

**BEULAH FIRE PROTECTION AND AMBULANCE DISTRICT
BOARD OF DIRECTORS MEETING No. 130
August 24, 2017**

MINUTES

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

Board members present were: Chair and President Steve Douglas, Vice President Stephen McLaughlin, Treasurer Joni Smith, Secretary Kim Toman, and Fundraising Coordinator Bob Thompson. Also attending was Chief Bryan Ware. Visitor Paul Huber was also in attendance.

Chair and President Steve Douglas called the meeting to order at 6:30p.m.

2. APPROVAL OF AGENDA.

There were three additions to the agenda, Insertion of New Item 3, after the Approval of the Agenda, Paul Huber – Presentation of Business Lease Renewal; addition of Item 7.a, Appoint Budget Officer; and addition of Item 7.b, Brush 71 (Old San Isabel Truck). Other than these three additions, there were no other additions or corrections to the agenda.

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

3. Paul Huber – Lease Renewal, effective October 1, 2017

Paul Huber, the Landlord for the District Offices, presented a letter of update of the lease of Office Space with the District, effective October 1, 2017. The current lease expired December 31, 2016 and since then has been on a month-to-month basis with no changes. According to Paul, the new lease will be increasing to \$1,300 per month, from \$650 per month. The building where the District Offices reside is currently “for sale” and the District Office occupies approximately 741 square feet of the building. According to Paul, the current market rate for business lease space is \$8-10 per square foot; making the District Office space rent way under this market rate. This is the major reason for the increase. Paul also stated that the building would be more attractive to prospective buyers if it was generating more income.

Bryan will look into other potential office locations and will respond to Paul within one week about the rent increase presented tonight.

4. APPROVAL OF MINUTES of July 27, 2017 meeting.

Track changes submitted by Board Members were reviewed and approved by all attending Board Members and Bryan. There were no other additions or corrections to the meeting minutes.

Motion was made by Bob Thompson 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 Stephen McLaughlin. Motion carried with no objections.

5. FINANCIAL REPORT

a. The District checking balance is \$112,813.67. The District savings balance is \$55,914.60. The New Station Enterprise Fund balance is \$11,722.00. The Financial Report now includes the balances the District operating accounts held at the Bank of the San Juans.

b. Expense Line Item 8111, Personal Protective Equipment (PPE), current month activity is \$8,450. These funds were used to purchase new member structure gear. A \$2,000 grant from the Colorado Department of Public Safety, funds yet to be received, will help offset this expense.

c. Expense Line Item 8181, New Station, current month activity is \$12,000. These funds were used for the expected F&D International (F&D) contractual architectural payment.

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

6. CHIEF'S REPORT, reported by Bryan

a. So far this year there have been 137 total responses; 79 EMS and 58 Fire. Of the 79 medical calls, 60 have been transported.

b. EMS Billing has been slow and it is thought that changes in billing office personnel have fixed this problem. Rye Fire, who has been using the same billing company as the District, has recently changed billing companies. If the District's billing collection does not increase in the near future, the District will consider changing billing companies.

c. Thursday, September 21st at 5:00pm the District will be hosting a cookout and kickball game for our Responders, Board Members, Auxiliary Members and families to gather as an appreciation evening. The outing will be held at the ballfield at Pueblo Mountain Park. The District will provide the main dish, everyone is asked to bring a side dish or dessert. Invitations will be sent to everyone in the mail next week.

d. Sunday, September 10, 2017 will be the Patriot's Day event at Grand View Baptist Church. Bryan will send out an email with all the details for these events. Saturday, August 26, Tender 91 will be at the Colorado State Fair Parade. Four District Members will be in Tender 91 for the parade.

d. A request from Texas and New Orleans for EOC and Swift Water Rescue Crews came through today in preparation for the Class 3 Hurricane, Harvey, that is about to make landfall. At this time neither Pueblo County nor our District will be deploying for this effort.

7. OLD BUSINESS

a. District Auxiliary - update

The Cowboy Poetry event will be held on September 16. The Auxiliary will have one last meeting next Monday to co-ordinate the remaining activities for this event. The Auxiliary Board stresses that this year's event is a bigger and better event than previous years. A 30'x45' tent for music and lots of seating has been rented. Over\$5,000 has been received in sponsorships. Please spread the word that lots of volunteers are still needed to help with this event.

b. Fire Station Site Plans and Activities–Update

i. Permitting and Surveys

The District, F&D and Dick Sellers are all in agreement that the proposed new water line extension and the new fiber optic cable can co-habitate in the trench to be dug for the new fire station. Conduit for the fiber optic cable will be placed first in the trench and then the water line will be placed above the fiber optic cable. Dick Sellers is willing to pay for the portion of the water line extension from the new fire station down to Pine Drive Telephone. Dick will have his personnel place the conduit for future fiber optic cable in the trench; the water line contractor will not be responsible for this part of the construction. The water line contractor will have the lead on this project and Dick will have to follow their lead. Steve discussed this with Dick and Dick was in agreement with this process.

ii. Site Plans and Concept Design

The preliminary drawings have been completed by the metal building company. Once the metal building plans are finalized the station's foundation plans can be finalized. Once that is done, the bid documents can be finalized for the building construction process. The water line bid process will be separate from the building bid process. The water bid process is expected to start around the end of September, once the fire station property has been formally annexed into the Beulah Water Works District. The length of time the bid is open is yet to be discovered. Bryan will get the details from F&D on this issue.

Kyle Jones has offered to the District decorative fencing for the new station in trade for his company's advertising sign being posted at the new station. This idea will be considered by the District. In fact, toward the end of the project a list of unmet needs should be developed so that individuals can be asked to be donate specific items.

iii. Ground Breaking Ceremony

The Groundbreaking Ceremony was a success.

iv. Site Work

4 Rivers Equipment (the John Deere dealer in Pueblo West) provided two large front end loaders (rent free) needed to do most of the preliminary excavation work. United Rental did the same with a small bull dozer used on the project. The District will be responsible for fueling these large pieces of equipment, as well as the cost of transporting them to the building site. Kyle Levar and Donald Griggs and a few other volunteers are operating the equipment. The left over dirt is still being hauled away on a first-come-first-served basis. Hauling of the dirt is provided by the person who wants the dirt, with our personnel loading the trucks and trailers using one of the front end loaders.

v. Bid Documents & Price Quotes

The general contractor construction bid documents are being developed. These documents are being prepared by F&D International and are expected to be completed around September 1, 2017.

vi. DOLA Grant

The District is still on track to apply for a DOLA Grant in December 2017.

vii. Fire Station Construction Loan – Bank of the San Juans

All the corresponding funds have been transferred into the escrow account and fire station construction bills have begun to be paid out of it. The District has the software to print the checks now. Invoices are sent to Bryan or Todd, together they determine the bills that need to be paid. Bryan and Todd then verify the bills to be paid and provides Dominic, at Bank of the San Juans, this listing of bills to be paid with both Bryan's and Todd's approval. Then, with Dominic's approval, Bryan will print the approved checks for the bills to be paid.

viii. Water Line – update – Beulah Water Works District (BWWD)

Bill Wheeler has been collecting signatures on the last documents needed for annexation of properties into their district. That is needed for our water line extension project to move forward. Bill does not need to wait for a Board meeting to submit these documents to the attorney. Once the documents are at the Water District's attorney's office the official notifications can be posted. A public meeting can be held on the property annexation 30 days after the meeting is posted.

c. District Accounts – Bank of the San Juans - Update

All the District accounts have been created at the Bank of the San Juans. Next Tuesday at 1pm Joni and Bryan will begin the process of closing the District accounts at Pueblo Bank & Trust. The Pueblo Bank & Trust (PB&T) main operating account will remain open until the beginning of 2018 so that 2017 Pueblo County property tax payments will continue to be deposited into the PB&T account. Starting in 2018 the property taxes collected by Pueblo County will be deposited into our accounts at the Bank of the San Juans, with fire station tax revenues going to our NOTE Account and our general property tax revenues going to our main operating account. Then the PB&T main operating account will be closed. By September 1, all other automatic deposits will be switched over the Bank of the San Juans main operating account.

d. Public Education on Flash Flooding - Update

The District is attempting to purchase the sirens from a sole source vendor. By doing this the District will not have to go out for bid for the sirens. Dylan Jacketta and Bryan are also talking to the gate company to have the gates sole sourced as well. The state grant funding for these two projects has to be spent by December 31, 2017, so these projects have to keep moving forward expediently. San Isabel Electric is willing to allow Pueblo County to put the sirens on new poles in their current electric utility pole easements.

CO-CO/CSUP will be hosting a FREE Burn Area Mitigation Training on August 30, 2017 from 9am to 3pm at Rancho San Carols on 3R Road. This event is open to property owners and contractors. This is a good training opportunity and Board should encourage Beulah residents to attend.

8. NEW BUSINESS

a. Appoint Budget Officer

A nomination was made to appoint Joni Smith as Budget Officer. There were no other nominations for this position. After discussions and being no other nominations, the Board moved to appoint Joni Smith as Budget Officer.

Motion was made by Bob Thompson to appoint Joni Smith as Budget Officer, seconded by Stephen McLaughlin. Motion carried unanimously

b. Brush 71 (Old San Isabel Truck)

Brush 71, has over 280,000 miles and broke down after the Beulah Hill Fire, was repaired and put back in service. Since being back in service, Brush 71 broke down and has been taken out of service once again. In the past 2 years \$5,462 has been spent on repairs for this truck. Bryan does not feel that it is wise to put more money into this truck; rather, Brush 71 should be left out of service and then retired when another equivalent replacement vehicle is found. We would transfer equipment (pump, tank, etc.) from Brush 71 to the replacement vehicle. Bryan will see if Brush 71 can be replaced with a possible donation of a used truck by San Isabel Electric. After discussions, the Board agreed to keep this vehicle out of service, with no repairs being made, and begin asking local agencies for ideas about possible donations to replace this vehicle. Bryan will ask the State about the current status of the Type 6 loaner truck as well asking Emergency Services Bureau about a possible donation of a used truck.

9. MOTION TO ADJOURN: *Motion to adjourn was made by Joni Smith, seconded by Kim Toman. Motion carried with no objections.*

Meeting adjourned at 8:15pm.

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

Attachments

- Agenda
- Letter dated August 24, 2017 to the District from Paul Huber, Landlord, outlining Business Lease Renewal and Rent Increase
- Beulah Fire Protection and Ambulance District - Statement of Actual to Budget, Jan 1 to July 31, 2017
- Email dated August 24, 2017 from Richard (Dick) Sellers to Steven Douglas regarding utility service to Pine Drive Telephone located at 8611 Central Avenue
- Flyer for Coalitions & Collaboratives, Inc regarding a Free Burn Area Flash Flood Mitigation Training on August 30, 2017