

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
January 11, 2017**

CALL TO ORDER and PLEDGE OF ALLEGIANCE

Secretary/Treasurer Kent Lindsay called the meeting to order at 6:20 p.m. in the meeting room at Station #1. Roll call followed after the Pledge of Allegiance and the board members present were Buck Woodman, Sherri Wright and Kent Lindsay, Orly Lucero and Rodney Branson were absent. Administrative Assistant Wendy Mimiaga, Asst. Chief Shawn Bittle and Chief Jeff Vandevoorde were also present.

Sherri Wright made a motion to excuse Orly Lucero and Rodney Branson, Buck Woodman seconded. The motion was passed on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
absent	yes	yes	yes	absent

APPROVAL OF THE AGENDA

Sherri Wright made a motion to approve the agenda for the January 11, 2017 Board of Directors meeting, Buck Woodman seconded. The agenda was approved on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Excused	yes	yes	yes	excused

APPROVAL OF MINUTES

The minutes from the regular Board of Directors meeting, held on December 14, 2016, 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 December 14, 2016, Buck Woodman seconded. The minutes for the meeting were approved on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Excused	yes	yes	yes	excused

BILLS AND ACCOUNTS

The board reviewed the list of bills, accounts and the financials included in the Board packet. Mr. Lindsay inquired about the Chamber of Commerce, and how they are doing (in reference to the bill for \$245 for the annual dues.) Chief Vandevoorde explained that the Chamber is doing very well with Jeff Weinmeister as the executive director. He has turned the Chamber around, and has implemented a step program for businesses, membership dues are no longer based on the number of employees. The Chamber has received numerus compliments for what they are doing for their members.

Sherri Wright made a motion to accept the bills and financials including the supplemental list of bills, Buck Woodman seconded. The motion passed on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Excused	yes	yes	yes	excused

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

Included in the packet were many inclusions from the Cortez Journal from December 20, 23, 27, 30, 2016, January 6, 10, 2017, and a thank you letter from the Pinon Project.

Chief Vandevoorde showed a succession of photos of the structure fire in Mildred Estates on January 4, 2017 (in the Cortez Journal January 6, 2017.) The fire started in the garage, with the header visible in town when the call came in. The department had a seven (7) minute response, with an engine and a tender and five (5) firefighters. When they arrived the garage and two (2) vehicles were fully involved. Lt. Cabell manned a 2 ½ inch line while firefighter Haukeness manned 1 ¾ inch line and got water on the fire right away and knocked it down. Firefighter Archuleta was the engineer, and also laid a line for firefighter Fudala. Mutual aid was received from Dolores, Lewis and Mancos. Chief Vandevoorde stated that the quick response, seven (7) minutes, is what allowed them to knock down the fire before it spread to the house. Chief Deavers, Lewis Arriola Fire Department, stated at the scene that the fire would have spread to the house in another thirty seconds. This house could have been a total loss. The Chief also stated that one of the Sheriff's Deputies commented on how well all the fire departments work together.

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 \$329.18 to the district for the month of December, 2016. \$188.37 for the general mill levy, and \$140.81 for the additional mill levy.

The balance in the State Farm account, as of December 31, 2016, was \$651,483.63 with interest earned in December, 2016 of \$248.95, year to date earnings are \$2,877.61. The interest rate remained at 0.45%.

The business money market account at 1st Southwest Bank had a balance of \$130,320.08 as of December 30, 2016, Interest earned in December, 2016 was \$27.67, year to date earnings are \$326.28. The annual percentage yield remained at 0.25%.

The 3 year jumbo CD of \$257,092.42 at 0.60% earned \$128.92 on December 13, 2016, for an updated balance of \$261,495.25.

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 total earned on the reserve funds for November was \$405.54, the total earned for 2016 is \$10,784.81, and the total in the reserve accounts was \$1,605,837.16.

The unemployment rate increased to 4.7% from 4.6% in December, adding 156,000 jobs. The prior two (2) months were revised upward by an additional 19,000 jobs. The average monthly job increase for 2016 was 180,000 jobs per month, a little less than in 2015, at an average of 225,000 jobs per month. The average hourly earnings rose to 2.9%, the best annual performance since 2009. It is expected to continue to increase.

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 is coming to an end, and testing will take place February 16, 2017.

The thirty-six (36) hour exterior firefighter class is scheduled for January 22 – 28, 2017. It is open to all Montezuma County fire districts. There will be no charge for the class as the State is providing all the text books needed. This is a new exterior firefighter class through the State, and will be good for our new cadets that have just started this past November, 2016. It will help keep them active and engaged with the department until the next Fire Fighter Academy this summer.

Facebook is gaining popularity every month. We have posts, visits and engagements. This shows better exposure to our community.

The Haz-Mat class is also complete. We will have firefighters start testing on January 19, 2017. Rob Hall, our Chaplain, also responded to the fire on January 4, 2017 to offer assistance to the family. Chaplain Hall has become a great asset to our department.

Asst. Chief Bittle mentioned that the District participated in many holiday activities in December. He continues that he has been in the fire service since 1986, and that the District's Holiday Adopted Families program is one of the 'coolest' things he has ever done as a firefighter. It was even more special since the District was able to add the family of a fellow firefighter who had just lost his house to a fire.

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 had a great turnout for the annual blood drive. We had so many individuals sign up to donate the United Blood Services had to extend the hours and put on an additional crew to accommodate everyone. Almost thirty (30) units of blood were donated. The Chief was on the radio over the holidays talking about holiday safety, and also mentioned the blood drive. Right after that United Blood Services had numerous people call to sign up and donate. Many had to be rescheduled to donate during the City of Cortez blood drive in January.

The Chief has been meeting and working closely with Pacheco Ross Architects on the plans for the new station. 50% of the plans are complete with the remainder slated to be complete by the end of January. We will hopefully go out to bid in February.

December was a very busy month. The Chief is part of the School Safety Team and assisted with the reunification drill at the High School. 150 students from the Kemper Elementary school, and their families also participated in the drill. This was the first time this type of drill was implemented, and it was executed very well. Among some of the activities the District participated in were; The crew, along with 'Too Tall' cooked pancakes for the students at Mesa School, transported Santa to IFA, and to Market St. where they helped the American Legion hand out Christmas gifts.

The Chief also thanked everyone who helped ring the bell all day, Saturday, December 17, 2016, at both entrances at Wal-Mart. It was very cold and windy all day, but we still collected 1,111.62, again, the most collected in one day.

There were 177 calls during the month of December, 141 EMS calls, 25 fire calls and 11 vehicle accidents. The total number of calls for the year, 2016, is 1,940. This was about the same number of calls in 2016, 1,980. This is an average of 5.5 calls per day.

Chief Vandevoorde also thanked everyone who helped wrap packages and make the deliveries to our adopted families. This is the seventh year we have done this, and it brings a lot of joy and

happiness to these families over the holiday season. The Chief especially thanked Chad and Jessie Daniels who spearhead the program. They spend many hours working with the Pinon Project to find our families, do all the shopping and organizing. Many of the firefighters and employees donate an average of \$5.00 per paycheck into a separate fund to cover the costs.

The Chief asked the Board if they would consider having the Board packets delivered on Monday instead of Friday before the Board meeting. Having just a little extra time will allow us to receive more of the bills and financials to include in the packet for the Boards review, instead of handing it out at the meeting. The Board agreed that Monday would be enough time to review the packet before the meeting.

NEW BUSINESS

Set regular meetings – Each year the Board must officially set the place and time of the Board of Directors meetings, as part of the transparency. The Cortez Fire Protection District Board of Directors meet the second Wednesday of every month at 6 p.m.

Sherri Wright made a motion to accept Resolution No. 1 Series 2017, Resolution to set regular meetings of the Board of Directors, Buck Woodman seconded. The motion passed on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Excused	yes	yes	yes	excused

Transfer of funds – Chief Vandevoorde reported that through careful budget management the District has been able to set aside an additional \$200,000 in 2016. The Chief state that he would like to transfer the money into the reserve account at State Farm Bank for facilities. This is something the Chief has been doing over the past several years. We have a budget, and make sure everything we need is taken care of, but we do not just spend money because it is budgeted. We may need to take it back out for our grant match, but it will accrue interest in the meantime.

Mr. Woodman commented that he has been asked how we are able to pay for a new station. He pointed out that we save money every year in the budget, and this has allowed us to build the new station.

Buck Woodman made a motion to transfer \$200,000 from the general fund to the reserve fund for facilities, Sherri Wright seconded. The motion passed on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
Excused	yes	yes	yes	excused

Sale of training house – This property, 928 S. Broadway, was donated to the District back in 2012. It has been used for some training, but is now boarded up. Access is difficult for the apparatus. The new station will have many training props incorporated in the building. There have been a couple of fires with in the structure in the past, and would require significant repair. The property is under one acre, and is an odd shape and uneven elevation. The Chief has received an unsolicited offer from Brad Lien for the property for \$10,000. Mr. Lien is interested in upgrading the house to use as a rental property. The City of Cortez had expressed interest in the property a while ago, as the City owns the property below it, and they would like to use it as an access to the Hawkins Trail. The Chief has approached the City Manager, Shane Hale, regarding the offer. It would be difficult for a business to go there due to the access from the highway.

Mr. Lindsay asked if we have to go to bid to get rid of District property. It was not believed that we did, but it will be consulted with the attorney.

The Chief commented that the house has served its purpose, and since it was donated, anything we make on it will be a profit. We cannot burn it for a training due to the close proximity to the highway and lack of access for the apparatus.

Ms. Wright asked that this be tabled to the next meeting so we can confer with the attorney and get a better value on the property.

OLD BUSINESS

Lease Purchase – A resolution authorizing the Cortez Fire Protection District to enter into a Lease Purchase Agreement with Hutchinson, Shockey, Erley & Co. for the purpose of building a new fire station was presented to the Board. The proposed resolution has been reviewed, amended and approved by the District's legal-council, Linda Glesne of Collins Cockrel & Cole.

Buck Woodman made a motion to adopt Resolution No. 2, Series 2017, a Resolution to enter into a Lease Purchase Agreement with HSE & Co., Sherri Wright seconded. Resolution No. 2, Series 2017 was adopted on the following vote:

Branson Excused	Lindsay yes	Woodman yes	Wright yes	Lucero excused
--------------------	----------------	----------------	---------------	-------------------

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

Having no further business to come before the board, Buck Woodman made a motion to adjourn the meeting, Sherri Wright seconded. The motion passed as follows:

Branson Excused	Lindsay yes	Woodman yes	Wright yes	Lucero excused
--------------------	----------------	----------------	---------------	-------------------

The meeting adjourned at 6:52 p.m.

Orly Lucero – President

Attest:

Kent Lindsay – Secretary/Treasurer