

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
August 12, 2015**

CALL TO ORDER and PLEDGE OF ALLEGIANCE

President Orly Lucero called the meeting to order at 6:01 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, Sherri Wright, Buck Woodman and Orly Lucero. Kent Lindsay was absent. Administrative Assistant Wendy Mimiaga, Asst. Chief Charles Balke, and Chief Jeff Vandevoorde were present for the meeting.

Lori Johnson made a motion to excuse Kent Lindsay from the August 12, 2015 Board of Directors meeting, Sherri Wright seconded. The motion was approved on the following vote:

Johnson	Lindsay	Woodman	Wright	Lucero
Yes	absent	yes	yes	yes

APPROVAL OF THE AGENDA

There were no changes or additions to the agenda for the Board of Directors meeting, August 12, 2015.

Sherri Wright made a motion to approve the agenda for the August 12, 2015 Board of Directors meeting, Lori Johnson seconded. The agenda was approved on the following vote:

Johnson	Lindsay	Woodman	Wright	Lucero
Yes	excused	yes	yes	yes

APPROVAL OF MINUTES

The minutes from the regular meeting, held on July 8, 2015, 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 July 8, 2015, Buck Woodman seconded. The minutes for the meeting were approved on the following vote:

Johnson	Lindsay	Woodman	Wright	Lucero
Yes	excused	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 three (3) American AI charges on the department credit card. These were the three (3) airline tickets for Chief Vandevoorde, Asst. Chief Balke and Lieutenant Morford to Atlanta for the FRI conference. It was further explained that the IAFC charge on the card was for the registration to the conference.

Ms. Johnson asked about the over limit fee on the department credit card. Chief Vandevoorde explained that we called and had the fee waived.

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:

Johnson	Lindsay	Woodman	Wright	Lucero
Yes	excused	yes	yes	yes

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

Included in the packet were inclusions from the Cortez Journal from July 28, 2015, and a thank you note from the exchange students who visited in June.

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 \$63,000.26 to the district for the month of July, 2015. \$40,676.19 for the general mill levy, and \$22,324.07 for the additional mill levy.

The business money market account at 1st Southwest Bank had a balance of \$129,857.64 as of July 31, 2015 with Interest earned in July, 2015 of \$27.56. The annual percentage yield remained at 0.25%, and the interest paid year to date was \$188.03.

The 3 year jumbo CD of \$257,092.42 at 0.60% earned \$123.57 on July 13, 2015. Total interest paid year to date is \$897.71, with the total interest paid on the CD to date being \$2,181.40 for an updated balance of \$259,273.82

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% will have a quarterly interest payment made on August 14, 2015 of \$625.10. The total earned on the CD is \$3,687.39 for a current balance of \$253,687.39.

The balance in the State Farm account, as of July 31, 2015, was \$547,527.16 with interest earned in July, 2015 of \$232.46, and year to date \$2,249.84. The interest rate decreased to 0.50% from 0.55%.

\$300,000.00 was deposited in to a five (5) year CD at 1.15% at the Community Banks of Colorado on April 13, 2015. A quarterly interest payment was made on August 5, 2015 of \$1,086.99 for an updated value of \$301,086.99. The total in the reserve accounts is \$1,491,432.00.

The jobless rate for July remained at 5.3%, adding 215,000 jobs. The unemployment rate is expected to decrease below 5% by late 2015. Wage growth is still sluggish. The Fed still indicates a rate increase is possible at the September meeting, or at least by the last meeting of the year in December.

The SDA, Special District Association, conference will take place from September 23 – 25, 2015 in Keystone Colorado. Any Board member interested in attending this year will need to let us know by the end of August so that they can be registered.

REPORT FROM THE ASST. CHIEF

Asst. Chief Balke included his report in the packet along with a list of the trainings, meetings and events he attended, as well as several projects he has been working. Asst. Chief Balke reported that the EMS training was pediatric assessments, and the quarterly hazmat training involved looking into restructuring the team with individuals who have gone through the hazmat tech class, and including some from the Sheriff's office, and utilizing the grant funds we have received, making it a better program for Montezuma County.

There is still no word from AFG regarding the grant we have submitted. Last year we did not get approval for the SCBA grant until September.

Ms. Johnson added that the DOLA grant presentation was for communications in the City of Cortez, and the tower on cavinous. It was just announced that the grant was funded for \$308,000.

All the ladders were tested by UL. We have two (2) that will need to be replaced next year due to normal wear and tear.

The District had a booth at the Montezuma County Fair for public education. Chief Vandevoorde shared a photo of our newest firefighter "Too Tall", an 8 ft. tall animated firefighter costume that premiered at the fair. He was a huge hit. The costume was funded with donations we have received over the past few years.

A graph of the monthly calls and response times for July, broken down by district, was included. The weighted average response time for the month of July, taking into consideration all districts, was six minutes, forty-two 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 the warehouse behind station two has been cleaned out and reorganized. It required two (2) roll off dumpsters. Items that were salvageable were kept, i.e. old unusable hose that can be used for training. All of the historical items were kept and better organized. The next project will be the training house on S. Broadway. We will be building training props for training, some in conjunction with the Sheriff's department..

The Chief thanked everyone for all the well wished after his accident.

There were 172 calls during the month of July, 128 EMS calls, 33 fire calls and 11 vehicle accidents, for a total of 1153 calls for 2015.

Troy Rightmire has been hired as the new fulltime firefighter to replace Corey Adamy who resigned last month. He is assigned to B shift. Mr. Rightmire currently lives in Bloomfield, NM at the fire station, but has shown interest in moving to the area.

The Chief asked the Board to set a date for the Fiscal Affairs Committee meeting in September to discuss the 2016 budget. The official first reading of the budget will be at the October 14, 2015 Board meeting, and the public hearing will be at the November 11, 2015 Board meeting.

Lori Johnson made a motion to schedule the Fiscal Affairs Committee meeting on Wednesday, September 16, 2015 at 5:30 p.m., Sherri Wright seconded. The motion passed on the following vote:

Johnson	Lindsay	Woodman	Wright	Lucero
Yes	excused	yes	yes	yes

Ms. Mimiaga will post the legal notice in the Cortez Journal and at the four regular posting places for the District.

Chief Vandevorde thanked everyone who helped out with the booth at the Montezuma County Fair. There was a good turn out, and we handed out a lot of pub ed materials.

A list of the fire inspections done by Sean Canada for the month of June was also included in the packet.

NEW BUSINESS

New District Vehicle – The Chief's vehicle, 2008 Dodge Durango, was involved in an auto accident on Friday, July 24, 2015. Our insurance company, VFIS, has totaled out the vehicle and issued a check for the stated value of \$30,000 plus the \$155.00 towing fee. The blue book value of the vehicle was \$11,000. Information on a new vehicle, to be purchased through the State purchasing agreement, was sent to the Board of Directors prior to the meeting. The cost of the new vehicle is \$32,684.00

Buck Woodman made a motion to approve the purchase of the new District vehicle, Sherri Wright seconded. The motion passed on the following vote:

Johnson	Lindsay	Woodman	Wright	Lucero
Yes	excused	yes	yes	yes

OLD BUSINESS

2015 Audit RFP – Only one proposal was submitted for the RFP. President Lucero handed it to Ms. Wright to open. The proposal was from Heidi Trainor, Cortez, CO, our current auditor.

Ms. Johnson asked if the Chief had contacted her regarding the comments made about the Board in the 2014 Auditor's Internal Control letter, stating that the Board occasionally appears to be involved with the District's operations. Chief Vandevorde explained that Ms. Trainor came to that conclusion by reading the minutes. The items that kept coming up were the purchasing policy, and the continued questions regarding small expenses and district purchases. Ms. Johnson then stated that "we do not tell her how to do her job, and she should not tell us how to do ours," and that she does not believe the Board tries to micro-manage the staff.

President Lucero asked what the cost would be. It was reported that, based on the P&L, the District has spent \$8,700 to date on accounting services. This also includes the \$2,000 FPPA audit. Ms. Johnson asked if the FPPA audit would be done on a yearly bases. It is unclear, but it will probably be conducted again this year for 2014. We were not informed that we would need to do the 2013 FPPA audit until the first of the year. It was then found in the RFP that the cost for the 2015 Audit would be \$6,500, the same as it has been for the past several years. The fee has not been increased.

It was further explained that Ms. Trainor also comes in at the end of the year for the audit adjustments, and also the 1099-R's as our program does not have that capacity.

Ms. Johnson commented that it was her understanding that the auditor cannot be involved with the book keeping. It was emphasized that Ms. Trainor in no way has any control or input on how the District does the book keeping. The auditor is an outside entity that evaluates how we handle our book keeping and accounts, and that it meets the State regulations. One thing that did change this year is the State regulations regarding pension funds. They are much more stringent, and require more work on the auditors part.

Ms. Johnson asked if there was a requirement that we had to receive a certain number of bids. President Lucero said the only requirement that had to be made was the proposals had to be submitted by the due date as set in the RFP. We could have received no proposals.

Chief Vandevoorde pointed out that we had stated we were looking for a five (5) year contract, and asked if he should pursue this with Ms. Trainor. Ms. Wright pointed out that the Board has the right to review the contract on a yearly bases.

President Lucero asked the Chief to come back to the September Board meeting with the contract for approval. If it is approved now, it would only be for one year.

Lori Johnson made a motion to table the decision on the 2015 Audit and contract until the September, 9, 2015 Board of Directors meeting, Lori Sherri Wright seconded. The motion passed on the following vote:

Johnson	Lindsay	Woodman	Wright	Lucero
Yes	excused	yes	yes	yes

Chief Vandevoorde will distribute a copy of the proposal and the contract for review prior to the September Board meeting.

EXECUTIVE SESSION

President Lucero stated that the board would go into an executive session at the request of Chief Vandevoorde for the review of the Chief, pursuant to C.R.S. 24-6-402(4)(f) to discuss personnel matters.

Lori Johnson made a motion to enter into an executive session to discuss the evaluation of the Fire Chief pursuant to C.R.S. 24-6-402(4)(f), Sherri Wright seconded. The motion passed as follows:

Johnson	Lindsay	Woodman	Wright	Lucero
Yes	excused	yes	yes	yes

President Lucero stated that the board would enter into an executive session pursuant to C.R.S. 24-6-402(4)(f) to discuss personnel matters at 6:44 p.m.

The Board came out of executive session at 7:46 p.m.

Upon adjournment of the executive session, President Lucero stated that the board did not adopt any policy, position, resolution, rule, regulation or take any formal action.

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:

Johnson
Yes

Lindsay
excused

Woodman
yes

Wright
yes

Lucero
yes

The meeting adjourned at 7:47 p.m.

Orly Lucero – President

Attest:

Kent Lindsay – Secretary/Treasurer