

**CORTEZ FIRE PROTECTION DISTRICT
REGULAR BOARD MEETING
September 12, 2012**

(The regular Board of Directors meeting was rescheduled from the regular meeting time of 6:00 p.m. to 5:00 p.m. due to the board training scheduled for the evening that will require additional time. The change of time was noticed in the Legal Section of the Cortez Journal, the paper of record, on Tuesday, September 4, 2012.)

CALL TO ORDER

President Jim Bridgewater called the meeting to order at 5:12 p.m. in the meeting room at Station #1. Roll call followed and the board members present were Lori Johnson, Orly Lucero, Keenan Ertel and Jim Bridgewater. Kent Lindsay was absent. Administrative Assistant Wendy Mimiaga, Asst. Chief Charles Balke and Chief Jeff Vandevoorde were present for the meeting.

Keenan Ertel made a motion to excuse Kent Lindsay from the regular Board of Directors meeting, Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	absent	yes	yes	yes

APPROVAL OF MINUTES

The minutes from the regular meeting held August 8, 2012 were brought before the board for approval. Orly Lucero made a motion to approve the minutes for the meeting, Lori Johnson seconded. The minutes for the meeting were approved on the following vote:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	excused	yes	yes	yes

BILLS AND ACCOUNTS

The board reviewed the list of bills and accounts and the financials included in the Board packet. Mr. Ertel inquired about the bill for the Air Compressor Service. Chief Vandevoorde explained that this is the closest company, Grand Junction, that can maintain the compressor, so the cost for travel time is high. The cost for a new compressor could be as high as \$50,000. Asst. Chief Balke further explained that the SCBA repair is an annual cost to stay compliant. This year we also had to have several parts replaced. Ms. Johnson inquired about the cost for the shed, and what it was for. Chief Vandevoorde explained that the State Inspector came out and informed us that we could not store flammables in the station, The shed will house these along with other items we needed storage for. Keenan Ertel made a motion to accept the bills and financials, Lori Johnson seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	excused	yes	yes	yes

PUBLIC COMMENT

There was no public comment.

CORRESPONDENCE

Included in the packet were inclusions from the Cortez Journal from August 14, 2012, and a thank you letter from Chief Robert Hays to Toby McCoy for his participation in the memorial service at the Tri-State Firemen's Association convention.

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 \$37,752.16 to the district for the month of August, 2012.

The business money market account at 1st Southwest Bank had a balance of \$252,170.31 as of August 31, 2012 with Interest earned in August, 2012 of \$107.06 and year to date of \$1,090.94. The annual percentage yield remained at 0.50%. The 24 month jumbo CD of \$252,500 at 0.90% earned \$193.80 as of August 13, 2012, and year to date of \$1,135.67. The current balance is \$253,635.67.

The balance in the State Farm account, as of August 31, 2012, was \$981,476.83 with interest earned in August, 2012 of \$581.73 and year to date earnings of \$5,007.66. The interest rate remained at 0.70%. The total in our reserve accounts is \$1,487,282.81.

It was reported that the Federal Open Market Committee meeting was currently being held on September 12 and 13, 2012. It is anticipated that the Federal Reserve will continue with quantitative easing, where they buy treasuries and mortgaged backed securities in order to keep interest rates low. This drives down the borrowing costs. The financial crisis in Europe still remains a problem for us here in the U.S. The Fed. is still anticipating lower rates through, and possibly beyond, 2014.

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 there were several trainings this past month, and volunteer testing. We had six applicants for the volunteer program, and four candidates showed up for the testing. Of the four, we have picked up three new volunteers, Elijah Truesdale, Dilton Padilla and Matthew Chuskia.

The narrow banding process is continuing for the last few radios that need to be switched over. Some of the mobile radios cannot be narrow banded and will need to be replaced.

Asst. Chief Balke attended the Hazmat Safety Office training program in Durango, and the Four Corners Training Officers in Telluride, a program that is getting started again. It was discussed that the Southern Colorado Firefighters Association does the firefighter training in Pagosa Springs each year that primarily focus' on the entry and intermediate level of firefighting. As the Four Corners Training Officers, we would take on the company officer and leadership training role.

Asst. Chief Balke went to Virginia for four days to sit on the FEMA grant panel for AFG, Assistance to Firefighters Grant, to review grant applications from across the country. This is a grant we have applied to for airpacks, and we will be applying for in the future for additional equipment. The experience was beneficial in learning exactly what the grant is looking for. They asked if he would return next year to help out again. FEMA pays for all expenses, excluding payroll. Asst. Chief Balke has offered his services to the surrounding agencies to help with their grant applications.

We have passed the initial round for the AFG grant, we are looking to replace all of our airpacks. We also have an upcoming review in Durango on September 20, 2012 for the Gaming Grant through DOLA. We will have five minutes for a presentation. This is the grant we have applied to for a new engine.

We have instituted a plan for preventive maintenance for our apparatus. With the aging of our apparatus, it is getting harder to locate replacement parts so we will need to be a little more innovative on how we do our maintenance.

Asst. Chief Balke also included a graph of the monthly calls and response times for August, broken down by district. The average response time for the month of August, taking into consideration all districts, was 8 min 40 sec. Ms. Johnson brought up that this is not a true average, that we should not include the districts that did not have any calls, and we should look into computing a weighted average. (*note: after computing the weighted average, the average response time was 6 minutes 10 seconds.*) Carol Rhan commented that she had not seen the average response times in the annual report, and we should look into including that for the public, it would help is gaining public support.

REPORT FROM THE FIRE CHIEF

Chief Vandevoorde went over the report and list of meetings and inspections he included in the packet. He reported that a new storage shed was purchased to store flammable materials and the lawn equipment. The Chief talked about some of the meetings he attended, stating that there were numerous "great" classes he and Asst. Chief Balke attended at the Fire Rescue International in Denver the first of August, 2012. They also administered the written and agility test and interviews for the six fulltime firefighter positions for the SAFER grant. The six members of our department that tested passed the testing process and were offered the positions. However, one member declined the offer, and one member failed to obtain the required certification and has been placed on the eligibility list. The testing process has been opened to outside candidates. We had twelve applicants who tested on September 9 and 10, 2012 for the two open positions. One of the twelve failed the agility test. The top two candidates were offered the positions, and accepted. They are both very excited to join our department. Orientation for the six fulltime firefighters will be held on Monday, September 17, 2012. Barbara from FPPA will be here to help get them set up for their pensions.

There were 140 calls during the month of August, 95 EMS, 40 fire and 5 vehicle accidents. The total calls for the year is 1019.

The Finance Committee budget meeting will be held on Monday, September 17, 2012 at 3 p.m. It was noticed in the Cortez Journal on Tuesday, September 11, 2012.

On Friday, September 28, 2012 we will have a badge pinning and swearing in ceremony for our six new fulltime firefighters and their families. It will be at Station One at 7 p.m., and it would be nice if all the board members could be there. We will also send an invitation to all the retired volunteer firefighters.

OLD BUSINESS

There was no old business.

NEW BUSINESS

A. Carol Rhan Consulting, LLC – Ms. Rhan was asked to come work with the Board of Directors on board development and the District members with workplace relationships and team building to help with the changes occurring within the department. Ms. Rhan is retired from the Air Force and Law enforcement Investigations, and is currently working in management consulting and training primarily for not-for-profit businesses. Ms. Rhan began with asking what the expectations were of the board members which included Working together as a board, the boards roll and responsibilities and transitioning from a volunteer department board to a board for a paid department and what the differences might be. An outline for the CFPD Board Member Expectation Statement was handed out and included general expectations, meetings, avoiding conflicts, fiduciary responsibility and fund raising. Each topic was then covered.

Ms. Rhan went on to explain the cycle of change and how the board would experience each of the six stages, and how to handle change when it is imposed upon you. As the dynamic of the staff changes, so does the roll of the board. There is different accountability as change occurs and the boards roll in it. The line of communication is very important. The District members report to the Chief, who reports to the Board President, who then reports to the Board of Directors, and whose job it is to support the Chief. The Board of Directors then need to communicate well with and monitor each other, workout disagreements and avoid conflict, and be more engaged in the community. They need to sell what they, the District, do and why they do it. Explain that this is not the 1950's Cortez, and the district needs to grow with the community. The Board of Directors should work as a team, and not five individuals that come together as a group. Ms Rhan then went on to discuss Board of Directors versus staff responsibilities in a team exercise. Ms. Rhan continued with identifying different work and leadership styles through a series of questions and exercises.

EXECUTIVE SESSION

There was no executive session.

ADJOURNMENT

Having no further business to come before the board, Keenan Ertel made a motion to adjourn the meeting, Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Yes	excused	yes	yes	yes

The meeting adjourned at 8:15 p.m.

Jim Bridgewater – President

Attest:

Kent Lindsay – Secretary/Treasurer