

HANOVER FIRE PROTECTION DISTRICT BOARD  
AMENDED MEETING MINUTES  
OCTOBER 10, 2017

**CALL TO ORDER**

Dwane Baker called the meeting to order at 6:35pm.

**ATTENDING**

Dwane Baker, Dwight Smith, Cathy Junglen and Lori Hall-Underwood were in attendance. Vicki Leaf was conferenced in.

**1. MODIFICATION/APPROVAL OF AGENDA**

None

**2. PUBLIC COMMENT**

Ronda Smith spoke about how excited her students were to see a fire truck at the Hanover School District #28 Health Fair last week. Unfortunately, they had to leave to possibly respond on a call.

Chief Tatum responded that the Department will be present for Fire Safety at Prairie Heights Elementary School is scheduled for this Thursday, the 12<sup>th</sup> where the students will be able to talk to them.

**3. MINUTES**

Dwight Smith made a motion to approve the September minutes, Vicki Leaf seconded. All voted, "aye."

**4. REGULAR BUSINESS**

**a. TREASURER REPORT:**

A number of items were prepaid as they've done in the past. Vicki Leaf and Chief Tatum went over the numbers. Dwight Smith made a motion, Lori Hall-Underwood seconded. All voted "aye."

**b. CHIEF'S REPORT:**

A number of volunteers attended the EPA's boom class to dike oil and debris training held last month. He believes the members enjoyed it. One member received his HazMat Ops certificate and a few other members are going through the class. Chief Tatum has been working on the budget over the last month with Vicki Leaf. He submitted the packet to DOLA where Lori Hall-Underwood was approved and Cathie Salmon-Wolfe was removed as she resigned.

**c. DUPUTY CHIEF'S REPORT:** Deputy Chief Kevin Junglen briefed the board on the increasing number of alarms. The Department is sitting at 395. At this time last year, the Department was at 314 alarms. The Department currently has 34 volunteers. They are figuring how to leverage the number of volunteers to the best of their

abilities. Last month, there were 40 alarms. Of them, one was HazMat. Medical calls are taking half the total call volume.

## 5. OLD BUSINESS

- a. **STATUS ON ADDING A BOARD MEMBER TO SIGN CHECKS:** Vicki Leaf and Chief Tatum will be working on a time in two weeks when she is in town next. Duane Baker asked Vicki to contact him when she arrives on the 25<sup>th</sup> to set up a time to go into the bank. We are holding off until next month to revisit after the bank visit.
- b. **DISCUSS NEW BOARD TREASURER TRAINEE:** Dwane Baker is setting this aside to next meeting so that more focus can be on getting another signature on the bank account. This will be revisited next month.
- c. **CHRISTMAS PARTY AND GIFTS FROM THE BOARD:**  
The Christmas party is scheduled for the first Tuesday in December at 6pm at Station Two. Chief Tatum has not had an opportunity speak to the Officer's regarding the gifts from the board and will hopefully be doing so soon for their input.
- d. **SOLAR PANEL PROJECT UPDATE:**  
A letter was sent to the Project Manager with details regarding the fire service and what the Department will need. Proposal will show what roads they are working on. Any documents Chief receives he plans to share on social media to get the word out to the community. Notifications regarding the Solar Project is sent to adjacent landowners not the public.
- e. **RENEWABLE ENERGY PROJECT:**  
Chief Tatum is hoping they'll come out and speak to the board listing options, hidden costs, and preventative maintenance for each of the stations. Then an RFP will be drafted if we decide to move forward with this project; but doesn't anticipate this before the end of the year. Chief Tatum is under the impression that the return on investment will be somewhere between nine and ten years, but would like to look at the history of usage via Mountain View Electric to get a better idea.

## 6. NEW BUSINESS

- a. **2017 SUPPLEMENTAL BUDGET:**  
The supplemental budget went up \$50k under *Contract for Services*, because of recent vehicle and members' deployments. Raised the firefighter stipend up \$12k as the difference in the amount of paying out from where the Department allocated and billing for the deployments was off by this amount, roughly. *Maintenance* line item increased with the bulk of the money increased under *Contract for Services* went into the reserve for moving that money around if needed into other line items without the need to do a supplemental budget. In December, Chief Tatum is hoping to bring the notary in for the supplemental budget and submit to the state. Vicki stated she is

going to do everything she can to make the December meeting. Waiting until December will allow both the Supplemental Budget and Proposed Budget to be notarized at the same time and submitted to the state together.

**b. 2018 PROPOSED BUDGET:**

ERS, under *Administrative*, is going up approx. \$2200 anticipating on the increase through until renewal in July of next year. Deputy Chief asked about moving money into Volunteer FF Deployment pay from Volunteer Stipend from a conversation they had. Chief and Deputy Chief are going to talk more at a later date.

**c. 2017 VOLUNTEER FIREFIGHTER PENSION FUNDS APPLICATION:**

Application for Firefighters Pension Fund was submitted last Friday online, the last day of September. Now everything with DOLA is online, Vicki came in for a week and went over it to make sure everything is up to par on the states side. New firefighters still need to added for this year and submit it back. State funds are one year behind.

**7. OTHER BUSINESS**

SAM's account was updated last week and will carry us through 2018. All Federal Grants must be SAM certified or compliant, packet was approved. Tomorrow, Chief Tatum will submit the 'Notice of Budget' to Fountain Valley and will run for two-weeks. Budget hearing will be held at the November Board Meeting open to the public.

December all board members need to be at the meeting to turn the budgets by 18<sup>th</sup> of December. Dwight Smith found the wage program for the states on firefighters for us to review. Chief Tatum has been pulling pay scales from surrounding districts and found we're somewhere in the middle with our Proposed 2018 Budget. Some Departments are starting to pay a premium to their firefighters. Smaller Departments are feeding into the City and City departments are feeding into major departments. Benefits are all over the spectrum with some including families covered.

**8. FUTURE AGENDA ITEMS**

November 14<sup>th</sup> is the 2018 Budget Hearing  
Christmas Gifts Finalized  
New Board Treasurer/Trainee  
Solar Panel Project Update  
Additional member to sign checks update  
DOE update for next election

**9. BOARD COMMENTS**

Lori Hall-Underwood: Commended the firefighters for the job that they do and mentioned that she would like to see all members treating each other with respect, regardless of their rank, with the hopes of recruiting and retention of members to the Department. Dwight Smith: Thanked everyone. Duane Baker: no comment. Cathy Junglen: no comment. Vicki Leaf said she misses everyone.

Deputy Chief asked if he's permitted to call for an executive session and attend to discuss things in regards to future agenda items with the board and is hoping to schedule it for next month's meeting. Dwane Baker needs further clarification and will have the information available for the next meeting. Deputy Chief also wanted to say that he disagrees with Lori Hall-Underwood's comment and states that our Department is one of the most professional Departments around.

*'In accordance with the Colorado Open Meetings Law, Section 24-6- 402 (4), the Hanover Fire Department, determined it will hold a closed executive session. The Chair shall poll the Hanover Board members, and upon consent of two-thirds of the members present, an executive session will be held.'* Dwight Smith made a motion to go into executive session to discuss a personnel matter. Lori Hall-Underwood seconded. Vicki abstained, rest voted "aye."

Public Session paused for board members to attend the Executive Session at 7:40pm.

#### **10. ADJOURNED**

Public session resumed at 8:18pm where Dwight Smith made a motion to adjourn, Cathy Junglen seconded. All voted, "aye." Meeting adjourned at 8:20pm.