

MINUTES OF THE REGULAR BOARD MEETING OF THE
ELBERT FIRE PROTECTION DISTRICT
February 9, 2016

The regular meeting of the Elbert Fire Protection District Board of Directors was held on February 9, 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
Sean Mulvihill
John Wood
Irene Brown

Also in Attendance:

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

At 7:03 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 Mulvihill, and unanimously carried, that the agenda be approved.

Minutes: The Board next considered the minutes from the regular meeting of January 12, 2016. A motion was made by Director Poston, and unanimously carried, the minutes be approved.

Financials: Ms. Homer presented a Balance Sheet that reflects reconciled bank balance for all accounts, but she stated that the year-end adjustments for depreciation and lease purchase payments had not been made yet. She pointed out the low balance in the checking account, since the property tax increase should have gone into effect January 1 but the amounts are small until approximately March or April. Ms. Homer recommends that money be transferred from Colotrust temporarily to cover the cash flow shortage until the property tax revenue increases. Ms. Homer presented the Profit and Loss for January 31, pointing out the community training income which is associated to a CPR class. The station maintenance is associated to snow removal. The ambulance maintenance is for

annual ambulance certification. The monitoring is for the annual fee for I Am Responding. The legal expenses are for attorney fees for the personnel manual and regular department needs. Ms. Homer pointed out that the ambulance supplies expenses are associated to oxygen for the ambulance. Additionally, she stated that the annual payment for the use of the state brush truck is in the truck service and testing. The truck repairs are for repairs on the brush truck. Ms. Homer stated that the year to date deficit is \$34,080.78 through February 9.

A motion was made by Director Wood, and unanimously carried, that a \$10,000 transfer be made from Colotrust to the operating account.

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

Public Comment:

None.

Correspondence:

Chief Homer discussed how rezoning requests will now be reviewed by Captain Harrower, discussed with the Chief who will bring a summary and updates to the Board through his monthly Chief Report. This process is more efficient than the Board reviewing all requests directly, the Board agreed with the process.

Chief's Report:

Chief Homer stated there were 15 calls in January, 11 transports, 1 assist to the coroner, 1 CO alarm, 3 fire, 1 citizen assist for a broken water line. Chief Homer discussed I Am Responding, reviewing the program with the Board. The offices have moved so Chief has his own office with controlled access and the other office is for the officers. During the move he found quite a few items that were missing, including the Board minutes from 1977 – 1986. He also destroyed any documents that were able to be destroyed. Chief Homer provided an update on grants as outlined below:

Funder	Amount/Match	Purpose	Comments
Colorado Firefighter Safety & Disease Prevention	50% match - \$10,000	Fit machine for SCBAs	Submitted
AFG	50% match	Fire truck for sub-stations	Could not apply because needed SAM number
VFA	50% match - \$9,829	Wildland Equipment	Submitted
ECCA	\$6,495, our match \$2,895	Radios	Submitted
EMS	50% match – \$17,250	Computers Toughbooks	Due 2/15

Chief Homer stated that the Department has a candidate who is an EMT and has passed the state test for paramedic and will be sitting down with a doctor to be

cleared for work. Chief Homer announced that the surveyor is having to delay his work because of the weather. He has placed calls to a couple of architects to get building designs.

Chief Homer reminded the Board that the Department will be serving breakfast on April 24th at the hall and would like for the Board to attend and help serve. Finally, the Department will be doing 4 family nights this year on the 5th Friday of the month starting in April to encourage socialization.

ECCA Report: Next meeting in March.

Unfinished Business: a. Personnel Manual: Chief Homer stated that the manual has been sent to the attorney who forwarded it to a specialist in his office for review, but that it has not been completed yet.

New Business: a. Action Item Review: Chief Homer checked with the insurance person who stated that there is only one level of insurance for Workers Compensation and that Pinnacol is pretty much the best option available.

Executive Session: A motion was made by Director Brown, and unanimously approved that the Elbert Fire Protection District Board of Directors go into Executive Session pursuant to C.R.S. Section 24-6-402(4)(f) to discuss the Chief annual review at 7:45PM.

Unanimously approved that the Elbert Fire Protection District Board of Directors will come out of Executive Session with the Chief at 8:25PM. No formal action was taken by the Board.

There being no further business to come before the Board, a motion was made by Director Poston, and unanimously approved, the meeting be adjourned at 8:28PM.

Respectfully submitted:

Recording Secretary to the Board

Approved:

By: _____

By: _____

By: _____

By: _____

By: _____

Reviewed:

By: _____

By: _____