

MINUTES OF THE REGULAR BOARD MEETING OF THE
ELBERT FIRE PROTECTION DISTRICT
January 12, 2019

The regular meeting of the Elbert Fire Protection District Board of Directors was held on January 12, 2019, at Elbert Fire Station No. 1, 24310 Main Street, Elbert, Colorado, at 9:00 am.

Attendance:

Directors in Attendance:

John Wood
Irene Brown
Scott Field
Sean Mulvihill

Directors Absent:

Jay Walp, Excused

Also in Attendance:

Brandon Homer, Fire Chief
Carolyn Homer, Administrative Assistant

At 9:20 am, 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 Field, and unanimously carried, that the agenda be approved.

Minutes:

The Board considered the minutes from the regular meeting of December 11, 2018. A motion was made by Director Brown, and unanimously carried, that the minutes be approved.

Financials:

Ms. Homer presented the Balance Sheet as of December 31, 2018. All accounts have been reconciled for December. Reflected in the statement is accounts payable for the invoices that were 'pulled back' into 2018 and paid in January 2019. Next Ms. Homer presented the December 31st Profit and Loss which reflects the December SOT payment from Elbert County and November property tax and SOT from El Paso County. The statement reflects a new alternator for the medic, the costs from the counties for the election and propane delivery. Included in truck repairs is repair of tires on the engine, the costs for the open houses and the 4th quarter firefighting pay. The fire fight capital outlay is for the new bunker gear and the capital truck is for the new plow, which came in under budget. In addition, the monthly payments for fuel, phone, electricity, water and television. The 2018 year-to-date deficit is \$2,049.00.

Overall the financial statements show that almost every line item is under budget except for the capital expenditures. This shows that Chief Homer is closely monitoring the budget and working to make sure that the department stays within budget.

Next Ms. Homer presented the profit and loss statement for January 2019. The statement reflects the expenses for the first couple of weeks of January. The insurance is for the property coverage and the AD&D and the monitoring is for the annual expense for lamResponding and the monthly Chief stipend and bookkeeping expense.

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

Public Comment:

None.

Correspondence:

Chief Homer announced that Empire has turned the department over to collections. He has spoken with the collection agency and they have asked him to obtain bids to repair or replace the carpet and they will reduce the outstanding balance by the quotes.

Chief's Report:

Chief Homer stated that the department ran 152 calls in 2018, down 25 calls from 2017 – 34 fire calls, 7 mutual aides, 83 medicals, 18 motor vehicle accidents and 17 miscellaneous assists. In addition, members spent 6,720 hours of station time, which does not include time spent on calls.

In December there were 8 calls – 1 brush fire mutual aid to North Central, 1 lockout, 1 motor vehicle accident, 5 medical assists with 1 transport, 3 refusals, and 1 DOA. Chief Homer has asked all members who wanted to be on the promotion list – 5 members stepped up and Chief Homer asked them to complete 3 and 6 month goals. In addition, in June Chief Homer will do a survey to see how each member is doing based on attitude, leadership, completion of goals, and shift information. 1 person has dropped out since the beginning.

In reviewing the impact of hiring the two EMT's Chief Homer determined that prior to them being on staff there were 12 mutual aid calls for medical vs. after they were hired only 1 mutual aid was done and that was because they were already responding to another call. In addition, more calls have been received because people know that there is someone available to assist. Besides running calls, Alexysis wrote a grant to Firehouse Subs for a monitor (\$30,317.56) and the department did receive the grant. She has also been getting the new reporting software up and running, and writing an EMS grant for a new ambulance (\$170,000) where the District will be asking for a hardship grant which would only require a 5% match. Joe is doing inventory and cleaning trucks and equipment. Chief Homer believes that it is worth having the EMT's on staff.

A motion was made by Director Mulvihill, and unanimously carried, that the EMT positions be maintained.

Chief Homer announced that ISO will be out on January 25th to start the review. In addition, he purchased new beds for \$1,400. An alternate for the ECCA meeting is needed in the event that Chief Homer cannot attend the quarterly meeting. It was determined that Director Mulvihill will serve as the alternate.

Chief Homer reminded the Board that we will be reviewing the accounting policies and procedures at the next meeting so please take the time to review prior for ease of discussion. Also a reminder that the department party is next Saturday.

Old Business:

a. Building Update – Chief Homer is attempting to determine the type of well permit needed, but will probably have to go to the Denver office to get it figured out. Sun Valley is still working on the punch list. Chief Homer did release part of the retainer but withheld enough for concrete replacement.

There being no further business to come before the Board, a motion was made by Director Field, and unanimously approved, the meeting be adjourned at 10:35 am.

Respectfully submitted:

Recording Secretary to the Board

Approved:

Reviewed:

By: _____

By: _____

By: _____

By: _____

By: _____

By: _____

By: _____