



PEYTON FIRE PROTECTION DISTRICT
MONTHLY BUSINESS MEETING
www.peytonfiredistrict.com



MINUTES

Tuesday, April 12, 2011
Peyton Fire Protection District Fire Station

1. **Call to Order:** President Leon Gomes called the meeting to order at 6:30PM.

a. **Board Members Present:**

President: Leon Gomes
Vice President: James Fraas
Treasurer: David Stoddard
Secretary: William Beary

b. **Board Members Absent:**

Director: Patrick Palacol (Excused)

c. **Others Present:** Joe Meara, Nikki Meara, Alice Levering, Larry Goodall, Elaina Taylor, Allyssa Frank, Molly Loomis, Linda Rowland, Angel Macaulay, Adeline Loomis, Michael Dell'Ario, Nathan Hale, Kent Smith, Morgan Nelson, Michael Deckard Jr., Chris Evans, Cody Crumpler, Wes Dinsick

2. **Approval of Agenda:** The Board reviewed the agenda for the April 12, 2011 monthly meeting of the Peyton Fire Protection District Board of Directors. The agenda was approved by the Board 4-0 on a motion by Mr. Fraas and second by Mr. Stoddard.

3. **Acceptance of Minutes:** Minutes of the following Board Meetings were reviewed and approved by the Board 4-0 on a motion by Mr. Beary and second by Mr. Fraas.

- a. March 5, 2011 Special Board Meeting
- b. March 8, 2011 Monthly Board Meeting
- c. March 29, 2011 Special Board Meeting

4. **Compliance Issues:** None

5. **Officers' Reports:**

a. **Fire Chief:** Interim Chief Brown presented her oral report to the board and submitted the formal report in writing. The written report for the period ending March 31, 2011 is provided as an attachment to these meeting minutes. The following items are highlighted:

- (1) Stage 1 Burn Ban is in effect and has been posted
- (2) The Douglas family has donated \$100 to the Peyton Fire Protection District in thanks for response to a recent fire.
- (3) Mr. Dean Mabe has verbally requested an exclusion or an alternative option in lieu of a 30,000 gallon cistern for a 4 home development located at the intersection of Elbert Road and Hopper Road.

b. President: No report.

c. Vice President: No report.

d. Secretary: No report.

e. Treasurer: Mr. Stoddard presented the Treasurer's report. The Treasurer's written report is attached. The Treasurer's Report was approved by the Board 4-0 on a motion by Mr. Stoddard and second by Mr. Fraas.

f. Director: No report.

6. **National Volunteer Week Recognition:**

a. Firefighters presented special recognition to Mr. Fraas and Interim Chief Brown for their mentoring and leadership in the Peyton Fire Department.

b. Board President Mr. Gomes read portions of Board Resolution 2011-01, "Resolution for Proclamation of National Volunteer Week" recognizing the volunteer firefighters and auxiliary members for their service to the community.

c. Cake and ice cream was served to celebrate National Volunteer Week.

7. **Old Business:**

a. Process for selecting Fire Chief:

- (1) Since 2005, the Fire Chief has been selected by the Board of Directors
- (2) Options for consideration:
 - (a) Continue Board appointment of Chief and Officers
 - (b) Firefighters elect Chief and Officers followed by review and ratification by Board
- (3) Public Comment.

BOARD DECISION: Mr. Beary made a motion for the Board to appoint a committee to research the best processes to select a new Fire Chief with involvement of the firefighters and the Board within the constraints of law, and that the committee will report back to the Board at the next regular meeting. Mr. Fraas seconded the motion. Board roll call vote:

Mr. Stoddard: Yes Mr. Gomes: Yes
Mr. Fraas: Yes Mr. Beary: Yes

Motion carried

The Committee will include Mr. Fraas, Mr. Palacol, plus three firefighters. The Interim Chief will provide the names of the firefighters by the end of the week, 15 April 2011.

b. Schedule the Policy Development Workshop: Board members agreed to meet on Tuesday, April 19, 2011 at 6:30PM at the Peyton Fire Station.

8. New Business

a. National Volunteer Fire Council: Mr. Gomes described the resources available through the National Volunteer Fire Council for volunteer fire departments, including training, and guides for subjects such as volunteer recruitment and retention. Membership can be individual, department, all staff, or EMS. Fees are typically \$10 per person per year. Website is nvfc.org. This topic will be placed on future agenda items for consideration.

b. District Computer Equipment: Mr. Fraas reviewed the inventory of computer equipment and operating systems held by the department. There are four computers, each with a different operating system. Mr. Fraas suggested that all of the computers be brought up to date. Mr. Fraas will investigate options for updating the systems, including cost effectiveness of software updates as compared to total system/hardware replacement.

c. Authorization for Peyton Fire Protection District Facebook Page: Mr. Gomes discussed the opportunity to develop a Peyton Fire Protection District "Facebook" page for sharing information with the community, including announcements and calendar items.

BOARD DECISION : Mr. Beary made a motion for the Board to develop a Facebook page for Peyton Fire Protection District. Mr. Fraas seconded the motion. Board roll call vote:

Mr. Stoddard: Yes Mr. Gomes: Yes
Mr. Fraas: Yes Mr. Beary: Yes

Motion carried

d. Credit Card Holder, Administrator, and Oversight: Mr. Stoddard discussed the requirement for credit card management and oversight with appropriate separation of functions to maintain financial integrity. Chief Jack Rauer is the current credit card holder by name. With his departure from the Department on June 1, 2011, the Board needs to consider how to ensure that the District has an appropriate card holder and oversight. The Board will take action at the next regular Board meeting.

e. Executive Session: Personnel Matters, in accordance with §24-6-402(4)(f)(1) C.R.S.

(1) **BOARD DECISION** : Mr. Stoddard made a motion for the Board to go to Executive Session for the purpose of discussing Personnel Matters, in accordance with §24-6-402(4)(f)(1) C.R.S. Mr. Beary seconded the motion. Board roll call vote:

Mr. Stoddard:	Yes	Mr. Gomes:	Yes
Mr. Fraas:	Yes	Mr. Beary:	Yes

Motion carried

- (2) Board President Gomes adjourned from the Public session at 8:57PM.
- (3) Board President Gomes convened Executive Session at 9:07PM for the purpose of discussing Personnel Matters, in accordance with §24-6-402(4)(f)(1) C.R.S.
- (4) Board President Gomes adjourned from Executive Session at 9:43PM.
- (5) Board President Gomes reconvened the Public session at 9:48PM.

f. Appointment of Officers:

Interim Chief Brown recommended the appointment of the following firefighters as interim fire officers until a permanent Chief is appointed:

Captain:	Michael Deckard Sr.
Lieutenant:	Kent Smith
Lieutenant:	Grant Finley

BOARD DECISION : Mr. Fraas made a motion for the Board to accept the recommendation for interim officer appointments. Mr. Gomes seconded the motion. Board roll call vote:

Mr. Stoddard:	Yes	Mr. Gomes:	Yes
Mr. Fraas:	Yes	Mr. Beary:	No

Motion carried

Chief Brown will make the notifications of the new officers.

g. Firefighter Application: Chief Brown recommended that the Board approve the application of Mr. Anthony Morton as a firefighter recruit.

BOARD DECISION : Mr. Beary made a motion for the Board to approve the application of Mr. Anthony Morton as a firefighter recruit. Mr. Fraas seconded the motion. Board roll call vote:

Mr. Stoddard: Yes
Mr. Fraas: Yes

Mr. Gomes: Yes
Mr. Beary: Yes

Motion carried

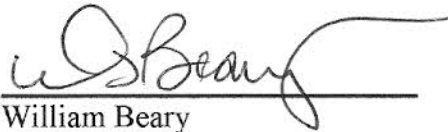
9. **Future Agenda Items:**

- a. Adoption of NFPA guidelines
- b. National Volunteer Fire Council
- c. District Computer Equipment
- d. Credit Card Holder, Administrator, and Oversight

10. **Announcements:**

- a. On Sunday May 22, 2011, Gathering Stones Church is inviting volunteer firefighters for recognition of "Community Hero Day."

11. **Adjournment:** Board President Gomes adjourned the Board meeting at 10:00PM



William Beary
Secretary
Peyton Fire Protection District



Leon Gomes
President
Peyton Fire Protection District

Peyton Fire Department Chief's Report

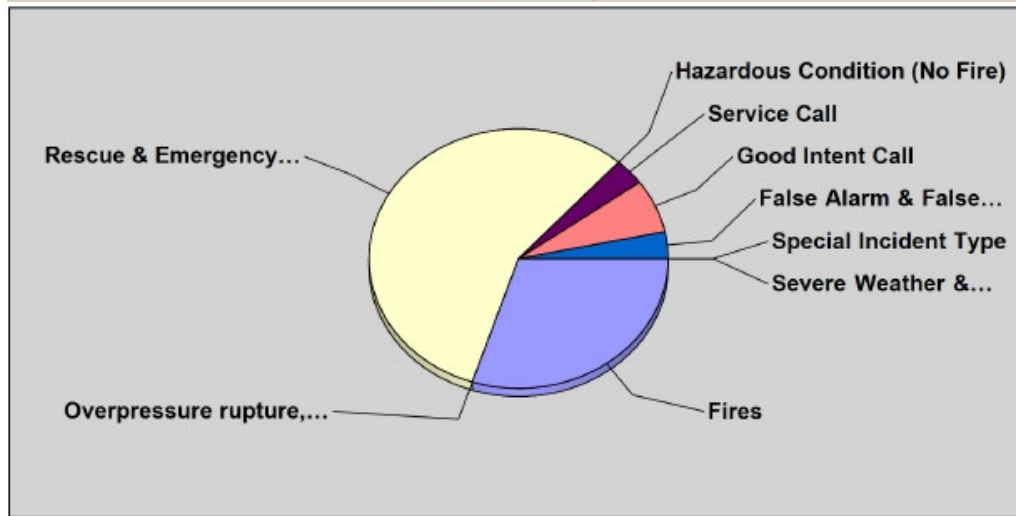
March 2011

1. Calls

Detailed Breakdown by Incident Type for Date Range

StartDate: 03/01/2011 | EndDate: 03/31/2011

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	1	3.33%
112 - Fires in structure other than in a building	1	3.33%
121 - Fire in mobile home used as fixed residence	1	3.33%
142 - Brush or brush-and-grass mixture fire	1	3.33%
143 - Grass fire	4	13.33%
150 - Outside rubbish fire, other	1	3.33%
311 - Medical assist, assist EMS crew	3	10.00%
321 - EMS call, excluding vehicle accident with injury	11	36.67%
322 - Motor vehicle accident with injuries	2	6.67%
324 - Motor vehicle accident with no injuries.	1	3.33%
531 - Smoke or odor removal	1	3.33%
651 - Smoke scare, odor of smoke	2	6.67%
743 - Smoke detector activation, no fire - unintentional	1	3.33%
TOTAL INCIDENTS:	30	



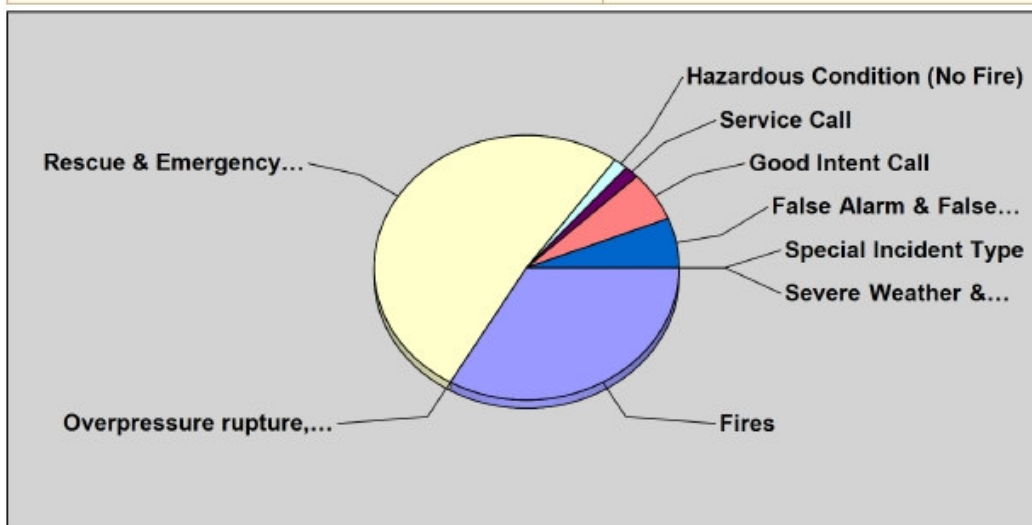
MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	9	30.00%
Overpressure rupture, explosion, overhear - no fire	0	0.00%
Rescue & Emergency Medical Service	17	56.67%
Hazardous Condition (No Fire)	0	0.00%
Service Call	1	3.33%
Good Intent Call	2	6.67%
False Alarm & False Call	1	3.33%
Severe Weather & Natural Disaster	0	0.00%
Special Incident Type	0	0.00%
TOTAL	30	

Total Calls for 2011

Detailed Breakdown by Incident Type for Date Range

StartDate: 01/01/2011 | EndDate: 03/31/2011

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	1	1.52%
111 - Building fire	6	9.09%
112 - Fires in structure other than in a building	1	1.52%
118 - Trash or rubbish fire, contained	1	1.52%
121 - Fire in mobile home used as fixed residence	1	1.52%
141 - Forest, woods or wildland fire	2	3.03%
142 - Brush or brush-and-grass mixture fire	1	1.52%
143 - Grass fire	8	12.12%
150 - Outside rubbish fire, other	1	1.52%
300 - Rescue, EMS incident, other	2	3.03%
311 - Medical assist, assist EMS crew	5	7.58%
321 - EMS call, excluding vehicle accident with injury	21	31.82%
322 - Motor vehicle accident with injuries	4	6.06%
324 - Motor vehicle accident with no injuries.	2	3.03%
424 - Carbon monoxide incident	1	1.52%
531 - Smoke or odor removal	1	1.52%
621 - Wrong location	1	1.52%
651 - Smoke scare, odor of smoke	3	4.55%
733 - Smoke detector activation due to malfunction	1	1.52%
743 - Smoke detector activation, no fire - unintentional	1	1.52%
746 - Carbon monoxide detector activation, no CO	2	3.03%
TOTAL INCIDENTS:	66	



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	22	33.33%
Overpressure rupture, explosion, overheating - no fire	0	0.00%
Rescue & Emergency Medical Service	34	51.52%
Hazardous Condition (No Fire)	1	1.52%
Service Call	1	1.52%
Good Intent Call	4	6.06%
False Alarm & False Call	4	6.06%
Severe Weather & Natural Disaster	0	0.00%
Special Incident Type	0	0.00%

TOTAL 66

2. Discussion Items:

- Stage 1 Burn Ban is in effect
- Rural Water Fund Policy
- Readopt NFPA as a guideline
- \$100 donation from the Douglas family
- Dean Mabe has verbally requested an exclusion or an alternative option for his 4-home development located at the intersection of Elbert Road and Hopper Road. He doesn't see the need to install a 30,000 gallon cistern for only 4 homes.

3. Notes from the El Paso County Chiefs Meeting:

- Two \$3,000 donation checks were each presented to Sentimental Journey and Pikes Peak Hospice. These donations were the proceeds from the Chiefs' dinner auctions last January.

4. Grants:

- Nothing New

5. Developments:

- Rock Springs is a new development that is still in the making.

6. Certification Status:

- Nothing New

Respectfully Submitted By

Sharon Brown
Chief

Peyton Fire Protection District
PO Box 98, Peyton, CO 80831
Treasurer's Report for the month ending March 31, 2011

Fiscal Year Complete 25%
Revised April 11, 2011

<u>General Fund</u>	<u>Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
Beginning Fund Balance	104,193	117,346	124,411	
Revenues - Non-Operating				
Property Taxes	67,723	73,238	217,747	34%
Special Ownership Taxes	1,404	4,548	22,000	21%
Donations	200	200	0	
Deposit Interest	110	222	2,450	9%
Total Non-Operating Revenue	69,438	78,209	242,197	32%
Total Funds Available	173,630	195,555	366,608	
Expenditures				
Administrative				
100211 Office Supplies	957	1,446	4,300	34%
100215 Interest Expense	-	-	8,820	0%
100220 Bank Service Charges	0	1	25	2%
100250 Election	-	-	-	
100330 Workshops	70	240	5,000	5%
100340 Professional Associations	246	414	1,000	41%
100350 Trade Publications	-	-	250	0%
100410 Professional Services (Legal)	90	90	5,000	2%
100412 Bookkeeping	90	560	3,000	19%
100415 County Treasurer's Fees	1,016	1,099	3,860	28%
100512 Insurance - General Liability	4,122	4,122	4,500	92%
100514 Insurance - Worker's Comp	499	996	3,621	28%
100516 Insurance - Auto	4,091	4,091	5,100	80%
100610 Pension Contributions (Volunteer)	-	-	3,000	0%
100710 Recruiting and Retention	-	96	100	96%
100810 Salaries	3,482	10,430	45,000	23%
100812 District Medicare Taxes (1.45%)	74	173	638	27%
100814 District FPPA Contribution (8%)	273	818	3,517	23%
100816 District FPPA D&D Contribution (2.6%)	89	266	1,143	23%
100818 Employee Health Insurance Premiums	1,281	3,842	14,405	27%
100820 State Unemployment Taxes	-	-	250	0%
100999 Uncategorized Administrative	-	-	50	0%
Total Administrative	16,379	28,682	112,579	25%
Firefighter Supplies				
200211 Supplies and Equipment	-	25	7,400	0%
200311 Personal Protection Equipment	-	388	6,100	6%
Total Firefighter Supplies	-	413	13,500	3%
Fire Prevention Education				
300211 Supplies and Equipment	-	-	950	0%
Total Fire Prevention Education	-	-	950	0%

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Fiscal Year Complete 25%
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Training					
400211	Training	(548)	892	10,250	9%
	Total Training & Association	(548)	892	10,250	9%
Communications					
500093	Pager Service/Radio Usage	-	-	6,200	0%
500094	ERS Reporting Service	-	-	2,000	0%
500211	Equipment, Supplies, and Maintenance	45	416	2,300	18%
	Total Communications	45	416	10,500	4%
Vehicles: Equipment, Maintenance and Fuel					
600211	Equipment, Parts, Repairs and Maintenance	392	2,503	10,000	25%
600221	Fuel	356	1,655	7,500	22%
	Total Vehicles	748	4,158	17,500	24%
Medical					
700211	Medical Supplies	156	1,200	2,500	48%
700350	Health and Welfare	-	-	2,500	0%
	Total Medical	156	1,200	5,000	24%
Building and Grounds					
800211	Supplies and Maintenance	1,073	1,073	1,500	72%
800940	Equipment Purchases	1,007	1,007	1,600	63%
800950	Equipment and Storage Rental	75	375	900	42%
800960	Utilities	919	3,561	11,000	32%
	Total Building and Grounds	3,074	6,016	15,000	40%
Capital Expenditures					
900100	Buildings and Grounds	-	-	-	-
900200	Lease Purchase Principal Payments	-	-	43,587	0%
900500	Capital Equipment Purchases	-	-	-	-
	Total Capital Outlay	-	-	43,587	0%
	Total Expenses and Expenditures	19,854	41,778	228,866	18%
Ending Fund Balance		153,776	153,776	137,742	

Summary of Deposits and Funds

<u>Deposits</u>			<u>Funds</u>	
Operating Account	12,727	12,726.92	General Fund	153,776
General Fund	35,365			
Reserve Fund	16,596			
Tabor 3%	10,073			
Capital Fund	79,015	141,049		
Cash with County		-		
Total Deposits		153,776		