**KIOWA FIRE PROTECTION DISTRICT**

**BOARD OF DIRECTORS MEETING**

**November 11, 2015**

The Board of Directors for the Kiowa Fire Protection District met in a regular scheduled meeting on the 11th day of November 2015, with the roll call of members as follows:

 Jim Jerrold Present

 Steve Schantz Present via Skype

 Lynn Frank Absent-Excused

 Ann Alley Present

 Debbie Ullom Present

The Board of Directors convened at 1900 and Chairman Jim Jerrold called the meeting to order.

**Approval of Agenda:**

Ann Alley made a motion to approve the Agenda for November 11, 2015. Debbie Ullom seconded the motion. The roll having been called, the Chairman declared the motion unanimously carried and so ordered.

**Correspondence:**

Letter from Bank of the West notifying the District that the Kiowa Branch Office will be closed effective 2:00 pm on January 29, 2016 and all accounts will be merged with the branch bank in Elizabeth.

Thank you card from 4H Rocketry Club for the fire crews assistance with their rocket launch.

Thank you from Kiowa Schools for assistance with Trick or Treat Street.

**Approval of Minutes:**

Debbie Ullom made a motion to approve Kiowa Fire Board of Directors meeting minutes of October 14, 2015. Ann Alley seconded the motion. The roll having been called, the Chairman declared the motion unanimously carried and so ordered.

**Approval of Checks:**

Ann Alley made a motion to approve Kiowa Fire District check #7163 through #7185 as reviewed by the Board members. Debbie Ullom seconded the motion. The roll having been called, the Chairman declared the motion carried unanimously carried and so ordered.

**Public Hearings:**

None

**Report of Officers, Professional Consultants & Committees:**

***Fire Chief Gerry Lamansky came before the Board to discuss the following items:***.

**Call Volume**: For the past month there were 36 calls. YTD calls are 296. The volunteers logged 2163.5 shift hours for an average of 69.77 hours daily and 135.2 hours per volunteer firefighter. For the 36 responses, the District averaged 4.8 responders per call.

**Public Relations:** OnOctober 2nd, the members participated in the fire prevention education at Elizabeth Fire District’s annual chili dinner. On October 10th, the members assisted the 4H Rocketry Club with their rocket launch at the Fairgrounds. On October 21st, the members had lunch with students at Kiowa Elementary who were recognized as outstanding students for the month. October 29th, the members participated in the Halloween Trick or Treat Street at the Kiowa Schools and participated in a “Drug Free” activity at the Kiowa Schools. On October 31st, the members hosted the annual Halloween festivities at the Fire Station with several hundred people in attendance.

**Equipment:** Chief reported that the new ambulance was ordered with Max Fire. Delivery is estimated to be in March/April 2016.

**Impact Fee Letters**: Chief reported that nine letters were sent out regarding outstanding impact fees due to the District. Jim Jerrold made a motion that impact fees will be collected on any active building permit beginning January 1, 2014 and forward. Letters will be sent to all persons with active building permits and if owner is unable to remit payment in full they will be offered the ability to pay over a five year period without interest or penalties. If impact fees are not paid, the District will file a lien on the property and upon payment in full, the lien will be released. Ann Alley seconded the motion. The roll having been called, Debbie Ullom voted “no”. Motion carried.

**Land Use Developments:** Chief reported that Polar Gas is in the process of developing their site at Hwy 86 / CR 33. The District continues to work with Heat Exchangers for their site and development.

**Grants:** Chief reported that the District was not award either AFG grants. Chief submitted the Firehouse Subs grant agreement for signature of the Chairman. This grant is $17,349.50 with no District match and will be used to equip the new brush truck so that it is fire deployable.

**Workers Comp Cost Containment**: Chief reported that the District’s Worker’s Compensation Premium Cost Containment paperwork has been submitted. This process is completed every 3 years. The District has only had two worker comp claims for 2014 & 2015 that totaled $1,300.00.

**District Staffing:** Jason Goldman, the new paid staff member was present and introduced to the Board of Directors. Chief reported that the District has 17 EMT’s and 4 paramedics.

**District Election:** Chief requested that the Board reconsider an election in 2016 for a mill levy increase. Ann Alley made a motion for a mill levy increase at the May 2016 election. Debbie Ullom seconded the motion. The roll having been called, the Chairman declared the motion unanimously carried and so ordered.

***Admin/Finance Officer Geri Scheidt came before the Board to discuss the following items:***

**Bank of the West:** Geri reported that with the closure of the Bank of the West Kiowa branch, the District will receive a letter regarding transferring the contents of the safety deposit box. Renewal of the safety deposit box in the amount of $40.00 has been received. Geri asked if the Board wants to renew the safety deposit box which would be located in Elizabeth or use the fire proof filing cabinets the District has. Ann Alley made a motion to not renew the safety deposit box with Bank of the West. Debbie Ullom seconded the motion. The roll having been called, the Chairman declared the motion unanimously carried and so ordered.

**Pinnacol Assurance:** Geri reported that she submitted the 2016 payroll information to Pinnacol Assurance for the 2016 renewal and estimated premium.

**FPPA Report:** Geri received the FPPA third quarter 2015 allocation report for the Volunteer Pension Fund and the ending balance is $739,595.16.

**HSA Bank:** Geri discussed the District opening an account with HSA Bank for the full-time employee’s health savings accounts. The service fee for these accounts is $2.25 per month, per employee and services included in HSA monthly fee is: 24/7 online account access; bankline; unlimited transactions; contribution processing; online account transfers; monthly e-statements; tax reporting(1099-SA & 5498-SA), etc. Debbie Ullom made a motion to setup HSA accounts for the FTE with HSA Bank. Ann Alley seconded the motion. The roll having been called, the Chairman declared the motion unanimously carried and so ordered. Debbie Ullom made a motion to make a monthly benefit deposit into the employee’s HSA accounts. Ann Alley seconded the motion. The roll having been called, the Chairman declared the motion unanimously carried and so ordered.

**Health Insurance Rates for 2016:** Geri reported that theAnthem BC/BS HSA Qualified Plan D rate increased by 7.69% for 2016.

**Monthly Summary Report:** The Board had no questions regarding Geri’s monthly summary report that was submitted.

***Attorney Tibbals came before the Board to discuss the following items:*** Bob discussed the budget adoption procedure that will take place in December. Bob discussed the need for the District to appoint a second alternate for the ECCA Board. Ann Alley made a motion to appoint Jason Goldman as the second alternate on the ECCA Board. Debbie Ullom seconded the motion. The roll having been called, the Chairman declared the motion unanimously carried and so ordered.

***ECCA Board Representative Report:*** Bob reported that ECCA’s final budget is available for public inspection. ECCA is working on finalizing the contract on the new communications tower. Next ECCA meeting is December 7th.

***Volunteer Representative Report:*** No report.

**Unfinished Business:**

**Fire Deployment Preparation Plan/Costs:** No additional information for this program was reported.

**Fire Station Project:** Chief reported that he met with Western LLC staff and an assigned architect to develop conceptual drawings/plans for a new fire station.

**New Business:**

**Ambulance Accounts:**  Lifetime Outstanding A/R is $69,691.18. Outstanding A/R with collection agency is $48,907.85. Transaction collections for the period of October 1-31, 2015, was $6,028.79 from EMS Billing and $15.74 from EMA Consultants.

**Public Comment:**

None.

No further business coming before the Board, the meeting was adjourned at 2057 with the next scheduled meeting to commence at approximately 1900 on Wednesday, December 9, 2015.

**KIOWA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS**

 **KIOWA, COLORADO**

**APPROVED BY: REVIEWED BY:**

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**ATTEST: SECRETARY**

**BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Secretary for the Board of Directors**