

**KIOWA FIRE PROTECTION DISTRICT
BOARD OF DIRECTORS MEETING
NOVEMBER 9, 2011**

The Board of Directors for the Kiowa Fire Protection District met in a regular scheduled meeting on the 9th day of November 2011, with the roll call of members as follows:

Jim Jerrold	Present
Rick Kolm	Present
Dan Kimzey	Present via Skype
Debbie Stephens	Absent-Excused
Keith Westfall	Present

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

APPROVAL OF AGENDA:

Keith Westfall made a motion to approve the Agenda for November 9, 2011. Dan Kimzey seconded the motion. The roll having been called, the Chairman declared the motion unanimously carried and so ordered.

CORRESPONDENCE:

None.

APPROVAL OF MINUTES:

Dan Kimzey made a motion to approve the Kiowa Fire Board of Directors meeting minutes of October 12, 2011, with the correction of Rick Kolm- Absent-Excused. Keith Westfall seconded the motion. The roll having been called, the Chairman declared the motion unanimously carried and so ordered.

APPROVAL OF CHECKS:

Keith Westfall made a motion to approve Kiowa Fire District check #5863 through #5887. Jim Jerrold seconded the motion. The roll having been called, the Chairman declared the motion unanimously carried and so ordered.

PUBLIC HEARINGS:

None.

REPORT OF OFFICERS, PROFESSIONAL CONSULTANTS & COMMITTEES:

Fire Chief Dian Bowers came before the Board to discuss the following items:

Public Sector Health Care Group: Elizabeth Fire Chief TJ Steck came before the Board to present the HSA Qualified Plan D Healthcare Plan. The Board of Directors puts \$2,000 in an HSA account for each FTE and pay 80% of the premium for each FTE. Fire Chief Dian Bowers stated that all three FTE's are in agreement to join this healthcare plan with the knowledge that it does not include life insurance. Keith Westfall made a motion to approve the IGA to allow Kiowa Fire District to join the Public Sector Health Care Group upon legal review of the IGA. Rick Kolm seconded the motion. The roll having been called, the Chairman declared the motion unanimously carried and so ordered.

VFIS Renewal: Dian reviewed the VFIS insurance premium and the bid for 2012 is \$500.00 less than 2011. Attorney Bob Tibbals and Dian recommended that the District stay with VFIS. Keith made a motion for Kiowa Fire District stay with VFIS. Rick Kolm seconded the motion. The roll having been called, the Chairman declared the motion unanimously carried and so ordered.

Annex Bids: Dian - \$5 to \$600 range for insulation window and doors and trim. Mark Eckardt work – RK made a motion to purchase the necessary materials and have Mark to repair the doors on Annex 3 up to \$1,000 for the work. Keith Westfall seconded the motion. The roll having been called, the Chairman declared the motion unanimously. Insulate, repair door and trim for the door.

Office Chairs: replacement for office chairs – 10 chairs at \$20.00 each. \$200.00. The board approved.

Water Meter: Town of Kiowa want the District to have a meter. Bob will contact Cory Hoffman on this matter. May increase 29% to 60%.

Legacy Business Park: infrastructure, water and the roads. Water is tied into the Summit Metro District. No buildings at this time. Commercial impact fees will apply when buildings are constructed. For a propane farm. Contact Tim Goodwin regarding impact fees.

Miscellaneous: Ann Alley has been hospitalized and is in the Skyridge Medical Center. The Board agreed to send flowers with a maximum of \$50.

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

FPPA Pension Fund: Ending balance as of September 30, 2011 is \$518,211.11. Reminder notice was sent that the 4th quarter statement for 2011 will not be available until approximately February 10, 2012. FPPA will be using this extra time to determine any necessary market value adjustments to the non-publicly traded investments within their portfolio. FPPA also requested

to schedule Pension Board Meetings later in February 2012 to allow for the delayed delivery of this report.

FPPA Pension Check: FPPA has announced that Member Account Portal is open and ready for secure access to pension benefit information. Active members have the ability to view personal profile, account balances and beneficiary designations; generate retirement benefit estimates; print member statements and estimate the cost of a service credit purchase. Retired members have the ability to view personal profile, print information regarding their monthly benefit payments; print 1099R statements; use the tax withholding calculator to estimate how changing withholdings will impact monthly payment. Visit FPPAco.org to access the Member Account Portal

Anthem BC/BS: Notice from Anthem regarding the CoverColorado assessment fee which is \$4.36 for each eligible Colorado contract holder covered by Anthem BC/BS. For transparency purposes, this fee will be buried in the premium, but billed as a separate line item on each monthly bill. CoverColorado was created by the Colorado legislature in 1991 to provide greater access to health insurance to Colorado residents with medical conditions that limit their ability to traditional health insurance.

IRS Notifications: Payment request for Form 940 which is federal unemployment taxes...the district is a government entity and is not subject to federal unemployment tax. A second notice regarding 1099 form for EMA Consultants was received. The IRS's new machine read the tax i.d. incorrectly. Geri notified the IRS that their records are incorrect and the id that is listed on the 1099 is correct.

2012 Budget: Letter from DOLA regarding the District's waiver of the 5.5% limit that was approved by the voters of Kiowa Fire District on May 4, 2004. This is a standard letter received every year from DOLA showing that the District did waive the 5.5% limit and requesting if there have been any changes to this waiver, to notify DOLA as soon as possible.

Holiday Pay: FTE's will be allowed to use holiday pay for one year in advance of accrual in conjunction with vacation. If an employee elects to use holiday pay in advance, and whose employment is terminated either voluntarily or involuntarily, said holiday pay used that has not been accrued will be deducted from employee's final pay compensation. (Insert at Section 6 – Benefits (6) Holidays –

Attorney Bob Tibbals came before the Board to discuss the following items:

IGA with City & County of Denver: Bob reviewed the IGA with the City and County of Denver for SCBA equipment. The SCBA's are free of charge as part of a grant with a value of approximately \$170,000. Rick Kolm made a motion to approve the IGA with City and County of Denver for SCBA equipment. Dan Kimzey seconded the motion. The roll having been called, the Chairman declared the motion unanimously carried and so ordered.

Adoption Agreement for FPPA 457 Comp Plan: Bob reviewed the FPPA 457 Compensation Plan whereby employees can elect to invest funds in a deferred compensation plan. Adoption of this 457 plan does not place any burdens on the District for any matching funds. The plan does require that an Employer Committee be created. Rick Kolm made a motion to approve the

adoption of the FPPA 457 Compensation Plan and the Employer Committee members will be Rick Kolm, Keith Westfall and Chief Dian Bowers and the employee minimum monthly contribution will be \$10.00 with no District matching funds. Keith Westfall seconded the motion. The roll having been called, the Chair declared the motion unanimously carried and so ordered.

Employee Reviews: Bob Tibbals advised that the Board of Directors need to schedule a special meeting before the December 14th regular meeting for employee reviews. The Board agreed for Jim Jerrold to send a hard copy of the employee evaluations to the Board members to fill out and return to Bob Tibbals for compilation and Bob will forward to the Board members and that format will be utilized for Executive Session discussion at the next regular meeting.

Attorney Retainer: Bob requested a \$100.00 increase (\$600.00 per month) beginning January 2012. Board agreed to reflect the increase in the 2012 budget.

ECCA Board Representative Report: Bob Tibbals reported that the 2012 revenue numbers came in as expected and that the call numbers are expected to stay similar to 2011. The Narrowbanding Committee will become a general committee.

EMS Representative Report: EMS Division Chief Tim Rossette reported that the District started a 1st Responder class on November 8th. Rattlesnake Fire District will include our members in their FF Academy.

Volunteer Representative Report: The Gun Raffle generated \$7,045.00 and a portion of the funds will be saved to kickoff the next raffle that is scheduled for June 2012. Halloween party was a success. Christmas Party is Dec 9th.

OLD BUSINESS:

Administrative/Finance Salary: The Board discussed the Administrative/Finance Salary to bring the rumors/issues to a close. The Board agreed that the salary will remain the same and that it reflects 34 hours per month since 2004 along with almost 16 years of longevity with the District. It was further agreed that a time sheet will be completed for the Chairman review and signature and any training obtained by the Admin/Finance Officer that benefits the District is charged against the 34 hours per month. Further discussion was that the Fire Chief and Admin/Finance Officer will schedule time to meet for discussion of District business as necessary.

NEW BUSINESS:

Ambulance Accounts: New outstanding A/R is \$31,439.60. The Board reviewed the ambulance bill for Essie Patrick and agreed to waive the remainder of the bill if there is any amount not covered by insurance.

Resolution – Fire House: Bob Tibbals presented a Resolution regarding the formation of a Building Committee for construction of a new fire station. This resolution does not obligate the Board of Directors financially or construction of a new fire station in a certain time frame, but recognizes the Building Committee and the work done on fire station plans and to submit

update reports to the Board as necessary. Dan Kimzey made a motion to accept the resolution as written. Rick Kolm seconded the motion. The roll having been called the Chairman declared the motion unanimously carried and so ordered.

PUBLIC COMMENT:

None.

No further business coming before the Board, the meeting was adjourned at 2141 with the next scheduled meeting to commence at approximately 1900 on Wednesday, December 14, 2011.

**KIOWA FIRE PROTECTION DISTRICT BOARD OF DIRECTORS
KIOWA, COLORADO**

APPROVED BY:

REVIEWED BY:

ATTEST: SECRETARY

**BY: _____
SECRETARY FOR THE BOARD OF DIRECTORS**