

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
June 13, 2012**

CALL TO ORDER

President Jim Bridgewater was absent, Keenan Ertel was chosen as Chairman for the Board of Directors meeting. Chairman Ertel 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 Lori Johnson, Orly Lucero, Kent Lindsay and Keenan Ertel. Administrative Assistant Wendy Mimiaga, Asst. Chief Charles Balke and Chief Jeff Vandevoorde were present for the meeting.

Kent Lindsay made a motion to excuse President Jim Bridgewater from the regular Board of Directors meeting, Lori Johnson seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	absent

APPROVAL OF MINUTES

The minutes from the regular meeting held May 16, 2012, were brought before the board for approval. Orly Lucero made a motion to approve the minutes. Kent Lindsay asked that under "Swearing in of new Board Members" that "Re-elected Board President Jim Bridgewater..." be changed to "Re-elected Board Member Jim Bridgewater..." Lori Johnson seconded with the corrections. The minutes were approved on the following vote:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	excused

(Note: "Re-elected Board President..." was not changed to "Re-elected Board Member..." in the minutes of May 16, 2012. It was determined that based on Mr. Bridgewater being re-elected, he was still the acting Board President as the election of Board Officers had not yet taken place, and as Board President he was therefore able to swear in the new board members since he had already been sworn in by the Montezuma County Clerk and Recorder.)

BILLS AND ACCOUNTS

The board reviewed the list of bills and accounts and the financials included in the Board packet. Lori Johnson made a motion to accept the bills and financials, Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	excused

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

Included in the packet were four (4) newspaper articles, letters and photos about the fire district, from the May 12 – June 2, 2012 issues of the Cortez Journal. Also included were thank you notes from Justin and Kayleen Lindsay for a \$1,500.00 scholarship to help with paramedic school, Jim and Puff Bridgewater for the flowers sent to his fathers' funeral service and Ms. Bryce seventh grade class for the firefighters visit to their class.

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 \$126,575.13 to the district for the month of May, 2012.

The business money market account at 1st Southwest Bank had a balance of \$251,852.71 as of May 31, 2012 with Interest earned in May, 2012 of \$143.13 and year to date of \$773.34. The annual percentage yield decreased from 0.75% to 0.67%. The 24 month jumbo CD of \$252,500 at 0.90% earned \$187.12 as of May 13, 2012, and year to date of \$560.95. The current balance is \$253,060.95.

The balance in the State Farm account, as of May 31, 2012, was \$979,751.40 with interest earned in May, 2012 of \$580.72 and year to date earnings of \$3,282.23. The interest rate remained at 0.70%. The total in our reserve accounts is \$1,484,665.06.

Also included in the report was a breakdown of U.S. Treasury yields ranging from 6 months to 5 years and a short synopsis on the Federal Open Market Committees' outlook on economic growth. Ms. Mimiaga reported that Retail Sales had decreased in May, 2012 and that interest rates should stay within the recent range for some time. The Central Bank will meet the following week, and it looks like the Fed will aim to push long-term interest rates lower, and hence keep the shorter-term rates, instruments that we, the District, can invest in, low as well. Ms. Mimiaga is still working closely with Mike McAndrew at Edward Jones to try to find some higher yielding investments.

A reminder was given about the SDA, Special District Association, board training in Durango on Monday, June 18, 2012, from 9 a.m. – noon. Lori Johnson, Orly Lucero and Wendy Mimiaga will be attending. It was reiterated that there is still time to register for the workshop for any other board members that might like to attend. Ms. Johnson also informed the board that a board-training workshop would also be held at the Fire Academy in October.

Mr. Lindsay stated that we should put some money in our local banks, that it might buy us some P.R. down the road. We do have accounts at Citizens State Bank (the general fund currently \$380K), 1st Southwest Bank (the business money market \$250K+ and a C.D, \$252K), and First National Bank of Cortez (pension fund account about \$138K). Ms. Mimiaga said she does check the rates at the local banks frequently to try to find our best options, but all interest rates are currently very low, and the banks are limited on the amount of public money they will take on deposit. Mr. Ertel said that he does not think the local banks are too interested in our deposits right now. Banks are not currently making many loans and hence not bringing in a lot of income. It then becomes a liability for them to pay out interest on their deposits. Mr. Lindsay had heard that one of the banks commented that we did not have any money with them; he was concerned that this might hurt us in future endeavors. Mr. Ertel said that it is our, the boards, responsibility to make the best fiduciary decisions for the district. Our investments are currently doing as well as they can.

REPORT FROM THE ASST. CHIEF

Asst. Chief Balke went over his report that was included in the packet along with a list of the meetings and events he attended throughout the month. Asst. Chief Balke reported that he is finishing the Firefighter I & II classes and will be offering practice sessions and has started the evaluation process. There have been numerous training opportunities, 52.2 hours of scheduled available training have been offered to the firefighters throughout the month of May.

Asst. Chief Balke is working on communications and narrow banding with Ken from Mobile Radio, as well as moving forward on the department inventory project. The department has completed 98% of the in house SCBA Fit Testing, and will now house the fit test machine for Montezuma County. We have also done hose testing and will need to replace a significant amount of hose.

Started working on the Vista Mesa (retirement home) evacuation plan as well as working with the Emergency Manager on a fire plan and an evacuation operations plan for the jail. Have also had various equipment demos done and several more scheduled. We are looking at the equipment that needs to be replaced and getting different vendors to come in and work with the crews to see what will work best for them.

There are several grants, we have applied for, that we are still waiting to hear from. We have passed round two of the SAFER grant, and received confirmation of receipt of our application for the Gaming Grant. We were just approved for \$5,825 for the EMS Provider Grant, and will now need a 50% match of \$2,912. Justin Lindsay helped work on this grant. It will be used to purchase AED's and EZIO's.

Asst. Chief Balke reported he has been working with and just received a proposal from Carol Ron Consulting to do some training for administration and the board and administration and staff. It would be good to bring in a third party to help guide us through some hurdles we may be and are currently facing. There is a disconnect between the working members and the board members and this could help bridge the gap between the board, administration and the staff. Everyone needs to be working toward the same goal, and in support of the organization moving forward. It would cost \$375 for each session, about three hours per session. The session with the Board of Directors could be scheduled on the same evening as the regular board meeting, or separately, which ever works better for the board. Ms. Ron will be a third party mediator, focusing on how groups understand and manage change. We are planning these sessions for September at the board meeting and the members meeting.

A discussion ensued about how training, in all aspects of the organization, is always beneficial, and how more of it needs to happen. It was also discussed that more needs to be done to get the volunteers more involved. Ms. Johnson commented that they do get a pension, but that is twenty years away, more should be done to keep them motivated. Asst. Chief Balke explained that he is developing a members group to help improve morale. It will be a members services group, the chaplain is involved for counseling and support if needed, possibly having a citizens fire academy for the spouses so they better understand what their spouse goes through and why training is so important, social gatherings and member support. Asst. Chief Balke continued about how important training is. There are regulations that we have to follow. We can put any individual on that we want to, but without the necessary and required training, they become a liability to the district, themselves and the other firefighters. They have to be fit tested, they need to be certified to a minimum level to make entry into a building. Mr. Lindsay commented there is a discussion on line with volunteer organizations that they feel the volunteers are being dumped on with so much at a time constraining interval that nobody wants to attempt it. They are now sectioning out their volunteers, i.e. just wildfire. Once exposed to the department they might want to continue further. They are creating a training circle, in some cases extending it out five years. Chief Vandevoorde added that individuals now are interested in firefighting careers and working full time, very few just want to come in as a volunteer. Ms. Johnson added that the problem now is that we are going to train them, and then they will go off somewhere else. Chief Vandevoorde continued that the volunteers are just not showing up, hence having to add the stipulations to the pension. (Thirty-six hours of training, two business meetings and response to twenty percent of the overall b-tone calls) They are paid \$15 for every call they respond to, if they are needed to respond to the call or just to the station for coverage.

Kent Lindsay made a motion to do the training with Carol Ron Consulting, Lori Johnson seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	excused

Asst. Chief Balke also included a graph of the monthly calls and response times for May, broken down by district. The average response time for the month of May, taking into consideration all districts, was 9 min 46 sec. For 163 square miles, the overall response time is still under ten minutes.

REPORT FROM THE FIRE CHIEF

Chief Vandevoorde went over the report and list of meetings he included in the packet. He and Asst. Chief Balke have been working on updating and placing new standard operating guidelines. This will give the firefighters something to fall back on and reference when questions arise.

The Montezuma County Commissioners liked and approved the burn permit system, presented on June 11, 2012 by the Montezuma Fire Chiefs and the Montezuma County Emergency Manager, as a way of reporting controlled burns. This will go into effect soon. The County Commissioners did institute a fire ban on June 11, 2012. Chief Vandevoorde met with Shane Hale, City Manager, to make sure the City of Cortez follows the same. Mr. Hale will present it to the city council at their meeting on June 26, 2012. Chief Vandevoorde also reported that the governors' office is looking into instituting the first ever statewide fire ban.

There were 106 calls during the month of May, 86 EMS, 16 fire and 4 vehicle accidents. The total calls for the year is 583.

Heidi Trainor will present the 2011 audit at the July 11, 2012 Board of Directors meeting. Copies will be given to the board members to read in advance, as the audit will need to be approved at the July meeting so that it can be filed with the State Auditors' office by the deadline of July 31, 2012.

Chief Vandevoorde has continued with inspections in the county including a plan review for G Whil liquors and the inspection of the old ABC Rental on Highway 160 that they will be moving into, and reviewed the Montezuma County Jail Emergency Plan.

Chief Vandevoorde encouraged the board members to attend the upcoming Special District Association Annual Conference this September 19 – 21, 2012. SDA offers informative lectures and workshops that are helpful for all board members.

Included in the Chiefs' report was a letter of resignation from Kevin Rice. Mr. Rice has been a member of the department for over a year, but unfortunately, due to his job and family needs Mr. Rice does not have the time to dedicate to the district any longer. He will be missed.

The final ISO report was finally received and a copy was handed out at the meeting. Chief Vandevoorde spoke with Tom Geibel from ISO who acknowledged the receipt of the information that was sent pertaining to the dispute over the rating. Mr. Geible reported that the information was more than sufficient, and that our rating will remain the same, a 4 in hydrant areas and a 4/10 in non-hydrant areas.

Chief Vandevoorde reported to the board that he received a "hold harmless" agreement, along with all the other fire chiefs in Montezuma County, from Montezuma Water. It has been handed over to the insurance company to review, but none of the fire chiefs are willing to sign it. It states that the fire departments would be responsible for any breaks or malfunctions of the hydrants and water lines.

Durango dispatch called to see if we had any apparatus and or personnel we could send up to the High Park fire near Ft. Collins. We sent two people, Roger Beckermeyer and Keadrick Kingery, with a tender. They will pay us about \$880.00 per day for the tender and about \$20 per hour for the two personnel. They will be up there for about fourteen days.

OLD BUSINESS

Election, May 8, 2012 – Included in the packet was a copy of the invoice for \$3,449.33 along with the supporting documents that was sent to the Cortez Sanitation District for their portion of the costs for the election. We will end up being about \$1,500.00 over budget for the election. We had budgeted \$10,000.00.

NEW BUSINESS

Mr. Lindsay spoke with Sue McWilliams, the Assistance to Firefighter grant just opened. Ms. McWilliams is a grant writer and is willing to work on it for us for \$50 per hour (normally \$75 per hour). We have been trying to get this grant for a long time; it is only about a quarter of what it used to be, so the competition will be heavy. We have never been successful with this grant, probably due to the amount of money we have in the bank. Asst. Chief Balke informed the board that he had already started working on the grant.

Mr. Lindsay also commented that he had been looking at the by-laws, and how messed up he thought they were, i.e. corporate seal, committees, etc. We need to look at them. It sounds like the old by-laws of the volunteers. Mr. Ertel suggested that there be a committee to review the by-laws.
(note: after looking over the by-laws, they are written verbatim from the state statues.)

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, Lori Johnson seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	excused

The meeting adjourned at 7:05 p.m.

Jim Bridgewater – President

Attest:

Kent Lindsay – Secretary/Treasurer