

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
July 13, 2016**

CALL TO ORDER and PLEDGE OF ALLEGIANCE

President Orly Lucero called the meeting to order at 6:30 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, Kent Lindsay, Buck Woodman, Sherri Wright and Orly Lucero. Administrative Assistant Wendy Mimiaga, Asst. Chief Shawn Bittle and Chief Jeff Vandevoorde were present for the meeting.

APPROVAL OF THE AGENDA

President Lucero added, under New Business B, the Fire Chiefs evaluation. Mr. Lindsay requested to add New Business C to talk about the District's radio license.

Sherri Wright made a motion to approve the agenda for the July 13, 2016 Board of Directors meeting with the additions of New Business items B and C, Rodney Branson 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 meeting, held on June 8, 2016, were brought before the board for approval. President Lucero pointed out that on page six (6) under Adjournment Ms. Johnson was listed in place of Mr. Branson.

Sherri Wright made a motion to approve the minutes for the regular Board of Directors meeting held on June 8, 2016, as amended with the correction made on page six (6), on Kent Lindsay 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.

Buck Woodman 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.

CORRESPONDENCE

There was no correspondence

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 \$289,194.86 to the district for the month of June, 2016. \$168,664.54 for the general mill levy, and \$120,530.32 for the additional mill levy.

The balance in the State Farm account, as of June 30, 2016, was \$650,007.42 with interest earned in June, 2016 of \$240.37, year to date earnings are \$1,401.40. The interest rate remained at 0.45%.

The business money market account at 1st Southwest Bank had a balance of \$130,155.94 as of June 30, 2016, Interest earned in June, 2016 was \$26.74, year to date earnings are \$162.14. The annual percentage yield remained at 0.25%.

The 3 year jumbo CD of \$257,092.42 at 0.60% earned \$132.82 on June 13, 2016. Total interest paid on the CD to date is \$3,617.39 for an updated balance of \$260,709.81.

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% earned \$628.19 for the 1st quarter, February 12, 2016, for a current balance of \$254,942.22.

The \$300,000.00 CD deposited at the Community Banks of Colorado for five (5) year CD at 1.15% is updated quarterly. The 1st quarter interest payment was made on 3/23/16 for \$1,049.18, for a current balance of \$303,260.96. There was no current update for either of these CD's.

It was reported that the total earned on the reserve funds for June was \$399.93 and the total in the reserve accounts was \$1,599,079.35.

The economy is moving along strongly. The unemployment rate increased to 4.9% in June, with the economy adding 287,000 jobs. This was a good sign after a very disappointing May. The May numbers were revised down an additional 6,000 jobs, while April was revised up an additional 21,000 jobs. The Labor Force Participation rate ticked up to 62.7%.

Ms. Mimiaga announced to the Board that the Annual SDA (Special District Association) Conference will be held September 21-23, 2016 in Keystone CO, and If anyone is interested in attending to contact administration as soon as possible so travel arrangements can be made. The less expensive hotel rooms fill up fast.

Ms. Wright commented that she appreciates, and finds very helpful, the spread sheet showing the monthly net change for the reserve funds that is included in the packet each month.

Mr. Branson also thanked the staff for getting the web site updated, and the fire ban listed on it. Ms. Mimiaga explained that she had been meeting with Victoria at the Geeks to learn how to

change the "code" and update the personnel photos, and is currently getting them on the web site as we are able to get the updated photos.

REPORT FROM THE ASST. CHIEF

Asst. Chief Shawn Bittle included a copy of his report and a list of meetings, events and trainings he attended. Asst. Chief Bittle reported he was able to attend an active shooter training at the Dolores High School, and that is was one of the best training he has attended in his fire service career. Most of the time, during a training like this, you have to simulate a large portion of the training. In this instance, all three (3) organizations, Police, fire and EMS, worked together.

The Jack W. Click Fire Academy continues to progress well. In order to pass the class you must have an overall minimum grade of 70%, however, the class has set a goal for themselves to have an average of 80% to graduate. After the first month of the Academy, the current overall class average is 83.69%. Graduation for the Academy will be held on Saturday, October 8, 2016.

The daily training project is still ongoing. It is a balance between everything that needs to be done administratively and executing the scheduled trainings in a timely manner. The project of getting to know the firefighters, and sitting down with each of them individually, is very close to completion.

The new Rescue 2 chassis has been delivered to Diesel Tech along with the original Rescue 2. The "box" has been disconnected and is now back from the paint shop. All the components for the new Rescue truck are in and are being installed.

The Chief has requested that a Driver/Operator class be instituted for all full time personnel. A manual had been put together for a Driver/Operator class by the previous Asst. Chief, it however was not based on the Colorado State Certification test. Asst. Chief Bittle contacted the Colorado State Division of Fire and Safety and worked with Mark Quick to find a text book and curriculum that is used for the State Certification. This class should start in late September / early October and completed by the spring of 2017. Asst. Chief Bittle commented, that as the training officer, it is his intent to see that all trainings follow the State curriculum so the firefighters will hold the State certification. This is in the best interest of the firefighter and the District.

Asst. Chief Bittle has been working with Ms. Mimiaga to update the Cortez Fire web site as requested by Mr. Branson. Currently about half of the firefighter photos have been updated, and new articles and photos are being identified to also be added to the site. The facebook page will also become more active. These are both excellent avenues for PR for the District. Mr. Branson also requested that the Academy class also be included and some information about the Academy, and that we are training our recruits locally. It could garner additional interest.

President Lucero thanked the Asst. Chief and the crew for all their help and stand by at the fireworks in Parque de Vida on Monday, July 4, 2016.

REPORT FROM THE FIRE CHIEF

Chief Vandevoorde went over his report and list of meetings and trainings that were included in the packet. The Chief reported that he has met with Kelly McCabe, the District Attorney, to implement the changes to the full time employee contract, as directed by the Board at the June 8, 2016 Board of Directors meeting.

The District is scheduled to make our Energy Impact Grant presentation, for the new fire station, to the DOLA board on Tuesday, July 19, 2016 at 3:30 p.m. in Salida, CO. The Chief along with Board President Orly Lucero and Administrative Assistant Wendy Mimiaga will also be present for the presentation. The Chief stated that administration has been working hard on the presentation, and that is going well.

There were 182 calls during the month of June, 130 EMS calls, 39 fire calls and 13 vehicle accidents. The total number of calls to date, for 2016, is 955.

The Chief also reported that we have already started working on the 2017 budget. He requested that the Board come up with some date for the August Board meeting to schedule the Fiscal Affairs Committee meeting in September, 2016. This will be where the draft of the budget will be presented to the Board and each line item discussed.

Mr. Woodman requested that the Board discuss this now, as he is scheduled for a training on August 10, 2016 and will not be able to attend the August Board meeting. After discussion, the Board decided on Wednesday, September 7, 2016 at 6 p.m. to schedule the Fiscal Affairs Committee meeting.

Also included was the list of fire inspections for the month of June from Sean Canada.

NEW BUSINESS

A.Update to Personnel Policy – Chief Vandevorde proposed to change the Personnel Policy and Procedure Manual, page 107, Emergency Leave, section IV, Definition, to delete “aunts, uncles, and all corresponding relatives of the spouse,” and only including the immediate family as written in the policy. By including the extended family it could lead to excessive time off for individuals with larges extended families. This is only for emergency leave, however a fulltime employee can use their earned vacation time as needed.

Sherri Wright made a motion to adopt the proposed change to the Cortez Fire Protection District Personnel Policy and Procedure Manual, Buck Woodman seconded. The motion passed on the following vote:

Branson	Lindsay	Woodman	Wright	Lucero
yes	yes	yes	yes	yes

B.Annual Evaluation for the Fire Chief – President Lucero passed out the evaluation form for Chief Vandevorde to each Board member, and stated that he would like to schedule the evaluation under executive session for the August 10, 2016 Board of Directors meeting.

Mr. Woodman stated that he would not be able to attend the August Board meeting, as he will be out of town at a pre-scheduled training.

President Lucero asked if the Chief and the Board would consider scheduling the executive session for the September meeting, as it is important that all Board members are in attendance. Everyone was in agreement and the evaluation will take place at the September 14, 2016 Board of Directors meeting.

C.Radio License – Mr. Lindsay explained that a number of years ago Cortez Fire bought a radio frequency to use due to problems with traffic on the Dolores repeater. The license was for the Goodman point tower and the repeater was leased. As far as it is known, the District still owns the frequency. Mr. Lindsay was approached by some guys from the EMS Council who would like

to use our frequency to enhance communications for all the agencies in the area. Originally the frequency was bought for all the other agencies to use except law enforcement because previously everyone was combined on one channel. Currently the frequency is sitting idle, and the EMS Council would like to use it. They are also currently trying to purchase a repeater from Empire Electric. This is all to help enhance their communications as they are experiencing difficulties in some areas. It would really help with communications down McElmo Canyon. Mr. Woodman asked who is the EMS Council. Mr. Lindsay explained it is made up of all of the EMS providers in Montezuma County. The Chief explained that we do still own it and keep the license current, however we do not use it. President Lucero stated once they, the EMS Council, approaches the District, he would like us to confer with legal-council regarding an agreement before anything was to move forward.

OLD BUSINESS

There was no old business.

EXECUTIVE SESSION

There was no executive session

ADJOURNMENT

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

Branson	Lindsay	Woodman	Wright	Lucero
yes	yes	yes	yes	yes

The meeting adjourned at 6:55 p.m.

Orly Lucero – President

Attest:

Kent Lindsay – Secretary/Treasurer