

**CORTEZ FIRE PROTECTION DISTRICT  
REGULAR BOARD MEETING  
August 9, 2017**

**CALL TO ORDER and PLEDGE OF ALLEGIANCE**

President Orly Lucero called the meeting to order at 6 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, Kent Lindsay, Sherri Wright, and Orly Lucero. Administrative Assistant Wendy Mimiaga, Asst. Chief Shawn Bittle and Chief Jeff Vandevoorde were also present.

**APPROVAL OF THE AGENDA**

Sherri Wright made a motion to approve the agenda for the August 9, 2017 Board of Directors meeting, Buck Woodman 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 July 12, 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 July 12, 2017, Kent Lindsay 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 purchase and charge from Amazon on the credit card. The Chief stated it was for a stove that is being sent back.

Buck Woodman 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**

There was no public comment.

**CONSTRUCTION UPDATE**

Virgil Gray, Building Division Manager, and Kyle Blackmer, Project Manager, for Weeminuche

Construction Authority were present for the Board meeting. Mr. Gray reported that progress is moving forward since the demolition of the administration building. They are still waiting on the new design for the plumbing reroute from the architect; this was discussed at the weekly construction meeting about a month ago. The new update for south of grid line four (4) has been received, redesign of the laundry room and bathroom to move the plumbing out of the walls. Mr. Gray reiterated that they need the new plumbing design so they can proceed, that they really need to get the plumber in there now.

Mr. Lindsay stated that we just wrote a check to Pacheco for \$26 thousand dollars. Is the redesign going to cost us anything. It better not. Chief Vandevoorde stated they have not.

Mr. Lindsay asked/stated that this has delayed us a month. Mr. Gray added that the delay is mostly due to the admin building, but added that there are some things they should be doing now, i.e. the north end is ready to pour concrete slabs. We are waiting on the redesign for the plumbing on that end. Mr. Gray is in communication with Katrina Pacheco who said they had some issues they are working out. It should be completed shortly. Mr. Gray added that they are doing a good job, it is just taking time.

Mr. Blackmer added that it is pushing them (WCA) into the winter. They will be working through the winter, but had hoped that most of the building would be dried in.

Mr. Lindsay asked if this puts any pressure on our grant. Chief Vandevoorde said it does not, we have plenty of time (through October 2018), and if need be, we can put in for an extension. DOLA is aware that large projects like this can run into snags.

Mr. Lindsay asked that with the delays do we need to talk with our lawyer. Do something to press these guys to get off the stick. (sic)

Mr. Branson added that maybe we should write a letter, let them know winter is coming to this area, and eventually it could put them (WCA) behind, even if everything is in place. We just need to write a letter, nothing legal.

Mr. Gray added they should have something this week. Being able to call them on the phone and not always having to communicate through e-mail is much better. But right now we still cannot proceed on some of the work we need to do.

Mr. Gray continued that he has built a lot of structures, and the best way to do it is to create a team and work together, and don't bring a lawsuit. We have a long way to go. I am not in a position to say they are not doing their job. We can work through this and get it done.

Mr. Blackmer added that Dennis Ross will now be involved in the weekly meetings and has taken steps to help with the communications to push this forward.

Ms. Wright commented that is sounds like you (WCA) have this under control.

Chief Vandevoorde stated that he can have Dennis Ross available by phone for the next Board meeting if needed.

Mr. Lindsay added that you go by (the site) and there are just a couple of guys out there during the day looking for something to do.

## **CORRESPONDENCE**

Included in the packet were inclusions from the Cortez Journal from July 18, 21, 25, 28 2017. Chief Vandevoorde reported that Air Products has just given the District a \$2,500 donation.

## **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 \$47,209.37 to the district for the month of July, 2017. \$30,881.84 for the general mill levy, and \$16,327.53 for the additional mill levy.

The balance in the State Farm account, as of July 31, 2017, was \$984,231.58. Interest earned in July, 2017 was \$376.09. The interest rate remained at 0.45%.

The jumbo CD at 1<sup>st</sup> Southwest Bank of \$261,766.20, rolled over on February 14, 2017, at 1.25%, for three (3) years, earned \$267.97 on July 14, 2017, for an updated balance of \$263,071.22.

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 balance of \$258,071.96 as of June 6, 2017.

The \$300,000.00 CD deposited at the Community Banks of Colorado, now the Four Corners Community Bank, for five (5) years at 1.15% on April 13, 2015, has a balance of \$306,949.23 as of May 6, 2017.

The total earned on the reserve funds for July, 2017 was \$644.06, and the total in the reserve accounts was \$1,812,323.99.

It was reported that the first construction payment was made to WCA for \$286,813.84. \$131,934.37 will be paid by the Energy Impact grant, and \$154,879.47 is paid by our matching funds. We have also made the first biannual payment for the lease-purchase for \$63,231.44. Payment for the lease-purchase are scheduled for August 6<sup>th</sup> and February 6<sup>th</sup> each year through 2037.

The unemployment rate dropped back to 4.3% in July adding 209,000 jobs. Payroll gains have averaged 180,000 per month for the first half of 2017 while the second half of 2016 averaged 193,000 jobs per month. Average hourly earnings rose 0.3% in July. Overall earnings are up 2.5% over twelve (12) months. The Fed will meet again in September. There could be a possible rate hike, however the consensus is that they will wait until the end of the year at the December meeting.

President Lucero asked if we have received any money from DOLA. It was reported that the resubmission for the first payment request had been submitted a month ago, but we have not yet received a check. The second payment request will be submitted tomorrow. We keep in closed contact with Chelsea at DOLA who has looked into when the check was sent, and says it should be here soon. Ms. Mimiaga further reported that we have not yet used our escrow account (lease-purchase), nor have we had to move the match money from the State Farm Bank to the general fund.

### **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 that he and Lt. Mike Cabell attended FRI, Fire Rescue International, in Charlotte NC, July 24 – 29, 2017. FRI offers good training with great instructors from across the country. Lt. Cabell continued with the Company Office Leadership program, and Asst. Chief Bittle completed the Chief Officer Program.

We will be testing for volunteer, part-time and full-time firefighters on Saturday, September 9, 2017 beginning at 8 a.m.

The fire academy class is going well. They are meeting in Lewis-Arriola this month. They are over fifty percent complete and have an 85% class average.

Mr. Branson asked about "project 8." (construction camera) Asst. Chief Bittle explained that The Geeks reported that the construction camera will not be able to be viewed on our web-site as we had originally intended. The program that is being used requires a password to view the camera, so it is not possible to stream it on the web-site.

## **REPORT FROM THE FIRE CHIEF**

Chief Vandevoorde went over his report and list of meetings that were included in the packet. The Chief reported he attended the public outreach meeting for the City of Cortez regarding their safety and streetscape improvement plan, the medians planned for Main Street in downtown Cortez. They were able to answer all the question the Chief had and those brought by the Board. From the median to the first lane will be ninety (90) feet. The lanes will be a little narrower, but there will be enough room for cars to get around (*if there were an obstruction*). The Chief also inquired about snow plowing. Currently the snow is plowed to the center of the road (*center turn lane*) and then removed later. The City stated they will probably hire out the snow removal for Main St. so it will not have to be piled up in the center of the road. The Chief was still concerned about the snow being pushed into the cross walks. He also expressed his concern with the median at McDonalds, and how it will affect the flow of traffic. There is the possibility of cars trying to cut across on the wrong side of the highway, due to a "right turn only," trying to beat the traffic. The City assured there will be plenty of signage to inform drivers of the traffic patterns.

Mr. Lindsay stated that there are a lot of stories on the internet of towns tearing out the medians. Ms. Wright is concerned that drivers will try to avoid driving down Main St. and use other side streets to get through town. This could affect the downtown businesses.

Chief Vandevoorde also expressed his concern at the meeting, what will this do to the side street regarding excess traffic.

Mr. Woodman stated that he personally does not like the medians going in downtown, however, if they don't do anything it is going to stay the way it is, and obviously they don't like the way it is right now. They are trying to fix it.

Mr. Branson added that the delivery trucks will now have to park on the side streets.

Mr. Woodman also added that as it is now (*without the medians*) you cannot make a left hand turn out of Big-R. (*due to traffic, the medians will restrict the exit to a right turn only*) Currently, people are turning left and using the turn lane as a merge lane. This will cease by adding the median. Either way there will be problems, but they (the City) are at least trying to fix it.

Chief Vandevoorde added that as the Fire Department, it will not affect us.

President Lucero added that he thought it was just being done for beautification. We have enough trees already.

Chief Vandevoorde commented that Shane Hale, City Manager, was very happy with the turnout of the medians on South Broadway, but that the City will do the landscaping themselves this time to save money.

Mr. Lindsay added that one of the highlights of this community is the Christmas Parade. How will they have the parade going down the middle of the street with the median.

Chief Vandevoorde stated that he does not think the Board needs to write a letter at this point.

The Chief reported that he has been through the new County Court Building several times. There are several issues with the building including the numbering of the rooms, doors in the sally port, etc.

Chief Vandevoorde announced that we will need to schedule a Fiscal Affairs Committee meeting for September, prior to the October Board meeting and the first reading of the budget, to go over the 2018 budget. The September Board meeting is scheduled for Wednesday, September 9, 2017. After discussion, the Board scheduled the Fiscal Affairs Committee meeting for Wednesday, September 6, 2016 at 6 p.m. This will be noticed in the Cortez Journal, and posted at the four (4) posting places.

There were 221 calls during the month of July, 169 EMS calls, 46 fire calls and 9 vehicle accidents. The total calls for the year is 1,248. This is about 125 calls over the same time last year. We have had a lot of back to back calls, and many in the middle of the night.

The Chief thanked everyone who participated in the battle of the badges blood drive. Over

seventy units of blood was collected, and the fire department did beat the police department this year.

We were contacted by Alan Doggett at the Cunningham Group on Tuesday afternoon regarding our Tobacco Policy. This is needed as part of the LEED certification. The Tobacco Policy is stated in our Personnel Policy Manual, page 64, and reflects the Colorado State law stating that no tobacco use is permitted within fifteen (15) feet of any entrance or window. However, LEED requires the distance to be twenty-five (25) feet, and also bans the use of e-cigarettes, vaporizers, etc. We will need to make these changes to our Tobacco Policy to receive the credit. Mr. Doggett will need this change this week to submit the Preliminary Design Review.

Sherri Wright made a motion to update the Tobacco Policy from fifteen feet to twenty-five feet and to include e-cigarettes and vaporizers, Rodney Branson seconded. The motion passed on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	yes	yes	yes

### **NEW BUSINESS**

There was no new business.

### **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:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	yes	yes	yes

The meeting adjourned at 6:40 p.m.

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Orly Lucero – President

Attest:

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Kent Lindsay – Secretary/Treasurer