

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
December 13, 2017**

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 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 December 13, 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 November 8, 2017, were brought before the board for approval.

Kent Lindsay made a motion to approve the minutes for the regular Board of Directors meeting, held on November 8, 2017, Sherri Wright 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 bill from Keesee for \$3,958 for Rescue-2 repair. The Chief explained that it was for a door repair and \$2,547 was covered by insurance. Ms. Wright also asked about the Priceline Hotel Room charge on the department credit card and the USPS and Legend Data charge on Asst. Bittle's credit card. The hotel on the department card was for a training in the Denver area attended by firefighter Tyler Dykes. And the charges on the Asst. Chief's card were for postage stamps and ID tags for the firefighters.

Ms. Wright also inquired the administration computer line item on the profit and loss statement; it shows that we are over the budgeted line item by 41%. The Chief explained that the line item is for the internet service and for computer repair and replacement. About \$1,800 is for internet service, and we had to just recently replace the server and a computer. All hardware will be used in the new station.

Kent Lindsay 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:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	yes	yes	yes

PUBLIC COMMENT

There was no public comment.

CONSTRUCTION UPDATE

Kyle Blackmer, Project Manager, for Weeminuche Construction Authority was present to update the Board on the construction of the new fire station. Mr. Blackmer reported the Cunningham Group made a site visit last week for a status inspection and meeting with WCA and the City of Cortez. All went well.

Since the last update, a lot of block has been put up. The inspection on the second floor steel will be tomorrow, Dec. 14, 2017, and the placement of the slab is scheduled for Friday, Dec. 15, 2017. Mr. Blackmer added that they will be doing a three (3) day break on the slab to see if they can load it quicker. If they can place on Friday, they can break on Monday morning, and then go up.

The steel package is scheduled for delivery on December 21, 2017 with placement to begin on Dec. 27, 2017, with maybe some framing. It is scheduled for Jan. 8, 2017, however, there are more contractors taking off for the holidays, so it may be later.

Mr. Lindsay asked if the steel guys required payment upon delivery. Mr. Blackmer said yes, payment by him.

We are still on schedule for turnover by the end of May, 2018.

CORRESPONDENCE

Included in the packet were inclusions from the Cortez Journal from November 7, 14, 2017, thank you notes from Fire Pup and KRTZ; and an article from the Denver Post, November 26, 2017.

The Chief commented on the article regarding the gas leak. It was not a marked address, so when dispatch contacted the gas company they would not respond since it was not in their system and they did not have a physical address. They did finally respond.

The Chief also added that the article from the Denver Post that explains how the growth on the front range is impacting rural Colorado, especially fire districts. The problem with the assessment ration needs to be fixed at the State level.

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 \$32,468.31 to the district for the month of November, 2017. \$22,976.71 for the general mill levy, and \$9,491.60 for the additional mill levy.

The balance in the State Farm account, as of November 30, 2017, was \$535,507.12. Interest earned in November, 2017 was \$247.34. The interest rate remained at 0.45%. \$250,000 was transferred to the General Fund on November 17, 2017 for use as matching funds for our construction payments.

The jumbo CD at 1st Southwest Bank of \$261,766.20, rolled over on February 14, 2017, at 1.25%, for three (3) years, earned \$278.06 on November 14, 2017, for an updated balance of \$264,172.78.

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%, had a balance of \$258,071.96 as of June 6, 2017. A current update was received as of December 1, 2017 and shows interest earned of since June of \$1,276.52 for an updated balance of \$259,348.48.

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. We were unable to get an update on this CD, and were informed that it will not be updated until April, 2018, the yearly anniversary of the CD.

The total amount in the CD's is \$830,470.49.

The total earned on the reserve funds for November, 2017 was \$1,801.92. The total interest earned on the deposits for our reserve funds through November, 2017 is \$10,131.51. The total in the reserve accounts was \$1,365,977.61.

Ms. Wright asked if we had heard from DOLA regarding our outstanding reimbursement payments for the grant. It was reported that we keep in contact with Chelsea Stromberg, our DOLA assistant, regularly. We were informed that DOLA has encountered substantial turnover in the accounting office, and has recently switched over its systems. We have submitted the forms for direct deposit and have been told that both our payments, No. 3 and No. 4 for a total of \$262,364.30, should arrive very soon.

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 he has been working on the year end training reports for the firefighters and projects for the new fire station.

We have had a lot of activity on Facebook, reaching 1,782 people over the last 28 days, 119 post engagements and our videos have been viewed 247 times. We are getting good coverage and keeping the public updated on the construction of the new fire station.

REPORT FROM THE FIRE CHIEF

Chief Vandevoorde went over his report and list of meetings that were included in the packet. The Chief reported that we have received two (2) resignations, Lieutenant Mike Cabell, who accepted a training officer job in Telluride, and Lieutenant Roger Beckermeyer. The Chief thanked both for their service and wished them the best of luck in their future endeavors.

The Chief complimented the School Safety Team and how hard they work regarding the haz-mat drill the District participated in on November 8, 2017 at the Cortez Middle School. This was done because they have just installed a new air flow system at the school. It is set up so they can now shut the air intake off from the office, and they wanted to make sure it worked. Ms. Wright added that the school district is having a school safety meeting on December 14, 2017 with the public to keep them informed and that the school district is aware of what is going on.

We will be hosting a blood drive on Thursday, December 21, 2017 from 3 – 6:30 p.m. at Station One. We will also be ringing the bell again for the Salvation Army on Saturday, December 23, 2017 from 10 a.m. to 6 p.m. at Wal-Mart. The Chief asked for anyone who is available to please sign up.

There were 182 calls during the month of November, 158 EMS calls, 21 fire calls and 3 vehicle accidents. The total calls for the year through November is 1,944. We are slated to go over 2,000 calls for 2017.

We have advertised internally and outside for the open Lieutenant positions, and are scheduled to test on January 6, 2018. We have received eleven (11) applications and will be testing nine (9) people.

The Chief added that we will be receiving about \$20,000 for the deployments from September, 2017. This income is included in the 2018 budget, and will go into the general fund.

NEW BUSINESS

Public Hearing to Amend the 2017 Budget – The Public Hearing to amend the 2017 Budget was opened by President Lucero at 6:17 p.m. The Notice to Amend the 2017 Budget was posted at all three designated posting places, the County Clerk's office, and in the Cortez Journal, the paper of record, on December 1, 2017. There were no comments filed from the public on the proposed 2017 amended budget.

There were no comments made for or against the proposed 2018 budget by the public at the public hearing. President Lucero closed the public hearing at 6:18 p.m.

OLD BUSINESS

2018 Budget – The 2018 Budget packet including the proposed budget, letter of transmittal, budget message, certification of tax levies and all associated resolutions were included in the Board packet. An update to the mill levy was distributed to the Board. There was a slight change in the calculation.

Kent Lindsay made a motion to adopt Resolution No. 4, Series 2017, Resolution to Adopt the Budget, Sherri Wright seconded. Resolution No. 4, Series 2017 was adopted on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	yes	yes	yes

Sherri Wright made a motion to adopt Resolution No. 5, Series 2017, Resolution to Set Mill Levies, Buck Woodman seconded. Resolution No. 5, Series 2017 was adopted on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	yes	yes	yes

Sherri Wright made a motion to adopt Resolution No. 6, Series 2017, Resolution to Appropriate Sums of Money, Kent Lindsey seconded. Resolution No. 6, Series 2017 was adopted on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	yes	yes	yes

Buck Woodman made a motion to adopt Resolution No. 7, Series 2017, Lease-Purchase Supplemental Schedule to the Adopted 2018 Budget, KME 2014 Custom Pumper, Sherri Wright seconded. Resolution No. 7, Series 2017 was adopted on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	yes	yes	yes

Kent Lindsay made a motion to adopt Resolution No. 8, Series 2017, Lease-Purchase Supplemental Schedule to the Adopted 2018 Budget, New Fire Station, Buck Woodman seconded. Resolution No. 8, Series 2017 was adopted on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	yes	yes	yes

Buck Woodman made a motion to adopt Resolution No. 9, Series 2017, For Supplemental Budget and Appropriations, Sherri Wright seconded. Resolution No. 9, Series 2017 was adopted on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	yes	yes	yes

Designation of Reserve Funds – Ms. Wright asked for a brief explanation for designating the reserve funds. It was explained that the reserve funds are allocated into the four (4) appropriated funds, as set by the Board, to show that the District has planned for the use of the reserve funds, most probably for grant matching funds for future purchases. Over the past several years we had been building up the allocations for facilities so we would have a match for the energy impact grant to build the new station. The funds are not restricted, only allocated, and can be changed by motion at the discretion of the Board. The funds set aside for Tabor are restricted and is set at 3% of the operating budget.

Sherri Wright made a motion to Designate the Reserve Funds as follows:

- Operational Contingency - \$300,000
- Facilities - \$100,000
- Equipment & P.P.E. - \$39,715
- Apparatus Replacement - \$100,000
- Tabor - \$152,390

Kent Lindsay seconded. The reserve funds were designated on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	yes	yes	yes

EXECUTIVE SESSION

President Lucero stated that the board has scheduled an executive session to discuss personnel matters, Fire Chief, pursuant to C.R.S. 24-6-402(4)(f).

Sherri Wright made a motion to enter into an executive session to discuss personnel matters with the Fire Chief, pursuant to C.R.S. 24-6-402(4)(f), Rodney Branson seconded. The motion passed as follows:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	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 6:30 p.m.

The Board came out of executive session at 7 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.

Kent Lindsay made a motion to accept the resignation of Fire Chief Jeff Vandevoorde, Rodney Branson seconded. The motion passed on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	yes	yes	yes

ADJOURNMENT

Having no further business to come before the board, Buck Woodman 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 6:11 p.m.

Orly Lucero – President

Attest:

Kent Lindsay – Secretary/Treasurer