

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 147
December 12, 2018**

MINUTES

The meeting of the Board was held at the Beulah Community Center in Beulah, CO.

Board members present were: Chair and President John Levar, Vice President Stephen McLaughlin, Treasurer Joni Smith, and Fundraising Coordinator Bob Thompson. Secretary Kim Toman was absent. Also attending was Chief Bryan Ware.

Chair and President John Levar called the meeting to order at 6:42p.m.

2. APPROVAL OF AGENDA.

There was only one addition to the Agenda. A new item under Item 3, Approval of Minutes, was added. The additional item was to modify the previously approved minutes from the September 27, 2018 Regular Meeting.

Motion was made by Joni Smith to approve the agenda as amended, seconded by John Levar. Motion carried with no objections.

3. APPROVAL OF MINUTES of October 25, 2018 meeting.

Board Members reviewed and approved the Minutes created for the October 25, 2018 Meeting. There were no other additions or corrections to the meeting minutes.

Motion was made by Joni Smith to authorize Secretary Kim Toman to create the final minutes based on the submitted changes and to approve the minutes as amended, seconded by Steve McLaughlin. Motion carried with no objections.

APPROVAL OF MINUTES of December 2, 2018 Special meeting.

Board Members reviewed and approved the Minutes created for the December 2, 2018 Special Meeting. There were no additions or corrections to the meeting minutes.

Motion was made by Joni Smith to authorize Secretary Kim Toman to create the final minutes as submitted, seconded by Steve McLaughlin. Motion carried with no objections.

Revision to September 27, 2018 Regular Meeting Minutes, Previously Approved.

It was noted that the final submitted meeting minutes from the September 27, 2018 Meeting contained an error and needed revised. Old Business, Item 6.b.v, DOLA Grant, was originally recorded as being awarded and it was not. The September 27, 2018 Meeting Minutes will be revised and reissued to reflect this change. No motion is needed to approved this revision.

4. FINANCIAL REPORT

a. The District's balance in the Bank of the San Juans (BSJ) Operating Account is \$3,271. The balance in the BSJ Savings Account is \$14,208.

b. The BSJ Construction Escrow Account balance is \$247,136 (left to write checks against).

c. Expense Line Item 8200, Chief Salary, current month activity is \$7,300. This is higher than usual because the December 1 payroll was actually paid on November 30, due to December 1 being on a weekend.

d. Expense Line Item 8220, Volunteer On-Call Response Pay, the volunteers were paid annually for their on-call response pay.

e. The Fire and Police Pension Expense Line Item is not showing in the Financial Statement. Bryan will ask Gwen to make sure the FPPA amounts are showing on the next and future Financial Statements.

f. Previously, the Board recommended giving the Chief a cost of living and merit increase and to continue covering the full cost of the Fire and Police Pension Association's Death and Dismemberment (D&D) contributions for the Chief. The salary increase would be \$1,755 annually and the D&D annual increase would be \$108. Bryan will incorporate these increases into the 2019 budget.

Motion was made by Steve McLaughlin to accept the Financial Report, seconded by Bob Thompson. Motion carried with no objections.

5. CHIEF'S REPORT, reported by Bryan

a. So far this year there have been 214 total responses; 126 EMS and 88 Fire. Of the 126 medical calls, 88 have been transported.

b. Two questions remained from the December 2, 2018 Special Meeting: What is the District's Worker's Compensation Rate? That rate is .95, where a rate of 1 is average and greater than 1 is a higher risk which equates to a higher premium. Having a rate below 1 means the District is doing better than average in keeping risk to a minimum and results in a lower insurance premium than average. The second question was how many hours of vacation time did Bryan take in 2018; Bryan took 123 hours of vacation time in 2018 which is just over 3 weeks.

c. Bryan wanted to remind everyone that the annual Appreciation Dinner was this Saturday at the Goodpasture Barn.

6. OLD BUSINESS

a. District Auxiliary - Update

i. The Auxiliary purchased, from the South Side Lowe's, approximately \$4,000 in cabinets and appliances for the Station's kitchen. Whitlock Construction can install the cabinets and appliances for \$1,500 and the Auxiliary will be paying Whitlock to complete the installation of the kitchen's items.

ii. The Auxiliary also made the annual vehicle payment in the amount of \$11,300. This was the third of seven payments that the Auxiliary has committed to.

b. Fire Station Site Plans and Activities – Update

i. Permitting and Surveys

There was nothing to report.

ii. Overall Project (Building & Water Line) Budget – Funding & Costs

There is still a \$41,576 shortage in funding for the project. The generators, audio-visual equipment and furniture for the training room are still not funded. These items will not be purchased until grants funds are found for them. Bryan continues to work on finding more cost saving changes.

iii. Site Work

Bryan anticipates that all contractors and subcontractors will be moving off the station property by next Monday. There will still be a few billing cycles left to finish paying the contractors. The only major hiccup left to finalize is with the Colorado Department of Transportation (CDOT) access permit requirements and how the actual permit language was created. According to regulations, the driveway access concrete should have a 6” penetration into Central Ave. The end of the concrete driveway is at the existing edge of Central Ave. and does not penetrate into the actual roadway like it supposed to be. If the end of the drive needs rework it will not be at a cost to the District, but it could affect the move-in date.

iv. Backhoe Services, Water Line Construction & Contract Status - Update

This project is complete. There is nothing to report.

v. DOLA Grant

The DOLA overage grant is supposed to be awarded before a project is completed. Because of a few DOLA timing issues, Bryan is hoping that the 50% overage grant for phase 2, \$77,680, can be awarded to the District because even though the project is complete, there are still a few outstanding bills to pay on the project.

vi. USDA Grant

The District received the \$40,500 grant funds.

vii. Other Grants

The generators will be the subject of a Southern Colorado Community Foundation grant application in February.

c. Mitigation, Preparedness & Public Education on Flash Flooding

Three of the sirens are in flood plains so Bryan has additional paperwork to turn in to Pueblo County for this situation. He is hoping to get the paperwork turned in soon. Bryan is also waiting for the gate programming to be completed. Once these two items are complete a public meeting will be scheduled.

d. Station 1 – Sale Update

Bryan will be doing a walk through with the buyers on December 20. The closing is scheduled for December 21st at 1pm.

e. Temporary Full-Time Employee - Approval

This will be included in the 2019 Budget approval and adoption. The position is a 6 month position for 2019.

7. NEW BUSINESS

a. 2018 Revised Budget Adoption – Resolution 2018 - 09

Bryan explained all the updates on the proposed 2018 Revised Budget. This is the fifth revision of the budget. The Budget was based on the current revenue and expense figures for fiscal year 2018. All present Board Members and the public had ample opportunity to ask questions on the budget figures presented and Bryan answered all questions that were asked.

Motion to accept Resolution 2018-09, Adopting an Amended Budget for the Beulah Fire Protection and Ambulance District, Beulah, Colorado, for the Calendar Year Beginning on the First Day of January 2018, and Ending on the Last Day of December 2018, was made by Joni Smith, and seconded by Bob Thompson. Roll call vote was taken: John Levar – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye. Motion carried unanimously.

b. 2019 Revised Budget Adoption – Resolution 2018 - 10

Bryan explained all the updates on the proposed 2019 Revised Budget. The Budget was based on the current revenue and expense figures for fiscal year 2018. All present Board Members and the public had ample opportunity to ask questions on the budget figures presented and Bryan answered all questions that were asked.

Motion to accept Resolution 2018-10, Adopting an Amended Budget for the Beulah Fire Protection and Ambulance District, Beulah, Colorado, for the Calendar Year Beginning on the First Day of January 2019, and Ending on the Last Day of December 2019, was made by Joni Smith, and seconded by Steve McLaughlin. Roll call vote was taken: John Levar – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye. Motion carried unanimously.

c. 2019 Appropriating Sums of Money – Resolution 2018 - 11

The Resolution for appropriating the 2019 budget amounts, as approved earlier in this meeting, was presented to the Board. Board Members, who were given the opportunity to review the Resolution and ask questions. Bryan answered all questions asked by Board Members.

Motion to adopt Resolution 2018-11, A Resolution Appropriating Sums of Money to the General Fund in the Amount and for the Purpose as Set For the Below; For the Beulah Fire Protection and Ambulance District for the Budget Year Beginning on the first Day of January 2019, and Ending on the last Day of December, 2019, was made by Steve McLaughlin, and seconded by Joni Smith. Roll call vote was taken: John Levar – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye. Motion carried unanimously.

d. 2019 Levying Property Tax – Resolution 2018 - 12

The Resolution for imposing property taxes in 2019 was presented to the Board. Board Members were given the opportunity to review the Resolution and to ask questions. Bryan answered all questions asked by Board Members.

Motion to approve Resolution 2018-12, A Resolution Levying Property Taxes for the Year 2018 to Fund Costs of Government for the Beulah Fire Protection and Ambulance District for the 2018 Budget Year, was made by John Levar, and seconded by Bob Thompson. Roll call vote was taken: John Levar – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye. Motion carried unanimously.

e. 2019 District Posting Locations – Resolution 2018 - 13

The Resolution for Board Meeting posting locations for 2019 was presented to the Board. There were no changes to the posting locations from 2018. Board Members were given the opportunity to review the Resolution and ask questions. There were no questions asked about this Resolution.

Motion to approve Resolution 2018-13, Designating Locations for Posting Notice of Meetings of the Board was made by Joni Smith, and seconded by John Levar. Roll call vote was taken: John Levar – aye; Stephen McLaughlin – aye; Joni Smith – aye; Bob Thompson – aye. Motion carried unanimously.

f. Update Transparency Notice

The 2019 Transparency Notice was presented to the Board Members. There were no other changes to the Transparency Notice suggested. No resolution is needed to accept the updated Transparency Notice. Within the next week, Bryan will submit the updated Transparency Notice to all the official entities required.

Motion was made by Joni Smith to accept the updated Transparency Notice, seconded by Bob Thompson. Motion carried with no objections.

8. MOTION TO ADJOURN: *Motion to adjourn was made by Joni Smith, seconded by Steve McLaughlin. Motion carried with no objections.*

Meeting adjourned at 7:36 pm.

Kim Toman
Secretary, Board of Directors
Beulah Fire Protection and Ambulance District
Final

Attachments

- Agenda
- Beulah Fire Protection and Ambulance District – Income Statement Compared to Budget, Jan 1 to November 30, 2018
- Beulah Fire Protection & Ambulance District - Construction Project Financial Summary
- Beulah Fire Protection & Ambulance District – Revised 2018 Budget
- Beulah Fire Protection & Ambulance District – Revised 2019 Budget
- Beulah Fire Protection & Ambulance District – Draft 2019 Budget
- Beulah Fire Protection & Ambulance District – Updated Transparency Notice