CORTEZ FIRE PROTECTION DISTRICT REGULAR BOARD MEETING October 12, 2011

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 Keenan Ertel, Patricia DeGagne-Rule, Hal Shepherd, Kent Lindsay and Jim Bridgewater. Administrative Assistant Wendy Mimiaga, Asst. Chief Charles Balke and Chief Jeff Vandevoorde were present for the meeting.

APPROVAL OF MINUTES

The minutes from the regular meeting held September 14, 2011, were brought before the board for approval. Keenan Ertel made a motion to approve the minutes, Hal Shepherd seconded. The minutes were approved on the following vote:

Ertel	Lindsay	Shepherd	DeGagne-Rule	Bridgewater
yes	yes	yes	yes	yes

BILLS AND ACCOUNTS

The board reviewed the list of bills and accounts. There was discussion on a few billings. Chief Vandevoorde explained that we were working on getting the problems with some of the bills worked out and thus getting the reports corrected. The board reviewed the other financials included in the agenda. Patricia DeGagne-Rule made a motion to accept the financials, Kent Lindsay seconded. The motion passed as follows:

Lindsay	Shepherd	DeGagne-Rule	Ertel	Bridgewater
yes	yes	yes	yes	yes

There was additional discussion brought up by Kent Lindsay on the Profit & Loss statement regarding the City Inspection Funds. It was indicated on the report that we were only at 69.5% of collected revenue. Mr. Lindsay inquired if we were due any more from the City of Cortez. Chief Vandevoorde replied that we had received a check for \$18,500 that had not yet been deposited. The Chief also let the board know that we are still providing services in the city and that he had been doing inspections and issuing burn permits. The contract was to end in 2012, and the city was to give 120 days' notice to terminate.

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

Asst. Chief Balke reported that we had received a \$1000 donation from Wal-Mart. Toby McCoy contacted several vendors to get donations for a Charity Softball Tournament. The tournament fell through for this year, so the donation will carry over for next year. Chief Vandevoorde reported that there was a brief in the Cortez Journal stating the district

was recruiting volunteer fire fighters, and that we had gotten 4-5 new applications,

bringing the total to around 15 applications.

REPORT FROM THE ADMINISTRATIVE ASSISTANT

A report was included in the packet. Wendy Mimiaga reported the amounts deposited by the county treasurers' office to the Colo. Trust accounts, \$29,906.84 to the general fund and \$6,088.91 to the capital fund and that these deposits had occurred since the included report in the Board packet. The updated account balances for Colo. Trust were \$40,979.50 in the general fund, \$154,324.28 in the capital fund, and \$34,223.65 in the reserve fund. The average daily yield at Colo. Trust was only 0.08%.

First Southwest bank money market account had a balance of \$250,610.33 with an interest rate of 0.75%.

The CD that had come due at Citizens State Bank, \$258,283.01, was transferred to State Farm Bank on September 23, 2011. The balance at State Farm Bank per the September 30, 2011 statement was \$1,024,137.69. The interest rate had dropped from 1.0% to 0.96%.

Ms. Mimiaga also updated the board on some issues that had been resolved with FPPA pension association and with DOLA and the state contribution to the volunteer firefighter's pension fund. She and Heidi Trainor had continued to work on QuickBooks to try to get the information and thus the reports corrected and updated. Kent Lindsay inquired if Ms. Mimiaga had been reimbursed for the QuickBooks tutorials she had purchased to learn more about the program before starting the job. Kent Lindsay made a motion to reimburse Wendy Mimiaga \$60.00 for educational supplies for the tutorials, Keenan Ertel seconded. The motion passed as follows:

Lindsay	Shepherd	DeGagne-Rule	Ertel	Bridgewater
yes	yes	yes	yes	yes

Chief Vandevoorde commented about the interest rate at Colo. Trust being very low, 0.08%, and that the accounts at Colo. Trust were only used for the Treasurers' office to deposit the property tax. He then transfers the money to Citizens State Bank, which is the checking account where all business is done. Chief Vandevoorde also informed the board that there was yet another account at Citizens State Bank with about \$35,000. Discussion continued that fewer accounts would be better. Hal Shepherd made a motion to close all of the Colo. Trust accounts and have the Treasurers' office deposit the taxes into the Citizens State Bank account, Keenan Ertel seconded. The motion passed as follows:

Lindsay	Shepherd	DeGagne-Rule	Ertel	Bridgewater
yes	yes	yes	yes	yes

Keenan Ertel then made a motion to close the second Citizens State Bank account and move the \$35,000 to the checking account, Patricia DeGagne- Rule seconded. The motion passed as follows:

Lindsay	Shepherd	DeGagne-Rule	Ertel	Bridgewater
yes	yes	yes	yes	yes

REPORT FROM THE FIRE INSPECTOR

Chief Vandevoorde reported that he has continued to do inspections and burn permits.

REPORT FROM THE ASST, CHIEF

Asst. Chief Balke went over his report that was included in the packet. Asst. Chief Balke reported that, through a grant that the district received, he had attended the Haz-Mat Tech class in Durango and Rifle to become a certified Colorado Haz-Mat technician. He is looking to put together a team with the Highway Patrol. Next year the same grant will come up and we can hopefully send three people to the training.

He and Gloria Balfour are working on the Citizens Fire Academy to get community members involved in the Fire department and give them a basic understanding of what the department does.

Rick Spencer has been working on the junior firefighter program. It is set to start around the first of the year. Twenty-two people have applied for the program. They will be evaluated and drop that down to 10 -12 individuals. The boy scouts club is supporting the program, and they will be handling all the insurance through their explorer post.

The AFG grant is still pending. \$211,000 has been budgeted for SCBA, which is the amount of the grant. \$11,000 will still be needed, which has also been budgeted.

Asst. Chief Balke has continued with general maintenance and winterization on equipment. There is an air leak on the ladder truck so it is out of service for now.

Public education including several station tours has continued. The department also participated in the Child Safety Event at SW Memorial Hospital on September 23.

REPORT FROM THE FIRE CHIEF

Chief Vandevoorde went over the report he included in the agenda. Among the meetings he attended, he had a nice meeting with Dr. Turpen from the hospital where they discussed EMS and how well they are working together.

There were 44 applicants for the administrative assistant position. Forty-three letters were sent out, to those not selected, thanking them for applying and wishing them the best.

Chief Vandevoorde informed the board there were 148 calls for September. The total calls for this year is over 1200 as of Oct. 12, 2011.

There were several repairs done at station one.

OLD BUSINESS

High Plains submitted a proposal for remediating mold in the administration building for \$2,105.00. Discussion ensued about Comfort Air being responsible for the bent pipe and subsequent leak that caused the mold. Comfort Air did not believe that it was the unit or their instillation, 3 years ago, that caused the leak and thus the mold issue. If it had been put in that way, it would have been leaking a lot longer. Perhaps the pipe was bent and the leak began when they did the mold mitigation and treated, fogged and painted the area under the building about six months ago. Nothing was brought up about a leak then. Comfort Air did fix the pipe and the pan at no charge. Kent Lindsay made a motion to hire High Plains to abate the mold and do the repairs for \$2,105.00, Hal Shepherd seconded. The motion passed as follows:

Lindsay Shepherd DeGagne-Rule Ertel Bridgewater

NEW BUSINESS

Item A - Chief Vandevoorde included a copy of the proposed budget for 2012. The City Fire Inspector contract was taken out and the transfer from capital funds decreased to \$77,145 from \$81,584. Under administration wages, adjustments reflect the discontinuation of the Fire Inspector position. Wages for Admin decreased to \$148,412 from \$179,154. FICA, FPPA and health benefits also all decreased. Under Fund Revenue, the property taxes increased \$4,439 from \$952,895 to \$957,334. We will be notified by Dec 10 as to the final amount that will be taken in.

-The Pers. Prot. Supplies – Fire increased from \$5,000 in 2011 to \$20,000 for 2012 due to needing new gear for current personnel and about 8 – 10 new volunteers we hope to have.

-\$2,000 was budgeted for Fire Inspection training as the department will still need to do inspections outside the city and current staff could need additional education and training.

-Equip.-Tools / Appliances increased from \$500 in 2011 to \$14,800 in 2012 due to combining several categories, nozzles, hoses, adapters, appliances. We are short on hoses based on ISO and need to replace some along with nozzles.

-It was discussed that Treasures fees were budgeted \$25,000 for 2012 and that we have paid out \$18,930 thus far in 2011. It was believed that we were not to pay any treasures fees this year, 2011. We had paid the fees on the \$268,000 or \$270,000 that was taken away and that was to be refunded and we would not pay the fees for this year, 2011. The board directed the staff to look into this.

-Communications increased to \$38,000 due to \$19,000 in dispatch fees and the need for new pagers.

-Chief Vandevoorde reported that he and Asst. Chief Balke have been working hard since June to get the budget cut down and have gone from \$140,000 over budget to \$77,000. We have been managing this years' budget well and are at 65% of the budget and we should have some money left over.

-Kent Lindsay inquired if we had applied for a grant for radios. Chief Vandevoorde replied that it is not open yet. We need to decide what we want to do with the radios, if we want to go to the 800 system. 800 is the next generation, the police are using them.

-Keenan Ertel inquired as to our chances of securing the \$211,000 grant for the air packs. Asst. Chief Balke replied that it is very competitive, that we are tier two since our packs are a year too new to put us into the automatic funding category. It will depend on how many departments put in for the grant.

Item B – Notice of the budget, the public hearing for the budget will be held at the next regular board meeting on November 9, 2011. A notice to will need to run in the newspaper. The board would like to run the notice three times. Keenan Ertel made a motion to look into the bylaws to see how many times the notice will need to run, and to abide by that number, Kent Lindsay seconded. The motion passed as follows:

Lindsay	Shepherd	DeGagne-Rule	Ertel	Bridgewater
yes	yes	yes	yes	yes

Item C – Asst. Chief Balke reported that the Bank of America would like to sell the property at 928 S. Broadway to the Cortez Fire Protection District for \$1.00. There are no liens or back

taxes on the property. We would be responsible for the property taxes; they were \$428.00 last year. Kent Lindsay replied that we do not pay property tax. Asst. Chief Balke said that we would have to agree to take care of the paperwork involved with that. The property and the buildings would serve as a temporary training ground, for the firefighter academy, where we could do ventilation, entries, search and rescue, an opportunity to train with live fire. After we can do what we want with the property. The bank sent a generic contract. They need something from the board that we want to move forward with the purchase. Keenan Ertel made a motion to make a deal with the Bank of America for \$1 for the property at 928 S. Broadway, Kent Lindsay seconded. The motion passed as follows:

Lindsay	Shepherd	DeGagne-Rule	Ertel	Bridgewater
yes	yes	yes	yes	yes

Item D – Chief Vandevoorde has had a concern about the amount of money over \$250,000 in the State Farm Bank being covered by the FDIC. The FDIC said that our bylaws should state that the members of the board and the Fire Chief are official custodians of our bank accounts. This allows us to have \$250,000 covered by the FDIC, and an additional \$250,000 covered by the FDIC for each official custodian. With each board member and the Fire Chief listed, we could have \$1.5 million in one account and be covered by the FDIC. The information was given to Attorney Kelly McCabe so that the proper changes were made to the bylaws. Patricia DeGagne-Rule made a motion to accept the resolution to add Article III subparagraph (w) to the bylaws, and to use the date of the board meeting as the resolution number, Hal Shepherd seconded. The motion passed as follows:

Lindsay	Shepherd	DeGagne-Rule	Ertel	Bridgewater
yes	yes	yes	yes	yes

Mark Dunn from High Plains arrived and there was some additional discussion with him about the mold mitigation in the admin. building.

EXECUTIVE SESSION

Chairman Jim Bridgewater stated that the board would need to go into an executive session pursuant to C.R.S. 24-6-402(4)(f) to discuss personnel matters.

Patricia DeGagne-Rule made a motion to recess the regular meeting at 7:16 p.m. and continue with the executive session after the adjournment of the Pension Board meeting, Kent Lindsay seconded. The motion passed as follows:

Lindsay	Shepherd	DeGagne-Rule	Ertel	Bridgewater
yes	yes	yes	yes	yes

At the adjournment of the Pension Board meeting, Keenan Ertel made a motion to go back to the regular Board of Directors meeting to continue with the executive session at 7:58 p.m., Kent Lindsay seconded. The motion passed as follows:

Lindsay	Shepherd	DeGagne-Rule	Ertel	Bridgewater
yes	yes	yes	yes	yes

Chairman Jim Bridgewater stated that the board would enter into an executive session pursuant to C.R.S. 24-6-402(4)(f) to discuss personnel matters at 7:58 p.m.

Hal Shepherd made a motion to end the executive session at 8:33 p.m., Patricia DeGagne-

Rule seconded. The motion passed as follows:						
	Lindsay yes	Shepherd yes	DeGagne-Rul yes	e Ertel yes	Bridgewater yes	
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<u>ADJOURN</u>	<u>IMENT</u>					
_				ard, Hal Sheph notion passed a	nerd made a motion to as follows:	
	DeGagne-R yes	ule Ertel yes	Lindsay yes	Shepherd yes	Bridgewater yes	
The meeting was adjourned at 8:35 p.m.						

Attest:

Keenan Ertel – Secretary/Treasurer

Jim Bridgewater – President