

Meeting Minutes 6/19/24

1. Call to order 6:00pm
2. Pledge of Allegiance
3. Roll call
4. **Approved 5/15/24 meeting minutes. Moved approving 5/29/24 Special Session minutes to next monthly meeting.**
5. Introduction of our new fire chief: Chief John Buchan
 - a. Ceremonial swearing in of Chief John Buchan
 - b. Chief John Buchan Statement - **Chief spoke of his background, how pleased he is to be here, found a home and bringing his family to CME in Florissant on the 30th.**
6. Treasurer's Report
 - a. Reimbursement of \$9K to Chief for his personal health insurance will be made in a non-taxable manner so as not to incur additional costs for him resulting in lower compensation. Jim made motion, Paul seconded, unanimously approved.
7. Chief's Report:
 - a. **32 Service Calls / 22 in June – Breaking them down to see which vehicles should be used for various types of calls**
342 Volunteer hours
280 hours of certification training
S130 / S190 training in Cripple Creep
Using Vector for online training
1 new volunteer / Bringing in more volunteers (preferably non-employed individuals so there is no conflict or strain regarding time involved)
Continue community outreach
188 attended the "Truckpalooza"
Wood chipping: 44 properties. One of the 3 days 12 hours were spent chipping.
Stations have been deep cleaned, Admin building was patched and painted. Other locations within the building need to be painted.
Preventive maintenance has been taking place on equipment, vehicles, etc. to prevent future repairs/expenses – ongoing.
Looking at reducing utility costs. All ceiling lights in the training room have been changed to LED lights, looking at lowering temps in the bays, etc.

Station 2:
Needs Snow Guards on roof to prevent buildup of snow coming down and either harming someone and making it difficult to remove snow to enable trucks to exit. Water has been coming into the building when heavy snow melt or heavy rain – need to do mediation.

Station 3:
Landed a Helicopter vertically (first time) – cleared out additional trees at Station #3 to make it easier to land in future. UC Health provided feedback as to how to make it easier in the future. Need to identify 2 additional landing zones.

Vehicles:
Brush truck has transmission issues
Engine #51 up for bid. July 10th will be the last bidding day.
Engine #50 runs but will also be put up for auction. Funds received from both sales would potentially be put toward a new vehicle.
Squad #51 has an issue (??)
Brush #52 has a leak in the Foam Tank
Multiple issues that were located have been fixed by volunteers. Obtaining quotes for those things that volunteers are unable to fix themselves.
A proposal to use gas station versus having fuel tanks was looked into by Chief Buchan. We saved \$290 by having Gas delivered rather than using credit cards at Gas stations

Pancake Breakfast Minor Volunteers:
Minors who will be helping at the event will need to have a release signed by an adult to enable them to assist and release the fire department from liability.

Plans to turn the station into meeting room and offices for Chief, officers & Admin (3 rooms). Request for \$7500 but hope to come in well under that amount. All work is planned to be provided via volunteers with the exception of electrical. The current Admin building will be turned into a bunk house. Chief suggested that Zoom meetings should be replaced by YouTube meetings to enable them to be posted and available for everyone to access in the future for transparency. Also suggested that all EMS reports be handled within 24 hours & Fire reports be within 48 hours (?) to get them to the insurance companies quicker. Met with all district Fire Chiefs. A Grant donation of Fire Gloves was received.

- b. Decision on apparatus major repairs. Two engines put up for sale. Looking to reduce staff vehicles. Possible new helicopter landing area.
 - c. Discussion and approval of capital asset changes: brush truck, surplus apparatus, and equipment. Brush 53 is estimated at \$6,000 to repair. Yes or no. Decision was to get an actual quote before a decision can be made. Basically, it's old, only seats two, and there are also issues with the pump. Motion to approve Engine #51 up for bid. Dave made motion, Paul seconded, unanimously approved.
 - d. Chief recommended that a Brush truck be built in-house for Station #2 at CME. Chief requested approval to move forward with researching further – approved. Currently have 18 vehicles.
 - e. Chief will provide a cost/cost benefit analysis of purchasing a new truck VS fixing old vehicle. Our oldest vehicle is 39 years old..
8. Any Public Comments? No comments
9. Old Business
- a. Update on Florissant Fire Website. Basically, site is finished and can be turned on at any time. We need to learn how to manage it.
 - b. Pancake Breakfast update
 - i. Approved a parental consent waiver for volunteers under age 18 to assist with fundraisers/events. This is not in lieu of a background check - it is for parental consent.
 - ii. Current status – Update included Expenses for advertising. Donors will have their names posted on the board. Discussion of the Auction and raffle. We will be selling fire blankets and t-shirts. Discussed parking, logistics and setup. Discussed large tent setup. Discussed Food costs. Discussed volunteers needed and that we have enough people but can use more.
Donations are coming in. A number of cash donations, a Blackstone grill, Bench, nights at casinos in Cripple Creek, etc.
Online Auction. The website costs \$80 - \$110.
Terri is working on getting her gaming license. Anything over \$999 needs a special ticket to be made, so items will be priced under that.
4 Cords of split firewood will be auctioned off
14 banners made – 2 outside of the station, Fossil Beds, 2 at CME, ACE, Library (if anyone has suggestions of other locations, reach out to Terri)
Yard signs – 100 of them – will be placed on OSB due to high winds – cost is \$376
Flyers to local businesses
News ad, Ute Pass, Pikes Peak Courier
Names of businesses that have donated will be placed on the White Board for recognition
300 Fire Blankets purchased
T-shirts to be ordered. Cost if \$750. Existing shirts in showcase as you enter will be sold at cost for \$10 each.
Food donations of \$900 of Liquid Eggs, sugar free syrup, 60 (??) Gallons of OJ promised.
Currently have 14 volunteers that are non-Fire Corps/non Fire Fighters.
Everbridge, Red Cross, CERT, LUCAS to be present
Lifeline Screening/Healthy & Alive will raffle a free screening
Raffle tickets \$5 each / \$25 for a book
 - c. 6/30 Statutory deadline for local government auditor to submit audit report to special district governing board.
 - i. Audit Status – Vicky: it was confirmed on the 18th that the audit is done.
Journal entries need to be posted and instructions need to be approved.
All information requested was provided – MBNA

- ii. **7/31 deadline – it's an unqualified audit. NOTE:** An unqualified audit is a thorough audit of a firm's internal systems of control and its financial statements and all supporting documents. It is an audit report that confirms that, in the opinion of the auditor, the financial statements of the entity represent a true and fair view of its financial position. An unqualified audit report does not note any discrepancy or any adverse observations with respect to the financial reporting of the entity. Whereas a qualified audit report only reflects the auditor's inability to give a clean report.

10. New Business

- a. **Discussion of buildout of offices in training room and budget for same.** Chief Buchan asked for approval to build offices in back of training room per already approved plans. Budget is \$7500 not including electric. The Buildout should be under account #9100. Needs to stay under \$10K. Motion to approve by Paul, seconded by Dave – unanimously accepted.
- b. **Discussion and decision whether to continue the Accident & Health and Accidental Death & Dismemberment policies.** Due for renewal 6/30/24. Cost is around \$3,500/year. Leann: Insurance was moved to Colorado Special District pool. June 30 is the deadline to renew. A&H and AD&D policies not mandatory but recommended – these are similar to what Aflac provides.
 - i. A 3-year bond is included in pool coverage. A&H policy: On the job - \$3,210 per year. If we sign up for 3 years it holds the price but we are looking at one year and next year research other options.
 - ii. AD&D: 24-hour coverage \$829 per year. These policies cover any fire department member (including volunteers, community volunteers, minors, Board members, etc.)
 - iii. We already hold Workers Comp.
 - 1. Approval of motion to accept 1 year of both coverages which expire 6/2025. Motion made by Jim; Paul seconded – unanimously accepted.
- c. **Set spending limits for all levels** – Chief requested a policy to be put into place (which can be modified as we move forward) as to spending limits and when expenditures need to be requested prior to spending. He wants to be notified prior to spending. A request for medical supplies costing \$6K was made and following investigation, it was determined that only \$1300 needed to be spent.

Treasurer: \$5K per month with board approval

Chief: \$5K per month without board approval (unanimously approved)

All members – limit of \$250 per transaction but must first receive Chief's approval

Needs to be within the budget. If not in budget, needs Chief's approval prior to spending.

Document will be updated by Dave as discussed and was otherwise approved.

- d. Resolution to adopt Individual Coverage Health Reimbursement Arrangement (ICHRA). **Resolution to adopt individual coverage Health Reimbursement Arrangement (ICHRA) made by Jim – Paul seconded – unanimously passed.**

11. Resolution to adopt IRC Section 125 Premium Only Plan - **Approved a resolution to adopt a POP 125 (premium only plan) which allows pre-tax dollars to be used for health insurance premiums and an Individual Coverage Health Reimbursement Arrangement (ICHRA) plan which allows us to offer employees a specific amount of tax-free money to be used towards the purchase of individual medical insurance.**

12. Secretary's Statement – **Our first year. Message read into the minutes by Dave**

13. Public Comments - none

14. **Adjourned at 8:32pm**

Minutes by Dave Groat and Sue Del Toro