

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 76
October 24, 2013**

MINUTES

The meeting of the Board was held at the District office in Beulah, CO

Board members present were: Chair and President Steve Douglas; Secretary Anne Moulton; Treasurer Travis Allee; Fundraising Coordinator Bob Thompson. Absent was Vice President Pat Stanifer, excused for work. Also attending was Fire Chief Bryan Ware.

1. Chair and President Steve Douglas called the meeting to order at 6:33 p.m.

2. THE AGENDA: additions were requested of, under Old Business, f. Natural Hazard Mitigation Update, and g Status of Proposed Pueblo County Changes regarding Natural Hazards and Mineral Resource Areas. Under New Business, correction of typo in 7c referring to, begin discussion on mitigation grant, and add 7e. Who Plans to Run for our Board of Directors in May.

Motion to approve the agenda as amended was made by Travis Allee, and seconded by Bob Thompson. Motion carried with no objections.

3. MINUTES of the September 26, 2013 Meeting:

Motion was made by Bob Thompson and seconded by Travis Allee to authorize Secretary Anne Moulton to create the final minutes based on the track change corrections provided and to approve the minutes as amended. Motion carried with no objections.

4. TREASURER TRAVIS ALLEE GAVE THE FINANCIAL REPORT providing a statement through September 30, 2013.

- The movement of the reserves in the Smith Barney account to our money market is not included in the statement because it was done in October; we will see that in our next statement. Travis is working to get us a report on the amount we have and what we are expected to have at end of year to start next year (approximately \$70,000).
- We brought in more property tax by \$463.00 than was expected.
- There are about \$27,000 in volunteer stipends remaining to be paid as well as other last quarter expenses.

Motion to accept the financial report as submitted was made by Bob Thompson, seconded by Steve Douglas. Motion carried with no objections.

5. FIRE CHIEF BRYAN WARE REPORTED:

- We have had a total of 68 EMS and 63 Fire responses to date this year. Fire responses are up, EMS are down.

- Four of our members did fire prevention education at Beulah School for 103 students from Kindergarten through 5th grade.
- We have given 64 flu shots, and have 56 remaining. We took care of the school as well. That income will show in the October statement..
- We started our commercial fire inspections, and have 12 more to complete before the year is out. So far we've had no major issues; people have been very open and compliant.
- We started our 3rd EMT B course with 5 members attending who are currently First Responders or Basic Firefighters. We'll finish on February 12th.
- Bryan was subpoenaed a couple of weeks ago for the Randall O'Leary case. He met with the DA and learned he would be questioned about who has access to gate codes (all of our members and Pueblo County Sheriff's Department). He may have to go for one day to testify in court. He can't speak to policy prior to January 1st.
- Bryan gave Steve a copy of his paramedic license. His probation was lifted as it was supposed to be. The license was renewed for three years, through 10/20/2016.
- Bryan is sitting on Pueblo Community College's Advisory Board for the EMS portion of their Public Safety Academy.
- Regarding the potential fire station property on Oldham Rd near the intersection with 3 R Road, Travis will do the survey at no charge. There will be a charge only for County fees of \$1000-\$1500, for which he will request an exemption. Travis may need something from the Board to request use of Kit Shaw's electronic file for the area only for that purpose. Bryan requested that Travis provide him with his hours for future records/grants etc. The Section line is not running where it was originally planned; the road splits it.
- In August, Bryan became aware of the deteriorating condition on Oldham Road, drove it and took photos at Steve's request. It is not a public road but is a potential emergency route for evacuation or emergency response. The western part was always difficult, and is now only traversable in 4WD, especially since the heavy rains. Steve spoke with Chuck Colletti of Pueblo County Public Works. They already re-graded the eastern 2/3, not yet the western portion of about 1.3 miles. It is a waste of money to haul fill unless the drainage is fixed first and there is no budget for it. He will instruct Rodney, their grader operator, to make a pass, and roll rocks out of the way at a minimum. Steve made the point to Chuck that a value of keeping the road open is for fire access to that portion of forest. At this point it still is accessible for that per Bryan. Significant improvements are probably not likely.
- The Pueblo County Hazmat team will run an operations level of training at Beulah School November 15, 16, 17, open to the County. Most of our members will go. Austin M. wants to advance to technician level, which will be paid by the County at a later date.

6. OLD BUSINESS:

a. The Smith Barney Account has been closed, and the funds have been transferred to our money market. We don't yet know what fee was paid. For the small gain in interest

we may get from putting it in a 5 year CD we would lose the ability to access it as needed, probably not worth it.

b. Twin Buttes Fire Water supply. Bryan made contact with Rick Clark (representative for Joe O'Brian and Chair of the Pueblo County Planning Commission), after having no response from Joe O'Brian. We are still looking for answers but Rick will try to follow up even though he no longer works for Red Creek Developers. There is a still valid \$3100 bid plus any extra for a float valve if needed. If there is still no action next month we should take it to the Pueblo County Planning Department. We agreed to facilitate this but are not paying the bill.

c. District fund raising projects, goals, suggested opportunities. Bob reported they are working on the 501c3. He did get hold of Sandy Bradley. She recommended to just download what is required for the application, to do what can be done, then she will help if there is a problem. Bob and committee have a goal to submit by January 1. They have been working on who could be on that board, preferably 3 members.

d. 2014 Draft Budget. This budget was presented and corrected as discussed last month in the draft for the public to see. Steve recommended we identify a potential source of election funding if needed, and enter it as an amount to be taken from our uncommitted reserves. Bryan will call the county for an estimated amount. This can be amended in our final budget to be voted on in December. Travis commented that accountant Jerry Brown has a major medical issue, will hopefully be ok in time to do our audit in 2014.

e. 2014 Fire Mitigation Grant Planning. Bryan provided the Board with a written response to the concerns raised by property owners. He asked us for corrections, suggestions. They will then be put on the website under the existing FAQs. Anne asked if the Board is agreeing to apply for this grant so that can be added under item 7. The grant does allow homeowners to be partially reimbursed, making it worth their applying. It is up to them to commit, show enough interest to allow us to have a well-developed application. Anne will work with the fire lieutenants to get the word out, try to develop neighborhood leaders. A highly motivated neighborhood would help us develop a focus. Other individual owners spotted around the community could help to wake up their neighborhoods over time. A lot of work has been done on a few properties. We plan to create a video about burning of slash. Bryan will take care of making that happen, and add it to the website. Bryan will inform the Red Creek Fire Chief (who also covers Savage Ranch and Vaughn HOA's) to consider doing their own application and calling Karen Ashcraft. Rye also would be asked to call Karen. It behooves every entity to call Karen Ashcraft and participate in the Natural Hazard process below. Signal Mountain can join us or apply through their own HOA.

f. Update on the Natural Hazard Plan. Steve reported on a meeting last week on the 16th, discussing how we define Beulah as an area. The population of Beulah listed in the old version was 297, including just the central area. It also affected a figure for the assessed valuation of the Beulah area. Steve asked that we identify the District as a surrogate for the Beulah area; he will give Karen Ashcraft that population number.

g. Status of Proposed Pueblo County Changes regarding Natural Hazards and Mineral Resource Areas. This was an item on the County Planning Commission agenda but was pulled. There were more involved problems about gravel pit operations and use of resulting depressions as reservoirs. The Planning Department plan to bring the issue back to the Planning Commission in January. The chapter they were going to ask to remove does include wildland fire material as well as other hazards. They had wanted to remove the chapter because of 1041 regulation processes that haven't been used in decades. At the same time, subdivision regulations may give fire departments an opportunity to comment on subdivision plans regarding fire issues though they apply only to smaller lot subdivision. That does not apply to subdivision with lots that are 35 acres or larger. We still need to keep an eye on this, and Jeff Woeber (Planning Department) will keep Steve in the loop on it.

7. NEW BUSINESS:

a. Schedule Bryan's performance review. Meeting will be at 9 a.m., Saturday November 23. Anne will post the agenda, with this activity as an executive session. Steve will get the form out to Board members.

b. Begin discussion of the 2014 Chief's Contract. We will still review our chief's performance annually, so if we create a contract of greater than one year, both parties can still exit the contract under specified circumstances. We may qualify as an at will employer. There is general agreement to consider a three year contract. The question was asked, can we still address the salary figure each year? Steve is comfortable with the idea of having the flexibility for a raise based on an acceptable performance level, cost of living changes and available funds. Supervision would continue to be by the chairperson per our bylaws. Bob expressed that if a person does a good job they need to be paid for it. Bryan is good for 2014 with no increase, which we appreciate with the tight budget. The potential for a mid-2014 raise was also discussed. The new contract will be presented at our December meeting for a vote. Per our bylaws, Steve, as Chairperson, is the Chief's supervisor, and will work on the new contract with Bryan.

c. 2014 Contract for Fire Protection Services outside the district. We are comfortable staying with the same contract. Bryan will mail that contract to those who already participate, as well as to others in the area previously defined for consideration. Steve asked Bryan to please check on ESB protocol about waiting until an ESB or sheriff's representative arrives on scene to call for mutual aid for a structural fire. This potentially doubles the response time for those not on our paid list. If that is still the case, it implies an advantage to having a contract with us, since we are called out immediately. Contract signers need to act immediately. The contract is due Dec 31, effective January 1.

d. Set date for November/December meeting. To satisfy state requirements for adopting and submitting our 2014 budget by 12/15/2013, after obtaining tax figures from the County around 12/10, the meeting will be on Thursday, December 12, 6:30 p.m..

e. Who plans to run for our Board of Directors in May? Four board positions are up for election: Bob, Steve, Pat and Anne. Bob and Steve do want to continue. Anne plans to be out of town next summer so will step down. We will ask Pat. There will be one-to-two two year terms and two-to-three four year terms. On self-nomination forms you can select length of term. Travis's term continues for two years and we need a balance of two and four year terms. Anne will ask prior interested parties if they are now available.

Announcement: Saturday, December 14, our Xmas party (after the Parade of Lights) begins at 6:45 p.m. for appetizers, and 7:30 for dinner. We have accrued credit with MPEC beyond the cost of the Xmas party and will hold onto it. They will supply space and food for our party.

8. MOTION TO ADJOURN: *was made by Travis Allee, seconded by Bob Thompson. Motion carried with no objections. Meeting adjourned at 8:14 p.m.*

Anne E Moulton
Secretary, Board of Directors,
Beulah Fire Protection and Ambulance District

Final