

**CORTEZ FIRE PROTECTION DISTRICT  
REGULAR BOARD MEETING  
January 14, 2015**

**CALL TO ORDER and PLEDGE OF ALLEGIANCE**

President Orly Lucero called the meeting to order at 6:44 p.m. in the meeting room at Station #1. Roll call followed after the Pledge of Allegiance and the board members present were Diane Fox, Lori Johnson, Kent Lindsay and Orly Lucero, Sherri Wright was absent. Administrative Assistant Wendy Mimiaga, Asst. Chief Charles Balke and Chief Jeff Vandevoorde were present for the meeting.

Lori Johnson made a motion to excuse Sherri Wright from the January 14, 2015 Board of Directors meeting, Kent Lindsay seconded. The motion was passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
yes	yes	absent	yes	yes

**APPROVAL OF THE AGENDA**

There were no changes or additions to the agenda for the Board of Directors meeting, January 14, 2015.

Lori Johnson made a motion to approve the agenda for the January 14, 2015 Board of Directors meeting, Diane Fox seconded. The agenda was approved on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
yes	yes	excused	yes	yes

**APPROVAL OF MINUTES**

The minutes from the regular meeting, held on December 10, 2014, were brought before the board for approval. There was one correction noted on page 6 under Adjournment, Mr. Lindsay was excused from the meeting and did not vote to adjourn the meeting.

Diane Fox made a motion to approve the minutes for the regular Board of Directors meeting held on December 10, 2014 with the correction on page 6, Lori Johnson seconded. The minutes for meeting were approved on the following vote:

Fox	Lindsay	Wright	Johnson	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. Johnson inquires about the MCWD#1, water bill, for station two. The bill was for two months, November and December, 2014, as the billing card was not received in November. Ms. Johnson also inquired about the bill from Heidi Trainor for accounting services. This was for the year end journal entries for the audit. And also for assistance with issues that we are having with the Quick Books accounting program as used for payroll. Ms. Johnson commented that Ms. Trainor had said that since she is our auditor she cannot help with our accounting. Ms. Mimiaga further assured that Ms. Trainor in no way has anything to do with the way we set up our books or do our

accounting, and that the journal entries the were done were only those derived from the audit. Ms. Johnson also asked about the three payments made to VFIS, and how the accident and sickness policy is different from the CEBT health insurance. CEBT is the health insurance for the full time employees. The Accident & Sickness is a separate insurance policy we have that covers all members if they were to be injured while on duty or develop a long term illness. Ms. Johnson then inquired if all of the firefighters had a physical. Chief Vandevoorde explained that it was offered to everyone, but was not mandatory. Next year it will be mandatory. There was only one individual that did not get a physical, and/or did not get a yearly physical at their full time job, or through another fire department.

Ms. Johnson asked about the Amazon charges on the Department card and Asst. Chief Balke's card. The charges on the department card were for Haz-Mat supplies from a \$950.00 donation from the Mid-America Pipeline Company. The charges on Asst. Chief Balkes card were for additional camera equipment for investigations, and to keep a camera on the rescue and engine.

Ms. Johnson, referring to the three month comparison for the profit and loss, asked why the wages were so much higher in December as opposed to the previous two months. There were three pay periods in December and it included holiday pay.

Kent Lindsay made a motion to accept the bills and financials including the supplemental list of bills, Diane Fox seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
yes	yes	excused	yes	yes

### **PUBLIC COMMENT**

Jeffery Bentsen was in attendance and introduced himself to the Board of Directors. Mr. Bentsen is a newly appointed volunteer for the District. He is excited to move forward in his life and become a firefighter for the Cortez Fire Protection District.

### **CORRESPONDENCE**

Included in the packet were inclusions from the Cortez Journal from December 25, 2014, and a thank you note and \$100 donation from Ken and Joyce Stevenson.

### **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 \$7,590.11 to the district for the month of December, 2014. \$7,549.56 for the general mill levy, and \$40.55 for the additional mill levy.

The business money market account at 1<sup>st</sup> Southwest Bank had a balance of \$129,269.61 as of December 31, 2014 with Interest earned in December, 2014 of \$29.22. The annual percentage yield remained at 0.25%, and the interest paid year to date was \$322.76. The 3 year jumbo CD of \$257,092.42 at 0.60% earned \$127.38 on December 13, 2014. Total interest paid in 2014 is \$1,283.69 for an updated balance of \$258,376.11.

\$250,000 was deposited in a jumbo CD, at 0.98%, for 5 years at the First National Bank of Cortez on February 14, 2014. On November 14, 2014, the CD earned \$620.25 for the quarter with a total of \$1,836.95 in interest for the year. The balance, as of November 14, 2014 is \$251,836.95.

The balance in the State Farm account, as of December 31, 2014, was \$745,277.32 with interest earned in December, 2014 of \$379.69, and year to date \$5,005.64. The interest rate declined to 0.60% from 0.64% in December. The total in the reserve accounts is \$1,384,759.99.

A current update on the economy was included in the report. The jobless rate fell to 5.6% in December, adding 252,000 jobs, November jobs were revised up to 353,000 from 321,000, and the wage gains of 0.4% in November decreased 0.2% in December. A potential threat for our growth in the economy is the weakness in the global economy. We could see slower job growth if more overseas economies go into recession. The Federal Reserve noted this in their meeting, but still remain optimistic about the U.S. economy.

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

Asst. Chief Balke included his report in the packet along with a list of the trainings, meetings and events he attended. Asst. Chief Balke reported that in addition to the trainings in his report, there was also a strategy's for modern fire tactics class on December 8, 2014 with Andy Ebner. Only six (6) were in attendance, the duty crew and one additional. For shift trainings, December was dedicated to focusing on validating a firefighter physical agility test and incorporating it into the evaluation comparison of different SCBA manufacturers.

Asst. Chief Balke also reported that he is still working with Dr. Mcalpin's office on complying with NFPA 1582, firefighter physicals for next year. A lot of focus is on cancer recognition. Firefighters have a higher risk of thyroid and pancreatic cancers, and base skull melanomas.

The SCBA comparisons were completed and Scott was selected as the manufacturer for the new SCBA's.

Asst. Chief Balke is working on a grant through the Division of Fire Prevention and Control for firefighter health and safety, and will be putting in for an extractor for the turnout gear, and an air compressor and fill station. It is a 100% funded grant with no match required. They are mostly focusing on the smaller departments, however, the items being requested are in the priority one category.

The stations now have new entry codes due to the amount of turn-over in personnel.

The Christmas deliveries were done on December 24, 2014. The firefighters and staff donate a portion of their paycheck each pay period into the Christmas fund. Each year we are able to adopt ten to twelve families. We buy presents and meals and have Santa deliver them to the adopted families. There is a selection process, the District works with the Pinon Project and the Salvation Army. This is the fourth year we have done this. The Board was very supportive.

A graph of the monthly calls and response times for December, broken down by district, was included. The weighted average response time for the month of December, taking into consideration all districts, was five minutes, nineteen seconds.

### **REPORT FROM THE FIRE CHIEF**

Chief Vandevoorde went over his report and list of meetings that was included in the packet. Chief Vandevoorde talked to the Board about the double fatal accident on December 13, 2014 at the 6900 block of Road G. It was a very taxing situation, but everyone did a great job, from dispatch, the Firefighters, EMS, and the Sheriff. It was a long response down there, and poor phone service and a difficult scene. Lori Johnson set up a critical incident stress debriefing. This was well attended and very helpful for everyone involved. We then did an after action review

and had everyone here and played the dispatch tape. This was also helpful for everyone involved.

Dennis Ross from Pacheco Ross will be here to meet with the building committee all day Monday, February 2, 2015 with his team from the Cunningham Group to start the schematic design phase for the new station.

There were 171 calls during the month of December, 133 EMS calls, 29 fire calls and 9 vehicle accidents for a total of 1774 total calls for 2014. This is the most calls we have run in one month. The total number of calls for 2013 was 1612.

Chief Vandevoorde thanked all the members for helping with the Christmas deliveries, ringing the bell for the Salvation Army, and bringing Santa to Market and Main to hand out toys for the American Legion, and earlier that morning they took Santa to IFA.

Chief Vandevoorde commented to the board that he had been informed that County Commissioner Steve Chappell had commented in a County Commissioner meeting that the Cortez Fire Protection District 'pads' their calls, and goes on calls they do not need to go on. County Commissioner Keenan Ertel (*a past member of the Cortez Fire Protection District Board of Directors*) addressed the comments at the meeting, however it is unacceptable for a County Commissioner to make such accusations in a public meeting when there was no one from the District there to respond. Chief Vandevoorde, on Mr. Ertel's behest, called Mr. Chappell to address the comments. Mr. Chappell said he was unable to talk at the time, but that he would return the call, but to no avail. Ms. Fox noted that this was in poor taste for a public official at a public meeting. Chief Vandevoorde also informed the Board that he had to address another disgruntled citizen that called to complain about the District, but would not identify himself.

Over-all we had a good year and everyone has done a great job.

## **NEW BUSINESS**

- A. Resolution No. 1, Series 2015 – Set Board of Directors meetings. The designated posting places were also included in the resolution.

Lori Johnson made a motion to adopt Resolution No. 1, Series 2015, to set the Board of Directors meetings, Diane Fox seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
yes	yes	excused	yes	yes

- B. Resolution No. 2, Series 2015 – CORA Policy. – It is recommended by the Special District Association that all special districts adopt and post a CORA, Colorado Open Records Act, Policy. This outlines what records are open to the public, and the cost associated with their retrieval.

Lori Johnson made a motion to adopt Resolution No. 2, Series 2015, Policy on Responding to Open Records Request, Kent Lindsay seconded. The motion passed on the following vote:

Fox	Lindsay	Wright	Johnson	Lucero
yes	yes	excused	yes	yes

**OLD BUSINESS**

There was no old business.

**EXECUTIVE SESSION**

There was no executive session.

**ADJOURNMENT**

Having no further business to come before the board, Diane Fox made a motion to adjourn the meeting, Kent Lindsay seconded. The motion passed as follows:

Fox	Lindsay	Wright	Johnson	Lucero
Yes	yes	excused	yes	yes

The meeting adjourned at 7:23 p.m.

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Orly Lucero – President

Attest:

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Kent Lindsay – Secretary/Treasurer