

**CORTEZ FIRE PROTECTION DISTRICT  
REGULAR BOARD MEETING  
September 17, 2014**

*(The Board of Directors meeting was rescheduled by the Board at the July 9, 2014 Board of Directors meeting, and was noticed in the Legal Section of the Cortez Journal, the paper of record, on Friday, September 5, 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, and Chief Jeff Vandevoorde were present for the meeting.

Lori Johnson made a motion to excuse Diane Fox from the September 17, 2014 Board of Directors meeting, Sherri Wright 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, September 17, 2014

Sherri Wright made a motion to approve the agenda for the September 17, 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 August 20, 2014 were brought before the board for approval.

Sherri Wright made a motion to approve the minutes for the regular Board of Directors meeting held on August 20, 2014, Kent Lindsay seconded. The minutes for the meeting 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 noted that there was a four day per diem check issued for Ms. Mimiaga for the SDA conference and pointed out that there was not a per diem check for Chief Vandevoorde for the same conference. Chief Vandevoorde replied that he had instead used his credit card for

all his expenses. Ms. Johnson also pointed out that not much has been spent out of the line item for physicals, and had thought every firefighter was to have a physical this year. Chief Vandevoorde explained that they are done toward the end of the year, usually in October. Mr. Lindsay asked if they included the flu shots. The Chief explained that the flu shots are not mandatory, but the physicals will be and all test are included in the physical.

Ms. Johnson also asked what was purchased from Overstock.com. It was a a large wooden slotted rack to be used for the firefighters internal mail boxes.

Ms. Wright pointed out, on the P&L, that only \$800 was budgeted for printing and advertising, and we are already \$437 over budget. Ms. Mimiaga explained that that it is mostly due to the legal ad in the Denver Post for the RFP that was over \$500, that we had not anticipated last year. The line item has been increased for the 2015 budget to cover any additional legal notices we may need to run next year for the proposed new station.

Ms. Johnson stated that overall, expenses are only at 53%, and that the staff usually waits till the end of the year to make any significant purchases. Chief Vandevoorde added that one of the big ticket items we will have at the end of the year is a fence around station two. We will also look into purchasing additional hose and nozzles. We wait until the end of the year to see if anything else comes up. We have made a list of items we will need to purchase, Asst. Chief Balke is currently working on getting prices.

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 3, 12, 2014, and a thank you letter from Alex Carter, Superintendent RE-1, regarding the lock down drills, and Karen Sheek, Mayor, City of Cortez, regarding the plane crash.

### **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 \$38,992.03 to the district for the month of August, 2014. \$26,254.17 for the general mill levy, and \$12,737.86 for the additional mill levy.

The business money market account at 1<sup>st</sup> Southwest Bank had a balance of \$129,159.87 as of August 29, 2014 with Interest earned in August, 2014 of \$25.65. The annual percentage yield remained at 0.25%, and the interest paid year to date was \$213.02. The 3 year jumbo CD of \$257,092.42 at 0.60% earned \$131.37 on August 13, 2013. Total interest paid in 2014 is \$766.06 for an updated balance of \$257,858.48.

\$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 \$619.01 in interest for the second quarter. The balance, as of August 14, 2014 is \$251,216.41.

The balance in the State Farm account, as of August 31, 2014, was \$743,696.57 with interest earned in August, 2014 of \$410.44, and year to date \$3,424.89. The interest rate remained at 0.65%. The total in the reserve accounts is \$1,381,931.33.

Ms. Mimiaga added that she attended the annual Special District Association conference, September 9 – 12, 2014. There were many good sessions offered as well as a good fire discussion. Ms. Mimiaga mostly attended the sessions that pertained to administrative issues, elections, DOLA and anything that had to do with legal issues in special districts, and appreciated being able to attend the conference.

A current update on the economy was included in the report. The jobless rate slipped to 6.1% in August from 6.2% in July, adding only 142,000 jobs, negating the speculation that the Federal Reserve will raise the short term interest rates sooner rather than later in 2015. In addition, it was reported that in the past four years, Colorado has moved from the bottom of the list to number four in the country in job creation. Colorado is number one in the country for diversification of jobs, and our state is doing well economically. It was also reported that Colorado is third in the country for oil production, just behind North Dakota and Texas, but it is not our only industry. This, of course, is mostly reflective of the front range, however we are doing better here in Montezuma County. After meeting with the assessor last year, we had expected our valuation to go down again this year, before it would start to improve. Last year our valuation decreased by \$10,000,000, but this year our valuation has increase by about \$400,000, for our district. Overall, the County has improved much more than this.

Also included was an updated accounting from Tri-State. Currently we have paid out \$25,946.75 and taken in \$27,743.00. After we purchase \$500 in Cortez Cash, our profit, to be applied to the allocation for facilities, will be \$1,296.25, barring any additional expenses.

### **REPORT FROM THE ASST. CHIEF**

Asst. Chief Balke was not present for the meeting, his report was included in the packet along with a list of the trainings, meetings and events he attended. Chief Vandevoorde reported that we received the AFG grant for \$284,050 for new SCBA and RIT packs. Our out of pocket expense will only be \$14 - \$20 thousand. Our air packs are ten years old, going on eleven, and need to be replaced. We will now be able to purchase forty new air packs. We had budgeted this year to start replacing a few at a time. They are about \$7,000 per pack.

Chief Vandevoorde also reported that we conducted a CPR training for all the RE-1 school bus drivers. We have also trained many of the City of Cortez employees. Our goal is to train all the City employees in CPR. We do not charge the City for the classes.

President Lucero commented that he likes seeing, in Asst. Chief Balke's report, how many individuals show up for the trainings that are offered.

A graph of the monthly calls and response times for August, broken down by district, was included. The weighted average response time for the month of August, taking into consideration all districts, was six minutes, fifty 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 he and Asst. Chief Balke met with Leslie Hentze from DOLA, regarding the grant options available for the new station and equipment. Ms. Hentze is excited

about the possible grant for the new station, and thinks it is a good project. She also had good information pertaining to the Gaming grant we have applied for, which we will present this October in Durango.

The Chief and Asst. Chief attended the FRI, Fire Rescue International, conference in Dallas TX August 11 – 17, 2014. It was a good trip and very informative.

There were 153 calls during the month of August, 110 EMS calls, 28 fire calls and 15 vehicle accidents for a total of 1160 total calls for the year.

There was a fatal accident on Hwy 160, with a child trapped in the back of the vehicle. The Chief complimented the crew, they did a great job extricating the child in the rear seat. There was good team work with our members and Southwest and Mancos ambulance.

The crew collected over \$3,700 for MDA over the holiday weekend during the Fill the Boot drive.

Chief Vandevoorde would like the Board to start thinking about having a retreat again in January, and especially start thinking about how much the Board would like to keep allocated in the reserves. This will be important when applying for grants. We will need to know how much of match we can afford, and thus prioritize the grants we write. We can put in for every grant out there, but we cannot deplete our reserves just to have matching funds for all the grants. Mr. Lindsay pointed out that we also need to be prepared for any unforeseen expenses that could happen, as did in 2010 when we had the \$275,000 discrepancy with the Treasurer's office.

Chief Vandevoorde included an article from Rocky Mountain PBS I-News on the lack of volunteer fire fighters. This is a far reaching problem throughout the State, and was discussed at length at the SDA conference. The Chief recently did an interview on KSJD regarding the lack of volunteers throughout the country, state, and here in Cortez.

### **NEW BUSINESS**

There was no new business.

### **OLD BUSINESS**

**Job Description of the Fire Chief** – A final copy of the job description for the Fire Chief, with all the changes, was included in the packet. There were no additional changes proposed after the last discussion at the Board of Directors meeting on August 20, 2014.

Lori Johnson made a motion approve the updated job description got the Fire Chief, Sherri Wright seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
excused	yes	yes	yes	yes

**Purchasing Policy** – An update of the purchasing policy, that was presented at the Board of Directors meeting on August 20, 2014, was included in the packet, with all the changes as proposed at the last meeting. There were not additional changes by the Board.

Kent Lindsay made a motion to adopt Resolution No. 5, Series 2014, Purchasing Policy, with the stipulation to review the policy in one year, Sherri Wright seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
excused	yes	yes	yes	yes

**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, Sherri Wright seconded. The motion passed as follows:

Fox	Lindsay	Wright	Johnson	Lucero
excused	yes	yes	yes	yes

The meeting adjourned at 6:27 p.m.

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Orly Lucero – President

Attest:

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Kent Lindsay – Secretary/Treasurer