

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
February 8, 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 Orly Lucero, Rodney Branson, Kent Lindsay and Sherri Wright. Buck Woodman was absent. Administrative Assistant Wendy Mimiaga, Asst. Chief Shawn Bittle and Chief Jeff Vandevoorde were also present.

Kent Lindsay made a motion to excuse Buck Woodman, Rodney Branson seconded. The motion was passed on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	absent	yes	yes

APPROVAL OF THE AGENDA

Sherri Wright made a motion to approve the agenda for the February 8, 2017 Board of Directors meeting, Rodney Branson seconded. The agenda was approved on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	excused	yes	yes

APPROVAL OF MINUTES

The minutes from the regular Board of Directors meeting, held on January 11, 2017, 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 January 11, 2017, Rodney Branson seconded. The minutes for the meeting were approved on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	excused	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 a charge on the credit card from WSPG, Inc. The Asst. Chief explained that it was for equipment mounting brackets.

Mr. Lindsay inquired about the disbursement for the Montezuma County Fire Chiefs for \$590.00. The Chief explained that was for Ad Graphics, a company we had do some graphics work for Air Force One, for the fire Chiefs. This amount has already been reimbursed to the District. The Montezuma County Fire Chiefs Association 2017 dues were also included in the list of bills for the month for \$750.00.

Ms. Wright asked about line item 5201, volunteer reimbursement, on the P&L, and why we are already over budget for the year. The Chief explained that the volunteer stipends have been

paid quarterly in the past, but, since we have so few volunteers, we will now pay the stipends once a year. This should have been paid in December, 2016, for 2016, however, it was not paid until January of 2017, and has thus shown up in the 2017 budget, even though it is a 2016 expense. The 2017 stipend will be calculated and paid in December, 2017, and will be calculated from December through November for the future. We pay a \$15 stipend per call and per training

Kent Lindsay 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	excused	yes	yes

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

Included in the packet was a thank you note from Edward Jones for attending the ribbon cutting for their new office, and an e-mail from Tommy Johnson regarding the introduction to firefighting class.

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 \$34,054.26 to the district for the month of January, 2017. \$22,767.10 for the general mill levy, and \$11,287.16 for the additional mill levy.

The balance in the State Farm account, as of January 31, 2017, was \$851,762.26 with interest earned in January, 2017 of \$278.63. Upon approval from the Board at the last January 11, 2017 meeting, we transferred \$200,000 from the general fund to the State Farm Bank for facilities. The interest rate remained at 0.45%.

The business money market account at 1st Southwest Bank had a balance of \$130,347.75 as of January 31, 2017. Interest earned in January, 2017 was \$27.67. The annual percentage yield remained at 0.25%.

The 3 year jumbo CD of \$257,092.42 at 0.60% earned \$133.29 on January 13, 2017, for an updated balance of \$261,628.54.

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. It was reported that the Community Banks of Colorado has been purchased by the Four Corners Community Bank.

It was reported that the total earned on the reserve funds for January was \$439.59, and the total in the reserve accounts was \$1,806,276.75.

The unemployment rate increased to 4.78% from 4.7% in January, even though the economy added 227,000 jobs. November and December were revised down by 39,000 jobs. The drop in the unemployment rate was largely due to an estimated 76,000 additional people entering the workforce.

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 the Driver Operator class has concluded, and the promotional exam will take place March 1, 2017.

The Thirty-Six hour Exterior Firefighter class is complete, and went very well. The three (3) lieutenants and crews did a very good job helping teach the class. We had three (3) students participate in the class, all three (3) passed.

Asst. Chief Bittle explained that we have been utilizing the old High-School building for a few weeks now for training, and have been over there every day for several hours. It was also opened up to all the County departments to utilize for training. Lewis-Arriola and Cortez Police Department have both used it for training. Additional types of training will take place as it gets closer to the demolition of the building. Chief Vandevoorde asked Ms. Wright to extend our thanks for the use of the building for training to the RE-1 School Board.

The next fire academy, beginning April 3, 2017, will be a little longer than the academy held last year, four (4) months, the 2017 Academy will be six (6) months, ending September 30, 2017. This will be a true Montezuma County Fire Academy, with the classes being held at different fire stations each month. 100% of the departments are participating. It will be set up so that any firefighter can attend the classes that will work in their schedule. However, only those that attend all the classes will be able to test. Other options are being explored to get the training to those who cannot attend.

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 he is working with Andrew Schafer from Big Iron Auctions and has listed the old Rescue 2 Ford 550 chassis to sell on the auction site. Bidding will close on February 22, 2017. We currently have 27 bids, and the high bid is \$8,500.

The Chief reported that he was contacted by the local radio station, KSJD, and asked to do a radio interview on propane safety, due to the house explosion in Rico. Chief Vandevoorde met with the propane experts at Fraley Gas to get as much information possible to relay to the public regarding propane safe practices. The interview went well and has been replayed many times on the KSJD website, with links from our website and facebook page.

Chief Vandevoorde gave a brief update on the new station. The Chief reported that we have hires Jeremy Rivera, an Enhanced Commissioning Agent for LEED. Mr. Rivera is the only LEED commissioning agent in the area. The cost will be \$35,000. As required by DOLA, he will certify the HVAC system, hot water, lighting, etc. He will make six (6) trips to the site during construction and will work with the contractor. Mr. Rivera is currently working with the architect, and has reviewed the plans to determine our LEED points. To date, we have 61 points out of a possible total of 110 points, which falls under LEED Gold. He will also determine the cost effectiveness of a project based on the number of points it will afford. This will also help us stay within the budget. The Chief also explained that we will fall under the 2009 LEED guidelines, and not the new guidelines that have come out this year. The new guidelines are much more stringent and costly.

It has also been determined that we will have to move out of the administration building prior to construction. We are planning the move for March 20, 2017, and will be moving into the Cortez Area Chamber of Commerce offices, for only a cost of \$250 per month, including utilities. They will also provide all the furniture we will need for our stay there. Mr. Lindsay asked if we should move the monthly Board of Directors meetings to the new location for convenience. This will be determined at a later date.

The plans for the new station should be going out soon, and we are planning on the bid openings in March, 2017. Our architect, Dennis Ross, will fly in for the review and interviews of the contractors. We have already had a lot of interest in the project from local subs. We have already sent some the 50% documents that are done for them to review.

We have closed on the lease purchase, February 6, 2017, and the funds have been deposited into an escrow account at the Bank of the San Juan's in Durango. We will be making two (2) payments each year for the lease purchase. This will allow us to save about \$10,000 in interest over the course of the loan.

The City of Cortez Planning and Zoning meeting was held on Tuesday, February 7, 2017, where they approved the conditional use permit and the site plan review for the new station. It was noted by the council that our submission and replies were one of the most thorough and professional they have had. This will now go to the Cortez City Council for approval on Tuesday, February 14, 2017 at 7:30 p.m. The only somewhat negative comments we did receive was that the council would like to see some kind of 'light' installed at Main St. and Washington. This could cost upwards of \$250,000. We are looking into possibly installing the diamond shape signs with lights, as seen in crosswalks, that will designate a fire station. These are already slated to be installed on Washington St.

Chief Vandevorde commented on how thorough Pacheco Ross and The Cunningham Group have been on our project. They are a great team, and seem to be working around the clock.

There were 186 calls during the month of January, 150 EMS calls, 30 fire calls and 6 vehicle accidents.

A list of the fire inspections done by Sean Canada, Fire Inspector for the City of Cortez, was also included with the Chief's report.

NEW BUSINESS

There was no New Business

OLD BUSINESS

Sale of Training House – The Board previously discussed the sale of the training house, located at 928 S. Broadway, under new business at the Board of Directors meeting January 11, 2017. We have received an offer to purchase the property for \$10,000 from Brad Lien. The Chief had the property assessed by Marti Spitzer, Relator. The report was included in the packet. Ms. Spitzer commented that the \$10,000 offer is a good offer based on the condition of the property and the close proximity to the highway. She did tell the Chief that the most that could come from the property is possibly up to \$20,000 if listed, but then the fees and commissions would come out of that as well.

President Lucero inquired if there will be any fees or closing costs incurred with the \$10,000 offer. The Chief explained that we would not have any costs associated with the sale. We will have a

contract stating any fees or cost associated with the sale of the property will be paid for by the buyer.

Ms. Wright asked if Shane Hale, City Manager, City of Cortez, had ever gotten back to us regarding the City's interest in the property. The Chief said that he did not, however, another individual did contact him stating that they did not want to purchase the property, but wanted to get into the house to salvage what they could.

The Chief recommended that we sell the property as we do not have a use for it any longer. We will have many training props built into the new station, and the firefighters have cleaned out, and are building a new training prop in the warehouse. The property did not cost us anything. It was donated to the District. We currently have liability insurance on the property in the event someone is injured.

Mr. Branson asked if we should advertise it is for sale to see if we can get more than \$10,000 for the property. It was pointed out that the property slopes down-hill and is not all buildable space, we have abandoned the water and sewer tap which will need to be reinstated, and the access issues are a problem if a commercial business would be interested. Ms. Wright commented if it is okay with our attorney, she would like to sell it now, it is cash in hand, and not something we had expected. And that she would like to see the income go toward the new station.

Sheri Wright made a motion to sell the property at 928 S. Broadway for \$10,000 with no fees, and use the revenue for the new fire station, Rodney Branson seconded. The motion passed on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Yes	yes	excused	yes	yes

The Board requested we send a thank you to Ms. Spitzer for her assistance.

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	excused	yes	yes

The meeting adjourned at 6:41 p.m.

Orly Lucero – President

Attest:

Kent Lindsay – Secretary/Treasurer