



## SOUTHERN PARK COUNTY FIRE PROTECTION DISTRICT

### Board of Directors' Meeting

2016.02.04 @ 07:00 pm

#### 1) Introduction of Visitors

Bill Betz

Donna Rodriguez

Steve Taylor

#### 2) Attendees:

##### Board members present:

Ken Thomas - Chair

Mike Parrish

Sandy Rucker – Treasurer

Steve Wilson

(Mike Brandt - Secretary to the Board)

##### Excused Board Member:

Flip Boettcher

##### Department members present

Chief Aaron Mandel

Scott Elmore

Eugene Farmer

John Stride

#### 3) Call to Order:

Meeting called to order at 07:00 PM by Board Chair Ken Thomas.

#### 4) Approval of Agenda:

Mr. Thomas amended the agenda to add an Executive Session at the end of the meeting. Mr. Thomas moved to approve the amended agenda second by Mr. Wilson; motion carried.

#### 5) Approval of Minutes

Motion to approve the minutes from the 2016.01.07 meeting by Mr. Thomas, second by Ms. Rucker, motion carried.

#### 6) Director's Chief's and Committee Reports

##### a. Treasurer's Report

Treasurer's report is available at [www.guffeyfire.net](http://www.guffeyfire.net) . No extraordinary items to report this month.

Resolution to adopt amended 2015 budget: (see [attachment 1](#)) Ms. Rucker moves to accept the resolution, second by Mr. Parrish, motion carried.

Ms. Rucker moved to pay Rita Baysinger \$11,519.26 for service income for 2015, second by Mr. Thomas, motion carried.

##### b. Regulatory Matters

Bill of Note –info from SDA: HR 16-1088. Each fire protection district may propose an impact fee for new construction on newly or freshly improved rea property. Fees must be realistic and in line with the Bill requirements. Bill will be discussed February 10<sup>th</sup> at 13:30.

FYI Self-Nomination Forms Due by February 26<sup>th</sup> or write-in notification by the 29<sup>th</sup>. Notice will be published in legal section of the Flume tomorrow.

Prior to March 31st Application for Exemption from Audit is due to Colorado State Auditor, task performed by our CPA firm.

April 30th is deadline to file court order of inclusions for assuring tax in next fiscal year.

c. Chief's Report

Incident responses

	Month	Year to Date
Traffic Accidents	2	2
Medical	5	5
Wild Fires	1	1
Smoke Reports	0	0
Structure Fire	0	0
Other	2	2
<b>Total Calls</b>	<b>10</b>	<b>10</b>

Summary

1. Equipment still for sale. Some inquiries on trucks, none on UniMog.
2. Black Mountain Family Reunion – Still waiting on check.
3. Engine 9-1 still needs fixing. Estimates for repairs. Foam system is still inactive, but the pump works. Potential new source for repair. Estimate to get it to Denver only, no repair estimate to date. To get new repair estimate and potentially repair on site would cost on the order of \$2,400. Repairs would affect only the foam and compressor units. Engine 9-1 also carries all the extrication equipment. The truck is functional as a structural engine without the foam system. If the compressed air foam system(CAFS) is repaired and made functional, normal weekly service interval test should keep the system operational. Alternate is to carry foam cans and pickup tubes to make foam but that is not as efficient as a CAFS. Estimate for a replacement CAFS is \$10,000 plus R&R. Need an estimate for analysis if the department drives the truck to Denver and the truck and crew stays overnight while repair is accomplished. Will repair parts be on-hand if the truck is delivered?
4. Randy and Donna West moved to reserves. 1 new Junior Firefighter
5. Policy Sub Committee – Chief Mandel recommends the board establish group to review and rewrite policies with Chief Mandel and 2 Board members. Members are Board Chair Thomas and Mr. Wilson.
6. Grants – Firefighter Safety and Disease Prevention (FSDP) and VFA grant. FSDP Grant request is for SCBAs and bunker gear. VFA grant request is submitted for wildland packs and new PPE.
7. CPR refresher for Dept. Members. Haz-Mat, FF1 and S-130/190 update. All members but 1 were recertified for CPR. Haz-Mat will be 1<sup>st</sup> and 2<sup>nd</sup> Saturdays in March, sponsored by SPCFPD, and held at Northwest facility. FF1 will follow. S-130/190 would be scheduled third. Jan Breslin has offered to help with a wildfire EMT training session.
8. Met with Chief Grosslight – ISO and Interagency Planning (Accountant Questions). All the information for ISO requirements is available. To upgrade to 8b would require the ability to
  - Supply 250gpm for 20 minutes
  - Be able to pump at that rate within 5 minutes of arriving on scene,

- 85% of district within 5 miles of a station, and
- able to supply 6 firefighters on scene.

Other items discussed were pay per call and per-diem rate accounting. Using per-diem may be a way to establish a system not requiring payroll taxes. This should be discussed with the accounting firm. This might be in line with the federal per-diem program. Ms. Rucker will review this with our accountants.

9. Appreciation Dinner and Refresher scheduled for Feb. 13.
10. Bryan Breitenfeld Update – no progress. Mr. Thomas will send a certified letter.
11. Colorado Fire Chiefs Assn – will not renew.
12. School and Emergency preparedness – State Homeland Security representative stated that there must be a plan for schools. Chief Mandel will follow up with Gene Stanley and make sure that the fire department will be in the loop. Mr. Parrish will follow up.
13. Equipment and Financing – all trucks under review are gone except one in PA for \$55k that will only support a 500 gpm pump. Two companies will support the lease purchase programs that have been discussed to date. Mr. Wilson has not yet contacted our bank. Warranties may also be available that can be purchased at the same time.
14. EMT and IV training with books cost \$3,025.00 – four enrolled in IV class (\$800.00), two started in EMT training this week (\$1,700.00), and books are \$525.00.
15. News Letter – PIO Stride will send recommendations to the Board

d. Auxiliary Report

Provide lunch for the Wildland class next week. Will schedule a meeting the last week in February to get ideas for fundraisers and activities for 2016. The trailer has been licensed. Fundraisers will include the 4<sup>th</sup> of July garage sale and propose other fundraisers (turkey shoot?).

**7) Old Business**

Update on progress establishing medical billing: Everything has been submitted. Once Medicare accepts the application the department can bill beginning with the application date. Training has been accomplished on the state system. Mutual aid agreements are being drafted with SPAD, SW Teller County and AMR.

Sign Resolution for Amended Actual 2015 Budget for posting to DOLA. (completed above).

SDA Dues have been paid.

**8) New Business**

Approve Election Resolution for 2016 Regular District Election. Mr. Thomas proposed Resolution #2016/02-04 ([Attachment 2](#)), second by Ms. Rucker, motion carried.

**9) Public Input**

**10) Executive Session for Personnel Matters**

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), second by Mr. Wilson, motion carried. Meeting adjourned to executive session at 09:00 PM.

**11) Reconvened meeting at 11:48 p.m.** Motion to adjourn was made by Mr. Thomas. Meeting adjourned at 11:48 p.m. by Chairman Thomas.

## Attachment 1 Resolution to Adopt 2015 Revised Budget



### Southern Park County Fire Protection District

### Resolution to Adopt **2015 REVISED** 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 revised said budget January, 7, 2016

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 4<sup>th</sup> Day of February, A.D. 2016.

Ken Thomas, Chairman

Sandy Rucker, Treasurer



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

<u>GENERAL FUND</u>	<u>ACTUAL</u> PRIOR YEAR <b>2014</b>	<u>ACTUAL</u> CURR YEAR <b>2015</b>	<u>REVISED</u> BUDGET <b>2015</b>
Beginning <u>GENERAL FUND</u> Balance at Jan. 1	171,939	116,590	116,590
Cash In			
Other Income			
Donations	11,337	11,507	11,500
Service Income	(4,023)	10,326	10,330
Interest from bank accounts	163	255	255
Miscellaneous	14,324	-	-
Total Other Income	21,801	22,088	22,085
Income from Property Taxes			
Tax Collections	164,470	172,906	172,900
Special Ownership (SO) Taxes	18,327	21,164	21,200
Interest from County on Taxes	467	615	615
Total Tax Income	183,264	194,685	194,715
Total Cash In/Inflows	205,065	216,773	216,800
Total Available Funds	377,004	333,363	333,390
Cash Out			
Administrative	153,766	87,921	87,900
County Treasurer Fees	4,947	5,207	5,200
Insurance	27,264	28,765	28,800
Fire Fighting and Medical Supplies	28,960	36,903	36,900
Repairs & Maintenance	14,676	21,456	21,500
Training (includes training supplies & travel exps)	10,549	4,654	4,600
Utilities	9,830	9,270	9,300
Vehicle Fuel	10,422	5,405	5,400
Total Operating Expenses/Outflows	260,414	199,581	199,600
TABOR Restricted	6,152	6,503	6,504
Total increase (decrease) to <u>GENERAL FUND</u>	(55,349)	17,193	17,200
Moved (to) or from Capital Reserve Fund	-	-	-
Ending <u>GENERAL FUND</u> Balance at Dec. 31	116,590	133,783	133,790

<u>CAPITAL RESERVE FUND</u>	<u>ACTUAL</u> PRIOR Year <b>2014</b>	<u>ACTUAL</u> CURR YEAR <b>2015</b>	<u>REVISED</u> BUDGET <b>2015</b>
Beginning <u>CAPITAL RESERVE FUND</u> Balance at Jan. 1	40,000	32,800	32,800
Moved (to) or from General Fund	-	17,000	17,000
Increases: Capital Grants and Apparatus Donations	1,800	-	-
Decreases: Capital Outlays (includes grants/donations)	9,000	22,800	22,800
Total increase (decrease) to <u>CAPITAL RESERVE FUND</u>	(7,200)	(5,800)	(5,800)
Ending <u>CAPITAL RESERVE FUND</u> Balance at Dec. 31	32,800	27,000	27,000

(Totals may not sum exactly due to rounding) **TOTAL BOTH FUNDS:** 149,390      160,783      160,790



6. If the only matter before the electors is the election of Directors of the District and if, at the close of business on March 1<sup>st</sup>, 2016, there are not more candidates than offices to be filled at the Election, including candidates timely filing affidavits of intent no later than February 29<sup>th</sup>, 2016, the DEO shall cancel the Election and declare the candidates elected. Notice of such cancellation shall be published and posted in accordance with the Code. The Notice and this resolution, signed by the Board Chair, shall be filed with the Division of Local Government.
7. Pursuant to Section 1-11-203.5, C.R.S., any election contest arising out of a ballot question election concerning the order of the ballot or the form or content of the ballot title shall be commenced by petition filed with the proper court within five (5) days after the title of the ballot question is set.
8. If any part or provision of this Resolution is adjudged to be unenforceable or invalid, such judgment shall not affect, impair or invalidate the remaining provisions of this Resolution, it being the Board's intention that the provisions hereof are severable.
9. Any and all actions previously taken by the DEO or the Secretary of the Board of Directors or any other persons acting on their behalf pursuant to the Act, the Code or other applicable laws, are hereby ratified and confirmed.
10. All acts, orders, and resolutions, or parts thereof, of the Board which are inconsistent or in conflict with this Resolution are hereby repealed to the extent only of such inconsistency or conflict.

ADOPTED and APPROVED this 4<sup>th</sup> day of February, 2016, by the Board of Directors of the Southern Park County Fire Protection District, Park County, Colorado

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/s/

Board Chair, Kenneth C. Thomas

#### CERTIFICATION

The undersigned certifies that the foregoing Resolution is a true, complete and correct copy of a Resolution of the Board of Directors of the Southern Park County Fire Protection District duly and regularly entered by the Board at its regular public meeting held on 10 December 2015.

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/s/

Michael K. Brandt / Secretary to the Board

Resolution #2016/02-04 SPCFPD Board of Directors Page 2 of 2