



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



MINUTES

Tuesday, January 18, 2011
Peyton Fire Protection District Fire Station

1. **Call to Order**: President Leon Gomes called the meeting to order at 6:31PM.

a. **Board Members Present**:

President: Leon Gomes
Vice President: James Fraas
Secretary: William Beary
Director: Patrick Palacol

b. **Board Members Absent**: Treasurer: David Stoddard

c. **Others Present**: Sharon Brown, Nathan Hale, Chris Evans, Michael Deckard Jr., Grant Finley

2. **BOARD DECISION** : Mr. Beary made a motion to approve an excused absence for Mr. Stoddard due to business travel causing him to be out of town. Mr. Fraas seconded the motion. Board vote:

Yes: 4 No: 0 **Motion carried**

3. **Approval of Agenda**: The Board reviewed the agenda for the January 18, 2011 monthly meeting of the Peyton Fire Protection District Board of Directors. Chief Rauer requested that New Business item 8c (Fire Codes) be removed from the agenda. Chief Rauer was the originator of the agenda item. The Board President removed item 8c (Fire Codes). The agenda was approved by the Board 4-0 on a motion by Mr. Fraas and second by Mr. Palacol.

4. **Acceptance of Minutes**: Minutes of the December 13, 2010 Monthly Board Meeting were reviewed and approved by the Board 4-0 on a motion by Mr. Palacol and second by Mr. Fraas.

5. **Compliance Issues**: None

6. **Officers' Reports**:

a. Fire Chief: Chief Jack Rauer presented his oral report to the board and submitted his formal report in writing. The written report is provided as an attachment to these meeting minutes. Items of note:

- (1) Peyton Fire Protection District responded to 343 calls during 2010.
- (2) ISO testing is scheduled to start at 8:30AM on January 25, 2011.
- (3) Black Forest Fire Dept is offering Firefighter 1 training at just the cost of course materials.

b. President: The President of the Board expressed his appreciation to the firefighters for their response to several difficult calls during the past month, including calls on Christmas day.

c. Vice President: No report.

d. Secretary: No report.

e. Treasurer:

(1) The Treasurer's written report is attached. In the absence of Mr. Stoddard, Chief Rauer presented the Treasurer's report. The report included closeout figures for 2010. The Board noted several discrepancies in the report. The Board recommended that the Bookkeeper from Cabot-McPherson Corp. be invited to attend the next regular monthly Board meeting.

BOARD DECISION: Mr. Beary made a motion to accept the Treasurer's Report for the month ending December 31, 2010. Mr. Fraas seconded the motion. Board vote:

Yes: 0 No: 4 **Motion NOT carried**
Treasurer's Report not accepted

(2) Director Palacol needs to provide information to Farmers State Bank for account signature cards.

(3) Membership with the Special District Association (SDA) lapsed on December 31, 2010. SDA membership is in a grace period. Chief Rauer will contact SDA and renew by credit card.

f. Director: None.

7. **Guest Speaker**: None.

8. **Old Business**:

a. Policy Committee Update.

(1) Mr. Fraas sent out the latest revision of the Board policies by email for review by the Board. Mr. Fraas requested comments and edits from the directors.

(2) The policy revision draws from SDA resources and examples from other fire departments.

(3) Mr. Beary suggested having a Special Board meeting dedicated to reviewing the policy and discussing policy issues. The meeting will be scheduled with the approval of the Board when the policy is close to a final version.

b. Capital Improvement Plan. A draft version of the Peyton Fire Protection District Capital Improvement Plan will be provided to the Board in approximately April 2011. The Capital Improvement Plan will be linked with the District Long Range Plan that is yet to be developed.

9. New Business

a. Annual Reports. All annual reports required by statute have been provided on time to the State of Colorado, Department of Local Affairs (DOLA), Division of Local Government (DLG), and to the El Paso County Board of County Commissioners and County Clerk and Recorder.

b. Long Range Planning. Mr. Beary requested that Board members send him their available dates to conduct a long-range planning meeting. The Board is looking at dates in February or March. The long-range planning meeting will be facilitated by Chief Riley, Pueblo Fire Department.

c. Fire Codes. Deleted as noted in paragraph 3.

d. Bond for Chief Officer position. The Board discussed whether or not the Chief should be bonded to cover liability for credit card purchases. The Board needs more information. The Treasurer has been tasked to get more information from Farmers State Bank. The issue will be placed on the agenda for the March 2011 Board meeting.

e. Policy on vacation and sick leave for paid employees. The Board discussed the vacation and leave policy for paid employees. Currently, the Chief's position is the only paid employee. The Board will review the position description to determine what employee benefits were stipulated, including vacation and leave accrual policies, and employment status (salaried or exempt). The Secretary will research the position description that applies to the current Chief's position.

f. Documentation Practices. Mr. Palacol expressed concern about the availability and location of various key documents for the District. Mr. Beary noted that the Secretary is designated by the By-Laws as the Records Custodian. Records that are available in the District Board files are currently being organized to make them easier to locate and retain in permanent records available to the Board members. It appears that some past Board members may have retained records that should be kept on file in the District files and available to the current Board.

10. **Public Comment:**

a. Captain Sharon Brown commented that the District needs to replace the Treasurer. She noted repeated discrepancies in Treasurer's reports and highlighted the responsibility of the Board for proper financial management and reporting. She noted that her comment was nothing personal against the Treasurer, but expressed her concern about the problems with the financial management of the District. The Board President noted that the Board took action today to reject the Treasurer's report and is taking action to correct. The Board President also noted that the Treasurer had desired to resign from that position several months prior, but that the Board restructured the duties of the Treasurer to share more responsibilities among other District members. Further action is warranted and will be taken.

b. Chief Rauer asked if the Treasurer's report will be corrected since it was not accepted by the Board. Mr. Gomes stated that the report would be corrected after Mr. Stoddard returns. Mr. Gomes stated that he would notify Mr. Stoddard.

11. **Future Agenda Items:**

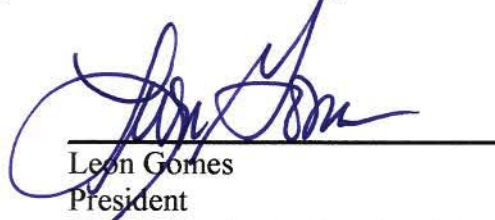
a. VFIS update from Mr. Jerry Ward, scheduled for March 2011

12. **Announcements:** The regional Fire Chief's dinner is scheduled for January 22, 2011.

13. **Adjournment:** Board President Gomes adjourned the Board meeting at 8:39PM



William Beary
Secretary
Peyton Fire Protection District



Leon Gomes
President
Peyton Fire Protection District

Peyton Fire Department Chief's Report

December 2010

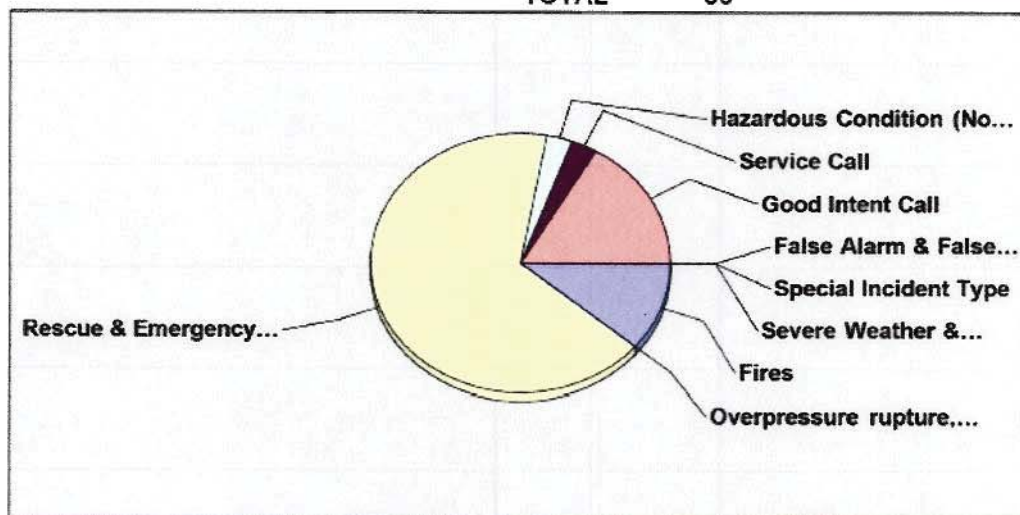
1. Calls

Detailed Breakdown by Incident Type for Date Range

StartDate: 12/01/2010 | EndDate: 12/31/2010

INCIDENT TYPE	# INCIDENTS	% of TOTAL
111 - Building fire	2	5.6%
118 - Trash or rubbish fire, contained	1	2.8%
143 - Grass fire	1	2.8%
300 - Rescue, EMS incident, other	4	11.1%
321 - EMS call, excluding vehicle accident with injury	13	36.1%
322 - Motor vehicle accident with injuries	2	5.6%
324 - Motor vehicle accident with no injuries.	5	13.9%
424 - Carbon monoxide incident	1	2.8%
542 - Animal rescue	1	2.8%
611 - Dispatched & cancelled en route	3	8.3%
651 - Smoke scare, odor of smoke	3	8.3%

TOTAL 36



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	4	11.11%
Overpressure rupture, explosion, overheating - no fire	0	0.00%
Rescue & Emergency Medical Service	24	66.67%
Hazardous Condition (No Fire)	1	2.78%
Service Call	1	2.78%
Good Intent Call	6	16.67%
False Alarm & False Call	0	0.00%
Severe Weather & Natural Disaster	0	0.00%
Special Incident Type	0	0.00%

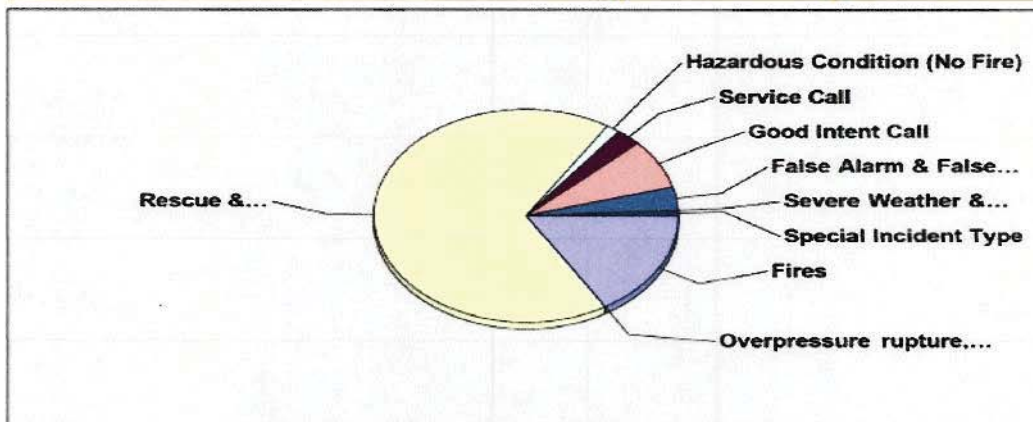
TOTAL 36

Total Annual Calls for 2010

Detailed Breakdown by Incident Type for Date Range

StartDate: 01/01/2010 | EndDate: 12/31/2010

INCIDENT TYPE	# INCIDENTS	% of TOTAL
100 - Fire, other	6	1.7%
111 - Building fire	13	3.8%
113 - Cooking fire, confined to container	1	0.3%
114 - Chimney or flue fire, confined to chimney or flue	1	0.3%
118 - Trash or rubbish fire, contained	4	1.2%
131 - Passenger vehicle fire	3	0.9%
135 - Aircraft fire	1	0.3%
140 - Natural vegetation fire, other	1	0.3%
141 - Forest, woods or wildland fire	4	1.2%
142 - Brush or brush-and-grass mixture fire	2	0.6%
143 - Grass fire	6	1.7%
150 - Outside rubbish fire, other	8	2.3%
151 - Outside rubbish, trash or waste fire	5	1.5%
160 - Special outside fire, other	1	0.3%
300 - Rescue, EMS incident, other	20	5.8%
311 - Medical assist, assist EMS crew	10	2.9%
321 - EMS call, excluding vehicle accident with injury	141	41.1%
322 - Motor vehicle accident with injuries	26	7.6%
324 - Motor vehicle accident with no injuries.	34	9.9%
381 - Rescue or EMS standby	1	0.3%
412 - Gas leak (natural gas or LPG)	1	0.3%
424 - Carbon monoxide incident	4	1.2%
500 - Service Call, other	2	0.6%
511 - Lock-out	1	0.3%
542 - Animal rescue	1	0.3%
571 - Cover assignment, standby, moveup	5	1.5%
600 - Good intent call, other	3	0.9%
611 - Dispatched & cancelled en route	15	4.4%
621 - Wrong location	1	0.3%
622 - No incident found on arrival at dispatch address	2	0.6%
651 - Smoke scare, odor of smoke	5	1.5%
700 - False alarm or false call, other	7	2.0%



MAJOR INCIDENT TYPE	# INCIDENTS	% of TOTAL
Fires	56	16.33%
Overpressure rupture, explosion, overheat - no fire	0	0.00%
Rescue & Emergency Medical Service	232	67.64%
Hazardous Condition (No Fire)	5	1.46%
Service Call	9	2.62%
Good Intent Call	26	7.58%
False Alarm & False Call	12	3.50%
Severe Weather & Natural Disaster	0	0.00%
Special Incident Type	3	0.87%
TOTAL		343

2. Member Status

Total Department Members	18
Total Auxiliary Members	1
Probationary	4
Resigned	1
Medical Leave	0
Leave of Absence	1
Released from the Department	0
New Full Members	0
New Volunteer Applicants	0
New Auxiliary Applicants	0
Retired Personnel	1

3. Discussion Items:

- ISO Testing on January 25th at 8:30am

4. Notes from the El Paso County Chiefs Meeting:

- Nothing New

5. Grants:

- Nothing New

6. Developments:

- Nothing new

7. Birthdays for the month of December

- Assistant Chief Mike Deckard
- Lieutenant Jim Ettleman

8. Certification Status:

- Nothing New

Respectfully Submitted By

Jack Rauer
Chief

Peyton Fire Protection District
PO Box 98, Peyton, CO 80831
Treasurer's Report for the month ending December 31, 2010

Fiscal Year Complete 100%
Revised January 8, 2011

<u>General Fund</u>	<u>Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
Beginning Fund Balance	132,888.58	104,008.32	103,711	
Revenues - Non-Operating				
Property Taxes	6.93	212,237.00	212,343	100%
Special Ownership Taxes	1,532.96	18,085.66	22,000	82%
Donations	-	100.00	0	
Deposit Interest	86.01	1,602.81	2,400	67%
Total Non-Operating Revenue	1,625.90	232,025.47	236,743	98%
Total Funds Available	134,514.48	336,033.79	340,454.01	
Expenditures				
Administrative				
100211 Office Supplies	34.02	3,288.73	3,700	89%
100215 Interest Expense	-	6,688.63	6,130	109%
100220 Bank Service Charges	0.30	98.11	25	392%
100250 Election	-	355.45	5,500	6%
100330 Workshops	-	5,013.77	6,250	80%
100340 Professional Associations	-	1,138.00	1,000	114%
100350 Trade Publications	-	1,049.95	1,000	105%
100410 Professional Services (Legal)	-	3,447.65	7,500	46%
100412 Bookkeeping	120.00	2,440.00	2,100	116%
100415 County Treasurer's Fees	0.10	3,186.36	3,500	91%
100512 Insurance - General Liability	-	4,298.00	3,900	110%
100514 Insurance - Worker's Comp	511.00	3,814.00	3,621	105%
100516 Insurance - Auto	-	4,126.00	5,100	81%
100610 Pension Contributions (Volunteer)	-	3,000.00	3,000	100%
100710 Recruiting and Retention	-	708.37	750	94%
100810 Salaries	4,796.68	44,268.72	43,968	101%
100812 District Medicare Taxes (1.45%)	49.40	612.47	638	96%
100814 District FPPA Contribution (8%)	408.84	3,515.49	3,517	100%
100816 District FPPA D&D Contribution (2.6%)	132.87	1,142.51	1,143	100%
100818 Employee Health Insurance Premiums	1,280.58	14,514.45	14,405	101%
100820 State Unemployment Taxes	-	19.85	250	8%
100999 Uncategorized Administrative	-	-	50	0%
Total Administrative	7,333.79	106,726.51	117,047	91%
Firefighter Supplies				
200211 Supplies and Equipment	150.18	10,072.16	10,000	101%
200311 Personal Protection Equipment	3,217.94	9,215.88	5,600	165%
Total Firefighter Supplies	3,368.12	19,288.04	15,600	124%
Fire Prevention Education				
300211 Supplies and Equipment	-	904.17	1,000	90%
Total Fire Prevention Education	-	904.17	1,000	90%

Peyton Fire Protection District
PO Box 98, Peyton, CO 80831

Treasurer's Report for the month ending December 31, 2010

Fiscal Year Complete 100%
 Revised January 8, 2011

Training					
400211	Training	288.90	9,191.62	12,000	77%
Total Training & Association		288.90	9,191.62	12,000	77%
Communications					
500093	Pager Service/Radio Usage	4,200.00	8,169.71	6,200	132%
500094	ERS Reporting Service	-	1,788.00	2,000	89%
500211	Equipment, Supplies, and Maintenance	-	696.64	2,800	25%
Total Communications		4,200.00	10,654.35	11,000	97%
Vehicles: Equipment, Maintenance and Fuel					
600211	Equipment, Parts, Repairs and Maintenance	251.87	7,867.81	10,000	79%
600221	Fuel	-	6,964.71	7,500	93%
Total Vehicles		251.87	14,832.52	17,500	85%
Medical					
700211	Medical Supplies	966.38	3,937.90	3,500	113%
700350	Health and Welfare	-	435.00	1,000	44%
Total Medical		966.38	4,372.90	4,500	97%
Building and Grounds					
800211	Supplies and Maintenance	78.13	1,786.02	1,500	119%
800940	Equipment Purchases	-	1,182.14	1,900	62%
800950	Equipment and Storage Rental	75.00	900.00	900	100%
800960	Utilities	626.31	10,728.06	11,000	98%
Total Building and Grounds		779.44	14,596.22	15,300	95%
Capital Expenditures					
900100	Buildings and Grounds		(91.56)		
900200	Lease Purchase Principal Payments	-	30,658.04	31,217	98%
900500	Capital Equipment Purchases	-	7,575.00	4,910	154%
Total Capital Outlay		-	38,141.48	36,127	106%
Total Expenses and Expenditures		17,188.50	218,707.81	230,074	95%
Ending Fund Balance		117,325.98	117,325.98	105,180	

Summary of Deposits and Funds

<u>Deposits</u>		<u>Funds</u>		
Operating Account	2,705	2,705	General Fund	117,326
General Fund	104,548			
TABOR Reserve	10,073	114,621		
	<hr/>			
Cash with County		-		
Total Deposits		117,326		

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01/08/11

Peyton Fire Protection District
MONTHLY CHECKS

December 2010

Date	Num	Name	Memo	Split	Amount
12/3/2010	10476	Pikes Peak Regional Comm...	3004329	500093 · Pager Service/Radio Usage	-4,200.00
12/3/2010	10477	NAPA CALHAN	Acct #1715	600211 · Equipment,Parts,Repairs & Maint	-280.67
12/7/2010	10478	El Paso Clerk/Recorder	vehicle renewal #3670	3671 · # 3671 Repair & Maint	-0.17
12/7/2010	10479	El Paso Clerk/Recorder	VOID: Vehicle Renewal #3670 (LTK-REG 697U...	3671 · # 3671 Repair & Maint	0.00
12/10/2010	10480	Max Fire Apparatus, Inc	Inv # 10002311	200311 · Personal Protection Equipment	-2,825.00
12/21/2010	10481	The Cabot-McPherson Corp...	Inv# 4712	100412 · Bookkeeping	-120.00
12/14/2010	10482	Pinnacol Assurance	POLICY # 52925 Inv# 15445242	100514 · Insurance -Workers Compensation	-511.00
12/14/2010	10483	Farmers State Bank of Calhan	Acct # 0114	2000 · Accounts Payable	-2,403.85
12/21/2010	10484	JACK RAUER	Reimbursement for EMT Basic Books	400211 · Training	-218.90
12/21/2010	10485	FARM PLAN	75343-22388 Inv# 604036 & 604057	-SPLIT-	-239.23
12/22/2010	10486	Benefit Design Services	Jan 2011 Employee Benefits	100818 · Employee Health Insurance Prem	-1,280.58