

GRAND VALLEY FIRE PROTECTION DISTRICT
MINUTES REGULAR BOARD MEETING April 17, 2013

Attendance: Fire District Board of Directors
Keith Lammey (5/2016, 2nd Term) Bill Nelson (5/2014, 1st Term)
Kevin Whelan (5/2016, 1st Term) Eric Edgerton (05/2014, Appointed)
Ted Anderson (5/2014, 1st Term)

Absent: NONE

Staff: David Blair, Fire Chief, Rob Ferguson, Deputy Fire Chief

 Kim Reeves, Administrative Specialist Eric Langner, Captain

Public: None

President Nelson called the meeting to order at 9:02 a.m.

MINUTES

Minutes from the March 20, 2013 Regular Board Meeting were presented and reviewed. Edgerton moved to approve the minutes as presented. Seconded by Lammey. All approved.

Minutes from the April 2, 2013 Special Board Meeting were presented and reviewed. Lammey moved to approve the minutes as presented. Seconded by Edgerton. All approved.

FINANCIAL REPORT

Financial reports for March 2013 were reviewed and discussed. Lammey moved to approve the financial reports, subject to audit. Seconded by Whelan. All approved.

PUBLIC COMMENT

Keith Lammey discussed the upcoming BMSA Annual Meeting and the opportunity for The Fire District to discuss Wild Fire season and preparedness.

FIRE CHIEFS REPORT

- **2013 Pierce Platform purchase presentation.**
Chief Blair introduced Wayne Kerber with Pierce Manufacturing. Wayne presented to the Board of Directors the specifics of the proposed purchase of a 2013 Pierce Platform apparatus. Ted Anderson expressed concern that the District did not put the truck out for other bids. Chief Blair discussed with the Board of Directors the benefits to the District using Pierce Manufacturing. Lammey moved to approve the purchase of a 2013 Pierce Velocity 100' Platform Truck including the performance bond for a total of \$1,211,075.00, and to prepay for the truck 100% to receive the discount of \$44,433.00 for a total 1 time payment not to exceed a total cost of \$1,166,642.00. Lammey also moved to authorize Chief Blair to sign the necessary documents. Seconded by Edgerton. All Approved.
- **Up-date to PTC project**
Chief Blair discussed with the Board of Directors the progress being made at the Parachute Training Center. Chief Blair presented a picture of the Training Center that had been taken the Tuesday prior to the meeting. Kuersten Construction is waiting on the weather to be favorable to proceed with the project.

➤ **Take-Home Vehicle Policy review/approval**

Chief Blair discussed the proposed Take-Home Vehicle Policy that has been reviewed by the District's attorney and is ready for consideration of final approval by the Board of Directors. Edgerton moved to approve the Take Home Vehicle Policy be included in the Member Handbook. Seconded by Lammey. All Approved

➤ **Other**

Chief Blair discussed the steps he is taking to correct the issues that were outlined during his performance review. Chief Blair has met with all 3 crews and discussed some of the issues. The next phase will be to gather necessary information on specific incidents that have happened, Chief Blair will then investigate the incidents and proceed with accountability to the members that are or have been involved in the incidents. The Board of Directors discussed Chief Blair's approach.

Chief Blair discussed the upcoming EnCana Energy Expo.

Chief Blair advised the Board of Directors on some upcoming training that he will be attending.

The Strategic Planning session has been tentatively scheduled for May 14, 2013 9:00 am to 5:00 pm. As a result the Pension Board Meeting will be moved to follow the Planning Session. The Board of Directors asked Chief Blair to invite the same Members that attended the Session last year. Chief Blair discussed his desire to continue working on the items from the last session separately and to keep this session moving forward in the direction of the District. Kevin Whelan asked that Community Risk and response times be added to the discussion of the Planning Session

Chief Blair discussed the current information available regarding the Williams Production spill.

STAFF REPORT

➤ **District participation in recent events**

Deputy Chief Ferguson discussed some of the events that the District has participated in during the past month, as well as what the Operations Staff has been doing.

➤ **OPS Report**

Deputy Chief Ferguson discussed the March 2013 Operations report.

➤ **Audit Status Update**

Kim Reeves updated the Board of Directors on the status of this year's audit. Marlo was at the District on March 25th and 26th to complete the field work portion of the Audit. Colorado CPA will complete the necessary adjustments and letters and forward them to the District for Audit completion.

➤ **Accounts Payable Update**

Kim Reeves advised the Board of Directions that QuickBooks programming has been password protected and that the setting have been change to give read only access to Chief Blair, Deputy Chief Ferguson and Tony Rowe.

The District's accounting firm has agreed that any payable and receivable that come in after the monthly financial reports have been created can be processed for the following month (cash basis). This will help to assure that the financial reports are accurate and matching if they need to be reprinted at a later date.

➤ **Ambulance Billing Rates Update**

No information available at this time as District staff is still preparing cost comparisons. This matter will be discussed at the May Board Meeting.

OTHER

Bill Nelson proposed to the Board of Directors that an Emergency Fund Checking account be opened and utilized. This account would allow for admin staff to be signers on the checks and the funds would be “replenished” monthly, when necessary, from the General Fund with a breakdown of the funds used presented to the Board of Directors. Keith Lammey suggested the option of keeping the account at a balance of \$25,000.00 provided that there is a reasonable attempt to contact Board Members prior to using the account. Kevin Whelan expressed the opinion that a \$10,000.00 limit would be adequate. The limits were discussed and Chief Blair also feels that \$10,000.00 would be a sufficient amount. Edgerton moved to establish the Emergency Fund account with a \$10,000.00 limit. Seconded by Lammey. All Approved

ADJOURN

There being no further business or discussions the meeting was adjourned at 11:15 a.m.

Kim Reeves, Administrative Assistant

Bill Nelson, Board President

Kevin Whelan, Board Secretary/Treasurer