

**CORTEZ FIRE PROTECTION DISTRICT  
REGULAR BOARD MEETING  
April 12, 2017**

**CALL TO ORDER and PLEDGE OF ALLEGIANCE**

President Orly Lucero called the meeting to order at 6:20 p.m. in the meeting room at Station #1. Roll call followed after the Pledge of Allegiance and the board members present were Rodney Branson, Buck Woodman, Sherri Wright, Kent Lindsay and Orly Lucero. Administrative Assistant Wendy Mimiaga, Asst. Chief Shawn Bittle and Chief Jeff Vandevorde were also present.

**APPROVAL OF THE AGENDA**

Sherri Wright made a motion to approve the agenda for the April 12, 2017 Board of Directors meeting, Kent Lindsay seconded. The agenda was approved on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	yes	yes	yes

**APPROVAL OF MINUTES**

The minutes from the regular Board of Directors meeting, held on March 8, 2017, were brought before the board for approval.

Rodney Branson made a motion to approve the minutes for the regular Board of Directors meeting held on March 8, 2017, Buck Woodman seconded. The minutes for the meeting were approved on the following vote:

Branson	Lindsay	Woodman	Wright	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. Wright inquired about the thermal imaging camera that was purchased (cost of \$7,571.44) Chief Vandevorde explained that he has spread out the purchases for the cameras over the past three to four years. Mr. Lindsay added that the first thermal imaging camera the Department purchased many years ago cost around \$28,000.00, for which they held many fundraisers.

Ms. Wright also pointed out that the volunteer reimbursement (line item 5201 on the P&L) is over budget. The Chief explained the volunteer stipends for 2016 were not paid until January 2017. It was decided the volunteer stipends will only be paid once a year, and will be paid in early December from now on. This will affect the line item again this year, but we will be on tract for the fiscal year in 2018.

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

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	yes	yes	yes

### **PUBLIC COMMENT**

Asst. Chief Bittle introduced the members of the Patrick H. Fisher Recruit Class of 2017 that were in attendance for the Board of Directors Class; Gabriel Rogers, Gregory Trujillo, Chris Ludington, Wyatt Jones and Tommy Johnson.

### **CORRESPONDENCE**

Included in the packet were inclusions from the Cortez Journal from 17, 24, 28, 31 and April 11, 2017, and a thank you note from Leadership Montezuma.

### **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 \$163,331.72 to the district for the month of March, 2017. \$98,262.89 for the general mill levy, and \$65,068.83 for the additional mill levy.

The balance in the State Farm account, as of March 31, 2017, was \$852,382.05 with interest earned in March, 2017 of \$325.71. The interest rate remained at 0.45%.

The business money market account at 1<sup>st</sup> Southwest Bank had a balance of \$130,400.44 as of March 31, 2017. Interest earned in March, 2017 was \$27.69. The annual percentage yield remained at 0.25%.

The 3 year jumbo CD of \$261,766.20, rolled over on February 14, 2017, at 1.25%, earned \$216.96 on March 14, 2017, for an updated balance of \$261,983.16.

There was no update on the CD's held at First National Bank or Community Bank. The \$250,000.00 CD deposited at the First National Bank of Cortez on February 14, 2014 for five (5) years with an interest rate of 0.98%, has a current balance of \$256,822.35 as of November 14, 2016. The \$300,000.00 CD deposited at the Community Banks of Colorado for five (5) years at 1.15% on April 13, 2015, has a current balance of \$305,715.85 as of November, 2016. We have received a welcome packet from Four Corners Community Bank about the CD being transferred from Community Banks of Colorado. We have not received a statement.

It was reported that the total earned on the reserve funds for March, 2017 was \$570.36, and the total in the reserve accounts was \$1,807,303.85.

The annual SDA local Board training is scheduled for Tuesday, June 13, 2017 in Durango, from 8 a.m. – 12:15 p.m. Ms. Mimiaga requested that any Board members interested in attending contact her soon so they could be registered.

The unemployment rate fell to 4.5% in March, the lowest point since May, 2007, despite only adding 98,000 jobs. The labor force participation rate remains unchanged at 63%.

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

Asst. Chief Shawn Bittle included his report and a list of meetings, events and trainings he attended. Asst. Chief Bittle reported the new Montezuma County Fire Academy class started on April 3, 2017. *(the cadets were present for the meeting)*

There was an Auto Extrication class in Mancos April 7 -9, 2017. The Chief reported it was a very good class taught by a company from New Mexico. Mesa Verde National Park paid for the class, at \$200 per student, with about thirty (30) students in attendance.

Asst. Chief Bittle is currently working on a grant through Lowe's for an exhaust/ventilation system for the trucks for the new station. The system will cost between \$75 - \$80 thousand.

The official ground breaking ceremony for the new station is scheduled for Tuesday, April 25, 2017 at 1 p.m. at the new building site. After we begin construction, the construction camera will be live on the Cortez Fire website.

### **REPORT FROM THE FIRE CHIEF**

Chief Vandevoorde went over his report and list of meetings that were included in the packet. The Chief reported we reached out to five local contractors for the new fire station. We did our best to stay local for this project, wanting to primarily use local people. Three of the five contractors declined to bid, stating they were too busy to take on the project. Two of the declining contractors were companies that have been in contact with us for over a year stating they wanted to bid for the job. We did have two very good local contractors bid for the project, Weeminuche Construction Authority and FCI Constructors, Inc.

Chief Vandevoorde met with Andrea Phillips, The Mancos Town Manager. The Town of Mancos is working on a fire code and is looking for someone to do fire inspections for them. The Chief explained that we would not be able to do this as we do not have enough trained people to do inspections, and directed her to talk to the City of Cortez. The Chief currently does several inspections in Mancos and Dolores for the nursing homes, some of the camps, pre-schools, or those that are required yearly by the State, as a courtesy. However, it would be too much to do on a regular basis.

The District hosted Leadership Montezuma and their nineteen (19) participants on Thursday, March 16, 2017. The participants were given a tour of the station and the equipment, and asked a lot of very good questions. The firefighters cooked lunch for the group and Chief Vandevoorde gave a presentation on the Fire Department and being a Special District. This was also very good for us, having that many people, who have an interest in the community, learning more about who we are and what we do.

There were 171 calls during the month of March, 149 EMS calls, 16 fire calls and 6 vehicle accidents. The total calls for the year is 503.

We will be moving out of the Administration building and to the Chamber office at 31 W. Main St., on Thursday, April 20, 2017. Some of our files will be moved to the warehouse for storage over

the next year. Lt. Mike Cabell and 'C' shift have built a "cage" inside the warehouse so we can lock and secure our files while they are stored.

## **NEW BUSINESS**

**Approve contractor for new fire station** – A total of five (5) contractors were invited to bid for the new fire station. Only two (2) contractors submitted bids, Weeminuche Construction Authority (WCA) and FCI Constructors. Both companies were interviewed on Thursday, March 30, 2017 by our Architect, Dennis Ross. Also present for the interviews were Chief Jeff Vandevoorde, Asst. Chief Shawn Bittle, Administrative Assistant Wendy Mimiaga, Board President Orly Lucero and Board Member Sherri Wright.

Both bids were very close, WCA was \$4,003,139.00 and FCI was \$3,977,000.00. Both companies had very similar questions, sub-contractors and value added engineering. WCA did show that 66% of their subs were local as opposed to FCI which was only about 20+%. This did weigh heavy on the decision as we want to use as many locals as possible for the project. WCA also had their team of five (5) individuals, who will be working on the project, present for the interview, FCI only sent one person from their team. Mr. Ross thought WCA was very team oriented. WCA also expressed this is going to be a cornerstone building and something to be proud. They are part of this community and live in this community, and they want it to be a great building.

Chief Vandevoorde recommended WCA to be the contractor for the new fire station. The Chief added that Dennis Ross, after applying his scoring process, also recommended WCA as the best choice for the contractor for the new station. *(In attendance at the Board meeting was Kyle Blackmer, Project Manager, Steven Gray, Job Superintendent, and Virgil Gray, Building Division Manager)*

Mr. Lindsay inquired what the roof structure was in the original bid. It was recommended to add the proposed alternate #1 – Metal Roof for \$27,337.43 to the original bid, for a new total bid of \$4,030,476.43. Virgil Gray, Building Division Manager, of WCA explained that the original roofing material in the bid was an EPDM Membrane roof on the slope roof, and the main north structure was full roof sheeting, which, with all the metal flashing would not blend in very well. It is a good choice to go with the metal roof.

Mr. Lindsay asked if we will have a problem with snow slide. Mr. Gray said you will always have some problems with snow slide. This is not a very steep roof, a 312, and the snow guards will keep it maintained until it mostly melts. If it becomes a problem, a snow melt system will help. The metal roof will be more attractive and durable.

Kent Lindsay made a motion to approve Weeminuche Construction Authority (WCA) as the contractor for the new fire station with the add on of the metal roof, Sherri Wright seconded. The motion passed on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	yes	yes	yes

The Board thanked WCA for taking on the project. Especially the use of mostly local sub-contractors in our community.

Chief Vandevoorde asked about the time frame to demo the admin building and to get started on the project.

Mr. Gray stated they want to get started as soon as possible. The contract is still in process, but will move forward quickly with the approval of the contractor from the Board. WCA is also still waiting on the building permit from the City of Cortez. They will also need to get a demolition permit for the administration building from the State of Colorado.

**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, Rodney Branson seconded. The motion passed as follows:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	yes	yes	yes

The meeting adjourned at 6:47 p.m.

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Orly Lucero – President

Attest:

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Kent Lindsay – Secretary/Treasurer