection District addressing response to the park, and help from them in the District when needed. We already have mutual aid agreements with all the surrounding fire departments, this would be the same formal type of agreement with Mesa Verde National Park. Mr. Lindsay stated that since it says Cortez Fire Protection District there should be a motion from the Board to allow the Chief to sign the agreement.

Kent Lindsay made a motion to have Chief Vandevoorde sign the Memorandum of Understanding between the United States Department of Interior National Park Service Mesa Verde National Park and the Cortez Fire Protection District, Sherri Wright seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
excused	yes	yes	yes	yes

There were 125 calls during the month of September, 97 EMS calls, 14 fire calls and 14 vehicle accidents for a total of 1285 total calls for the year.

The Chief reported that the District's Service Plan has been submitted to Collins, Cockrel and Cole for review. The Board had requested that it be looked over to see if any changes needed to be made.

NEW BUSINESS

2015 Budget – The Board of Directors had the first reading of the proposed 2015 budget that was reviewed by the Fiscal Affairs Committee on September 15, 2014. Chief Vandevoorde stated that there have been no changes to the proposed budget since it was presented at the Fiscal Affairs Committee meeting. President Lucero asked the Board if they had any questions, comments or changes they would like to see made. Ms. Wright asked why the transfers out for the Pension decreased from \$70,000 to \$40,000. Chief Vandevoorde explained that it is based

on budgetary reasons, and that the amount is determined by the actuarial, and what is needed to be invested into the volunteer pension account to remain actuarially sound based on the current pension benefit. Chief Vandevorde invited the Board to come in to his office at any time to review the budget with him individually if they had any questions, or needed any clarification. The public hearing for the budget will take place at the regular Board of Directors meeting November 12, 2014. A copy of the Notice of Budget that will be submitted to the Cortez Journal to announce the public hearing was included in the packet.

Fencing Bid Station Two – A fence will be erected around the property at Station Two for security reasons. Chief Vandevorde explained that Asst. Chief Balke contacted six fencing companies to bid on the project, two responded, but only one came out. The other never showed up. The bid from American Fence for \$16,695.00 was included in the packet.

Lori Johnson made a motion to accept the bid from American Fence for \$16,695 for the fencing at Station Two, Sherri Wright seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
excused	yes	yes	yes	yes

President Lucero stated that the Board should take a tour of the three stations once a year to better understand the facilities and equipment the District owns. It was decided that the Board will come to the November 12, 2014 meeting at 5 p.m. for a workshop session to tour the stations as a group.

OLD BUSINESS

There was no old business.

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, Sherri Wright seconded. The motion passed as follows:

Fox	Lindsay	Wright	Johnson	Lucero
excused	yes	yes	yes	yes

The meeting adjourned at 7:28 p.m.

Orly Lucero – President

Attest:

Kent Lindsay – Secretary/Treasurer