

**CORTEZ FIRE PROTECTION DISTRICT  
REGULAR BOARD MEETING  
May 13, 2015**

**CALL TO ORDER and PLEDGE OF ALLEGIANCE**

President Orly Lucero called the meeting to order at 6:00 p.m. in the meeting room at Station #1. Roll call followed after the Pledge of Allegiance and the board members present were Lori Johnson, Kent Lindsay, and Orly Lucero. Sherri Wright was absent. Administrative Assistant Wendy Mimiaga, Asst. Chief Charles Balke, Chief Jeff Vandevoorde and Mark Carlson were present for the meeting.

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

Lindsay	Wright	Johnson	Lucero
yes	absent	yes	yes

**APPROVAL OF THE AGENDA**

There were no changes or additions to the agenda for the Board of Directors meeting, May 13, 2015.

Lori Johnson made a motion to approve the agenda for the May 13, 2015 Board of Directors meeting, Kent Lindsay seconded. The agenda was approved on the following vote:

Lindsay	Wright	Johnson	Lucero
yes	excused	yes	yes

**APPROVAL OF MINUTES**

The minutes from the regular meeting, held on April 8, 2015, were brought before the board for approval.

Lori Johnson made a motion to approve the minutes for the regular Board of Directors meeting held on April 8, 2015, Kent Lindsay seconded. The minutes for the meeting were approved on the following vote:

Lindsay	Wright	Johnson	Lucero
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 inquired about the purchase of supplies from Quill, and if we could instead make the purchases local at Wal-Mart. Ms. Mimiaga explained that the majority of supplies are being purchased at Wal-Mart as the cleaning supplies are usually less expensive, however, at times they are more reasonable at Quill. Some supplies are not available locally, i.e. printer cartridges. Ms. Johnson explained that even though Office Outpost is closed, the owner, Ron, commutes to Durango every day, so we could contact him and purchase them from Durango. Ms. Johnson also inquired about the bill from Sharps Locks, and if we changes the locks again. Chief Vandevoorde explained that we have put a combination lock on the back door of the

administration building. This way the crew and employees can come and go, but it will keep the general public from just coming in the back unannounced, and force them to use the front entrance. We have had several situations of individuals coming in the back door and lingering. This can be unnerving when you are working alone.

Ms. Johnson also asked about an odd charge on Asst. Chief Balke's credit card. It was explained that the card was hacked and has been canceled. The credit card company is looking into the charges, and will credit the account.

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

Lindsay	Wright	Johnson	Lucero
yes	excused	yes	yes

### **PUBLIC COMMENT**

Chief Vandevoorde introduced Roger Beckermeyer to the Board of Directors. Mr. Beckermeyer has been promoted to Lieutenant. Lt. Beckermeyer was presented with the new Lieutenant's Badge which was pinned on by his wife, Mrs. Jennifer Beckermeyer.

Chief Vandevoorde also introduced Cody Rogers to the Board of Directors. Mr. Rogers has been promoted to a full time firefighter and will fill the position previously held by Lt. Beckermeyer. Mr. Rogers was presented with his new badge which was pinned on by his partner Ms. Shelby Caughey.

Also in attendance, and introduced to the Board of Directors, were Mr. Jeffery Bentsen, a new volunteer firefighter, and Mr. Vinten Vicenti, a new junior member cadet.

Mr. Mark Carlson from T. Charles Wilson Insurance company addressed the Board. T. Charles Wilson Insurance works with ESIP, which is comparable to VFIS, our current insurance carrier. Mr. Carlson started working with administration late last year and turned in a proposal for the District's liability insurance and accident and sickness policy. The liability quote came in almost \$8,000 less than VFIS. The District continued with coverage through VFIS, until more information could be attained from both carriers. T. Charles Wilson works primarily with public entities and Special Districts in Colorado, nine hundred (900) special districts including seventy (70) fire districts, locally Durango Fire, Los Pinos Fire, Pagosa Fire and RETAC. A platinum sponsor of the Colorado State Fire Chiefs Association, including writing their policy, and a platinum sponsor of the Special District Association. ESIP, like VFIS, has a very comprehensive training program, plus a more advanced electronic training program.

Chief Vandevoorde pointed out that even though, due to time constraints, Mr. Carlson knew we would stay with VFIS this year, he still put together a very good proposal for the District. Mr. Carlson also works with other products, not just ESIP, which helps to keep the premiums in check. ESIP is an A rated carrier.

Chief Vandevoorde explained to the Board that Dudley Locke of VFIS will be here to address the Board in July. When we received the proposal from Mr. Carlson, a copy was given to Mr. Locke to compare with our current policy. The two policies are very similar, and when Mr. Locke talked to the underwriters at VFIS, they said the current premium was the best they could do. We now have some time to compare the two policies and the costs before reviewing the budget and deciding what to do.

Mr. Carlson also put together a comparable health and sickness policy with a slightly less premium.

President Lucero inquired about communication and response times with T. Charles Wilson. Mr. Carlson explained that the response time for phone calls and e-mails is 24 hours. If it is before 2 – 3 p.m., you will receive a response that same day.

Mr. Lindsay asked how long they have been in business. Mr. Carlson explained that the company has been in business since 1965, and have been working with special districts since the mid 1980's. Mr. Carlson is the third local owner, and bought the business eight years ago.

Mr. Carlson would also represent the District for workman comp through Pinnacol. Pinnacol is the only provider for workmans comp for fire departments, unless you work with The Pool through SDA. They have their own worker comp insurance whose cost is about 10% less than Pinnacol, but you have to sign up for their liability insurance, which is not geared for fire and rescue and not as good as ESIP or VFIS for fire districts.

## **CORRESPONDENCE**

Included in the packet were inclusions from the Cortez Journal from April 14, 2015, and a thank you notes from the Cortez Cultural Center for help with the Pueblo to Pueblo run.

## **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 \$309,649.59 to the district for the month of April, 2015. \$179,157.57 for the general mill levy, and \$130,492.02 for the additional mill levy.

The business money market account at 1<sup>st</sup> Southwest Bank had a balance of \$129,375.90 as of April 30, 2015 with Interest earned in April, 2015 of \$26.58. The annual percentage yield remained at 0.25%, and the interest paid year to date was \$106.29. The 3 year jumbo CD of \$257,092.42 at 0.60% earned \$131.89 on April 13, 2015. Total interest paid year to date is \$514.42, with the total interest paid on the CD to date being \$1,798.11 for an updated balance of \$258,890.53.

There was no new update on the CD at First national Bank. It is only updated on a quarterly bases. The value, as of February 14, 2015 is \$252,459.02.

The balance in the State Farm account, as of April 30, 2015, was \$546,791.87 with interest earned in April, 2015 of \$305.88, and year to date \$1,514.55. The interest rate dropped from 0.60% to 0.55%. \$300,000 was withdrawn from the State Farm Bank on April 13, 2015 and used to purchase a jumbo CD, \$300,000, 60 months (5 years) with an interest rate of 1.15% at the Community Banks of Colorado. The total in the reserve accounts is \$1,487,517.32.

At the last Board of Directors meeting, April 8, 2015, it was requested that a copy of the recent FPPA, Fire & Police Pension Association, audit be included for this meeting, May 13, 2015. The FPPA audit was different from the annual governmental audit we have each year, and the findings are not presented in the same manner. The FPPA audit was an extensive payroll audit for the fulltime members in relation to their pension through FPPA to make sure the proper deductions and contributions were being made, and that the pensions are being properly funded. All payroll records and deductions for the year, 2013, were reviewed by the auditor. The Independent Accountant's Report letter as well as the e-mail correspondence between the auditor and FPPA were included in the packet.

Mr. Lindsay asked if we will have to do the FPPA audit annually. It is unknown as this was the first time it has been mandated, and it wasn't until the end of 2014 that we were informed we would have to do this Audit. Ms. Mimiaga will look into it. Ms. Mimiaga explained that the contributions to the FPPA pension are based on each individuals actual salary, it does not include overtime or holiday pay.

Ms. Johnson inquired about the \$3,500 check paid to Heidi Trainor this month and if that was for this audit. It was explained that the \$3,500 is the first of two payments for the Districts governmental audit and that the FPPA audit was \$2,000 and paid the previous month.

Ms. Johnson requested that the annual audit go out for bid next year, that \$7,000 seems to be a lot of money for the audit each year, and that \$2,000 for the FPPA payroll audit seems like a lot as well.

Chief Vandevoorde stated that will be fine, however we will have to be careful on who bids and what their capabilities are. Not all CPA's are able to conduct governmental audits.

Mr. Lindsay asked when Heidi Trainor was hired to do the District's audit. Chief Vandevoorde replied that thought it was back in 2008 when Chief Don Eberly was here. Mr. Lindsay stated that since this is an annual audit, he thinks the Board should go to bid every year. It was explained that is not recommended by the State Auditor Office. Mr. Lindsay insisted that "this is a function of the Board, This is our bread and butter, these funds audited in this District, and the Board should decide who does the audit every year, and it should go out to bid."

It was suggested that maybe the audit could go out to bid every three years. Ms. Johnson commented that going to bid every year could be counter productive. It was explained that every time a new auditor comes in and is unfamiliar with your organization, it takes longer for them to familiarize themselves with the accounting, and can take much longer. The State Auditor Office recommends if you have a qualified auditor that works well with you, there is no need to change.

We will need to put out an RFP, request for proposal, by September, 2015 for this years audit.

A current update on the economy was included in the report. The jobless rate decreased to 5.4% in April, the lowest it has been since May, 2008, adding only 223,000 jobs. Many expected the Fed to talk about raising short term interest rates at their June meeting, but now think the discussion will be postponed until September or later.

### **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, as well as several projects he has been working on including the new cadet program.

Asst. Chief Balke reported that we have been denied the Firefighter Health and Safety Grant, but we have passed the fifth round of the AFG Grant without being denied. We were awarded a 2015 Homeland Security Grant for \$63,246.40 that will be dedicated to the hazmat response capabilities for Montezuma County.

The crews have been working on the bi-annual vehicle waxing and hose testing along with minor maintenance to the vehicles.

The community CPR program is doing well. We have had full classes each month. We also did a CPR/First Aid class for the City of Cortez for thirty-six (36) individuals. The crews are also working on the Reading with a Firefighter program to be held the first Thursday of each month at the Cortez Library.

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

Ms. Johnson asked for an update on the maintenance program. Asst. Chief Balke reported that with the new maintenance program, we now have one person who oversees the maintenance of all the vehicles and reports directly to the Chief and Asst. Chief. This has allowed the District to catch up and address the many significant issues that have plagued us over the years. The record keeping is also more organized, and easier to track each vehicle. It will be a while before we are ahead of the game, but we are doing much better.

Asst. Chief Balke also reported that we received our new SCBA's, eighty (80) new cylinders with our emblem imprinted on them, forty (40) air packs and three (3) RIT packs. MES will be here to do fit testing for all the personnel. This was all purchased through the AFG grant of \$284,500 plus our \$14,000 match.

## **REPORT FROM THE FIRE CHIEF**

Chief Vandevoorde went over his report and list of meetings that was included in the packet. Chief Vandevoorde reported that an ad for part-time and volunteer firefighters has been placed in the Cortez Journal and on the Colorado State Fire Chiefs website.

There were 160 calls during the month of April, 122 EMS calls, 30 fire calls and 8 vehicle accidents, for a total of 478 calls for 2015.

SDA will hold its annual workshop in Durango on Monday, June 15, 2015 from 9 a.m. to noon. This is a good board training they do each year and well worth attending.

Included in the packet was a document outlining some of the health and safety concerns and reasons a new station is in the best interest of the District, the firefighters and the community. This answers a lot of the questions that have been raised about why we need a new station. A copy is available in the office for anyone to read.

A certificate of appreciation for Diane Fox for her work on the Board of Directors was presented for the Board President's signature.

The Chief updated the Board on his expectations. This first was to establish a team of personnel who want to be here. Chief Vandevoorde stated that he has been working to develop the part-time firefighters to eventually hire into the full-time positions as they open up. This is working well as both Kaelee Allmon and Cody Rogers have both grown over the past year and have both been promoted to full-time firefighters for the District. Now six (6) of the nine (9) full-time firefighters live in Cortez. They are able to come back for calls and are invested in the community. We are looking into having a residency requirement in the future and keep our personnel in the community.

The second was to develop and mentor all personnel. The Chief has met with and worked with most of the firefighters, especially the new officers, working with them on management and communication skills, including how to deal with personnel and daily issues. Having the Lieutenants in the chain of command will help streamline communications within the department. They will be going through a lot of training over the next few years on tactical and personnel issues.

The third was to continue with a sound budget to support the personnel. We have done very well with the budget over the past few years, being able to roll over money each year to keep up with personnel cost. We currently have seventeen (17) part-time firefighters who sign up for shifts. Out of the seventeen (17) we currently have four (4) who did not sign up for any shifts, two (2) who signed up for 24 hours in a 28 day period, one (1) who signed up for 36 hours, and ten (10) who signed up for over 36 hours. This is about 1,050 hours filled of the 1,344 hours that need to be filled. We are usually left with 20 -30 open shift every month. We cannot continue like this. Several options are being considered, one being adding more personnel and running the ad for part-time and volunteer personnel. Other options are possibly hiring a full-time captain, then we would only have one part-time slot to fill during the day. The goal, and what is budgeted, is to have five (5) people on shift every day. We can run with only four (4), but at times we have only three (3) and have to force people back. This increases our overtime pay. Most of the part-time firefighters do not come back for calls, nor are they getting the required number of training hours. It is not that these individuals are not well trained, but they also need to train with our personnel. Most of the part-time firefighters only want to work when it is convenient for them. This is the only part-time job you can choose if and when you want to work.

President Lucero asked if the part-time firefighters are mandated a certain number of hours they have to work. The Chief said he is looking into that, as well as assigning them a certain shift they would work with. We are working on a plan to have in place by September.

The District is also doing well with the budget keeping up with equipment with the help of the grants we have received. We have also been able to build our reserve funds for upcoming

projects. The Chief also asked the Board to schedule his evaluation, in August, 2015, before the Fiscal Affairs Committee meeting in September.

A list of the fire inspections from Sean Canada was also included with the Chief's report.

**NEW BUSINESS**

There was no new business.

**OLD BUSINESS**

**Board Vacancy** – Diane Fox submitted her letter of resignation from the Board of Directors dated April 8, 2015. A notice of board vacancy was posted on the District's web-site, at all four regular posting places, and ran four (4) times in the Cortez Journal legal section. Four (4) letters of intent were submitted to fill the vacancy. The Board of Directors schedules a special board workshop for Wednesday, June 3, 2015 at 5:30 at Station One, to interview the four (4) candidates. President Lucero asked the Board to come up with questions to ask the prospective candidates and e-mail them to him, he will compile them. The candidate will be interviewed in 20 minute increments.

**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:

Lindsay	Wright	Johnson	Lucero
yes	excused	yes	yes

The meeting adjourned at 7:04 p.m.

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Orly Lucero – President

Attest:

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Kent Lindsay – Secretary/Treasurer