

**PINEWOOD SPRINGS FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS**

Minutes of the November 9, 2016, Regular Meeting

The Board of Directors of the Pinewood Springs Fire Protection District held the monthly Board meeting on November 9, 2016. The meeting was held at the Pinewood Spring Fire Station in Larimer County, Colorado. President John Bologna called the meeting to order at 7:10 PM.

Determination of Quorum/Attendance: The following directors were present, constituting a quorum: John Bologna, Russ Hardy, Bruce McQueen, and Jon Andrews. Also present were: Chief Dick Wilcox, Asst. Chief Andy Lucas, Captain Ted Plank, Steve Hardy, and Brian Rappel. Bruce McQueen made a motion to excuse Ardean's absence. **Motion Passed.**

Approval of Minutes – John Bologna recommended the October 12th and 29th minutes be approved. **Motion Passed.**

John adjourned the meeting at 7:11 PM in order to open the Pension Board Meeting.

The Regular Board meeting was re-opened at 7:34 PM.

Chief's Report – There are 18 active firefighters with one on leave. The Chief reported on 9 calls, 2 auto accidents, 4 smoke reports, 1 medical, 1 gas odor investigation and 1 search and rescue in October. New tires were put on truck 5101. We have received the new turn out gear. The propane tank is ready to be moved. A number of trees have been removed to ready the site for the construction. The storage shed is ready to move. The Christmas appreciation gifts have been ordered and received. Andy summed up the spending authorized last meeting as follows; amount authorized \$18,900, \$10,000 for an E-Hydraulic spreader, \$400 for radio batteries, \$600 for a multi-gas detector, \$300 for replacement hose, \$3,200 for tires on truck 5141, leaving a balance of +/- \$4,300 to be spent. Andy suggested that this remaining \$4,300 be spent for a hose tester and tires for truck 5121. Russ motioned approval, John seconded and the **motion passed.**

Director President Report – John informed us that the DOLA grant has been signed.

Director Secretary Report– John stated that Ardean had sent one thank you letter since the last meeting. She's emailed the invitations for the Annual Fire Fighter Appreciation Dinner at The View Restaurant at the Historical Crags Lodge Friday, Dec. 2nd.

Director Treasurer Report – Bruce stated that;

1. "Operating Reserve Fund" and "Equipment Reserve Fund" are set up, though I would prefer just one "Operating and Equipment Reserve Fund" which gives us more flexibility for depositing and withdrawing money.
2. Draft 2017 Budget ready for review.
3. Delays and delays for the switch to IPVoice over through XBar7. On November 14, #303-823-5086 will be transferred over. The fax number change over still not yet known and may need to change the number. Would I have approval to change the fax number? A savings of \$1,000/annually.
4. To be included in the minutes as follows:

Bank Balances as of 10/31/2016 from Bank Statement:

<u>Operations</u>		<u>Fire Station/Community Center</u>	
First Bank	\$82,499.83	First Bank	\$333,170.84
Colorado Trust - Operations	5,398.36	Colorado Trust	105,362.17
Colorado Trust – Tabor RSV	2,022.75	Cash in PayPal	149.29
Cash at Banks	0.00	Due from Operations Acct.	
TOTALS:	\$89,920.94		\$438,682.30

Bruce shared the proposed 2017 budget. Attached to be approved next month.

2017 Budget
8.778 Mil

2017
Proposed

GENERAL ADMINISTRATIVE/OPERATING FUND

40000 - ESTIMATED REVENUES

40004 - ADMINISTRATIVE/OPERATING

4003 - Donations	\$200.00	
4018 - Housekeeping	\$120.00	Half the usual charge for construction
4019 - Operations Interest/Dividends	\$100.00	
4020 - Pension State Match	\$4,004.10	
4030 - Larimer Cty Tax Revenue	\$83,400.00	Mill Levy 8.778 on \$9,484,061
4033 - Larimer Cty SO Tax	\$4,200.00	
4034 - Boulder Cty Tax Revenue	\$400.00	Mill Levy 8.778 on \$44,656
4035 - SO Boulder Cty SO Tax	\$25.00	
4036 - Insurance Payments		
4037 - FEMA/State Reimbursements		

40004 - TOTAL REVENUES **\$92,449.10**

- Lease-Purchase Bi-Annual Payment **\$23,083.84**

TOTAL ADMINISTRATION/OPERATING REVENUES **\$69,365.26**

ADMINISTRATIVE/OPERATING EXPENDITURES

Administrative

50004 - Administrative Expenses	\$350.00	
50005 - Association Fees		
500090 -BCFCA	\$100.00	
500091 - BCFFA	\$125.00	
500096 - RIT	\$100.00	
500097 - SDA	\$373.00	
50005 - Total Association Fees	\$1,048.00	
50011 - Community Functions	\$1,000.00	
50012 - Insurance		
50029 - Board Bond	\$100.00	

50051 - Building & Vehicles	\$6,836.00	Actual/\$6336 + \$500 for new station
50055 - Sickness/Accident	\$0	
50061 - Workman's Comp.	\$2,469.00	

TOTAL INSURANCE **\$9,405.00**

50015 - Larimer County		
5008 - Treasurer Fees	\$1,675.00	
50015 - Total Larimer County	\$1,675.00	
5017 - Pension Fund	\$4,894.00	

5019 - Professional Fees		
50191 - Audit	\$2,000.00	2016 Actual \$1715
50192 - Bookkeeper	\$2,000.00	
50190 - Attorney	\$2,000.00	

5019 - Total Professional Fees **\$6,000.00**
5021 - Recognition & Gifts **\$3,000.00**

TOTAL ADMINISTRATIVE **\$27,372.00**

60011 - Operating

6004 - Station Building & Grounds		
6031 - Furniture/Equipment	\$1,000.00	
6033 - Housekeeping/Lawn	\$500.00	
6035 - Supplies & Expenses	\$1,500.00	
6038 - Utilities	\$3,500.00	
6004 - Total Station Building & Grounds	\$6,500.00	
60050 - Communications Equipment	\$3,000.00	One 800 Mobile/basestation/antenna or grant
60070 - Supplies & Expenses	\$400.00	
6005 - Total Communications	\$3,400.00	
6006 - Fire Equip., Training & Supplies		
60110 - Fitness	\$0	
60130 - Fire Fighting Equipment	\$10,000.00	
60160 - Fuel	\$1,000.00	
60180 - Medical Supplies	\$1,000.00	
60190 - Repair Services (Equip) & Parts	\$3,300.00	
60500 - Training		
60501 - BCRFTC	\$500.00	
60502 - Training	\$5,600.00	
60500 - Total Training	\$6,100.00	
6006 - Total Fire Equip., Training & Supplies	\$27,500.00	
60011 - TOTAL OPERATING	\$37,400.00	
TOTAL ADMINISTRATIVE/OPERATING EXPENDITURES	\$64,772.00	
TOTAL ADMINISTRATIVE/OPERATING GAIN/LOSS	\$4,593.26	
RESERVE TRANSFER		
FIRE STATION/COMMUNITY CENTER CAPITAL PROJECT FUND		
ESTIMATED INCOME		
Project Fund (only speculative)	\$301,658.00	\$450,000-\$13,34 2016 expenses.
DOLA GRANT	\$406,000.00	
Donations	\$5,000.00	
Book Sales	\$1,000.00	\$2300 potential income
TOTAL REVENUES	\$713,658.00	
EXPENDITURES		
PHASE I CONSTRUCTION	\$225,351.00	
PHASE II CONSTRUCTION	\$390,000.00	
CONTINGENCIES	\$83,500.00	
TOTAL EXPENDITURES	\$698,851.00	
TOTAL GAIN/LOSS	\$14,807.00	

Director Liaison to Fire Station Project report – Russ shared with the Board the basic budget and project status.

- a. Contract-language has been agreed to... waiting on DOLA
- b. DOLA Insurance Requirement dispute with contractor. Don S. says they'll work it out by Thursday.
- c. Firefighters have removed trees and will burn trash
- d. New propane tank/line- scheduled to complete 11/15. Might move out. \$1,800
- e. Move storage shed and the propane tank must be moved first
- f. Ask the Road Board to move Jersey barriers
- g. Arrange for testing services- Scott-Cox will handle
- h. PR release content and timing
- i. CDOT easement activity - Water Board got a notice

Continuing Business: Russ stated:

11-09-2016

DOLA Grant -

- a. RFP legal fees denied for reimbursement
- b. 2nd report submitted (no dollars yet)
- c. True-up budget due within 30 days of contract with GC

FEMA AFG Grant PPE

- a. Reimbursement to date is \$5,895 with \$14,000 left on the grant
- b. Need remaining invoices
- c. NFIRS reporting is required
- d. Next grant cycle closes Nov 18

New Business:

Russ also reported: on the Forest Service Grant Application

- a. For a Type 6 Brush Truck
- b. Online application due Sunday Nov 13th
- c. He is not sure if NFIRS is required

Adjournment

John moved that the meeting be adjourned at 9:33 PM. **Motion Passed.**

Respectfully submitted,

Jon Andrews for
Ardean Johnson, Secretary
Approved 12-14-2016