

**CORTEZ FIRE PROTECTION DISTRICT  
REGULAR BOARD MEETING  
February 8, 2012**

**CALL TO ORDER**

President Jim Bridgewater called the meeting to order at 6:00 p.m. in the meeting room at Station #1. Roll call followed and the board members present were Patricia DeGagne-Rule, Hal Shepherd, Keenan Ertel and Jim Bridgewater. Administrative Assistant Wendy Mimiaga, Asst. Chief Charles Balke and Chief Jeff Vandevoorde were present for the meeting. Kent Lindsay was absent. Patricia DeGagne-Rule made a motion to excuse Kent Lindsay, Keenan Ertel seconded. The motion passed on the following vote:

Ertel	Lindsay	Shepherd	DeGagne-Rule	Bridgewater
yes	absent	yes	yes	yes

**APPROVAL OF MINUTES**

The minutes from the regular meeting held January 11, 2012, were brought before the board for approval. Hal Shepherd made a motion to approve the minutes with the two typos corrected on page 3, Patricia DeGagne-Rule seconded. The minutes were approved on the following vote:

Ertel	Lindsay	Shepherd	DeGagne-Rule	Bridgewater
yes	excused	yes	yes	yes

**BILLS AND ACCOUNTS**

The board reviewed the list of bills and accounts and the financials included in the Board packet. Mr. Ertel commented on the check to the Colorado Department of Labor for \$6,356.00. It was reiterated that it was for unemployment expenses for a previous employee. Chief Vandevoorde brought up that the \$4,600.00 paid to Mr. Concrete and the \$130.00 paid to Sharps lock were both for the work done at station two and were covered by insurance. We have already received \$4,350.00 from the insurance company and are expecting the additional \$130.00. Chief Vandevoorde also explained the \$1,837.02 paid to WFCA's Fire Service Bookstore for books for the Firefighter I & II class were covered by the \$1,700.00 taken in by the \$250.00 fee charged to participants from outside agencies. Hal Shepherd made a motion to accept the bills and financials, Keenan Ertel seconded. The motion passed as follows:

Lindsay	Shepherd	DeGagne-Rule	Ertel	Bridgewater
excused	yes	yes	yes	yes

**PUBLIC COMMENT**

*There was no public comment.*

**CORRESPONDENCE**

Included in the packet were three newspaper articles from the Jan. 21, 2012 and Jan. 31, 2012 issues of the Cortez Journal. Also included was a donation of AAA batteries from Duracell and a thank you note from the Pinion Project for the Christmas for Kids program. Handed out at the beginning of the meeting

was a copy of the newspaper article about Rob Hall, our new chaplain, from the Feb. 4, 2012 issue of the Cortez Journal and a thank you note from Ms. Marcia Boon, Vice President, Democratic Women, for the presentation from Chief Vandevoorde.

The Board commented about the nice article about Rob Hall. It did say that Mr. Hall was hired, but he is in fact a volunteer. Mr. Hall approached the District over a year ago with an interest in becoming the chaplain for the District. Chief Vandevoorde explained that Mr. Hall has participated in the Citizens Fire Academy, went to California on his own for training, rides with the crews once a week, and is interested participating in the First Responder and EMS training.

**REPORT FROM THE ADMINISTRATIVE ASSISTANT**

A report of the current financial accounts was included in the packet. The county treasurers' office distributed a total of \$21,230.86 to the district for the month of January, 2012. The business money market account at 1<sup>st</sup> Southwest Bank earned 0.75% through the month of January, however the interest rate then dropped to 0.50%. The balance as of January 31, 2012 was \$251,244.52 with Interest earned in January, 2012 of \$165.15. The balance in the State Farm account, as of January 31, 2012, was \$1,027,251.93, and is still earning 0.90%. Interest earned in January, 2012 was \$782.76. We also received a letter from Citizens State Bank that the interest rate on our checking account, the general fund, has been reduced to 0.10% from 0.25%.

The CD for \$250,000 at Four Corners Community Bank will come due February 14, 2012 with an interest rate of 1%; upon maturity, it will earn \$2,500.00.

As requested by President Bridgewater at the January 11, 2012 board meeting, a list of current interest rates from local banks, as of January 31, 2012, was included in the board packet. An update of those rates, as of February 8, 2012, was handed out at the meeting. Also included was an update on interest rates for U.S. Treasuries as well as the federal funds rate, the federal discount rate and a statement from the Federal Reserve as to the future outlook on interest rates in general. All the information presented points to sustained lower interest rates for possibly the next two to three years. Chief Vandevoorde said he was uncomfortable depositing the proceeds into the State Farm Bank account and recommended investing the CD at 1<sup>st</sup> Southwest Bank for two years at 0.90% where it would earn about \$4,500.00 in interest.

Hal Shepherd made a motion to move the proceeds of the CD at Four Corners Community Bank to 1<sup>st</sup> Southwest Bank for 2 years at 0.90%. Keenan Ertel seconded. The motion passed as follows:

Lindsay	Shepherd	DeGagne-Rule	Ertel	Bridgewater
excused	yes	yes	yes	yes

Ms. Mimiaga requested two signatures on a check to transfer \$50,000 from the State Farm Bank to the Citizens State Bank, the general fund, to cover the upcoming payroll and outstanding bills since we will not be receiving the larger warrant payments until next month, March or possibly April.

It was also reported that the necessary information was sent to Actuarial Solutions for the actuarial report for the pension fund. We requested that the report be completed by early April in hopes of having it for the next pension board meeting, April 11, 2012.

**REPORT FROM THE FIRE INSPECTOR**

Chief Vandevoorde included a report on the inspections he has done, a number of which were working with Linda Smith, with the City of Cortez, to finish the list of businesses that need inspections to renew their liquor licenses before February 17<sup>th</sup>.

There was another conference call with Empire Electric regarding their proposed new building complex. They are in the preliminary phase, finding out what needs to be done before they draw up the plans including water retention, a tank for sprinkler, etc.

It was reported that a site survey was done for a new business at 439 E. main, the empty lot next to the Cork & Bottle liquor store; and the county is going to sprinkle the new building where they will be moving. Chief Vandevoorde has been asked if he would be interested in participating in the interview process for the new Fire Inspector for the City of Cortez. The Cortez Fire Protection District contract for the Fire Inspector with the City expires on February 17, 2012.

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

Asst. Chief Balke went over his report that was included in the packet. Asst. Chief Balke reported that the Fire I & II classes started with representation from Dolores, Dove Creek and Cortez as well as three outside individuals. Chief Vandevoorde commented that the new officer for the hazmat unit of the State Patrol inquired if he could participate in the operations class for his hazmat training. The ALS CE (Advanced Life Support continuing education) days are continuing, bringing internal and external instructors for EMT and Paramedic training.

We were recipients of a regional grant through LEPC and Southwest All Hazards and received new air monitors, three 4-gas detectors and two 4-gas PID (Photo Ionizing Detection) detectors. We received the PID detectors because we have become more involved with the state hazmat team and we have certified technicians on our department. The PID's run about \$4,000 each and the 4-gas detectors run about \$2,500 each. This will allow us to have one of the 4-gas detectors on each of the front line engines, the current 4-gas detector will move to Rescue 1 and a PID unit in the Chief and Asst. Chiefs vehicles. We also received a bump test and calibration machine, valued at several thousand dollars, allowing us to test and calibrate the units on our own, thus eliminating the need to send them off to be serviced. Asst. Chief Balke did a demonstration and explained how the devices work, will be used and serviced. Chief Vandevoorde explained that Asst. Chief Balke has become very involved with LEPC and has represented the Cortez Fire District, as well as our entire area, very well. He has also been asked to serve on their incident management team in an operations roll.

Asst. Chief Balke also did EMD (Emergency Medical Dispatch) training with dispatch. This entails using medical cards when a call comes into 911 with a certain type of emergency. These cards are designed to help gather information and provide instructions, i.e. CPR, basic first aid, etc. to the caller. He has done one session and will do two more.

We have been working on several projects including building new ventilation and forcible entry props for agency and Fire I & II course training; updated member photos are being done in the new class B uniforms; updating apparatus and station inventories. Empire Electric has asked us to get involved in their first aid and CPR training for about seventy people. We are looking at using this as a launching pad for our CPR program and getting updated materials and mannequins as Empire Electric is willing to compensate us for the training. This will allow us to pay for the materials, and then continue the program on a recuperative basis.

The Probationary Firefighter Program has been redone and the new books have been handed out to the volunteers we have picked up. It will be a twelve-month program that meets all the requirements for becoming a certified firefighter, as well as some internal specifics we require. They will go through a six-month and an annual evaluation to determine their progress and see if they are eligible to retain membership with the organization.

Vista Mesa contacted us to do a fire inspection, which they wanted to turn into an emergency evacuation drill. Asst. Chief Balke explained that we could assist them with the drill, but it would have to be done at a later date and would require more preparation and the involvement of other agencies that would be responding would need to be notified and have the opportunity to participate.

We receive notification that we were denied on the AFG grant for the air packs. We are still waiting on the justification for the denial, but it could take a month or so.

We are looking to place the regional hazmat trailer in the warehouse where it is temperature controlled and where we can keep up on the inventory of it. SWAHC and LEPC are looking into funding to supply detection material and mitigation equipment to the trailer for us.

**REPORT FROM THE FIRE CHIEF**

Chief Vandevoorde went over the report he included in the packet. The repairs to station two have been completed. Chief Vandevoorde and Asst. Chief Balke have continued attending several community meetings each month, i.e. Chamber, Business Club, etc. and have been well received at all of the events. It is good for the department to be more involved in the community. We have been asked to be on different committees and present to other organizations.

Chief Vandevoorde will be meeting with Western Group Insurance to discuss the insurance levels of the various vehicles. Some are over insured and some under insured. We will be discussing which vehicle should be insured for replacement cost versus actual cost. If we have actual replacement cost for each vehicle, our policy costs will continue to increase.

There were 113 calls in January, 2012. Still no response from ISO. President Bridgewater requested the phone number for ISO so that he could also follow up on why it has taken so long to get the final report. It was to be sent by last November, 2011.

Chief Vandevoorde also included the evaluation form he used to complete the annual review for Asst. Chief Balke. This will be the form used in the future. Also included in the packet was the final version of the new brochure that was approved by Kelly McCabe. We will be handing it out at the Ag Expo next month, March 15 – 18, where will also be offering free fire truck rides on our 1949 Seagrave antique fire engine.

Patricia DeGagne-Rule commented on the presentation that Chief Vandevoorde gave at the Democratic Women's luncheon and how nice it was. *(The power point used was presented to the board later during the meeting)*

**OLD BUSINESS**

Election, May 8, 2012 – two resolutions were brought before the board for the upcoming election. Patricia DeGagne-Rule made a motion to accept Resolution No.2, Series 2012, to appoint Wendy Mimiaga as the Designated Election Official. Hal Shepherd seconded. The motion passed as follows:

Lindsay	Shepherd	DeGagne-Rule	Ertel	Bridgewater
excused	yes	yes	yes	yes

Patricia DeGagne-Rule made a motion to accept Resolution No.3, Series 2012 election resolution for 2012 regular district election with inclusion of ballot issue. Hal Shepherd seconded. The motion passed as follows:

Lindsay	Shepherd	DeGagne-Rule	Ertel	Bridgewater
excused	yes	yes	yes	yes

The call for nominations that will be published in the Cortez Journal was presented to the board. We are only required by C.R.S. to run the notice one time in the legal section of a newspaper with a general circulation of the district. The board discussed that running the notice one time would be sufficient.

The Mail Ballot Plan for the upcoming election was presented to the board. It is the standard plan from the Secretary of States' office that will need to be submitted to the state by March 14, 2012.

Hal Shepherd inquired on the ballot question why it says, "not to exceed 10.057 mills." Chief Vandevoorde explained that is the certified mill levy for this year (4.557 + 2.00 voter approved mill levy = 6.557 mills) plus the additional 3.5 mills we are asking the voters to approve at the upcoming election. The 3.5 mills we are asking for will be added to the general mill levy. It was at first thought that we could add it onto the separate 2.00 voter approved mills, however our attorney, Mr. Kelly McCabe, informed us that it would have to be done this way.

**NEW BUSINESS**

The power point presentation that Chief Vandevoorde and Asst. Chief Balke have put together and are presenting at various functions to inform the public about the Cortez Fire Protection District was presented to the board. The presentations are being done on their own time, outside of department business. Chief Vandevoorde went through the presentation slide by slide and explained each to the board.

**EXECUTIVE SESSION**

There was no executive session.

**ADJOURNMENT**

Having no further business to come before the board, Hal Shepherd made a motion to adjourn the meeting, Keenan Ertel seconded. The motion passed as follows:

DeGagne-Rule	Ertel	Lindsay	Shepherd	Bridgewater
yes	yes	excused	yes	yes

The meeting adjourned at 7:23 p.m.

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Jim Bridgewater – President

Attest:

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Keenan Ertel – Secretary/Treasurer