



SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

Board of Directors' Meeting

2014.12.03 @ 7:00 pm

1) Introduction of Visitors

None

2) Attendees:

Board members present:

Ken Thomas - Chair
Flip Boettcher
Mike Parrish
Sandy Rucker – Treasurer
Steve Wilson
(Mike Brandt - Secretary to the Board)

Department members present

Acting Chief Aaron Mandel
Davis Tilton, Chief Engineer
Scott Elmore
Eugene Farmer
Wendy West

3) Call to Order:

Meeting called to order at 07:01 PM by Board Chair Ken Thomas.

4) Approval of Agenda:

Mr. Wilson moved to approve the agenda, second by Ms. Boettcher; motion carried.

5) Approval of Minutes

Motion to approve the corrected minutes from the 2014.11.06 monthly meeting by Ms. Rucker, second by Mr. Wilson, motion carried.

Motion to approve the 2014.10.17 Special meeting minutes, and preapprove minutes reflecting only executive session personnel discussions for the special meetings on 2014.11.17 and 2014.11.26 by Ms. Rucker, second by Mr. Parrish; motion carried.

6) Director's Chief's and Committee Reports

a. Treasurer's Report

Treasurer's report is available at www.guffeyfire.net

Account established for the Werner L. fund, for the ambulance fund and for the Don Felton memorial fund.

No extraordinary items to report this month and there are no requests for payment to review and approve.

b. Regulatory Matters - (see New Business)

c. Chief's Report

Incident responses

	Month	Year to Date	
Traffic Accidents	0	10	16%
Medical	4	31	48%
Wild Fires	0	7	11%
Smoke Reports	1	8	12%
Structure Fire	1	1	2%
Other	0	7	11%
Total Calls	6	64	

Summary

1. New cots in service, with new shoulder harnesses
2. RX Burns - On hold till weather window. 5 are waiting on acceptable conditions and more are expected.
3. Matt – off working Ski Patrol, Scott Elmore taking his place. Payment will be still coming from the Werner L. fund.
4. Life packs – In the process of getting reprogrammed and calibrated. First has been sent out and appears acceptable; upon its return the second will be sent out.
5. Tim Rucker – moved to reserves, added Jay Willis and Steve Taylor.
6. P.E.P. Points – Checks for Christmas
7. Equipment sales – the Dodge and the Deuce and a half were picked up - \$5,200 income. Both should be removed from the insurance.
8. Service income - \$939.32 so far, need better payment process.
9. Wildland rates – Kale only paid out at AD rate not our Department Rate.
10. Deals.Gov – Scott working on listing stuff, I'm cleaning out store room. No response to date.
11. New Tender – one we were pursuing was sold, we need a new plan. Builder may be willing to consider trade plus \$\$ for UniMog and the old tender. Fenton only lists information and acts as a sale site for a 10% fee. Would prefer to only sell something when an immediate replacement is available. An option would be to rent/lease/buy on contract and then sell our asset to pay it off. Will pursue finding out appropriate values for engines we might wish to sell.
12. New Ambulance – As this seemed higher priority, spent more time on this subject. Found 1 fully meeting our needs, 3-4 from volunteer departments – all were professionally maintained. They're back east and would require a trip to review the units. One stands out, a 2004 unit that meets the requirements we defined including air height adjust and all wheel drive. Information for this unit is submitted to the Board for their review. (Asking price is \$29,900.) [33:00]
13. Wendy West re: Medical report, billing, Dr. Dewall – legal
 Dr. Dewall – still awaiting meeting here, now pushed back to January (?) to review and define requirements. Protocols are updated with IO's for IV certified personnel. Medical report writing is now in 3 formats and Wendy wants to rationalize this into a single form. A letter from Dr. Dewall was received that will allow more training on-site at the hospital if we give them releases from our insurance.

Medical Billing – looking at data from last year and this year. Last year there were 79 calls of which 21 were BLS which would have been billable calls. This year we've had 11 BLS calls that would be billable under current rules. BLS base calls can be billed and if the report accurately fulfills the Medicare or Medicaid format rules, we can recover mileage charges and medical charges. Any failure in report format and information will cause rejection. May not be cost effective to obtain training in billing procedures and there is limited chance of recovering payments even if we start billing. Earlier boards had not chosen to bill or continue to bill as the time and effort were not rewarded.

Mr. Thomas recommended we continue to investigate and determine if there is a cost-effective method. There has been pressure from Fairplay to be a billing unit but they have exhibited no interest in doing the billing for our group. Advice was that a minimum of 50 billable BLS calls are needed to make billing viable. Mr. Mandel noted that there would be significant added single-use equipment costs if run volume increased to that level. [50:00]

d. Auxiliary Report – Mr. Tilton

The date for the Christmas pot-luck dinner is 6 p.m. on Dec 13th at Station 1.

7) New Business

Packages were supplied to the Board with the following documents.

2015 Certification of Tax Levies for Non-School Governments – projected income from tax is \$174,284 (see [attachment 1](#)).

2015 Resolution to Set Mill Levies (see [attachment 2](#)).

2015 Budget Transmittal Letter (see [attachment 3](#)).

2015 Approved Budget (see [attachment 4](#)).

2015 Budget Message (see [attachment 5](#)).

2015 Resolution to Adopt Budget (see [attachment 6](#)).

2015 Resolution to Appropriate Sums of Money (see [attachment 7](#)).

2015 Schedule of Board Meetings Transmittal Letter (see [attachment 8](#)).

2015 Schedule of Regular Board Meetings (see [attachment 9](#)).

Ms. Rucker moved to accept the package, second by Mr. Thomas, motion carried. [56:00]

8) Public input

9 Health Fair is being scheduled for April 11, 2015 and will need some help. Ms. West will be the point of contact and work out the details.

9) Adjourn to Executive Session

Mr. Thomas moved to adjourn and move into executive session for the discussion of personnel matters pursuant to CRS Section 24-6-402-4(f), motion carried.

Meeting adjourned to executive session at 8:00 PM.

10) Reconvened meeting at 10:10 PM

11) Adjourn meeting:

Motion to adjourn was made by Mr. Thomas and seconded by Ms. Rucker. Meeting adjourned at 10:11 p.m. by Board Chair Thomas.

Attachment 1: Certification of Tax Levies

16 County Tax Entity Code

DOLA LGD/SID 47017 / 1

CERTIFICATION OF TAX LEVIES for NON-SCHOOL Governments

TO: County Commissioners¹ of Park County, Colorado.

On behalf of the Southern Park County Fire Protection District (SPCFPD),
(taxing entity)^A

the Board of Directors,
(governing body)^B

of the Southern Park County Fire Protection District (SPCFPD),
(local government)^C

Hereby officially certifies the following mills to be levied against the taxing entity's GROSS \$ 22,213,090 assessed valuation of:
(GROSS^D assessed valuation, Line 2 of the Certification of Valuation Form DLG 57^E)

Note: If the assessor certified a NET assessed valuation (AV) different than the GROSS AV due to a Tax Increment Financing (TIF) Area^F the tax levies must be calculated using the NET AV. The taxing entity's total property tax revenue will be derived from the mill levy multiplied against the NET assessed valuation of: \$ 22,213,090
(NET^G assessed valuation, Line 4 of the Certification of Valuation Form DLG 57)

Submitted: 12/4/2014 for budget/fiscal year 2015.
(not later than Dec. 15) (mm/dd/yyyy) (yyyy)

PURPOSE (see end notes for definitions and examples)	LEVY ²	REVENUE ²
1. General Operating Expenses ^H	<u>7.846</u> mills	\$ <u>174,284</u>
2. <Minus> Temporary General Property Tax Credit/ Temporary Mill Levy Rate Reduction ^I	< <u> </u> > mills	\$ < <u> </u> >
SUBTOTAL FOR GENERAL OPERATING:	<u>7.846</u> mills	\$ <u>174,284</u>
3. General Obligation Bonds and Interest ^J	<u> </u> mills	\$ <u> </u>
4. Contractual Obligations ^K	<u> </u> mills	\$ <u> </u>
5. Capital Expenditures ^L	<u> </u> mills	\$ <u> </u>
6. Refunds/Abatements ^M	<u> </u> mills	\$ <u> </u>
7. Other ^N (specify): <u> </u>	<u> </u> mills	\$ <u> </u>
	<u> </u> mills	\$ <u> </u>
TOTAL: [Sum of General Operating Subtotal and Lines 3 to 7]	<u>7.846</u> mills	\$ <u>174,284</u>

Contact person: (print) Sandy Rucker Daytime phone: (719) 689-5510
Signed: _____ Title: Treasurer, SPCFPD

Include one copy of this tax entity's completed form when filing the local government's budget by January 31st, per 29-1-113 C.R.S., with the Division of Local Government (DLG), Room 521, 1313 Sherman Street, Denver, CO 80203. Questions? Call DLG at (303) 866-2156.

¹ If the taxing entity's boundaries include more than one county, you must certify the levies to each county. Use a separate form for each county and certify the same levies uniformly to each county per Article X, Section 3 of the Colorado Constitution.
² Levies must be rounded to three decimal places and revenue must be calculated from the total NET assessed valuation (Line 4 of Form DLG57 on the County Assessor's final certification of valuation).

Attachment 2: 2015 Resolution to Set Mill Levies



Southern Park County Fire Protection District

Resolution to Set Mill Levies

A RESOLUTION LEVYING GENERAL PROPERTY TAXES FOR THE YEAR **2015** TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT, COLORADO FOR THE **2015** BUDGET YEAR.

WHEREAS, the Board of Directors of the Southern Park County Fire Protection District, has adopted the annual budget in accordance with the Local Government Budget Law, on December 4th, 2014 and;

WHEREAS, the amount of money necessary to balance to budget for the general operating purposes from property taxes of \$174,285 and:

WHEREAS, the 2015 valuation for assessment for the Southern Park County Fire Protection District as certified by the County Assessor is \$22,213,090.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT COLORADO:

Section 1. That for the purpose of meeting all general operating expenses of the Southern Park County Fire Protection District during the 2015 budget year, there is hereby levied a tax of 7.846 mills upon each dollar of the total valuation for assessment of all taxable property within the Southern Park County Fire Protection District for the year 2014.

Section 2. That the Treasurer is hereby authorized and directed to immediately certify to the County Commissioners of Park County Colorado, the mill levies for the Southern Park County Fire Protection District as hereinabove determined and set, or be authorized and directed to certify to the County Commissioners of Park County, Colorado, the mill levies for the Southern Park County Fire Protection District as hereinabove determined and set, but as recalculated as needed upon receipt of the final (November) certification and valuation from the county assessor in order to comply with any applicable revenue and other budgetary limits.

ADOPTED, this 4th day of December, A.D. 2014.

Ken Thomas, Chairman

Sandy Rucker, Treasurer

Attachment 3: 2015 Budget Transmittal Letter



Southern Park County Fire Protection District

Letter of Budget Transmittal

**THIS FORM IS TO BE COMPLETED AND SUBMITTED WITH THE ADOPTED BUDGET
NO LATER THAN JANUARY 31.**

To: Division of Local Government
1313 Sherman Street, Room 521
Denver, CO 80203

Date: December 4, 2014

Attached is a copy of the **2015** budget for the **Southern Park County Fire Protection District (SPCFPD)** in **Park County**, submitted pursuant to Section 29-1-113, C.R.S. This budget was adopted on **December 4, 2014**. If there are any questions about the budget, please contact Sandy Rucker, Treasurer at (719) 689-5510, and PO Box 11, Guffey, CO 80820-0011.

I, SANDY RUCKER, SPCFPD TREASURER, hereby certify that the enclosed is a true and accurate copy of the 2015 Adopted Budget.

Form DLG 54

Attachment 4: 2015 Approved Budget



**SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT
PROPOSED 2015 BUDGET
GENERAL FUND and CAPITAL RESERVE FUND
For Public Review**

10/9/2014

<u>GENERAL FUND</u>	<u>ACTUAL</u> PRIOR YEAR 2013	<u>PROJECTED</u> CURR YEAR 2014	<u>PROJECTED</u> BUDGET 2015
Beginning <u>GENERAL FUND</u> Balance at Jan. 1	103,055	131,939	80,022
Cash In			
Other Income			
Donations	4,790	13,137	1,800
Service Income	19,129	(384)	-
Interest from bank accounts	206	163	168
Miscellaneous	(21,516)	13,516	-
Total Other Income	2,610	26,432	1,968
Income from Property Taxes:			
Tax Collections	178,801	165,087	174,285
Special Ownership (SO) Taxes	17,639	15,000	16,562
Interest from County on Taxes	546	300	317
Total Tax Income	196,985	180,387	191,164
Total Cash In/Inflows	199,595	206,819	193,132
Total Available Funds	302,650	338,758	273,154
Cash Out			
Administrative	66,505	156,512	70,612
County Treasurer Fees	5,380	4,947	5,735
Insurance	20,975	27,264	23,817
Fire Fighting and Medical Supplies	8,734	5,213	10,350
Repairs & Maintenance	22,817	17,721	27,810
Training (includes training supplies & travel exps)	14,278	8,402	5,000
Utilities	9,688	10,095	11,344
Vehicle Fuel	12,334	11,382	12,000
Total Operating Expenses/Outflows	160,711	241,536	166,668
TABOR Restricted	5,988	6,205	5,794
Total increase (decrease) to <u>GENERAL FUND</u>	38,884	(34,717)	26,464
Moved (to) or from Capital Reserve Fund	(10,000)	(17,200)	-
Ending <u>GENERAL FUND</u> Balance at Dec. 31	131,939	80,022	106,486
<u>CAPITAL RESERVE FUND</u>	<u>ACTUAL</u> PRIO Year 2013	<u>PROJECTED</u> CURR YEAR 2014	<u>PROPOSED</u> BUDGET 2015
Beginning <u>CAPITAL RESERVE FUND</u> Balance at Jan. 1	30,000	40,000	50,000
Moved (to) or from General Fund	10,000	17,200	26,000
Increases: Capital Grants and Apparatus Donations	-	1,800	-
Decreases: Capital Outlays (includes grants/donations)	-	9,000	-
Total increase (decrease) to <u>CAPITAL RESERVE FUND</u>	10,000	10,000	26,000
Ending <u>CAPITAL RESERVE FUND</u> Balance at Dec. 31	40,000	50,000	76,000
(Totals may not sum exactly due to rounding) TOTAL BOTH FUNDS:	171,939	130,022	182,486

Attachment 5: 2015 Budget Message



Southern Park County Fire Protection District

2015 Budget Message

(January 1, 2015 through December 31, 2015)

Important Features of the Budget

The Budget is presented in a format that is in compliance with budget law. Revenues are generated from general property taxes, specific ownership taxes, donations, grants, service income, and interest income. Expenses are categorized under administration, county treasurer fees, fire fighting and medical supplies, repairs and maintenance, training, utilities, vehicle fuel, and capital outlays. The District is subject to TABOR and restricts a portion of its reserves to comply with TABOR. The property tax income budgeted for 2015 is \$9,000 more than the amount received in 2014.

Last year, the Budget included revenues anticipated from Service Income for participation in fighting wildfires outside of the District. This amount did not come to fruition due to personnel decisions made by the Board. This revenue is not expected to occur in 2015 and has therefore been removed from the Budget.

Budgetary Rules of Accounting

The budget is prepared on a cash basis of accounting. Revenues are recorded in the accounts when they are received and expenses are recorded when cash is distributed.

The District

The District is a political subdivision established pursuant to the Colorado Revised Statutes, as amended. The District, located in Park County, Colorado, currently provides the following services: Fire fighting services, fire prevention, emergency medical and rescue services.

Ken Thomas, Chairman

Sandy Rucker, Treasurer

December 4, 2014

Attachment 6: 2015 Resolution to Adopt Budget



Southern Park County Fire Protection District

Resolution to Adopt 2015 Budget

(Pursuant to 29 – 1 – 108, C.R.S.)

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES FOR EACH FUND AND ADOPTING A BUDGET FOR THE SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT, COLORADO, FOR THE CALENDAR YEAR BEGINNING THE FIRST DAY OF JANUARY, 2015 AND ENDING THE LAST DAY OF DECEMBER 2015.

WHEREAS, The Board of Directors of the Southern Park County Fire Protection District has appointed a Budget Committee consisting of the Chairman, Treasurer and Chief, to prepare and submit a proposed budget to said governing body at the proper time, and;

WHEREAS, the Budget Committee has submitted a proposed budget to this governing body on October 9, 2014 for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 6, 2014, and interested taxpayers were given the opportunity to file or register any objects to said proposed budget, and;

WHEREAS, whatever increases may have been made in the expenditures, like increases were added to the revenues or planned to be expended from reserves/fund balances so that the budget remains in balance, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT, COLORADO:

Section 1. That the budget as submitted, amended, and summarized by fund, hereby is approved and adopted as the budget of the Southern Park County Fire Protection District for the year stated above.

Section 2. That the budget hereby approved and adopted shall be signed by the Chairman and Treasurer of the District and made a part of the public record of the Southern Park County Fire Protection District, Park County, Colorado.

ADOPTED, this 4th Day of December, A.D. 2014.

Ken Thomas, Chairman

Sandy Rucker, Treasurer

Attachment 7: 2015 Resolution to Appropriate Sums of Money



Southern Park County Fire Protection District

Resolution to Appropriate Sums of Money

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE VARIOUS FUNDS AND SPENDING AGENCIES, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT, COLORADO, FOR THE **2015** BUDGET YEAR.

WHEREAS, the Southern Park County Fire Protection District has adopted the annual budget in accordance with the local Government Budget Law, on December 4, 2014, and;

WHEREAS, the Southern Park County Fire Protection District has made provision therein for revenues (including monies from reserves/fund balances) in an amount equal to or greater than the total proposed expenditures as set forth in said budget so that the budget remains in balance, as required by law, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the District.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT, COLORADO:

Section 1. That the following sums are hereby appropriated from the revenue from each fund for the purposes stated:

GENERAL FUND:	Administration and Operations:	\$166,668
RESERVE FUND:	Capital Outlays:	<u>\$ 76,000</u>
	TOTAL	\$242,668

ADOPTED, this 4th Day of December, A.D. 2014.

Ken Thomas, Chairman

Sandy Rucker, Treasurer

Attachment 8: 2015 Schedule of Board Meetings Transmittal Letter



Southern Park County Fire Protection District

Letter of Transmittal Schedule of Regular 2015 Board Meetings

To: Park County Assessor
PO Box 636
Fairplay, CO 80440-0636

Date: December 4, 2014

Attached is the Southern Park County Fire Protection District's Schedule of Regular 2015 Board Meetings. This 2015 meeting schedule was adopted on December 4th, 2014 and has been properly posted.

I hereby certify that the attached is a true and accurate copy of the required submission by the Southern Park County Fire Protection District.

Sandy Rucker, Treasurer
(719) 689-5510
SPCFPD
PO Box 11
Guffey, CO 80820-0011

Attachment 9: 2015 Schedule of Regular Board Meetings

**Southern Park County
Fire Protection District
SPCFPD Board of Directors**
P.O. Box 11
Guffey, CO 80820-0011
(719) 689-9479 ~ fax (719) 689-9483
www.guffeyfire.net



Kathryn (Flip) Boettcher, Director
Mike Parrish, Director
Sandy Rucker, Treasurer
Ken Thomas, Board Chair
Steve Wilson, Director

Schedule of Regular **2015** Board Meetings
Fire Station #1
1745 County Road 102, Guffey, CO
@ 7:00 pm

First Thursday of each month

(unless noted below)

January 8, 2015

This is the 2nd Thursday in observation of New Year's Day

February 5, 2015

March 5, 2015

April 2, 2015

May 7, 2015

June 4, 2015

July 8, 2015

This is the 2nd Thursday in observation of Independence Day

August 6, 2015

September 3, 2015

October 2, 2015

November 5, 2015

December 10, 2015

This is the 2nd Thursday in observation of conflicting community event