

MINUTES OF THE REGULAR BOARD MEETING OF THE
ELBERT FIRE PROTECTION DISTRICT
April 12, 2016

The regular meeting of the Elbert Fire Protection District Board of Directors was held on April 12, 2016, at Elbert Fire Station No. 1, 24310 Main Street, Elbert, Colorado, at 7:00 pm.

Attendance: Directors in Attendance were:

Lee Sherman
Ric Poston
John Wood
Sean Mulvihill

Directors Absent:

Irene Brown - Excused

Also in Attendance:

Brandon Homer, Fire Chief
Carolyn Homer, Administrative Assistant
Kim Homer, Department Member
Joe Marchese, Department Member
Wanda Randall, Community Member
Ryan Knox, Department Member

At 7:04 pm, the regular meeting of the Elbert Fire Board was called to order.

Agenda: The Board considered the proposed agenda. A motion was made by Director Wood, and unanimously carried, that the agenda be approved.

Minutes: The Board next considered the minutes from the regular meeting of March 8, 2016. Chairman Sherman pointed out that the call total and the detail didn't add up, Chief Homer clarified the detail to include a fire alarm. A motion was made by Director Poston, and unanimously carried, the minutes be approved as adjusted. The minutes of the March 29, 2016, special meeting were considered. A motion was made by Director Mulvihill, and unanimously carried, the minutes be approved.

Financials: Ms. Homer presented a Balance Sheet that reflects reconciled bank balances for all the statements. Ms. Homer pointed out the significant change in the checking account balance because of property tax revenue received. As a result, she is recommending that the \$10,000 that was transferred from Colotrust to the checking account to cover for the short term cash shortage be returned to Colotrust so that it can accrue more interest. In addition, Ms.

Homer stated that the accounts receivable balance is associated to the department paying for the fire extinguisher servicing for the Women's Club. Ms. Homer presented the Profit and Loss for March/April, pointing out the significant increase of property taxes received to date. She stated that she has been unable to focus on the medical billing because of timing, but will provide something at the May meeting. The station maintenance is associated to the plowing of the station. The ambulance service and testing is for the fire extinguisher testing. The radio repairs is to have the radios fixed. There is an annual charge for the records management which is the annual fee for Image Trend. Additionally, she stated that the truck repairs is for repairs to Tender 232. The financials also reflect the first quarter firefighter pay. Ms. Homer stated that the year to date surplus is \$46,996.57 through April 12.

A motion was made by Director Poston, and unanimously carried, that the financial reports be accepted and the bills be approved.

A motion was made by Director Mulvihill, and unanimously carried, that \$10,000 be moved from the checking account to Colotrust.

Public Comment:

Mrs. Randall asked how much the department pays monthly for the water and sewer. Ms. Homer stated that the bill ranges between \$50 and \$60 per month.

Correspondence:

Chief Homer reported that Captain Harrower is reviewing three pre-applications, two rezoning and one special use permit.

Chief's Report:

Chief Homer stated there were 11 calls in March, 5 medicals with 4 transports, 1 smoke investigation, 1 residential fire alarm, 1 grass fire, 2 gas leaks and 1 motor vehicle accident with no injuries. Chief Homer stated that the members have put in 1,481 hours of station time in March. The department has the deed for the Fondas property, and he presented a thank you card for the Board to sign for the donors and will be getting a donor thank you from the attorney. Chief Homer announced that the department was awarded the Firefighter Safety Disease & Prevention grant in the amount of \$9,560 for a fit test machine. The machine has been ordered and the department will need to pay for it initially and then be reimbursed from the grant. The VFA grant has not been awarded yet because they are changing Directors and will not award until the new Director is in place. The ECCA grant for \$3,600 for radios has been approved and will require a match of \$3,437. The SAFER grant has been submitted for \$180,000 for two years for staff expenses. Chief Homer will be attending a meeting in April for the EMS grant and will then attend a regional hearing in May to answer questions about the grant proposal.

Chief Homer stated that the ambulance inspections were completed on March 22. Elbert County has implemented a Fire Investigation Team (FIT) and the MOU was signed at the Chief's meeting by all agencies and the Sheriff's Office, so actual work will begin soon. Chief Homer recently sent questions to the attorney regarding how new department staff would work with volunteers and

how to get them to participate in department trainings that occur when they are not on shift.

Additionally, Chief Homer met with Bennet, Wagner, Grody & Associates an architect firm where they talked about getting plans drawn up for a 4 bay station with an option to add on in the future. They have submitted a proposal to do design work for the buildings at a cost of \$12,500 and that they would honor the proposal and price for two years. In the proposal it is stated that it would take between 4 and 6 weeks to get a drawing and to get the drawing the Board would need to approve the proposal in order to move forward. Chief Homer stated that in addition to the proposal submitted that Bennet, Wagner, Grody & Associates could also serve as the project manager when the department is ready to move forward with the project. A motion was made by Director Poston, and unanimously carried, to approve the proposal from Bennet, Wagner, Grody & Associates for \$12,500 to do the design, drawing, and requirements for a 4 bay station with the option to add on in the future.

Chief Homer reminded the Board that the department is serving breakfast on April 24 beginning at 7 am and Board members are encouraged to attend. Additionally, Chief Homer stated that family night will be April 29 at 6 pm, and it is a potluck and Board members are encouraged to attend. Finally, Chief Homer reminded the Board that town clean-up day is May 7.

ECCA Report:

None.

Unfinished Business:

a. Personnel Manual: Chief Homer reviewed the pieces of the personnel manual that were put in as points for the attorney. The main area discussed between the Board and with the attorney is the nepotism policy. It is recommended that it be removed for now because the community is small and it would be difficult to not have some nepotism. The attorney recommended that it just be stressed that if any issues arose that they be brought to the Board for action. The conflict of interest policy should be treated as the same as the nepotism policy and any cases handled by the Board on a case by case basis. The attorney changed the wording of the drug screening policy by breaking out the safety sensitive and non-safety sensitive positions and distinguishing the differences between how each situation will be handled. The section associated to payroll and staff only being paid once per month and a month in arrears, the attorney stated that it is really up to the department. In addition, the attorney added a section about nursing mothers and how safety sensitive staff must work around emergencies. Finally, the attorney discussed the differences between shift and non-shift staff and made minimal changes to the section. A motion was made by Director Wood, and unanimously approved, that the personnel policy be approved as amended by the attorney. Ms. Homer will have a clean copy available for the Board at the next meeting.

New Business:

a. Action Item Review: None.

There being no further business to come before the Board, a motion was made by Director Sherman, and unanimously approved, the meeting be adjourned at 8:26 pm.

Respectfully submitted:

Recording Secretary to the Board

Approved:

By: _____

By: _____

By: _____

By: _____

By: _____

Reviewed:

By: _____

By: _____