

**CORTEZ FIRE PROTECTION DISTRICT  
REGULAR BOARD MEETING  
May 16, 2012**

*(The regular Board of Directors meeting was rescheduled from the regular meeting date, May 9, 2012, the second Wednesday of the month, to the following Wednesday, May 16, 2012, due to the close proximity of Election Day, Tuesday, May 8, 2012. The change of date was noticed in the Legal Section of the Cortez Journal, the paper of record, on Tuesday, May 1, 2012.)*

**SWEARING IN OF NEW BOARD MEMBERS**

Re-elected Board President Jim Bridgewater was sworn in by Montezuma County Clerk and Recorder Carol Tullis on Tuesday, May 15, 2012 in the Clerks' office at the County building. President Bridgewater administered the Oath of Office, pursuant to C.R.S. 32-1-901 and Colorado Constitution Article 12, to new board members Lori Johnson and Orly Lucero. All three were presented with a Certificate of Election.

**CALL TO ORDER**

President Jim Bridgewater 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, Keenan Ertel and Jim Bridgewater. Administrative Assistant Wendy Mimiaga, Asst. Chief Charles Balke and Chief Jeff Vandevorde were present for the meeting.

**ELECTION OF BOARD OFFICERS**

Keenan Ertel made a motion to nominate Jim Bridgewater as President of the Board of Directors of the Cortez Fire Protection District, Orly Lucero seconded. The motion was approved on the following vote:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

Keenan Ertel made a motion to nominate James Kent Lindsay as the Secretary/Treasurer of the Board of Directors of the Cortez Fire Protection District, Lori Johnson seconded. The motion was approved on the following vote:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

**APPROVAL OF MINUTES**

The minutes from the regular meeting held April 11, 2012, were brought before the board for approval. Keenan Ertel made a motion to approve the minutes with one typographical error corrected on page 1, Lori Johnson seconded. The minutes were approved on the following vote:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

**BILLS AND ACCOUNTS**

The board reviewed the list of bills and accounts and the financials included in the Board packet. Kent Lindsay 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	yes

Chief Vandevoorde brought to the attention of the Board that there are a few bills, primarily those with revolving credit i.e. First Bankcard and Wal-Mart, which occasionally incur late and interest fees. The Chief suggested that we pay those invoices, as they are due, instead of waiting for the board meeting, to avert the added costs.

### **PUBLIC COMMENT**

Jay Balfour thanked Hal Shepherd and Patricia DeGagne-Rule for all their dedication, hard work and service to the Cortez Fire Protection District Board of Directors. Even though this was not a Pension Board meeting, Mr. Balfour also wanted to thank the Board for the monthly pension of \$495 he gets for the 20+ years of service to the Cortez Fire District. He is very appreciative, and thinks it is fair and does not believe any adjustments need to be made to the distributions.

### **CORRESPONDENCE**

Included in the packet were many newspaper articles, letters and photos about the fire district, recent fires and the upcoming election from the April 12 – May 10 issues of the Cortez Journal. Also included were thank you notes from Pete Leveaquez for responding to a brush fire at her home (she also baked and delivered a cake for the firemen), Brian and Sarah Balfour for the flowers sent for the arrival of their new baby, the Good Samaritan Center for the food donations collected at the Open House and Food Drive on April 21, 2012, the Cortez Elementary Schools for presenting at the career fair and the Coppinger Family for the flowers sent to Hurschels funeral.

### **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 \$180,480.29 to the district for the month of April, 2012.

The business money market account at 1<sup>st</sup> Southwest Bank had a balance of \$251,709.58 as of April 30, 2012 with Interest earned in April, 2012 of \$160.28 and year to date of \$630.21, with an annual percentage yield of 0.75%. 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 April 30, 2012, was \$979,170.68 with a current yield of 0.75%. The interest earned in April, 2012 was \$593.74 and the year to date earnings are \$2,701.51. The interest rate again declined to 0.70% from 0.75% on April 25, 2012.

As directed by the Board at the April 11, 2012 board of directors meeting, a breakdown of local interest rates for jumbo CD's, ranging from .20% for six (6) months to .68% for two (2) years, was included in the report. Ms. Mimiaga also inquired with Mike McAndrew at Edward Jones to see if there were any government investments that would yield a higher percentage rate. (*per C.R.S. 24-75-601.1, legal investment of public funds are limited*) Mr. McAndrew advised that even though the CD rates are very low, they are still higher than the rates on short term treasuries, but that he would continue to look for suitable investments. Mr. McAndrew did find a three (3) year FNMA at .50% or a five (5) year FNMA at .84% that could be discounted to yield 1%. He will continue to look for better investment for the District. For now, the reserves in the money market accounts at 1<sup>st</sup> Southwest Bank and State Farm Bank are earning a higher rate of return that we can get from any other financial instrument.

Also included was information on the SDA, Special District Association, board training in Durango on Monday, June 18, 2012, from 9 a.m. – noon. It was suggested that new and existing board members take advantage of the training together. The new SDA Board Manual will be available after June 1, 2012. Ms. Mimiaga will make sure all board members receive a copy.

It was also noted that we will need to get the new board members signatures on the signature cards at the various banks, especially the State Farm Bank account due to the large sum of money on deposit with them, in order to be covered by the FDIC.

## **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 has been doing a lot of training, continuing with the Firefighter I & II. He has received some assistance from several members with education including the wildland refresher class and Fire I & II. There was a live fire evolution conducted on CR L burning a trailer down, which included training on doing entries with the newer people and experience in a smoke filled environment in a monitored and safe manner. Then continued to let the trailer burn down to learn about fire behavior. Vehicle and dumpster live fire training was conducted at station 2. The Fire I & II testing for the academy class will take place over the next three months.

Asst. Chief Balke is reviewing the IT system. We will be paying \$1,800 per computer ( $\$1,800 \times 4 = \$7,200$ ) each year to the City of Cortez for IT services, access to the city server and a newly refurbished computer every four (4) years. He has talked to a local company, Net Force, about having our own server. They can revamp the system so we will own our computers, customer service and IT support. There will be an initial outlay cost, then an annual maintenance fee. The quote is for \$10,000 as the initial cost to switch over which would include four (4) new computers, our own server, and IT service on five (5) computers, which includes one computer that is not on the city system. He will continue to look into other options. Ms. Johnson inquired if we were charged for internet service on top of the fee. It is believed that the \$330.80 that is paid to the city each month for fiber miles, shared bandwidth and network access is in addition to the fee, but it will be looked into. We will have to look into having limited access for what we will need in the CAD system. We can also look into contracting with the City for just the phone system, or look into a separate system as well.

Asst. Chief Balke is working on several other projects including improvements to the training grounds, building props and improving what we already have, and a communication project, looking at the narrow band unit and radio channel assignments. There have been several maintenance issues with the apparatus which he is addressing and will then be implementing a new maintenance program. There also continues to be issues with the bay doors. He is looking into prices for a new composite front bay door. Having the heavier metal bay doors has incurred numerous repairs. It is now becoming more expensive to repair it rather than replace it.

Asst. Chief Balke also included a graph of the monthly calls and response times broken down by district. The average response time, taking into consideration all districts, is 8 min 7 sec.

## **REPORT FROM THE FIRE CHIEF**

Chief Vandevoorde went over the report and list of meetings he included in the packet. The open house and food drive held on April 21, 2012 was very successful. We did numerous fire truck rides for the citizens that came by and collected at least 8 full boxes of non-perishable food to donate to the Good Samaritan Center.

Chief Vandevoorde is working with the Montezuma County Fire Chiefs and the Montezuma County Emergency Manager to implement a county wide burn permit system to present to the county commissioners. They are working on a permit number tracking system and an information and safety brochure. Hopefully this will help with people not calling in controlled burns. This will accomplish three things, to meet the State requirements for the burn permit, to make sure people do call in, and that they look at the safety requirements so their fire does not get out of control. Everything should be in place by the next meeting, and will be presented to the county commissioners again. A system was to be in place last January, 2012.

There were 111 calls during the month of April, 82 EMS, 24 fire and 5 vehicle accidents. The total calls for the year is 476.

Chief Vandevoorde is still working with ISO. He has spoken with them several times regarding the information he has sent them and waiting on an update.

Inspections were done on the ABC Rental on Highway 160 for two proposed businesses to move into, and plan reviews for G. Whil Liquors and Oxbow Farm.

The annual audit has started for 2011. Included in the packet was a letter from Heidi Trainor, CPA on the process and procedures of the audit. We have already delivered all requested documents to her. We should have the audit report from Ms. Trainor by the next Board of Directors meeting.

We will be sending six (6) members to Tri-State this year at a cost of \$530.00, \$170 for dues and entry fee and \$360 for six (6) meal tickets. The district will not be paying for members spouses or family members based on past board directives. We are putting into place several SOG's that will address who will be eligible to attend training events such as Tri-State. There will be certain criteria that will need to be met to be eligible to attend.

Chief Vandevoorde asked for the boards' support to pay each of the election judges an additional \$200, to be shared with the Sanitation District, who have already agreed. Each election judge was only paid \$100 for their services on election day, however they had to hand count 2700 ballots which took from 7 a.m. Tuesday, May 8, 2012 to 4 a.m. Wednesday, May 9, 2012, or 20 hours of continuous work. The four (4) women who were the election judges were all very meticulous in the counting and tabulation procedure. The Board agreed unanimously that the extra compensation was deserved.

Also included in the packet were two letters of resignation from Chris Sharp and Jason Bell. Both had personal reasons why they were not able to continue dedicating the time and effort they needed to work and volunteer with the District. They both did a great job and were very hard working members of the District. They will be missed and are welcome back at any time.

The Jack Click Memorial Fund was established back in 2010. It has been used in the past to pay for Tri-State. To honor Jack and what he stood for, Chief Vandevoorde would like to start a tradition by selecting a member of the District each year as a recipient of the Jack Click Scholarship Award. Members can apply for the scholarship each year to help with training and continued education. Justin Lindsay submitted a request for such award. Mr. Lindsay is continuing his second semester of paramedic school, for which he has paid for himself. This will not only benefit Mr. Lindsay, but also the District and the community. Chief Vandevoorde awarded Justin Lindsay a certificate and a check for \$1,500.00 from the Jack Click Memorial Fund to help with his continued education to become a paramedic.

### **OLD BUSINESS**

Election, May 8, 2012 – The Judges Unofficial Abstract of the Count of Votes was included in the packet. The Board of canvasses has certified the election results to reflect those numbers. Also included was a breakdown of the cost of the election. The total thus far is \$14,049.28, of which \$3,037.50 will be repaid by the Sanitation District. This does not include the extra fees that will be paid to the election judges. The cost of doing a mail ballot election with a ballot question, Tabor question, is very costly, especially for the smaller special districts. 10,763 ballot packets were mailed out, and 2,740 were voted.

### **NEW BUSINESS**

Asst. Chief Balke updated the Board on the gaming grant that is being applied for. It requires board action authorizing the district to move forward with the application. The grant has in the past awarded up to \$100,000. This could be used toward the purchase of a new rescue pumper. This is a more multi-purpose vehicle, minimum of 1000 gallon tank, class A pumper. About the same size we have now. President Bridgewater suggested the new board members contact Asst. Chief Balke for a tour of the stations to familiarize themselves with the apparatus we currently have and how it is used.

Ms. Johnson stated that she has been continually asked about the engine running around town, with people equating it to an overpriced taxi. She understood the need for the equipment, if they are on a

call and then get called to a structure fire. But if they are on a call and cannot break, what are the people coming in for the B-tones doing. Asst. Chief Balke commented that we unfortunately do not always get an adequate response to the B-tones. Ms. Johnson stated that before we can get money from the public and do another election, we will have to change the perception of the engine, that being, why do we need more money if we can run the engine up and down the road.

Chief Vandevoorde explained that only having three (3) reserves on duty is not enough to split them up to respond to different calls and hence use a different apparatus depending on the call. All three (3) have to work together, and be prepared for any type of call at any time. The small amount of savings in fuel is inconsequential to the ability to do the job that is needed. It was also noted that many calls are not "code" and lights and sirens are not used based on the need for public safety. Therefore, it is not known if the fire truck is going to a call, training, or another station.

Ms. Johnson also inquired why we need to send both a brush truck and the engine down McElmo to a brush fire. It was explained that the engine carries 1000 gallons of water, and you really do not know what the situation is until you get there, if a structure could be threatened or when additional help will arrive. Until then you need to make sure you are prepared for whatever the job may be.

Asst. Chief Balke added; we are in the business of risk. We do not know what one call is going to be from the next or when it is going to happen, therefore we must be prepared at all times. We must be able to initiate a response to any type of call. Ms. Johnson stated that education needs to continue from here.

Jay Balfour injected that "people will only acknowledge what you tell them if they listen to what you have to say." We have been sending the message (of why the engine responds to all calls) for a long time, including an article in the paper, Tools of the Trade, about our "tool box." It is important to continue with the message, but at the same time it is important to look at our response. Mr. Balfour continued that an additional issue we are facing regarding response is with volunteerism and the fact that there is none across the country. (ref. International Assoc. of Fire Chiefs web site) Finding suitable individuals that want to do the job, and has the time and ability to go through the training, is getting harder. You cannot send people out to get "on the job training," they must be trained before they are sent out on the job, otherwise you open yourself up for increased liability.

Chief Vandevoorde agreed that this is an issue we are currently facing. Within our own department we just had fifteen (15) apply, twelve (12) test (*written based on common knowledge and physical agility*), seven (7) that made it through the testing, and only three that followed through.

Discussion continued on why the fire personnel need to have their tools available to them at all times.

President Bridgewater referred back to new business, that a motion was needed for Board approval to authorize the district to continue with the grant application. Kent Lindsay made a motion to pursue with the grant application, Lori Johnson seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

### **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, Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	yes	yes	yes	yes

The meeting adjourned at 7:17 p.m.

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Jim Bridgewater – President

Attest:

\_\_\_\_\_  
Kent Lindsay – Secretary/Treasurer