

**CORTEZ FIRE PROTECTION DISTRICT  
REGULAR BOARD MEETING  
July 11, 2012**

**CALL TO ORDER**

President Jim Bridgewater called the meeting to order at 6:00 p.m. in the meeting room at Station #1. Roll call followed and the board members present were Lori Johnson, Orly Lucero, Kent Lindsay and Jim Bridgewater. Keenan Ertel was absent. Administrative Assistant Wendy Mimiaga, Asst. Chief Charles Balke, Chief Jeff Vandevoorde and Heidi Trainor, CPA were present for the meeting.

Orly Lucero made a motion to excuse Keenan Ertel from the regular Board of Directors meeting, Kent Lindsay seconded. The motion passed as follows:

Ertel absent	Lindsay yes	Lucero yes	Johnson yes	Bridgewater yes
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**APPROVAL OF MINUTES**

The minutes from the regular meeting held June 13, 2012, were brought before the board for approval. Lori Johnson questioned the "note" written under "approval of minutes" on the June 13, 2012 minutes. Ms. Johnson questioned that the board had voted for the change and therefore it should have been made. It was explained that making the change would have been incorrect; President Bridgewater still retained the title of Board President until the new election of Board Officers, which occurred after the swearing in of the new board members. Mr. Lindsay said the people re-elected Mr. Bridgewater as a board member, not the board president. It was explained that the registered electors do not elect the board president, that position is elected by the Board, which occurred after the swearing in of the new board members. President Bridgewater, being re-elected, still retained the position until the Board elected new board officers. If this were changed, the new board members, Ms. Johnson and Mr. Lucero, would not have legally been sworn in, and hence would not legally be members of the Board of Directors. It was explained that by approving the minutes for the June 13, 2012 meeting as written would also approve the minutes of the May 16, 2012 meeting without the change.

Kent Lindsay made a motion to approve the minutes. Lori Johnson seconded. The minutes were approved on the following vote:

Ertel excused	Lindsay yes	Lucero yes	Johnson yes	Bridgewater yes
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**BILLS AND ACCOUNTS**

The board reviewed the list of bills and accounts and the financials included in the Board packet. Lori Johnson made a motion to accept the bills and financials, Orly Lucero seconded. The motion passed as follows:

Ertel excused	Lindsay yes	Lucero yes	Johnson yes	Bridgewater yes
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**PUBLIC COMMENT**

A Certificate of Appreciation was presented to Mr. Darren Jones from the Auto Zone. Mr. Jones donated needed parts and labor for a brush truck repair during the Webber Fire.

Roger Beckermeyer gave a presentation including a slide show and video, on his and Keadrick Kingerys' deployment to the High Park fire in Ft. Collins, Colo. Mr. Beckermeyer and Mr. Kingery took Tender 3 to help fight the High Park fire for two weeks.

### **CORRESPONDENCE**

Included in the packet was a letter to the editor from the June 28, 2012 issue of the Cortez Journal. Also included was a thank you note from Lynn Hill and Tony Clark along with a donation of \$200 for the quick responses to their home, a thank you note from Tyra Hugh for Chief Vandevordes participation at the Early Childhood Celebration, and numerous notes written to the firefighters during the Webber Fires and posted on the door at Station 3.

### **REPORT FROM THE ADMINISTRATIVE ASSISTANT**

A report of the current financial accounts was included in the packet. The county treasurers' office distributed a total of \$168,003.87 to the district for the month of June, 2012.

The business money market account at 1<sup>st</sup> Southwest Bank had a balance of \$251,952.78 as of June 29, 2012 with Interest earned in June, 2012 of \$100.07 and year to date of \$873.41. The annual percentage yield decreased from 0.67% to 0.50%. The 24 month jumbo CD of \$252,500 at 0.90% earned \$193.51 as of June 13, 2012, and year to date of \$754.46. The current balance is \$253,254.46.

The balance in the State Farm account, as of June 30, 2012, was \$980,313.70 with interest earned in June, 2012 of \$562.30 and year to date earnings of \$3,844.53. The interest rate remained at 0.70%. The total in our reserve accounts is \$1,485,520.94.

State Farm Bank has requested that a resolution designating public depository and authorizing withdrawal of district moneys be adopted by the Cortez Fire Protection District and name all responsible parties of the account. The signatures for the account need to show the current Board of Directors, including the two newer board members, Orly Lucero and Lori Johnson, who will replace the signatures of the two past board members.

Orly Lucero made a motion to adopt Resolution 1, Series 2012 designation public depository and authorizing withdrawal of fire district moneys, Lori Johnson seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
excused	yes	yes	yes	yes

### **REPORT FROM THE ASST. CHIEF**

Asst. Chief Balke went over his report that was included in the packet along with a list of the meetings and events he attended throughout the month. Asst. Chief Balke reported that he is finishing the Firefighter I testing that evening with the firefighter I practical having been the previous weekend. Everyone did well. There was a good turnout for the live fire on June 3, 2012 in Farmington, NM, where everyone was able to get some live fire experience and also did well. Hazmat testing was last month.

We have been awarded the SAFER grant for the next two years for the amount of \$555,258 from September 29, 2012 to September 28, 2014 to hire six full time career firefighters. Chief Balke distributed an information packet to the board about the SAFER grant, what the process was, funding information, opportunities. There are only six agencies in Colorado that were awarded the grant, 214 in total. We have only ninety days to accept the SAFER grant. Chief Vandevorde stated that we will need board approval to accept the grant, and he would like to have a special meeting next week to go over the numbers and more information about the grant. Ms. Johnson asked if there were any requirements associated with the grant, i.e. employ the firefighters after the two year grant period. Asst. Chief Balke answered that there are no long term commitments after the two year grant period. Only that we have the six positions staffed during the two year grant period. Chief Vandevorde informed the board that we would like to hire from within and try to staff the positions from our reserve program. President

Bridgewater commended Chief Vandevoorde and Asst. Chief Balke on a good job. This is a great opportunity for the district and will allow us to proceed with things that need to happen.

Asst. Chief Balke continued that we still have no update on the gaming grant.

Asst. Chief Balke also included a graph of the monthly calls and response times for June, broken down by district. The average response time for the month of June, taking into consideration all districts, was 8 min 35 sec.

### **REPORT FROM THE FIRE CHIEF**

Chief Vandevoorde went over the report and list of meetings and inspections he included in the packet. He reported that the district will make about \$21,000 for the use of Tender 3 at the High Park Fire and around \$9,000 for the Brush Truck for the Webber Canyon fire. Ms. Johnson commented on how she appreciated that the Chief and Asst. Chief took the initiative to send help to the fires, and how important it is. Chief Vandevoorde said it was due to all the training that we were able to get people red carded so they could go. Working on these fires is also good training for our members, they get a lot of good experience, and good pay.

There were 133 calls during the month of June, 92 EMS, 30 fire and 11 vehicle accidents. The total calls for the year is 717.

Chief Vandevoorde informed the Board that the district has received a grant for \$9,000 from the Forest Service/BLM that will be used for wildland gear. He again encouraged the board members to attend the upcoming Special District Association Annual Conference this September 19 – 21, 2012.

Chief Vandevoorde thanked the staff for all the work that went into the SAFER grant. Mr. Lindsay commented that receiving this grant is quite a feat and offered congratulations to the staff on the award of the grant, that it is one of the hardest grants to get. Chief Vandevoorde explained that the SAFER grant is primarily awarded to departments that had to lay off firefighters, its' main priority is to put them back to work, or to retain already employed firefighters. The last priority is to hire new firefighters.

Kent Lindsay made a motion to schedule a special board meeting for Wednesday, July 18, 2012 at 5 p.m. to discuss the SAFER grant, Lori Johnson seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Excused	yes	yes	yes	yes

### **OLD BUSINESS**

There was no old business.

### **NEW BUSINESS**

2011 Audit – Ms. Heidi Trainor, CPA was present to go over the 2011/2010 Audit for the Cortez Fire Protection District. Ms. Trainor went through the audit stopping to make several points and observations. The first was to point out that governmental accounting is different than for profit accounting. She continued to go over the statement of net assets showing that \$1.061K was levied in 2010 for 2011 and \$957K was levied in 2011 for 2012. In 2010 we had \$1.490K in cash and investments an \$1.600K in 2011, a 7.5% increase. The only increase in capital was the purchase of the new pick-up truck. The net assets, or the equity, is tied up in land and assets. In the reserves, by law, we have to set aside 3% of operating expenses for TABOR, these are restricted funds, which is about \$35K. Ms. Trainor then went on to discuss the unrestricted portion of the reserves, and how the Board should designate these funds for future use. It will help with grants, and public perception, to show that the Board had the foresight and planning in place for the future. Asst. Chief Balke explained that we did have the reserve funds allocated in the

Capital Reserve Budget, and a copy was given to Ms. Trainor. This was what she was talking about, however, it will need to be put in the form of a resolution for it to show up this way on the audit for next year. Ms. Trainor then went on to the statement of revenues and expenditures and pointed out that the property tax revenue was considerably more in 2011 than in 2010, and stated that we are more likely to see it go back to the 2010 level. The S.O. taxes have nothing to do with the levy, and will probably continue on at the higher level. The total revenue from 2010 to 2011 was up about \$350K or 39%. There was very little change in the expenditures from 2010 to 2011. The pension fund increased about \$192K, or 11%, from 2010 to 2011. Ms. Trainor went on to say that one of the most important things the Board does is the budget, as far as the state is concerned. It is required that the Board have a public meeting on the budget, and that the Board approve the budget and submit it to the county commissioners by December 15. She then went on to the budget to actual figures. We did not have to amend the budget, so the original and final budget numbers are the same. Ms. Trainor went line by line and even though some variances were unfavorable, over budget, most were favorable, and most importantly it shows excess revenues over expenditures of \$135K overall.

Lori Johnson made a motion to approve the 2011/2010 Auditor's Report and submit it to the State Auditors' Office, Orly Lucero seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
Excused	yes	yes	yes	yes

### **EXECUTIVE SESSION**

There was no executive session.

### **ADJOURNMENT**

Having no further business to come before the board, Orly Lucero made a motion to adjourn the meeting, Kent Lindsay seconded. The motion passed as follows:

Ertel	Lindsay	Lucero	Johnson	Bridgewater
excused	yes	yes	yes	yes

The meeting adjourned at 7:11 p.m.

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Jim Bridgewater – President

Attest:

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Kent Lindsay – Secretary/Treasurer