

# SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

## Minutes for February 7, 2013 Public Meeting

- 1) **Call to Order:** Chairman Calanni called the meeting to order at 7:06PM.
- 2) **Attendees:** In attendance are Board Members Sam Calanni, Anita Long, Amy Mason, Flip Boettcher, Harry Gintzer and Secretary Roberta Smith. Also, in attendance were Department and Auxiliary members Acting Co-Chief Gene Stanley, Acting Co-Chief Larry Le Page, Joan Le Page, and Doug Schellenger.
- 3) **Approval of Agenda:** Amy Mason motioned to Approve the Agenda and Flip Boettcher seconded the motion. Vote is unanimous.
- 4) **Approval of Jan. 3rd Meeting Minutes:** Anita Long motioned and Flip Boettcher seconded to accept the Minutes as submitted. Vote is unanimous.
- 5) **Directors, Chief, and Committee Reports:**

**Treasurers Report (Report Attached):** Highlights of the Treasurer's Report presented by Treasurer, Anita Long were that the Dept. received 7 Forrest Service checks totaling \$68, 786.14 and 6 checks were issued to wildfire participants in the amount of \$66,004.14 with a YTD Net Service income to the Department of \$2,782. Recorded the \$1200 which was received for Pumper 962 and wrote off the value of \$4,170.62 with a net loss of \$2,970.62 on this asset. Income at the end of January is \$1145 which is \$80 more than budgeted. Expenses are \$7,992 which is \$9,820 less than budgeted. Net Loss is \$6,848 which is \$9,899 better than budgeted. W-2's, W-3, 1099's and 1096 were issued mid January.. All necessary data and backup were sent to CPA firm for Financial Reports and Exemption from Audit.

**Public Relations:** The Crown Point Card will be included for advertising if received. The next Newsletter is targeted for April. Anita will be sending out invoices for advertising and would like to offer the advertisers to pay the \$30 once per year for two publications. Please email any ideas for the Newsletter directly to Rita Baysinger in Anita's absence.

**Regulatory matters (see attached schedule/election cancel):** Chairman Calanni reviewed the status of Schedule of Regulatory Submissions for the 1<sup>st</sup> and 2<sup>nd</sup> Quarters of CY 2013. Anita Long reported that she was able to acquire the filing ID for DOLA to submit documents to the web site and will have immediate acknowledgement of the submission of documents. Sam Calanni reported that we were in receipt of a letter from DOLA stating we had not submitted the necessary documents for the cancellation of the election. The documents were submitted to DOLA. Regulatory matters are on schedule.

**Chief's Report:** There were 5 calls in January. 3 Medical calls which were two ambulance runs to PPRH and one to St. Thomas More. There were two traffic calls. Gene Stanley reported on the status of the Forrest Service Truck – Type III Engine. This possible acquisition has been in the works for several months. Gene has reactivated search from contacts made at the Fern Lake Fire. Gene continues to talk and negotiate with new contact and this potential acquisition remains viable. The truck is a military Type III Engine which holds 900 gallons and is also compressed air foam. Gene is attempting to gain title to this vehicle at no cost as well as keeping our present Engine 940. The current Forrest Service Truck received its annual inspection with a "clean bill of health" but has a defective drag link on the steering. The part will be supplied and Jim Yoder will install. Currently awaiting the Foam Switch for the Unimog which was agreed upon at the time of purchase. The Foam Tank had to be replaced at a cost of \$387 to the Dept. It was subsequently agreed upon to split the cost of the tank with the former owner. The Board has no problem with splitting the cost of the

tank. The former owner agreed to supply the Dept with the DVD's for the operation of the Unimog. The current radio will be replaced by a radio from the Dept. There was a frozen water valve which was replaced at a minor cost. The RETAC Grant for \$2500 remains pending with the ES Council. This will be used toward the Life Pak 12.

**Aux Report:** Report given by Doug Schellinger, Auxiliary Pres. Plans are underway to mount the ovens and the propane stove in the service truck. There will be an Aux meeting this month but date has not been set. Article in paper regarding address signs has been productive. Fire Fighter of the year plaque has been mounted. The Fire Fighter of the year parking sign is currently being made.

**Fire Chief Search Committee Report:** There are 21 active applications and one applicant withdrew. All committee members have looked at all the resumes. The committee will get together to discuss the candidates. Some discussion followed about health insurance. Gene Stanley stated he would talk to Tom Eisenman about county insurance for single and family coverage. The committee will get together a week from now and will choose two or three candidates to interview. One phone interview has been conducted.

**Internal Audit Committee Report (see attached report):** Anita Long reported on the Internal Audit. There were 42 random transactions audited. Discussed the possibility of automating several bills per month. Some bills may be paid automatically by using VISA. Anita requests the Board's permission to automate the payment of several of the monthly bills. There was one invoice identified by the audit committee that did not have proper authorization. Anita will differentiate 1099 Income and Expenses for year 2013. We are anticipating payments for two invoices for service income from 2012. Flip Boettcher moves and Amy Mason seconds the motion to accept the suggestion to automate by the Audit Committee. The vote is unanimous.

#### 6) Old Business:

**Policy Review 060:** This item will be tabled until next week due to the large number of changes made by Amy Mason that will need to be discussed.

**Storage area (grant/deed):** Chairman Calanni has searched for a grant deed but has only found quit claim deeds. Sam will make an inquiry at the Assessor's Office on how to get quit claim deeds changed to warranty deed if needed.

**Unimog Status (license):** Sam states he has title, verification of VIN number, and Insurance and will get the Unimog licensed. Jim Yoder states he will have the Unimog at Station #2 for training.

**Hummvee Status:** The doors are in and Jim Yoder has the sheet metal to fabricate the roof. Jim would like to keep the Hummvee at his shop.

**Forest Service Truck:** Covered in Chief's Report by Gene Stanley. With the acquisition of this truck the District will have 16 vehicles.

7) **Executive Session:** An Executive Meeting was called to order at 8:05PM and ended at 9:08PM to discuss personnel matters.

8) **New Business:** Public Hearing on Inclusions opens at 9:12PM. Let the record show that this Public Meeting was properly advertised in the legal section of the Flume at least two weeks prior to this meeting. There are five properties with four owners who have requested inclusion in the District. Is there anyone who has any objections to including these properties into the District? No written objections have been received regarding inclusion of these properties. Hearing no objections, Chairman Calanni declares the Public Meeting closed. At this time we will consider a resolution to include these properties. Public Meeting closed at 9:15PM.

**Resolution on Inclusions:** Chairman Calanni read the "Inclusion Resolution" to the Board. The

motion to adopt the Resolution was made by Anita Long and was seconded by Harry Gintzer. Vote is unanimous. The Chairman declares the motion duly passed and the Resolution is adopted. The common court needs to rule on this. Chairman Calanni takes responsibility for completing those tasks.

**Approval of CPA Engagement:** Anita Long discusses the proposal from the Osborne, Parsons & Rosacker, LLP CPA firm to perform a compilation of the Annual Statements and prepare and submit the District's 2012 State Application for Exemption Form. Their estimate for fees is \$2025. Anita Long moves that the Board accepts the CPA Proposal and seconded by Amy Mason. Vote is unanimous.

**Resolution for Audit Exemption:** Anita Long read the SPCFPD "Resolution for Exemption from Audit" Anita Long moves that the Resolution from Audit be accepted and the motion was seconded by Flip Boettcher. Vote is unanimous. The Resolution needs to be signed by all Board Members and will be passed around for signature.

**Billing for Non-Included Property:** The second notice has been sent out for payment for a fire in an abandoned root cellar which required control by the Fire Department. The property owner has been attempting to get the renter to pay, however, it is the owner who is responsible for the taxes on this property and the owner must be the one to request inclusion in the District. The renter was notified by Acting Co-Chief Larry LePage that the owner and not the renter was the responsible party. The next letter will be a notice to place a lien on the property, however, the matter must be brought to a collection agency first prior to placing a lien on the property.

**Station 2 Sign:** Dave Tilton has got the lumber to make the sign for Station 2.

**EMC Grant:** The grant is in process for \$2500 and will go to offset the cost of the purchase of the LifePak 12.

**Ratify Purchase of LifePak 12:** Harry Gintzer motioned to ratify the purchase of the LifePak 12 for \$8356 and was seconded by Amy Mason. The EMC Grant if awarded will be for \$2500 and will be credited to the cost of the LifePak 12. Vote is unanimous.

**Ambulance Transport Protocol:** Chairman Calanni verified with Joan LePage that Dr. Ross has requested that transport out of District be discontinued until his meeting with the Department on Tuesday February 12<sup>th</sup>.

#### 9) **Public Input/events:**

**Guffey School Pie Palooza:** The Pie Palooza was held today at the Guffey School.

**Community Association Key Pad Access:** The lock on the Community Center is now a key pad and it is individualized. The keys issued will no longer work as the lock is gone. There are applications forms in the unlocked entry. The \$15 payment may be sent to Box 111.

**Health Fair:** Harry Gintzer will be the liaison between the Health Fair and the Fire Department.

**Guffey School Board Election:** There are three seats on the school board that are open. Interested parties may see Frank Ruvo. Mary Ann Melvin will be the Guffey School DEO.

10) **Adjourn Public Meeting:** Meeting was adjourned by Chairman Calanni at 9:34PM.

**Respectfully Submitted by Roberta Smith, Secretary**