

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 139
April 26, 2018**

MINUTES

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

Board members present were: Chair and President Steve Douglas, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Also attending were Chief Bryan Ware (arrived at 6:53pm), incoming Board Member John Levar (present at 6:30pm), and Captain Kurt Thompson (arrived at approximately 7:02pm). Absent was Vice President Stephen McLaughlin

Chair and President Steve Douglas called the meeting to order at 6:32p.m.

2. APPROVAL OF AGENDA.

There were two additions to the Agenda, both were additions to Old Business. The first addition was new Item 7.b.ix, Proposed IGA between Beulah Fire Protection and Ambulance District and Beulah Water Works District. The second addition was new Item 7.b.x Discussion of Ongoing Role of Steve Douglas and Construction/Planning Committee.

Motion was made by Bob Thompson to approve the agenda as amended, seconded by Kim Toman. Motion carried with no objections.

3. APPROVAL OF MINUTES of March 22, 2018 Meeting.

Track changes submitted by Board Members were reviewed and approved by all attending Board Members. 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 track change corrections and discussed changes and to approve the minutes as amended, seconded by Bob Thompson. Motion carried with no objections.

4. FINANCIAL REPORT

a. The District's balance in the Bank of the San Juans (BSJ) Operating Account is \$116,876; the balance in the BSJ Savings Account is \$44,200. The balance in the New Station Enterprise Fund is \$34,082. Building Levy/Bond Account (collected so far from taxes) \$39,307.

b. The BSJ Construction Account balances are as follows: Escrow: \$1,634,164 (left to write checks against); Loan Balance: \$1,988,314 (left to pay back to the bank); Note Account: \$157,303.

c. The total Fire Station Expenses paid from inception are \$354,153.

d. Revenue Line Item 7700, Grant Income, current month activity is \$95,000. This amount is for the grant funds received from the DOLA grant award.

e. Expense Line Item 8102, Repair and Maintenance, current month activity is \$22,614. This amount was for Med 52 repairs, which was about \$2,000 less than the District expected.

f. Expense Line Item 8400, Office Rent, current month activity is \$1,200. This is double the monthly rent because the April rent was paid on March 30.

g. Expense Line Item 8800, Contingency, current month activity is \$400. Bryan ordered a poster which cost \$100 for the Barn Dance for the Auxiliary. The Auxiliary had credit card issues when trying to process the order for the poster. The Auxiliary will refund the District for the cost of the poster.

h. The personal floatation device cost was corrected to be reflected in Line Item 8111, Personal Protection Equipment. Last month the cost was reflected in Line Item 8110, Equipment,

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

5. CHIEF'S REPORT, reported by Bryan

a. So far this year there have been 67 total responses; 22 Fire/Rescue. Of the 45 medical calls, 31 have been transported.

b. Bryan has sent two letters to a property owner on North Creek Road addressing safety concerns. The first letter advised the owner that the District was not able to access their residence for a fire or a medical call because their driveway was washed out in May of 2017 and it had not yet been replaced. The temporary driveway they are currently using will not accommodate District apparatus. The second letter was advising the property owner to remove the debris they have stored next to the creek drainage because it presents a danger to other property owners downstream of them in the event of a flash flood.

c. St. Mary Corwin ER has changed its acceptance protocol and the new protocol (New Clinical Guidelines for EMS) was presented for Board information.

d. Bryan reminded the Board that he will be out of the state from May 8-12. Lt. Levar will be the Officer In Charge during this time.

e. The S130/190 class was successfully completed with assistance from ESB. Of the 15 total students, there were 3 students from Pueblo Mountain Park and 2 students from our District. Students paid for their own lunch and class materials.

f. At the Chief's Meeting last week, all agencies are recommending that Pueblo County be at a Stage 1 Fire Restriction, except ESB. The Sheriff is the one who ultimately makes the decision to impose Stage 1 restrictions.

g. Bryan responded to a fire on top of Beulah Hill. The property owner there was testing a new sustained, contained propane fire as a vigil for the loss of his secondary residence. (He apparently feels that the State of Colorado has not done enough to compensate him for his loss.) Bryan was able to talk the property owner into putting out the sustained propane fire due to burning restrictions. This property owner may consider building a container that meets burn requirements for a sustained, contained propane fire.

6. OLD BUSINESS

a. District Auxiliary - Update

The Auxiliary is still working on the Barn Dance. Hamburgers, bratwurst, beer and wine will be served. Auxiliary Board Members are preparing baked beans. Dancing to the music of the Barn Burners will be the main attraction. Tickets are available at the General Store for \$15. Tickets will be \$20 at the door. Plans are being developed for the Garage Sale on June 22&23. Breakfast burritos will be available for sale.

The Beulah Reunion on September 15 is being developed too. There will be a DJ and the dinner will be catered from an outside source.

b. Fire Station Site Plans and Activities– Update

i. Permitting and Surveys

The plat that was recorded in 2016 does not show the property line along the actual fence lines, where property owners have thought property lines were throughout the years. This was discussed previously with Dick Sellers and the agreed solution between the District and Dick was to quit claim deed the piece of property of Dick’s to Leland Larrew so his property line falls along the existing fence line. This quit claim deed has not been done yet. Three surveys have been done on this property: one by Travis Allee, one by F&D International (F&D) and now one by H.E. Whitlock Construction (Whitlock). Whitlock used the plat survey done by Travis to set the building pins and now finds that the building has moved about 9 feet to the south of where it was planned by F&D. This does not pose any problems with the construction of the building and it actually will help save money because the driveway will be 9’ shorter than originally designed. Keeping the existing plat will require a total of up to 4 quit claim deeds since the property lines have shifted: CDOT, Dick Sellers, Leland Larrew and Boley. This continues to be an item of discussion.

The final building permit packet has been turned in to Pueblo Regional Building Department (Regional). Right now, the District has a foundation only permit and that is how the foundation is being worked on.

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

The report for this item is contained in Item 7.b.v, Backhoe Services, Water Line Construction, Bid Revisions, Contract, Legal Review, Discussion and Award Status, below.

iii. Site Plans and Station Design

A re-design of drainage is being considered so that any new precipitation will drain properly from the north side of the site, without using the extensive piping system initially proposed by F&D.

iv. Site Work

There are tensions between Whitlock and F&D caused by lack of much needed information from F&D to Whitlock. Contractually, F&D is required to provide a set of construction drawings which has not yet been produced. In addition, the contract between the District and F&D specifies a “timely” response to the request for information. So far, the lack of timely construction drawings from F&D to Whitlock is causing unnecessary delays in the project construction. For instance, the rebar order from Transit Mix is now pushed out 3 *more* weeks because the quantity of rebar and foundation anchors could not be determined by Whitlock. The drawings for the

foundation from F&D and Metallica (the building (steel) manufacturer) did not align so foundation rebar and anchor bolts could not be quantified accurately. An accurate quantity is required so the appropriate material can be ordered. For instance anchor bolts alone cost approximately \$12,000. There is now a 5 week delay in the construction of the fire station. The Project Management portion of the fire station project will be under scrutiny and may be modified in the future by the Board Chair & President, with direct communication with Chief Ware, if needed, to maintain a construction schedule that fits the District's needs. F&D, if removed from the Project Management portion of the project, may still keep their other roles in the project, such as Architect/Engineer. All Board Members were in agreement that the Board Chair & President, with direct communication with Chief Ware, has approval and authority to modify the fire station Project Management portion of our contract with F&D as needed, without further Board decision.

v. Backhoe Services, Water Line Construction, Bid Revisions, Contract, Legal Review, Discussion and Award Status

In order to enter into a contract with Backhoe Services for the water line project, the District has to show that there is sufficient funding for the project. In order to do this, 2 items were taken out of the fire station project: storm drains (approximately \$70,000) and the kitchen cabinets in the crew quarters (approximately \$23,000). These items can be funded later through other sources such as project savings, grants funds or donations. The total \$93,000 project savings put the cost of the project at \$2,001,750 where there is \$2,005,133 currently funded for the project. Being that there are enough funds to complete the project, the District is able to enter into contract for the water line extension project. Bryan handed out the Beulah Fire Protection & Ambulance District – Construction Project Financial Summary for review. Once the funding met the expenses for the fire station project, Steve signed the water line extension contract.

The water line extension project was determined to cost \$356,108 because the extension will have to begin at Lake Ave, not Catalina like the District had hoped. When digging began at Catalina, only a 2" water line was found. A 6" line was discovered at the intersection of Lake Ave and Central Ave. If there had been a 6" water line at Catalina, the water line extension could have started from there. The \$356,108 cost is included in the total fire station project budget and does not include any Contingency expenses. If bed rock is found while installing the water line extension, additional costs will be incurred. Those costs will have to be balanced with savings or reductions elsewhere in the overall project.

While discovery digging was being done at the intersection of Catalina Avenue and Central Avenue, some property owners lost water service for approximately eight hours. A temporary fix was constructed before the crew went home that night, so these few homeowners have water service while the new 8" water line is being installed.

In addition, a 16" irrigation line was found during excavation and the new 8" water line will have to be encased as its line of travel will include being buried under the irrigation line where their paths intersect. Where the water line and irrigation line paths intersect and the water line is below the irrigation line, the water line must be treated as an

intersection of a water line and a sewer line. The encasing of the water line must be engineered and now the project has temporarily come to a halt as this portion of engineering is being developed.

Bryan will be in contact with Mountain Disposal about collecting the trash for their customers on Central Ave. Last week apparently Mountain Disposal did not think they could access customers on Central between Grand Ave and Lake Ave because of the “Road Closed” signage. Access is available by going around the signage, access is just not permitted to anyone but local traffic. In addition, there is no access to Lake Avenue from Central Avenue when approaching Lake Avenue from the East.

vi. DOLA Grant

The District has not heard anything from DOLA about the recent grant application submitted.

vii. USDA Grant

The USDA Grant required the current 2018 Budget as well as the 2017 audit. Bryan submitted the 2018 Budget and will submit the audit when it is finalized. The grant funds still have not been received by the USDA, but it is expected that they will be received in the near future. Once the USDA receives the funds the grant award will be disbursed to the District. It is intended to fund the new fire station exhaust system in the truck bays.

viii. Other Grants

Bryan is working with the Auxiliary on other grant opportunities that are listed on the handout Beulah Fire Protection & Ambulance District – Construction Project Financial Summary which include, but is not limited to, Lowes, Home Depot, Wells Fargo Foundation and Anschultz Foundation.

ix. Proposed IGA Between Beulah Fire Protection and Ambulance District and Beulah Water Works District

Reference the discussions in Item 7.b.v for more information on the water line extension.

At the last Board Meeting of the Beulah Water Works District, the Board accepted the draft IGA from the Beulah Fire Protection and Ambulance District, with one change that our District would pay for any regular water usage (not including filling the apparatus) over 2,500 gallons in one month. Steve requested that once a year, water usage be averaged on a monthly basis and if the average usage was over 2,500 gallons, then an annual payment be made by the District to BWWD for water use in excess of 30,000 gallons/year. Bryan will present this counter-offer to the BWWD.

x. Discussion of Ongoing Role of Steve Douglas and Construction/Planning Committee

The Building Committee is currently comprised of Gary Kyte, Hamp Howie, Kurt Thompson, Scott Robertshaw and Steve Douglas (as a representative of the District Board). Bryan is recommending that Steve Douglas, with the departure of his position on the District Board, become a citizen member of the Building Committee. Steve is willing to take on this new role, if the Board wishes. All Board Members were in agreement that it would benefit the District, even with Steve’s current summer vacation schedule, to keep Steve on in his new citizen member role on the Building Committee and participate in the weekly construction meetings.

c. Mitigation Preparedness& Public Education on Flash Flooding

Bryan is still working on getting the land access permits for the sirens along North Creek Road. The May deadline will not be met and so Mark Mears is working on getting the extension needed for this project. In the meantime, Gary Kyte is working on the scale drawings of the property that are needed for the access permits. Flood packets will be available for education purposes at the Wildfire Community Preparedness Day on May 5, 2018 for flood preparedness.

d. 2017 Audit – Update

Sam DeNardo, the Auditor, is working on the full audit.

e. 2018 Election – Update

Being that there are three Board vacancies this year and only three self-nomination forms were received, the May election has been cancelled. At the May Regular Board meeting the three self-nominees will sign oaths of office and enter into four year terms. Also, Board Positions will be decided at the next Regular Board Meeting.

f. Station 1 – Appraisal

Bryan is still waiting to hear from Dan Hanratty on the appraisal of Station 1.

g. Community Wildfire Preparedness Day – Planning Update

Next Saturday, May 5, 2018, the Community Wildfire Preparedness Day will be held at the ballfield in Pueblo Mountain Park from 10am until 2pm. Planning is ongoing for this event. There will be a fire-wise trailer from Fremont County. The Pueblo County Sherriff's Department Communication Center will have a table people to have their cell phone numbers added to the database for Reverse-911 calls. There will be demonstrations on proper chain saw use; felling, bucking and limbing of trees; Removal of problematic trees; and piling of slash pile for burning or chipping. Steve provided a flyer with more information on this exciting event. Four \$1,000 grants will also be made available to residents of Fremont, Custer and Pueblo Counties that attend the event.

h. Pueblo Mountain Park – Prescribed Fire Planning Update

Kurt Thompson is the District representative on this project. Steve, Kurt and Zane Owens (Pueblo Fire) will draft the Prescribed Fire Plan. The associated multi-year map was presented to Board Members. It was recommend by the Nature Conservancy to have prescribed fires in areas 15 and 11a in the first year. The project continues to move forward.

7. NEW BUSINESS

a. Pueblo County Mutual Aid Agreement

Bryan presented the Mutual Aid Agreement that was developed for area emergency response agencies. This all-hazard mutual agreement has been refined over the past 6 months and is now ready for inclusion by area agencies. Signatures are being obtained by associated agencies. After reviewing the document and hearing a summary of the document from Bryan, all Board Members were in agreement that the District should enter into this agreement and Steve should sign the documents as required. Steve noted that work leading up to this agreement has been in progress for the past 25 years.

Motion was made by Bob Thompson to accept the 2018 Pueblo County Mutual Aid Agreement, seconded by Kim Toman. Motion carried with no objections.

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

Meeting adjourned at 8:37pm.

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 March 31, 2018

-Statement of Fund Balance, March 31, 2018

-New Clinical Guidelines for EMS

-Beulah Fire Protection & Ambulance District, Construction Project Financial Summary

- Wildfire Community Preparedness Day 2018, flyer

-Pueblo Mountain Park: Healthy Forest & Wildland Fuel Mitigation project – Master Plan Map

-Mutual Aid Agreement for Fire Protection and Other Emergency Services Assistance Between Pueblo County Public Safety Entities